

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 6/13/79

LEAVE BLANK	
JOB NO NCI-AF4-79-35	
DATE RECEIVED 06 JUN 1979	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>7-20-79</i> Date	<i>James B. [Signature]</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 and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Preston B. Speed

694-3495

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 7 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 29 MAY 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
	<p align="center">NAF FINANCIAL MANAGEMENT RECORDS (Table 176-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposal authorities for various non-appropriated fund financial management records.</p> <p>Our proposed changes include numerous revisions in disposal criteria, independent scheduling for certain duplicate financial records maintained by non-appropriated fund instrumentalities, and the establishment of specific disposal criteria for certain budgeting records, financial statements and reports.</p> <p>Acronyms used include NAF for non-appropriated fund, NAFFMB for non-appropriated fund financial management branch, AFAFC for Air Force Accounting and Finance Center, and AFMPC for Air Force Manpower and Personnel Center.</p> <p>The General Accounting Office has concurred.</p>	<p>NN 170-33</p>	

sent to: NNM, NPREM, agency JA 7-25-79

TABLE 176-3

NAF FINANCIAL MANAGEMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	budgetary data	merchandise, payroll, profit/ loss, and capital expenditure budgets	maintained at the NAFFMB as a result of monthly or yearly budgeting practices	destroy after 5 years
2		data on advanced approvals of expenditures for fixed assets such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.		
2.1		copies of documents described in rules 1 and 2	at NAF fund activities	destroy after one year, or when purpose has been served, which- ever is sooner.
3	financial statements and reports	statements (including consol- idated reports) of audits and inspections	at preparing activities above base level	destroy after 5 years.
4		monthly and quarterly state- ments and reports with substantiating data	at preparing activities at base or unit level	destroy after 4 years.
4.1			at other than the prepar- ing activity	destroy when purpose has been served.

TABLE 176-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	financial statements and reports (continued)	working papers and other support data relating to statements and reports in rules 3 and 4	at other than the preparing activity	destroy when purpose has been served
6		informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports)		
6.1		computer listings of command input comprised of edit, error, out-of-balance, and discrepancy data	used for internal processing at AFAFC	destroy after 4 months.
6.2		monthly and quarterly consolidated command reports such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories, e.g., welfare, membership, revenue producing and special funds	at AFAFC and AFMPC	destroy after 5 years.

TABLE 176-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16	working funds	reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips	record copies at the NAFFMB reflecting all deposits, reimbursements, and a running balance of cash in the bank	destroy after 4 years, or on liquidation of the fund, provided a terminal audit is satisfied. If discrepancies are involved, see Table 175-2.
16.1			copies at preparing activities	destroy 120 days after month prepared.
17	month-end working papers	records of bank reconciliations and other audit working papers	used for detailing general ledger control account balances	destroy after 2 years.
18	daily reports	reports of detail merchandise, cash, sales, food, service, etc., with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related documents	record copies at the NAFFMB reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report	destroy after 4 years, provided account is clear.
18.1			copies at preparing activities	destroy 120 days after month prepared.
19		consolidated daily reports	record copies maintained at the NAFFMB used to support entries in cash receipts journals and for posting the subsidiary accounts receivable ledger	destroy after 4 years, provided account is clear
19.1			copies at preparing activities	destroy 120 days after month prepared.

TABLE 176-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21	accounts receivable	individual subsidiary records of amount due the fund and supporting documents	office of record copies reflecting merchandise sale on credit basis	destroy after 4 years, provided the account is clear.
21.1			copies at using activities other than the office of record	destroy 120 days after month prepared.
	(Rules 22 thru 25.1, No Change)			
26	open mess guest checks	kitchen copy of check		destroy when purpose has been served.
27	bingo	signature sheets and other pertinent data	record copies at the NAFFMB reflecting prizes awarded and related transactions	destroy after 2 years
27.1			copies at preparing activities	destroy 120 days after month prepared.
28	machine reports	vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts etc.	record copies at the NAFFMB reflecting incomes from various machines	destroy after 2 years.
28.1			copies at preparing activities	destroy 120 days after month prepared.

TABLE 176-3 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
29	collection records	cash collection receipts	record copies maintained at NAFFMBs reflecting collection of NAF membership dues, concession income and related collections	destroy after 4 years.
29.1			copies at preparing activities	destroy 120 days after month prepared.
30			receipt books and duplicate receipts	record copies maintained at NAFFMBs
30.1	copies at preparing activities	destroy 120 days after month prepared.		
31		accounts control records	record copies maintained at NAFFMBs	destroy 4 years after NAF membership is cancelled or otherwise terminated, provided the account is clear.
31.1			copies at preparing activities	destroy 120 days after NAF membership is cancelled or otherwise terminated, provided the account is clear.

TABLE 176-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	Rules 32 thru 38, No Change			<i>No change</i>
38.1	individual earning data	individual pay records, forms or mechanized listings in lieu thereof	record copies maintained at the NAFFMB and used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year	forward to NPRC when the records are 3 payroll years old, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (notes 1 and 2).
38.2			copies at other activities	destroy 90 days after month prepared.
	Rules 39 thru 45, No Change			
46	collection sheets and fee registers	childcare collection sheets, field ration mess supplemental service charge collection sheets, etc.	record copies maintained at the NAFFMB	destroy after 2 years.
46.1			copies at preparing activities	destroy 120 days after month prepared.
47		golf course fee registers, swimming lessons, and pool registers, etc.	record copies maintained at the NAFFMB	destroy after 2 years.
47.1			copies at preparing activities	destroy 120 days after month prepared