

**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.

756-2383

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED

APR 30 1975

JOB NO.

NC - AFU-75-59

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.

5-20-75 *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.

8 2 APR 1975

Herbert G. Geiger
(Signature of Agency Representative)

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

Date

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">CIVILIAN PAY RECORDS</p> <p align="center">TABLE 177-21</p> <p align="center">(Applicable to Air Force Accounting and Finance Center (AFAFC))</p> <p>The purpose of this submission is to add rule 4.1 to Table 177-21 to establish retention period for microfilmed copies of SF 2806, Individual Retirement Record, retained by AFAFC. AFM 177-104 prescribes annual microfilming of all SF Forms 2806 by civilian payroll offices on an annual basis and forwarding of the microfilm to AFAFC by 31 May. These microfilm copies were formerly forwarded to the U.S. Civil Service Commission.</p> <p align="center">(Copy being furnished GAO under 44 U.S.C. 3309)</p> <p><i>Copy to Agency 5/24/75</i></p>		

TABLE 177-21.

CIVILIAN PAY RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are xx used	then
4.1 *	individual retire- ment records	microfilmed copies of individual retirement records	to recreate lost records, balance reports, and answer inquiries	forward to AFAFC (TC) per AFM 177-104, para 40305g where they are destroyed after 3 years.