

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <b>NCI-AFU-85-25</b>	DATE RECEIVED <b>5-9-85</b>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF			
3 MINOR SUBDIVISION Records Mgt Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5 TELEPHONE EXT. 694-3527	DATE <b>4-28-87</b>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>3 MAY 1985</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	PERSONNEL DATA SYSTEM (Base Level Personnel System) (Military and Civilian) (Table 30-4) (Applicable Air Force-wide)  The purpose of this submission is to delete Table 40-9, and revise Table 30-4.	NCI-AFU-81-26  NCI-AFU-77-16  NN-171-93	14 Items

TABLE 30-4

\*PERSONNEL DATA SYSTEM (BASE LEVEL PERSONNEL SYSTEM) (MILITARY & CIVILIAN) - (Note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	AUTODIN or Pseudo Processing	card decks in support of AUTODIN and Pseudo Processing	in CBPO or CCPO PSM unit	dispose of in 7 days or when no longer needed for recovery.
2	Listing output from EOD, processing	utility list, personnel file controller, duplicate record list, AUTODIN list, DESIRE summary, RIP summary, Pseudo Remote list, etc.	used for management and control of PDS	destroy after 3 months.
3	Average strength data report	AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel	in CBPO work unit	destroy after 1 year or on inactivation, whichever is sooner.
4			at using activity	destroy after 3 months or when purpose is served, whichever is sooner.
5	Daily strength data	unit strength reports	originals in the CBPO or CCPO	destroy after 60 days.
6			copies other than rule 5	destroy when no longer needed.
7	Transaction registers resulting from Base Level Personnel System	the report itself which is computer produced each processing day	at Personnel System Manager (PSM) work center	destroy after 90 days or when no longer needed, whichever is later.
8			copies at other work centers than PSM	destroy when purpose has been served.

TABLE 30-4

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	Rejected transaction	listing of transactions which fail edits and re-jects to CCPO or CBPO for correction	identifying and correcting errors	destroy after 180 days.
10	Central and local tables	listings and/or microfiche	used for coding, trans-lating codes, verifying system routines	destroy when replaced by new listing or microfiche.
11	Documents supporting system updates	personnel coding sheets or input source documentation not otherwise covered in AFR 12-50, Vol II	used to prepare input transactions	destroy 3 months after input or when no longer needed.
12	PDS Data Verification products	DESIRE listing and various other supporting documenta-tion	used for obtaining information, identify-ing discrepancies, effecting corrections, general quality control of PDS also for measur-ing the management and control of personnel office responsibilities	destroy after 1 year or when no longer needed.
13	Products resulting from the PDS which are mechanically produced output products not covered elsewhere in this manual	a card deck used to produce a report, or the report itself, various listing of miscellaneous informa-tion from PDS, reentry cards	products which serve such diversified pur-poses that it is impractical to develop a retention period for each	destroy when superseded or when no longer needed.

TABLE 30-4

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
14	RIP products	RIPs containing individual or position data not otherwise covered in AFR 12-50, Vol II as required functional documentation	used for audit and verification of data input or already a part of PDS record	destroy after 3 months or when no longer needed.
<p>NOTE: 1. The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Products from PDS of such significance as to require specific retention periods are identified in this Table. Products relative to auxiliary systems which either support or are supported by the PDS, such as flight management, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 35- and 40- series.</p> <p>NOTE: 2. Salvage cards in accordance with DOD Manual 4160.21M.</p>				

### Explanation of Terms

1. AUTODIN - Automatic digital network used for communicating between computers within Air Force units.
2. DESIRE - Direct English Statement Information Retrieval System. It is a retrieval system and can scan the entire file and give lists, etc., as needed.
3. Pseudo Processing is made up of part cards, part tape processing at base-level computers in AUTODIN. It simulates report input and is stacked in AUTODIN buckets which can print out later into lists, etc., as programmed.
4. RIP - Report Individual Person. It gives many standard formats on individuals such as lists, letters to supervisors, etc.