

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*S. Turner*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED <b>SEP 30 1976</b>	JOB NO. <b>NC1-AFH-76-78</b>
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 B. Rhoads</i> Archivist of the United States

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:

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.

**24 SEP 1976**

*Herbert G. Geiger*  
(Signature of Agency Representative)

*James B. Rhoads*  
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"><b>AIR FORCE RETIRED MILITARY PAY RECORDS MAINTAINED AT AFAFC (Table 177-34)</b></p> <p>Proposed revision reduces the retention period for documentation described in rules 1, 2, and 3 from 10 years to 6 years based on P.L. 93-604. Changes are indicated by the asterisk (*) preceding the changed portion.</p>		

*Copy to Agency & NC 1027-7601*

**TABLE 177-34**

**AIR FORCE RETIRED MILITARY PAY RECORDS MAINTAINED AT AFAFC**

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	retired pay folders	source documents reflecting certification and authorization for pay of retired personnel, such as retirement orders, data for payment of retired AF personnel, record of emergency data, employees withholding exemption certificate, retired pay allotment authorization, authorization to start, stop, or change an allotment, statement of employment, records of payment, correspondence on claims, death certificates, etc.,	terminated due to death of retired member or upon discharge or removal from retired list	* retire to Denver FARC after 1 year where they will be destroyed 6 years after calendar year in which terminated.
2	personnel mentally incompetent	records used to designate trustees to receive money on behalf of mentally incompetent personnel		* retire to Denver FARC after 1 year where they will be destroyed 6 years after calendar year in which trusteeship terminated.
3	annuity folders (RSFPP, SBP, limited income)	copy of members' retirement orders, original SBP or RSFPP election, copy members' death certificate or casualty report, annuitant's claim, and other documents such as DIC information, social security information, correspondence, documentary evidence, etc.,	terminated due to death or termination of annuitant	* retire to Denver FARC after 1 year where they will be destroyed 6 years after calendar year in which terminated.
4	disallowed limited income folders	claims, correspondence, and other pertinent data		destroy 1 calendar year after claim has been disallowed.
5	retirement orders with revocation	nonrecord copies	distributed to AFAFC for information purposes	destroy after 90 days from date of order.
6	voucher data	retiree, annuitant and allotment check voucher listings, blanket company money lists and bond schedules	originals	retire after 18 mos to Denver FARC as part of original accounts (see T177-5).
7			operational copies	destroy after 2 years.
8	retired and annuitant pay master file	common and pay data for retired members and annuitants	original microform	retire to Denver FARC, where they will be destroyed after a total of 40 years.
9			operational copies	destroy after 2 years.

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