Wallace #89

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO
NCI-AFU-83-65

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

DATE RECEIVED 1/27/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-28-83   Robert M War
Date   Archivist of the United States

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
19 JAN 1983	Mark H Coon	MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	PERSONNEL DATA SYSTEM – MILITARY BASE LEVEL MILITARY PERSONNEL SYSTEM (BLMPS) (Table 30-4) (Applicable Air Force-wide) The purpose of this submission is to change column D in rule 4 to read "destroy EOM September after 10 years". This updates the changing of the fiscal year end from June to September. Rule 2, column D is also changed to read "destroy EOM Mar, Jun after 3 years". This updates the changing of fiscal year from June to September. Rule 6, column D is changed to "destroy after 6 months". Reconstruction of master files cannot be accomplished after 6 months.	NN-170-33	

Mass data change sheet required.

Copy to agency, 3-30-83; BB.

3 items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

TABLE 30-4

* PERSONNEL DATA SYSTEM—MILITARY (BASE LEVEL MILITARY PERSONNEL SYSTEM) (BLMPS) – (note 1)

RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	month-end strength Uniform Officer/Airman Record (HQ USAF UOR/UAR)	a complete UOR or UAR of every member on the UOR or UAR master file as of the end of each month	used to derive the strength of the AF as of the end-of-month (EOM)	destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May after 13 months.
②				†destroy EOM Mar, Jun after 3 years.
3				destroy EOM Dec after 6 years.
④				*destroy EOM Sep after 10 years.
5	MAJCOM Uniform Officer/ Airman Record (MAJCOM UOR/UAR)	master file	as of 30 Jun and 31 Dec	destroy after 90 days.
⑥	monthly HQ USAF UOR/UAR transaction history	records of transactions processed by AFSN/SSAN	records that provide capability for post-analysis of actions affecting AF personnel structure and for reconstructing all activities within the personnel function as they relate to individuals, commands, or to the force structure	*destroy after 6 months.

N/C

N/C

m.d.c. required.

N/C