

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

5/5/81 ✓

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

LEAVE BLANK	
JOB NO	
NCI-AFU-81-45	
DATE RECEIVED	
May 5, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
5-22-81	<i>[Signature]</i>

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
30 APR 1981	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>EMPLOYEE-MANAGEMENT RELATIONS (Table 40-4) (Applicable Air Force-wide)</p> <p>The purpose of this action is to update table 40-4, clarify the description and retention period of employee-management relations documentation. Column B of rules 1 and 2 is updated to add any judicial proceedings. The retention for rule 1 conforms to GRS1, item 26a. Column D to rule 1.1 is changed to comply with amended GRS1, item 26a. Rules 1.2 - 1.4 are added to include related files and retention periods for complaints and discrimination cases. We need these for administrative reference for 2 years after the case is closed. Rule 2 on performance rating appeals is now included in rule 1. Rule 2 is reserved.</p> <p>Rules 3 and 4 remain the same. Rules 5 and 6 are added to cover performance appraisals. The retention periods are required for administrative and reference purposes.</p> <p><i>[Amended by R. Wire per G. Rowe, 5/11/81]</i></p>	NN 170-33	

9 items

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EMPLOYEE-MANAGEMENT RELATIONS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	grievances grievances and appeals (i.e., denial of within grade step increases, reduction in force, unacceptable performance, and classification)	*original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material including any judicial proceedings, except complaints of discrimination. <i>Amended by R. Wise per G. Rowe, 5/11/81</i>	not included in Rules 1.1 - 1.4 and Rule 3 or in T40-6, R 8.	*destroy 3 years after case is closed. [GRS 1/31a (same)] [GRS 1/7d (same)]
1.1	Complaints of discrimination	*original complaint, counselor's report, investigative and hearing reports, copies of decisions, and related material including any judicial proceedings		*destroy 4 years after case is resolved by Air Force or Equal Employment Opportunity Commission (EEOC) or by a U.S. Court. <i>[Same as GRS 1/26a as amended in AICI-GRS-80-9, Item 1]</i>
1.2 *		management decisions on whether or not to take disciplinary action		destroy 2 years after case is closed.
1.3 *		card files which describe current status in processing each individual complaint		
1.4 *		record of complaint not pursued beyond informal stage		destroy 2 years after date EEO counselor was initially contacted.
2	(RESERVED)			
3	adverse actions and appeals	*notice of proposed action, any answer made by employees, notice of decision, any order affecting the action, and any supporting material including any judicial proceedings		*destroy 4 years after case is closed. [Same as GRS 1/31b]

TABLE 40-4 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
4 *	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. [Same as GRS 1/12a(1)]
5 *	performance appraisals	forms documenting ratings of superior, excellent, fully successful, minimally acceptable, or unacceptable	not accompanied by demotion or removal recommendation	destroy 5 years after date of rating (see AFR 40-452). Withdrawn
6 *		forms documenting a rating of unacceptable where demotion or removal is proposed but	not effected	destroy after employee completes 1 year of not less than minimally acceptable performance from date of proposed demotion or removal.

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

[Rule 5 withdrawn per G. Rowe, 5/11/81]