

TABLE 177-21. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
21		products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed		destroy when listings are replaced.
22	collection and disbursement	copies used to answer inquiries, process claims, make pay adjustments		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AF AFC. NCI-AF 76-73
23	optional record folders	forms authorizing deductions and entitlements listed in AFR 177-104, paragraph 24-9 and covered in other rules of this table, used by civilian pay areas on an optional basis		upon transfer or separation of employee, pull the individual's folder, disassemble it, put the various forms and records in their designated inactive files, then dispose of them in accordance with the appropriate rules of this table.
24	Gross-to-net register	information used for research and inquiries on pay data		destroy after individual pay records (IPRs) are received. NCI-AF 83-90

NOTES:

- In shipping records to the records center, include copies of pay or leave records which were forwarded to GAO for use in settlement of claims. (If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size. Make an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area, and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than the parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.
- At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gannng payroll office, which will dispose of the records in accordance with the disposition schedule. Comply with the requirements of AFR 177-104, part eight.
- HQ AF AFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records, when they are eligible
- Retain records created after 31 December 1977 on fire protection or law enforcement personnel until notified by SAF/AADQ.
- Supervisors may retain leave applications in office area until they are eligible for destruction.
- Variable and flexitime records are held at supervisor's operating area until eligible for destruction.
- On the SF 135, Item 6h, instead of using "AFR 12-50, volume II, table 177-21, rule 1" enter in this block "GRS 2, Item 1(b)".

TABLE 177-22

MILITARY PAY RECORDS CREATED PRIOR TO JUMPS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	pay record jackets	military pay records and related records	at Denver FARC for GAO	destroy 10 years after date of separation NCI-AFU- 78-64
2	(RESERVED)			
3	microfilmed pay records for regular and irregular closeouts		at alternate site	destroy after 56 years NC-AFU- 75-17
4	(RESERVED)			
5	microfilmed pay records for separated members		at alternate site	destroy after 6 years. NC-AFU- 75-17
6	pay history	monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system	at Denver FARC for GAO	destroy 56 years after FY in which created NCI-AFU- 78-64

TABLE 177-22, CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
7			operational microfilm copies at HQ AFAPC	destroy after 6 years or when no longer needed.
7.1		final leave balance (prior to JUMPS) listings		send to Denver FARC after 4 years where they are destroyed after a total of 56 years.
8	W-2 extract	microform W-2 data produced under the AMPS 360 system		destroy after 4 years.
9	(RESERVED)			
10	(RESERVED)			

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TABLE 177-23

CADET PAY RECORDS AT AIR FORCE ACCOUNTING AND FINANCE CENTER (AFAPC)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	cadet pay	military pay records, travel cards, and other records pertaining to pay while in cadet status	at HQ AFAPC	send to Denver FARC 2 years after cadet's graduation or separation from service where they will be destroyed after a total of 56 years

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TABLE 177-24

AF RESERVE OFFICER TRAINING CORPS (AFROTC) PAY RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	AFROTC pay	pay orders		send to Denver FARC where they will be destroyed after 6 years
2		pay reports		destroy 1 year after close of year to which they pertain
3		summary of earnings listings		destroy 3 years after close of year to which they pertain
4		collection and disbursing vouchers		destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAPC (see note)
5	(RESERVED)			
6	AFROTC pay	military pay orders, dependency certificates and other substantiating records	at organizational levels	destroy 1 year after close of pay period
7		payroll vouchers and summary of earnings listings		destroy after 3 years
8		income tax and FICA withholding records		destroy after 4 years, except copies of wage and tax settlements will be destroyed no later than 30 September following the tax year

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