

Wallace NYMML

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 AIR FORCE

2 MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

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

5 TEL EXT
694-3494

LEAVE BLANK

JOB NO
NCI-AFU-82-28

DATE RECEIVED
February 3, 1982

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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

4-23-82 *Wallace*
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 12 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 25 JAN 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div
------------------------------	---	---

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 Documentation (T177-4) (Applicable Air Force-wide)</p> <p>Attached revised table 177-4 is submitted for your review and approval.</p> <p>It updates the terminology and revises several retention periods. It also takes three rules out of table 177-16 and puts them in table 177-4. A comparison table is attached for your ease of reference. We have also included a listing of abbreviations used in the table.</p> <p>General Accounting Office concurrence is attached.</p>	NCI-AFU-78-60	23 items

115-107

Standard Form 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4

ANNM by F.A.W., 4/27/82. Miss data change sheet for ch. of AFM 12-50

Closed Out: 4-29-82: K. F. [Signature]

Copy to [Signature]

TABLE 177-4

*REVOLVING FUND DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	industrial funds	*printing requisitions		destroy after 1 year.
2		ledgers (subsidiary and detail), registers, trial balances, requisitions, movement, documents, and supporting books of original entry		destroy after 2 years, provided any corrective action required by audit has been accomplished (see table 175-2).
3	Air Force Stock Funds	*subsidiary ledgers, journal vouchers, books of original entry (including commissary journals)		*destroy after 2 years, provided any corrective action required by audit has been accomplished.
3.1		*computer listings of base input comprised of prevalidation, edit errors, SRAN status, out-of-balance, and in-balance	are used for internal processing at AFAFC	destroy after 6 months.
4	general ledgers	books of final entry (manual and machine form ledgers)		destroy after 6 years.
5	financial statements	year end statements		destroy after 5 years.
6		copies of statements		destroy after 1 year.

TABLE 177-4 (continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
6.1		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	at AFAFC	destroy after 5 years.
7	*Medical/Dental Stock Funds (B3500/BV products)	*computer products including but not limited to: A&F adjustment error list; daily materiel transaction list; daily update; BK1, BK2, and 1BT card transmittal list, project funds management record list (daily); cost center/due-out change list, due-in record audit list; claims payable/receivable status; cost center due-out reconciliation adjustment list; GLA transaction update (daily); processing control report	*used primarily to support medical/dental stock funds general ledger update; to reconcile with the trial balance and to reconcile to expense, obligation, and reimbursement data in the general accounting (BQ) system	*destroy after 3 months.

TABLE 177-4 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8		*local purchase and MILSTRIP payment listings; PFMR/CCR status and reconciliation (EOM); Medical Materiel Accounting System output; Medical Materiel Management Report; Project Funds Management Record List (EOM); Negative Billings Report; Monthly reimbursable investment transactions; stock fund reimbursable sales and sales returns customer billing documents; excess to DPSC (EOM); claims receivable payable records (EOM); on-order-intransit and payable listing (EOM); summarized general ledger summary listing; cost center list (EOM); procurement fund summary record list (EOM); local purchase open item list (EOM); MILSTRIP research and followup list; GLA transaction update (EOM); E,		destroy after 1 year.

TABLE 177-4 (continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
		GLA, MGL, S trans- actions		
9	*Air Force Stock Fund Reporting System (B3500/YO)	*Air Force stock fund materiel accountant errors/messages; stock fund managers errors/ messages		*destroy 30 days after report month.
10		*Air Force stock fund processing control		*destroy after 1 year.
*10.1		*general ledger audit update		*destroy after 6 years.
11		*Air Force stock fund trial balance; proof of accounts		*destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accom- plished (see table 175-2)
12		*consolidated payment history list		*destroy after 1 year.
13		*commissary open item listings		
14	*Automated Materiel Accounting System (U1050-II)	*computer listings in- cluding but not limited to: EOD, IMR and GLA update; daily PFMR/	*used primarily to review SBSS trans- action and their effect on the	*destroy after 3 months or upon receipt of new list- ing. Where annotation is required, retain document

TABLE 177-4 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		OCCR update and re- conciliation; EOD punch- out; FIA code listing	accounting records	until annotation has been transferred to new docu- ment.
*15		*SF MACR status report; daily fuels update and AMAS punch-out; local purchase and MILSTRIP payment list; stock fund on-order, intransit payable list; organi- zation cost center lists (EOM plus all cost cen- ter report card lists); PFMR detail billing lists; EOM punchout; SFIMR report; fuels sales analysis report; avaiation fuels bill- ings; stock fund unobli- gated and obligated due- out summary report; SF billing products; PFMR reports (EOM); A&F stock fund due-out reports; LP and MILSTRIP re- search and followup list	*used primarily to support AFSF gen- eral ledger update; to reconcile with the trial balance; and to reconcile to expense, obli- gation and reim- bursement data in the General Accounting (BQ) System	*destroy after 1 year.
*16	Machine cards	including but not limi- ted to: local purchase and MILSTRIP payment		destroy 30 days after month produced or processed.

