

Wallen

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-AFU-82-21	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-11-82 <i>Date</i>	<i>Doyle M. Wallen</i> <i>Archivist of the United States</i>

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 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 <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Maj, USAF Documentation Mgmt 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	<p>POLICY, GENERAL AUTHORITY, AND GENERAL MANAGEMENT (Table 40-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 9 to cover disposition of documentation pertaining to personnel who are hired under the Intergovernmental Personnel Act (IPA) 1970 as set forth in FPM 334. The documentation consists of Optional Form 69, Assignment Agreement, and related documents accumulated during the assignment. Sometimes these personnel are assigned Air Force employees or Air Force employees on detail. If the documents are not more appropriately filed in the Official Personnel Folder, the documentation may be destroyed 2 years after assignment ends or at the end of the period of obligated service required of an Air Force employee returning to his/her position, whichever is later. This retention period will adequately serve the Air Force's administrative need of the documents (sample of the OF 69 is attached).</p>	NCI-AFU-81-48	<i>Item</i>

*No Mass data change required
Closed Out: 3-16-82: K.T.D.
Copy to Agency, & NNM*

TABLE 40-1 Policy, General Authority, and General Management

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9 *	Intergovernmental Personal Act (IPA) assignments	copies of assignment agreements and other related documents/papers accumulated during the assignment	not more appropriately filed in the OPF if the assignee is an Air Force employee or appointed to an Air Force position	destroy 2 years after the assignment ends; or at the end of the period of obligated service required of an Air Force employee returning to his/her position, whichever is later.