

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*air Force Under Secretary
item*

LEAVE BLANK	
DATE RECEIVED <i>11/1/73</i>	JOB NO. <i>174-081</i>
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>11-19-73</i>	Archivist of the United States <i>James B. Brady</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. G. 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.

30 OCT 1973

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
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 align="center">PCAM ACCOUNTS CONTROL RECORDS (T 177-16) (Applicable Air Force Wide)</p> <p>The purpose of this submission is to reduce the retention period for certain tabulations described in AFM 12-50, Table 177-16, Rules 5, 6, and 7, from one month after fiscal quarter cutoff to one month after monthly cutoff.</p> <p>Experience with this documentation has shown that recommended disposition criteria will meet Air Force needs. Recommended disposition criteria has been coordinated with and approved by the Air Force Accounting and Finance Center, which is the office of primary responsibility for subject documentation within the Air Force.</p> <p>(Copy being submitted concurrently to the U. S. General Accounting Office)</p>	<p>NN 170-33</p>	

TABLE 177-16

PCAM ACCOUNTS CONTROL RECORDS

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
1	basic transaction documents			see table 177-15 for dis- position.	090313e(1)
2	daily detail machine cards		used in daily operations	destroy when necessary reconciliations are made with pertinent records.	090313e(2)(a)
3	periodic summary machine cards		used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidation purposes	destroy after 6 months.	090313e(3)(a)
4	monthly summary machine cards			destroy after reconciliations are made, or when purpose has been served, whichever is later.	090313e(4)
5	tabulations used in daily operations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports	*maintained in monthly increments	*destroy 1 month after monthly cutoff, or when all ques- tions are resolved, which- ever is later. (Exception: Destroy year-end fiscal quar- ter tabulations after 3 months, or when all questions are resolved, whichever is later.)	090313e(2)(b)
6	periodic summary tabulations				090313e(3)(b)
7	monthly summary tabula- tions				090313e(4)
8	consolidated machine cards and tabulations	records of annual appropria- tions	produced from monthly sum- mary records or other records, usually for an entire FY	destroy 4 years after the FY for which related appropria- tions are available for obli- gation.	090313e(5)(a)
9		records of successor (M) appropriation accounts per- taining to unliquidated obli- gations transferred from lapsed appropriations		destroy 4 years after liquida- tion of obligations. (See reference to (M) accounts on table 177-15.)	090313e5(b)

10-541

AFM 12-50

TABLE 177-16

PCAM ACCOUNTS CONTROL RECORDS

RULE	A If documents are or pertain to	B consisting of	C which are	D then	Supersedes AFM 181-5, 1 Dec 66, paragraph
1	basic transaction documents			see table 177-15 for disposition.	090313e(1)
2	daily detail machine cards		used in daily operations	destroy when necessary reconciliations are made with pertinent records.	090313e(2)(a)
3	periodic summary machine cards		used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidation purposes	destroy after 6 months.	090313e(3)(a)
4	monthly summary machine cards			destroy after reconciliations are made, or when purpose has been served, whichever is later.	090313e(4)
5	tabulations used in daily operations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports		destroy 1 month after <u>end of the fiscal quarter in which created</u> or when all questions are resolved, whichever is later. (<i>Exception:</i> Destroy year-end fiscal quarter tabulations after 3 months, or when all questions are resolved, whichever is later.)	090313e(2)b
6	periodic summary tabulations				090313e(3)(b)
7	monthly summary tabulations				090313e(4)
8	consolidated machine cards and tabulations	records of annual appropriations	produced from monthly summary records or other records, usually for an entire FY	destroy 4 years after the FY for which related appropriations are available for obligation.	090313e(5)(a)
9		records of successor (M) appropriation accounts pertaining to unliquidated obligations transferred from lapsed appropriations		destroy 4 years after liquidation of obligations. (See reference to (M) accounts on table 177-15.)	090313e5(b)

Current Disposition Instructions for Rule 5, 6, and 7

10-541