

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*6 items* *Our Force Unit.*

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE, HQ USAF**

2. MAJOR SUBDIVISION  
**Directorate of Administration**

3. MINOR SUBDIVISION  
**Documentation Systems Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. C.J. Phillips** *CJP 17 Aug 73*

5. TEL. EXT.  
**11/29239**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>APR 8 1974</b>	JOB NO. <b>NC 174-202</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-17-74</i> <i>James E. O'Neill</i> Date Acted <i>Archivist of the United States</i>	

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**ELLIS F. VILLIARD**

20 AUG 1973

*Ellis F. Villiard*

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><b>FINANCIAL STATEMENTS AND CONTROLLED REPORTS (T177-1)</b></p> <p><b>This submission established disposition criteria for research and development job order accounting; documentation accumulated by activities at various levels within the Air Force. Documentation is used to identify costs involved in the research and development program and for analysis and reference purposes. Recommended disposition criteria has been coordinated with the Air Force Accounting and Finance Center and related offices of primary and corollary responsibility within the Air Force.</b></p> <p><b>Copy being furnished to GAO for review and approval concurrently with this action.</b></p>	<p><b>NN 170-33 171-46</b></p>	

*Copy sent to agency 4/19/74*

*Doc 174-202*

Proposed Change for Air Force Manual 12-50

TABLE 177-1

FINANCIAL STATEMENTS AND CONTROLLED REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
0	R&D job order cost accounting system (JOCAS)	job order estimates and job order time sheets	major subordinate commands and below	destroy after 6 months or when no longer needed, whichever is later.
1		records reflecting cost structure of job order standard rates and manhour rates		destroy one year after being superseded or when no longer needed, whichever is later.
2		job order cost accounting system tables, register listings, detailed listings, and management reports	field cost center managers and other activities	destroy after one year or when no longer needed, whichever is later.
3		monthly job order register listings other than last month of FY	field AF0s supporting R&D job order cost accounting	
4		job order master history listing		destroy 4 years after FY in which created or when no longer needed, whichever is later.
5	job order cost accounting system tables, detailed listings, management reports, and the job order register listing for the last month of the FY			