

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-AFU-85-25	DATE RECEIVED 5-9-85
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Directorate of Administration, HQ USAF			
3 MINOR SUBDIVISION Records Mgt Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5 TELEPHONE EXT. 694-3527	DATE 4-28-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
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, 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 3 MAY 1985	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRSOR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	PERSONNEL DATA SYSTEM (Base Level Personnel System) (Military and Civilian) (Table 30-4) (Applicable Air Force-wide) The purpose of this submission is to delete Table 40-9, and revise Table 30-4.	NCI-AFU-81-26 NCI-AFU-77-16 NN-171-93	14 Items

TABLE 30-4

*PERSONNEL DATA SYSTEM (BASE LEVEL PERSONNEL SYSTEM) (MILITARY & CIVILIAN) - (Note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	AUTODIN or Pseudo Processing	card decks in support of AUTODIN and Pseudo Processing	in CBPO or CCPO PSM unit	dispose of in 7 days or when no longer needed for recovery.
2	Listing output from EOD, processing	utility list, personnel file controller, duplicate record list, AUTODIN list, DESIRE summary, RIP summary, Pseudo Remote list, etc.	used for management and control of PDS	destroy after 3 months.
3	Average strength data report	AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel	in CBPO work unit	destroy after 1 year or on inactivation, whichever is sooner.
4			at using activity	destroy after 3 months or when purpose is served, whichever is sooner.
5	Daily strength data	unit strength reports	originals in the CBPO or CCPO	destroy after 60 days.
6			copies other than rule 5	destroy when no longer needed.
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 other work centers than PSM	destroy when purpose has been served.

TABLE 30-4

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	Rejected transaction	listing of transactions which fail edits and re-jects 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, trans-lating 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 documenta-tion	used for obtaining information, identify-ing discrepancies, effecting corrections, general quality control of PDS also for measur-ing 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 informa-tion from PDS, reentry cards	products which serve such diversified pur-poses that it is impractical to develop a retention period for each	destroy when superseded or when no longer needed.

TABLE 30-4

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
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.
<p>NOTE: 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.</p> <p>NOTE: 2. Salvage cards in accordance with DOD Manual 4160.21M.</p>				

Background to Table 30-4

1. It is our decision to abolish Table 40-9 and integrate it into Table 30-4. To better understand the rationale for our decision, one must understand the system architecture of the Personnel Data System (PDS). Consequently, the following explanation of PDS is provided for your clarification.

2. PDS is an Air Force-wide standard automated personnel data system designed, developed, programmed, and maintained by the Air Force Manpower and Personnel Center (AFMPC), Randolph AFB, Texas, to support the objectives of the USAF Manpower and Personnel Plan. Implemented in 1974, PDS is a sophisticated, integrated "vertical" automated system operating at three organizational levels--HAF, MAJCOM, and base. It provides total force management, and personnel data systems support for Air Force Reserve and Air National Guard officers and airmen in addition to active duty military and civilian personnel. The central site for the system is the AFMPC through which interlevel communication facilities provided by both AUTODIN and dedicated communications links computers at all levels of command. Organizationally, it supports all aspects of personnel management and administration at Consolidated Base Personnel Offices (CBPOs), Central Civilian Personnel Offices (CCPOs), including Air Force Reserve and Air National Guard activities, at major commands and at Headquarters USAF, at the Air Reserve Personnel Center at Denver, Colorado, the Air Force Reserve Headquarters at Robins AFB, Georgia, and the National Guard Bureau. It expands the amount of information available to management, serving all elements of the "life cycle," from procurement through termination, plus planning, budgeting, and programming; improving validity of personnel actions, contributing to reduced costs, and facilitating and providing visibility to "people" programs. Technically, it edits data at the source, eliminates redundancy of files, stores data where used, and utilizes direct input from bases to the central site--all aimed at increasing timeliness and accuracy of data, and improving availability of data to users. The system also interfaces with other major systems, supplying data to the Air Force Joint Uniform Military Pay System at Denver, Colorado, the Flight Management Data System at Norton AFB, California, and the Worldwide Military Command and Control System.

3. Based on the above, it should be apparent that the PDS-Civilian (PDS-C) is but one subsystem of a much larger two-tiered system. Most of the products generated from the system, both automatically and upon request, are identical for both civilian personnel and military personnel. That is, the product titles, product control numbers, and retention periods are identical. Therefore, our focus will be on designing a single table for the base level subsystem, which will be applicable to both the CBPOs and CCPOs. Placement of this single table in the 30 versus 40 series is also more appropriate in that the governing directives for PDS are AFM 30-3, Volumes I, III, IV, V, and VIII, as well as, AFM 30-130, Volumes I, II, and IV.

4. A comparison of the old and new rules is given:

<u>OLD</u> <i>موجودہ</i>	<u>NEW</u>
12	3
13	4
14	5
15	6
16	7
17	8

5. Rules 1-4 are transferred to the new Table 30-5, with modifications and language update.

6. The added rules and disposition are self-explanatory. The retention periods satisfy the Air Force administrative requirements for the information.

