REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Jay N. Rivest

5. TELEPHONE EXT
(703) 614-3431

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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>C. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>D. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 APR 1991</td>
<td>Grace T. Rowe</td>
<td>Chief, Records Mgt Policy Br Directorate of Information Mgt</td>
</tr>
</tbody>
</table>

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARS USE ONLY)</th>
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<tbody>
<tr>
<td>1</td>
<td>Mil. Pay Recs.</td>
<td>NC1-AFU-78-64</td>
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MILITARY PAY RECORDS  
CREATED PRIOR TO JUMPS (T177-22)  
(Applicable Air Force-wide)

This is a change to our table 177-22. The purpose of this submission is to revise rule 1 to reduce the disposition of military Pay Record Jackets to 6 years and 3 months after [member's] date of separation.

These documents were initiated at all Air Force bases, sent to the Air Force finance center at Denver CO, and then retired to the Denver Federal Archives and Records Center in November 1976. This is a discontinued collection to document payments to military members and research claims.

Usage can be as frequently as daily until the general statute of limitations for claims expires (6 years after the last pay transaction); then the documents are no longer of any value.

The Air Force keeps a back-up copy of the pay record jackets for in-house reference; this copy utilizes 105mm silver-halide microfilm and is retained for 6 years from the member’s date of separation.

[continued on next page]
The shortened retention period brings Air Force military pay records' retention in concert with the Army and Navy retention periods for the same records. Current Air Force retention of 10 years is longer than necessary--wasting valuable records storage space. There has been no reference to the portion of the collection that is more than 6 years old. If the reduced retention period is approved, we can authorize destruction of nearly 14,000 cubic feet of storage space nearly 3 years sooner than current policy allows.

We attach our proposed disposition instructions and the General Accounting Office's concurrence.
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<th>B</th>
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<tr>
<td>Pay Record Jackets</td>
<td>military pay records and related records</td>
<td>at Denver FARC for GAO</td>
<td>destroy 6 years and 3 months after date of separation</td>
<td>NC1-AFU-78-64</td>
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