

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>701-AFW-03-16</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-7-2003</i>	
1. FROM (Agency or establishment) Department of the Air Force		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION Communications and Information		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5. TELEPHONE NUMBER (703) 588-6194	DATE <i>5/7/03</i>	ARCHIVIST OF THE UNITED STATES <i>Alta D... ..</i>
<p>6. AGENCY CERTIFICATION</p> <p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p style="text-align:center;"> <input checked="" type="checkbox"/> is not required                  <input type="checkbox"/> is attached; or                  <input type="checkbox"/> has been requested.         </p>			
DATE <i>2 May 2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S Croom</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<b>3.</b>	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p><b>LEGAL ADMINISTRATION (Table 51-1)</b> (Applicable Air Force-Wide) The attached DLT reschedules litigation case files covered by Rules 14, 14.01, 15, and 16. Rules 17 and 18 are reserved because they cover records now scheduled under Rules 14, 14.01, 15, and 16.</p> <p><del><b>EMPLOYEE-MANAGEMENT RELATIONS (Table 36-29)</b></del> (Applicable Air Force-wide) The attached DLT adds records of representation cases to the types of records covered by Rule 1.</p> <p><del><b>UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT (Table 36-31)</b></del> (Applicable Air Force wide) The attached DLT revises Rules 5 and 5.01 to include unfair labor practice charges as well as complaints. It also adds AFLSA as an organizational level where Rule 5 records are located.</p>	<p><i>withdrawn 7/23/03</i></p> <p><i>NARA approval not required 4/15/04</i></p> <p><i>cc: agency, DR, NWML</i></p>	

Job N1-AFU-03-16

TABLE 51-1

## LEGAL ADMINISTRATION

	A	B	C	D	
R U L E	If the records are or pertain to	Consisting of	which are	Then	
1.	14	Litigation	records accumulated incident to legal actions involving the AF, its personnel, or contractors; and administrative proceedings, investigative reports, and legal processing affecting accomplishment of the AF mission. Excluded is foreign civil litigation and actions on tort claims under AFI 51-501 and hospital recovery claims. (See Notes 7, 8, and 9.)	at AFLSA	Destroy 25 years after end of year in which case is closed. AUTH:
	14.01	Litigation at other than AFLSA		Destroy 2 years after end of year in which case is closed. AUTH: N1 AFU 90-3	
2.	15	Foreign civil litigation	Records accumulated incident to foreign civil litigation in which the Air Force or one of its agents is named as a party.	at HQ USAF/JAO	Destroy 10 years after end of year in which case is closed. (See Note 10.) AUTH:
	16	Foreign civil litigation at other than HQ USAF/JAO		Destroy 2 years after end of year in which case is closed. AUTH: N1 AFU 90-3	
	17	(RESERVED)		(RESERVED)	
	18	(RESERVED)		(RESERVED)	

Rules 14.01 and 16 have been crossed off this SF115 because the records they cover have approved dispositions under Rule 16 in AFMAN 37-139. – R. Noble 7/7/05

Notes (to Table 51-1):

7: For records concerning tort claims under AFI 51-501, use Table 51-4, Rules 21 and 22. For records concerning hospital recovery claims, use Table 51-4, Rules 16 and 17.

8: For records concerning non-litigated Unfair Labor Practice (ULP) cases, use Table 36-29, Rule 1, and Table 36-31, Rules 5, 5.01, and 9. For records concerning non-litigated Equal Employment Opportunity (EEO) cases, use Table 36-29, Rules 1.01 and 2, and Table 34-12, Rule 61, 62, and 63. For records concerning non-litigated Merit Systems Protection Board (MSPB) cases, use Table 36-29, Rules 1 and 3.

9: For records concerning non-litigated Freedom of Information Act cases, use Table 37-19, Rules 27 and 28. For records concerning non-litigated Privacy Act cases, use Table 33-30, Rules 5 and 6.

10: HQ USAF/JAO may identify a foreign civil litigation file as having historical value because it relates to a case that significantly affected U.S. relations with foreign countries, had great importance for U.S. national interests, and/or attracted widespread national or international attention. For such cases, HQ USAF/JAO should propose the file to the National Archives and Records Administration (NARA) as appropriate for permanent retention. If NARA concurs that the file is permanently valuable, HQ USAF/JAO should mark it accordingly and transfer it to the National Archives 10 years after case closure.

<b>TABLE 36-29</b>				
<b>EMPLOYEE-MANAGEMENT RELATIONS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>Consisting of</b>	<b>Which are</b>	<b>Then</b>
<b>1</b>	Administrative grievances, <i>representation cases</i> , and classification appeals	Original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings		Destroy 4 years after case is closed (See Notes 1 and 2). AUTH:

*Withdrawn*

**NOTES:**

1: Selected records such as classification appeals decisions *and representation cases* may be retained as policy/precedent files, which are governed by table 37-14, rule 9. Retirement to a federal records center is not authorized.

2: For employee suggestions, inventions and scientific achievements, see table 36-34.

**The above proposed revision to Table 36-29, Rule 1, has been withdrawn from this SF115, because records of representation cases already are covered by approved Rules 1 and 2 in Table 36-31 in Web-Rims. See also attached 7/23/03 email from R. Noble to O. Croom. – R. Noble 7/23/03**

TABLE 36-31				
UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT				
	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
5	Unfair labor practice <i>charges and</i> complaints	Initial <i>charge or</i> complaint and case record and decision	At CPFs <i>and AFLSA</i>	Destroy 4 years after resolution (See Notes 2 and 3). AUTH:
5.01			At DOD/CPMS	Destroy 1 year after <i>resolution</i> or 1 year after date of any further action on the cases, whichever is later (See notes 2 and 3) AUTH:

**NOTES:**

- 2: Selected records may be retained as policy/precedent files governed by table 37-14, rule 9.
- 3: When class action complaint is filed, refer to table 36-29, rule 2.

**NARA approval is not needed for the above revision to Table 36-31, Rules 5 and 5.01, because it involves only a minor change in the records description, with no change in the disposition period. – R. Noble 4/15/04**