7. See attached sheet for explanation of terms.

12 Atch

1. GSA Form 7036, Monthly Transaction File - Civilian

2. Record Layout of File in Atch 1

3. *957* Record Layout *July 7036* Active Officer *Master Personnel Office / Airman* *u/*

4. Record Layout Active Airman

5. Record Layout Reserve Officer

6. Record Layout Reserve Airmen

7. Record Layout Guard Officer

8. Record Layout Guard Airman

9. GSA Form 7036 - Master Personnel Record - Civilian

10. Record Layout, Civilian MPF

11. GSA Form 7036, Transaction History - Military and Civilian

12. Explanation of Terms

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE MAGNETIC TAPE RECORD INVENTORY	1. RECORD GROUP 341	2. CONTROL NO. (FOR NARS USE)
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3. AGENCY/OFFICE CREATING RECORD Dept. of the Air Force	4. LOCATION OF EDP INSTALLATION Randolph AFB, TX 78150
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5. OFFICIALS RESPONSIBLE FOR SYSTEM (Name) A. SPONSOR Helen Anderfuren	6. BUILDING ROOM NUMBERS A. 857	7. TELEPHONE NUMBERS A. 652-3066
B. EDP COORDINATOR TSGT STEKLING V. HARRELL	B. 499	B. 652-2810

B. DESCRIPTION OF RECORD CONTENT

A. SYSTEMS TITLE
 Personnel Data System - Civilian

B. FILE(S) TITLE
 Reports Extract - Monthly Transaction File CAU40J007

C. PURPOSE OF COLLECTING DATA
 Provide information on personnel actions affecting Air Force personnel and strength.

D. SCOPE (Content and coverage)
 The file consists of personnel transactions as they occur during the month and is used to fulfill reporting requirements to the Office of Personnel Management (OPM) and Hq USAF. Only transactions affecting strength are built to this file.

E. ARRANGEMENT-SORTING SEQUENCE (Logical record key)
 Time of Change, Date of Change, Social Security Account Number (SSAN)

F. SOURCE DOCUMENT(S) USED AS INPUT (Attach samples)
 SF50, Notification of Personnel Action, and in-system suspense routines.

G. USE OF FILE OUTPUT-PUBLICATION TITLE (Attach copy)
 SF113, Monthly Report of Federal Civilian Employment (Atch 3); many others.

11. DATES OF FILE A. FROM Beginning of Month C. TO End of Month	12. ONETIME STUDY OR SURVEY (S) N/A	13. PERIODIC UPDATE (Specify period) Built from normal update routines 3 times a week and put on pact at end of the month.
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14. FILE SPECIFICATION DESCRIPTION (Enclose record format and data elements description) See Attachment 11A 2	15. DUPLICATION ELSEWHERE (Physical or content) None
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16A. CPU MFG. Unknown	16B. MODEL NO.	17. NO. OF REELS 1 file on a multi-file reel	18. REEL LENGTH Unknown	19. BPI USED 1600	20. NO. OF TRACKS 9
16C. TAPE DRIVE Unknown	16D. MODEL NO.				

21. CURRENT RETENTION PERIOD 180 days - tape 1 year - microform	22. RECOMMENDED RETENTION PERIOD Same as item 21	23. DATE REELS WILL BE TRANSFERRED TO NARS N/A
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24. USE DATE OF TAPE RETAINED OVER 100 YEARS
 N/A

25. DEFENSE CLASSIFICATION AND/OR RESTRICTIONS ON USE OF TAPE
 Official and Privacy Act

27:11 a/c

PREPARED 83 OCT 04 BY SWA10 8198/8204 AT 05 11

UPDATED TABLES

PREVIOUS PROC DATE 831002

AS OF 83 OCT 03

TBL-ID	CAX20A	TBL-NAME	FORMAT	DESCRIPTOR	ADE-ACN	300-4	VOL
1	2	3	4	5	6	7	8
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
FORMAT	UPDATE	2	201	28 H	0168	CAX20	330 CAX20A
000100	*	E201-EXTRACT-FORMAT-RECORD					CAX20A
000200	01	CAX20A.					CAX20A
000300	03	MO-SSAN-EMPL-CON-NR			PIC X(9).		CAX20A
000400	03	X-OCUPTNL-SRS-CURR.					CAX20A
000500	05	X-OCUPTNL-SRS-CURR-1			PIC X.		CAX20A
000600	05	X-OCUPTNL-SRS-CURR-2-5			PIC XXXX.		CAX20A
000700	03	MO-CIV-EMP-CIT			PIC X.		CAX20A
000900	03	MO-CIV-EMP-CAT-GRP			PIC X.		CAX20A
001000	03	MO-VEV-IND			PIC X.		CAX20A
001100	03	MO-EMPLM-LOC			PIC X		CAX20A
001200	03	MO-CSC-RETIREMENT-CODE			PIC X.		CAX20A
001300	03	MO-FEGLI-STATUS			PIC X.		CAX20A
001400	03	MO-CONUS-OS-AREA-CURR			PIC X		CAX20A
001500	03	MO-ASGMT-CMD			PIC XXX.		CAX20A
001600	03	X-CIV-PERS-TYPE-CHANGE.					CAX20A
001610	05	X-CIV-PERS-TYPE-CHANGE-1			PIC X.		CAX20A
001620	05	X-CIV-PERS-TYPE-CHANGE-2			PIC X.		CAX20A
001700	03	T-PTI			PIC XXX.		CAX20A
001800	03	MO-DT-NOA-EFF			PIC X(6).		CAX20A
001900	03	MO-HANDCP-RPRTBL			PIC XX.		CAX20A

PCN: CHGTABLE

10/10/04

10/10/04

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE MAGNETIC TAPE RECORD INVENTORY	1. RECORD GROUP NO.	2. CONTROL NO. (FOR NARS USE)
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3. AGENCY/OFFICE CREATING RECORD Dept. of the Air Force	4. LOCATION OF EDP INSTALLATION Randolph AFB Tx, 78150
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5. OFFICIALS RESPONSIBLE FOR SYSTEM (Name)		6. BUILDING ROOM NUMBERS	7. TELEPHONE NUMBERS
A. SPONSOR		A.	
B. EDP COORDINATOR		B.	
Roger W. Davis		499	652-4390

8. DESCRIPTION OF RECORD CONTENT

A. SYSTEMS TITLE
Personnel Data System - Military

B. FILE(S) TITLE
Master Personnel records (Officers/Airman) Active, Reserve and Guard

C. PURPOSE OF COLLECTING DATA

Provides Personnel Data for all AF Military Personnel.

