

**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**

**5. TEL. EXT.
756-2383**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 28 1976	JOB NO. NC1-AFU-76-68
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.	
10-22-76 (Date)	<i>James B. Rhoads</i> 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.

23 SEP 1976

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
	<p align="center">LEDGERS, JOURNALS, LISTINGS, AND REPORTS RECORDS</p> <p align="center">(Table 177-6)</p> <p>Proposed revision reduces the retention period for records described in rule 1 of the attached table from 10 years to 6 years based on P.L. 93-604. Change is indicated by * on attached table.</p>		

Copy to Agency SNC 10-22-76 AD

TABLE 177-6

LEDGERS, JOURNALS, LISTINGS, AND REPORTS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
1	general ledgers	ledgers, allocation files, and command files for bases	MAJCOMs, other operating agencies, and intermediate commands, per AFM 177-130, Part 3	**destroy 6 years after FY to which they pertain.
2	reconciliation listings	credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings		destroy after 6 months.

10-527