

Air Force and Department
10/1/72

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 7 1972	JOB NO. NN-173-4
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 "with-drawn" in column 10.	
Date <i>7-11-72</i>	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF
2. MAJOR SUBDIVISION
Directorate of Administration
3. MINOR SUBDIVISION
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C.J. Phillips
5. TEL. EXT.
11/29209
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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

28 JUN 1972

R. E. Reilly
(Signature of Agency Representative)

**R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">ACCOUNTING AND FINANCE (T177-31) (Applicable to Accounting and Finance Center)</p> <p>The purpose of this proposed attached decision logic table is to provide new disposition standards for financial statements, schedules, and controlled reports maintained at the Air Force Accounting and Finance Center, Denver, CO.</p> <p>Present disposition is covered by Table 177-1, rule 1, which will be revised to eliminate reference to levels above major command. AFM 177-131 establishes the AFAFC as the responsible office for maintenance of HQ USAF accounting records.</p> <p>Proposed new disposition standards are deemed adequate to meet Air Force requirements.</p>		

TABLE 177-31

Financial Statements, Schedules and Controlled Reports at AFAFC

R E L E	A	B	C
E	If documents are or pertain to	consisting of	then
1	cash accounting data	reports and supporting documentation showing cash accountability status of financial activities through disbursement and collection transactions except:	destroy 2 years after FY in which created. DISPOSAL APPROVED
		June finals of above reports and report HAF-XGA-C5	destroy 4 years after FY in which created DISPOSAL APPROVED
3		reports HAF-C269 and DD-COMP(SA)474	destroy 5 years after FY in which created. DISPOSAL APPROVED
4	appropriation accounting data	reports and supporting documentation portraying the status of appropriated funds in terms of availability, commitments, obligations, disbursements and collections, except:	destroy 4 years after FY in which created DISPOSAL APPROVED
5		reports of appropriation reimbursements June finals, reports of status of project by OAC June finals, report of budget execution finals, and report DD-COMP(A)875	destroy 5 years after FY in which created DISPOSAL APPROVED
6	expense accounting data	reports and supporting documentation showing the expense incurred in selected activities except:	destroy 4 years after FY in which created DISPOSAL APPROVED
		4th quarter of reports HAF-C268 and DD-COMP(Q) 1029	destroy 5 years after FY in which created. DISPOSAL APPROVED
8	financial statements (general ledgers)	reports and supporting documentation showing the financial position of the USAF and selected activities, except:	destroy 3 years after FY in which created. DISPOSAL APPROVED
9		reports HAF-XDT-CL4, HAF-C39-1 and 2, and HAF-C272 (4th quarter/June final)	destroy 5 years after FY in which created. DISPOSAL APPROVED
10	miscellaneous type accounting data	a variety of reports and supporting documentation not classified in above rules	destroy 3 years after FY in which created. DISPOSAL APPROVED