

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*  
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

11

5. TEL. EXT.

X29232

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

**LEAVE BLANK**

DATE RECEIVED

DEC 30 1974

JOB NO.

NC - AFU - 75 - 33

**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.

*1-13-75* *James B. Rhoads*  
(Date) 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

19 DEC 1974

*Herbert G. Geiger*

(Signature of Agency Representative)

HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration

Date

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) PAY DOCUMENTATION RECORDS (Table 177-24)</p> <p>The purpose of this submission is to establish disposition criteria for instructor contract data cards, logistical report cards, and related correspondence. Information relates to contract dates and computation of pay for instructors. Instructors are paid by the host school and the school is reimbursed by the AF after determination of difference in retired pay and active duty pay. AFROTC maintains pay cards and data on each individual, computes the amount of reimbursement, and provides documentation to Accounting and Finance to issue check to school.</p> <p align="center">(Copy being sent concurrently to GAO)</p>		

*Copy to Agency 1/15/75*

TABLE 177-24 AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) PAY DOCUMENTATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
9 *	AF Junior ROTC instructor pay	instructor contract data cards; logistical report cards; contract dates and computations of pay for instructors; documentation relating to each school	AFROTC	destroy 1 year after individual has terminated employment, or one year after grievance or appeal is settled, whichever is applicable.