

Recd NCO 17 Sep 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr Neil Vandergraaf

5. TEL. EXT.

767-4495

LEAVE BLANK	
JOB NO	N C 1-AFU-78 65
DATE RECEIVED	SEP 18 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SEP 25 1978	<i>James E. O'Hall</i>
Date	Archivist of the United States

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 8 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8 SEP 1978	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) DOCUMENTATION (T177-25) (Applicable Air Force-wide) Attached completely revised table 177-25 of Air Force Manual 12-50 is submitted for your review. The proposed revised table includes all documentation currently described in table 177-33, which will be deleted from AFM 12-50. A single consolidated table will simplify operations at the functional financial offices concerned. The proposed revision also reduces retention period of documentation currently described in rule 16 of table 177-25. New rules 19 and 20 apply. Reduced retention period is recommended because all processed data appears on the master file history (rule 5) which is retained for 56 years. Other output products are used for reconciliation, resubmission of rejected items, and for management information. Several other rules have been added to show record series and dispositions unique only to this system. The proposed revision will adequately serve Air Force requirements. General Accounting Office concurrence has been obtained.	N C 1-AFU-76-74	

sent to SMC 9-27-78

Table 177-25					
Air Reserve Pay and Allowance System (ARPAS) Documentation					
R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	Reserve and Air National Guard Pay Records	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	at DFARC for all USAF Reserve members paid prior to 1 Jan 68	destroy 56 years after year in which created.	
2			at DFARC for ANG members paid by AFAFC prior to 1 Jan 68		
3			at the appropriate State Adjutant General for ANG members paid by the ANG Comptroller prior to 1 Jan 68		
4			at the DFARC for non-computerized payments after 1 Jan 68		
5		quarterly master file history, voucher and transaction data for computerized payments	originals		retire to DFARC where they will be destroyed after a total of 56 years.
6			operational copies and are retained in central reference area		destroy. after 10 years.
7			operational copies and are retained in functional areas		destroy after 1 year or when purpose has been served whichever is earlier.
8			supporting documents		earning statements for computer and manual payments made in 1968

Table 177-25				
Air Reserve Pay and Allowance System (ARPAS) Documentation				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9		earning statements for manual payments made after 1 Jan 1969		retire to DFARC after 2 years where they will be destroyed after a total of 6 years, 3 months (Note 1)
10			at AFAFC	destroy after 6 years.
11		originals of register of ARPAS input transaction listings with certificates for computerized payments; signature cards, numbered and unnumbered military pay orders, travel voucher claims, statements of tours of duty, adjustment authorizations, copies of correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out of service members, notices of levy, copies of "paid by others" partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality examinations, and other related documents		retire to DFARC where they will be destroyed after a total of 6 years, 3 months in accordance with T177-5 (Note 1).

Table 177-25

Air Reserve Pay and Allowance System (ARPAS)
Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12		copies of register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for member with dependents, hazardous duty orders, officers certificate of statement of service, authorization for inactive duty training action requests, court-martial orders, report of casualty or message, discharge or separation orders, active duty orders, statements of tour of duty, medical certificate, line of duty determination, travel vouchers or subvouchers, officer uniform allowance certifications and maintenance allowance forms, forms used to record travel payments and other related documents	at ARPAS payroll offices	forward to AFAFC/DADA after the end of each fiscal year and before 31 Dec. AFAFC will retire to DFARC where they will be destroyed after 6 years, 3 months in accordance with T177-5 (Note 1).
13		copies of vouchers, military pay orders and computer products		destroy after 6 months.

Table 177-25				
Air Reserve Pay and Allowance System (APRAS) Documentation				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
14	Financial Data Files (FDFs)	original employee's withholding allowance and withholding exemption certificates	filed in member's financial data folder at the ARPAS payroll office (Note 2)	retain original as long as in effect plus 4 additional years, then destroy. If retention period has not expired when member becomes deceased, separated, discharged, retired or is assigned to a non-pay status, forward to AFAFC/DADA with ARPAS supporting documents.
15		original authorizations to start or stop BAQ credit		forward to AFAFC/DADA with ARPAS supporting documents when recertification spaces are filled or when superseded.
16		copies of notices of indebtedness, inquiries, source documents, claims and other related documents		retain in accordance with AFM 177-105.
17	record of travel payments	forms used to record travel payments	at DFARC for TDY payments made by AFAFC to reserve members during the period 1 Jan 68 - 31 Mar 74	destroy 10 years after last period to which they pertain.
18			at AFOs	forward to CBPOs/ARPAS payroll offices at the end of fiscal year to which they pertain.

Table 177-25				
Air Reserve Pay and Allowance System (ARPAS) Documentation				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
19	edit, reconciliation and control data	computerized listings which are action items (reject listings), master file reviews, dropped masters, rebuilt master file errors, accounts receivable collections, interface discrepancies and incomplete leave listings	at AFAFC	destroy after 3 months or when corrective action has been taken whichever is later.
20	other listings and tabulations	computerized listings of input/batch totals, master printouts, unit master file reviews, search requests, check data and other related listings which do not require corrective action		destroy after quarterly master file history has been received.
21	federal income tax and Federal Insurance Contribution Act (FICA)	employer copies of TD W-2 forms and listings, adjustment documents, FICA extracts and other related documents		destroy 4 years after taxes are paid (see Treasury Department Circular E).
22	management information records	computerized listings used for reports, historical data and for evaluation and control purposes		destroy after 3 years or when purpose has been served whichever is sooner.
23	voucher data	detailed payroll money lists, summaries and cover sheets		include in original accounts and dispose of in accordance with T177-5

Table 177-25				
Air Reserve Pay and Allowance System (ARPAS) Documentation				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
24	subsidiary records	listings used to reconcile voucher balancing for disbursements and collections, billing documents, and FICA and FITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers and other accounting data	retained in the fiscal area at AFAFC	destroy 1 year plus 1 month after close of fiscal year in which created, provided there are no outstanding discrepancies.
25	collection and disbursement vouchers	copies of "paid by self" vouchers	at military pay subject matter area	
26		copies of "paid by others" vouchers with supporting documents which are used for accounting purposes	retained in fiscal area at AFAFC	
27	indebtedness control forms	indebtedness data	at AFAFC for in-service and out-of-service Reserve and Air National Guard members	destroy 1 year after final collection or when case is closed.
28	document control data	logs used to provide control for partial payment authorizations	at AFAFC	destroy after 1 year provided copies of "paid by others" vouchers have been received.
29	reference materials	locators, master tables and other similar products used for reference and inquiry purposes		destroy when superseded.

Table 177-25		Air Reserve Pay and Allowance System (ARPAS) Documentation		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
30	posting media	documents (other than source data) used for machine application or control		destroy when purpose has been served.
	ABBREVIATIONS: DFARC USAF ANG AFAFC BAQ TDY AFO CBPO FICA FITW	Denver Federal Archives and Records Center United States Air Force Air National Guard Accounting and Finance Center (Air Force) Basic Allowance for Quarters Temporary Duty Accounting and Finance Office Consolidated Base Personnel Office Federal Insurance Contribution Act Federal Income Tax Withholding		

- NOTES: 1. Documents for periods prior to 1 Jul 1975 will be retained for 10 years, 3 months.
 2. When member transfers to a unit serviced by another office, member handcarries to the gaining unit of assignment.