REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE
DIRECTORATE OF ADMINISTRATION

2. MAJOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C.J. Phillips

5. TEL. EXT. 11 X29232

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td></td>
<td>AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) PAY DOCUMENTATION RECORDS (Table 177-24)</td>
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The purpose of this submission is to establish disposition criteria for instructor contract data cards, logistical report cards, and related correspondence. Information relates to contract dates and computation of pay for instructors. Instructors are paid by the host school and the school is reimbursed by the AF after determination of difference in retired pay and active duty pay. AFROTC maintains pay cards and data on each individual, computes the amount of reimbursement, and provides documentation to Accounting and Finance to issue check to school.

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

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

19 DEC 1974
(Date) (Signature of Agency Representative)

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

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>9 * AF Junior ROTC instructor pay</td>
<td>instructor contract data cards; logistical report cards; contract dates and computations of pay for instructors; documentation relating to each school</td>
<td>consisting of</td>
<td>which are at AFROTC</td>
<td>then destroy 1 year after individual has terminated employment, or one year after grievance or appeal is settled, whichever is applicable.</td>
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