

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO<br><b>NCI-AFU-84-35</b>  |  |
| DATE RECEIVED<br><b>6/14/84</b>   |  |
| 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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| <i>Dec 11, 84</i><br>Date   | <i>[Signature]</i><br>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  
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION  
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER  
Neil Vandergraaf

5. TEL EXT  
6943494

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 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<br><b>8 JUN 1984</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Grace T Rowe</i> | E. TITLE<br>GRACE T. ROWE<br>Documentation Mgt Branch |
|------------------------------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------|------------------|
|            | <p>COMMERCIAL SERVICES - FINANCIAL DOCUMENTATION<br/>TABLE 177-18<br/>(Applicable Air Force-wide)</p> <p>Attached submission is forwarded for your review and approval. The Department of the Air Force needs to increase the retention of cancelled obligations of undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) records used to support claims by vendors from 1 year to 6 years and 3 months. The increased retention period will adequately serve the interest of the Air Force and the government in order to protect the interests of the public and the United States Government.</p> <p>We propose to split rule 3 of Table 177-18, AFR 12-50, Volume II into two rules to separate the two items currently covered therein. The new rule 3.1 will cover the UOO and AEU records with a disposition to destroy 6 years and 3 months after cancellation. Disposition of rule 3 remains the same.</p> <p>General Accounting Office concurrence has been obtained and is attached to this SF 115.</p> | NN-170-33           |                  |

*No mass data change sheet required. Copy of job sent to agency by RAW on 12-14-84.*

*2 items*

TABLE 177-18

COMMERCIAL SERVICES - FINANCIAL DOCUMENTATION

| R<br>U<br>L<br>E | A                              | B   | C         | D  |
|------------------|--------------------------------|---|-----------|--|
|                  | If documents are or pertain to | consisting of   | which are | then   |
| Item 1<br>3      | *cancelled commitments         | *unobligated commitments (UOCs) retained per AFR 177-102, Chapter 9   | at AFOs   | destroy 1 year after cancellation.               |
| Item 2<br>*3.1   | *cancelled obligations         | *undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) used to support claims by vendors |           | destroy 6 years and 3 months after cancellation. |
|                  |                                |   |           |  |