

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 N1-AF4-91-39	DATE RECEIVED 7-16-91
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		In accordance with the provisions of 44 USC 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disposal request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 BRANCH			
4 NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5 TELEPHONE EXT 703 614-3527	DATE 6/10/92	ARCHIVIST OF THE UNITED STATES <i>James T. Rowe</i>
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 TWO 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 10 JUL 1991	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>(NARS USE ONLY)</i>
1	<p>PERSONNEL DATA SYSTEM - MILITARY (BASE LEVEL MILITARY PERSONNEL SYSTEM) (TABLE 30-4, RULE 2) (APPLICABLE AIR FORCE-WIDE)</p> <p>The office responsible for the creation and maintenance of the Listing Output from EOD Processing records wants to change the disposition from "destroy after 3 months" to "destroy after 30 days." The reason for this change is that the current retention period is excessive. The listings are primarily used to verify that all actions associated with the Personnel Data System end of the day are successfully completed. Recovery of programs that may have failed are kept on backup computer tapes. The retention period of the tapes is less than the retention period of the listings. Keeping the listings longer than the tapes where recovery is possible is not necessary.</p> <p>Request you approve this request for inclusion in our regulation.</p>		

Copy sent to agency 10/25/92

TABLE 30-4

TITLE OF TABLE
PERSONNEL DATA SYSTEM-MILITARY (BASE LEVEL MILITARY PERSONNEL SYSTEM) (BLMPS)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*2	Listing output from EOD processing	utility list, personnel file controller, duplicate record list, AUTODIN list, DESIRE summary, Pseudo Remote list, etc.	used for management and control of PDS	destroy after 30 days.