

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*AF Undifferentiated*

LEAVE BLANK	
DATE RECEIVED	JOB NO.
SEP 26 1972	NN- 173070
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>Acting</i> <i>Mabel E. Stewart</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.

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

22 SEP 1972

*R. E. Relly*  
(Signature of Agency Representative)

(Date)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>FINANCIAL DATA FILES (ACTIVE DUTY) (177-32)</b> (Applicable Air Force-wide)</p> <p>The purpose of this submission is to provide current disposition criteria for Financial Data Files (FDFs) maintained for active duty military personnel at base level.</p> <p>Disposition instructions for subject records was formerly contained in AFM 35-14 which has been amended recently and references to FDFs have been eliminated because maintenance responsibility now rests within Accounting and Finance and not Personnel as in the past</p> <p>Proposed standards have been coordinated with offices of primary responsibility for subject documentation.</p> <p><i>All substantive records maintained at a higher level. 10/</i></p>		

*24 items*

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

## Financial Data Files (FDF)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Financial data documentation supporting active duty/EAD military pay	employees' withholding exemption certificate	maintained at base military pay SMAs.	retain as long as in e additional years, then retention has not expi charge of member, forw with member's discharg
2		authorization to start or stop BAQ credit		forward to AFAPC/AJEEC discharge MPR.
3		authorization to start, stop or change an allotment		
4		copies of MPOs with supporting documents pertaining to reenlistment bonus, family separation allowance, special continu- ation pay for designated officers and copies of officer's certificate, dis- continued allotment for combined charity drive, start, stop or adjust basic allow- ance for subsistence		destroy when supersede ation of member from g
5		application for BAQ for members with dependents		
6		request and certification of individual for opening temporary pay record		
7		request for payment of VRB in fewer than annual equal installments		
8		declaration of benefits received and waivers		
9		officer uniform allowance certification		

TABLE 177- 32

Financial Data Files (FDF)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10		pay check disposition instructions		
11		waiver of recovery of payments made as advance of pay upon evacuation of dependents		
12		certificate pertaining to acceptance/declination of special continuation pay		
13		computer print-outs of all current allotment records		
14		authorization for monthly deduction of pay by class R allotment		
15		request, authorization and pay order BAS-separate rations		
16		statement to substantiate payment of FSA, with supporting documents		
17		commander's authority for payment of BAS when rations in kind or government messing facilities are not available		
18		certificate authorizing BAQ without dependents		
19		pay adjustment authorization		
20		copies of public vouchers for purchases and services other than personal		

destroy 6 months after discontinuance, or upon member from active s

destroy 1 year after upon separation of service.  
destroy 1 year from for which the allow upon separation of service.

TABLE 177-32

Financial Data Files (FDF)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21		copies of cash collection vouchers		destroy upon withdrawal, deposit or upon separation from active service.
22		emergency payment authorization		destroy when superseded, assignment to CONUS, or upon discharge of member from active service.
23		indebtedness to the Government or individual		destroy when paid or satisfied.
24		pay and allowance claims for individual		destroy when paid or satisfied.