

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*AFU*

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

LEAVE BLANK	
DATE RECEIVED <b>DEC 30 1974</b>	JOB NO. <b>NC-AFU-75-32</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 "with-drawn" in column 10.	
<i>2-12-75</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

- FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE
- MAJOR SUBDIVISION  
DIRECTORATE OF ADMINISTRATION
- MINOR SUBDIVISION  
DOCUMENTATION SYSTEMS DIVISION
- NAME OF PERSON WITH WHOM TO CONFER  
Mr. C. J. Phillips      5. TEL. EXT. 11 X29232
- 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.

**19 DEC 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"><b>QUALITY ASSURANCE PROGRAM (QAP)</b> (Table 177-XX)</p> <p>The purpose of this submission is to establish disposition criteria for documentation relating to the quality assurance program established under provisions of AFM 177-10. Documentation is used by the Accounting and Finance Center, MAJCOMS, comptroller, and accounting and finance activities to monitor and evaluate effectiveness, monitor corrective action, issue reports, eliminate discrepancies and improve the quality of accounting and finance operations as well as to prevent errors and improve quality of performance and services rendered.</p> <p>Proposed table composed and submitted by the Air Force Accounting and Finance Center, which is the office of primary responsibility for subject matter documentation throughout the Air Force.</p> <p align="center">(Copy being submitted concurrently to GAO)</p>		

*Copy to Agency, WNRC, Denver 2/14/75*

Table 177- XX				
QUALITY ASSURANCE PROGRAM (QAP)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	planning	records on developing, formulating, & issuing policies, guidelines, & overall direction of the QAP for all A&F operations	at the AFAFC, MAJCOMS, & AFOs	destroy after 10 yrs, when superseded, or no longer required, obsolete, or inactivation of activities.
2	administrative management	technical assistance and advice on quality matters, and motivational material; and routine communications about appointing a QAP monitor, establishing and reviewing performance standards and goals, establishing sampling plans, evaluating effectiveness of the QAP, or about awards or recognition for outstanding quality achievement	at issuing or requesting activities	destroy one year after superseded or obsolete or when no longer required whichever is sooner.
3	examinations, inspections, and surveys	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals, and follow-up actions) and other related records	at offices performing the examinations, inspections, and surveys	destroy after 3 years.
4			copies at examined, inspected, or surveyed activities	destroy 1 year after all corrective actions have been completed or after next comparable examination,

Table 177-XX QUALITY ASSURANCE PROGRAM (QAP)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4	(cont'd)			inspection, or survey, whichever is later.
5			copies at MAJCOM, intermediate, monitoring, or evaluating offices	destroy 1 year after all action has been completed.
6			information copies of other unit or activity inspections, or examination reports furnished for self-inspection, and replies when required	destroy 3 months after own comparable inspection report is received or when no longer required, whichever is sooner.
7	workpapers	documents required to develop standards	at AF AFC	destroy after 4 yrs.
8		tabulations, computer printouts, copies of records, etc.	at offices performing the examination inspection and surveys	destroy after 1 year.
9	quality aids	quality assurance bulletins, checklists, self-inspection guides or similar documents, and related papers	not published as, or a supplement to, a standard publication per AFM 5-1 (see table 5-1)	destroy when superseded, obsolete, or no longer required.