

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>			LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408			JOB NO. <i>N1-AFU-88-22</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE			DATE RECEIVED <i>3/21/88</i>	
2. MAJOR SUBDIVISION Directorate of Information Management and Administration			NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Policy Section			In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe		5. TELEPHONE EXT. 694-3494		
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; 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 <i>MAR 15 1988</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE <i>GRACE T. ROWE</i> Chief, Records Management Policy Section Directorate Information Mgt & Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(INARS USE ONLY)</i>
	<p style="text-align: center;">CLASSIFICATION AND ASSIGNMENT RECORDS (Table 35-4) (Applicable Air Force-wide)</p> <p>This submission changes the disposition in Rules 21, 21.1, 21.2, and 21.3, Table 35-4. When the preparing unit reports duty status/deployment availability information, the Consolidated Base Personnel Office (CBPO) updates the Personnel Data Systems (PDS). After the unit reports the duty status/deployment available information to the CBPO, there is no reason for the preparing unit to maintain a copy of the forms. After the CBPO receives the information and takes the required action to update the PDS as required by other directives, the CBPO has no reason to maintain the data. The disposition changes to destroy "when no longer needed" and with a note 3. Note 3 reads "Maintenance at the preparing unit is not required." Recommend favorable consideration of this request.</p>		

Table 35-4 AFR 12-50, Vol II

Rule	Column A	B	C	D
21	personnel status reports	nc	nc	destroy when no longer needed (see note 3)
21.1		nc	nc	
21.2	duty status change message	nc	nc	
21.3				

Add: Note 3: Maintenance at the preparing unit is not required.