

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*26 items*  
TO: *Our Force Unit.*  
GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED APR 17 1974 NC	JOB NO. 174-209
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

15 APR 1974  
(Date)

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>ADP/PCAM ACCOUNTS CONTROL RECORDS (Table 177-16)</p> <p>The purpose of this submission is to establish individual disposition criteria for 17 major listings pertaining to the 1050-II program retained by the Material Subject Matter Area of Accounting and Finance Offices at about 135 Air Force bases. Proposed revision will improve efficiency and standardize retention periods and lessen possibility of premature or accidental destruction. If approved, these rules will replace present rule 11 in Table 177-16.</p> <p>(Copy being furnished GAO for review and approval)</p>		

*Copy sent to agency 4/29/74*

Table 177-16

APP/PCAN ACCOUNTS CONTROL RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	UNIVAC JC50-II documenta- tion prescribed by AFM 177-206	EOD/IMR and GIAC update (DO-7)	listings at base level SMA	destroy after 2 mos.
13		MACR report (DO-8) (stock fund).		
14		daily PFMR audit (D-11)		
15		A&F EOD punchout (D-12)		
16		daily OCCR update (D-13)		
17		PFMR/OCCR status and re- conciliation (MO-3)		
18		PFMR report (MO-5)		
19		PFMR list (MO-5)		
20		S/F sales and return analysis (MO-9)		
21		A&F LP order undelivered/ unliquidate list (RO-1)		
22		organization cost center record list (RO-7)		
23		S/F free issue and materiel return analysis (DC-3)		
24		daily fuels division de- tail transmittal list (D-27)		
25		investment inventory re- conciliation (RO-3)		
26	BEAMS daily punchout (D-10).			
27	vehicle integrated manage- ment systems (VIMS) punch- out (D-22).			

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Table 177-16 (Cont.'d)				
ADP/DCAM ACCOUNTS CONTROL RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
<u>28</u>		equipment in-use general ledger update (DOL/M17)		destroy after 1 year
<u>29</u>		MACR report (DC-8) (non-stock fund)		
<u>30</u>		S/F on order intransit and payable (MO-1)		
<u>31</u>		S/F summary billing list (MO-5)		
<u>32</u>		A&F open item list (MO-7)		
<u>33</u>		EOM punchout (M-12)		
<u>34</u>		organization due out list (RO-5)		
<u>35</u>		local purchase and mil-strip payment list (D-29)		
<u>36</u>		S/F inventory management report (R-13)		
<u>37</u>		equipment in-use dollar value list and equipment in-use with unit price of \$999,999,999 (RO-5)		

**177. Accounting and Finance.** These tables cover documentation pertaining to administration and operation of the AF accounting system. These are manual and mechanized records accumulated by all AF activities. They are used to show results of accounting operations and to effect the official financial position of the activity. Records relate to monies due the AF for sales, service, rentals, and other revenue; values of inventories, equipment, aircraft, buildings, and other assets; monies the AF owes to other Government agencies, foreign governments, contractors, and other liabilities; and all other transactions affecting the accounting operations and the financial position of the AF. (Note: In an inactivation, follow the procedures in AFM 177-101, part 2, chapter 1. At oversea accounting and finance offices when circumstances do not permit the regular retention period, or when storage is not available, submit a request for the disposal of copies of retained accounts records to the Commander, Air Force Accounting and Finance Center, for approval.)

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	then
1	consolidated statements and reports	records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations of AFR 177-16, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property etc., supporting documents, and related schedules	★ at MAJCOMs	retire as permanent.
2			at major subordinate commands and below	destroy after 4 years (see table 177-15).
3	statements of certification	retained copies of statements which attest to having read AFR 177-16		destroy 1 FY after FY during which individual transfers (PCS), is reassigned to duties not requiring statement or is separated from service.
4	statement of accountability	forms (SF 1219), or comparable forms and supporting documents reflecting summarizations of all collections, disbursements, and transfers for each account month	reported by field AFOs	destroy 2 years after accounts are cleared by AFAFC.

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