

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NC-AFU-90-16	DATE RECEIVED
FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
MINOR SUBDIVISION Records Management Policy Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Jay N. Rivest	5 TELEPHONE EXT. 694-3431	DATE 1/24/96	ARCHIVIST OF THE UNITED STATES 
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 \_\_\_\_\_ 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 1 1 JAN 1990	C SIGNATURE OF AGENCY REPRESENTATIVE GRACE T. ROWE 	D TITLE Chief, Records Mgt Policy Br Directorate of Information Mgt	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL (T177-32) (Applicable Air Force-wide)  This is a change to our table 177-32. The purpose of this submission is to:  Revise rule 30 to cover the disposition of only the <u>Unit Leave Control Log - Unit Copy</u> (vice all copies),	NC-AFU-75-50	
2	Add rule 30.1 to cover the disposition for the <u>Unit Leave Control Log - MPSMA Copy</u> , and		
3	Add rule 30.2 to cover the disposition of the <u>Unit Leave Authorization Numbers--Block Assignments</u> .  Specific levels (unit leave clerks, commanders' representatives, and accounting specialists) maintain these documents to control military leave and provide an audit trail for the leave process for up to one after after annual reconciliation.  We attach our proposed disposition instructions, a sample of the records, and the General Accounting Office's concurrence.		

*mmw 4/25/90*

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 177-32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
30	unit leave control log - unit copy	logs used to control leave authorization numbers sign in/out (AF Form 1486)	at units of attachment or assignment	destroy 1 year after accountable fiscal year	MC-AFU-75-50
30.1	unit leave control log - MPSMA copy		at military pay subject matter area (MPSMA)	destroy after accountable fiscal year provided all leaves have been posted	new
30.2	unit leave authorization numbers-- block assignments	certification of leave number blocks (AF Form 1134)	at units of attachment or assignment	destroy 1 year after last accountable fiscal year shown on form	new