

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-AFU-02-61	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment) Department of the Air Force		<p align="center"><b>NOTIFICATION TO AGENCY</b></p> <p>In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.</p>	
2. MAJOR SUBDIVISION Communications and Information			
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5. TELEPHONE NUMBER (703) 588-6194	DATE 6-18-02	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
<p>6. AGENCY CERTIFICATION</p> <p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>86</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE <i>26 April 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139:</p> <p>Table 170-1, Tables 177-1 through 177-8, Tables 177-10 through 177-11, Tables 177-13 through 177-22 Tables 177-24 through 177-29, Table 177-32 and Table 177-35.</p> <p>The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules.</p> <p>The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records.</p>		

*SH sent copies to [unclear]*

JOB N1-AFU-02-6P

These three rules (involving temporary electronic records) should be added to Table 170-1, Table 177-1 through Table 177-8, Table 177-10 through Table 177-11, Table 177-13 through 177-22, Table 177-24 through 177-29, and Table 177-32 and Table 177-35.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

The above three rules will apply to all series covered by the above-mentioned tables, with the following exception:

- 1) Rules "a", "b", and "c" will not apply to series relating to the following rule which covers unscheduled records:

<u>Table</u>	<u>Rule</u>
177-3	1

170. **Comptroller.** This table covers records pertaining to cost accounting for base civil engineer (BCE) activities in the area of real property management, such as utilities, fire protection, sanitation and custodial services, maintenance, improvements, and construction.

<b>TABLE 170-1</b>				
<b>COST ACCOUNTING FOR BASE CIVIL ENGINEER ACTIVITIES</b>				
<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	Base Civil Engineer Cost Accounting	reports, such as materials and supplies used, base civil engineers' cost ledger, cost reconciliation, schedule of costs, monthly vehicle reports, journal voucher, comparable forms, and related papers and bills, cost reports, work sheets; expenditures of funds for the repair, maintenance, operation, management, and preservation of real property facilities to include refunds and reimbursements; forms pertaining to off-reservation housing and rental accounts such as request for issue or turn-in of household items, cash collection vouchers, public voucher for refund, daily statement of operations, daily cash register machine tapes, and individual tenants' folders	at civil engineer activities	destroy 3 years after accounts are cleared, provided any needed corrective action has been accomplished AUTH: NI-AFU-90-3
<b>1.01</b>	(RESERVED)			(RESERVED)
<b>2</b>				
<b>3</b>				

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**177. Accounting and Finance.** These tables cover records pertaining to administration and operation of the AF accounting system. These are manual and mechanized records accumulated by all AF activities. They are used to show results of accounting operations and to effect the official financial position of the activity. They relate to monies due the AF for sales, service, rentals, and other revenue; values of inventories, equipment, aircraft, buildings, and other assets; monies the AF owes to other government agencies, foreign governments, contractors, and other liabilities; and all other transactions affecting the accounting operations and the financial position of the AF. (NOTE: In an inactivation, follow the procedures in AFR 177-101, part 2, chapter 1. At overseas accounting and finance offices when circumstances do not permit the regular retention period, or when storage is not available, submit a request for the disposal of copies of retained accounts records to the Commander, Air Force Accounting and Finance Center, for approval.)

**TABLE 177-1****FINANCIAL STATEMENTS AND CONTROLLED REPORTS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	consolidated statements and reports	records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations of AFR 177-16, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records, and related schedules	at MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3
<b>2</b>			at major subordinate commands and below	destroy after 4 years (see table 177-15). AUTH: N1-AFU-90-3
<b>2.01</b>	Consolidated Statements and Reports - Expired Accounts	consolidated statements and reports related to expired and merged ("M") accounts		destroy 6 years and 3 months after later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH: GRS6,Item1a
<b>3</b>	(RESERVED)(see note)			(RESERVED)
<b>4</b>	Statement of Accountability	SF1219, or comparable forms and supporting records reflecting summarization's of all collections, disbursements, and transfers for each account month	at field AFOs and reported to HQ DFAS- DE	destroy 1 year and 1 month after close of the FY to which it pertains (See Note) AUTH: N1- AFU-90-20
<b>5</b>	statement of designated depository account	original SF1149s and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers		destroy after 6 years. AUTH: N1-AFU-90-3

TABLE 177-1

Continued.

R U L E	A	B	C	D	
	If the records are or pertain to	consisting of	which are	then	
6	Controlled reports	correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by HQ USAF for submission to other government agencies and the Congress	at HQ USAF and MAJCOMs	destroy after 2 years. AUTH: N1-AFU-90-3	
7			at major subordinate commands and below	destroy after 1 year, or on inactivation of the office, whichever is sooner. AUTH: N1-AFU-90-3	
8	reports of accounting and finance activities	workload and man-hour data	at MAJCOMs and below except HQ DFAS-DE	destroy after 2 years. AUTH: N1-AFU-90-3	
9			at HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3	
10	R&D job order cost accounting system (JOCAS)	job order estimates and job order time sheets	at major subordinate commands and below	destroy after 6 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3	
11		records reflecting cost structure of job order standard rates and man-hour rates		destroy 1 year after superseded, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3	
12		job order cost accounting system tables, register listings, detailed listings, and management reports		at field cost center managers and other activities	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
13		monthly job order register listings other than last month of FY		at field AFOs supporting R&D job order cost accounting	
14		job order master history listing			destroy 4 years after FY in which created or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
15	JOCAS tables, detailed listings, management reports, and the job order register listing for the last month of the FY				

**NOTE:** Destroy these records in annual blocks and only if there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-2

## DEFENSE CONTRACT FINANCING PROGRAM

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	guaranteed loan contract negotiation	applications for V loans and related records, correspondence between the Federal Reserve Bank and guarantor, loan or credit agreements and supplements thereto, guarantee agreements and supplements, and related data	held in operating area for 2 years after case is closed	send to HQ DFAS-DE where they are destroyed after 4 additional years. AUTH: N1-AFU-90-3
<b>2</b>		public vouchers (original) for purchases and services other than personal covering administrative expenses incurred by the Federal Reserve Bank in connection with loans made pursuant to Executive Order 10480		send to HQ DFAS-DE 1 year after completion of AF audit for retirement to Denver Federal Records Center (DFRC) after 1 additional year; DFRC will destroy these records 6 years and 3 months from date of account. AUTH: N1- AFU-90-3
<b>3</b>		card index control records that contain pertinent information concerning the financial status of the guaranteed loan borrowers		destroy when no longer needed or on discontinuance of the Defense Contract Financing Program, whichever is sooner. AUTH: N1-AFU-90-3
<b>4</b>	Contract Renegotiation	agreements and unilateral orders pertaining to the Renegotiation Act of 1948 (50 U.S.C. App 1193) and 1951 (50 U.S.C. 1211-1233), tax credit computations, correspondence, and related data	held in operating area for 2 years after case is closed	send to HQ DFAS-DE where it is destroyed after 4 additional years. AUTH: N1-AFU-90-3
<b>5</b>	Contractors' Indebtedness	contract modifications/letters, contracting officer demands/assessments, debt collection correspondence, company financial data and related reports, various Department of Justice or court related documents, and miscellaneous correspondence relating to indebted contractors	held in operating area for 2 years after case is closed, then sent to HQ DFAS-DE/WAD	destroy 6 years after case is closed. AUTH: NC1-AFU-80-47
<b>6</b>	banking facilities case files	correspondence, reports and related data that reflect establishment and operation of banking facilities and depositories, foreign currency, military payment certificates, military payment orders and US Treasury checks		destroy 6 years after termination of activity or inactivation of the installation. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-3**  
**INTERNATIONAL ACCOUNTING RECORDS**

