

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

| LEAVE BLANK | |
|---|-------------------------------------|
| DATE RECEIVED SEP 16 1975 | JOB NO. NC - AFU - 76 - 4 |
| 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. | |
| 10-30-75 <i>James R. Doad</i> (Date) Archivist of the United States | |

- FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE
- MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION
- MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION
- NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. PHILLIPS
- CERTIFICATE OF AGENCY REPRESENTATIVE:

5. TEL. EXT.
756-2383

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.

11 SEP 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 |
|-------------|--|----------------------|------------------|
| | MILITARY PAY DOCUMENTATION CREATED PRIOR TO JUMPS (Table 177-22) The purpose of this submission is to establish disposition criteria for leave balance listings reflecting members' leave balances prior to conversion to the Joint Uniform Military Pay System (JUMPS). Recommended 56-year retention is compatible with retention periods for other types of pay history data. Copy being submitted concurrently to GAO | NC-AFU 75-17 | |

Copies to Agency & Denver 11-7-75 GD

TABLE 177-22

*** MILITARY PAY DOCUMENTATION CREATED PRIOR TO JUMPS**

| R U L E | A | B | C | D |
|------------------|---|---|---|---|
| | If documents are or pertain to | consisting of | which are | then |
| 1 | pay record jackets | * military pay records and related documentation | at AFAFC | * transfer to DFARC 2 years after member's separation where they will be destroyed after a total of 10 years from date of separation. |
| 2 | * microfilmed pay records for regular and irregular closeouts | | | destroy after 5 years. |
| 3 | | | * at alternate site | * destroy after 56 years. |
| 4 | * microfilmed pay records for separated members | | at AFAFC | destroy after 5 years. |
| 5 | | | at alternate site | destroy after 10 years. |
| 6 | pay history | monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system | original microfilm records at AFAFC | retire to DFARC after 6 months where they are destroyed 56 years after FY in which created. |
| 7 | | | operational microfilm copies at AFAFC | destroy after 10 years or when no longer needed for reference purposes. |
| 8 | W-2 extract | W-2 data produced under the AMPS 360 system | microform records | destroy after 4 years. |
| 9 | uniformed services savings deposit program (USSDP) records | savings deposit quarterly cumulative listings, settlement listings and individual settlement files | at AFAFC | destroy 10 years after final settlement. |
| 10 | | individual settlement files containing correspondence from the member USSDP account including request for final settlement of account | at AFAFC and used for settlement of account | destroy after 1 year or upon reconciliation to MAFR, whichever is later. |
| 7.1 | | leave balance listings | final leave balance prior to JUMPS | retire to DFARC after 4 years where they are destroyed 56 years after cut-off. |

10-557/558

ppp