

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. NI-AFU-86-55	
		DATE RECEIVED 7-25-86	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Neil Vandergraaf	5. TELEPHONE EXT. 694-3494	DATE 10/26/86	ARCHIVIST OF THE UNITED STATES <i>Frank J. Burke</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 3 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

8. DATE 07 JUL 1986	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina 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. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">TRAVEL RECORDS (T177-20) (Applicable Air Force-wide)</p> <p>The attached is submitted for your review and approval.</p>	N/A	

TABLE 177-20

TRAVEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*12	Automated travel record accounting system (ATRAS) management listings	listings produced by ATRAS that are used for reconcil- iation and followup on obligations		destroy after 1 month.

JUSTIFICATION TO ACCOMPANY SF115 ON TABLE 177-20, RULE 12

When the Automated Travel Record Accounting System was implemented at Accounting and Finance Offices, new listings were created to control travel and accounting records. These listings are management tools and are used by the Accountable Officers to keep track of these accounting records. This SF 115 proposes to add a new rule 12 to table 177-20 of AFR 12-50, Volume II to cover these new listings. A one month retention period adequately serves Air Force requirements. Recommend approval of the proposal.