

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-AFU-95-5	DATE RECEIVED 2-28-95
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Directorate of Information Management			
3. MINOR SUBDIVISION Records Management Division, SAF/AAIQ		DATE <i>for</i> ARCHIVIST OF THE UNITED STATES 5/31/95 <i>James Moore</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5 TELEPHONE 703-614-3431		

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 23 FEB 1995	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgmt Branch Directorate of Information Mgmt
----------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	ADMINISTRATIVE ORDERS (Table 10-3) (Applicable Air Force-wide) Rule 2.1. Changed the description by adding "EXCEPT D-series and J-series reserve orders." These orders are now covered for disposition in added Rule 2.2.	N1-AFU-90-35	
2	Rule 2.2. Added, to dispose of original or record copies of D-series and J-series reserve orders. The seven years disposition is sufficient since (a) the record copies of the D-series and J-series orders are never used as a source document for pay and point purposes, (b) publication of these orders is not sufficient justification that duty was actually performed, and (c) the Defense Finance and Accounting Service (DFAS) and Point Credit Branch at Air Force Reserve Personnel Center (ARPC) use the D-series and J-series orders only as an indicator that duty was authorized and could have been performed. The only true verification of the actual number of days performed is the certified copy of the D-series and J-series reserve orders. Per AFR 4-20, Volume 2, Table 177-25, Rule 9 ((Air Reserve Pay and Allowance System		

Copies sent to agency NCF 6/9/95

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE OF
7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>(ARPAS) supporting documents), these certified orders are maintained separately from the record copies and are destroyed after 6 years, 3 months. Our proposed 7 years retention is in line with the Barring Act (Statute of Limitations, 31 USC 3702). This Act allows members a six year period after a claim first accrues to present it to the GAO. Our recommended retention is one year longer than the statute of limitation and will afford protection to the member as well as the USAF.</p>		

TABLE 10-3

ADMINISTRATIVE ORDERS

R U L E	A	B	C	D
2 .1	If records are temporary orders	consisting of *originals or record copies of A-series, O-series, X-series, aeronautical, and reserve orders EXCEPT D-series and J-series reserve orders	which are organized and maintained per AFR 10-7 (note 1)	then destroy after 56 years (notes 4 and 5).
2 .2 *		originals or record copies of D-series and J-series reserve orders	at AFRES units and ARPC	destroy after 7 years (note 4).