

**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 30 1976	JOB NO. NC1-APU-76-74
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 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

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">AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) DOCUMENTATION</p> <p align="center">(Table 177-25)</p> <p>Proposed revision of rules 9, 11, 12, and 16 is submitted to standardize the disposition authority for all documentation considered "original accounts".</p> <p>Present rules 9, 11, 12, and 16 are revised to delete specific retention periods for certain records in Table 177-25 and referencing Table 177-5 which will be the disposition authority cited when retiring subject records.</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p>		

Copy to Agency & Denver 11-5-76

TABLE 177-25

AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) DOCUMENTATION (see notes)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	pay record jackets (manual payments)	reserve pay records, declaration of benefits received and waivers, dependency certificates, other pertinent forms/correspondence		retire to Denver Federal Archives and Records Center, where they will be destroyed 56 years after year in which created (notes 1 and 2).
2	pay information records reserve components	forms (use discontinued 31 Dec 67)	for USAFR members	forward to appropriate State Adjutant General where they will be destroyed 56 years after year in which created (note 2).
3			for ANG members	
4	[RESERVED]			
5				
6				
7	pay documentation (ARPAS)	reserve pay records for USAFR members in pay group none	at AFAFC	close at end of calendar year and retire to Denver Federal Archives and Records Center where they will be destroyed 56 years after year in which created (notes 2 and 3).
8		microfilm of computerized payments		
8		microfilm of computerized payments		
9	supporting documentation (ARPAS computerized payments)	original register of ARPAS input transactions (input listings) with certificates, signature cards, and such computer products as: invalid records/batch total errors, master file and master file review, problem masters, master pay accounts, gain to file, edit lists (CBPO, ARPC, RPR), travel suspense, active duty tour projections, recycles, searches, re-activated records, quarterly quality examination, and other related documentation		* retire to Denver FARC (see table 177-5).
10		[RESERVED]		

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11		military pay orders		
12		correspondence, travel vouchers claims and adjustment documents		
13		accounting copies of paid by other vouchers (filed numerically by accounting and disbursing station number)		destroy after 6 months.
14		copies of paid by self vouchers with copies of earning statements, for payments not computerized		
15	federal income tax and Federal Insurance Contributions Act (FICA) documents	copies of payment vouchers, accounting listings, adjustment documents and listings of wage and tax statements (note 4)		destroy 4 years after taxes are paid (see Treasury Department Circular E), except copies of wage and tax statements will be de- stroyed after 30 June following the tax year.
16	supporting documentation (computerized payments)	copy of register of APRAS input transactions (input listings) with certificates and forms such as application for basic allowance for quarters for members with dependents, hazardous duty orders, officer's certificate of statement of service, change of address, personnel action requests, court-martial order, report of casualty or message, discharge or separation orders, active duty orders, statement of tour of duty, medical certificate, line of duty determination, travel voucher or subvoucher, officer uniform allowance certification and main- tenance allowance forms, and other related documents	at CBPOs	* forward to AFAFC/DAD where they will be retired to Denver FARC per Table 177-5.
17	[RESERVED]			
18	travel documentation	forms recording travel payments	at AFOs	forward to CBPOs at end of FY to which they pertain. CBPOs forward to AFAFC/ DAD with ARPAS supporting documenta- tion.
19	miscellaneous documentation	copies of vouchers, military pay orders, and computer products	at CBPOs	destroy after 6 months.

NOTES: 1. A mandatory cutoff of the files described in rules 1 thru 3 was effected on 31 Dec 67, due to a pay system change from manual to the current computerized pay operation.

2. To insure continuity in pay information between systems, the retention period for pay data in rules 1, 2, and 3 was extended from 10 years to 56 years.

3. Payment to USAFR members in pay group none were computerized 1 Jul 71, with mandatory cutoff to reserve pay record files 31 Dec 71.