

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 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 28 1976	JOB NO. NC1-AFU-76-65
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>10-29-76</i> (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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

23 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">MILITARY PAY DOCUMENTATION CREATED PRIOR TO JUMPS</p> <p align="center">(Table 177-22)</p> <p>Proposed revision reduces retention period of records listed below from 10 years to 6 years based on P.L. 93-604:</p> <table border="0"> <thead> <tr> <th align="left"><u>Rule</u></th> <th align="left"><u>Series</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Pay record jackets at AFAFC</td> </tr> <tr> <td>5</td> <td>Microfilmed pay records for separated members at alternate site</td> </tr> <tr> <td>7</td> <td>Operational microfilm copies of pay histories maintained at AFAFC</td> </tr> <tr> <td>9</td> <td>Uniformed services earnings deposit program (USSDP) records at AFAFC</td> </tr> </tbody> </table> <p>(Changes are indicated by an asterisk (*) on attached table.)</p>	<u>Rule</u>	<u>Series</u>	1	Pay record jackets at AFAFC	5	Microfilmed pay records for separated members at alternate site	7	Operational microfilm copies of pay histories maintained at AFAFC	9	Uniformed services earnings deposit program (USSDP) records at AFAFC		
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1	Pay record jackets at AFAFC												
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7	Operational microfilm copies of pay histories maintained at AFAFC												
9	Uniformed services earnings deposit program (USSDP) records at AFAFC												

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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 AFAPC	* transfer to DFARC 2 years after member's separation where they will be destroyed after a total of 6 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 AFAPC	destroy after 5 years.
5			at alternate site	* destroy after 6 years.
6	pay history	monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system	original microfilm records at AFAPC	retire to DFARC after 6 months where they are destroyed 56 years after FY in which created.
7			operational microfilm copies at AFAPC	* destroy after 6 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 AFAPC	* destroy 6 years after final settlement.
10			individual settlement files containing correspondence from the member USSDP account including request for final settlement of account	at AFAPC and used for settlement of account

*Denotes reduction from 10 years to 6 years (P.L. 93-604)

10-557/558