

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AFV-85-26	DATE RECEIVED 5-9-85
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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3/16/89	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, 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 3 MAY 1985	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 - MILITARY AND CIVILIAN (HQ AFMPC) (Table 30-5) The purpose of this submission is to establish a new table to cover the Personnel Data System records at HQ AFMPC.		

TABLE 30-5

*Personnel Data System - Military & Civilian (HQ AFMPC)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	HQ AFMPC PDS-MILITARY PDS-CIVILIAN (TAPE)	a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)	used to derive the strength of the AF as of EOM and for retrieval purposes	destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May after 13 months.
2				destroy EOM Mar, Jun after 3 years.
3				destroy EOM Dec after 6 years.
4				destroy EOM Sep after 10 years.
5	HQ AFMPC PDS-MILITARY PDS-CIVILIAN (TAPE)	records of transactions processed by SSAN, CCPN for each update	provides capability for post analysis for actions affecting AF personnel structure & for reconstructing of master files	destroy after 6 months.
6	HQ AFMPC MONTHLY (TAPE AND MICROFORM) PDS-CIVILIAN Note: 1. The AF Personnel Data System (PDS) is comprised of PDS-Officer, PDS-Airmen, and PDS-Civilian.	transactions as of update for the month, build to pack as each occurs	used for monthly reports & recovery of reports, effecting AF Personnel & strength	destroy after 6 months.

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(*) DISPOSAL OF THE MILITARY PERSONNEL PORTIONS OF RULES 4 AND 5 ARE NOT APPROVED

Classification for Table 30-5

This table covers the tapes at AFMPC. They run the overall PDS system in conjunction with the Office of Civilian Personnel Operations, field extension of the Directorate of Civilian Personnel.

Rules 1, 2, 3, 4 are revised rules 1-4 of the old table 30-4. The retention periods did not change but the descriptions are updated. Rules 5 and 6 are similar to rules 6 of the old table 30-4.

GSA Forms 7036 with samples of the products are attached for your information

to table 30-4 job.