

# **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

## **Schedule Number: NN-174-000039**

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

REQUEST FOR AUTHORITY *for Air Force*  
TO DISPOSE OF RECORDS *Unauthenticated*  
(See Instructions on Reverse) *H. Ellis*

LEAVE BLANK	
DATE RECEIVED	JOB NO. <i>74-39</i>
15 AUG 1973	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-28-73 <i>Alma P. O'Neill</i> Date <i>Acting Archivist of the United States</i>	

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER *5. TEL. EXT.*  
**Mr. C. J. Phillips** *11-29209*

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

14 AUG 1973

*Ellis F. Villiard*

(Date)

(Signature of Agency Representative)

(Title)

ELLIS F. VILLIARD

Documentation Systems Division  
Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>FINANCIAL MANAGEMENT</b>  <b>AIR RESERVE PAY AND ALLOWANCE SYSTEM</b>  <b>(ARPAS) DOCUMENTATION</b></p> <p>(Applicable Air Force-wide)</p> <p>Attached is a proposed revision of AFM 12-50, Table 177-25. The documentation described serves 171-158 to effect changes in the pay accounts of Reserve members, to make payments, adjudicate accounts, settle claims, answer inquiries, etc.</p> <p>The proposed revision was submitted by the Air Force Accounting and Finance Center which is the Office of primary responsibility for subject documentation within the Air Force. The table reflects documentation being created under present procedures and recommended disposition standards therefor.</p> <p>Copy being submitted concurrently to GAO for review and approval.</p>	NN170-33	

## Reserve Pay and Allowance System (ARPAS) Documentation (see notes)

A	B	C	D
documents are or pertain to record jackets (manual payments)	consisting of Reserve pay records, declaration of benefits received and waivers, dependency certificates, other pertinent forms and related correspondence.	which are	then Retire to FRC, Denver, where be destroyed 56 years after which created. (notes 1 and 2)
Information records serve components	Forms (use discontinued 31 Dec 67). *	For USAFR members	Forward to appropriate state general where they will be destroyed 56 years after year in which (note 2)
Supporting documentation (ARPAS computerized payments)	Original register of Air Reserve Pay and Allowance System (ARPAS) input transactions (input listings) with certificates and such computer products as: invalid records/batch total errors, master file and master file review, problem masters, master pay accounts, gain to file, edit lists (CBPO, ARPC, RPR), travel suspense, active duty tour projections, recycles, searches, re-activated records, check data records, quarterly quality examination, master pay accounts and other related documentation.	At AFAFC	Retire to FRC, Denver, where be destroyed 10 years and 3 months after FY in which created.
	<u>Military pay orders</u> Correspondence, claims and adjustment documents.		Destroy, after six months.
	Accounting copies of paid by other vouchers (filed numerically by accounting and disbursing station number). Copies of paid by self vouchers with copies of earnings statements, for payments not computerized.		

A	B	C	D
documents are or pertain y documentation (ARPAS)	consisting of Reserve pay records for USAFR members in pay group none.	which are	then Close at end of calendar year to FRC, Denver, where they will be destroyed 56 years after year created (notes 2 and 3).
Federal income tax and Federal Insurance Contribu- tions Act (FICA) documents. Supporting documentation (computerized payments)	Microfilm of computerized payments. Copies of payment vouchers, accounting listings, adjustment documents and employers copy of wage and tax statements Copy of register of ARPAS input trans- actions (input listings) with original certificates and forms such as applica- tion for basic allowance for quarters for members with dependents, hazardous duty orders, officers' certificate of statement of service, change of address, personnel action requests, court martial order, report of casualty or messagee discharge or separation orders, active duty orders, statement of tour of duty, medical certificate, line of duty determination, travel voucher or sub- voucher, officer uniform allowance certifications and maintenance allowance forms, and other related documents.	At CBPOs	Retire to FRC, Denver, where they will be destroyed 56 years after which created. Destroy 4 years after taxes (see Treasury Department Circular)
Travel documentation	Forms recording travel payments. Copies of travel vouchers	At AFOS At CBPOs	Forward to AFAFC per AFM 177 Vol. III. AFAFC retires to where they will be destroyed and 3 months after FY in which they pertain. CBPOs forward SUADA with ARPAS supporting information.
			Destroy after 6 months.

A mandatory cut-off of the files described in rules 1 thru 3 was effected on 31 Dec 1967, due to a pay system change from manual to computerized pay operation.

To insure continuity in pay information between systems, the retention period for pay data in rules 1, 2, and 3 was extended for 56 years.

Payment to USAFR members in pay group none were computerized 1 Jul 71, except for special payments.