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
   DOCUMENTATION SYSTEMS DIVISION

3. MINOR SUBDIVISION
   DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   MR. C. J. PHILLIPS
   756-2384

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 ______ 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

   Date: 12 JUN 1975
   7-3-75 Archivist of the United States

7. ITEM NO.

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

   TRAVEL RECORDS (177-20)

   The purpose of this submission is to update present rules 4 and 5 to reflect present practices and procedures. Rule 4 is changed to reference AFM 177-373 which states conditions under which DD Form 1588 is to be forwarded to AFAFC and to establish specific retention period. Retention period in present rule 5 is changed from 2 years to 1 year to be consistent with other accounting and finance documentation. (Table 177-30 referred to has been assigned NARS Job # 75-60)

   (Copy being forwarded concurrently to GAO)

   Note: Request priority handling to enable us to include in change being processed.
<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></td>
<td>If documents are consisting of which are then</td>
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<tr>
<td>4</td>
<td>travel payments forms</td>
<td>*for military personnel and are forwarded to AFAFC with Personal Financial Record (PFR) upon member's separation per AFM 177-373</td>
<td>*destroy with PFR (6 years after member's separation). See table 177-30</td>
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<td>for civilian employees not separated from employment</td>
<td>destroy filled forms 2 years after date of last entry.</td>
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<td>for civilians separated from employment</td>
<td>destroy 1 year after date of separation.</td>
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<td>5</td>
<td>microfilm copies of forms covered in rule 4</td>
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<td>*destroy 1 year after FY in which last image was exposed on reel.</td>
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