

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*AFU*

*1 item*

LEAVE BLANK	
DATE RECEIVED <b>DEC 19 1975</b>	JOB NO. <b>NC1-AFU-76-12</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.	
<i>1-5-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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:

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.

15 DEC 1975

*Herbert G. Geiger*  
(Signature of Agency Representative)

**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">JOINT UNIFORM MILITARY PAY (JUMPS) DOCUMENTATION AT BASE LEVEL Table 177-32</p> <p>The purpose of this submission is to reduce the retention period for the daily register of transactions (DROT) from 1 year and 1 month after close of FY in which created to 1 year after close of month in which created, providing there are no uncleared rejects. (See rule 8, attached decision logic table.)</p> <p>The Air Force Accounting and Finance Center (AFAFC) states that the retention period can be reduced without adversely affecting the audit/reconciliation propose which this product serves.</p> <p>Request priority handling of this SF-115. The current retention requirement is creating a serious storage problem throughout the Air Force due to the large volume of listings produced.</p> <p>(Copy of this SF-115 being submitted concurrently to GAO for review under 44 U.S.C. 3309)</p>	<p>NC-AFU 75-50</p>	

*Copy to Agency & Denver 1-7-76 (R)*

★TABLE 177-32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) DOCUMENTATION AT BASE LEVEL

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	substantiating documents	original of document transmittal listing with supporting documents such as report leave transactions, MPOs, allotment authorizations, Servicemen's Group Life Insurance elections or declinations, leave certifications, etc., (AFO transaction listings for B-263 bases)	at military pay subject matter areas	forward to AFAFC/SUADA by 15th of month following end of month processed (note 1):
2		copies of document transmittal listings		destroy after 6 months.
3		originals and copies of documents not required for submission to AFAFC, e.g., MPOs, pay adjustment authorizations, etc.,	filed with Daily Register of Transactions	destroy with Daily Register of Transactions (see rules 8 & 9 below).
4			filed with Personal Financial Record (PFR)	destroy when superseded, obsolete, or cancelled.
5		leave request/authorization	at military pay subject matter areas	destroy copies 2 and 3 three months after final action is completed. Attach copy 4 to original document transmittal listing (see rule 1 above).
6		report of travel/leave time		attach original to retained travel voucher (see table 177-20, rule 7). Attach duplicate to original document transmittal listing (see rule 1 above).
7		leave certification		attach original to copy 4 of leave request/authorization for monthly submission to AFAFC (see rule 5 above).
8	daily register of transactions (DROT)	all transactions processed/rejected during update; includes management notices, pay adjustment authorizations, AFAFC and AFO rejects, inquiry replies, leave suspenses	*destroy 1 year after close of month in which created, providing there are no uncleared rejects.	
9			at unit input source	destroy after 2 months.

10-570.7

September 1975

(C14)