

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO <i>NCI-AFU-81-47</i>	
DATE RECEIVED <i>May 12, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>1-13-82</i>	Archivist of the United States <i>Edward Welton</i>

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
Information Management and Resources Division

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 4 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 5 MAY 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">UNION AND/OR ASSOCIATION OF SUPERVISORS AND MANAGEMENT OFFICIALS MANAGEMENT (Table 40-6) (Applicable Air Force-wide)</p> <p>This submission updates table 40-6. Column C in rules 1 and 2 is changed to clarify where the documents are maintained. Column D is changed from permanent retention to destroy when union is no longer recognized or when no longer needed for administrative purposes, whichever is later. These files are needed for analysis and look-back reference. Column C of rule 3 is changed to show that the files are kept at HQ USAF and MACOM. Column D is changed from permanent to destroy when obsolete or superseded. We do not believe this documentation warrants permanent retention. Column D, rule 4 is changed from permanent retention to destroy when 3 years old. This retention period will satisfy Air Force managerial requirements.</p> <p>Column A in rules 5 and 5.1 is reworded to better describe the documents. Column C is changed to reflect that these documents are maintained at the Central</p> <p><i>[See note on p. 2 of the SF 115]</i></p>	<p align="center">NN-170-50</p>	<p align="center">11 items</p>

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Deletion by R. Wire per G. Rowe, 9/3/81</u></p> <p>Civilian Personnel Offices (CCPOs). Column D is changed to destroy 4 years after resolution of the case. (the same as ORSI item 26(1)). We added a note to provide that selected documents may be retained as policy/precedent files (table 11-2, rules 9 and 9.1) until obsolete, superseded or no longer needed for reference. The availability of typical cases or those that set precedents will enhance the management process.</p> <p>Rules 8-10 are added to cover grievances filed under negotiation grievance procedures, arbitration awards rendered under negotiated agreement and appeals to the Federal Labor Relations Authority. Cases covered by rules 8 and 9 may be destroyed 3 years after the case is closed, or when no longer needed for administrative purposes. The note also applies to these cases. Rationale for their retention is the same as shown for rule 5. Rule 10 is added to cover the arbitration awards rendered under negotiated agreement and appeals to the Federal Labor Relations Authority which are maintained by the major Commands and the Central Civilian Personnel Offices (CCPOs). The awards case files are retained for the duration of the applicable agreement or final closing of the case, whichever comes later. Then they may be destroyed. This satisfies the administrative use of the files.</p> <p><u>Background provided in Air Force's letter of 11/12/81 supersedes the background given on pp. 1-2 of the SF 115. R.A. W. per G.R., 11/23/81</u></p>		

UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT OFFICIALS MANAGEMENT (Note 1)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
GRS // 1 29a(1) [deviation]	union or association recognition	request or petition for recognition, related documents; installation's letter of recognition and certification of representative	*at Central Civilian Personnel Offices (CCPOs)	*destroy when union is no longer recognized or when no longer needed for administrative purposes, whichever is later.
GRS // 2 29a(1) [deviation]		analysis and exhibits determining appropriateness of unit; election agreement, related records; disapproval requests for union recognition		
GRS // 3 29a(1) [deviation]	memorandum of agreement under labor management relations in federal service	initial union proposals, counter proposals, working documents, and approved agreement		*destroy when superseded or obsolete.
GRS // 4 29a(1) [same]	annual report of union recognitions	report, and all backup material		*destroy when 5 years old.
GRS DNA	*unfair labor practice complaints	initial complaint, case record, and decision	*at CCPOs	*destroy 4 years after resolution. (Note 2)
5.1 GRS DNA			at MAJCOMs and HQ USAF	destroy 1 year after final decision, or 1 year after date of any further action on the cases, whichever is later. (Note 2)

TABLE 40-6 (continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
GRS 1/ 29a(1) [deviation]	6 union or association request for permission to post literature	request, literature, and installation approval/ disapproval		destroy 2 years after date of installation approval or disapproval.
GRS 1/ 29a(1) [deviation]	7 union or association management consultation meetings	minutes of meeting, and copies of decisions made		destroy when superseded or obsolete.
similar to GRS 1/ 31a [same]	8 grievances filed under negotiation grievance procedure	initial and subsequent filings at successive steps of grievance pro- cedure; management deci- sions thereon; memos for the record and any perti- nent evidence related thereto	at CCPOs (or other appro- priate level of recogni- tion)	destroy 5 years after final resolution of case (Note 2) destroy 3 years after case is closed (Note 2). [Amended by R. W. W. per G. Rowe, 11/23/81]
GRS 1/ 29b [same]	9 arbitration awards ren- dered under negotiated agreement, and appeals therefrom to Federal Labor Relations Authority (FLRA)	request for arbitration, award; pre- and/or post- hearing briefs; appeal proposal/brief and decision as applicable	at HQ USAF	
GRS 1/ 29b [same]			at MAJCOMs and CCPOs	

Note 1: Documentation described in this table is not authorized for retirement to a Federal records center.

Note 2: Selected documents may be retained as policy/precedent files managed by table 11-1, rules 9 and 9.1.

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