

12/9/81

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-AFU-82-12
DATE RECEIVED	December 9, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-18-81 Date	<i>Mark H. Coon</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION  
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2 Dec 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Maj, USAF Documentation Mgmt Br Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	OPERATING OFFICIAL CIVILIAN PERSONNEL DOCUMENTATION (Table 40-8) (Applicable Air Force-wide)  The purpose of this submission is to modify columns B, C and D of rule 4.4 and to add rule 4.5. In column C, we want to specify who keeps the performance appraisals and in column D to delete reference to AFR 40-540. We deleted "and merit pay certifications" in column B. The performance appraisals cover all performance. The Directorate of Civilian Personnel did not think we needed to specify merit pay certifications. We need to add rule 4.5 to cover the appraisals of the members of the Senior Executive Service.	NCI-AFU-81-52	

Mass Data Change Sheet Not Required.  
Closed Out. 12-22-81: K.I.I.  
Copy to Agency

2 items

TABLE 40-8

Operating Officials' Civilian Personnel Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
GRS 1/ 23 b (deviation) *	4.4 performance appraisals	appraisal forms, documentation of periodic performance, discussions and notes used to justify ratings	kept by supervisor	destroy after 5 years or when employee separates, whichever is sooner (See AFR 40-452) .
GRS 1/ 23 b (deviation) x	4.5		kept by supervisors of members of the Senior Executive Service	destroy after 5 years or when employee separates, whichever is sooner.