D. SCOPE (Content and coverage)

The file consists of Military Personnel Data used to manage the needs of the AF as of the end of month(EOM).

E. ARRANGEMENT-SORTING SEQUENCE (Logical record key)

Random

F. SOURCE DOCUMENT(S) USED AS INPUT (Attach samples)
Documents within the Personnel File of each member, listing, coding sheets and etc.

G. USE OF FILE OUTPUT-PUBLICATION TITLE (Attach copy)

None

11. DATES OF FILE	12. ONETIME STUDY OR SURVEY (S)	13. PERIODIC UPDATE (Specify period)
A. FROM		Periodic updated
B. TO End of each month	N/A	Active - 3 times weekly Reserve & Guard - 2 times week

14. FILE SPECIFICATION DESCRIPTION (Enclose record format and data elements description) See Attachments: 8A, 8B, 8C, 8D, 8E, 8F	15. DUPLICATION ELSEWHERE (Physical or content) N/A
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16A. CPU MFG.	16B. MODEL NO.	17. NO. OF REELS	18. REEL LENGTH	19. BPI USED	20. NO. OF TRACKS
Burrough	6700/7800				
16C. TAPE DRIVE	16D. MODEL NO.				
Burrough	9495	55	2,000	1600	9

21. CURRENT RETENTION PERIOD Jul, Aug, Oct, Nov, Jan, Feb, Apr, May 13 months. Mar, Jun 3 yrs. Dec 6 yrs. Sep(FY) 10 yrs.	22. RECOMMENDED RETENTION PERIOD N/A	23. DATE REELS WILL BE TRANSFERRED TO NARS N/A
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24. USE OF TAPE RETAINED OVER TWO YEARS
Periods of time studies, agent orange for Vietnam, class action suit, control OER build

25. DEFENSE CLASSIFICATION AND/OR RESTRICTIONS ON USE OF TAPE

Official and Privacy Act

PREPARED 84 JUN 06 AT 08 41

DATA DESCRIPTION TABLE

SWA30 43137-001 AS OF 05 JUN 84

SUB SYSTEM FILE CODE BA ^{ACTIVE OFFICE} PART 3 SLO BY DATA NAME

TABLE TYPE	CONT CNTR	ACTION CODE	D/N PRE	SYSTEM FILE-ID	FILE TITLE	FILE MEDIA	RECD MODE	FILE LN LN	FILE TECH	AC BIP FC1	RECD SIZE	PAGE FACT	RECORDS PR-PGE	SUB-SYS FILE FILE-CD	COPY
DDT		UPDATE	MI	BAU30A1901	OFFICER ACTIVE NPF	J		365	2	002	1254	00	00000	BA	

LINE NUMBER	DIN	DATA NAME	* DETAIL *										O	DIN	PRIV	UPD	MLT	RANGE			
			FLD LOC	FLD SIZE	FL CL	FI TY	LBL NR	DOCD SIZE	AC IN	SET NR	NR OCC	IV LN							OPR LVL	P R	PRO HR
02038	ARS53	ACAD-CL-STANDING	1112	5	T	2											60	2		A	
030600	XRM	ACAD-EDUC-HIGH-AREA	0383	11	X	B											7	0			
030500	XRN	ACAD-EDUC-INFO	0383	20	X	B											7	0			
031300	ALR	ACAD-EDUC-LEVEL-MFT-HIGH	0390	1	X	2	102	12									7	7	0	1	1
032200	ALR1	ACAD-EDUC-LEVEL-MET-2ND	0399	1	X	2	102	12									7	7	0	1	1
092105	AAT51	ACAD-EDUC-STATUS	1129	1	X	2	674	24									1	7	64		1
031700	XRO	ACAD-EDUC-2ND-AREA	0394	9	X	B											1	7	0		
031500	AJK	ACAD-INST-NAME-HIGH	0391	3	X	2	116	15									1	7	14	1	1
032400	AJK1	ACAD-INST-NAME-HIGH-2ND	0400	3	X	2	116	15									1	7	14	1	1
030900	AUS1	ACAD-LEVEL-YR-HIGH	0384	2	X	2											7	7	0	2	6
031100	AAS	ACAD-SPEC-HIGH	0386	4	X	2	98	27									7	7	0	1	1
032000	AAS1	ACAD-SPEC-HIGH-2ND	0395	4	X	2	98	27									7	7	0	1	1
030700	AAR	ACAD-VOC-EDUC-LEVEL-HIGH	0383	1	X	2	228	4									7	7	0	1	1
031800	AAR1	ACAD-VOC-EDUC-LV-HIGH-2N	0394	1	X	2	228	4									7	7	0	1	1
094800	XIW	ACFT-DATA-ADRS	2388	4	P	3											1	2	0		
094900	XIX	ACFT-DATA-CNT	2392	2	P	3											1	2	0		
129200	XQZ	ACFT-MOST-REC-DUMMYY-DIN	0099	3	X	8											9	1			0

