REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse) 

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  
Records Management Branch  

4. NAME OF PERSON WITH WHOM TO CONFERR  
Mrs Grace T. Rowe  

5. TELEPHONE 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 ___ 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  
4 MAR 1986  

C. SIGNATURE OF AGENCY REPRESENTATIVE  
Grace T. Rowe  

D. TITLE  
Records Management Branch  
Directorate of Administration  

7. ITEM NO  
8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)  
Personnel Data System (Base Level Personnel System) (Military and Civilian) (Table 30-4) (Applicable Air Force-wide)  

This is an addition to our revised table 30-4, NARA job #NCI-AFU-85-25. The purpose of this submission is to establish rules 15 and 16 to cover the disposition of personnel data system change requests. These documents are initiated at specific levels to change, add to, or correct elements of the existing personnel data system. Usage can be as frequent as daily.  

Copies to agency, NBA 8-7-87  

T. F.  

STANDARD FORM 115 (REV 8-83)  
NSN 7540-00-634-4064
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td><strong>Rule 15</strong></td>
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<tr>
<td></td>
<td>Recommend AF Forms 804 be destroyed after 3 calendar years. These forms effect major changes/additions to the current system tables/software. These do not constitute redesign of the total system (wherein &quot;life-cycle documentation is necessary), rather they are used for periodic upgrade of the system. Each AF Form 804 is a separate action. Maintenance of these documents provides an audit trail for changes to encode/decode tables, decision logic tables and programs. Survey over the past four years revealed a need for the recommended maintenance period.</td>
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<tr>
<td>2</td>
<td><strong>Rule 16</strong></td>
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<tr>
<td></td>
<td>Recommend AF Forms 1945 be destroyed after 1 calendar year. These forms effect &quot;quick fixes&quot; of system discrepancies resulting from a major system change which was subsequently determined to be deficient. Turn around time is normally 30-60 days; however, in some instances it may be longer before the actual correction can be made. This form could cause an AF Form 804 to be generated, therefore requiring a maintenance period greater than transitory.</td>
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<tr>
<td><strong>15</strong></td>
<td>system change requests</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td>AF Form 1945, Personnel System Exceptions Report and supporting records</td>
</tr>
</tbody>
</table>

**TABLE 30-4 Personnel Data System**