<b>R U L E</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
1	financial transactions between the US and foreign countries or international organizations	copies of financial agreements and arrangements (originals at Dept of State), correspondence, and related data evidencing support rendered or received by the USAF (for grant aid records, see table 16-1)	at HQ USAF	disposition pending. AUTH: Unscheduled
2			at MAJCOMs and below	see disposition governing the accounting records to which they pertain. AUTH: N1-AFU-90-3
3	accounts receivable and payable case files	international and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements, and collection and payment actions		destroy 4 years after final collection and/or payment was made, provided any corrective action required by audit has been accomplished (see table 65-3). AUTH: N1-AFU-90-3
4	foreign military sales (FMS) (military assistance)	shipping records, machine listings material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Program, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the Foreign Military Sales Program (formerly the Reimbursable Aid (RMA) Program)	at MAJCOMs and ALCs (including overseas depots) and other overseas and monitoring activities	destroy 10 years after FY in which case was closed. AUTH: N1-AFU-90-3
5		(RESERVED)		(RESERVED)
6		FMS suspense control cards, daily and monthly detail delivery cards		destroy after 5 years. AUTH: N1-AFU-90-3
7	FMS case files	US Department of Defense Offer and Acceptance, collection history with receipts, disbursement records, delivery history with FMS transactions, audit summary sheets, computer ledger listings, and miscellaneous correspondence pertaining to the case	at HQ DFAS-DE	destroy 10 years after FY in which case was closed. AUTH: N1-AFU-90-3
8	detailed balance of payments transactions	reports of cash transactions affecting funds disbursed and/or collected		destroy 10 years after FY in which created. AUTH: N1-AFU-90-3

**TABLE 177-3**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
9	FMS billing	copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence; delivery, and case control listings		
10		operational copies of records in rule 9		destroy after 8 subsequent cycles have been received. AUTH: N1-AFU-90-3
11	collection and disbursement vouchers	operational copies		destroy after posting/balancing actions are complete or when no longer needed. AUTH: N1-AFU-90-3
12		copies of vouchers and supporting records maintained centrally for research and audit purposes		retire to Denver FRC after 3 years where they are destroyed 10 years after FY in which created. AUTH: N1-AFU-90-3
13	command reimbursements	command lists, accounts payable lists, noninterfund transactions lists, and other products supporting FMS reimbursements to commands		
14		operational copies		destroy 3 years after discrepancies are resolved. AUTH: N1-AFU-90-3
15	reports of item discrepancies	forms and lists of discrepancies and related correspondence		retire to Denver FRC 3 years after discrepancy is resolved, and destroy 10 years after discrepancy is resolved. AUTH: N1-AFU-90-3
16	Army and Navy initial loading material	initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation		destroy 10 years after FY in which created. AUTH: N1-AFU-90-3
17	Army/Interfund	billing data which consists of Army Input Totals List, Rejected Army Interfund Transactions, Army Interfund Unmatched by Product Control Number (PCN), Register of Delete Out-of-Balance Actions taken, In-Balance Summary Cards List, Retail Stock Loss Allowance Transactions, Interfund Zero Balance Listings, Unidentified Input to Security Assistance Accounting Center (SAAC) Converter, FMS Interfund Summary Transactions, History File and other records pertaining to Army/Interfund		destroy 3 years after FY in which created. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table; with the exception that rules "a", "b", and "c" do not apply to rule 1.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-4

## REVOLVING FUND RECORDS

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1	industrial funds	printing requisitions		destroy after 1 year. AUTH: N1-AFU-90-3
2		ledgers (subsidiary and detail), registers, trial balances, requisitions, movement records, and supporting books of original entry		destroy after 2 years, provided any corrective action required by audit has been accomplished (see table 65-3). AUTH: N1-AFU-90-3
3	Air Force stock funds	subsidiary ledgers, journal vouchers, books of original entry (including commissary journals)		destroy after 2 years, provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3
3.01		computer listings of base input comprised of prevalidation, edit errors, SRAN status, out-of-balance, and in-balance	at HQ DFAS-DE	destroy after 6 months. AUTH: N1-AFU-90-3
4	general ledgers	books of final entry (manual and machine form ledgers)		destroy after 6 years. AUTH: N1-AFU-90-3
5	financial statements	year-end statements		destroy after 5 years. AUTH: N1-AFU-90-3
6		copies of statements		destroy after 1 year. AUTH: N1-AFU-90-3
6.01		monthly, quarterly, semiannual and annual financial statements such as statement of financial condition, change in capital of the fund, etc., and division trial balances	at HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
7	medical/dental stock funds (B3500/BV products)	computer products including but not limited to: A & F adjustment error list (B1D); daily materiel transaction list (B1F); daily update (B2E); BK1, BK2, and 1BT card transmittal list (B2Q); project funds management record list (daily) (C2A); cost center/due-out change list (C5P); due-in record audit list (F2H); claims payable/receivable status (F2N); cost center due-out reconciliation adjustment list (F3K); GLA transaction update (daily) (R7B); processing control report (R7C)	used primarily to support medical/dental stock funds general ledger update; to reconcile with the trial balance and to reconcile to expense, obligation, and reimbursement data in the general accounting (BQ) system	destroy after 3 months. AUTH: N1-AFU-90-3

TABLE 177-4

Continued.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
8		local purchase and MILSTRIP payment listings (B3L/M); PFMR/CCR status (C1A) and reconciliation (EOM); Medical Materiel Accounting System output (C1Z); Medical Materiel Management Report, RCS: HAF-SGS(M)7136; Project Funds Management Record List (EOM) (C2A); negative billings report (C2D); monthly reimbursable investment transactions (C2K); stock fund reimbursable sales and sales returns (C2R) customer billing records (C2S); excess to DPSC (EOM) (C3B); claims receivable/payable records (EOM) (C3P); on-order-in transit and payable listing (EOM) (C3W); summarized general ledger entry (C3Y); general ledger summary listing (C6B); cost center list (EOM) (F1A); procurement fund summary record list (EOM) (F2A); local purchase open item list (EOM) (F2M); MILSTRIP research and follow-up list (F2I); GLA transaction update (EOM); E, GLA, MGL, S transactions (C1C); DLA excess status deletions (B3B); delinquent accounts delete card list (F2P); details records written off list (F2Q)		destroy after 1 year. AUTH: N1-AFU-90-3
9	Air Force Stock Fund Reporting System (B3500/YO)	Air Force stock fund materiel accountant errors/messages; stock fund managers' errors/ messages		destroy 30 days after report month. AUTH: N1-AFU-90-3
10		Air Force stock fund processing control		destroy after 1 year. AUTH: N1-AFU-90-3
10.01		general ledger audit update		destroy after 6 years. AUTH: N1-AFU-90-3
11		Air Force stock fund trial balance; proof of accounts		destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 65-3). AUTH: N1-AFU-90-3
12		consolidated payment history list		destroy after 1 year. AUTH: N1-AFU-90-3

**TABLE 177-4**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
13	Seller Interfund Bills - Non-FMS	bills mailed and those sent to DAASO for distribution to buyers	not FMS	destroy 1 year after close of FY in which billed AUTH: NC1-AFU-90-93
13.01	Seller Interfund Bills - FMS		FMS	destroy 2 years after close of FY in which billed AUTH: NC1-AFU-90-93
13.02	Buyer Interfund Bills - Non-FMS	bills received by mail and interfund zero balance listings	not FMS	destroy 1 year after close of FY in which billed AUTH: NC1-AFU-90-93
13.03	Buyer Interfund Bills - FMS	hard copy bills and interfund zero balance listings	FMS	destroy 3 years after close of FY in which created AUTH: NC1-AFU-90-93
14	Automated Materiel Accounting System (U-1050II)	computer listings including but not limited to: EOD, IMR and GLA update (D07); daily PFMR/OCCR update and reconciliation (D11); EOD punch-out; FIA code listing (D32); SF MACR status report (D08); daily fuels update and AMAS punch-out (D27)	used primarily to review SBSS transactions and their effect on the accounting records	destroy after 3 months or upon receipt of new listing; where annotation is required, retain record until annotation has been transferred to new record AUTH: N1-AFU-90-3
15	Automated Materiel Accounting System (U1050-II)	SF MACR status report (EOM-D08), daily fuels update and AMAS punch-outs (EOM-D27); local purchase and MILSTRIP payment list (D29); stock fund on-order, intransit payable list (M01); organization cost center lists (EOM plus all cost center report card lists)(M03); PFMR detail billing lists (M05); EOM punch-out (M12); SFIMR report (M18); fuels sales analysis report (M27); aviation fuels billings (including transfer out accounts payable and receivable list with supporting records-M28); stock fund unobligated and obligated due-out summary report (M29); SF billing products (M05/M33); PFMR reports (EOM)(M35); obligated due-out listings (M36); LP and MILSTRIP research and follow-up list (M37); major appropriated funded investment MACR status list (M07); equipment in use general ledger update list (M17);	used primarily to support AFSF general ledger update; to reconcile with the trial balance; and to reconcile to expense, obligation and reimbursement data in the General Accounting System (BQ)	destroy after 1 fiscal year. AUTH: GRS6,ITEM1b

