

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

7 items

AFU

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

LEAVE BLANK	
DATE RECEIVED NOV 13 1974 NC-AFU	JOB NO. - 75 - 18
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.	
12-2-74 (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. C. 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 3 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

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

Date

(Signature of Agency Representative)

(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">PAY ALLOTMENT RECORDS (Table 177-26)</p> <p>The purpose of this submission is to update disposition criteria for pay allotment documentation.</p> <p>Table has been revised to delete all references to date (Documentation for Allotments Transmitted Electronically) products.</p> <p>(Proposed updating of tables 177-22 and 177-30 are being submitted concurrently.)</p> <p>This revision was prepared and submitted by the Air Force Accounting and Finance Center (AFAFC), the office of primary responsibility for this documentation within the Air Force.</p> <p>(This table is being submitted concurrently to GAO for review and approval.)</p>	NN 170-33	

TABLE 177-26 PAY ALLOTMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	start, stop, or change files	correspondence affecting specific money accounts; allotment authorization request for change notice of credit due; dependency certificate--wife or child under 21; parent dependency affidavit; dependency certificate--mother and/or father; local forms, including requests for pay information, change of address, modification or reduction of allotment payment authorization, and authorization for special pay	class E, Q, N, & D allotment folders of military and civilian personnel	destroy 10 years after year of separation from service.
	voucher data	listings pertaining to domestic and foreign check vouchers blanket payments, N insurance payments, and bond schedules	original microforms	retire after 18 months to Denver FARC as part of original accounts (see table 177-5).
3			operational copies	destroy after 3 years.
4		transaction histories which are created for the primary purpose of answering inquiries	original microform and operational copies	

R U L E	T 177-26 A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5		monthly reference listings and cumulative 6-month allotment history containing a combination of data described in rules 2 and 4 above		destroy after ten years
6	dependency folders (DEP)	applications for basic allowance for quarters for members with dependents; application for uniformed service identification and privilege card; correspondence and other material used to determine dependency upon or relationship to members	used to make determinations of dependency/eligibility entitlement to BAQ, dependent travel allowance, medical care parents and parents-in-law, step-children, adopted children, illegitimate children and all cases where relationships or dependency is questionable	destroy 10 years after year of separation from service.
7	correspondence folders	communications pertaining to returned checks/bonds; stop pay actions; Red Cross commercial insurance and credit union inquiries, field level inquiries on allotment status, change of address information, individual computer printouts on status of account; copies of authorizations for special pay; forms of pay adjustment authorization; AFAFC work sheets; and comparable data	at AFAFC	destroy 6 months after date of last action, or when purpose has been served.