

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

18 items

AFU

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED NOV 13 1974	JOB NO. NC - AFU - 75 - 16
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.	
<i>12-2-74</i> (Date)	<i>James R. Rhoads</i> 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. G. J. Phillips

5. TEL. EXT.
11-29232

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.

6 NOV 1974

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 align="center">Joint Uniform Military Pay System (JUMPS) Documentation (Table 177-30)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>The purpose of this submission is to update disposition criteria for JUMPS documentation to meet present needs.</p> <p>Revision includes documentation formerly covered in Table 177-22 which continues to be produced under JUMPS. (Revised table 177-22 is being submitted concurrently and covers documentation created prior to JUMPS.)</p> <p>This revision was prepared and submitted by the Air Force Accounting and Finance Center (AFAFC), the office of primary responsibility for subject matter documentation within the Air Force.</p> <p>(Revised table is also being submitted concurrently to GAO for review and approval.)</p>	<p>NN 170-33 172-182 174-059</p>	

Copy to Agency 12/9/74

Table 177-30

Joint Uniform Military Pay System (JUMPS) Documentation				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
60	FICA wage report	amounts of FICA wages & deductions for military members	at AFAFC	destroy 3 yrs after FY to which they pertain.
61	pay service reference cards	member locator data	at military pay SMAs	destroy 1 yr after CY in which member is re-assigned on PCS or discharged.
60 62	W-2 data	microfiche records	at AFAFC	destroy after 4 yrs.
63 63		computer listings	at military pay SMAs	destroy after 1 yr.
64 64	reject information	cards	transmitted by AUTODIN from AFAFC to AFOs to report rejects	destroy after 6 mo.
65 65	statement of charges for Government property lost, damaged, or destroyed	statements used to prepare military pay order		destroy after 2 yrs.
66 66	nonavailability of Government quarters & mess	forms and related documents	retained organizational copies	destroy 1 yr from date of issue.

Table 177-30 (cont'd)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
67	cross-reference data and after-separation transactions	record of retroactive payments made to members on active duty and transactions made after member has separated	microform at AFAFC	retire to DFARC where they will be destroyed after a total of 56 yrs.
68	Conversion Master Military Pay Account	data on MMPA at time of member's conversion to JUMPS	on microform at AFAFC and used in adjusting or correcting the MMPA	retire to DFARC where they will be destroyed after a total of 10 yrs.
69	AFO payment authorization (JUMPS)	forms authorizing local payment by AFOs and other military services, including messages or letters advising paying AFO that payment has been entered on MMPA	original forms used to support payment	forwarded to AFAFC/SUADA by 15th of mo following end of mo processed (see note 1).
70			second copies of forms forwarded to paying and collecting as sub-voucher to military pay voucher	destroy 1 yr plus 1 mo after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by AFAFC (see note 2).
71			third copies of forms used by servicing AFOs to update PFR	destroy after PFR has been updated.
72			fourth copies of forms key punched for input to daily update	(see rule 15)

Table 177-30				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
73	transfer of pay and allotment	form worksheets or comparable forms at military pay SMA areas	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 yrs.
74	JUMPS/MAFR Reconciliations	summaries of both JUMPS payment/collection transactions by ADSN and voucher number and related disbursement/collection totals from the AFO MAFR reports	used by AFAFC to reconcile payment/collection postings to JUMPS MPAs with amounts reported in AFO cash accountability reports (MAFR)	destroy after 2 yrs.
75	JUMPS Central Payroll Products	detailed MM & EOM payroll listings for members participating in checks to banks program	used to answer inquiries at AFAFC & advise banks of deposits made to member's accounts	include in original accounts & dispose of in accordance with T177-5.
76	Central Pay authorizations	changes to AF members' mid-month & end-of-month net pay amounts	computer listings and/or microform used for updating central payroll processing	destroy after 3 years.

Table 177-30

Joint Uniform Military Pay System (JUMPS) Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
75 ??	Summary account data	transactions processed through summary account subsystem	microform products at AFAFC used for balancing accounting reports, preparing miscellaneous indebtedness vouchers and reconciliation of clearing account analysis	destroy after 5 yrs.