

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-86-67	DATE RECEIVED 9/2/86
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration		In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Neil Vandergraaf	5 TELEPHONE EXT. 694-3494	DATE 6-15-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. 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

B DATE 29 AUG 1986	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	Civilian Pay (T177-21) (Applicable Air Force-wide) The attached proposed change to AFR 12-50, Volume II, Table 177-21, is submitted for your consideration and approval.	NCI-AFU-75-59	

TABLE 177-21

CIVILIAN PAY

Rule	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*4.1	individual retire- ment	microfilmed copies of individual retirement documents (AF Form 2806) and copies of registers of separations and transfers (AF Form 2807) used to re-create lost records, balance reports and answer inquiries		forward to HQ AFAFC per AFR 177-104, where they are destroyed after 56 years, or when no longer needed, whichever is later.

per conversation with
Air Force, December
31, 1986.

JUSTIFICATION TO ACCOMPANY SF 115 PERTAINING TO TABLE 177-21, RULE 4.1

The Air Force needs to increase the retention period for the two items described in rule 4.1 (AF Forms 2806 and 2807) from the current three years to 56 years. These records covered by rule 4.1 are not the record copies, but duplicates. The AF Form 2806 is microfilmed at each of the Accounting and Finance Offices (AFO) locally and forwarded to the Headquarters Accounting and Finance Center (AFAFC) in Denver, Colorado. An extra copy of the AF Form 2807 is produced locally by the AFOs and also forwarded to the Headquarters AFAFC. There these forms are used to recreate lost records, to assist in balancing reports, and to answer all sorts of inquiries.

Most of these inquiries come from the Office of Personnel Management (OPM) because they are unable to locate the retirement forms that are supposed to be maintained by OPM for federal employees that have left the government. Often, much more than three years have passed since the employee has left government service and the Air Force cannot help the employee or OPM. This situation is not satisfactory for either the government or the employee. We therefore propose to maintain microfilmed copies of both these forms for a 56-year period at the AFAFC to satisfy Air Force and government requirements.

Your favorable consideration and approval is requested.