

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Richard J. Norman

5. TEL. EXT.

11/29239

LEAVE BLANK	
DATE RECEIVED MAR 30 1973	JOB NO.
DATE APPROVED	NN-173-200
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
4-12-73 DATE	<i>James E. O'Neil</i> ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

28 MAR 1973

(Date)

R. E. Reilly

(Signature of Agency Representative)

R. E. REILLY, Chief
 Documentation Management Branch
 Directorate of Administration

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>STAFFING RECORDS (40-2) (Applicable Air Force-wide)</p> <p>Qualification questionnaires. Attached addition to AFM 12-50, table 40-2, is to provide disposition standards for completed supplemental qualification questionnaires used to identify employee skills under the Air Force Job Element Qualification System which supplements the Civil Service Commission Handbook (X-118C). The records will cease to have sufficient value after the stated periods to warrant further retention by the Air Force.</p>		

TABLE 40-2

STAFFING RECORDS

R L E	A	B	C	D	Superseded
	If documents are or pertain to	consisting of	which are	then	AFM 181-5 1 Dec 66 paragraph
A.1	skills locator files	documents used to identify skills or qualifications of employees (including job element qualification questionnaires)		destroy job element qualification questionnaires 2 years after supersession; destroy other documents when superseded or on inactivation, whichever is sooner.	DISPOSAL APPROVED