

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-AFU-82-71
DATE RECEIVED	9/2/82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Returned without action Date: _____ 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  
**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 <b>31 AUG 1982</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE <b>JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration</b>
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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 revise the disposition of rule 23. The Federal Employee Compensation Act (FECA) case files are used to support employees' claims for benefits under the FECA (initial injuries and recurrences) and for offering limited assignments to temporarily disabled and permanently partially disabled employees. Case files are required for 5 years after separation of a FECA claimant or 1 year after cessation of death benefits to survivors, whichever is later. The revision to rule 23 will ensure files are maintained long enough to manage the claim.</p>	NCI-AFU 81-48	

[Job returned without action]

No mass data change sheet required. Agency copy of job sent to Air Force under cover of NCD's 12/10/82 letter.

Closed out: 12-17-82:cm  
Copy to Agency

TABLE 40-1 (Continued)

RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
18	employee reconsideration files	negative determinations of acceptable level of competence for within-grade increases and basis thereof; employee's written request for reconsideration; reports of investigation, written summaries or transcripts of any personal presentations made; final decision on requests for reconsideration		destroy 1 year after date of final decision.
19	(RESERVED)			
20	manning authorizations	* unit manning documents, manpower authorization listings/vouchers, or letters	allocations of manpower spaces issued by the manpower office per AFM 26-3	destroy 6 months after supersession.
21	file of official publications	superseded copies of Federal Personnel Manual and Air Force regulatory material	*	see table 11-1, rule 14, and AFR 40-171.
22	Federal Employees' Compensation Act log	weekly listing of injuries used as a check file for all cases sent to Office of Workers' Compensation Programs	maintained by CCPO	destroy after 5 years.
23	Federal Employees' Compensation Act case files	letters and copies of forms and statements for each case used as a check file for all cases sent to the Office of Workers' Compensation Programs		<del>* destroy 5 years after separation of a FECA claimant or 1 year after cessation of death benefits to survivors, whichever is later.</del>

10-80

[Job returned without action]

[Disposition not approved]