

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

H. J. Phillips

AFU

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

LEAVE BLANK	
DATE RECEIVED JUN 24 1975	JOB NO. NC - AFU - 75 - 70
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.	
7-3-75 (Date)	<i>James B. Roads</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.
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.

12 JUN 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">TRAVEL RECORDS (177-20)</p> <p>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 AF AFC 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)</p> <p>(Copy being forwarded concurrently to GAO)</p> <p>Note: Request priority handling to enable us to include in change being processed.</p>		

Copies to Agency + Denver 7/7/75

TABLE 177-20 (Continued)

TRAVEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4	travel payments	forms	*for military personnel and are forwarded to AFAFC with Personal Financial Record (PFR) upon member's separation per AFM 177-373	*destroy with PFR (6 years after member's separation). See table 177-30
4.1			for civilian employees not separated from employment	destroy filled forms 2 years after date of last entry.
4.2			for civilians separated from employment	destroy 1 year after date of separation.
5		microfilm copies of forms covered in rule 4		*destroy 1 year after FY in which last image was exposed on reel.