

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NI-AFLI-88-27
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		DATE RECEIVED	4-12-88
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY SECTION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE	ARCHIVIST OF THE UNITED STATES

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE MAR 22 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Inace T Rowe</i>	D. TITLE GRACE T. ROME, Chief, Rec Mgt Policy Section Directorate of Information Mgt and Admin
------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(INARS USE ONLY)</i>
1	<p>EMPLOYEE-MANAGEMENT RELATIONS (T40-4, R3.1) (Applicable Air Force-wide)</p> <p>Request your approval on this new rule concerning the disposition of the Disciplinary Action records. (See attached table).</p> <p>JUSTIFICATION: The Central Civilian Personnel Office (CCPO) maintains these records in the employees' OPF for 2 years as directed by OPM, but they need also to maintain an extra file in a central location for statistical/research purpose.</p>		

TABLE 40-4 - EMPLOYEE-MANAGEMENT RELATIONS

R U I. E.	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
* 3.1	Disciplinary actions	notice of proposed action, any answer made by employees, notice of decision, any order affecting the action, appeals documentations, and any supporting material, including notices of reprimand and any judicial proceedings	at CCPOs	destroy 2 years from the date of the notice of decision to reprimand