

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

AF Undifferentiated

LEAVE BLANK	
DATE RECEIVED SEP 26 1972	JOB NO. 11-173-69
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>10-5-72</i>	Archivist of the United States <i>James B. Rhoads</i>

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.

22 SEP 1972

R. E. Reilly

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

(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
	<p>FINANCIAL DATA FILES (USAFR/ANG) (177-33) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to provide current disposition standards for Financial Data Files (FDF) maintained for Air Force Reserve and Air National Guard personnel. <u>These are duplicate copies</u> maintained at Central Base Personnel Office (CBPO) or comparable level. Originals are maintained at the Accounting and Finance Center, Denver, CO, and are covered by AFM 12-50, Table 177-25, Rules 9 thru 14.</p> <p>Proposed recommended disposition has been coordinated with offices of primary responsibility for subject documentation.</p>		

11 items

*To NNM 27 Sep 72
Ret w/o comment 2 Oct 72*

Financial Data Files (FDF)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	Financial data documentation supporting Air Reserve Pay and Allowance System (ARPAS) for USAFR/ANG	employee withholding exemption certificates	maintained at base military pay SMAs for Air Reserve Forces	retain original as long as possible plus 4 additional years. If retention period has expired at time of discharge of member, transmit original to SUADA with ARPAS supporting documentation.
		authorization to start or stop BAQ credit		transmit original to SUADA with ARPAS supporting documentation. Retain copy in FDF and destroy when case is closed, or when member is separated from service.
3		application for BAQ for members with dependents		
4		declaration of benefits received and waivers		
5		officer uniform allowance certification		
6		pay check disposition instructions		
7		cash collection vouchers		
8		emergency payment authorization		
9		indebtedness to the Government or individual		
10		pay and allowance claims for individual		
11		servicemen's group life insurance election or interim form containing an election		