Wallace 7/7/18

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-AFU-82-63
DATE RECEIVED July 7, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Withdrawn 9/16/83
Date — Archivist of the United States

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: 24 JUN 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE: James E. Dagwell

E. TITLE: JAMES E. DAGWELL, Documentation Management Branch, Information Mgmt and Resources Div

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	POLICY, GENERAL AUTHORITY AND GENERAL MAINTENANCE (Table 40-1) (Applicable Air Force-wide)		
1	The purpose of this submission is to establish retention periods for rules 3 and 5. We had recommended these rules for permanent retention in NARS Job Number NC1-AFU-81-48. The disposition was disapproved. The documents in rules 3 and 5 are needed for long term retention for research and reference purposes. We are recommending that they be retained at the Central Civilian Personnel Offices (CCPO) during its existence, then on inactivation of the CCPO the files will be transferred to the gaining organization or activity responsible for closing out the civilian personal records. That activity may destroy when no longer needed. These files are needed to substantiate personnel actions. They provide development and trends in personnel and pay programs and are needed for analysis purposes. Since the volume of these records is small, they will be held in Air Force space and not retired to a Federal records center. We are, therefore, adding a note 4 to this effect.	NC1-AFU-81-48	2 items

Copy of job sent to agency as an enclosure to NCD's 9/16/83 letter.

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TABLE 40-1 Policy, General Authority, and General Management

RULE	A If documents are or pertain to	B consisting of	C which are	D then
3		documents which provide the basis for personnel program administration authority and which support the legal and administrative validity of of personnel and pay actions	authorities to administer US citizen and/or non-US citizen employees, such as, but not limited to, base commander's written designations of civilian personnel officer (CPO) and incumbents of other positions to sign personnel action documents; Office of Personnel Management (OPM), HQ USAF, or major command (MAJCOM) exceptions or authorities which provide basis for specific actions or operations but which are not appropriate for inclusion in a case file; records or other actions or decisions which are precedent-setting for future operations	*retain at the CCPO during its existence; on inactivation transfer the file to gaining organization or activity assigned responsibility for closing out civilian personnel records. Destroy when no longer needed. (note 4)
5	wage administration	*wage schedules, oversea differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action	*documents which constitute the basis for personnel actions which may require reconstruction at a later date	*retain at the CCPO during its existence; on inactivation transfer to gaining organization or activity responsible for closing out civilian personnel records. Destroy when no longer needed. (note 4)

*Note 4. Retirement of this documentation to any Federal Records Center is not authorized.