

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20409

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE 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-82-31

DATE RECEIVED

February 22, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-3-82
Date

Neil Vandergraaf
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 2 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 MARK H. COON, MAJ, USAF

17 Feb 82

Mark H. Coon

Documentation Mgmt
Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1

PAY ALLOTMENT DOCUMENTATION (T177-26)
(Applicable Air Force-wide)

Attached proposed additional rules 2.1, 2.2, 2.3, and 2.4 to table 177-26 are for your review and approval.

The additional rules identify the dependency folder documentation other than the copy identified in rule 2. Due to a change in Air Force operational procedures, the need to identify the other copies is essential for proper maintenance and disposition.

The proposed retention criteria adequately serves Air Force purposes.

NCI-AFU-76-75

Mass Data Change Sheet Not Required

5 Items

*Closed Out: 3-4-82: K.H.J.
Copy to Agency*

TABLE 177-26

*PAY ALLOTMENT DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	no change	no change	no change	no change
2	*dependency folders (DEP) at AFAFC	no change	no change	no change
*2.1	dependency folders (DEP) at AFOs		approved and sent to AFAFC/AJSD 10 days after end of month	
*2.2			disapproved and sent to AFAFC after 90 days	
*2.3		duplicates of above	retained by AFOs	destroy 12 months after date of last action or when purpose has been served, whichever is sooner.
*2.4		rebuttals or referrals	received by AFOs and sent to AFAFC upon receipt	destroy 6 years after separation from active duty unless subsequent action; in which case destroy 6 years from last action.
3	no change	no change	no change	no change