

**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

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:

LEAVE BLANK	
DATE RECEIVED <b>DEC 16 1976</b>	JOB NO. <b>NC 1-AFU-77-58</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.	
<i>2-15-77 James P. O'Heill</i> (Date) <i>acting</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**10 DEC 1976**

*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"><b>REVOLVING FUND RECORDS</b> (Table 177-4) (Applicable Air Force-wide)</p> <p>Proposed change to AFM 12-50, Table 177-4, Rule 5, reduces the retention period from permanent to five years. Proposed reduction coincides with that for records in Table 177-31, and proposed change to Table 177-1, Rule 1, being submitted simultaneously on a separate SF-115.</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p>	<p><b>NC-1- AFU- 76-62</b></p>	

*sent to agency and NCW, NPPC - 2/17/77*

TABLE 177-4

## REVOLVING FUND RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
1	industrial funds	forms of AF printing requisitions		destroy after 1 year.
2		ledgers (subsidiary and detail), registers, trial balances, requisitions, movement documents, and supporting books of original entry		destroy after 2 years, provided any corrective action required by audit has been accomplished (see table 175-2).
3	AF stock funds	ledgers (subsidiary and detail), trial balances, issue or sales documents, with shipping and receiving documents supporting the entries		destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 175-2).
4	general ledgers	books of final entry (manual and machine form ledgers)		destroy after 10 years.
5	financial statements	year end statements		*destroy after 5 years.
6		copies of statements		destroy after 1 year.
7	commissary store reimbursable operating costs data	reports and comparable forms	base accounting and finance offices at bases operating commissary stores	destroy 2 years after close of FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 175-2).