

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

*AFW*

LEAVE BLANK	
DATE RECEIVED <b>FEB 27 1975</b>	JOB NO. <b>NC - AFU-75-55</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.	
4-21-75 (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. *2383*  
~~11-729232~~
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**25 FEB 1975**

*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"><b>NAF FINANCIAL MANAGEMENT RECORDS (Table 176-3) (Applicable Air Force wide)</b></p> <p>The purpose of this submission is to update Table 176-3 to provide disposition criteria for documentation currently employed in the administration of Chaplain's funds throughout the Air Force.</p> <p align="center">(Copy being sent concurrently to GAO)</p>		

*4/11/75 - Changes with approval of C. J. Phillips (PL)*  
 115-106  
 Copy to Agency & WNRC 4/23/75 (W)  
 Copy to Field 4/28/75

TABLE 176-3 (Continued) NAF FINANCIAL MANAGEMENT RECORDS

R U L E	A  If documents are or pertain to	B  consisting of	C  which are at	D  then
44 *	chaplain funds	orders establishing funds, appointing fund custodians, documentation authorizing petty cash funds, disbursement limitations, and other records of dissolution or of lasting importance	at installation level	<del>retire as permanent when fund is dissolved.</del> <i>Destroy 6 years after fiscal year in which fund is dissolved.</i> <i>(Pl)</i>
44 * 1		chaplain fund accounting forms		destroy 6 years after end of FY to which they pertain.
44 * 2		purchase order register and accounts payable forms		destroy 4 years after end of FY to which they pertain.
44 * 3		non-expendable property documentation		destroy upon disposal of assets.
44 * 4		minutes, statement of net worth and operations, bank statements, chapel offering certificates, bank deposit slips, receipts, vouchers, expenditure vouchers, and purchase orders		destroy after 4 years (Exception: destroy records required for support of any claim when action is resolved, provided the retention period has elapsed.
44 * 5		statement of operations and net worth	at other than installation level	destroy after 2 years.