REQUEST FOR RECORDS

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
   Records Mgt Branch

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

5. TELEPHONE EXT.
   694-3527

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
      MAY 1985

   C. SIGNATURE OF AGENCY REPRESENTATIVE
      Grace T. Rowe

   D. TITLE
      Directorate of Administration

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   PERSONNEL DATA SYSTEM - MILITARY AND CIVILIAN (HQ AFMPC) (Table 30-5)

   1. The purpose of this submission is to establish a new table to cover the Personnel Data System records at HQ AFMPC.
**Personnel Data System - Military & Civilian (HQ AFMPC)**

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HQ AFMPC</td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>used to derive the strength of the AF as of EOM and for retrieval purposes</td>
</tr>
<tr>
<td></td>
<td>PDS-MILITARY</td>
<td>a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDS-CIVILIAN (TAPE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HQ AFMPC</td>
<td>records of transactions processed by SSAN, CCPN for each update</td>
<td>provides capability for post analysis for actions affecting AF personnel structure &amp; for reconstructing of master files</td>
<td>destroy after 6 months.</td>
</tr>
<tr>
<td></td>
<td>PDS-MILITARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDS-CIVILIAN (TAPE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>HQ AFMPC</td>
<td>transactions as of update for the month, build to pack as each occurs</td>
<td>used for monthly reports &amp; recovery of reports, effecting AF Personnel &amp; strength</td>
<td>destroy after 6 months.</td>
</tr>
<tr>
<td></td>
<td>MONTHLY (TAPE AND MICROFORM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDS-CIVILIAN</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. The AF Personnel Data System (PDS) is comprised of three basic parts: PDS-Officer, PDS-Airmen, and PDS-Civilian.

Disposal of the military personnel portions of rules 4 and 5 are not approved.
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 Forms7036 with samples of the products are attached for your information to Table 30-4.