TABLE 177-4

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		OP-26 fuels budget exhibit report (M39); equipment in use (Q03); investment inventory reconciliation (Q06)		
16	machine cards	including but not limited to: local purchase and MILSTRIP payment cards; AVFUEL obligation transaction cards; E and R cards; GLA cards; fuel sales analysis report cards; MILSTRIP follow-up cards; trial balance report cards; OP-26 report cards		destroy 30 days after month produced or processed. AUTH: N1-AFU-90-3
17		seller interfund cards		destroy 6 months after produced. AUTH: N1-AFU-90-3
18	AVFUEL Management Accounting System (AMAS)	AVFUEL transaction/edit list, Parts I through VI (F3A); AVFUEL Transient Refueling Suspense Control (F2D); AVFUEL Transient Open Item list (F3F)		destroy after 3 months. AUTH: N1-AFU-90-3
19		assigned aircraft validation control listing (F3E); wing/base aircraft summary (F3C); wing/base MDS summary (F3D); current month AZZ AVO, and AHR transmittal list (F3H); consolidated transaction history list (F2R)		destroy 1 year after close of FY. AUTH: N1-AFU-90-3
20	CAPS Management Notices/Audit Registers	management notices and audit registers related to Commissary Accounts Payable System (CAPS)		destroy when purpose has been served (See Note) AUTH: NC1-AFU-91-12
20.01	CAPS Unreconciled Invoice/Recycled Receipts Reports	unreconciled invoice reports; recycled receipts reports		destroy when a new list is produced (transfer research notes to the new list for items remaining on the new report) AUTH: NC1-AFU-91-12
20.02	CAPS - Re-reconciled Invoice Report			destroy after determining reason for invoice(s) being re-reconciled AUTH: NC1-AFU-91-12
20.03	CAPS - Payment Review/Reconciled Invoice Report			destroy after latest payment due date listed on report AUTH: NC1-AFU-91-12
20.04	CAPS - GLAC Report			destroy no less than 2 years after month in

TABLE 177-4

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
				which data was reported in RCS: SAF-ACF(N)7119 (if used as journal voucher or as backup to journal voucher) AUTH: NC1-AFU-91-12
20.05	CAPS - Purged Transaction History Listing/Invoice & Receipt List	purged transaction history listing; purged invoice and receipt list		destroy 1 year after output from the purge process AUTH: NC1-AFU-91-12
20.06	CAPS - Received Not Paid Report (Validate Unpaid Receipt Details)		used to validate unpaid receipt details	destroy after validation is complete AUTH: NC1-AFU-91-12
20.07	CAPS - Received Not Paid Report (Substantiate LP Payables)		used to substantiate value of local purchase payables reported in RCS: SAF-ACF(M)7119	destroy after 1 year AUTH: NC1-AFU-91-12
20.08	CAPS - Vendor Contract Directory			destroy on receipt of a new directory AUTH: NC1-AFU-91-12
20.09	CAPS - Voucher Control Log			destroy 6 years and 3 months after close of FY to which it pertains AUTH: NC1-AFU-91-12
21	MAPS - Interface Programs' Listings	computer listings produced by interface programs including but not limited to: PCNs SH121-TQ: BCAS/MAPS interface (000017); BCAS records added suspended (000023); BCAS/MAPS update error report (000024); daily vendor receipt/return list (000038); D033 daily vendor receipt/ return list (000042); BQ transaction to send, accepted/rejected (000046); SBSS/MAPS interface (000037)	used primarily to review BCAS vendor and contract, SBSS and MEDLOG receipt, and BQ payment transaction interfaces	destroy when new listing received; where applicable, ensure research notes are included with any specific items carried over to new list AUTH: NC1-AFU-91-12
22	MAPS - Optional Programs' listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: vendor directory (000002); vendor indebtedness directory (000003); vendor/contract suspense list (000011); by-others contract list (000004); active PSR data element list	used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded	destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure research notes are included with any specific items carried

TABLE 177-4

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
		(000045); invoice audit list (000040); over-received follow-up to supply (000018)	in the MAPS data base	over to new list AUTH: NC1-AFU-91-12
23	MAPS - Open Items/Obligations Listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: SBSS reconciliation list part 1-MAPS open item list (000012)	used primarily to verify open items, obligations	destroy after 1 calendar year AUTH: NC1-AFU-91-12
24	MAPS - AFSF General Ledger Adjustments/Open D033 Transactions	PCNs SH121-TQ: SBSS reconciliation list part 2-EOM adjustment totals (000012); D033 local purchase summary report (000038); receipt payment fund code discrepancy list (000036)	used to adjust AFSF general ledger for unprocessed supply payment interface transactions or open D033 obligations and payment transactions	file with and as support for journal voucher adjusting AFSF general ledger; destroy after 2 years, provided any corrective action has been accomplished AUTH: NC1-AFU-91-12
25	MAPS - Prompt Payment Act	Prompt Payment Act information list		destroy after 1 year with retained copy of Prompt Payment Act Report (RCS: DD-COMP(Q)1619) AUTH: NC1-AFU-91-12
26	MAPS - Transaction Verification and Notices of Action	computer listings produced by end-of-day programs including but not limited to: PCNs SH121-TQ: unprocessed receipt transactions (000001); AFO/BCO receipt item discrepancies (000013); manually added receipts plus their potential duplicates (000016); invoices with interest penalty due (000025); unreconciled invoices (000031); partial invoice for contracts requiring complete payment (000030); overbilled invoices-no payment due (000032)	used primarily to verify transactions processed and notices of actions to be taken	destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure research notes are included with any specific items carried over to new list AUTH: NC1-AFU-91-12
27	MAPS - Computation List/Materiel Payment Forecast	computer listings produced by end-of-day programs, included but not limited to: PCNs SH121-TQ: invoice computation list (000033); materiel payment forecast (000014)		destroy when new listing received AUTH: NC1-AFU-91-12
28	MAPS - Voucher Control Log	computer produced voucher control PCN SH121-TQ (000028) and supplemental voucher control log PCN SH121-TQ (000026) produced by end-of-day programs		destroy after 6 years AUTH: NC1-AFU-91-12

**TABLE 177-4**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>29</b>	MAPS - DOV Register	DOV register PCN SH121-TQ (000029)		destroy after 1 year (AFOs using MACRODOV summary voucher procedure should file DOV register as an integral part of payment voucher) AUTH: NCI-AFU-91-12
<b>30</b>	MAPS - End-of-Day Programs	computer listings produced by end-of-day programs, including but not limited to: PCNs SH121-TQ; voucher creation error list (000027); vouchers DOV'd without check number (000034); receipt/payment adjustment transactions (000035); BQ payment transactions not created list (000065)		destroy after verification that corrective action has been taken AUTH: NCI-AFU-91-12

**NOTE:** When the Override Reconciliation option in invoice processing is used, the Management Notices Report output showing the update to the invoice record is retained. Retain only the applicable page(s) of the report. If the reason for using the Override Reconciliation option is separately documented, also retain that documentation.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-5**

**DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	original accounts (money/disbursing)	collection and disbursing vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, telephone and telegraph bills, Treasury statements and reconciliations, certificates of deposit, and comparable data	at HQ DFAS-DE for GAO	retire after 12 months to Denver FRC where they are destroyed 6 years and 3 months from date of account. EXCEPTION: Hold original accounts pertaining to American Indians indefinitely. AUTH: N1-AFU-90-3
<b>1.01</b>	Original Accounts (Base-Level)		held at base-level awaiting shipment to HQ DFAS-DE	send to HQ DFAS-DE in accordance with DFAS-DE Regulation 177-108 AUTH:

