

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-89-122

DATE RECEIVED

5/22/89

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20540

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

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 TWO 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

16 May 89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE, Chief, Rec Mgt Policy Sect
Directorate of Information Mgt and Admin

7. ITEM NO.

1

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS
(TABLE 40-8, RULES 4.6 AND 14)
(APPLICABLE AIR FORCE-WIDE)

The Air National Guard asked us to add two new rules for the disposition of the Supervisor's Record of Technician Employment (NGB Form 904-1), and the Performance Standards and Critical Elements Form (NGB Form 430(T) and Performance Appraisal Form (NGB Form 430-1(T)). The current rules we have in our regulation (AFR 12-50, Vol II) cannot apply to the technicians of the National Guard because they are not Title 5 civilian employees and do not receive their pay from appropriated funds.

For reasons mentioned above, request you approve these two rules for inclusion in our disposition standards.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (INARS USE ONLY)

Replaced by NI-AFU-90-9

TABLE 40-8

TITLE OF TABLE
OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 4.6	Air National Guard supervisor's employee work folder	NGB Form 430(T), Performance Standards and Critical Elements Form, and NGB Form 430-1(T), Performance Appraisal Form	kept by supervisor	destroy 3 years after effective date of appraisal, forward to CCPO if separated or transferred (CCPO forwards to gaining activity.)
* 14	Air National Guard supervisor's employee work folder	NGB Form 904-1, Supervisor's Record of Technician Employment, and related documents	kept by supervisor and used to properly supervise full-time employee. Used to document actions taken, and history of employment	dispose of in accordance with TPR 293-31.