

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
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 OCT 26 1976 | JOB NO. NC 1-AFCU- 77-16 |
| 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. | |
| 10-29-76 (Date) | <i>James B. Brady</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

20 OCT 1976

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEISER, Chief
Documentation Systems Division
Directorate of Administration**

Date

(Title)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1 | <p align="center">PERSONNEL DATA SYSTEM-OFFICER(PDS-O) AND-AIRMAN(PDS-A) (Table 30-4)</p> <p align="center">(Applicable Air Force-wide)</p> <p>This submission would allow the destruction of daily strength data immediately after the necessary posting to the records to which the data pertains, instead of having to maintain it for one year. If the data is required for a longer period of time, the option will still be there to maintain it for one year and then destroy the data.</p> <p>The option to destroy the documentation after the necessary reconciliations are made will eliminate a large volume of documentation which is currently taking up urgently needed space.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary)</p> | | |

Copy to Agency 11-5-76 GAO

TABLE 30-4 Continued

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

| R U L E | A | B | C | D |
|------------------|-----------------------------------|---|-----------------------|--|
| | If documents are or pertain to | consisting of | which are | then |
| 14 | daily strength data | unit military strength balance reports and Reserve unit strength balance reports | originals in the CBPO | *destroy when necessary reconciliations are made with pertinent records, or after 1 year, whichever is sooner. |
| | | | | |