PCN SWA301903A

PAGE 1

HONEYWELL PAGE PRINTING SYSTEM - 21185 -

PREPARED 04 JUN 06 AT 08 41

DATA DESCRIPTOR TABLE

SWA301301903A AS OF 05 JUN 84

SUB SYSTEM FILE CODE (AA) PART 3 SEQ BY DATA NAME

TABLE TYPE	CONT CNTL	ACTION CODE	D/N PRE	SYNTHM FILL-ID	FILE TITLE	FILE MEDIA	RECD MODE	FILE REIN	FILE TECH	FILE EXT	RECD SIZE	RECD FACT	RECORDS PR-AGE	SUB-SYS FILE FILE-CD
DDT		UPDATE	MI	AAU30A1901	AIRMAN ACTIVE MPF	J		365	2	003	0084	00	00000	AA

* DETAIL *

LINE NUMBER	DIN	DATA NAME	FLD LOC	FLD SIZE	FL CL	FL TY	LBL NR	DOCD SIZE	AC IN	SET NR	NR OCC	TV UN	UPR LVI	P R	DIN HR	PRIV CUI	UPD LVI	MLT RFC NR	TYP VAL	RANGE VALUE	
1486	XZY808	AAN-KEY-1	0852	10	X	B									0						
008492	XZY811	AAN-KEY-2	0862	10	X	B									0						
068488	XZY809	AAN-1	0852	9	X	2									0						
068494	XZY812	AAN-2	0862	9	X	2									0						
027900	XCH	ACAD-EDUC-HIGH-AREA	0329	10	X	B									7	0					
027800	XCG	ACAD-EDUC-INFO	0329	20	X	B									7	0					
028600	ALR	ACAD-EDUC-LEVEL-MET-HIGH	0338	1	X	2	102	12							7	0	1			1	
029300	ALR1	ACAD-EDUC-LEVEL-MET-2ND	0348	1	X	2	102	12							7	0	1			1	
028800	XCI	ACAD-EDUC-2ND-AREA	0339	10	X	B									7	0					
028350	ALW170	ACAD-LEVEL-MO-HIGH	0332	2	D	2	75	3							7	0	2			6	
029060	ALW171	ACAD-LEVEL-MO-HIGH-2ND	0342	2	V	2	75	3							7	0	1			6	
028200	AUS1	ACAD-LEVEL-YR-HIGH	0330	2	D	2									7	0	2			6	
029055	AUS71	ACAD-LEVEL-YR-HIGH-2ND	0340	2	V	2									0					6	
028150	AUU294	ACAD-LEVEL-YR-MO-HIGH	0330	4	D	B									7	0	2			4	
029050	AUU295	ACAD-LEVEL-YR-MO-HIGH-2ND	0340	4	V	B									7	0	1			4	
028400	AAS	ACAD-SPEC-HIGH	0334	4	X	2	98	27							7	0	1			1	
029100	AAS1	ACAD-SPEC-HIGH-2ND	0344	4	X	2	98	27							7	0	1			1	

PCN : SWA301903A

PAGE 1

HONEYWELL PAGE PRINTING SYSTEM - P1185

PREPARED 84 JUN 06 AT 08 41

DATA DESCRIPTOR TABLE

SW30 4513/1001 AS OF 05 JUN 84

SUB SYSTEM TITLE CODE (BR) *OFFICER Reserve* PART 3 SLO BY DATA NAME

TABLE TYPE	CONT CNTL	ACTION CODE	D/N PRE	SYSTEM TITLE-TD	FILE TITLE	FILE MEDIA	FILE CODE	FILE RLIN	FILE AC	FILE BP	FILE FC1	FILE SIZE	FILE PAGE	FILE COPY							
DDT		UPDATE	MI	BR30A1901	OFFICER RESERVE RHP	J		305	2	002	0004	00	00000	BR							
LINE NUMBER	DIN	DATA NAME	FLD LDC	FLD SZE	FL CL	FL TY	LBL NR	DECODE	AC	SET	NR	LV	GR	P	DIN	PPV	UPD	MULT	RNG	RANGE VALUE	
00	XRM	ACAD-EDUC-HIGH-AREA	0508	11	X	B								A A A A	0		1				
039000	XRN	ACAD-EDUC-INFO	0508	20	X	B								A A A A	0		1				
039800	ALR	ACAD-EDUC-LEVEL-MET-HIGH	0515	1	X	2	102	12						A A A A	0	1	1			1	
040700	ALR1	ACAD-EDUC-LEVEL-MET-2ND	0524	1	X	2	102	12						A A A A	0	1	1			1	
059205	AAT51	ACAD-EDUC-STATUS	0850	1	X	2									54	2				5	A-F
040200	XRO	ACAD-EDUC-2ND-AREA	0519	9	X	B								A A A A	0		1				
040000	AJK	ACAD-INST-NAME-HIGH	0516	3	X	2	116	15						C C C A	55	1				1	
040900	AJK1	ACAD-INST-NAME-HIGH-2ND	0525	3	X	2	116	15						C C C A	55	1				1	
039400	AUS1	ACAD-LEVEL-YR-HIGH	0509	2	X	2								A A A A	0	2	1			6	
039600	AAS	ACAD-SFEC-HIGH	0511	4	X	2	98	27						A A A A	0	1	2			1	
040500	AAS1	ACAD-SFEC-HIGH-2ND	0520	4	X	2	98	27						A A A A	0	1	2			1	
39200	AAR	ACAD-VOC-EDUC-LEVEL-HIGH	0508	1	X	2	223	4						A A A A	0	1	2			1	
040300	AAR1	ACAD-VOC-EDUC-LV-HIGH-2N	0519	1	X	2	223	4						A A A A	0	1	2			1	
062000	XIW	ACFT-DATA-ADRS	1896	4	P	3								A A A A	0						
062100	XIX	ACFT-DATA-CNT	1900	2	P	3								A A A A	0						
087700	XQZ	ACFT-HOST-REC-DUPLTY-DIN	0099	3	X	8								A A A C	0						
078900	AHQ	ACFT-HOST-REC-HR FLN-1ST	0003	4	T	8								A A A C	0	2				5	-9999
PCN	SWA301903A			PAGE 1																	

