

air force and defense

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

1 item

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 24 1972	JOB NO. NN-173-16
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>8-4-72</i>	<i>Janet R. Phelan</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 X29209

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.

R. E. RELLY, Chief
Documentation Management Branch
Directorate of Administration

20 JUL 1972

R. E. Relly

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">INTERNAL CONTROL RECORDS (Table 177-17) (Applicable to the Air Force Accounting and Finance Center)</p> <p>The purpose of this submission is to provide disposition standards for documentation relating to disposition of returned bonds at the AF AFC. Documentation consists of punched cards showing the bond owner and disposition made of the returned bonds. They are used to answer inquiries concerning returned bonds.</p> <p>Rule 12 of present table 177-17 is amended by adding bond documentation as well as check documentation to description.</p> <p>Proposed retention period is adequate to meet AF needs.</p>	NN 170-33	

TABLE 177-17 INTERNAL CONTROL RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then	Supersedes AFM 187-5 1 Dec 66 paragraph
12	returned checks and bonds	original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds	at AFAFC	destroy after 3 years. DISPOSAL APPROVED	