

**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	JOB NO.
NC1 AF 78 8	
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. Rhoads</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.

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

28 OCT 1977

Herbert G. Geiger
(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>PAYING AND COLLECTING RECORDS</p> <p>(Table 177-19)</p> <p>Proposed revision reduces the retention period for records described in rule 17 of the attached table from 10 years to 6 years based on P. L. 93-604.</p>		

115-106

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

TABLE 177-19 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	posting media	documents (other than source documents), such as journal voucher; posting data transfer, and similar forms	used to provide input data to account control area	destroy after 90 days, or 90 days after any discrepancy is cleared.
14	contingency expenditure records	forms, such as vouchers for confidential expenditures memo, subvouchers for reimbursements of confidential funds, and supporting documentation		destroy 4 years after close of FY, provided any exceptions are cleared.
14.1			intelligence contingency funds expenditure records	destroy 2 years after close of FY, provided any exceptions are cleared.
15	currency conversion and control records	records of purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar records	accumulated by personnel, AFO's, clubs, hotels, unit orderly rooms, and similar activities when exchanging dollar instruments, foreign currencies, or military payment certificates	destroy 1 year after FY in which issued, or on settlement of irregularities of discrepancies, whichever is later.
16		control records, such as dollar instrument purchase	at Air Post Offices and US-sponsored banking facilities	destroy after 6 months, or on completion of review by appropriate authority, whichever is later.
17	public vouchers for medical services	form records, such as public voucher for purchases and services other than personnel, and supporting papers	or relate to charges for emergency treatment of military personnel by civilian physicians, hospitals, or clinics	*destroy after 5 years when vouchers are completed as to payment, or 6 years after date claim first accrued when vouchers are incomplete or disapproved as to payment.
18	commissary reporting records (also see table 145-1)	monthly commissary operating statements and correspondence	documents constituting a part of the reporting system on commissaries and commissary store operations	destroy after 2 years.

Note: AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records.