

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Pittman

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. NCI-AFU- 76-67
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.	
10-22-76 (Date)	<i>James R. 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 6 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

**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">DISBURSEMENTS, REIMBURSEMENTS, COLLECTION, AND CONTRACT RECORDS</p> <p align="center">(Table 177-5)</p> <p>This SF-115 proposes revision and update of Table 177-5 to reflect current requirements and procedures including reduction in records retention period for certain records created on and after 2 Jul 75 affected by P.L. 93-604.</p> <p>Rule 1 is revised to reflect disposition of documentation created prior to 2 Jul 75 after 10 years and 3 months.</p> <p>Rule 1.1 is added to reflect disposition of documentation created on and after 2 Jul 75 after 6 years and 3 months.</p> <p>Rule 2 is updated and rule 2.1 is added to specifically identify supporting documentation for the Joint Uniform Military Pay System (JUMPS) and the Air Reserve Pay and Allowance System (ARPAS) and to reflect disposition based on date created.</p> <p>Rule 3 is revised and rule 3.1 is added to reflect disposition of certain contract records accumulated by financial management activities, depending on date created.</p> <p><i>Copy to Agency & SAC 10-22-76 @</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Rule 4 is amended to reflect above changes in rules 1, 1.1, 2, and 2.1.</p> <p>Rule 5 is added to reflect disposition of accounting records related to Wherry and Capehart Housing documentation.</p> <p>(BEING SUBMITTED CONCURRENTLY TO GAO)</p>		

TABLE 177-5 DISBURSEMENTS, REIMBURSEMENTS, COLLECTION, AND CONTRACT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	original accounts (money/disbursing)	collection and disbursing vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting documents, telephone and telegraph bills, Treasury statements and reconciliations, certificates of deposit, and comparable data	*AFAFC for GAO and dated prior to 2 July 75	*destroy after 10 years and 3 months.
1.1 *			dated on or after 2 Jul 75	destroy after 6 years and 3 months.

Table 177-5				
Disbursements, Reimbursements, Collection, and Contract Records				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2		<p>*substantiating documents for the Joint Uniform Military Pay System (JUMPS) including the original document transmittal listing with supporting documents such as report leave transactions, military pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications,</p> <p>and the original JUMPS data change transaction register; supporting documentation for the Air Reserve Pay and Allowance System (ARPAS) including the original register of input transactions with certificates, signature cards and miscellaneous edit</p>	<p>* AFAPC for GAO dtd prior to 2 Jul 75</p>	<p>* retire to Denver FARC after 18 months where they will be destroyed after a total of 10 years and three months</p>

Table 177-5 (cont'd)

Disbursements, Reimbursements, Collection,
and Contract Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2		and recon products, military pay orders, travel voucher claims and adjustment documents, and duplicate copy of register of input transactions with substantiating documents		
2.1 *			AFAPC for GAO dtd on and after 2 Jul 75	retire to Denver FARC after 18 months where they will be destroyed after a total of 6 years and 3 months.
3		contracts, with change orders, supplemental agreements, parts lists, drawings, charts, diagrams, and related data, concerning purchases and sales of materials, supplies, equipment and services, construction, lease of land, and other property data (also see table 70-1)	*dated prior to 7 Mar 75	*destroy after 10 years and 3 months
3.1 *			dated on and after 7 Mar 75	destroy after 6 years and 3 months.

TABLE 177-5 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
4		*documents described in rules 1, 1.1, 2, and 2.1	at bases being held for GAO	transfer to AFAFC/ after 3 years (see table 175-3).
5 *	Wherry or Capehart Act Housing	record of appropriations, reimbursements reports, vouchers, to include expenses, mortgage insurance premiums, and related accounting records	at HQ USAF	hold for 6 years, 3 months after final payment is made according to FHA amortization schedule or mortgage is paid, then destroy.