

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-AFU-81-69	
DATE RECEIVED July 15, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-8-81 Date	<i>Edward Walden</i> acting 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 DIRECTOR OF ADMINISTRATION	
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 5 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 JUL 07 1981	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>INTERNATIONAL ACCOUNTING DOCUMENTATION (T177-3) (APPLICABLE TO AIR FORCE ACCOUNTING AND FINANCE CENTER)</p> <p>Attached submission is forwarded for your review and approval.</p> <p>Our Air Force Accounting and Finance Center maintains financial documentation for the Security Assistance Accounting Center pertaining to Foreign Military Sales.</p> <p>We propose to add rules 10 through 17 to table 177-3 to cover all documentation created and received by the Security Assistance Accounting Center. Rules 7 and 9 contain minor administrative changes with no changes in retention periods.</p> <p>General Accounting Office concurrence is attached.</p> <p>Retention periods will adequately serve our requirements.</p>	CRS 0; various items	11 items

TABLE 177-3

* INTERNATIONAL ACCOUNTING DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	*foreign military sales (FMS) case files	*United States Department of Defense Offer and Acceptance, collection history with receipts, disbursement documentation, delivery history with FMS transactions, audit summary sheets, computer ledger listings, and miscellaneous correspondence pertaining to the case	at AFAFC	*destroy 10 years after FY in which case is closed.
8	detailed balance of payment transactions	*reports of cash transactions affecting funds disbursed and/or collected		*destroy 10 years after FY in which created.
9	foreign military sales (FMS) billing	*copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence; delivery, and case control listings		
*10		operational copies of documents in rule 9		destroy after 8 subsequent cycles have been received.

TABLE 177-3 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
*11	collection and disbursement vouchers	operational copies		destroy after posting/ balancing actions are complete or when purpose has been served.
*12		copies of vouchers and supporting documents maintained centrally for research and audit purposes		retire to Denver FARC after 3 years where they are destroyed 10 years after FY in which created.
*13	command reimburse- ments	command lists, accounts- payable lists, noninter- fund transactions lists, and other products supporting FMS reimburse- ments to commands		
*14		operational copies		destroy 3 years after discrepancies are resolved.
*15	reports of item discrepancies	forms, lists, etc., dis- crepancies and related correspondence	<p>Amended by R. Wire per M. Vandergaaf, 8/5/81</p>	retire to Denver FARC 3 years after discrepancy is resolved, ^{and destroy 10 years} after discrepancy is resolved, held for 7 additional years and destroyed.
*16	Army and Navy ini- tial loading mater- ial	initial load cumulative list, case spread sheets, audit notes, FMS trans- actions, and related documentation		destroy 10 years after FY in which created.

TABLE 177-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*17	Army/Interfund 	billing data which consists of Army Input Totals List, Rejected Army Interfund Transactions, Army Interfund Unmatches by Product Control Number (PCN), Register of Delete Out-of-Balance Actions taken, In-Balance Summary Cards List, Retail Stock Loss Allowance Transactions, Interfund Zero Balance Listings, Unidentified Input to Security Assistance Accounting Center (SAAC) Converter, FMS Interfund Summary Transactions, History File and other documents pertaining to Army/Interfund		destroy 3 years after FY in which created.