

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCI-AFU-84-5
DATE RECEIVED 10/14/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 10-15-84 <i>Oct 15 84</i> <i>Rebecca Wane</i> 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

5. TEL. EXT.

Mrs Grace T. Rowe

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 OCT 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E. TITLE GRACE T. ROWE Documentation Management
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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
	EMPLOYEE-MANAGEMENT RELATIONS (Table 40-4) (Applicable Air Force-wide) The purpose of this submission of to establish rule 9 for counseling records regarding Defense-related employment. The records are statements signed by employees confirming that they have received counseling concerning reporting Defense-related employment. The counseling record is maintained at the Central Civilian Personnel Offices (CCPO) and may be destroyed 3 years after employee separates. Extract from AFR 40-735 with interim message changes 79-2 and 82-1 to paragraph 3c is attached for your information.	NCI-AFU-81-45	Exception to GRS 1/27a 1 item

*No mass data change sheet required.
Copy of Job sent to agency by TADA on 10-19-84. Info copy to Kellogg.*

TABLE 40-4 Employee-Management Relations

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1 9	counseling regarding Defense-related employment	statements signed by employees confirming that they have received counseling on reporting Defense-related employment according to AFR 30-14. See also AFR 40-735	at CCPO	destroy 3 years after employee separates. <i>[Exception to GRS 1/27a]</i>