NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO N1-AFU-91-12

DATE RECEIVED 2-12-91

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

1 FROM (Agency or establishment) Department of the Air Force

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

3 MINOR SUBDIVISION Records Management Policy Branch

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required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	(703) 614-3431	5/17/91	

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 6 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
5 FEB 1991	Grace T. Rowe GRACE T. ROWE	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7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
	REVOLVING FUND RECORDS (T177-4) (Applicable Air Force-wide)		
1	This is an addition to our table 177-4. The purpose of this submission is to establish rules 20 through 30 to cover the disposition of record series from two new computer systems: Commissary Accounts Payable System (CAPS) and Materiel Accounts Payable System (MAPS). These documents are initiated at specific accounting and finance levels to identify and take action related to materiel disbursement vouchers, unpaid contracts, purchase orders, and blanket delivery/purchase orders. Usage can be as frequently as daily until accounts are reconciled and balanced; then the documents are needed to answer local inquiries and support audits. We attach our proposed disposition instructions and the General Accounting Office's concurrence.	NC1-AFU-86-28	

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TABLE 177-4
REVOLVING FUND RECORDS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
20	CAPS - Management Notices/Audit Registers	management notices and audit registers related to Commissary Accounts Payable System (CAPS)		destroy when purpose has been served (see note)	NC1-AFU-82-28
20.1	CAPS - Unreconciled Invoice/ Recycled Receipts Reports	unreconciled invoice reports; recycled receipts reports		destroy when a new list is produced (transfer research notes to the new list for items remaining on the new report)	
20.2	CAPS - Re-reconciled Invoice Report			destroy after determining reason for invoice(s) being rereconciled	
20.3	CAPS - Payment Review/Reconciled Invoice Report			destroy after latest payment due date listed on report	
20.4	CAPS - GLAC Report			destroy no less than 2 years after month in which data was reported in RCS: SAF-ACF(N)7119 (if used as journal voucher or as backup document to journal voucher)	
20.5	CAPS - Purged Transaction History Listing/Invoice & Receipt List	purged transaction history listing; purged invoice and receipt list		destroy 1 year after output from purge process	
20.6	CAPS - Received Not Paid Report (Validate Unpaid Receipt Details)		used to validate unpaid receipt details	destroy after validation is complete	
20.7	CAPS - Received Not Paid Report (Substantiate LP Payables)		used to substantiate value of local purchase (LP) payables	destroy after 1 year	

			reported in RCS: SAF-ACF(M)7119	
20.8	CAPS - Vendor Contract Directory			destroy on receipt of a new directory
20.9	CAPS - Voucher Control Log			destroy 6 years and 3 months after close of FY to which it pertains
21	MAPS - Interface Programs' Listings	computer listings produced by interface programs including but not limited to: PCNs SH121-TQ: BCAS/MAPS interface (000017); BCAS records added suspended (000023); BCAS/MAPS update error report (000024); daily vendor receipt/ return list (000038); D033 daily vendor receipt/return list (000042); BQ transaction to send, accepted/rejected (000046) SBSS/ MAPS interface (000037)	used primarily to review BCAS vendor and contract, SBSS and MEDLOG receipt, and BQ payment transaction interfaces	destroy when new listing received; where applicable, ensure research notes are included with any specific items carried over to new list
22	MAPS - Optional Programs' Listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: vendor directory (000002); vendor indebtedness directory (000003); vendor/contract suspense list (000011); by-others contract list (000004); active PSR data element list (000045); invoice audit list (000040); over-received followup to supply (000018)	used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the MAPS data base	destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure corrections to research notes are included with any specific items carried over to new list
23	MAPS - Open Items/Obligations Listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: SBSS reconciliation list part	used primarily to verify open items, obligations	destroy after 1 calendar year

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		1-MAPS open item list (000012)		
24	MAPS - AFSF General Ledger Adjustments/Open D033 Transactions	PCNs SH121-TQ: SBSS reconciliation list part 2-EOM adjustment totals (000012); D033 local purchase summary report (00038); receipt payment fund code discrepancy list (000036)	used to adjust AFSF general ledger for unprocessed supply payment interface transactions or open D033 obligations and payment transactions	file with and as support for journal voucher adjusting AFSF general ledger; destroy after 2 years, provided any corrective action has been accomplished
25	MAPS - Prompt Payment Act	Prompt Payment Act information list		destroy after 1 year with retained copy of Prompt Payment Act Report (RCS: DD-COMP(Q)1619)
26	MAPS - Transaction Verification and Notices of Actions	computer listings produced by end-of-day programs including but not limited to: PCNs SH121-TQ: unprocessed receipt transactions (000001); AFO/BCO receipt item discrepancies (000013); manually added receipts plus their potential duplicates (000016); invoices with interest penalty due (000025); unreconciled invoices (000031); partial invoice for contracts requiring complete payment (000030); overbilled invoices-no payment due (000032)	used primarily to verify transactions processed and notices of actions to be taken	destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure corrections or research notes are included with any specific items carried over to new list
27	MAPS - Computation List/Materiel Payment Forecast	computer listings produced by end-of-day programs, included but not limited to: PCNs SH121-TQ: invoice computation list (000033); materiel payment forecast (000014)		destroy when new listing received
28	MAPS - Voucher Control Log	computer produced voucher control log PCN SH121-TQ (000028) and supplement voucher control log PCN		destroy after 6 years

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		SH121-TQ (000026) produced by end-of-day programs			
29	MAPS - DOV Register	DOV register PCN SH121-TQ (000029)		destroy after 1 year (AFOs using MACRODOV summary voucher procedure should file DOV Register as an integral part of payment voucher)	
30	MAPS - End-of-Day Programs	computer listings produced by end-of-day programs, included but not limited to: PCNs SH121-TQ: Voucher Creation Error List (000027); Vouchers DOV'd Without Check Number (000034); receipt/payment adjustment transactions (000035); BQ payment transactions not created list (000065)		destroy after verification that corrective action has been taken	

NOTE: When the Override Reconciliation option in invoice processing is used, the Management Notices Report output showing the update to the invoice record is retain Retain only the applicable page(s) of the report. If the reason for using the Override Reconciliation option is separately documented, also retain that documentatio