TABLE 177-4 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		cards; AVFUEL obligation transaction cards; E and R cards; GLA cards; fuel sales analysis report cards; followup cards; trial balance report cards		
*17		seller interfund cards		destroy 6 months after produced.
*18	AVFUEL management Accounting System (AMAS)	AVFUEL Transaction/Edit List, Parts I through VII; AVFUEL Transient Refueling Suspense Control; AVFUEL Transient Open Item List		destroy after 3 months.
*19		Assigned Aircraft Validation Control Listing; Wing/Base Aircraft Summary; Wing/Base MDS Summary; Current Month AZZ AVO, and AHR Transmittal List		destroy 1 year after close of FY.
*20	Commissary Accounting	Monthly Local Purchase Receipts at Inventory Value/Standard and Cost; Interfund Billing Transaction List; Delete Transaction List; Open		destroy after 1 year.

TABLE 177-4 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		Item Listing; Monthly General Ledger Summary List; Summary of Re- ceipts from DPSC Sources		

TERMS AND ABBREVIATIONS (Table 177-4, AFM 12-50)

1. AFSF - Air Force Stock Fund
2. AMAS - AVFUEL Management Accounting System
3. AVFUEL - Aviation Fuel
4. CCR - Cost Center Record
5. DPSC - Defense Personnel Supply Center
6. EOD - End of Day
7. EOM - End of Month
8. FIA - Financial Inventory Account
9. GLA - General Ledger Account
10. IMR - Inventory Management Record
11. LP - Local Purchase
12. MACR - Materiel Acquisition Control Record
13. MDS - Mission, Design, and Series
14. MILSTRIP - Military Standard Requisitioning and Issue Procedures
15. OCCR - Organization Cost Center Records
16. PFMR - Project Funds Management Record
17. SF - Stock Fund
18. SFIMR - Stock Fund Inventory Management Record
19. SRAN - Stock Record Account Number

Transaction Codes for Computer/Report Cards

- | | | |
|--------|--------|---------|
| 1. AHR | 5. BK2 | 9. R |
| 2. AVO | 6. E | 10. S |
| 3. AZZ | 7. GLA | 11. 1BT |
| 4. BKI | 8. MGL | |

COMPARISON TABLE

<u>OLD TABLE AND RULE</u>	<u>NEW TABLE AND RULE</u>	<u>REMARKS</u>
T177-4, R1	T177-4, R1	Column B is changed. No change in retention.
T177-4, R2	T177-4, R2	No change.
T177-4, R3	T177-4, R3	Change in Column B. No change in retention.
T177-4, R3.1	T177-4, R3.1	Change in Column B. No change in retention.
T177-4, R4	T177-4, R4	No change.
T177-4, R5	T177-4, R5	No change.
T177-4, R6	T177-4, R6	No change.
T177-4, R6.1	T177-4, R6.1	No change.
T177-4, R7	T177-4, R7	Changes in Columns A, B, and C. Change retention period from <u>2</u> to <u>3</u> months.
T177-4, R8	T177-4, R8	Changes in Columns A, B, and C. No change in retention.
T177-4, R9	T177-4, R9	Changes in Columns A, B, and reduce retention period in Column D from <u>3</u> months to <u>30</u> days.
T177-4, R10	T177-4, R10	Changes in Columns A and B. Establish 1 year retention period.
T177-4, R11	T177-4, R10.1	Changes in Columns A and B. Establish 6 year retention period.
T177-4, R12	T177-4, R11	Changes in Columns A and B. Establish 2 year retention period.

COMPARISON TABLE (PAGE 2)

<u>OLD TABLE AND RULE</u>	<u>NEW TABLE AND RULE</u>	<u>REMARKS</u>
T177-4, R13	T177-4, R12	Changes in Columns A and B. No change in retention.
T177-4, R14	T177-4, R13	Changes in Columns A and B. Establish 1 year retention period.
T177-16, R11	T177-4, R14	Changes in Columns A, B, and C. Increase retention from <u>2</u> to <u>3</u> months.
T177-16, R12	T177-4, R15	Changes in Columns A, B, and C. No change in retention.
T177-16, R13	T177-4, R16	Changes in Columns A, B, and C. Establish 30 day retention period.
None	T177-4, R17	New rule for documents not covered in AFM 12-50.
None	T177-4, R18	"
None	T177-4, R19	"
None	T177-4, R20	"