

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 NLAFLU-91-32	DATE RECEIVED 5-16-91
1. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 if no records are proposed for disposal, the signature of the Archivist is not required	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 Mr. Jay N. Rivest	5. TELEPHONE EXT. (703) 614-3431	DATE 8/12/91	ARCHIVIST OF THE UNITED STATES <i>Claudine [Signature]</i>
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

B. DATE 9 MAY 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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>COMMERCIAL SERVICES - FINANCIAL RECORDS (T177-18) (Applicable Air Force-wide)</p> <p>This is a revision to our table 177-18. This submission is to schedule <u>Internal Revenue Service (IRS) Reports</u> records (rule 13). These documents are initiated at Air Force Accounting & Finance Offices as a result of payments to individuals which must be reported to the IRS.</p> <p>The records are used by accountants to research at base-level Accounting and Finance Offices and at the Defense Finance & Accounting Service - Denver (DFAS-DE).</p> <p>Usage can be as frequently as daily until action is completed; then management evaluation and problem solving take place for the next five years. At the end of five years, the records can be destroyed.</p> <p>We attach a copy of our proposed disposition instructions, the DFAS-DE rationale, Guide to Record Retention extract, and General Accounting Office (GAO) concurrence.</p>	new	

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 177-18
COMMERCIAL SERVICES - FINANCIAL RECORDS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
13	Internal Revenue Service (IRS) Reports	documents reflecting payments to individuals required to be reported to IRS, including Treasury Depart- ment forms used to report payments (AFR 177-102)		destroy 5 years after end of calendar year in which paid	

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