HONEYWELL PAGE PRINTING SYSTEM-1118E

- ATCH -

1 of 5

PREPARED 8:1 JUN 06 AT 08 41

DATA DESCRIPTION TABLE

SW30 434 PAGE 01 OF 05 JUN 84

SUB SYSTEM TITLE CODE BCU OFFICER GUARD MET PART 3 SLO BY DATA NAME

TABLE TYPE	CONT CNTL	ACTION CODE	D/N PRE	SYSTEN FILL-ID	FILE TITLE	FILE MEDIA	REQ CODE	FILE RLIN	FILE AC	BLK FCI	FILE SIZE	NO OF FACT	RECORDS PR-TGE	SUB-SYS FILE							
DDT		UPDATE	MI	BCU 10A1901	OFFICER GUARD MET	J		369	2	002	0816	00	00000	B6							
* DETAIL *																					
LINE NUMBER	DIN	DATA NAME	FID LOC	FLD SZF	FL CL	FL TY	HA NR	DOOD SIZE	AC IN	SET NR	NR OCC	LV TH	OFF LVL	P R	DIN NR	PRV CH	UPD ACC	MIT REC NR	TYP VAL	RANGE VALUE	
021800	XCH	ACAD-EDUC-HIGH-AREA	046-1	8	X	B									0						
02700	XCG	ACAD-EDUC-INFO	046-1	14	X	B									0						
032500	ALR	ACAD-EDUC-LEVEL-MET-HIGH	0471	1	X	2	102	12							0	1				1	
033200	ALR1	ACAD-EDUC-LEVEL-MET-2ND	0477	1	X	2	102	12							0	1				1	
046710	AAT51	ACAD-EDUC-STATUS	0707	1	X	2									20					5	A-F
032700	XCI	ACAD-EDUC-2ND-AREA	0472	6	X	B									0						
046704	AJK	ACAD-INST-NAME-HIGH	0701	3	X	2	116	15							19					1	
046707	AJK1	ACAD-INST-NAME-HIGH-2ND	0704	3	X	2	116	15							19					1	
032100	AUS1	ACAD-LEVEL-YR-HIGH	0465	2	X	2									0	2				6	
032300	AAS	ACAD-SPEC-HIGH	0167	4	X	2	93	27							0	1				1	
033000	AAS1	ACAD-SPEC-HIGH-2ND	0473	4	X	2	93	27							0	1				1	
021900	AAR	ACAD-VOC-EDUC-LEVEL-HIGH	0464	1	X	2	228	4							0	1				1	
022800	AAR1	ACAD-VOC-EDUC-LV-HIGH-2N	0472	1	X	2	228	4							0	1				1	
049500	XIW	ACFT-DATA-ADRS	1581	4	P	3									0						
049600	XIX	ACFT-DATA-CNT	1586	2	P	3									0						
073400	XQZ	ACFT-MOST-REC-DUNNY DIN	0000	3	X	6				9	1				0						
064600	AHQ	ACFT-MOST-REC-THR-FLN	151	4	T	6				9	1	4		7	0	2				5	-9999

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PREP. RED 04 JUN 06 AT 08 41

DATA DEF. CLEVERLY FILE

SWA 0194 1001 AS OF 05 JUN 06

JOB SPECIFIC FILE CODE AC - AIRMAN Guard
PART 5 SEQ BY DATE MAIL

TABLE TYPE	COBOL ENTYL	ACTION CODE	D/N PRE	SYSTEM FILE-TO	FILE TITLE	FILE MEDIA	FILE TYPE	FILE LENGTH	FILE NUMBER	FILE SIZE	FILE FACT	FILE PAGE	MUL-CYS FILE-CD	FILE COP
DDT		UPDATE	MI	ACR001901	AIRMAN GUARD DEF			305	2	004	0774	00	00000	AG

LINE NUMBER	DIN	DATA NAME	FLD LUC	FLD SZ	FLD CL	FLD TY	FLD NR	FLD DE	FLD AC	FLD SE	FLD NR	FLD LV	FLD OR	FLD P	FLD PRO	FLD EXT	FLD ACC	FLD LVL	FLD REG NR	FLD TYP VAL	FLD RANGE VALUE
032700	XCH	ACAD-EDUC-HIGH-AREA	0153	8	X	B									0						
032600	XCG	ACAD-EDUC-HHFO	0153	14	X	B									0						
033400	ALR	ACAD-EDUC-LEVEL-MET-HIGH	0460	1	X	2	102	12							0	1					1
034100	ALR1	ACAD-EDUC-LEVEL-MET-2ND	0466	1	X	2	102	12							0	1					1
033600	XCI	ACAD-EDUC-2ND-AREA	0461	6	X	B									0						
033000	AUS1	ACAD-LEVEL-YR-HIGH	0454	2	D	2									0	2					6
033200	AAS	ACAD-SPEC-HIGH	0456	4	X	2	98	27							0	1					1
033900	AAS1	ACAD-SPEC-HIGH-2ND	0462	4	X	2	98	27							0	1					1
032800	AAR	ACAD-VOC-EDUC-LEVEL-HIGH	0453	1	X	2	250	1							0	1					1
033700	AAR1	ACAD-VOC-EDUC-LEVEL-HIGH-2ND	0461	1	X	2	250	1							0	1					1
042700	AAW	ADR-OFI-AMN	0259	3	X	2	650	9999							0	1					1
016500	ADY	ADRS-MAIL-DOM-CITY	0259	19	X	2									0	2					
016600	ASQ6	ADRS-MAIL-DOM-STATE	0278	2	X	2									0	1					5 AA-2Z
016300	EHD	ADRS-MAIL-FORN-CNTRY	0273	14	X	2									0	2					
016200	EDA1	ADRS-MAIL-FORN-CY-PROV	0259	14	X	2									0	2					
016800	ABC5	ADRS-MAIL-ZIP	0280	5	T	2									0	2					6
016750	AMF501	ADRS-MAIL-ZIP-NATL	0280	9	T	B									0						

