REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-AFU-81-51
DATE RECEIVED May 22, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
Returned Without Action
Date — 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
Directorate of Administration, HQ 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 4 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
18 MAY 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
	PERSONNEL DATA SYSTEM-CIVILIAN (Table 40-9) (Applicable Air Force-wide)		
1	Table 40-9 has been revised to describe the documents required after the conversion of the civilian personnel statistical accounting system to the computerized Personnel Data System - Civilian (PDS-C). The former system was basically tailored toward card inputs, the PDS-C is based on keyboarding information into the computer. Note 1 explains the Personnel Data System in general terms. The description of the documents and the retention periods are straight forward. The various retention periods have been set to provide details of actions taken, furnish audit trails of information to insure accuracy of the present input/output data and to comply with OPM requirements. The retention periods listed will serve the administrative needs of the Air Force.	NN-170-33	
	No mass data change required. Agency copy returned as enclosure of NCD letter dated 9/1/82. Copy to NNS by RAW, 9/8/82. Closed out: 9-10-82		13 items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TABLE 40-9

PERSONNEL DATA SYSTEM-CIVILIAN (note 1) [Job Returned Without Action]

RULE	A If documents are or pertain to	B consisting of	C which are	D then
* 1	month-end strength	a complete Active Civilian (CA) report of every member on the HQ USAF file as of the end of each month	used to derive the civilian strength of the AF as of end-of-month (EOM)	erase EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May after 13 months.
1.1 *				erase EOM Sep, Mar, Dec, Jun after 5 years.
* 2	action transcript sheets	civilian personnel coding sheets	used to prepare input transactions	destroy 3 months after input.
* 3	master table edit and update lists	edit table entries and additions to and/or deletions from edit table	used to verify that edit table is correct	destroy when replaced by new listing.
* 4	monthly HQ USAF CA transaction history (tape file) and microform	records of transactions processed by 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	erase tapes after 180 days.
4.1 *				destroy Miroform copies after 1 year.

TABLE 40-9 (Continued) [Job Returned Without Action]

RULE	A If documents are or pertain to	B consisting of	C which are	D then
* 5	documents resulting from the PDS-C which are not covered elsewhere in this manual	a card deck used to produce a report, or the report itself	documents 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.
* 6	civilian personnel data	obsolete punched cards in history file	in CCPO work unit	destroy after 60 days, or on inactivation, whichever is sooner (note 2).
* 7		cards on personnel dropped from rolls		destroy after 1 year, or on inactivation, whichever is sooner (note 2).
* 8	HQ USAF reject listings	machine listing of base system transactions which did not process to the HQ USAF file	used by the CCPO to take corrective actions	destroy 90 days after receipt or when corrective transaction has processed.
* 9	transaction registers resulting from Base Level Personnel System (BLPS)	the report itself which is computer produced each processing day	at CCPO Personnel System Manager (PSM) work center	destroy after 90 days.
10 *			copies at other work centers than PSM	destroy when purpose has been served.

TABLE 40-9 (Continued)

[Job Returned Without Action]

RULE	A If documents are or pertain to	B consisting of	C which are	D then
*11	civilian personnel data	computerized microfiche files reflecting civilian personnel record information	used to obtain current personnel data	destroy when superseded or when no longer needed.

Notes:

1. The AF Personnel Data System (PDS) is comprised of three basic parts: PDS-Officer, PDS-Airman, and PDS-Civilian. Various mechanized management reports and card decks are produced, either on a one-time or recurring basis, as a 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 documents, and suspense personnel actions. BLPS supports current PDS-C at MAJCOM and HQ USAF. Documents from PDS-C (supported by BLPS) of such significance as to require specific retention periods are identified in this table. Documents relative to auxiliary systems which either support or are supported by the PDS-C, such as promotion, retention, leave accounting, and others having unique disposition criteria, are identified in appropriate subject matter table in the 40 series.

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