TABLE 177-5

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>2</b>		substantiating records for the Joint Uniform Military Pay System (JUMPS) including the original document transmittal listing with supporting records such as reports of leave transactions, military pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, and the original JUMPS data change transaction register	at HQ DFAS-DE for GAO	retire after 12 months to Denver FRC where they are destroyed after a total of 6 years and 3 months. AUTH: N1-AFU-90-3
<b>3</b>		contracts with change orders, supplemental agreements, parts lists, drawings, charts, diagrams, and related data, concerning purchases and sales of materials, supplies, equipment and services, construction, lease of land, and other property data (also see table 64-1)	at Denver FRC for GAO	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3
<b>4</b>	Original Accounts (Held for GSA Transportation Audit)	original money accounts, vouchers, contracts, and supporting documents	retained for on-site GSA audit or audit delegated by GSA	send to HQ DFAS-DE after audit or after 3 years, whichever is sooner, where they will be retired to the Denver Federal Records Center, then destroyed when 6 years and 3 months old. AUTH: GRS6,ITEM1a
<b>4.01</b>	Original Accounts (NATO Infrastructure Program)	records described in rule 1	at bases for NATO Infrastructure Program	send copy of vouchers to HQ USAFE/DEXN (see table 32-9) and the original with the records in rule 1 above to HQ DFAS-DE. AUTH: NC1-AFU-76-67
<b>5</b>	Wherry or Capehart Act Housing	records related to paying for initial construction of housing units under the Wherry act or Capehart Act; record of appropriations, reimbursement reports, vouchers, to include expenses, mortgage insurance premiums, and related accounting records	at HQ USAF	destroy 6 years and 3 months after final payment is made according to FHA amortization schedule or mortgage is paid AND after obtaining clearance from AFREA, AF/CEH and AF/JA AUTH: N1-

**TABLE 177-5**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
				AFU-90-3
<b>6</b>	Administrative Claims	documents relating to claims for money or property which were administratively determined to be due and owing the U.S. for which the Government's right to collect was not extended	record copies at AFOs	destroy 10 years and 3 months after the year in which the Government's right to collect first accrued. AUTH: GRS6,10b(2)(a)
<b>6.01</b>			non-record copies at accounting and finance activities	destroy after 1 year. AUTH: GRS6,1b

**NOTE:** Obtain clearance from HQ USAF/LEE and HQ USAF/JA before authorizing destruction. (Also see table 32-19.)

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-6

## LEDGERS, JOURNALS, LISTINGS, AND REPORTS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	general ledgers	ledgers, allocation files, and command files for bases	at MAJCOMs, major subordinate commands, and other operating agencies per AFR 177-130	destroy 6 years and 3 months after FY to which they pertain. AUTH: N1-AFU-90-3
<b>1.01</b>	General Ledgers - Expired Accounts	ledgers, allocation files, and command files for bases pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH: GRS6.Item 1a
<b>2</b>	reconciliation listings	credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings		destroy after 6 months. AUTH: N1-AFU-90-3
<b>2.01</b>	Reconciliation Listings - Expired Accounts	credit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6.Item 1a
<b>3</b>	daily audit lists	reconciled mechanical lists		destroy after 1 month. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-7**

**LOSS OF FUNDS CASE FILES**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	losses of appropriated funds	reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence, and related papers used to determine pecuniary liability for losses	cases in which the AFO is granted relief and no other person is held liable	destroy 4 years after date of last action (See Note 2). AUTH: N1-AFU-90-3
<b>2</b>			cases in which the 6-year statute of limitation allows an individual or bond company to file a claim for the amounts paid to cover losses of funds (See Note 1)	destroy 6 years after date of last action (See Note 2). AUTH: N1-AFU-90-3
<b>3</b>		reports, substantiating data, miscellaneous correspondence concerning shortages/overages in accounting and finance officers' accounts, including but not limited to: quarterly report of unexplained losses, semiannual report on day-to-day operating losses/overages under \$500, subsidiary accountability record, synopsis of final action on closed cases, letters and messages providing explanation of shortages	at HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
<b>4</b>			at other than HQ DFAS-DE	destroy after 1 year. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Cases in which the 6-year statute of limitation applies are: a. Cases in which loss is repaid voluntarily or involuntarily as the result of an approved finding of liability by an investigating officer, board of officers, the Commander of the Defense Finance and Accounting Service, or by the Secretary of the Air Force. b. Noninvestigated loss cases in which shortages were paid. c. Cases certified to the GAO as uncollectible.

2. Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated; and/or if nothing is reported to DFAS-DE by GAO, 1 year from the date case was certified to the GAO.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

<b>TABLE 177-8</b>				
<b>CLAIM, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	pay and allowances (military and civilian)	records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods	at HQ DFAS-DE	destroy 6 years after date of final action. AUTH: N1-AFU-90-3
<b>1.01</b>		copies of rule 1 records pertaining to denied claims	at other than HQ DFAS-DE	destroy 1 year after close of FY after final adjudication of the claim. AUTH: N1- AFU-90-3
<b>2</b>	corrected military pay and allowances	records used to adjudicate and make final determinations of adjustments consistent with 10 U.S.C. 1552	at HQ DFAS-DE	destroy 6 years after date of final action. AUTH: N1-AFU-90-3
<b>3</b>	casualty records	correspondence and other data required to determine appropriate beneficiary and to facilitate expeditious payments, and replies to inquiries; used also for authorizing field payments of 6 months' death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of accounts		
<b>4</b>	missing-in-action information	payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained until member's status changes		apply rule 3 or 4.1, as appropriate. AUTH: N1-AFU-90-3
<b>4.01</b>	prisoners-of-war (POW)	rule 4 records used in administering member's financial affairs while in a POW status		destroy 56 years after member's return from POW status. AUTH: N1-AFU-90-3
<b>4.02</b>	missing-in-action (MIA), killed-in- action (KIA), and prisoner-of-war (POW) uniformed services savings deposit program (USSDP) accounts	quarterly cumulative records of USSDP deposits/withdrawals, individual settlement files and settlement listings used to determine status and history of members' USSDP accounts		destroy 56 years after last account is closed. AUTH: N1-AFU-90-3
<b>5</b>	remission/waiver of indebtedness	applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination		destroy 6 years after date of final action. AUTH: N1-AFU-90-3

**TABLE 177-8**  
Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5.01	Remission/Waiver of Indebtedness - Copies	copies of applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination		destroy 1 year after final action. AUTH: GRS6,ITEM1b
6	fraud or forgery records	reports of investigations and correspondence created to establish amount indebtedness, and to effect collection		destroy 6 years after date of final action. AUTH: N1-AFU-90-3
6.01		reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection when retained for AFO or MAJCOM use	at other than HQ DFAS-DE	destroy 1 FY after date of final action. AUTH: N1-AFU-88-53
7	commercial accounts of contract and sundry claims made against the government or vice versa	denied claims	at HQ DFAS-DE	destroy 6 years after date of final action. AUTH: N1-AFU-90-3
8		other than denied claims, which are returned to claimant, forwarded to field AFO, or MAJCOM headquarters and/or to GAO for final processing		destroy all remaining papers after 30 days, provided a case history card is processed (see rule 9). AUTH: N1-AFU-90-3
9		case history record cards reflecting on claims other than those denied		destroy after 3 years. AUTH: N1-AFU-90-3
10	Collection Case Files	records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty or out-of-service members whose indebtedness was incurred while on active duty	at HQ DFAS-DE	destroy 10 years after final action AUTH: N1-AFU-91-37
11	(RESERVED)(see note)			(RESERVED)
12	garnishment actions	case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases, and inquiries	in designated central control office	destroy 6 years after case is closed. AUTH: N1-AFU-90-3
13			in offices other than designated central control office	destroy 1 year after case is closed. AUTH: N1-AFU-90-3

NOTE: Use table 177-8, rule 10.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-10

## USER CHARGES REPORT RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	user charges reports and reports of services rendered	consolidated reports, feeder reports, correspondence, and related data	at HQ USAF and HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
2		retained copies of reports covered in rule 1, related correspondence, and other pertinent data	at other than HQ USAF and HQ DFAS-DE	destroy when superseded by follow-on report, or 1 year after any discrepancies in reported data are reconciled by HQ DFAS-DE. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-11

