

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

C. J. Phillips (See Instructions on Reverse) *AFB*

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

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DATE RECEIVED FEB 5 1975	JOB NO. NC - AFU - 75 - 49
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>2-19-75</i> (Date)	<i>James B. 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.

29 JAN 1975

Herbert G. Geiger

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">NAF FINANCIAL MANAGEMENT RECORDS (Table 176-3)</p> <p>The purpose of this submission is to revise Table 176-3 to reflect current policies and procedures used throughout the Air Force in the administration of nonappropriated funds. Rules 6.1 and 6.2 are added to reflect disposition criteria for financial management documentation maintained at the Air Force Accounting and Finance Center (AFAFC) and the Air Force Military Personnel Center AFMPC).</p> <p>Proposed rule 9.1 establishes disposition criteria for copies of custodian certificates maintained by the NAF fund activity.</p> <p>Rules 18, 19, and 21 are revised to meet existing needs.</p>	NN172-127	

Copies to Denver, Ft. Worth & Agency 2/20/75

TABLE 176-3 (Continued) NAF Financial Management Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are not	then
6.1 *	financial statements and reports	computer listings of command input comprised of edit, error, out-of-balance, and discrepancy data	^{are} used for internal processing at AFAFC	destroy after 4 months.
6.2 *		monthly and quarterly consolidated command reports such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories, e.g., welfare, membership, revenue producing and special funds	^{are} at AFAFC and AFMPC	destroy after 5 years.
18	*daily reports	*reports of detail merchandise, cash, sales, food, service, etc., with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related documents	reflects in summary a report on cash and charge sales used to support entries on the consolidated daily report	destroy after 2 years, provided account is clear.
19		consolidated daily reports	are used to support entries in cash receipts journal and for posting the subsidiary accounts receivable ledger	
20 *	(delete)			
21	accounts receivable	*individual subsidiary records of amounts due the fund, and supporting documents	reflect merchandise sale on credit basis	destroy after 2 years, provided account is clear.

TABLE 176-3 (Continued) NAF Financial Management Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are are	then
9.	NAF custodian certificate	(no change)	*are maintained by the Fiscal Control Office	(no change)
9.1 *			are maintained by the NAF fund activity	destroy 1 year after change of custodian.