

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs Grace T. Rowe

5. TEL. EXT.
694-3527

LEAVE BLANK

JOB NO.
NCI-AFU-83-102

DATE RECEIVED
7/13/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6/30/83 *[Signature]*
Date Archivist of the United States

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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 24 JUN 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E. TITLE GRACE T. ROWE Documentation Management Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>SUGGESTION PROGRAM (Table 900-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish rules 4-6. Rule 4 covers transcription documents, card decks, output listings reports. The products consist of hand-written AF Form 1570, Personnel Action worksheets (code sheets), key-punched card decks, a Transaction Register (detail listing of all transactions input), Suggestion Log (log of all records on file), Input Reject Listing (listing of all trans-actions rejected from the update), End-of-The-Month Cummulative Totals Report (statistical report) and various automatic status and tracer products mailed to members. Some of the listings are produced programatically each update, some are requested as needed and some "key" to certain transactions. Some products are superseded each update, some must be retained for a year or longer for statistical purposes, and others must be retained only as is locally necessary to insure completion and receipt of the updates. All products serve such diversified purposes, it is impractical to develop a retention period for each. Recommend they be destroyed when superseded or when they are no longer needed. They will not be retired to a federal records center.</p>	NN 170-33	

No mass data change sheet required. Copy of job sent to agency and to NNS and NNM by R.A.W., 11-1-83!

3 items

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
2 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>Rule 5 covers reports controlled and uncontrolled such as RCS: DD-MRA 1345 and 1RCN 1059-OPM-AN, DD Form 1602, Annual Report to Congress on Military Awards Program (military personnel), OPM Form 1465, Incentives Awards Program Annual Report (Civilian). The reports are used to evaluate and access progress of the overall AF Suggestion Program and to meet DOD and the Office of the Personnel Management (OPM) reporting requirements. Reported annually to DOD and OPM, these reports, are required to compile end of year report as directed by public law and federal regulations. The controlled reports are not produced by the Suggestion Program Data system (SPDS) system. The reports covered by rule 5 may be destroyed when no longer needed. The reports are used for trend analysis and administrative reference. They will not be retired to a federal records centers.</p>		
3	<p>Rule 6 covers the magnetic computer tape files for the Suggestion Program Date System (SPDS). The tape files are the medium for storing informatin pertaining to the AF Suggestion Program and are updated as required, normally weekly. The system creates 3 tape files whose retention is documented in AFM 171-132 Vol I (extract attached). Those tapes are the Suggestion Program Master File (AUGAIM), the Recovery File (AUGAID) and the AUTODIN Transaction file (ONGIA).</p> <p>The Master file and Recovery files are kept for 10 update cycles. Since the frequency of updates can vary from base to base, we feel a number of cycles is more appropriate than a number of days. The AUTODIN file is maintained for 2 update cycles only, since it can be recreated from the appropriate Master/Recovery File combination if an earlier version is needed. The tapes may be destroyed upon expiration of cycle retention requirements listed in AFM 171-132, Volume I, suggestion Program Data System.</p>		

TABLE 900-2 SUGGESTION PROGRAM

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
4 *	products from the Suggestion Program Data System (SPDS) which are mechanically produced output products	transcription documents of a card deck used to produce a report or the report itself which serve diversified purposes		destroy when superseded or no longer needed. (note 4)
5 *	reports, controlled and uncontrolled	tabulations, summaries, feeder reports or information	at suggestion offices	destroy when no longer needed. (note 4)
6 *	data files created by the Suggestion Program Data System	magnetic computer tapes	at the servicing Base-Level Processing Installation (DPI)	destroy upon expiration of cycle retentions requirements listed in AFM 171-132, Volume I.

Note 4: Not authorized for retirement to a federal records center.