

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	<i>NI-AFU-90-20</i>
1 FROM (Agency or establishment) <b>Department of the Air Force</b>		DATE RECEIVED	<i>1/17/90</i>
2 MAJOR SUBDIVISION <b>Directorate of Information Management (SAF/AAIA)</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>Records Management Policy Branch</b>		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
<b>Mr. Jay N. Rivest</b>	<b>694-3431</b>	<i>2/1/90</i>	<i>Claudia M. [Signature]</i>

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<i>11 JAN 1990</i>	<b>GRACE T. ROWE</b> <i>Grace T Rowe</i>	<b>Chief, Records Mgt Policy Br</b> <b>Directorate of Information Mgt</b>

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><b>FINANCIAL STATEMENTS AND CONTROLLED REPORTS (T177-1)</b> <b>(Applicable Air Force-wide)</b></p> <p>This is a change to our table 177-1. The purpose of this submission is to revise rule 4 to bring the disposition of <u>Statements of Accountability</u> (SF 1219) within the spirit and intent of the General Records Schedule 6, Item 1b. These documents are initiated at specific levels and the retained copy held to support operational decisions and solve short-term problems related to annual reconciliations. Usage can be as frequently as daily until about a month after the end of a fiscal year, when the records lose their value. Retention for the 13th month allows time to reconcile issues that may surface near the end of the fiscal cycle.</p> <p>We attach our proposed disposition instructions and the General Accounting Office's concurrence.</p>	NN-170-33	

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 177-1  
FINANCIAL STATEMENTS AND CONTROLLED REPORTS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
4	statement of accountability	SF1219, or comparable forms and supporting records reflecting summaries of all collections, disbursements, and transfers for each account month	at field AFOS and reported to HQ AFAFC	destroy 1 year and 1 month after close of the FY to which it pertains (see note)	MN-170-33

NOTE: Destroy these records in annual blocks and only if there are no outstanding discrepancies for which corrective actions are prescribed by AFAFC.