

Rec'd NCD 19 Jun 78

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

LEAVE BLANK DATE RECEIVED JUN 19 1978 N C I-AFU 78 41 NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request... 6-29-78 James E. Dagwell 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. K. J. Bilek 5. TEL. EXT. 767-4496 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8 JUN 1978

James E. Dagwell (Signature of Agency Representative)

JAMES E. DAGWELL, Chief Documentation Management Br Directorate of Administration

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: 1, JOINT UNIFORM MILITARY PAY (JUMPS) DOCUMENTATION AT BASE LEVEL TABLE 177-32 (Applicable Air Force-Wide) This submission revises leave and earning statements (LES) and adds LES extract products which are maintained at military pay subject matter areas (rules 10 and 11). The retention periods will adequately serve all Air Force requirements. The GAO has approved the retention periods. 2 items

Copies to agency, NNM, and NCI.

TABLE 177-32 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	★ [RESERVED]			
8	daily register of transactions (DROT)	all transactions processed/rejected during update; includes management notices, pay adjustment authorizations, AFAFC and AFO rejects, inquiry replies, leave suspenses		★ destroy 6 months after end of month in which created.
8.1 ★			at unit input source	destroy after 2 months.
9 ★	daily register of rejects (DROR)	all transactions rejected during update; includes AFAFC and AFO rejects	at military pay subject matter area	destroy 1 year after the end of month in which created provided there are no unclear rejects.
9.1 ★	JUMPS reject transaction register	pay-affecting transactions submitted by the CBPO which rejected at AFAFC	at CBPO PSM	
10	leave and earning statements (LES)	duplicate copy of monthly statement of member's leave and earnings	★ at military pay subject matter areas	★ if bulk-filed, destroy when purpose has been served but not later than 60 days after close of period to which they pertain; if filed in PFR, destroy when PFR is purged IAW AFM 177-373, Vol II.
11	★ LES extract (NBT 200) products	★ certified copies of listings created by the various options of NBT 200		★ destroy 1 year after end of month created or when replaced by a newly certified listing.
12		6-month history printout		filed in member's PFR upon pay inquiry, PCS, or separation
13		original of leave and earnings data created upon member's separation/reenlistment	filed in member's PFR	destroy in accordance with rule 11 or 14 as appropriate.
14	personal financial record (PFR)	financial information on individual members	maintained at base level per AFM 177-373, Vol II	forward to AFAFC/RMADA per AFM 177-373, Vol II.
15	daily transaction record	detailed record of all transactions received and actions taken by AFAFC	at military pay subject matter areas	destroy after 6 months.
16	collection and disbursement vouchers	copies		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by AFAFC (note 2).

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