

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Titanic*

*AFU*

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

LEAVE BLANK	
DATE RECEIVED NOV 26 1974 NC - AFU - 75 - 21	JOB NO
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
12-16-74 (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION  
Directorate of Administration

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. R. J. Norman

5. TEL EXT  
11-29239

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

25 NOV 1974

*Herbert G. Geiger*

HERBERT G. GEIGER, Sr.  
Document. Serv. Control Div.  
Directorate of Administration

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	PERSONNEL DATA SYSTEM-OFFICER AND-AIRMEN (30-4)  (Applicable Air Force-wide)  Point Credit Accounting and Reporting System (PCARS). The attached additions to AFM 12-50, table 30-4, are to provide appropriate retention standards for PCARS products. These products are actually an extension of table 30-4, rule 7, but are identified as rules 24 through 30 on the attached to facilitate reference and disposition.  These are computer produced products which are used to verify accuracy and validity of rosters and status of members of the Air Reserve Forces and Air National Guard; to control transaction inputs and processing of rejects and errors in the computer; and to render reports of status of participation and point records to members, Consolidated Base Personnel Offices, and offices of record.  (Submission of this proposal to GAO is not contemplated nor considered necessary.)	NN-170-33 (30-4-7)	

*Copy to St Louis 12/18/74  
Agency*

TABLE 30-4

## PERSONNEL DATA SYSTEM - OFFICER (PDS-O) AND - AIRMAN (PDS-A) (note)

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
24	If documents are or pertain to point credit accounting and reporting system (PCARS) (see note)	transaction registers created from input of data at base (CBPO) level or card decks created by CBPO as a product of direct input of data to the PCARS file	at CBPO work center	destroy after 16 months or when purpose has been served, whichever is sooner.	
25		PCARS weekly processed transaction list produced each update processing cycle			
26		error suspense list produced each update processing cycle			
27		supplemental data list of reservists gained to participating status, on whom data is required to complete PCARS master file		destroy when purpose has been served.	