

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-90-18
1. FROM (Agency or establishment) Department of the Air Force		DATE RECEIVED	1/17/90
2. MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Policy Branch		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Mr. Jay N. Rivest	694-3431	1/17/90	

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
04 JAN 1990	GRACE T. ROWE	Chief, Records Mgt Policy Br Directorate of Information Mgt

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 GRS OR SUPERSEDED JOB CITATION	10.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>TRAVEL RECORDS (T177-20) (Applicable Air Force-wide)</p> <p>This is a one-time request for approval to destroy part of a record series earlier than scheduled. The Air Force Accounting & Finance Center (AFAFC) has asked for approval to destroy 200 boxes of <u>DD Forms 1588, Record of Travel Payments</u>, covering 1959 and prior years. Table 177-20, rule 4, in our records retention schedule (AFR 12-50, Vol II) governs the disposition of these records.</p> <p>Our finance center is critically short of storage space and so is your Denver Federal Records Center.</p> <p>We agree with AFAFC's proposal based on the high probability that (a) all personnel on active duty at that time, except for general officers, are now no longer in the Air Force--maximum active duty careers are 30 years, and (b) there will be no claims from the few, if any, general officers still on active duty who received travel payments in 1959 or earlier. No one has asked for for reference to these document in several years.</p>	NC-AFU-75-70	

TABLE 177-19. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
15	currency conversion and control	purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information	at personnel, AFOs, clubs, hotels, unit orderly rooms, and similar activities when exchanging dollar instruments, foreign currencies, or military payment certificates	destroy 1 year after FY in which issued, or on settlement of irregularities or discrepancies, whichever is later.
16		dollar instrument purchase control forms	at Air Post Offices and US-sponsored banking facilities	destroy after 6 months or on completion of review by appropriate authority, whichever is later.
17	public vouchers for medical services	public voucher forms for purchases and services other than personnel, and supporting information that relates to charges for emergency treatment of military personnel by civilian physicians, hospitals, or clinics		destroy after 5 years when vouchers are completed as to payment, or 6 years after date claim first accrued when vouchers are incomplete or disapproved as to payment.
18	commissary reporting (also see table 145-1)	monthly commissary operating statements and correspondence that constitute a part of the reporting system on commissaries and commissary store operations		destroy after 2 years.

NOTE: HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-20

TRAVEL RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	transportation requests	memorandum card copy of transportation request forms, US Government passenger warrants, travel and transportation warrants, and requests for passenger transportation when official travel between two overseas stations requires travel to be performed on a foreign carrier		destroy 3 years after close of FY in which obligations are incurred.
2	government bills of lading (GB/Ls)	copy 8 of GB/Ls, including copies of freight warrants, car manifests, bills for occasional services, foreign bills of lading and foreign consignment notes from carriers of foreign countries, used to support accounting records, obligations, and charges on shipping records		destroy 1 year after close of FY in which obligations are incurred.
*3	joint travel regulation (JTR)	superseded pages		destroy when no longer needed.
4	Record of Travel Payments	DD Form 1588 for military members and forwarded to HQ AFAFC/AJQED per AFR 177-103		destroy 6 years after member's separation.
4.1		DD Form 1588 for civilian employees, Reserves, and Guard members not separated from employment or service		destroy filled forms 2 years after date of last entry.
4.2		DD Form 1588 for civilian employees, Reserve, and Guard members separated from employment or service		destroy 1 year after date of separation.
5		microfilm copies of forms covered in rule 4		destroy 1 year after FY in which last image was exposed on reel.