

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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.
756-2383

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED APR 30 1975	JOB NO. NC - AFU-75-60
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.	
<u>6-6-75</u> (Date)	<u>James B. Rhoads</u> Archivist of the United States

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

22 APR 1975

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">JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) DOCUMENTATION AT THE U.S. AIR FORCE ACCOUNTING AND FINANCE CENTER (AFAFC)</p> <p align="center">TABLE 177-30 (Applicable to AFAFC)</p> <p>The purpose of this submission is to establish a separate decision logic table (DLT) for JUMPS documentation maintained at AFAFC. JUMPS MOD I procedures implemented on 1 Dec 74 significantly changed products maintained at field and AFAFC level.</p> <p>Present table 177-30 covers documentation accumulated at both field level and AFAFC. A separate table was submitted on 6 Feb 75 covering base level documentation and was approved under your Job #NC-AFU-75-50. Approval at GAO is still pending.</p> <p>Request priority handling of this SF-115 to enable us to make certain that disposition criteria for subject documentation not presently covered in AFM 12-50 is available and to preclude possibility of illegal or premature destruction. We also desire to publish table approved under NC-AFU-75-50 simultaneously with this change.</p> <p>(Copy being forwarded to GAO per 44 U.S.C. 3309)</p>	<p>NC-AFU 75-16</p> <p>NC</p> <p>174-168</p>	

Copy to Agency & Denver 6/10/75 AD

Table 177-		Joint Uniform Military Pay System (JUMPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	substantiating documents		forwarded to AFAFC by accounting and finance offices	retire after 18 months to Denver FARC where they will be destroyed after a total of 10 yrs in accordance with T177-5.
2	personal financial record (PFR)	financial information on individual members maintained at base level		retire after 2 yrs to Denver FARC where they will be destroyed 10 yrs after member's separation.
3	daily transaction record	detailed record of all transactions received and actions taken by AFAFC	used for inquiry/audit purposes	destroy after 10 yrs.
4	management notices	data identifying transactions which require manual processing		
5	leave and earnings statements (LES)	monthly statement of member's leave and earnings	used for inquiry/audit purposes	destroy after 3 yrs.
6	master military pay account (MMPA)	6-month history of member's leave/pay transactions and leave and earnings data		retire to Denver FARC where they will be destroyed 56 yrs after year of creation.

*See Table 177-301
rule 1-1*

all items in T177-5 are provided in accordance with T177-5.

Table		Joint Uniform Military Pay System (JUMPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	*allotment data	listings of domestic and foreign check vouchers, blanket payments, N insurance payments, re-tired pay check vouchers, and bond schedules	*original accounts	retire to Denver FARC where they will be destroyed after a total of 10 yrs and 3 months from date of account in accordance with T177-5.
*8		operational copies of documents in rule 7 above	used for reference or inquiry purposes	destroy after 3 years.
*9		transaction histories, blanket and VA voucher listings, debit and credit registers		
10		reference listings and cumulative 6-month allotment histories		destroy after 10 years.
*11	reference materials	JUMPS company code directories, JTR indexes, JUMPS locators, and other similar products		destroy after 3 years.
*12	JUMPS central payments	products concerning amounts credited to financial organizations for personnel paid centrally	listings by ADSN used for reference or inquiry purposes	

Table		Joint Uniform Military Pay System (JUMPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*13			transmittal register and stat report used for reference and balancing purposes	destroy after 1 year.
14			detailed MM and EOM payroll listings used for inquiries purposes and to advise financial organizations of deposits made to members' accounts	include in original accounts and dispose of in accordance with T177-5.
*15	central or local pay authorizations	changes to AF members' mid-month and end-of-months net pay amounts	used for updating central payroll processing, balancing payrolls, and controlling local pay authorizations	destroy after 3 yrs.
*16	summary account data	transactions processed through summary account subsystem	microform products at AFAFC used for balancing accounting reports, preparing miscellaneous indebtedness vouchers and reconciliation of clearing account analysis	destroy after 5 yrs.

Table				
Joint Uniform Military Pay System (JUMPS) Documentation at AFAFC				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*17		summarized information to control the MMPAs used for report purposes	reports to the fund manager on the financial position of the military pay appropriations	
*18			reports to the fund manager showing expenditures by entitlements and deductions for the month	destroy after 3 years.
*19	voucher balancing/reconciliation	summaries of JUMPS payment/collection transactions	used to reconcile payment/collection postings with MMPAs or with cash accountability reports (MAFR)	destroy after 2 years.
*20	edit, reconciliation, or control data	products used in correcting rejects, reconciling data, and controlling/balancing central payments and allotments	relative to check number/address validation, changes of address, FITW and W-2 changes, non-matches of company codes or addresses, out-of-balance totals, pay suppressions, zero pay authorizations, check-writing totals, check transmittal lists, error lists, control totals, control cards, and similar products	destroy after 6 months or when reconciliation, correction, or balancing purpose has been served, whichever is sooner.

Table				
Joint Uniform Military Pay System (JUMPS) Documentation at AFAFC				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*21		products concerning transmission of data via mag tapes, listings, AUTODIN transit routings		destroy after 3 months.
*22	cross-reference data and after-separation transactions	record of retroactive payments made to members on active duty and transactions made after member has separated		retire to Denver FARC where they will be destroyed after a total of 56 years.
*23	conversion master military pay account	data on MMPA at time of member's conversion to JUMPS	used in adjusting or correcting the MMPA	retire to Denver FARC where they will be destroyed after a total of 10 years.
*24	FICA wage report	amounts of FICA wages/ deductions and FITW deductions for military members	copies of quarterly reports sent to Social Security Administration	destroy 3 years after FY to which they pertain.
*25	TD Form W-2	data printed on member's TD Form W-2	used for inquiry purposes and to recreate TD Forms W-2	destroy after 4 years.
*26	closed separation/reenlistment records	MMPA printouts, copies pay adjustment authorizations, punch card transcripts, correspondence and related documents	created at time of member's separation/reenlistment and reflect payments made	destroy after 1 year.