PCN SWA301903A

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HONEYWELL PAGE PRINTING SYSTEM - P1

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE MAGNETIC TAPE RECORD INVENTORY	1. RECORD GROUP NO	2. CONTROL NO. (FOR NARS USE)
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3. AGENCY/OFFICE CREATING RECORD Dept. of the Air Force	4. LOCATION OF EDP INSTALLATION Randolph AFB TX, 78150
--	---

5. OFFICIALS RESPONSIBLE FOR SYSTEM (Name)		6. BUILDING ROOM NUMBERS	7. TELEPHONE NUMBERS
A. SPONSOR		A.	
B. EDP COORDINATOR		B.	
Mike Haas		499	652-4491

B. DESCRIPTION OF RECORD CONTENT

A. SYSTEMS TITLE
Personnel Data System - Civilian

B. FILE(S) TITLE
Master Personnel records (Civilian)

C. PURPOSE OF COLLECTING DATA

Provides Personnel Data for all AF Civilian Personnel.

D. SCOPE (Content and coverage)

The file consists of Civilian Personnel Data used to manage the needs of the AF as of the end of month(EOM).

E. ARRANGEMENT - SORTING SEQUENCE (Logical record key)

Random

F. SOURCE DOCUMENT(S) USED AS INPUT (Attach samples)
Documents within the Personnel File of each member, listing, coding sheets and etc

G. USE OF FILE OUTPUT - PUBLICATION TITLE (Attach copy)
None

11. DATES OF FILE	12. ONETIME STUDY OR SURVEY (S)	13. PERIODIC UPDATE (Specify period)
A. FROM		Periodic update
B. TO End of each month	N/A	3 - times weekly

14. FILE SPECIFICATION DESCRIPTION (Enclose record format and data elements description) <u>See Atch 9A</u>	15. DUPLICATION ELSEWHERE (Physical or content) N/A
--	--

16A. CPU MFG.	16B. MODEL NO.	17. NO. OF REELS	18. REEL LENGTH	19. BPI USED	20. NO. OF TRACKS
Burrough	6700/7800				
16C. TAPE DRIVE	16D. MODEL NO.				
Burrough	9495	22	2,000	1600	9

21. CURRENT RETENTION PERIOD Jul/Aug, Oct, Nov, Jan, Feb, Apr, May 13 months. Mar, Jun 3 yrs. Dec 6 yrs. Sep(FY) 10 yrs.	22. RECOMMENDED RETENTION PERIOD N/A	23. DATE REELS WILL BE TRANSFERRED TO NARS N/A
---	---	---

24. USE OF TAPE RETAINED OVER TWO YEARS

Periods of time studies and class action suit.

25. DEFENSE CLASSIFICATION AND/OR RESTRICTIONS ON USE OF TAPE

Official and Privacy Act

SUB SYSTEM FILE CODE CA PART 3 SEQ BY DATA NAME

TABLE TYPE	CONT	ACTION CODE	D/N PRE	SYSTEM FILE-ID	FILE TITLE	FILE MEDIA	RECD MODE	FILE RETN	FILE AC LEFT	PLV FCF	RECD SIZE	PAGE FACT	RECORDS PR TGE	SUB SYS FILE
DDP		UPDATE	MI	CAU30J2801	CIVILIAN MPF APDS-C	J		365	1	000	0672	00	00000	CA

* * * * *
* * * * *
* * * * *

LINE NUMBER	DIN	DATA NAME	FLD LOC	FLD SZE	FL CL	FL TY	TBL NR	DOOD SIZE	AC IN	SET NR	NR OCC	LV MN	OPR LVL	P R	DIN PRO NR	PRV PRI CTI	UPD ACC LVL	MLT REC NR	TYP VAL	RANGE VALUE	
																					RE
067200	CCA78	ACAD-CREDIT-TYPE	0013		1	X	6	439	14		4	3	5		0	1					
063400	CCA79	ACAD-CREDIT-TYPE-HIGH	0256		1	T	8	439	11		1	1	5		3					A	
0600	CLK13	ACAD-DISCIP	0001		4	T	6	488	29		4	3	5		0	1					
062800	CLK21	ACAD-DISCIP-HIGH	0241		4	T	8	488	29		1	1	5		0						
086400	ABK1	ACAD-EDUC-LEVEL-CIV	0000		1	X	6	440	22		4	3	5		0	1					
061300	ABK2	ACAD-EDUC-LEVEL-CIV-ENT	0238		1	X	8	440	22		1	1	5		0		3				
062600	ABK	ACAD-EDUC-LEVEL-CIV-HIGH	0243		1	X	8	440	22		1	1	5		0						
064000	AUS1	ACAD-LI-VEL-YR-HIGH	0259		2	V	8				1	1	5		0						
107600	AHJ23	ACCEP-GR-CIV-1	0024		2	T	6				14	3	5		0						
107620	AHJ24	ACCEP-GR-CIV-2	0026		2	T	6				14	3	5		0						
107630	AHJ25	ACCEP-GR-CIV-3	0028		2	T	6				14	3	5		0						
107640	AHJ26	ACCEP-GR-CIV-4	0030		2	T	6				14	3	5		0						
071800	XCA48	ADDL-ORG-SERIES-IND	0417		1	T	8				1	1	5		0						
1600	AJC10	ADDL-Sk-IND	0416		1	T	8				1	1	5		0						
074305	ABU100	AF-AUTH-CD	0437		3	X	8	665	72		1	1	5		0						
047800	AJC137	AFRES-OFF-PRGM-REGIS	0109		1	T	8	685	25		1	1	5		0		3				
074472	XZX608	AFSCO-SEC-DATA	0559		14	X	H				1	1	5		0						

