# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

**TO**
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

Department of the Air Force

**MAJOR SUBDIVISION**
Directorate of Information Management (SAF/AAIA)

**MINOR SUBDIVISION**
Records Management Policy Branch

**NAME OF PERSON WITH WHOM TO CONFER**
Mr. Jay N. Rivest

**TELEPHONE EXT.**
694-3431

**DATE**
1/4/96

**ARCHIVIST OF THE UNITED STATES**

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**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.

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**DATE**
1 JAN 1990

**S SIGNATURE OF AGENCY REPRESENTATIVE**
GRACE T. ROWE

**D TITLE**
Chief, Records Mgt Policy Br
Directorate of Information Mgt

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<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Include Dates or Retention Periods)</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARS USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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:</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Revise rule 30 to cover the disposition of only the Unit Leave Control Log - Unit Copy (vice all copies),</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Add rule 30.1 to cover the disposition for the Unit Leave Control Log - MPSMA Copy, and</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Add rule 30.2 to cover the disposition of the Unit Leave Authorization Numbers--Block Assignments. 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We attach our proposed disposition instructions, a sample of the records, and the General Accounting Office's concurrence.
## TABLE 177-32
### JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>unit leave control log - unit copy</td>
<td>logs used to control leave authorization numbers sign in/out (AF Form 1486)</td>
<td>at units of attachment or assignment</td>
<td>destroy 1 year after accountable fiscal year</td>
<td>NC-AFU-75-50</td>
</tr>
<tr>
<td>30.1</td>
<td>unit leave control log - MPSMA copy</td>
<td>at military pay subject matter area (MPSMA)</td>
<td>destroy after accountable fiscal year provided all leaves have been posted</td>
<td>new</td>
<td></td>
</tr>
<tr>
<td>30.2</td>
<td>unit leave authorization numbers--block assignments</td>
<td>certification of leave number blocks (AF Form 1134)</td>
<td>at units of attachment or assignment</td>
<td>destroy 1 year after last accountable fiscal year shown on form</td>
<td>new</td>
</tr>
</tbody>
</table>