REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NO *NI-AFU-86-96*

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED *3/15/86*

1 FROM *(Agency or establishment)* DEPARTMENT OF THE AIR FORCE	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF	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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required
3. MINOR SUBDIVISION Records Management Branch	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Mrs Grace T. Rowe	694-3527	*8-5-87*	*Frank J Burke*

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
4 MAR 1986	*Grace T. Rowe*	GRACE T. ROWE Records Management Branch Directorate of Administration

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
	Personnel Data System (Base Level Personnel System) (Military and Civilian) (Table 30-4) (Applicable Air Force-wide) This is an addition to our revised table 30-4, NARA job #NCI-AFU-85-25. The purpose of this submission is to establish rules 15 and 16 to cover the disposition of personnel data system change requests. These documents are initiated at specific levels to change, add to, or correct elements of the existing personnel data system. Usage can be as frequent as daily.	NCI-AFU-85-25	

Copies to agency, NNM 8-7-87

2 items

115-108   NSN 7540-00-634-4064 *TRJ*   STANDARD FORM 115 (REV 8-83)
Prescribed by GSA

ITEM NO.	DESCRIPTION OF ITEM	GRS OR SUPERSEDED JOB CITATION
1	**Rule 15** Recommend AF Forms 804 be destroyed after 3 calendar years. These forms effect major changes/additions to the current system tables/software. These do not constitute redesign of the total system (wherein "life-cycle" documentation is necessary), rather they are used for periodic upgrade of the system. Each AF Form 804 is a separate action. Maintenance of these documents provides an audit trail for changes to encode/decode tables, decision logic tables and programs. Survey over the past four years revealed a need for the recommended maintenance period.	
2	**Rule 16** Recommend AF Forms 1945 be destroyed after 1 calendar year. These forms effect "quick fixes" of system descrepancies resulting from a major system change which was subsequently determined to be deficient. Turn around time is normally 30-60 days; however, in some instances it may be longer before the actual correction can be made. This form could cause an AF Form 804 to be generated, therefore requiring a maintenance period greater than transitory.	

TABLE 30-4 Personnel Data System

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15 *	system change requests	AF Form 804, Personnel Data System Requirement/Change Request and supporting records	MAJCOM/SOAs	destroy after 3 years
16 *		AF Form 1945, Personnel System Exceptions Report and supporting records	MAJCOM/SOAs and below	destroy after 1 year