HONEYWELL PAGE PRINTING SYSTEM - 1185-02

**GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
MAGNETIC TAPE RECORD INVENTORY**

1. RECORD GROUP NO. 2. CONTROL NO. (FOR NARS USE)

3. AGENCY/OFFICE CREATING RECORD
Dept. of the Air Force

4. LOCATION OF EDP INSTALLATION
Randolph AFB Tx, 78150

5. OFFICIALS RESPONSIBLE FOR SYSTEM (Name) 6. BUILDING ROOM NUMBERS 7 TELEPHONE NUMBERS

A. SPONSOR
Mike Haas

A. 499

A. 652-4491

B. EDP COORDINATOR

B.

B.

8. DESCRIPTION OF RECORD CONTENT

A. SYSTEMS TITLE

Personnel Data System - Military & Civilian

B. FILE(S) TITLE

Transaction History

C. PURPOSE OF COLLECTING DATA

Provides the capability of taking an old Master File and updating it back to the current position.

D. SCOPE (Content and coverage)

contains the transaction that processes in each update.

E. ARRANGEMENT-SORTING SEQUENCE (Logical record key)

Sequential

F. SOURCE DOCUMENT(S) USED AS INPUT (Attach samples)

transaction updating to the PDS System

G. USE OF FILE OUTPUT-PUBLICATION TITLE (Attach copy)

none

11. DATES OF FILE 12. ONETIME STUDY OR SURVEY (S) 13. PERIODIC UPDATE (Specify period)

A. FROM Date of Master

B. TO Update

N/A

Active Officers/Airman-3 times wee
Civilian - 3 times weekly
Reserve/Guard - 2 time weekly

14. FILE SPECIFICATION DESCRIPTION (Enclose record format and data elements description) 15. DUPLICATION ELSEWHERE (Physical or content)

80/80 image of what processed

N/A

16A. CPU MFG. 16B. MODEL NO. 17. NO. OF REELS 18. REEL LENGTH 19. BPI USED 20. NO. OF TRACKS

Burrough 6700/7800

Per Week

17 2400 1600 9

16C. TAPE DRIVE 16D. MODEL NO.

Burrough 9495

21. CURRENT RETENTION PERIOD 22. RECOMMENDED RETENTION PERIOD 23. DATE REELS WILL BE TRANSFERRED TO NARS

180 days

N/A

N/A

24. USE MADE OF TAPE RETAINED OVER TWO YEARS

N/A

25. DEFENSE CLASSIFICATION AND/OR RESTRICTIONS ON USE OF TAPE

Official and Privacy Act

Explanation of Terms

1. AUTODIN - Automatic digital network used for communicating between computers within Air Force units.
2. DESIRE - Direct English Statement Information Retrieval System. It is a retrieval system and can scan the entire file and give lists, etc., as needed.
3. Pseudo Processing is made up of part cards, part tape processing at base-level computers in AUTODIN. It simulates report input and is stacked in AUTODIN buckets which can print out later into lists, etc., as programmed.
4. RIP - Report Individual Person. It gives many standard formats on individuals such as lists, letters to supervisors, etc.

PERSONNEL DATA SYSTEM - MILITARY (BASE LEVEL MILITARY PERSONNEL SYSTEM) (BLMPS) (see note 1)			
A	B	C	D
(If the records are identified as pertaining to...)	consisting of:	which are	then:
1	month-end strength HQ USAF officer/airman-master personnel file.	a complete record of every member on the master personnel 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 13 months
2			destroy EOM Mar, Jun after 3 years
3			destroy EOM Dec after 6 years
4			destroy EOM Sep after 10 years
5	MAJCOM officer/airman master personnel record	master file as of 30 Jun and 31 Dec	destroy after 90 days
6	monthly HQ USAF officer/airman transaction history file	records of transactions processed by AFSN/SSN 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 6 months
7	products resulting from the PDS which are mechanically produced output products not covered elsewhere in this regulation	a card deck used to produce a report, or the report itself which serve such diversified purposes that it is impractical to develop a retention period for each	destroy when superseded or no longer needed
8	military personnel data records	obsolete punched cards in history file	in CBPO work units dispose of after 60 days or on inactivation, whichever is sooner (see note 2)
9		cards on personnel dropped from rolls	dispose of after 1 year or on inactivation, whichever is sooner (see note 2)
10		APR/OER data records used to control submission of AFRs/OERs	dispose of when superseded, revised, or 6 months after reassignment or separation of individual, whichever is sooner (see note 2)
11	(RESERVED)		
12	average strength data report	AF Form 380 used to make management decisions regarding health, welfare, and morale of military personnel	at HQ USAF, MAJCOMs and bases destroy after 1 year or on inactivation, whichever is sooner
13			at using activities destroy after 3 months or when no longer needed, whichever is sooner
14	daily strength data	unit military strength balance reports and Reserve unit strength balance reports	originals in CBPOs destroy after 60 days
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 CBPOs, Personnel System Manager (PSM) work centers destroy after 30 days or when no longer needed, whichever is later.
17			copies at other work centers than PSM destroy when no longer needed.
18	military personnel record information	computer output sequential microfiche files used to obtain current personnel data	destroy when superseded or when no longer needed
19	medical examination and immunization	physical, clinical, dental examination rosters	action copies destroy after 90 days

TABLE 30-4 CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
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.

