

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

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:

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED MAY 14 1973 | JOB NO. NN-173-249 |
| 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. | |
| <i>June 4, 1973</i> Date | <i>James B. Rhoads</i> Archivist of the United States |

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11 MAY 1973

R. E. Reilly
(Signature of Agency Representative)

**R. E. RELLY, 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>MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS AT AFAFC (DLT 177-29)</p> <p>The purpose of this submission is to establish revised disposition standards for documentation created in performing merged accounting and finance (MAFR) reports.</p> <p>Proposed DLT 177-29 revision is deemed desirable in order to more adequately describe present documentation practices and to provide for its disposition.</p> <p>The attached table was prepared and submitted by the Air Force Accounting and Finance Center, the office of primary responsibility for subject documentation within the Air Force.</p> <p><i>Approval is given subject to the concurrence of the Government Accounting Office (GAO). H. L. W. 31 May 1973</i></p> | NN168-147 | |

ged Accounting and Finance Reporting (MAFR) System Records at AFAFC

| A | B | C |
|------------------------------------|--|---|
| If documents are or pertain to | consisting of | then |
| transitory work files | transitory MAFR control data having recurring updates (such as appropriations master validation file, sales code file, ADSN file); interfund seller address file, records location; master listings of edit error and out-balance listings, miscellaneous correspondence | destroy 30 days after month in which created or when superseded by update |
| C146/C147 Accountant working files | transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; documentation including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; By Other listing; C205 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings | destroy six months after month in which created, or when purpose has been served |
| C146/C147 ADSN, DCASR, CADC inputs | C146/C147 folders, including autodin list and EDP listings of ADSN reports, C205 cycle data, MILSCAP CPN inputs and TC suspense; and other related EDP listings including adjustment vouchers, automatic validation and other related listings and correspondence pertinent to AFO cycle and month end processing; includes data peculiar to MAC transportation processing | destroy two years after the first year in which created or when purpose has been served whichever is sooner |
| MAFR Other Service for Air Data | Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, C140, C143, C147 reports, SF 1221; schedules of transactions, other comparable data, correspondence and related by-products | |

Table 177-29 Continued

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|---|------------------------------------|---|--|
| | | | |
| 5 | cross disbursing activity (USAFSA) | Request for Fiscal Information, Transportation Request, Bill of Lading, and Meal Ticket: (DD 870), advise of rejection, reject listings, open allotment listings and related documentation including correspondence | |
| 6 | interfund billing transactions | EDP listing of autodin, C147, DD1400, and seller and buyer summary billings; various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing; delinquent case folders including buyer/seller correspondence and related documentation | destroy four years after FY which created or after record of charges are completed which is sooner |
| 7 | EDP master control listing | command summary, OAC feedback, worldwide - nonworldwide, consolidated appropriation control and other comparable data | |
| | | | |