

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**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 <b>OCT 26 1976</b>	JOB NO. <b>NC 1-ACU-77-17</b>
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.	
<u>4-1-77</u> (Date)	<u>James B. Rhoads</u> 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**18 OCT 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 align="center"><b>PERSONNEL SURVEYS</b> (Table 30-6)</p> <p align="center">(Applicable Air Force-wide)</p> <p>This submission establishes disposition criteria for documentation created as a result of surveys conducted by the Air Force Military Personnel Center under the provisions of Air Force Regulation 30-23, Air Force Personnel Survey Program. The surveys, periodically conducted for a variety of purposes, will involve military and civilian personnel employed by the United States Air Force.</p> <p>Documentation is currently not covered by Air Force Manual 12-50. The proposed new Table 30-6 is considered adequate to meet Air Force needs.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary)</p>		

*Sent to agency 4/5/77*

*9 items*

TABLE 30-6

## PERSONNEL SURVEYS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	personnel surveys	correspondence on announcement, method of administration, suspense dates, disposition instructions	used to conduct surveys; at HQ USAF/DPCE and AFMPC/DPMYPS	destroy after 5 years.
2			at MAJCOM, CBPO, CCPO	destroy following closing date of the survey.
3		select DESIRE inquiry statement	inquiry used to identify respondents at respective CBPOs and CCPOs	
4		listing of respondents	used to identify and contact respondents and for follow-up contacts as necessary	
5		survey booklets	used to administer survey	destroy after use or forwarded to next location, as directed.
6		answer sheets	used to record responses, then to compile responses	forwarded, as directed, to the Air Force Human Resources Laboratory (AFHRL) for optical document scanner to read and create data tapes; destroy when quality-controlled tape is created.
7		computer printout of survey data	used by OPR to analyze survey results	destroy when no longer needed for subject survey monitorship.
8		Report of Survey Findings, RCS: HAF-DPM(AR)7602	record of data analysis, and resulting actions taken or planned	

TABLE 30-6 (Continued)

R U I I	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9		computer tapes or mass storage	used to maintain data, available for further analysis and longitudinal studies	erased when no longer needed for research.
NOTE TO NARS: Explanation of acronyms and abbreviations attached to this proposed table.				

---

Explanation of abbreviations used in proposed Table 30-6.

HQ USAF - Headquarters United States Air Force

AFMPC - Air Force Military Personnel Center

MAJCOM - Major Command

CBPO - Consolidated Base Personnel Office

CCPO - Central Civilian Personnel Office

DESIRE - Direct English Statement Information Retrieval (used in the  
Automated Data Processing environment)

---