

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 3/12/79

LEAVE BLANK

JOB NO
NCI-AFU-79-23

DATE RECEIVED
12 MAR 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-10-79 *James B. Rhoads*
Date 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 and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf

5. TEL. EXT
694-3494

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 10 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 MAR 1979	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>RETIREE AND ANNUITANT PAY SYSTEM (RAPS) DOCUMENTATION AT AFAFC (T177-34)</p> <p>Attached revision of Table 177-34 is submitted for your review and approval.</p> <p>The entire table has been completely revised and rules renumbered to reflect the redesigning of the RAPS data base. The expanded Master History File allows for some documentation, previously filed in the Retired Pay Folder, to be retired as substantiating documents as shown in the new rule 9 of the attached table. Also daily payment transactions and some posting media which was previously filed in the folder is now held in the working area for a 90-day period and then destroyed.</p> <p>All other rules are the same, although renumbered to provide for easier operating procedures within the Accounting and Finance Office. Some minor word changes are reflected in columns A, B, C, and D. No retention changes have been made other than those reflected in the new rules 9, 12, and 20.</p> <p>GAO has reviewed proposed table and gave concurrence in their letter of 31 January 1979.</p> <p>Retention periods reflected in attached revised table will adequately serve Air Force requirements.</p>	NCI-AFU 76-78	

26 items

115-107 *Copies sent to SNC, NCW, Agency + NDM: R... 4-18-79*

Table T177-34

*Retiree and Annuitant Pay System (RAPS) Documentation at AFAFC

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	retired pay folders	*source documents used to establish and continue the pay of a retiree and to establish entitlement to unpaid pay and allowances and death gratuity to his survivors; such as retirement orders, data for payment of retired armed forces personnel, survivor benefits elections, records of emergency data, statement of employment, withholding certificates, VA and Civil Service waivers, correction of records, etc., and mentally incompetent records such as medical reports, court appointed fiduciary and other related documents	*terminated due to death or removal from temporary disability retired list	*retire to DFARC after one year where they will be destroyed 6 years after calendar year in which terminated. (See note 3)
2	Annuity pay folders (RSFPP, SBP, limited income)	*Source documents used to establish and continue the pay of an annuitant such as application for annuity, DIC, and social security information,	*terminated due to death or termination of annuitant (note 1)	

Table T177-34		Retiree and Annuitant Pay System (RAPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		certificate of continued eligibility, minimum income claims, request for federal income tax withholding, custodianship certificate, and other documenting evidence		
3		*disallowed limited income claims, correspondence, and other pertinent data		*destroy 1 year after claim has been disallowed.
4	retirement orders with revocations	* nonrecord copies	*distributed to AFAFC for information	destroy after 90 days from date of order.
5	*trustee folders (mentally incompetent-retirees)	*source documents used to establish and continue payments to trustee in behalf of mentally incompetent member such as application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, etc.	*terminated due to death of member, appointment of legal representative or when member is declared competent	*retire to DFARC after one year where they will be destroyed 6 years after calendar year in which terminated. (See note 3)

Table T177-34		Retiree and Annuitant Pay System (RAPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	*mentally incompetent trustee folders (active duty members).	*source documents used to establish and continue payments to court appointed fiduciary or to a trustee in behalf of active duty member such as medical reports, court orders, application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, comfort item reports, military pay orders, and other related documents	*terminated due to death, discharge, separation or when member is declared competent (note 2)	
7	*personal financial record (PFR) for mentally incompetent active duty members	*financial information on individual members forwarded to AFAFC/RPT by accounting and finance officer	*terminated due to death, discharge, separation, or retirement	*forward to AFAFC/DADA where they will be retired after 18 mos to DFARC and will be destroyed after a total of 6 years. (See note 3)
8			*for members who continue on active duty	*send to paying AFO.

Table T177-34		Retiree and Annuitant Pay System (RAPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*9	substantiating documents	allotment authorizations (starts, stops, changes) indebtedness, tax levies payroll deduction agreements, and other related documents	used to increase or decrease the net pay of the retiree or annuitant	forward to AFAFC/DADA after 3 months where they will be retired to DFARC per T177-5, Rule 2.1.
10	*update processing data (Not-pay affecting)	*change of check, correspondence, and allotment addresses, authorizations for deposit of federal recurring payments, monthly certificates of existence, copies of request for stop payments, removal of stop payment action, and unavailable check cancellations, requests for disposition of checks and bonds and returned check records, and other miscellaneous history items and company code changes	*used to update the master file history	*destroy 3 months after processing date.

