

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 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:

LEAVE BLANK	
DATE RECEIVED SEP 27 1976	JOB NO. NC1-AFU-76-64
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.	
DEC 10 1976 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 3 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

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">ADP/PCAM ACCOUNTS CONTROL RECORDS (Table 177-16)</p> <p><u>This SF-115 revises and updates Table 177-16 approved by NARS on 24 Apr 74 (Job #NC 174-209); and by GAO letter dtd 30 Sep 75, which has not been published in AFM 12-50. Table has been updated to show current product titles, include new products, delete obsolete products, etc. In addition, products have been consolidated under one rule wherever possible to reduce the number of rules.</u></p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p>	<p>NC 174-209</p>	

Copy to Agency 12-17-76

Table 177-16				
*ADP/PCAM Accounts Control Records				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*12	base materiel/supply automated system (Univac 1050-II products)	computer listings including but not limited to: EOD IMR and GLAC update, daily PFMR/OCCR update and recon, EOD punchout, daily fuels division punchout, base MCS transaction list, investment MACR status report and recon list, equipment in use GLA update, SF obligated and unobligated due out report, OCCR record list and summary, LP MILSTRIP BNR, RNB, details validation list, investment equipment recon GLAs 14041, and other miscellaneous listings furnished to other organizations or included later in EOM products	at base level subject matter areas	destroy after 2 months or upon receipt of new listing. Where annotation is required, retain document until followup has been completed or annotation has been transferred to new document

Table 177-16 (Cont)

*ADP/PCAM Accounts Control Records

R U L E	A	B	C	D
	documents are or pertain to	consisting of	which are	then
*13		SF MACR status report, local purchase and MILSTRIP payment list, SF on order intransit payable list, PFMR reports, EOM punchout listings, A&F due out list, LP open item list, SF inventory management report		destroy after 3 year
*14		daily, periodic, and monthly summary machine cards		destroy upon reconciliation or when purpose has been served, whichever is later