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| 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. N1-AFU-88-13 | DATE RECEIVED 11/24/87 |
| 1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Directorate of Info Mgmt and Administration, SAF/AAD | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Information Management Policy Branch | | Aut 5 | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer | 5. TELEPHONE EXT. 695-1667 | DATE 12/1/87 | ARCHIVIST OF THE UNITED STATES <i>Claudia J. Miller</i> |

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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A. GAO concurrence. is attached, or is unnecessary.

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|------------------------|---|---|
| B. DATE NOV 18 1987 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> | D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin |
|------------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GSA OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-----------------|---|--|---|
| | CADET PAY (USAFAR 12-50, Table 177-1) (Applicable for Air Force Academy Only) | | |
| 1 | Rule 5. Disposition of third copies of cadet pay orders is changed to destroy after 1 year vice destroy after 3 months. Reason is that longer retention is needed to process possible miscellaneous charges against cadet pay records. | NC1-461-82-1 | |
| 2 | Rule 11. Disposition of receipt copy of transmittal letters from Air Force Accounting and Finance Center (AFAFC) is changed to destroy after 1 year vice destroy copies on receipt of original; destroy original 3 months after receipt. Reason is that longer retention is needed in case it is necessary to verify what records were forwarded to AFAFC. Description is changed to delete copies (suspense copies) as these are disposed of per AFR 12-50, Volume II, Table 10-2, Rule 5 (suspense control); remainder of description is changed to reflect that these actually are receipt copies of transmittal letters from AFAFC. | NC1-461-82-1 | |
| 3 | Rule 12. Column A description is changed to Indebted Control Sheets vice EDP (Electronic Data Processing) Control. There is no change in records contents; just a clarification of what these EDP records actually were. Disposition is changed to destroy after 4 years vice destroy after 1 academic year. Reason for increase in retention is because of inquiries received from cadets separated from the Academy in debt; some inquiries received after a year of separation and thus the need for the Academy to have longer access to the indebted control sheets. | NC1-461-82-1 | 5 Items |

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

| 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> |
|-----------------|---|---|--|
| 4 | Rule 12.1. Added, to cover disposition of non-indebted control sheets. Disposition of 1 year is suitable to meet Academy needs. | | |
| 5 | Rule 14. Added, to cover disposition of general ledgers consisting of trial balances used to balance funds and payrolls. Disposition of 3 years is needed to provide historical data for the unique cadet pay system. | | |

TABLE 177-1

CADET PAY

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|--|--|--|-------------------------|-----------------------------------|
| 5 | cadet pay order | third copy | at Cadet Pay | *destroy after 1 year. |
| 11 | transmittal letters | *receipt copy of transmittal from AFAFC | at Cadet Pay | *destroy after 1 year. |
| 12 | *indebted control sheets | manual balancing sheets to mechanized system (F80 crossfeed and balance) | | *destroy after 4 years. |
| 12.1 * | non-indebted control sheets | | | destroy after 1 year. |
| 14 * | general ledgers | trial balance | at Cadet Pay | destroy after 3 years. |
| <p>AFAFC: Air Force Accounting and Finance Center</p> <p>Note:</p> <p><i>General ledgers in proposed Rule 14 are already scheduled ^{for disposal after 3 years} under GRB 7, Item 4a, and, therefore, are withdrawn from this job.</i></p> <p><i>Frederick St. Pennell 12/15/87</i></p> | | | | |