- 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 and table 40-9. 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- and 40-series
- Salvage cards in accordance with DOD Manual 4160 21M

TABLE 30-4.1

POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS) (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then	
1	input transaction registers	certified listings summarizing manual input to PCARS from the CBPO	produced by CBPOs and held at CBPO work centers	destroy after 16 months	
2	processed transactions	listings reflecting all transactions processing in PCARS			
3	rejected transactions	listings of transactions which fail edits and reject to CBPOs for correction		produced by PCARS and distributed to CBPOs	destroy after corrective action completed or when the list is superseded by a more current list
4	point summaries	CBPO member roster and point summaries for reservists assigned to the CBPO			destroy after receipt of more current reports or when no longer needed
5	ANG/USAFR retirement credit summary/statement of points earned	preprinted of continuous forms designed to be used for computer printing within PCARS and/or manually completed	in Master Personnel Record Group and Field Record Group	see table 35-1, rule 1 and 1.1	
6			at CBPOs and other work centers	destroy after 1 year or when no longer needed, whichever is sooner	
7			at Adjutants General offices in the respective states	dispose of according to the legal requirements of the individual states	
8	working data used to operate the PCARS	accession listings, list of recycled transactions, list of records requiring reconciliation between APDS, PCARS and ARPAS, and various control reports used to assure a valid computer update	at CBPO work centers	destroy after 1 year or when no longer needed, whichever is sooner	
9	statistical reports or summaries used to manage PCARS	ANG point summary, error analysis reports, input and reject analysis reports, APDS- PCARS reconciliation reports, CBPO performance evaluation reports	at CBPO work centers, National Guard Bureau, Air Force Reserve, HQ USAF Office of Air Force Reserve, State Adjutant General, and other activities as applicable	destroy after 1 year or when no longer needed, whichever is sooner	

NOTE The term CBPO applies equally to consolidated base personnel offices, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent

CIVILIAN PERSONNEL STATISTICAL ACCOUNTING SYSTEM			
A	B	C	D
	consisting of	which are	then
1	action transcript sheets	civilian personnel action transcript sheets, or other authorized forms, including the statistical copy of notification of personnel action forms or equivalent which is used to code the action transcript sheets used to prepare transaction punch cards	destroy 3 months after used for card punching
2	transaction punch cards	cards prepared by CCPO to update E201 file which are returned from the data automation activity	destroy when no longer needed or 3 months after date of receipt from data automation activity, whichever is sooner
3	update status file listings	machine-produced listings used to verify transactions processed by data automation	destroy 3 months after receipt of listing
4	base, MAJCOM and HQ USAF error listings	machine listings showing errors detected in update transactions submitted which are used to identify errors for correction	destroy 3 months after receipt, when errors shown have been corrected, whichever is later
5	master table edit and update listing	edit table entries and additions to and/or deletions from the edit table which are used to verify that the edit table is correct	destroy when superseded
6	alphabetical listing of employees	all employees serviced by the CCPO listing in alphabetical order of last name used as a locator file	
7	listing of employees by assigned organization	all employees listed by function code within assigned organization and used to reconcile assigned strength figures	
8	listing of special consultants, experts and intermittent employees	all employees on the roll who are in those categories (B263 computer) used to report a change in work status (type of employment code)	destroy after employees' records in the master file have been changed
9	listing of deleted personnel data codes	employees who are assigned to AFSC's and or function codes (B263 computer) which have been or will be deleted from the system and therefore require changing the employees' records	
10	mass conversion of salaried employees	machine listing of those salaried employees whose salaries were not changed through the mass conversion which are now necessary to initiate salary changes individually	
11	no table entry for the CCPOs	machine listings of transactions received by command from HQ USAF which show unauthorized CCPO codes and not processed against the command file	destroy when no longer needed
12	unauthorized command code	machine listings of transactions received by command from HQ USAF which show an authorized command code (B3500 computer)	
13	update totals	machine listings of totals of various transactions forwarded by the command data automation	at MAJCOM directorates of civilian personnel
14	intracommand losses	machine listings of losses machine generated by command which are used to drop employees on intracommand actions	
15	intercommand losses	machine listings of losses generated by HQ USAF received by the commands and used to drop employees on intercommand actions	
16	HQ USAF comma listing	records in HQ USAF file which contain commas	at CCPOs destroy 90 days after receipt or when commas shown have been corrected, whichever is later
17	direct keypunching authority	exception granted to the CCPO by the MAJCOM which are recognized as the authority for CCPO to keypunch cards direct from personnel action records	destroy when no longer needed
18	coding on forms other than civilian personnel action transcript sheet	recognized as the authority for CCPO to use other coding forms besides the action transaction sheet	

CONTINUED

U T E	If the record is or is not active, permanent	consisting of	which are	then
19	active master file	computer magnetic master tapes containing record of each em- ployee on AF rolls	other than as of the last day of calen- dar quarter at HQ USAF	destroy after 1 year.
20			as of the last day of each calendar quarter at HQ USAF	destroy after 5 years
21	inactive file	periodically consolidated computer magnetic tapes containing record of each employee who has been separated from AF rolls	at HQ USAF	destroy 5 years after last periodic consolidation
22	transactions to update centralized civilian personnel status file	computer magnetic tapes containing transactions submitted to keep the master file current and correct consolidated from input tapes received from the MAJCOMs		destroy after 6 update cycles