REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NO

NCI-AFU-81-26

DATE RECEIVED

~~January~~ 29 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-8-81
Date

[signature]
Archivist of the United States

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 1947 Administrative Support Group (USAF)	
3. MINOR SUBDIVISION Information Management and Resources Division	
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Grace T. Rowe	**5. TEL 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 __2__ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☑ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
21 JAN 1981	*Herbert G. Geiger*	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	PERSONNEL DATA SYSTEM – OFFICERS (PDS-O) AND AIRMAN (PDS-A) (Table 30-4, Applicable Air Force-wide) The purpose of this submission is to change disposition criteria for rule 14 to destroy after 60 days. This change will clarify the disposition data for Consolidated Base Personnel Office (CBPO) Air Force-wide and eliminate a large volume of documentation which serves no useful purpose after a 60-day period. This submission also revises disposition authority for rule 16 to destroy after 30 days, or when no longer needed, whichever is later. Tracer actions or recovery by manual mode more than 30 days after actions are extremely difficult and rare. The cost of maintaining this documentation an extra 60 days far outweighs its recovery/tracer value. Additionally, the insystem recovery capabilities and maintenance of much of the data at the HQ Air Force Manpower and Personnel Center removes the necessity for most CBPOs to maintain this data beyond 30 days. Since there are some offices that perform research using these documents, we are asking for the indefinite period also to accommodate this administrative need. The volume to be kept after 30 days will be small.	NC1-AFU-77-16	2 items

Closed Out: 4-17-81: (-1).
Copy to Agency

TABLE 30-4   Personnel Data System – Officers (PDS-O) and Airman (PDS-A)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
14	daily strength data	unit military strength balance reports and Reserve unit strength balance reports	originals in the Consolidated Base Personnel Office (CBPO)	*destroy after 60 days.
16	transaction registers resulting from Base Level Military Personnel System (BLMPS)	the report itself which is computer produced each processing day	at CBPO Personnel System Manager (PSM) work center	*destroy after 30 days, or when no longer needed, whichever is later.

TABLE 30-4

PERSONNEL DATA SYSTEM-OFFICER (PDS-O) AND -AIRMAN (PDS-A) (note 1)				
R U L E	**A**	**B**	**C**	**D**
	If documents are or pertain to	consisting of	which are	then
1	month-end strength Uniform Officer/Airman Record (HQ USAF UOR/UAR)	a complete UOR or UAR of every member on the UOR or UAR master file as of the end of each month	used to derive the strength of the AF as of the end-of-month (EOM)	destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May after 18 months.
2				destroy EOM Sep, Mar after 8 years.
3				destroy EOM Dec after 6 years.
4				destroy EOM Jun after 10 years.
5	MAJCOM Uniform Officer/Airman Record (MAJCOM UOR/UAR)	master file	as of 30 June and 31 Dec	destroy after 90 days.
6	monthly HQ USAF UOR/UAR transaction history	records of transactions processed by AFSN/SSAN	records that provide capability for post-analysis of actions affecting AF personnel structure and for reconstructing all activities within the personnel function as they relate to individuals, commands, or to the force structure	destroy after 1 year.

TABLE 30-4. (Continued)

PERSONNEL DATA SYSTEM-OFFICERS (PDS-O) AND-AIRMAN (PDS-A)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
7	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	products which serve such diversified purposes that it is impractical to develop a retention period for each	destroy when superseded, or when purpose has been served.
8	military personnel data records	obsolete punched cards in history file	in CBPO work unit	dispose of after 60 days, or on inactivation, whichever is sooner (note 2).
9		cards on personnel dropped from rolls		dispose of after 1 year, or on inactivation, whichever is sooner (note 2).
10		APR/OER data records used to control submission of APRs/OERs		dispose of when superseded, revised, or 6 months after reassignment or separation of individual, whichever is sooner (note 2).
11	★ [RESERVED]			
12	average strength data report	AF Forms 380 used at HQ USAF, MAJCOMs, and based to make management decisions regarding health, welfare, and morale of military personnel		destroy after 1 year, or on inactivation, whichever is sooner.
13			at using activity	destroy after 3 months, or when purpose is served, whichever is sooner.
14	daily strength data	unit military strength balance reports and Reserve unit strength balance reports	originals in the CBPO	destroy when necessary reconciliations are made with pertinent records, or after 1 year, whichever is sooner.
15			copies other than rule 14	destroy when no longer needed.
16	transaction registers resulting from Base Level Military Personnel System (BLMPS)	the report itself which is computer produced each processing day	at CBPO Personnel System Manager (PSM) work center	destroy after 90 days.
17			copies at other work centers than PSM	destroy when purpose has been served.

TABLE 30–4 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
18	computer output microfilm (COM) microfiche products	sequential microfiche files reflecting military personnel record information	used to obtain current personnel data	destroy when superseded or when no longer needed.
19	medical examination and imunization products	physical, clinical, dental examination rosters	action copies	destroy after 90 days.
20			all copies other than rule 19	destroy when action copy, annotated by medical facility, is returned to CBPO.
21		immunization reentry update cards	original	destroy after 90 days.
22			action copies	destroy when no longer needed.
23			all copies other than rules 21 and 22	

Notes: 1. The AF Personnel Data Systems (PDS) is comprised of two basic parts: PDS–Officer and PDS–Airman. Various mechanized reports management products, and card decks are produced, either on a one-time or recurring basis, as a system output. The Base Level Military Personnel System (BLMPS) 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. BLMPS supports current PDS-O and PDS-A at MAJCOM and HQ USAF. Products from PDS (supported by BLMPS where implemented) 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 project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 35 series. See table 40-9 for the Civilian Personnel Statistical Accounting System.

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