

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-AFU-83-22
DATE RECEIVED	10-25-82
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
4-20-83 <i>Date</i>	<i>Mark H. Coon</i> <i>Archivist of the United States</i>

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, HQ USAF

3 MINOR SUBDIVISION

Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Mr Neil Vandergraaf

694-3494

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 14 OCT 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration
-----------------------	---	---

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1	INTERNAL CONTROL RECORDS (T177-17) (Applicable Air Force-wide) Attached change to AFR 12-50 is submitted for approval. Rule 17 pertains to control logs of microfilmed documents and the current disposition instruction in Column D should be clarified. We plan to indicate that these logs are to be destroyed with the microfilmed documentation to which they pertain. The proposed retention period adequately serves Air Force requirements.	NN-170-33	1 item

No mass data change sheet required. Copy of job sent to NNM by RAW, 4/21/83. Copy to agency, 4-22-83; CR.

TABLE 177-17

INTERNAL CONTROL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17	no change	no change	no change	*destroy with microfilmed documents to which they pertain.

Table 177-17 (Cont.)

13	check photostats	photostats of checks originated in GAO and forwarded to AFAFC for use in processing claims and in reconciling overdrafts and underdrafts		destroy 1 year after claim is settled.
14	search cards for checking account discrepancies	form records (work sheets) used to provide a complete summation of discrepancies and overdraft or underdraft adjustments necessary to balance an AFO's checking account		destroy after 2 years.
15	transmittal card file	forms, such as voucher transmittal sheet or comparable forms, reflecting the first and last check number of each sequence in the voucher, the disbursing symbol, voucher number, and ledger code		destroy when the AFO's accounts are destroyed.
16	control logs	logs used to provide reference and control for records of travel payments	maintained at AFOs	destroy 60 days after close of calendar year.
17		forms used to provide reference and control of microfilmed pay records, negotiable instruments, etc.		retain as long as microfilm to which log pertains. Superseded by NCI-AFU-83-22.

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

Essential Background : Current Table 177-17, Rule 17
10-545
(superseded by NCI-AFU-83-22)