## CADET PAY

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	Cadet Pay Statements	pay statements of cadets	at Cadet Pay	destroy 4 years after graduation. AUTH: NC1-461-82-1
2	Cadet Pay Records	individual cadet pay record	at computer resources in computer bank	closed out annually, on discharge or graduation and forward to HQ DFAS-DE. AUTH: NC1-461-82-1
3	Cadet Pay Order (Originals)	originals of authorizations to pay or change the pay accounts of cadets, includes statement of charges for government property lost, damaged or destroyed, "A" series orders and all substantiating pay documents	at Cadet Pay	forward to DFAS-DE monthly AUTH: NC1-461-82-1
4	Cadet Pay Order (2nd & 4th Copies)	second and fourth copies; substantiating documents and listings	at originating agency	destroy 1 year after graduation AUTH: NC1-461-82-1
5	Cadet Pay Order (3rd Copy)	third copy	at Cadet Pay	destroy after 1 year AUTH: N1-AFU-88-13
6	Posting Media	journal vouchers and other related specialized posting media for machine operations	used to effect internal adjustment through MAFR	destroy after 1 FY AUTH: NC1-461-82-1
7	Document Control Logs	logs of numbered source documents	used to provide internal control of source documents	destroy 3 months after close of FY to which they pertain AUTH: NC1-461-82-1

**TABLE 177-11**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>8</b>	Tax and Interest Distribution	W-2 listings, quarterly FICA reports and Cadet Personal Investment Trust Fund interest distribution records and state tax vouchers	at Cadet Pay	destroy 6 years after the CY to which they pertain AUTH: NC1-461-82-1
<b>9</b>	Payroll Registers	payroll listings, cumulative transactions listings, CPITF interest listings		destroy after 1 year AUTH: NC1-461-82-1
<b>10</b>	Transmittal Letters (Originals)	originals of document transmittal letters		forward to HQ DFAS-DE monthly AUTH: NC1-461-82-1
<b>11</b>	Transmittal Letters (Receipt Copies)	receipt copy of document transmittal letters from HQ DFAS-DE		destroy after 1 year AUTH: N1-AFU-88-13
<b>12</b>	Indebted Control Sheets	manual balancing sheets to mechanized system (F80 crossfeed and balance)		destroy after 4 years AUTH: N1-AFU-88-13
<b>12.01</b>	Non-Indebted Control Sheets	manual balancing sheets to mechanized system (F80 crossfeed and balance)		destroy after 1 year AUTH: N1-AFU-88-13
<b>13</b>	Folio Ledgers	ledger of trust revolving computerized balancing system		destroy 1 year after class graduates AUTH: NC1-461-82-1
<b>14</b>	General Ledgers	trial balance		destroy after 3 years AUTH: GRS7,ITEM4(a)

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-13**  
**FINANCIAL PROPE ACCOUNTING RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	mechanized cards and tabulations	detail and summary cards	for any number of days or periods within a particular month; for monthly, or the accumulation of any number of months for consolidated purposes	destroy after necessary reconciliations have been made with pertinent documents. AUTH: N1-AFU-90-3
2		listings and tabulations		destroy on receipt of new listing or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

**TABLE 177-13**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
3	(RESERVED)			(RESERVED)
4				
5	basic transactions	financial inventory accounting (FIA) forms and records, requisitions, and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers, and other pertinent documents	at ALCs and bases	destroy 1 year after close of the FY or calendar year to which they pertain. AUTH: N1-AFU-90-3
6		FIA monthly and/or quarterly reports, operating statements, special reports and analyses, and other pertinent reports (manual or mechanized)		

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-14**  
**AIR LOGISTICS CENTERS (ALCs) ACCOUNTING RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	basic transactions	cost ledger sheets, control registers, pro rata registers, recapitulation work sheets and reconciliations	at ALCs	destroy 1 year after close of FY to which they pertain. AUTH: N1-AFU-90-3
<b>2</b>		records covered in rule 1 that are used to record more than 1 year's cost, such as motor vehicle cost records		destroy 1 year after FY in which transaction is entered in the ledger. AUTH: N1-AFU-90-3
<b>3</b>	mechanized EAM cards and tabulations	daily detail cards		destroy after reconciliation with periodic summaries. AUTH: N1-AFU-90-3
<b>4</b>		periodic summary cards (except budget justification cost summary cards, see rule 7)		destroy after 1 year. AUTH: N1-AFU-90-3
<b>5</b>		tabulations and correction sheets (except daily listings in rule 6)		destroy 1 year after close of FY to which they pertain. AUTH: N1-AFU-90-3
<b>6</b>		daily listings, when consolidated in monthly listings		destroy after 90 days. AUTH: N1-AFU-90-3
<b>7</b>	historical cost data	summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special project costs accumulated		destroy after 10 years. AUTH: N1-AFU-90-3
<b>8</b>	MAP maintenance and rehabilitation project records	detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales		destroy after 6 years. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-15

## ACCOUNTS CONTROL RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	general ledgers	manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger	at base level accounts control SMAs	destroy 4 years after FY to which they pertain. AUTH: N1-AFU-90-3
<b>1.01</b>	Accounts Control General Ledgers - Expired Accounts	manual and machine form ledgers, to include but not limited to Operating Budget Ledger and Allotment Ledger pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH: GRS6,Item 1a
<b>2</b>	subsidiary ledgers	various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others; adjustments, suspense items; object classes, open allotments, industrial funds, stock funds; deposit funds; cash accountability, and expenses		destroy 3 years after FY to which they pertain. AUTH: N1-AFU-90-3
<b>3</b>	Accounts Control Subsidiary Ledgers - Expired Accounts	subsidiary ledgers for expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item 1a
<b>4</b>	supporting records (to ledgers in rules 1, 2, and 3)	Budget Authority/Allotment (AF Form 401), or authorized replacement, Obligation Authority/Suballotment (AF Form 402), subsidiary distribution of allotments and BAs to other SMAs; journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid); reports of TDY and PCS on military or civilian travel under specific or centrally managed allotments, and Status of Funds Data Base Transmissions		destroy 3 years after FY for which related appropriations are available for obligation. (See table 177-21 for civilian pay, and table 177-32 for military pay.) AUTH: N1-AFU-90-3

TABLE 177-15

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
4.01	Accounts Control Supporting Records - Expired Accounts	supporting records to accounts control general and subsidiary ledgers pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriated account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
5	allocation and allotment records pertaining to continuing X or No-Year appropriations	contracts, purchase orders, receiving reports, and other applicable records pertaining to unliquidated allocation and allotment accounts of X and No-Year appropriations, and unliquidated obligations of lapsed appropriations that have been transferred to appropriate successor (M) appropriations	held until the obligations are liquidated (including new records created as a result of the transferred appropriations)	destroy 4 years after liquidation. AUTH: N1-AFU-90-3
6	financial statements schedules, and reports	retained copies of records required by higher headquarters		destroy after 4 years. (Also see table 177-1.) AUTH: N1-AFU-90-3
6.01	Accounts Control Financial Statements and Reports - Expired Accounts	retained copies of records required by higher headquarters pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-16**

**AUTOMATIC DATA PROCESSING/PUNCH CARD ACCOUNTING MACHINE ACCOUNTS CONTROL**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	basic transactions			destroy per table 177-15. AUTH: N1-AFU-90-3
<b>2</b>	daily detail machine cards	data used in daily operations		destroy when necessary reconciliations are made with pertinent documents. AUTH: N1-AFU-90-3

TABLE 177-16

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
3	periodic summary machine cards	data used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidated purposes		destroy after 6 months. AUTH: N1-AFU-90-3
4	monthly summary machine cards			destroy after reconciliations are made or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5	tabulations used in daily operations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports, maintained in monthly increments		destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later (EXCEPTION: destroy year-end fiscal quarter tabulations after 3 months or when all questions are resolved, whichever is later). AUTH: N1-AFU-90-3
6	periodic summary tabulations			
7	monthly summary tabulations			
8	consolidated machine cards and tabulations	annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing, usually for an entire FY		destroy 4 years after FY for which related appropriations are available for obligation. AUTH: N1-AFU-90-3
9	Accounts Control Consolidated Machine Cards and Tabulations - Expired Accounts	consolidated machine cards and tabulations for expired and merged ("M") accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records, usually for an entire FY		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6, Item 1a
10	Accounts Control Consolidated Machine Cards and Tabulations - Continuing X or No- Year Accounts	consolidated machine cards and tabulations for continuing X or No- Year appropriations documents		destroy 4 years after closing out of individual allocation or allotment account AUTH: N1-AFU-90-3
11	base materiel/supply automated system (Univac 1050-II)	computer listings including but not limited to: EOD IMR and GLAC update, daily PFM/ OCCR update	at base level subject matter areas (SMAs)	see table 177-4, rule 14 AUTH: N1-AFU-90-3

