REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

1 item

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

LEAVE BLANK	
DATE RECEIVED DEC 16 1976	JOB NO. NC1-AFU-77-57

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-15-77 James E. O'Neill
(Date) Acting 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.: 767-5400

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.

Date	(Signature of Agency Representative)	(Title)
10 DEC 1976	Herbert G. Geiger	HERBERT G. GEIGER, Chief, Documentation Systems Division, Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	FINANCIAL STATEMENTS AND CONTROLLED REPORTS (Table 177-1) Proposed change to AFM 12-50 reduces the retention period for consolidated statements and controlled reports from permanent to five years. Similar records maintained at Departmental level are now included in Table 177-31, with retention periods ranging from two to five years. Adoption of recommended reduction would coincide with maximum retention of Departmental records since permanent retention is neither necessary nor justifiable from an archival standpoint. (BEING SUBMITTED CONCURRENLY TO GAO)	NN 170-33 NC 174-202	

115-106

Sent to agency and NCM, NPRC, & DENVER 2/17/77

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

177. Accounting and Finance. These tables cover documentation pertaining to administration and operation of the AF accounting system. These are manual and mechanized records accumulated by all AF activities. They are used to show results of accounting operations and to effect the official financial position of the activity. Records relate to monies due the AF for sales, service, rentals, and other revenue; values of inventories, equipment, aircraft, buildings, and other assets; monies the AF owes to other Government agencies, foreign governments, contractors, and other liabilities; and all other transactions affecting the accounting operations and the financial position of the AF. (*Note:* In an inactivation, follow the procedures in AFM 177-101, part 2, chapter 1. At oversea accounting and finance offices when circumstances do not permit the regular retention period, or when storage is not available, submit a request for the disposal of copies of retained accounts records to the Commander, Air Force Accounting and Finance Center, for approval.)

TABLE 177-1

FINANCIAL STATEMENTS AND CONTROLLED REPORTS

RULE	A If documents are or pertain to	B consisting of	C which are	D then
1	consolidated statements and reports	records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, fiancial material, violations of AFR 177-16, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property etc., supporting documents, and related schedules	at MAJCOMs	*destroy after 5 years.
2			at major subordinate commands and below	destroy after 4 years (see table 177-15).
3	statements of certification	retained copies of statements which attest to having read AFR 177-16		destroy 1 FY after FY during which individual transfers (PCS), is reassigned to duties not requiring statement or is separated from service.
4	statement of accountability	forms (SF 1219), or comparable forms and supporting documents reflecting summarizations of all collections, disbursements, and transfers for each account month	reported by field AFOs	destroy 2 years after accounts are cleared by AFAFC.