

**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 DEC 16 1976	JOB NO. NC 1-AFC-77-59
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.	
2-15-77 <i>James P. O'Neil</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**

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 LOGISTICS CENTERS (ALCs) COST ACCOUNTING RECORDS (Table 177-14) (Applicable to Air Logistics Centers)</p> <p>Proposed change reduces the retention period for historical cost data from permanent to ten years. Although this data provides historical information for the Department of Defense and other activities on production costs, permanent retention is not justifiable.</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p>	<p>NN 170-33</p>	

sent to agency and all FRC's - 2/17/77

TABLE 177-14

AIR MATERIEL AREAS (AMAs) COST ACCOUNTING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
1	basic transactions	cost ledger sheets, control registers, prorata registers, recapitulation work sheets and reconciliations	★ ALCs	destroy 1 year after close of the FY to which they pertain.
2		records covered in rule 1 that are used to record more than 1 year's costs, such as motor vehicle cost records		destroy 1 year after FY in which transaction is entered in the ledger.
3	mechanized EAM cards and tabulations	daily detail cards		destroy after reconciliation with periodic summaries.
4		periodic summary cards (except budget justification cost summary cards, see rule 7)		destroy after 1 year.
5		tabulations and correction sheets (except daily listings in rule 6)		destroy 1 year after close of the FY to which they pertain.
6		daily listings, when consolidated in monthly listing		destroy after 90 days.
7	historical cost data	summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special projects costs accumulated		* destroy after 10 years.