

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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. K. J. Bilek

5. TEL. EXT.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 4 NOV 1977 NC1 AF4 78 7	JOB NO.
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.	
11-9-77 (Date)	<i>James B. P. Roads</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.

28 OCT 1977

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

Date

(Signature of Agency Representative)

(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">FINANCIAL STATEMENTS AND CONTROLLED REPORTS</p> <p align="center">(Table 177-1)</p> <p>Proposed revision reduces the retention period for records described in rule 5 of the attached table from 12 years to 6 years based on P. L. 93-604.</p>		

115-106

Sent to agency, 8NC - 11/11/77

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

TABLE 177-1 (Continued)				
N U M B E R	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	statement of designated depository account	original (SF 1149) forms and supporting documents, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers		* destroy after 6 years.
6	controlled reports	correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, etc, containing data required by HQ USAF for submission to other Government agencies and the Congress	at HQ USAF and MAJCOMs	destroy after 2 years.
			at major subordinate commands and below	destroy after 1 year, or on inactivation of the office, whichever is sooner.
8	reports of accounting and finance activities	workload and man-hour data	at MAJCOMs and below except AFAPC	destroy after 2 years.
9			at AFAPC	destroy after 5 years.
10	R&D job order cost accounting system (JOCAS)	job order estimates and job order time sheets	at major subordinate commands and below	destroy after 6 months or when no longer needed, whichever is later.
11		records reflecting cost structure of job order standard rates and man-hour rates		destroy 1 year after superseded or when no longer needed, whichever is later.
12		job order cost accounting system tables, register listings, detailed listings, and management reports	at field cost center managers and other activities	destroy after 1 year or when no longer needed, whichever is later.
13		monthly job order register listings other than last month of FY	field accounting and finance offices supporting R&D job order cost accounting	