

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-83-035

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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, 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 3 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
10 NOV 1982	<i>James E. Dagwell</i>	JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
-----------	--	-----------------------	-----------------

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT (T176-3)
(Applicable Air Force-wide)

1	Attached is for your review and approval. We have changed the disposition of the letters appointing fund councils in Column C of current rule 44 to Column C of proposed rule 44.2. This will more effectively retain the documents for a shorter period of time as they are not needed for the life of the funds, but only for 6 years after the FY to which they pertain. Other administrative changes in the revision are self-explanatory.	NC1-AFU-79-35	
---	--	---------------	--

The proposed retention periods adequately serve Air Force requirements.

Mass data change sheet required.

Copy to agency, 4-13-83; *88*

TABLE 176-3

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
44	chaplain funds	*life of the fund: orders establishing funds, disbursement limitations, waivers, documents of dissolution and other similar papers	at installation level	destroy 6 years after FY in which fund is dissolved.
44.1		*orders appointing fund custodians, approval for NCO custodians, documentation authorizing petty cash, warranty information and oper- ating instructions for property, maintenance history of property		destroy when superseded, revoked, obsolete or when no longer needed.
44.2		*letters appointing fund councils, accounting documentation and purchase order registers		destroy 6 years after end of FY to which they pertain.
44.3		monthly accounting documentation: minutes, statement of operations and net worth, bank statements and cancelled checks, chapel offering certificates, bank deposit slips, receipt vouchers, expenditure		destroy 4 years after end of FY to which they pertain. (Exception: Destroy docu- ments required for support of any claim when action is resolved provided the retention period has elapsed)

TABLE 176-3

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		vouchers and supporting documents, purchase orders		
44.4		*contracts		*dispose of per table 70-1.
44.5		*letters, indorsements, fund council agendas and related supporting docu- ments and other corres- pondence related to general administration of the funds but not needed as supporting documents for the accounting documentation		*dispose of per table 10-1, rule 2.
44.6		nonexpendable property documentation and disposition of property documentation	at MAJCOM/Installation level	destroy after disposition of assets.
44.7		statement of operations and net worth	at other than installation level	destroy after 2 years.