Table T177-34		Retiree and Annuitant Pay System (RAPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	*retiree/annuitant pay master file history	*account identification, entitlement data, pay and allotment data, accounts receivable and transaction history	*originals (month-end)	*retire to DFARC where they will be destroyed after a total of 40 years.
*12			operational copies and which are retained in central reference area,	destroy daily copies after receipt of month-end. Destroy month-end copies after 10 years.
13			*operational copies of daily and month-end and are retained in functional areas	*destroy after receipt of next month-end copies.
14	voucher data	*retiree, annuitant, and allotment voucher listings and summaries, blanket company and financial organization listings and summaries, bond schedules, VA Class N summaries and accounts receivable listings and other related data	originals	*retire to DFARC where they will be destroyed after a total of 6 years and 3 months per T177-5. (See note 3)
15			*retained in the fiscal area	*destroy one year plus 1 month after close of fiscal year in which created, provided there are no outstanding discrepancies.

Table T177-34		Retiree and Annuitant Pay System (RAPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16			*are used for reference and inquiry purposes	*destroy after 2 years or when purpose has been served, whichever is sooner.
17	*voucher balancing, reconciliation and control data	*subsidiary records used to reconcile voucher balancing for disbursement and collections, such as accounting controls, processing parameters, pay authorization, deposit, check and bond totals and check control summaries, blanket company and VA Class N debit/credit registers, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers, and other accounting media	*retained in the fiscal area	*destroy one year plus 1 month after close of fiscal year in which created, provided there are no outstanding discrepancies.
18	*edit, reconciliation and exception listings	*uncleared transactions, lot proof listings, management notices, pay status analysis, payment and processing exceptions, VA allotment and master	*used for research, correction, review and reconciliation of rejects, conditions or events, as appropriate	*destroy after 1 year or when purpose has been served, whichever is sooner.

Table T177-34		Retiree and Annuitant Pay System (RAPS) Documentation at AFAFC		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		file reconciliation listings and other similar products		
19	*management information records	*records which reflect the activity of the retired and annuitant pay system, internal examination records, and other related documents	*used for statistical and management purposes	*destroy after 2 years or when purpose has been served, whichever is sooner.
*20	reports (controlled or uncontrolled)	tabulations, summaries or feeder reports	used for budget, statistical or information purposes	destroy after 1 year or when no longer needed.
21	*tax data	*FITW documents such as TD W2, W2Ps, W2 P negative/zero balances, alien control lists, retiree and annuitant W2P control lists.		*destroy 4 calendar years after taxes are paid.
22	*reference materials	*company code directories, locators and other similar products	*used for reference and inquiry purposes	*destroy when superseded.

TABLE 177-34 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
23	transmittal letters	* forms or correspondence used to transmit documents or to request documents or information		* destroy when documents or information has been received.
24	posting media	* documents (other than source data) used for machine application or control such as post data transcript forms, worksheets, etc.		* destroy after 90 days or when purpose has been served.
25	control logs	manual and computer payments	used to record disbursement and collection vouchers	* destroy 1 year after close of fiscal year in which created.
26	document control records	* logs of numbered and un-numbered source documents such as MPO logs, transmittal logs		* destroy 90 days after close of fiscal year in which created.
<p>*Note 1. Limited income cases are subject to be reopened. * 2. If member is placed on the permanent or temporary disability retired list documents will be retired per rules 1 and 4 as applicable. * 3. Documentation created before 1 July 1975 will be retained for a period of 10 years and 3 months.</p> <p>ABBREVIATIONS USED:</p> <p>AFAFC = Air Force Accounting and Finance Center VA = Veterans Administration DFARC = Denver Federal Archives and Records Center RSFPP = Retired Serviceman's Family Protection Plan SBP = Survivors Benefit Plan DIC = Dependency and Indemnity Compensation AFO = Accounting and Finance Office FITW = Federal Income Tax Withholding MPO = Military Pay Order</p>				