

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AFW-03-4</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>11-7-2002</i>	
2. MAJOR SUBDIVISION Communications and Operations Directorate		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Force and Information Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE (703) 588-6194	DATE <i>6-19-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 1 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 31 Oct 02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>	TITLE AIR FORCE RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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	Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination. CIVILIAN PAY 177-21 This submission is to schedule records under Table 177-21, Rule 3.01. Specific changes are discussed below.		
2	Air Force Reserve Center ^{Command} timekeepers are required by AFRC/FM to maintain a duplicate set of time and attendance sheets on Air Reserve Technicians (ART), because an internal audit must be performed to ensure the ARTs are not in pay status for both military and civilian status simultaneously. Record copy of the time sheets are maintained by the Civilian Pay Branch of the base Financial Management. <i>The above correction to the title of AFRC was indicated by O. Croom 3/21/03.</i> <i>-R. Noble</i>		

SA Copies sent to Agency, NWML, NR

***Table 177-21. Civilian Pay.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*3.01	Individual Attendance and Overtime - Copies	Information copies of time sheets	Maintained by AFRC timekeepers on ARTs	destroy after internal audit or when 3 years old, whichever is sooner. AUTH: