REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Mrs. Grace T. Rowe

5. TEL. EXT. 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 ____ 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 30 Nov 81
D. SIGNATURE OF AGENCY REPRESENTATIVE MARK H. COON, Maj, USAF
E. TITLE Documentation Mgmt Br
Directorate of Administration

7. ITEM NO. 8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

EMPLOYEE-MANAGEMENT RELATIONS
(Table 40-4 Applicable Air Force-wide)

The purpose of this submission is to amend rule 5 to add
rule 7. We have consolidated columns B and C of rule
5. Rule 7 has been added to cover the performance
appraisals of Senior Executive Service Personnel. We
needed to add this as a separate rule because of the
reference in column D. The performance appraisals are
required for 5 years for trend analysis and for reference
purposes.

NCI-AFU-81-45

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4; 115-107

Closed Out: 12-22-81

Copy to Agency
<table>
<thead>
<tr>
<th>RULE</th>
<th>R</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>5</td>
<td></td>
<td>performance appraisals</td>
<td>*forms documenting ratings of superior, excellent, fully successful, minimally acceptable, or unacceptable not accompanied by demotion or removal recommendation</td>
<td>destroy 5 years after date of rating (See AFR 40-452).</td>
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<tr>
<td>7*</td>
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<td>forms documenting ratings of members of the Senior Executive Service</td>
<td></td>
<td>destroy 5 years after date of rating (See AFR 40-2).</td>
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