

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-AFU-78 60	
DATE RECEIVED SEP 7 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-13-78 Date	<i>James B. Rhoads</i> Archivist of the United States

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mr. Neil Vandergraaf, Jr.

767-4495

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1 SEP 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>REVOLVING FUND RECORDS (T177-4)</p> <p>(Applicable Air Force-wide)</p> <p>Attached proposal to add two new rules to table 177-4 is forwarded for your review.</p> <p>The two additions will provide for adequate coverage in AFM 12-50 for documentation created as a result of Air Force procedures.</p> <p>The retention criteria will adequately serve Air Force requirements.</p> <p>General Accounting Office concurrence has been obtained.</p>	NC1-AFU-77-58	

sent to Agency 9-15-78 mgd

2 Items

TABLE 177-4

REVOLVING FUND RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
3.1	Air Force Stock Funds	computer listings of base input comprised of pre-validation, edit errors, SRAN status, out-of-balance, in balance, and monthly command trial balance.	are used for internal processing at AFAFC	destroy after 6 months
5.1	Financial Statements	monthly, quarterly, semi-annual and annual financial statements such as statement of Financial Condition, change in Capital of the Fund, etc., and Division Trial Balances.	are at AFAFC	destroy after 5 years

Abbreviation SRAN = Stock Record Account Number.