

Not Original Copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AFU-85-14	DATE RECEIVED 2-19-85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Mgt Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3494		
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 2-14-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Mgt Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (Table 35-5) (applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 21 to table 35-5. HQ Strategic Air Command (SAC) has published a Privacy Act System of records entitled, "Officer Quality Force Management Records." The records in this system depict information relating to the existence of unfavorable information relating to the officer. This would include such areas as drug and alcohol abuse data, data including non-recommendation for promotion action, substandard performance, unacceptable conduct or unfitness and status and dates relating to pending or completed administration actions.</p> <p>The records in this system do not fall under provisions of table 35-1, rule 2 or the unfavorable information files, table 35-5, rules 1-5. The retention period recommended strikes a balance between the need to retain the information and the need to dispose of the information not required, therefore, we have set a maximum retention period of two years.</p> <p>Although SAC is the only command with a system of records at this time, we felt we should cover the MAJCOM's since they need or could need this rule for like records.</p> <p><i>Copy of job sent to agency and NNM by BAW, 3-27-85</i></p>		<i>1 item</i>

TABLE 35-5

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21 *	Officer quality force management records	summaries of potential and pending quality force actions on officers assigned	at MAJCOM	<p>destroy when superseded, no longer needed, or 2 years after last entry or sooner if superseded or no longer needed.</p> <p>[Amended by R. Wire per G. Rowe, 2-27-85]</p>