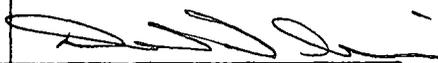


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	NI-AFU 91-15
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	2-12-91
FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		In accordance with the provisions of 44 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	(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 4 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	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p style="text-align: center;">TRAVEL RECORDS (T177-20) (Applicable Air Force-wide)</p> <p>This is an addition to our table 177-20. The purpose of this submission is to revise rules 4, 4.2, and 12.1 to cover the disposition of Master Travel Record History Data, Central Travel Record Development and Maintenance, and ATRAS Fiscal Quarter-End Reconciliation Listings.</p> <p><u>Master Travel Record History Data (Rule 4).</u></p> <p>This travel history data base at base level is kept on magnetic tapes. It is electronically transmitted to HQ AFAPC's central data base. Travel pay offices need to retain the tapes for 30 days in case of any updates or transmission problems; then tapes can be purged. These records are not suitable for coming under the</p> <p>[continued on next page]</p>	NC1-AFU -86-28	

purview of GRS 6, Item 1b; a 1-year retention would be too long considering these records have value for only about 30 days.

2 **Central Travel Record Development and Maintenance Products** (Rule 4.2).

These are computer printouts produced in the development, testing, and maintenance of the automated travel history central data base. These products need to be retained by the system programmer and administrator until no longer needed.

3 **ATRAS Fiscal Quarter-End Reconciliation Listings** (Rule 12.4).

This product is created quarterly, used for reconciliation purposes, and held to cover any corrections to the data base (which can take up to 6 months). Then it can be destroyed.

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

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 177-20  
TRAVEL RECORDS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
4	Master Travel Record History Data - at Base Level			purge 30 days after transmitting to HQ AFAFC	
4.2	Central Travel Record Development and Maintenance Products		at HQ AFAFC	destroy when no longer needed	
12.1	ATRAS Fiscal Quarter-End Reconcil- iation Listings	Automated Travel Record Accounting System (ATRAS) products		destroy after 6 months	