

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB

NI-AFU-88-48

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

8-11-88

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Directorate of Information Management and Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION
Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER
Grace T. Rowe

5. TELEPHONE EXT.
694-3494

DATE

8-9/88

ARCHIVIST OF THE UNITED STATES



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 09 AUG 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Management Policy Section Directorate Information Mgt & Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>Personnel Data System (Base Level System) Table 30-4 (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change disposition of rule 5 from destroy after 60 days to destroy when no longer needed. When the unit strength change report is annotated on a recall roster and distributed to the appropriate units, the original is maintained in the Consolidated Base Personnel Office (CBPO) and destroyed when no longer needed. This change will save the duty status monitor time because they would no longer need to file the 60 days worth of rosters. This will also save room in the files because you will be able to destroy unneeded rosters when no longer needed. Refer to NARA job NCI-AFU-85-25.</p>		

Copies sent to agency 11/30/88

TABLE 30-4

*PERSONNEL DATA SYSTEM (BASE LEVEL PERSONNEL SYSTEM) (MILITARY & CIVILIAN) - (Note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5 *	Daily strength data	unit strength reports	originals in the CBPO or CCPO	destroy when no longer needed.