

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 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

6 CERTIFICATE OF AGENCY REPRESENTATIVE

5 TEL EXT

694-3494

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO | NCI-AFU-83-35 |
| DATE RECEIVED | 11/22/82 |
| 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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10 | |
| 3-28-83 Date | <i>John W. ...</i> Archivist of the United States |

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 3 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 |
| 10 NOV 1982 | <i>James E. Dagwell</i> | JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration |

| | | | |
|-----------|--|--------------------|-----------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|--|--------------------|-----------------|

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT (T176-3)
(Applicable Air Force-wide)

1 Attached is for your review and approval. We have changed the disposition of the letters appointing fund councils in Column C of current rule 44 to Column C of proposed rule 44.2. This will more effectively retain the documents for a shorter period of time as they are not needed for the life of the funds, but only for 6 years after the FY to which they pertain. Other administrative changes in the revision are self-explanatory.

The proposed retention periods adequately serve Air Force requirements.

NCI-AFU-79-35

Mass data change sheet required.

Copy to agency, 4-13-83; ~~80~~

8 items

TABLE 176-3

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT

| R U L E | A | B | C | D |
|------------------|-----------------------------------|---|--------------------------|---|
| | If documents are or pertain to | consisting of | which are | then |
| 44 | chaplain funds | *life of the fund: orders establishing funds, disbursement limitations, waivers, documents of dissolution and other similar papers | at installation level | destroy 6 years after FY in which fund is dissolved. |
| 44.1 | | *orders appointing fund custodians, approval for NCO custodians, documentation authorizing petty cash, warranty information and oper- ating instructions for property, maintenance history of property | | destroy when superseded, revoked, obsolete or when no longer needed. |
| 44.2 | | *letters appointing fund councils, accounting documentation and purchase order registers | | destroy 6 years after end of FY to which they pertain. |
| 44.3 | | monthly accounting documentation: minutes, statement of operations and net worth, bank statements and cancelled checks, chapel offering certificates, bank deposit slips, receipt vouchers, expenditure | | destroy 4 years after end of FY to which they pertain. (Exception: Destroy docu- ments required for support of any claim when action is resolved provided the retention period has elapsed. |

TABLE 176-3

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT

| R U L E | A | B | C | D |
|------------------|--------------------------------|---|----------------------------------|--------------------------------------|
| | If documents are or pertain to | consisting of | which are | then |
| | | vouchers and supporting documents, purchase orders | | |
| 44.4 | | *contracts | | *dispose of per table 70-1. |
| 44.5 | | *letters, indorsements, fund council agendas and related supporting documents and other correspondence related to general administration of the funds but not needed as supporting documents for the accounting documentation | | *dispose of per table 10-1, rule 2. |
| 44.6 | | nonexpendable property documentation and disposition of property documentation | at MAJCOM/Installation level | destroy after disposition of assets. |
| 44.7 | | statement of operations and net worth | at other than installation level | destroy after 2 years. |
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