**TABLE 177-16**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
	products)	and reconciliation, EOD punch-out, daily fuels division punch-out, base MCS transaction list, investment MACR status report and reconciliation list, equipment in use GLA update, SF obligated and unobligated and due-out report, OCCR record list and summary, LP MILSTRIP BNR, RNB, details validation list, investment equipment reconciliation GLAs 14041, and other miscellaneous listings, furnished to other organizations or included later in EOM products		
12		SF MACR status report, local purchase and MILSTRIP payment list, SF on order intransit payable list, PFMR reports, EOM punch-out listings, A & F due-out list, LP open item lists		see table 177-4, rule 15. AUTH: N1-AFU-90-3
13		daily, periodic and monthly summary machine cards		see table 177-4, rule 16. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-17**

**INTERNAL CONTROL RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	Treasury checks and savings bonds control	transfer of checks report and related internal control records	at AFOs, deputy AFOs, or agents	destroy after 6 years. AUTH: N1-AFU-90-3
<b>2</b>		records on returned and undelivered checks and bonds		destroy 1 year after disposition of the checks and bonds is recorded; destroy any remaining records after 1 year, or on inactivation of office whichever is applicable AUTH: N1-AFU-90-3
<b>3</b>	(RESERVED)			(RESERVED)
<b>4</b>				

TABLE 177-17

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5	Applications to Keep Cash on Hand		at MAJCOMs, AFOs, deputy AFOs, or agents	destroy 6 years after close of FY to which it pertains. AUTH: N1- AFU-90-19
6	cash accountability control	analyses of daily cash accountability; receipt for transfer of cash and vouchers; transfer of currency; daily summary of cash collections; cashier's daily summary, and related data		destroy after 1 year, provided any discrepancy is cleared. AUTH: N1-AFU-90-3
7		reports of overages and losses of public funds, and cash verification reports		
8	Appointment Orders	administrative orders appointing individuals as cashiers and agents; orders, such as designation and appointment of deputy to accounting and finance officer; written designations of individuals within the office to execute certificates on vouchers and other records; signature cards pertaining to certifying officers, and related data		destroy 6 years after cancellation or revocation of the order, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note 1) AUTH: N1-AFU-90-3
9	card control files	cards containing disbursing symbol numbers, name and address of AFOs, and serial numbers of all checks for which AFO is accountable, name of installation, and serial number of check-signing equipment	at HQ DFAS-DE	destroy when no longer needed. AUTH: N1- AFU-90-3
10		cards containing name of individual bonded, effective and termination dates of bond, and name of surety company		
11	check control	machine record control cards of all pay checks transferred to HQ DFAS-DE vault for safekeeping until mailed to recipient		destroy after 1 year. AUTH: N1-AFU-90-3
12	returned checks and bonds	original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds		destroy after 3 years. AUTH: N1-AFU-90-3
13	check photostats	photostats of checks originated in GAO and forwarded to HQ DFAS-DE for use in processing claims and in reconciling overdrafts and underdrafts		destroy 1 year after claim is settled. AUTH: N1-AFU-90-3
14	search cards for checking account	forms (work sheets) used to provide a complete summation of discrepancies		destroy after 2 years. AUTH: N1-AFU-90-3

**TABLE 177-17**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
	discrepancies	and overdraft or underdraft adjustments necessary to balance an AFO's checking account		
<b>15</b>	transmittal card file	forms, such as voucher transmittal sheets 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. AUTH: N1-AFU-90-3
<b>16</b>	control logs	logs used to provide reference and control for records of travel payments	at AFOs	destroy 60 days after close of calendar year. AUTH: N1-AFU-90-3
<b>17</b>		forms used to provide reference and control of microfilmed pay records, negotiable instruments, and similar data		destroy with microfilmed records to which they pertain. AUTH: N1-AFU-90-3

**NOTE(S):**

- HQ DFAS-DE advises AFOs of outstanding discrepancies with specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.
- For Safe, Vault Security Control records, see table 31-1.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-18

## COMMERCIAL SERVICES-FINANCIAL RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	fund distribution	memorandum advice, from the accounts control area, of fund distribution records		destroy after end of FY to which they pertain. AUTH: NI-AFU-90-3
<b>2</b>	obligation authority	obligation authority forms, military interdepartmental purchase request, project orders and comparable documents used to provide funds for commitment and obligation purposes		destroy 4 years after commitment and obligation or 4 years after expiration date stated on record. AUTH: NI-AFU-90-3
<b>2.01</b>	Obligation Authority - Expired Accounts	obligation authority forms, military interdepartmental purchase request, project orders and comparable documents used to provide funds for commitment and obligation purposes related to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a

TABLE 177-18

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
3	cancelled commitments	unobligated commitments (UOCs) retained per AFR 177-102, chapter 9		destroy 1 year after cancellation. AUTH: N1-AFU-90-3
3.01	Cancelled Obligations - Accrued Expenditures Unpaid (AEU)	undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) used to support claims by vendors	record copies at AFOs	destroy 6 years and 3 months after the close of the fiscal year. AUTH: GRS7,ITEM3
3.02	Cancelled Obligations - Undelivered Orders Outstanding (UOO)			destroy after 3 fiscal years. AUTH: GRS7,ITEM4a
3.03	Cancelled Commitments - Expired Accounts	unobligated commitments (UOCs) pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
3.04	Cancelled Obligations - Expired Accounts	undelivered orders outstanding (UOO) and accrued expenditures paid (AEU) used to support claims by vendors related to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
4	Accounts Receivable	ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts	record copies	destroy 6 years and 3 months after period of account. AUTH: GRS6,ITEM1a
4.01	Accounts Receivable - Other Copies	copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts	not record copies	destroy after 1 year. AUTH: GRS6,ITEM1b
4.02	Accounts Receivable - Expired Accounts	ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts related to expired and merged ("M") accounts	record copies	destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
5	Collection Vouchers	collection vouchers and supporting records	copies at AFOs	destroy 3 years after close of FY in which final collection is

**TABLE 177-18**  
Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
				effected, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note 1). AUTH: N1-AFU-90-3
6	Accrued Expenditures Paid	expenditure vouchers with original supporting documents		destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note 1). AUTH: GRS6,ITEM1a
6.01	(RESERVED)(see note 2)			(RESERVED)
6.02	Accrued Expenditures Paid Vouchers - Expired Accounts	expenditure vouchers with original supporting documents pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,item1a
7	Accrued Expenditures Paid	original substantiating records with copies of expenditure vouchers held per AFR 177-102		destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note 1). AUTH: GRS6,ITEM1a
7.01	Accrued Expenditures Paid Substantiating Records - Expired Accounts	original substantiating records with copies of expenditure vouchers pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
8	record transmittal	summary statement of activity forms		destroy 6 months after

TABLE 177-18

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		and/or similar forms, received by subject matter areas (SMAs) to control transmission of source records pertaining to appropriation reimbursements		receipt is furnished SMA. AUTH: N1- AFU-90-3
<b>9</b>	copies of reports pertinent to commercial service SMA			destroy 1 year after FY to which they pertain. AUTH: N1-AFU-90-3
<b>10</b>	posting media	records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications, used to provide input data to the accounts control area		destroy after 90 days, or 90 days after discrepancy which may be involved is cleared. AUTH: N1-AFU-90-3
<b>11</b>	control logs for recording disbursement and collection vouchers			destroy 6 years after close of FY in which created. AUTH: N1- AFU-90-3
<b>12</b>	commitments or obligations	all active commitment and obligating records as reflected on the open item/record list and others, used to support commitments and obligations in accounting records		when paid, dispose of per rule 6 or 7, as applicable; when not paid, dispose of per rule 2 or 3. AUTH: N1- AFU-90-3
<b>13</b>	Internal Revenue Service Reports (IRS)	documents reflecting payments to individuals required to be reported to IRS, including Treasury Department forms used to report payments (AFR 177-102)		destroy 5 years after end of calendar year in which paid AUTH: N1-AFU-91-32

**NOTE(S):**

- HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.
- For "Accrued Expenditures Paid - By Others Registers" (by others registers and supporting documents, AFCMB and DCSAR paid files), see table 177-29, rule 3.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-19

