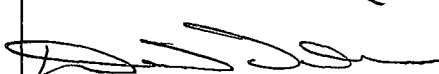
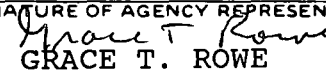


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AFU-91-13	DATE RECEIVED 2-12-91
FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Management Policy Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Jay N. Rivest	5 TELEPHONE EXT. 614-3431	DATE 3/17/91	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 5 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

8 DATE 5 FEB 1991	C SIGNATURE OF AGENCY REPRESENTATIVE  GRACE T. ROWE	D TITLE Chief, Records Mgt Policy Br Directorate of Information Mgt
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>REVOLVING FUND RECORDS (T177-4) (Applicable Air Force-wide)</p> <p>This is an addition to our table 177-4. The purpose of this submission is to establish rules 13 through 13.3 to cover the disposition of <u>Seller and Buyer Interfund Bills</u> for both <u>Foreign Military Sales (FMS)</u> and non-FMS transactions.</p> <p>These documents are initiated at specific levels in case of billing adjustments which might be required at a later date and provide the disbursing station information on transfers made by other DOD activities using MILSBILLS procedures.</p> <p>Usage can be as frequently as daily until 1 to 3 years after the fiscal year in which the case was billed; then the documents are not needed except for audits, litigation, or international tribunals at which the Government is challenged about FMS billing. (Currently, all FMS records are under a temporary freeze prohibiting disposal--pending resolution of (a) an accounting</p> <p>[continued on next page]</p>	NC1-AFU-82-28	

reconciliation, and (b) Iranian claims filed at The Hague, Netherlands. Our activities were informed of this freeze external to our normal records retention schedule.)

We attach our proposed disposition instructions and the General Accounting Office's concurrence.

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

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
13	Seller Interfund Bills - Non-FMS	bills mailed and those sent to DAASO for distribution to buyers	not FMS	destroy 1 year after close of FY in which billed	NC1-AFU-82-28
13.1	Seller Interfund Bills - FMS		FMS	destroy 2 years after close of FY in which billed	
13.2	Buyer Interfund Bills - Non-FMS	bills received by mail and inter-fund zero balance listings	not FMS	destroy 1 year after close of FY in which billed	
13.3	Buyer Interfund Bills - FMS	hard copy bills and interfund zero balance listings	FMS	destroy 3 years after close of FY in which created	

6

credits - and only such charges or credits - irrespective of dollar amount and include corrected charges or credits in a subsequent bill. The corrections will be processed as soon as it is practical and will not await customer requests for adjustments.

2. Billing Not Forwarded to Customer. When a billing office has determined, or has been informed, that an interfund bill was rejected by DAASO and not forwarded to the billed office under other distribution procedures, and the billing was reported to a particular Service or Agency Central Accounts Office (CAO) and charged to that Service's funds, the billing office will process a reversal of the erroneous billing transmitted to the CAO. The reversal billing Summary Billing Record (SBR) will reflect the exact same information as the original billing and will not include any additional charges or credits. In all cases, the third position of the reversal SBR will be a "2" if the original billing contained a "1", and vice versa. Further, an information indicator code of "R" will be inserted in record position 39 to indicate that this is a reversal. Corrections will be processed as soon as practical (i.e., next interfund report) and will not await customer requests for adjustments.

K. CANCELLATIONS

When an ICP determines that a requisition (and related shipments) has been cancelled, any billings which were generated for that requisition will be reversed in the first available billing cycle. When the cancellation involves diverting materiel back to stock, the billing will be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed by noninterfund procedures.

L. RETENTION OF BILLING RECORDS

1. Records supporting MAP or FMS billings will be maintained for two years and others for one year after the billing month.

2. Adjustment processing activities will retain the necessary records for whatever time period required to enable them to process adjustments when the request or discrepancy report leading to the adjustment is received within allowable timeframes.

M. ROUTING AND RETENTION OF INTERFUND BILLS BY THE DAASO

1. All sellers must forward their interfund bills to DAASO for routing to the billed office.

2. Interfund billings to be routed by DAASO must be transmitted to DAASO with a Content Indicator Code of "IFBB." The DAASO "Route to" COMM RI code must be "RUEOZZA." Billing offices will not forward copies of bills to DAASO for routing if the office to receive the copy differs from the actual billed office.