

**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. K. J. Bilek
5. TEL. EXT.
767-4496
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 4 NOV 1977 NC1 AF4	JOB NO. 78 9
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.	
11-9-77 (Date)	<i>James B. Brady</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.

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

28 OCT 1977

Herbert G. Geiger
(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">AF RESERVE OFFICER TRAINING (AFROTC) PAY DOCUMENTATION RECORDS</p> <p align="center">(Table 177-24)</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.</p>		

113-106

Sent to agency, 8 NC - 11/11/77

TABLE 177-24

AF 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	then
1	AFROTC pay	pay orders		* retire to Denver Federal Archives and Records Center where they will be destroyed after a total of 6 years.
2		pay reports		destroy 1 year after close of year to which they pertain.
3		summary of earnings listings		destroy 3 years after close of the year to which they pertain.
4		collection and disbursing vouchers		destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by AFAFC
5	[RESERVED]			
6	AFROTC pay	military pay orders, dependency certificates, and other substantiating documents	at organizational levels	destroy 1 year after close of pay period.
7		payroll vouchers and summary of earnings listings		destroy after 3 years.
8		income tax and FICA withholding records		destroy after 4 years, except copies of wage and tax settlements will be destroyed after 30 June following the tax year.
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 6 years after individual has terminated employment, or 1 year after grievance or appeal is settled, whichever is applicable.

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