## PAYING AND COLLECTING

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	daily cash accountability	forms such as daily cash accountability and transaction summary; daily summary of receipts, reimbursements and net disbursements; daily voucher control; cash collection record; daily voucher transmittal forms, and related data, used by the paying and collecting subject matter area (SMA) to provide summary information to the accounts control area, or to reflect daily transactions with other SMAs		destroy 1 year plus 1 month after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE (See Note). AUTH: N1-AFU-90-3
<b>2</b>	Monthly Cash Accountability	forms such as Statements of Accountability, Statement of Designated Depository Account, Report of Foreign Currencies, with supporting records, schedules, and related data		destroy 2 years after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note) AUTH: N1-AFU-90-3
<b>3</b>	subsidiary accountability	subsidiary accountability forms and related records used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds		destroy 1 year after FY in which created. AUTH: N1-AFU-90-3
<b>4</b>	agent accountability	statements of agent officer's account forms; transmittal for paid vouchers and related papers used as a control on funds entrusted and returned by accounting and disbursing agents		destroy 1 year after the agent transactions are reflected in the accounts of the principal AFO. AUTH: N1-AFU-90-3
<b>5</b>		agent officer's cash blotter and comparable forms		destroy 4 years after close of the FY to which they pertain. AUTH: N1-AFU-90-3
<b>6</b>		reimbursement vouchers and other related records	held by or for cash purchasing agents	destroy 1 year after reimbursement. AUTH: N1-AFU-90-3

TABLE 177-19

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>7</b>	cashiering	receipt for transfer cash and voucher forms, daily summary of cash collections, cashiers daily summary, comparable forms, and related papers, used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action		destroy after 1 year. AUTH: N1-AFU-90-3
<b>8</b>	Deposits	certificate of deposit forms and similar forms used for designated limited depositories, schedule of cancelled checks (except those covered in rule 2), lists of checks and negotiable instruments, or microfilm copies of checks and instruments deposited		destroy 1 year after FY in which deposits have been confirmed or on resolution of any outstanding 57F3878 adjustments, whichever is later AUTH: GRS6,ITEM1b
<b>9</b>	Check Control - Daily	forms, check issue register and related information used in the receipt of Treasury check stock and for control of blank checks allotted for preparation and issuance		destroy after 1 year AUTH: GRS6,ITEM1b
<b>9.01</b>	Check Control - Monthly	month-end check issue summary and associated detail check issue data		destroy 6 years and 3 months after FY in which created AUTH: GRS6,ITEM1a
<b>9.02</b>	Replacement Checks	application, unavailable check cancellations, advise of status, check copies, and related documents		
<b>10</b>	US savings bonds (also see table 177-27)	applications for cash purchase of series E or H bonds, receipt for miscellaneous collections, transmittal of bond issuance schedules, bond control forms, and comparable forms and related information		destroy 1 year after FY in which created. AUTH: N1-AFU-90-3
<b>11</b>	foreign currency control	limited depository account form reports, foreign currency receipts control forms, disbursement control forms, and exchange ledger		
<b>12</b>	special reports	joint message form used for daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections, and related information		destroy after 1 year. AUTH: N1-AFU-90-3
<b>12.01</b>	Automated Integrated Paying and Collecting (IPC) System Listings	management listings not otherwise covered in this regulation		destroy after 1 year AUTH: GRS6,ITEM1b

TABLE 177-19

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
13	posting media	records (other than source records) such as journal voucher, posting data transfer, and similar forms, used to provide input data to account control area		destroy after 90 days, or 90 days after any discrepancy is cleared. AUTH: N1-AFU-90-3
14	contingency expenditures	forms such as vouchers for confidential expenditures memo, subvouchers for reimbursements of confidential funds, and supporting records		destroy 4 years after close of FY, provided any exceptions are cleared. AUTH: N1-AFU-90-3
14.01		intelligence contingency funds expenditure records		destroy 2 years after close of FY, provided any exceptions are cleared. AUTH: N1-AFU-90-3
15	currency conversion and control	purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information	at personnel, AFOs, clubs, hotels, unit orderly rooms, and similar activities when exchanging dollar instruments, foreign currencies, or military payment certificates	destroy 1 year after FY in which issued, or on settlement of irregularities or discrepancies, whichever is later. AUTH: N1-AFU-90-3
16		dollar instrument purchase control forms	at Air Post Offices and US-sponsored banking facilities	destroy after 6 months or on completion of review by appropriate authority, whichever is later. AUTH: N1-AFU-90-3
17	public vouchers for medical services	public voucher forms for purchases and services other than personnel, and supporting information that relates to charges for emergency treatment of military personnel by civilian physicians, hospitals, or clinics		destroy after 5 years when vouchers are completed as to payment, or 6 years after date claim first accrued when vouchers are incomplete or disapproved as to payment. AUTH: N1-AFU-90-3
18	commissary reporting (also see table 145-1)	monthly commissary operating statements and correspondence that constitute a part of the reporting system on commissaries and commissary store operations		destroy after 2 years. AUTH: N1-AFU-90-3
19	Unvouchered Check Issue or Unvouchered Cash Collection	paying and collecting journal records	original at HQ DFAS-DE	destroy 6 years and 3 months after FY in which created AUTH: GRS6,ITEM1a

NOTE: HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-20

## TRAVEL RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	transportation requests	memorandum card copy of transportation request forms, US Government passenger warrants, travel and transportation warrants, and requests for passenger transportation when official travel between two overseas stations requires travel to be performed on a foreign carrier		destroy 3 years after close of FY in which obligations are incurred. AUTH: N1-AFU-90-3
<b>2</b>	government bills of lading (GB/Ls)	copy 8 of GB/Ls, including copies of freight warrants, car manifests, bills for occasional services, foreign bills of lading and foreign consignment notes from carriers of foreign countries, used to support accounting records, obligations, and charges on shipping records		destroy 1 year after close of FY in which obligations are incurred. AUTH: N1-AFU-90-3
<b>3</b>	joint travel regulation (JTR)	superseded pages		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>4</b>	Master Travel Record History Data - at Base Level			purge 30 days after transmitting to HQ DFAS-DE AUTH: N1-AFU-91-15
<b>4.01</b>	Master Travel Record History Data		at HQ DFAS-DE	destroy 6 years and 3 months after close of FY in which payment was made AUTH: GRS6,ITEM1a
<b>4.02</b>	Central Travel Record Development and Maintenance Products		at HQ DFAS-DE	destroy when no longer needed AUTH: N1-AFU-91-15
<b>4.03</b>	Record of Travel Payments - Transient Personnel Record Deletion List	copies of Transient Personnel Record Deletion List		destroy 90 days after date of listing AUTH: N1-AFU-87-37
<b>5</b>	Record of Travel Payment (DD Form 1588) - at HQ DFAS-DE		since May 1983 conversion to Automated Travel Record Accounting System (ATRAS)	destroy 6 years and 3 months after close of FY in which payment was made AUTH: GRS6,ITEM1a
<b>5.01</b>	Record of Travel Payment (DD Form 1588) - at Reinstated Reduced/Limited AFOs			destroy 30 days after reconciling to the Master Travel Record AUTH: GRS20,ITEM2a

**TABLE 177-20**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>5.02</b>	Record of Travel Payment (DD Form 1588) - at Base Level			
<b>6</b>	allotments, commitments and obligations	unobligated commitments or obligations, and unliquidated obligations, such as basic agreements for storage of household goods and related services; reimbursement vouchers; comparable forms, and related data		destroy 3 years after FY for which related appropriations are made available for obligation, provided there are no discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note). AUTH: N1-AFU-90-3
<b>7</b>	accrued expenditures paid	disbursement and collection vouchers, with supporting commitment and obligation records		destroy when 1 year old. AUTH: GRS6,ITEM1b
<b>8</b>	ledgers of accounts	subsidiary accounts receivable ledger for appropriation refunds		destroy after 3 years. AUTH: N1-AFU-90-3
<b>9</b>		subsidiary ledger of deposit funds maintained on forms, such as general ledger or appropriations reimbursement record		
<b>10</b>	control logs	disbursements and collection vouchers logs		destroy 1 year after close of FY or calendar year in which created. AUTH: N1-AFU-90-3
<b>11</b>	posting media	records (other than source records) such as journal vouchers, posting data transfer, similar forms, and specialized posting media for machine applications, used to provide input data to accounts control area		destroy after 90 days or 90 days after any discrepancy is cleared. AUTH: N1-AFU-90-3
<b>12</b>	automated travel record accounting system (ATRAS) management listings	listings produced by ATRAS that are used for reconciliation and followup on obligations		destroy after 1 month. AUTH: N1-AFU-90-3
<b>12.01</b>	ATRAS Fiscal Quarter-End Reconciliation Listings	Automated Travel Record Accounting System (ATRAS) products		destroy after 6 months AUTH: N1-AFU-91-15

