

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Air Force  
Undifferentiated  
# 40100*

LEAVE BLANK	
DATE RECEIVED <b>15 AUG 1973</b>	JOB NO. <b>74-39</b>
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.	
<p><b>8-28-73</b> <i>James P. O'Neil</i> Date <i>Acting</i> Archivist of the United States</p>	

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

**14 AUG 1973**

*Ellis F. Villiard*

**ELLIS F. VILLIARD**  
Documentation Systems Division  
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><b>FINANCIAL MANAGEMENT AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) DOCUMENTATION</b></p> <p>(Applicable Air Force-wide)</p> <p>Attached is a proposed revision of AFM 12-50, Table 177-25. The documentation described serves to effect changes in the pay accounts of Reserve members, to make payments, adjudicate accounts, settle claims, answer inquiries, etc.</p> <p>The proposed revision was submitted by the Air Force Accounting and Finance Center which is the Office of primary responsibility for subject documentation within the Air Force. The table reflects documentation being created under present procedures and recommended disposition standards therefor.</p> <p>Copy being submitted concurrently to GAO for review and approval.</p>	<p>NN170-33 171-158</p>	



A	B	C	D
documents are or pertain y documentation (ARPAS)	<p>consisting of</p> <p>Reserve pay records for USAFR members in pay group none.</p> <hr/> <p>Microfilm of computerized payments.</p>	which are	<p>then</p> <p>Close at end of calendar year to FRC, Denver, where they will be destroyed 56 years after year created (notes 2 and 3).</p> <hr/> <p>Retire to FRC, Denver, where they will be destroyed 56 years after year which created.</p> <hr/> <p>Destroy 4 years after taxes paid (see Treasury Department Circular 58).</p>
Federal income tax and Federal Insurance Contributions Act (FICA) documents.	Copies of payment vouchers, accounting listings, adjustment documents and employers copy of wage and tax statements		Destroy 4 years after taxes paid (see Treasury Department Circular 58).
Supporting documentation (computerized payments)	Copy of register of ARPAS input transactions (input listings) with original certificates and forms such as application for basic allowance for quarters for members with dependents, hazardous duty orders, officers' certificate of statement of service, change of address, personnel action requests, court martial order, report of casualty or message discharge or separation orders, active duty orders, statement of tour of duty, medical certificate, line of duty determination, travel voucher or sub-voucher, officer uniform allowance certifications and maintenance allowance forms, and other related documents.	At CBPOs	Forward to AFAFC per AFM 177-1 Vol. III. AFAFC retires to FRC where they will be destroyed 56 years and 3 months after FY in which created.
Travel documentation	Forms recording travel payments.	At AFOs	Forward to CBPOs at end of FY in which they pertain. CBPOs forward to AFAFC with ARPAS supporting documentation.
	Copies of travel vouchers	At CBPOs	Destroy after 6 months.

A mandatory cut-off of the files described in rules 1 thru 3 was effected on 31 Dec 1967, due to a pay system change from manual to computerized pay operation.

To insure continuity in pay information between systems, the retention period for pay data in rules 1, 2, and 3 was extended for 56 years.

Payments to USAFR members in pay group none were computerized 1 Jul 71, except for special payments.