TABLE 177-1

CADET PAY

| R U L E | A | B | C | D | E |
|------------------|---------------------------------------|---|--|---|-----------------------|
| | If documents are or pertain to | Consisting of | Which are | Then | Former Table and Rule |
| 1 | Cadet Pay Statements | pay statements of cadets | at Cadet Pay | destroy 4 years after graduation. | T177-1, R2 |
| 2 | Cadet Pay Records | individual cadet pay record | at Computer Resources in computer bank | closed out annually, on discharge, or graduation and forwarded to AFAPC | T177-1, R3 |
| 3 | Cadet Pay Order | original copies of authorizations to pay or change the pay accounts of cadets. Includes statement of charges for government property lost, damaged or destroyed, "A", "AA" series orders and all substantiating pay documents | at Cadet Pay | forwarded to AFAPC monthly. | T177-1, R5 |
| 4 | | second and fourth copies; substantiating documents and listings | at originating agency | destroy 1 year after graduation. | T177-1, R6 |
| 5 | | third copies | at Cadet Pay | destroy after 3 months. | new |
| 6 | Posting Media | journal vouchers and other related specialized posting media for machine operations | used to effect internal adjustment through MAPR | destroy after 1 FY. | T177-1, R9 |
| 7 | Document Control Logs | logs of numbered source documents | used to provide internal control of source documents | destroy 3 months after close of FY to which they pertain. | T177-1, R10 |
| 8 | Tax and Interest Distribution Records | W-2 listings, quarterly FICA reports and Cadet Personal Investment Trust Fund interest distribution records and state tax vouchers | at Cadet Pay | destroy 6 years after CY to which they pertain. | T177-1, R11 |

TABLE 177-1 (cont'd)

| CADET PAY | | | | | |
|------------------|--------------------------------|--|--------------|---|-----------------------|
| R U L E | A | B | C | D | E |
| | If documents are or pertain to | Consisting of | Which are | Then | Former Table and Rule |
| 9 | Audit Registers | F20, F30, F40, and F50 listings | at Cadet Pay | destroy after 1 academic year. | T177-1, R12 |
| 10 | Transmittal Letters | original copies of document transmittals | | forwarded to AFAPC. | T177-1, R13 |
| 11 | | ^{copies for} copies/returned original of document transmittals | | destroy copies on receipt of original; destroy original 3 months after receipt. | T177-1, R14 |
| 12 | BDP Control | manual balancing sheets to mechanized system (F80 crossfoot and balance) | | destroy after 1 academic year. | new |
| 13 | Folio Ledgers | ledger of trust revolving fund manual balancing system | | | |
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TABLE 177-1 (cont'd)

CADET PAY

| R U L E | A | B | C | D | E |
|------------------|--------------------------------|--|--------------|---|-----------------------|
| | If documents are or pertain to | Consisting of | Which are | Then | Former Table and Rule |
| 9 | Audit Registers | F20, F30, F40, and F50 listings | at Cadet Pay | destroy after 1 academic year. | T177-1, R12 |
| 10 | Transmittal Letters | original copies of document transmittals | | forwarded to AFAPC. | T177-1, R13 |
| 11 | | copies/returned original of document transmittals | | destroy copies on receipt of original; destroy original 3 months after receipt. | T177-1, R14 |
| 12 | EDP Control | manual balancing sheets to mechanized system (F80 crossfoot and balance) | | destroy after 1 academic year. | new |
| 13 | Folio Ledgers | ledger of trust revolving fund manual balancing system | | | |
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TABLE 177-1, CADET PAY

- R4 (T177-1, R6) Changed from "destroy 3 years after fiscal year to which they pertain." These records contain a detailed description of purchases made by cadets during their enrollment at the Academy. They are needed for reference and verification of charge. This is the copy held by the originating agency when the cadet charges an item.
- R5 (NEW) This is a new rule for third copies of the pay order. It is needed in Cadet Pay for 3 months and then destroyed.
- R6 (T177-1, R9) Decreased from "destroy 3 years after fiscal year to which they pertain." These documents are not needed longer than 1 fiscal year.
- R11 (T177-1, R14) Decreased from "destroy 1 year after fiscal year to which they pertain." These documents are not needed longer than 3 months after original is returned from the Accounting and Finance Center.
- R12 (NEW) These are manual records of transactions used as a balancing system to F80. These records are not needed longer than 1 year after the end of the academic year.
- R13 (NEW) These are ledgers of trust revolving fund manual balancing system. They are used daily throughout the month for posting transactions against folio accounts and balancing system with MAFR.