

*Wallace*

**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**

LEAVE BLANK

JOB NO  
**NCI-AFU-82-18**

DATE RECEIVED  
**January 21, 1982**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**2-18-82** *DMH*  
Date Archivist of the United States

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: **13 JAN 1982**

D. SIGNATURE OF AGENCY REPRESENTATIVE: *Mark H. Coon*

E. TITLE: **MARK H. COON, Maj, USAF  
Documentation Mgmt  
Directorate of Administration**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><b>STAFFING (Table 40-2) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to change rule 11 from supervisory appraisals to civilian potential appraisals and establish a new retention period. The new appraisal form (AF Form 1287) is an Air Force requirement and will replace the previous potential appraisal. We recommend that the new potential appraisals be destroyed after 2 years or when employee separates, whichever occurs sooner. A note has been added to clarify that the old appraisal forms will be disposed of according to the new retention period. The rationale for the 2 year retention period is as follows:</p> <p>The Personnel Data System - Civilian (PDS-C) has been reprogrammed to include the history file of each employee's Civilian Personnel Appraisal (CPAS) ratings, for a period of 5 years. Hence, there is no longer the need to maintain in the Official Personnel Folder actual copies for the five year period of time. Essentially, the 2-year period specified will provide for the current CPAS rating (AF Form 1287) and the previous annual rating.</p> <p><i>Mass Data Change Sheet Not Required.</i></p>	<p><b>NCI-AFU-81-50 NCI-AFU-82-8 (Withdrawn)</b></p>	<p><i>WMA</i></p>

*Closed Out: 2-23-82: K.T.D.  
Copy to Agency*

TABLE 40-2 Staffing

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11 *	civilian potential appraisal	current appraisal of employ- ee potential	maintained by CCPO	destroy after 2 years or when employee separates, whichever occurs sooner. (See AFR 40-335) (Note 1)

Note 1: Retain Supervisor Evaluation of Employee Current Performance and/or Supervisor Evaluation of Employee Potential for First Level Supervisor Positions until replaced by the second Civilian Potential Appraisal.