

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
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

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr James Dagwell

5. TEL. EXT.

767-5403

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JAN 10 1977	JOB NO. NC 1-AFCI-77-65
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 "with-drawn" in column 10.	
2-1-77 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

14 DEC 1976

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>EMPLOYEE MANAGEMENT RELATION RECORDS (TABLE 40-4) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition and description criteria for performance awards and outstanding performance ratings.</p> <p>This proposal combines rules 4 and 5; deletes the existing rule 5; changes column B of rule 4 to provide for coverage of records relative to approved awards; and reduces retention from 3 years to 2 years.</p>	<p>NN 170-33</p>	

SENT to AGENCY 2/4/77

10 January 1973

AFM 12-50 (C11)

TABLE 90-4

EMPLOYEE-MANAGEMENT RELATIONS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	general grievances, appeals, and discrimination complaints	original of employee's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material		destroy 5 years after date of final decision, or 5 years after date of any action on the case after final decision, whichever is later.
2	performance rating appeals	employees' performance rating appeals, decisions rendered, and other material related to the cases	not covered by rule 1	destroy 1 year after final decision, or 1 year after date of any further action on the cases, whichever is later.
3	adverse actions	notice of proposed action, any answer made by employees, and notice of decision, including records concerning circumstances of adverse action cases, dates of delivery of notices, sequence of events, and statements of witnesses		destroy 5 years after date of the adverse action.
6 *	performance awards and outstanding performance ratings (see note)	reports and correspondence or supporting documents relating to recommendations, minutes of meetings or memoranda for record showing action taken in connection with performance awards and outstanding performance ratings		destroy 2 years after close of year in which final action is taken.
* 5	RESERVED			

Note For employee suggestions, inventions, and scientific achievements, see table 900-2.