

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

5/5/81

LEAVE BLANK	
JOB NO <i>NCI-AFU-81-43</i>	
DATE RECEIVED <i>May 5, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>8-11-81</i> Date	<i>[Signature]</i> 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

Information Management and Resources Division

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 3 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 <b>29 APR 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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
1	<p align="center">CLASSIFICATION (Table 40-5) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to update table 40-5 to better describe the documentation and reflect the retention periods required by the Air Force. Retention periods for rules 1 and 2 comply with GRS1, item 7b(1) and (2). Rule 3 is reserved since present rule is combined in rules 1 and 2. Experience has proven that we need the position surveys as described in rule 4 for 4 years from date of the report to track action and for administrative reference purposes. This is a deviation from GRS1, item 7c. In rule 5, we need to keep the position survey forms or equivalent for a period of 2 years after effective date of action. Rule 6 is reserved, since the annual certification is no longer an administrative requirement. Rule 7 is added to cover general administrative documentation concerning plans, surveys and reports correspondence that pertain to position management. Retention period is required for managerial purposes.</p> <p>The retention periods established in this table adequately satisfy the administrative needs of the Air Force.</p>	NN-170-33	

*5 items*

*Closed Out: 8-18-81: K.T.J.  
 Copy to Agency*

TABLE 40-5

## CLASSIFICATION

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1 GRS 1/76(1) (same)	position descriptions	*files describing established positions including information on title, series, grade, duties and responsibilities	*record copy	*destroy 5 years after position is abolished or description superseded.
GRS 1/76(2) * 2 (same)			other copies	destroy when position is abolished or position description superseded.
* 3	(RESERVED)			
4 GRS 1/7c (1)(a) (deviation)	position surveys	surveys or equivalent listing of positions and actions, reports of misallocations, and correspondence pertaining to classification action resulting from position audits		*destroy 4 years from date of the report, or on inactivation, whichever is sooner.  [Amended by R. Wire per G. Rowe, 8/10/51]
Similar to 5 GRS 1/7c (1)(b) (deviation)	actions resulting from position surveys	position survey form or equivalent (used instead of a request for personnel action form to request action)	optional files; if not maintained see rule 4	*destroy 2 years after effective date of action.

TABLE 40-5 (continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
* 6	(RESERVED)			
* 7 <i>Similar to GRS 1/3 (deviation)</i>	position management documentation	plans, surveys, and reports correspondence that pertain to position management	organization's report and allied documentation	destroy after all action is completed <i>or when</i> new report is issued, <del>or no longer required</del> <del>the report is</del> <i>whichever is applicable.</i>

*[Amended by R. Wire  
per G. Rowe, 8/10/81]*