

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-461-82-1

DATE RECEIVED

MAY 27, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-30-82
Date

Blank Wall
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf

5. TEL EXT
694-3494

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

24 MAY 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

CADET PAY (UNITED STATES AIR FORCE ACADEMY
REGULATION 12-50, TABLE 177-1)

APPLICABLE TO UNITED STATES AIR FORCE ACADEMY ONLY

Attached submission is for your review and approval.

The revised table 177-1 has been reduced in size and aligned to form a more logical sequence of documentation pertaining to Cadet Pay within the Academy. Previous rules are indicated on the new table. An explanation of changes is also attached. They are minor administrative changes with two new rules and three rules with reduced retention periods.

The disposition criteria will adequately serve the requirements of the United States Air Force and the Academy.

No mass data change sheet required. Copy of job to NNM by
RAAW, 9/10/82
Closed out 9-10-82: CM
Copy to Agency

13 items

June 17, 1982

Memo to NCD

Subject: NCI-461-82-1

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6/17/82

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6/17/82

In this job Air Force requests approval of revised U.S. Air Force Academy Regulation 12-50, Table 177-1 covering Cadet Pay Records. The retention periods for proposed Rules 1-3, 8, and 10 remain unchanged from those currently authorized as indicated in Column E of the decision logic table. The job proposes minor changes in the retention periods of currently disposable records to be covered by Rules 4, 6, 7, 9, and 11. "New" Rule 5 is simply the third copy of pay authorization orders that are disposable under Rules 3 and 4.

New Rule 12 covers manual balancing sheets to the Academy's EDP (Electronic Data Processing) control system. These are the textual counterparts of the machine-readable housekeeping files that are disposable under GRS 20, Part I, Items 27-29. As such they are short-term cadet pay accounting records that possess no archival value.

New Rule 13 covers folio ledgers of what is described as a "trust revolving fund manual balancing system." These are facilitative pay accounting records possessing administrative value only.

It should be noted that the Academy's substantive pay records (see proposed Rules 2, 3, and 10) are forwarded to the Air Force Accounting and Finance Center, where they become disposable records covered by AFM 12-50.

I recommend approval of this job. Because of its routine nature, this job should bypass the comment stage and go directly to ~~NNM~~ NNM for formal concurrence and to N for signature.

Richard A. Wire
Richard A. Wire
Archivist

TABLE 177-1

CADET PAY					
R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
1	Cadet Pay Statements	pay statements of cadets	at Cadet Pay	destroy 4 years after graduation.	T177-1, R2
2	Cadet Pay Records	individual cadet pay record	at Computer Resources in ccputer bank	closed out annually, on discharge, or graduation and forwarded to AFAFC.	T177-1, R3
3	Cadet Pay Order	original copies of authorizations to pay or change the pay accounts of cadets. Includes statement of charges for government property lost, damaged or destroyed, "A", "AA" series orders and all substantiating pay documents	at Cadet Pay	forwarded to AFAFC monthly.	T177-1, R5
4		second copies	at originating agency	destroy 1 year after graduation.	T177-1, R6
5		third copies	at Cadet Pay	destroy after 3 months.	new
6	Posting Media	journal vouchers and other related specialized posting media for machine operations	used to effect internal adjustment through MAFB	destroy after 1 FY.	T177-1, R9
7	Document Control Logs	logs of numbered source documents	used to provide internal control of source documents	destroy 3 months after close of FY to which they pertain.	T177-1, R10
8	Tax and Interest Distribution Records	W-2 listings, quarterly FICA reports and Cadet Personal Investment Trust Fund interest distribution records and state tax vouchers	at Cadet Pay	destroy 6 years after CY to which they pertain.	T177-1, R11

TABLE 177-1 (cont'd)

CADET PAY

R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
9	Audit Registers	F20, F30, F40, and F50 listings	at Cadet Pay	destroy after 1 academic year.	T177-1, R12
10	Transmittal Letters	original copies of document transmittals		forwarded to AFAPC.	T177-1, R13
11		copies/returned original of document transmittals		destroy copies on receipt of original; destroy original 3 months after receipt.	T177-1, R14
12	EDP Control	manual balancing sheets to mechanized system (F80 crossfoot and balance)		destroy after 1 academic year.	new
13	Folio Ledgers	ledger of trust revolving fund manual balancing system			

TABLE 177-1, CADET PAY

- R4 (T177-1, R6) Changed from "destroy 3 years after fiscal year to which they pertain." These records contain a detailed description of purchases made by cadets during their enrollment at the Academy. They are needed for reference and verification of charge. This is the copy held by the originating agency when the cadet charges an item.
- R5 (NEW) This is a new rule for third copies of the pay order. It is needed in Cadet Pay for 3 months and then destroyed.
- R6 (T177-1, R9) Decreased from "destroy 3 years after fiscal year to which they pertain." These documents are not needed longer than 1 fiscal year.
- R11 (T177-1, R14) Decreased from "destroy 1 year after fiscal year to which they pertain." These documents are not needed longer than 3 months after original is returned from the Accounting and Finance Center.
- R12 (NEW) These are manual records of transactions used as a balancing system to F80. These records are not needed longer than 1 year after the end of the academic year.
- R13 (NEW) These are ledgers of trust revolving fund manual balancing system. They are used daily throughout the month for posting transactions against folio accounts and balancing system with MAFR.