2 items AFU

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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DATE RECEIVED FEB 26 1976	JOB NO. NC1-AFU-76-26
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-23-76 (Date) James B Rhoads Archivist of the United States

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:

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.

17 Feb 76 (Date) — Herbert G. Geiger (Signature of Agency Representative) — HERBERT G. GEIGER, Chief, Documentation Systems Division, Directorate of Administration (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	COMMERCIAL SERVICES RECORDS (Table 177-18) (Applicable Air Force-wide) The purpose of this submission is to revise AFM 12-50, Table 177-18, Rule 7, to meet present requirements. AFM 177-102, para 20911, requires accounting and finance officers to attach contracts, purchase orders, purchase requests, and related documentation to their retained vouchers. Present Table 177-18, Rule 7d, will be amended to increase retention period of expenditure vouchers and supporting documentation from 4 years to 6 years after close of year in which final payment is made, as indicated on the attached decision logic table. (Table 177-12 will be deleted from AFM 12-50 if recommended action for this table is approved) (BEING SUBMITTED CONCURRENTLY TO GAO)	NN 170-33	

Copy to Agency 3-26-76 OD

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TABLE 177-18 COMMERCIAL SERVICES RECORDS

RULE	A If documents are or pertain to	B consisting of	C which are	D then
6	accrued expenditure paid files	expenditure vouchers	maintained as prescribed in AFM 177-120	destroy 1 year plus 1 month after close of FY in which created, provided there are no discrepancies for which corrective action has been prescribed by AFAFC (see note).
7		expenditure vouchers, with supporting documents attached	maintained as prescribed in AFM 177-102	*destroy 6 yrs after close of FY in which final payment is effected, provided there are no discrepancies for which corrective action action has been prescribed by AFAFC (see note).

*Denotes change from currently approved table.

TABLE 177-13

COMMERCIAL SERVICES RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	fund distribution records	memorandum advice of fund distribution documents	received from the accounts control area	destroy after the end of FY to which they pertain.
2	obligation authority records	forms of obligation authority, military interdepartmental purchase request, project orders and comparable documents	used to provide funds for commitment and obligation purposes	destroy 4 years after purpose has been served, or 4 years after expiration date stated on document, whichever is applicable.
3	cancelled commitment and obligation records	unobligated commitments and undelivered orders outstanding documents		destroy 1 year after cancellation.
4	accounts receivable records	ledgers and records	used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts	destroy 4 years after FY in which created.
5		collection vouchers and supporting documents		destroy 4 years after close of FY in which final collection is effected, provided there are no discrepancies for which corrective action is prescribed by AFAFC (see note).
6	accrued expenditures paid files	expenditure vouchers	maintained as prescribed in AFM 177-120	destroy 1 year plus 1 month after close of FY in which created, provided there are no discrepancies for which corrective action is prescribed by AFAFC (see note).
7		expenditure vouchers, with supporting documents attached	maintained as prescribed in AFM 177-102	destroy 4 years after close of FY in which final payment is effected (except as provided for local purchase contract files, see table 177-12), provided there are no discrepan-

				cies for which corrective action is prescribed by AFAFC (see note).
8	document transmittal records	form records of summary statement of activity, and/or similar forms, received by SMAs to control transmission of source documents pertaining to appropriation reimbursements		destroy 6 months after receipt is furnished SMA.
9	copies of reports		pertinent to commercial services SMA	destroy 1 year after FY to which they pertain.
10	posting media records	documents (other than source documents), such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications	used to provide input data to the accounts control area	destroy after 90 days, or 90 days after discrepancy which may be involved is cleared.
11	control logs		used to record disbursement and collection vouchers	☆destroy 4 years after close of FY in which created.

Note: AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records.