

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

*AFU*

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION  
Directorate of Administration

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. R. J. Norman

5. TEL EXT  
11-29239

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

DATE RECEIVED

NOV 26 1974

JOB NO

NC - AFU-75 - 21

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*12-16-74* *James B. Rhoads*  
(Date) Archivist of the United States

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

25 NOV 1974

*Herbert G. Geiger*

HERBERT G. GEIGER, Sr.  
Documentation Systems Division  
Directorate of Administration

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>PERSONNEL DATA SYSTEM-OFFICER AND-AIRMEN (30-4)</p> <p>(Applicable Air Force-wide)</p> <p>Point Credit Accounting and Reporting System (PCARS). The attached additions to AFM 12-50, table 30-4, are to provide appropriate retention standards for PCARS products. These products are actually an extension of table 30-4, rule 7, but are identified as rules 24 through 30 on the attached to facilitate reference and disposition.</p> <p>These are computer produced products which are used to verify accuracy and validity of rosters and status of members of the Air Reserve Forces and Air National Guard; to control transaction inputs and processing of rejects and errors in the computer; and to render reports of status of participation and point records to members, Consolidated Base Personnel Offices, and offices of record.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary.)</p>	<p>NN-170-33 (30-4-7)</p>	

*Copy to St Louis 12/18/74*  
*Agency*

TABLE 30-4

## PERSONNEL DATA SYSTEM - OFFICER (PDS-O) AND - AIRMAN (PDS-A) (note)

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of		then	
24	point credit ac- counting and report- ing system (PCARS) (see note)	transaction registers created from input of data at base (CBPO) level or card decks created by CBPO as a product of di- rect input of data to the PCARS file	at CBPO work center	destroy after 16 months or when purpose has been served, whichever is sooner.	
25		PCARS weekly processed transaction list produced each update processing cycle			
26		error suspense list pro- duced each update process- ing cycle			
27		supplemental data list of reservists gained to participating status, on whom data is required to complete PCARS master file		destroy when purpose has been served.	

TABLE 30-4 (Continued)

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of		then	
28		Air National Guard weekly summary of PCARS which summarizes participation by members of the Air National Guard	at National Guard Bureau which is the using activity		
29		CBPO member roster and point summary produced every other update cycle	at CBPO work centers	destroy after receipt of more current report or after purpose has been served.	
30		Air Reserve Forces Retirement Credit Summary/Statement of Points Earned which shows the status of individual participation and total points for retirement	in master and field personnel records	see table 35-1, rule 1	
			at CBPO or other work centers	destroy when no longer needed.	
	Note: Where used, the term Consolidated Base Personnel Office (CBPO) applies equally to Consolidated Reserve Personnel Office (CRPO) and Air Reserve Personnel Center (ARPC) offices of primary responsibility as these references may be pertinent.				