

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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. Neil Vandergraaf Jr

5. TEL. EXT.
756-2385

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 30 1976	JOB NO. NC1-AFU-76-81
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.	
DEC 10 1976 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

28 SEP 1976

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>POINT CREDIT ACCOUNTING AND REPORTING SYSTEMS(30-4.1)</p> <p>(Applicable to Air Reserve Personnel Center (ARPC), and Reserve and Air National Guard Components, Air Force-wide)</p> <p>This submission establishes a separate Table for the Point Credit Accounting and Reporting System (PCARS) records. <u>These records are currently covered under Table 30-4, Rules 24 through 31, Personnel Data System (PDS) - Officers and Airmen.</u></p> <p>The PCARS applies only to Reserve and Air National Guard units Air Force-wide and therefore should be listed under a separate Table. The attached submission will supersede Rules 24 through 31 of Table 30-4, if approved. This submission also updates and clarifies all documentation associated with the system.</p> <p>Coordination with applicable Offices of Interest has been accomplished.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary).</p>	NC-AFU-75-21	

Copy to Agency 12-17-76 @

TABLE 30-4.1

POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS) (SEE NOTE)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	input transaction registers	certified listings summarizing manual input to PCARS from the CBPO	produced by the CBPO and retained at the CBPO work center	destroy after 16 months.
2	processed transactions	listings reflecting all transactions processing in PCARS	produced by the PCARS and distributed to CBPOs	
3	rejected transactions	listings of transactions which fail edits and reject to CBPOs for correction		destroy after corrective action completed or when the list is superseded by a more current list.
4	point summaries	CBPO member roster and point summaries for reservists assigned to the CBPO		destroy after receipt of more current reports or when purpose has been served.
5	ANG/USAFR retirement credit summary/statement of points earned	preprinted or continuous forms designed to be used for computer printing within PCARS and/or manually completed	in Master Personnel Record and Field Personnel Record	see Table 35-1, Rule 1.
6			at CBPO and other work centers	destroy after 1 year or when purpose has been served, whichever is sooner.
7			Adjutants General Offices in the respective states	dispose of according to the legal requirements of the individual states.

TABLE 30-4.1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	working data used to operate the PCARS	accession listings; list of recycled transactions; list of records requiring reconsiliation between APDS, PCARS, and ARPAS and various control reports used to assure a valid computer update	at CBPO work center	destroy after 1 year or when purpose has been served, whichever is sooner.
9	statistical reports or summaries used to manage PCARS	ANG point summary; error analysis reports; input and reject analysis reports; APDS-PCARS reconciliation reports; CBPO performance evaluation reports	at CBPO work centers, National Guard Bureau, Office of Air Force Reserve; AFRES, and State Adjutant General, and other activities as applicable	destroy after 1 year or when purpose has been served, whichever is sooner.
<p><u>NOTE:</u> The term "CBPO" applies equally to CBPO, CRPO and the ARPC OPR as the reference is pertinent.</p>				