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. S. 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  
   7 JUN 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE
   Grace T. Rowe

E. TITLE
   Documentation Management
   Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
   UNION AND/OR ASSOCIATIONS OF SUPERVISORS
   AND MANAGEMENT OFFICIAL MANAGEMENT
   DOCUMENTATION (Table 40-6)
   (Applicable At HQ USAF)

The purpose of this submission is to add rules 2.1 and 11.

1 Rule 2.1 covers summary of recognition and agreement data on union or associations. The information may be destroyed when union is no longer recognized or no longer needed, whichever is later. It is required for trend analysis and administrative reference.

2 Rule 11 covers official time usage for representation purposes and consists of summary of official time expended for representation purposes. The documentation may be destroyed when union is no longer recognized or when no longer needed, whichever is later. The information is needed for administrative reference purposes.

No mass data change sheet required. Copy of job sent to

agency by R.A.W., 7-2-83.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td>2.1</td>
<td>If documents are union or association or pertain to recognition</td>
<td>consisting of summary of recognition and agreement data</td>
<td>which are at HQ USAF</td>
<td>then destroy when union is no longer recognized or when no longer needed, whichever is later.</td>
</tr>
<tr>
<td>11</td>
<td>official time usage for representation purposes</td>
<td>summary of official time expended for representation purposes</td>
<td>at HQ USAF</td>
<td>destroy when union is no longer recognized or when no longer needed, whichever is later.</td>
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