

**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.

767-4479

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 11 APR 1977	JOB NO. NCL AFU 77 81
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.	
APR 15 1977	<i>James B. Rhoads</i>
(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.

1 APR 1977

Herbert G. Geiger

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

Date

(Signature of Agency Representative)

(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">DISBURSEMENTS, REIMBURSEMENTS, COLLECTION, AND CONTRACT RECORDS (Table 177-5)</p> <p>Proposed change to AFM 12-50, table 177-5, rule 5, increases the retention period for the accounting portion of Wherry and Capehart Housing documentation from 6 years and 3 months to 10 years and 3 months. The 6 year and 3 month retention criteria was approved by NARS on 28 Oct 76 under Job #NCL-AFU-76-67.</p> <p>Proposed increase in retention period was recommended by our Civil Engineering and Judge Advocate offices and would make disposition compatible with related acquisition and construction documentation covered by table 90-1, rules 1 and 2 which was submitted to NARS on 10 Dec 76 and presently being processed under Job #NCL-AFU-77-53.</p> <p>This record collection is unique and documents the only encumbered type family housing in the Air Force.</p>	NCL-AFU-76-67	

Agency only class plus 4/19/77

DISBURSEMENTS, REIMBURSEMENTS, COLLECTION, AND CONTRACT RECORDS

K U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	Wherry or Capehart Act Housing	record of appropriations, reimbursement reports, vouchers, to include expenses, mortgage in- surance premiums, and related accounting records	at HQ USAF	*hold for 10 years and 3 months after final payment is made according to FHA amortization schedule or mortgage is paid, then destroy (see note).
<p>Note: Obtain Civil Engineer and Judge Advocate clearance before authorizing destruction.</p>				