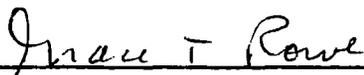


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-AFU-91-16</b>	DATE RECEIVED <b>2-19-91</b>
1 FROM (Agency or establishment) <b>DEPARTMENT OF THE AIR FORCE</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3305a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>DIRECTORATE OF INFORMATION MANAGEMENT</b>			
3 MINOR SUBDIVISION <b>RECORDS MANAGEMENT POLICY BRANCH</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Pierre J. Jost</b>	5 TELEPHONE EXT. <b>694-3527</b>	DATE <b>3/17/91</b>	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 TWO 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>13 FEB 1991</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt</b>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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	<p style="text-align: center;">PERSONNEL DATA SYSTEM - MILITARY (BASE LEVEL MILITARY PERSONNEL SYSTEM) (BLMPS) (TABLE 30-4, RULE 17) (APPLICABLE AIR FORCE-WIDE)</p> <p>We want to add a rule in Table 30-4 to enable the military personnel at MAJCOMs, CBPOs, Orderly Rooms, etc., to better monitor/manage issues submitted through the Personnel-Status Program. AF Form 915, the form used for this program, may be destroyed when purpose has been served.</p> <p>Request you approve this request for inclusion in our regulation.</p>		

TABLE 30-4. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
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 work centers other than PSM	destroy when purpose has been served.
9	Rejected transaction	listing of transactions which fail edits and rejects 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, translating 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 documentation	used for obtaining information, identifying discrepancies, effecting corrections, general quality control of PDS also for measuring 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 information from PDS, reentry cards	products which serve such diversified purposes that it is impractical to develop a retention period for each	destroy when superseded or when no longer needed.
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.
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
17	Personnel Status Issue/Comment	AF Form 915, P-Status Issue/Comment and supporting documents	MAJCOMs/SOAs and below	destroy when purpose has been served

## NOTES:

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.

2. Salvage cards in accordance with DOD Manual 4160.21M.