

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Litton
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 30 1976	JOB NO. NC1-AFU-76-73
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>10-22-76</i> (Date)	<i>James B. Shaden</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.

24 SEP 1976

Herbert E. Geiger

**HERBERT E. 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">CIVILIAN PAY RECORDS (Table 177-21)</p> <p>Proposed revision amends rule 15 to include documentation resulting from indebtedness and reports of survey. This will specifically identify reports of survey charges allowing the deletion of Rule 7, Table 177-9, being submitted separately.</p> <p>Also adds new rule 22 and Note 3 to provide compatibility with other subject matter tables, (military pay, travel, commercial services) which already contain disposition instructions for collection/disbursement vouchers.</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p> <p><i>Copy to Agency & SAC 10-27-76</i></p>		

TABLE 177-21 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are used	then
15	*claims, waivers or indebtedness	* documents relating to claims, waivers, statement of charges (including those resulting from reports of survey, and other related cases	for collecting, deducting, or repaying actions on employees' records	retain until final settlement, then destroy when audited or unaudited records are 3 payroll years old (note 2).
16	GAO or AF Auditor General Representative exceptions	records relating to any exception taken by GAO or AF Auditor General Representative audit		retain until exceptions are cleared, then destroy (note 2).
17	control logs		for recording disbursement and collection vouchers	destroy 1 year after close of fiscal year in which created (note 2).
18	year-to-date listings	biweekly listings of cumulative pay, deductions and leave data	for responding to inquiries, re-issuing W-2 forms, researching computer output messages, etc.	destroy after 90 days (Exception: Last listing of each quarter will be retained for 3 years) (see note 2).
19	listings (not covered by rules 1 through 18)	manual or machine products	for edit of input data for posting to or updating records listed in rules 1 through 16	destroy when purpose is served.
20		computer output products (such as, master pay records and employee directory)	to consolidate, verify, and reconcile monthly, quarterly, or annual summaries	destroy after updating of summaries is completed and audited for accuracy.
21			for control purposes with in and between civilian pay and data processing	destroy when listings are replaced.

10-556

TABLE 177-21 (Continued)

R U L E	A	B	C	D
22 *	collection and disbursement vouchers	copies	to answer inquiries, process claims, make pay adjustments	destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by AF AFC.

Notes: 1. In shipping records to the records center, include copies of pay or leave records which were forwarded to GAO for use in settlement of claims. (If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size. Make an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area, and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and

location of all buses, stations, etc., other than the parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule. Comply with the requirements of AFM 177-104, part eight.

*3. AF AFC advises AF Os of outstanding discrepancies within specified retention period. In the absence of such advise, AF Os may destroy the records.