

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-90-19
		DATE RECEIVED	1/17/90
1. FROM <i>(Agency or establishment)</i> Department of the Air Force		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Policy Branch			
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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 style="text-align: center;">INTERNAL CONTROL RECORDS (T177-17) (Applicable Air Force-wide)</p> <p>This is a change to our table 177-17. The purpose of this submission is to revise the title for rule 5 and the disposition of "Authority to Keep Cash On Hand" records. These documents are initiated at specific levels to control funds at disbursing offices. Usage can be as frequently as daily; then major command copies of the accounting and finance offices' (AFO) accounts or AFO copies of an agent's account are often compared over several years to ensure the appropriateness of the current year's request and used in trend analyses.</p> <p>We attach our proposed disposition instructions and the General Accounting Office's concurrence.</p>	NN-170 -33	

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 177-17
INTERNAL CONTROL RECORDS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
5	authority to keep cash on hand		at MAJCOMs, AFOs, deputy AFOs, or agents	destroy 6 years after close of FY to which it pertains	NW-170-33