

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

*Wallace*  
*12/17/81*

LEAVE BLANK	
JOB NO.	
<i>NCI-AFU-82-13</i>	
DATE RECEIVED	
<i>December 9, 1981</i>	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
<i>12-18-81</i>	<i>Mark H. Coon</i>
<small>Date</small>	<small>Archivist of the United States</small>

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
30 Nov 81	<i>Mark H. Coon</i>	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
	<p style="text-align: center;"><b>EMPLOYEE-MANAGEMENT RELATIONS</b>                      (Table 40-4 Applicable Air Force-wide)</p> <p>The purpose of this submission is to amend rule 5 to add rule 7. We have consolidated columns B and C of rule 5. Rule 7 has been added to cover the performance appraisals of Senior Executive Service Personnel. We needed to add this as a separate rule because of the reference in column D. The performance appraisals are required for 5 years for trend analysis and for reference purposes.</p>	NCI-AFU-81-45	

*Mass Data Change Sheet Not Required*  
*Closed Out: 12-22-81 (R.T.1)*  
*Copy to Agency*

*2 items*

TABLE 40-4

Employee - Management Relations

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
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).
7*		forms documenting ratings of members of the Senior Executive Service		destroy 5 years after date of rating (See AFR 40-2).

GRS1/  
23b  
(deviation)

GRS1/  
23b  
(deviation)