

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>SEP 27 1976</b>	JOB NO. <b>NC1-<del>AFU</del>-76-62</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.	
12-3-76 <i>James P. O'Neil</i> (Date) <i>acting</i> Archivist of the United States	

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

**22 SEP 1976**

Date

*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"><b>REVOLVING FUND RECORDS</b> (Table 177-4)</p> <p>The attached revision of Table 177-4 identifies products created by the stock fund accounting system and establishes a specific retention period for same.</p> <p>Retention period for general ledgers has been reduced from 10 years to 6 years in rule 4.</p> <p>Current rule 7 pertaining to commissary store data is no longer applicable and has been deleted.</p> <p>New rules 7 thru 14 have been added.</p>		

(BEING SUBMITTED CONCURRENTLY TO GAO)

*Copy to Agency 12-9-76  
Copies to All FRC's 12-9-76*

TABLE 177-4				
REVOLVING FUND RECORDS				
R U L E	A If documents are or pertain to	B consisting of	C which are at	D then
1	industrial funds	forms of AF printing requisitions		destroy after 1 year.
2		ledgers (subsidiary and detail), registers, trial balances, requisitions, movement documents, and supporting books of original entry		destroy after 2 years, provided any corrective action required by audit has been accomplished (see table 175-2).
3	AF stock funds	ledgers (subsidiary and detail), trial balances, issue or sales documents, with shipping and receiving documents supporting the entries		destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 175-2).
4	general ledgers	books of final entry (manual and machine form ledgers)		* destroy after 6 years.
5	financial statements	year end statements		retire as permanent 2 years after the year to which they pertain.
6		copies of statements		destroy after 1 year.
7	<del>commissary store reimbursable operating costs data</del>	<del>reports and comparable forms</del>	<del>base accounting and finance offices at bases operating commissary stores</del>	<del>destroy 2 years after close of FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 175-2).</del>

Table 177-4

Revolving Fund Records				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*7	medical/dental stock funds (B-3500 products)	computer products including but not limited to: A&F adjustment error list, daily materiel transaction list, delete/follow-up action cards, daily update, daily update-claims receivable, BK1, BK2 and PCZ cards transmittal list, GLA transaction update, billing input edit error/adjustment list, excess update list, excess error list, excess reported to DPSC, medical materiel management report, PFMR/CCR status and reconciliation, cost center list, procurement fund summary record list, cost center due-out reconciliation adjustment list, due-in record audit list, processing control report, disk file print,	at base level subject matter areas	destroy after 2 months

Table 177-4 (Cont)

Revolving Fund Records			
RULE	A If documents are or pertain to	B consisting of	D then
7 (Cont)		medical material accounting system output, cost center duo-out change list.	
8		billing card transmittal list, MISTRIFF payment listing, local purchase payment listing, medical dental PFSR update: payments, medical-dental TMR-A update: payments, stock fund summary billing list, project funds management record list, on order in transit and payable list, summarized general ledger listing, claims receivable list, general ledger summary listing	destroy after 1 year
9	material stock funds (B-3500 products)	edit zero balance control list	destroy after 3 months
10		billings SRAN table error list	

Table 177-4 (Cont)				
Revolving Fund Records				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11		stock fund reim- bursable sales and sales returns, ; monthly reimbursable investment trans- action list, sales analysis SRAN table error list		
12		analysis product control report		destroy 3 months after close of FY
13		detail stock fund billing list, monthly payment his- tory list, SF 1080 billing list, appro- priation summary list, interfund billing list, transfer out accounts receivable transmittal list		destroy 1 year after close of FY
14		daily, periodic, and monthly summary ma- chine cards		destroy upon recon- ciliation or when purpose has been served, whichever is later