

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-82-012

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AFU-82-12

DATE RECEIVED

December 9, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-18-81

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.

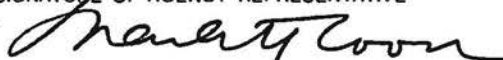
☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

2 Dec 81

D. SIGNATURE OF AGENCY REPRESENTATIVE



E. TITLE **MARK H. COON, Maj, USAF**
Documentation Mgmt Br
Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

OPERATING OFFICIAL CIVILIAN PERSONNEL
DOCUMENTATION (Table 40-8)
(Applicable Air Force-wide)

1

The purpose of this submission is to modify columns B, C and D of rule 4.4 and to add rule 4.5. In column C, we want to specify who keeps the performance appraisals and in column D to delete reference to AFR 40-540. We deleted "and merit pay certifications" in column B. The performance appraisals cover all performance. The Directorate of Civilian Personnel did not think we needed to specify merit pay certifications. We need to add rule 4.5 to cover the appraisals of the members of the Senior Executive Service.

NCI-AFU-81-52

Mass Data Change Sheet Not Required

2 items

Closed Out. 12-22-81: 8.1.1.1
Copy to Agency

TABLE 40-8

Operating Officials' Civilian Personnel Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
GRS 1/ 23 b (deviation) 4.4 *	performance appraisals	appraisal forms, documentation of periodic performance, discussions and notes used to justify ratings	kept by supervisor	destroy after 5 years or when employee separates, whichever is sooner (See AFR 40-452) .
GRS 1/ 23 b (deviation) 4.5 x			kept by supervisors of members of the Senior Executive Service	destroy after 5 years or when employee separates, whichever is sooner.