

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-AFU-94-2</b>	DATE RECEIVED <b>11-3-93</b>
1 FROM <del>DEPARTMENT OF THE AIR FORCE</del>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 <del>DIRECTORATE OF INFORMATION MANAGEMENT</del>			
3 <del>RECORDS MANAGEMENT POLICY BRANCH</del>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>PIERRE J. JOST</b>	5. TELEPHONE <b>(703) 614-3527</b>	DATE <b>4-9-94</b>	ARCHIVIST OF THE UNITED STATES <i>Credy Hushung Peters</i>

**6 AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;     is attached; or     has been requested.

DATE <b>OCT 13 1993</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE <b>GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC) (TABLE 30-9, RULES 4 AND 5) (APPLICABLE AIR FORCE-WIDE)</p> <p>We have received new information from the office responsible (HQ AFMPC) for the creation of these records and therefore we are resubmitting Job Nr N1-AFU-93-3. Regarding Rule 4, this office will transfer a copy of the files and documentation for all previous years to the National Archives immediately. Thereafter, annually transfer a copy of the files and documentation to the National Archives. All transfers of data and documentation will be done in accordance with 36 CFR 1228.</p> <p>As for Rule 5, HQ AFMPC informed us that these transactions have no historical value. They are used only in the event it becomes necessary to recover previously processed data due to update problems encountered during the update process. Even after 6 months these tapes can no longer be processed to reconstruct master files due to program changes and transaction format modifications. Therefore, Rule 5 should continue to read: "destroy after 6 months."</p> <p>NO PRIVACY ACT RESTRICTIONS.</p>	N1-AFU-03-3	

TABLE 30-9

TITLE OF TABLE  
PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
4	PDS-EOM Sep			retire as permanent (See Note 1.)
5	HQ AFMPC PDS-Military PDS-Civilian (TAPE)	records transactions processed by SSAN, CCPN for each update	provides capability for post analysis for actions affecting AF personnel structure and for reconstructuring of master files	destroy after 6 months.  <i>GRS 20, Item 1b</i>

Note 1 This applies to the following 6 master files (or their successors): Active Airmen Master File; Active Officers Master File; Air National Guard Airmen Master File; Air National Guard Officers Master File; USAF Reserve Airmen Master File; USAF Reserve Officers Master File.