

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-AFU-92-22	DATE RECEIVED 2-3-92
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4 NAME OF PERSON WITH WHOM TO CONFER PIERRE J. JOST	5. TELEPHONE (703) 614-3527	DATE 2/21/92	ARCHIVIST OF THE UNITED STATES James M. Moore

**6 AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE JAN 31 1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	PERSONNEL DATA SYSTEM--MILITARY (BASE LEVEL) (TABLE 30-4, RULE 15) (APPLICABLE AIR FORCE-WIDE)  We want to change the disposition of the System Change Requests records (AF Form 804) generated by HQ Air Force Civilian Personnel Management Center (HQ AFPCMC/DPCI) from "Destroy after 3 years" to "Destroy when no longer needed". The reason is that all AF Forms 804 reference the specific Air Force requirement that generates the system change along with any supporting background material which is maintained in the original 804 folder in AFPCMC. The office responsible for these records often refers to the 804s to determine why a specific edit, table change or Air Force program was systematically implemented. Active/inactive system change requests are constantly referred to when determining the feasibility of other new changes affecting the PDS-C. The present disposition allows the destruction of important information. By changing the disposition as proposed above, all change requests will then be screened individually and destroyed upon determination of the system requirement personnel.	N1-AFU-86-46	

*Copies sent to agency 2/26/92*

Table 30-4

System Change Requests If the records are or pertain to	consisting of	which are	then
System Change Requests	AF Form 804, Personnel Data System Requirement/Change Request and supporting records	generated by AFCPMC/DPCI	destroy after 3 years or when no longer needed, whichever is later