

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

21 items
TO: *Gen. For. Adm.*
GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

DATE RECEIVED APR 3 1974		JOB NO.
NC 174-195		
NOTIFICATION TO AGENCY		
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.		
4-25-74		<i>James B. Rhoads</i>
Date		Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT) DEPARTMENT OF THE AIR FORCE	
2. MAJOR SUBDIVISION DIRECTORATE OF ADMINISTRATION	
3. MINOR SUBDIVISION DOCUMENTATION SYSTEMS DIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. C. J. Phillips	5. TEL. EXT. 11-29209
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.

29 MAR 1974

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">Air Force Retired Military Pay Records Maintained at AFAFC</p> <p>The purpose of this submission is to establish a separate table for documentation pertaining to Air Force Retired Military Pay Records.</p> <p>Rules 1 and 2 will replace rules 27 and 28 of table 177-22. Reduces retention period from permanent to ten years.</p> <p>Rules 3, 4 and 5 are new rules for records not presently covered in AFM 12-50.</p> <p>Rule 6. Original microforms will be retired with original accounts under table 177-5.</p> <p>Rule 7. Recommended retention period based on average age of retiree (42) plus 40 years.</p> <p>Rules 4, 5, 8 and 20. Recommend retention periods based on user needs or retention periods previously established in AFM 12-50.</p> <p>Proposed table prepared and submitted by AFAFC and coordinated with office of primary responsibility for records and the historical office.</p>	NN170-33	

COPY BEING FURNISHED GAO CONCURRENTLY

Copy sent to agency 4/29/74

Table				
Air Force Retired Military Pay Records Maintained at AFAFC				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	retired pay folders <i>none permanent</i>	source documents reflecting certification & authorization for pay of retired personnel, such as retirement orders, data for payment of retired AF personnel, record of emergency data, employees withholding exemption certificate, retired pay allotment authorization, authorization to start, stop or change an allotment, statement of employment, records of payment, correspondence on claims, death certificates, etc.	terminated due to death of retired member or upon discharge or removal from retired list	retire to FARC, Denver after one year where they will be destroyed 10 years after calendar year in which terminated.
2	personnel mentally incompetent	records used to designate trustees to receive money on behalf of mentally incompetent personnel		retire to FARC, Denver after one year where they will be destroyed 10 years after calendar year in which trusteeship terminated.
3	annuity folders (RSFPP, SBP, limited income)	copy of members' retirement orders, original SBP or RSFPP election, copy members' death certificate or casualty report,	terminated due to death or termination of annuitant	retire to FARC, Denver after one year where they will be destroyed 10 years after calendar year in which terminated.

Table				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		annuitant's claim, and other documents such as DIC information, social security information, correspondence, documentary evidence, etc.		
4	disallowed limited income folders	claims, correspondence and other pertinent data		destroy one calendar year after claim has been disallowed.
5	retirement orders with revocation	non-record copies	distributed to AFAC for information purposes	destroy after 90 days from date of order.
6	microform records	allotment vouchers - Class E & N, regular and annuitant vouchers and check cross-reference listings	original microform	retire to FARC, Denver, after 18 months where they will be destroyed after a total of 10 years and 3 months.
7		master files		retire to FARC, Denver, where they will be destroyed after a total of 40 years.
8				operational microform copies
9	federal income tax	reconciliation listings, adjustment documents, employers copy of wage and tax statements or listings thereof, cumulative tax summaries & non-resident alien control lists used for tax purposes		destroy 4 calendar years after taxes are paid (see Treasury Dept Circular E).

Table				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	reconciliation listings	credit & debit block registers, reconciled mechanical listings pre-determined & brought forward & lot proof listings		destroy after 6 months or when discrepancies are closed, whichever is sooner.
11	other listings and tabulations	special types of listings or tabulations pertaining to daily, periodic, or monthly operations	transaction & reject listings, check extract exceptions, annuitant terminations, money lists, annual retired pay loss listings, total AF retired on rolls listings	destroy when necessary reconciliations are made with pertinent records or after 1 year, whichever is sooner.
12	indebtedness of AF retired personnel and annuitants	monthly debt checkage listings	controlled by fiscal activity on a continuing basis	retain for one calendar year and then to staging area for 7 additional years.
13	remittance due	survivor benefit and RSFPP	originals (suspense listings and controls	
14	correspondence	change of addresses, requests for information, non-receipt of checks and other correspondence not related to an authorization of pay or claim		destroy after 90 days.

Table				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	transmittal letters	form letters used to transmit documents		destroy when all documents have been received.
16	posting media	documents (other than source data) used for machine application		destroy after 90 days or when transactions have been processed, whichever is sooner.
17	control logs	manual and computer payments	used to record disbursements and collection vouchers	destroy one year after close of FY in which created.
18	document control records	logs of numbered and un-numbered source documents		destroy 90 days after close of FY in which created.
19	suspense control records	forms	used to control source documents	destroy when purpose has been served.
20	collection and disbursement voucher	copies of paid by self vouchers for manual payments	at military pay SMA	destroy 1 year plus 1 mo. after close of FY in which created, provided there are no outstanding discrepancies.
21	internal examination records	data as to accounts audited and other information required for statistical purposes		destroy after 2 years provided irregularities are cleared.

TABLE 177-22 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
24	allotment and locator input cards	cards used to update MPRs, to transmit by AUTODIN to AFAFC, and as reference by AFO		destroy after 180 days.
25	reject information cards	cards transmitted by AUTODIN from AFAFC to AFOs to report rejects or change to AFAFC master file; they may be distributed to CBPO or retained by AFO for action and reference		
26	allotment authorization forms and related transmittal letters	duplicate forms of authorization to start, stop, or change an allotment, related transmittal form letters used to prepare punch cards or for input cards		destroy after 6 months.
27	retired military pay	documents reflecting certification and authorization for pay of retired military personnel, such as special orders directing retirement, record of payment, correspondence, and claims		★ retire to Federal Records Center Denver CO 80225 as permanent 1 year after year of termination of pay account.
28	personnel mentally incompetent	records used to designate trustees to receive money on behalf of mentally incompetent personnel		★ retire to Federal Records Center Denver CO 80225 as permanent 1 year after termination of trusteeship.
29	transfer of pay and allotment	form work sheets, or comparable forms	used as authority for processing appropriation adjustments through AFO accounts, and to determine whether appropriations were paid from Army or AF funds	destroy after 2 years.

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