

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. C. J. Phillips

5. TEL. EXT.

11-29232

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

199-2383

LEAVE BLANK

DATE RECEIVED
NOV 13 1974

JOB NO.

NC - AFU-75 - 17

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.

12-2-74
(Date)

James B. Rhoads
Archivist of the United States

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

6 NOV 1974

Date

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>MILITARY PAY DOCUMENTATION CREATED PRIOR TO JUMPS (Table 177-22) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to provide disposition criteria for military pay documentation created prior to JUMPS.</p> <p>Documentation covered in current table 177-22 has been incorporated into a revised table 177-30. (Proposed revision of table 177-30 is being submitted concurrently under another SF-115.)</p> <p>This proposed revision was prepared and submitted by the Air Force Accounting and Finance Center (AFAFC), The office of primary responsibility for subject documentation within the Air Force.</p> <p>(Revised table being submitted concurrently to GAO for review and approval.)</p>	<p>NN 170-33 171-128 172-174 173-70 173-245</p>	

Copy to Agency 12/9/74
Copy to Denver 7/11/75

Table 177-22				
* Military Pay Documentation Created Prior to JUMPS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Pay record jackets	military pay records & related documentation	at AFAFC	transfer to DFARC 2 yrs after member's separation where they will be destroyed after a total of 10 yrs from date of separation.
2	microfilmed pay records for regular & irregular closeouts	<i>microfilmed Jan 1963 to present</i> <i>Hand copy: July 1962</i>		destroy after 5 yrs.
3			at alternate site	destroy after 56 yrs.
4	microfilmed pay records for separated members		at AFAFC	destroy after 5 yrs.
5			at alternate site	destroy after 10 yrs.
6	pay history	monthly & cumulative 6-mo histories of pay transactions under the AMPS 360 system	original microfilm records at AFAFC	retire to DFARC after 6 mos where they are destroyed 56 yrs after FY in which created.
7			operational microfilm copies at AFAFC	destroy after 10 yrs or when no longer needed for reference purposes.
8	W-2 extract	W-2 data produced under the AMPS 360 system	microform records	destroy after 4 yrs.
9	uniformed services savings deposit program (USSDP) records	savings deposit quarterly cumulative listings, settlement listings & individual settlement files	at AFAFC	destroy 10 yrs after final settlement.
10		individual settlement	at AFAFC & used for	destroy after 1 yr or upon

Table 177-22 (cont'd)

Military Pay Documentation Created Prior to JUMPS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		files containing correspondence from the member re USSDP account including request for final settlement of account	settlement of account	reconciliation to MAFR, whichever is later.