**NOTE:** HQ DFAS-DE advises AFOs of outstanding discrepancies within, specified retention period. In the absence of such advice, AFOs may destroy records when eligible.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-21**  
**CIVILIAN PAY**

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
1	Individual Pay Records (IPRs)	approved pay records including forms, listings or microform used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year		send to NPRC (CPR) after 3 payroll years, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (See Notes 1 and 2). AUTH: GRS2,ITEM1(b)
2	Civilian Individual Leave and Leave Transfer	forms, official records used in lieu of forms (including records of leave data transferred, if applicable) for recording official annual accumulation and use of employee's leave		destroy after 3 payroll years, whether audited or unaudited (EXCEPTION: retain individual records pertaining to claims received pending settlement (see notes 2, 3). AUTH: GRS2,Item9a
3	Individual Attendance and Overtime	records either in paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor; supplemental time and attendance records, such as sign- in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data		destroy after GAO audit or when 6 years old, whichever is sooner (see notes 2, 5, and 6) AUTH: GRS2,Item8
3.01	(RESERVED)(see note 8)			(RESERVED)

**TABLE 177-21**  
**Continued.**

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
3.02	Applications for Leave	leave applications for other than home leave used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms	at supervisor's operating area	destroy at end of pay period if time and attendance form has been initialed by employee. AUTH: GRS2,ITEM8a
4	Civilian Individual Retirement: Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS)	forms or comparable approved records used to record amounts deducted from employee's wages for retirement		forward CSRS records to Office of Personnel Management (OPM) on separated employees (including those for retirement or death) and on those transferred outside AF; forward CSRS records on employees transferred within AF to new payroll office; forward all FERS records to OPM whenever employee transfer to new payroll office (including another AF payroll office), separates, retires, or dies. AUTH: GRS2,Item28
4.01		microformed copies of individual retirement documents (SF Form 2806) and copies of registers of separations and transfers (SF Form 2807) used to recreate lost records, balance reports and answer inquiries		forward to HQ DFAS- DE/NAR, where they are destroyed after 3 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5	Individual Retirement Records Control Files	forms or comparable approved records used to control records maintained in connection with the retirement records, such as register of separations and transfers, adjustments, and comparable actions		disposition is pending 17 Jul 91 through 31 Dec 94; effective 1 Jan 95, destroy after 3 years (See Note 2) AUTH: N1-AFU-90-3
6	wage and separation information files	forms or comparable records, notices of determination, notices of refusal to work offer, and other related records, used in connection with unemployment compensation claims		destroy after 2 years (See Note 2). AUTH: N1-AFU-90-3
7	Federal Employees Health Benefits	forms or comparable records used for registrations, changes of enrollment		destroy 6 years after date of last entry

**TABLE 177-21**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
		status, reports, transmittals, and related actions		provided requirements of DFAS-DE Regulation 177-104 have been met (see note 2) AUTH: GRS1,Item19
8	income tax withholdings	Treasury Department forms or comparable forms used to record and report wages and taxes withheld from employees' earnings, tax reconciliations, and related actions		destroy after 4 years, except Wage and Tax Statements which will be destroyed after 30 June following the tax year (See Note 2). AUTH: N1-AFU-90-3
9			used to determine rate of withholdings	destroy 4 years after form is superseded or obsolete (See Note 2). AUTH: N1-AFU-90-3
10	allowances and differential eligibility files	forms or comparable records used to authorize payment of allowances and differentials		destroy inactive documentation after 3 payroll years, whether audited or unaudited (See Note 2). AUTH: N1-AFU-90-3
11	withholding and deductions authorizations	forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments		destroy when new authorization has been received and Master Pay Record (MPR) updated. On transfers, forward to gaining payroll office when applicable; on separations, destroy when no longer needed by payroll office. AUTH: N1-AFU-90-3
12	Payroll Control Registers	payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRR) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions		disposition is pending 17 Jul 91 through 31 Dec 94; effective 1 Jan 95, destroy when audited or audited records are 3 payroll years old (See Note 2) AUTH: N1-AFU-90-3
13	posting media	records (other than source records) such as journal vouchers, posting data		destroy after 90 days, or 90 days after any

**TABLE 177-21**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
		transfers, and other related specialized posting media for machine operations, used to provide input data to accounts control area		discrepancy is cleared (See Note 2). AUTH: N1-AFU-90-3
14	Reports	forms or comparable records used for reporting withheld taxes, retirement deductions, insurance deductions, and reports related to the pay operation		destroy after 4 years (See Notes 2 and 9) AUTH: N1-AFU-90-3
15	claims, waivers or indebtedness	records relating to claims, waivers, statement of charges (including those resulting from reports of survey), and other related cases, used for collecting, deducting, or repaying actions on employees' documents		retain until final settlement, then destroy when audited or unaudited records are 3 payroll years old (See Note 2). AUTH: N1-AFU-90-3
16	GAO or AF Auditor General Representative exceptions	records relating to any exceptions taken by GAO or AF Auditor General Representative audit		destroy when exceptions are cleared (See Note 2). AUTH: N1-AFU-90-3
17	control logs	records used for recording disbursement and collection vouchers		destroy 1 year after close of fiscal year in which created (See Note 2). AUTH: N1-AFU-90-3
18	year-to-date listing	biweekly listings of cumulative pay, deductions and leave data, used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc.		destroy after 90 days (EXCEPTION: last listing of each quarter will be retained for 3 years) (See Note 2). AUTH: N1-AFU-90-3
19	listings (not covered by rules 1 through 18)	products including but not limited to: permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&A) card distribution list, T&A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listed in rules 1 through 16		destroy when no longer needed. AUTH: N1-AFU-90-3
19.01	Biweekly Thrift Savings Plan (TSP)	initial, recycle, and final runs of active and inactive list and related error lists		destroy when notified by National Finance

**TABLE 177-21**

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
	Products - Interim			Center (NFC) that tape processed successfully AUTH: N1-AFU-90-35
19.02	Biweekly Thrift Savings Plan (TSP) Products - Final	final run of active and inactive list and voucher/summary list		destroy after 1 payroll year AUTH: N1-AFU-90-35
20		products including but not limited to: T&A register and temporary change list, management notice list, IBP weekly list, civilian MAFR and expense list, CSR information report/list, leave list, variable balance list, employee directory, IBP quarterly report, US savings bond report, health benefit reset list, master record wage table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise, used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries		destroy after updating of summaries is completed and audited for accuracy. AUTH: N1-AFU-90-3
21		products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed		destroy when listings are replaced. AUTH: N1-AFU-90-3
22	collection and disbursement	copies used to answer inquiries, process claims, make pay adjustments		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3
23	optional record folders	forms authorizing deductions and entitlements, covered in other rules of this table, used by civilian pay areas on an optional basis		upon transfer or separation of employee, pull the individual's folder, disassemble it, put the various forms and records in their designated inactive files, then dispose of them in accordance with the appropriate rules of this table.

**TABLE 177-21**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
24	Gross-to-net register	information used for research and inquiries on pay data		AUTH: N1-AFU-90-3 destroy after individual pay records (IPRs) are received. AUTH: N1-AFU-90-3

**NOTE(S):**

1. In shipping records to the records center, include copies of pay or leave records which were forwarded to GAO for use in settlement of claims. (If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size. Make an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area, and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than the parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule. Comply with the requirements of DFAS-DE Regulation 177-104.

3. HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records, when they are eligible.

4. (RESERVED)

5. Supervisors may retain leave applications in office area until they are eligible for destruction.

6. Variable and flextime records are held at supervisor's operating area until eligible for destruction.

7. (RESERVED)

8. For Applications for Leave when the employee has NOT initialed the time and attendance form, use table 177-21, rule 3.

9. For Selective History Listings (annual appropriations records produced by accounts control (PCN SHO 69-93), disposition is pending 17 Jul 91 through 31 Dec 94; effective 1 Jan 95, destroy after 4 years (see note 2).

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-22

## MILITARY PAY RECORDS CREATED PRIOR TO JUMPS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	Pay Record Jackets	military pay records and related records	at Denver FRC for GAO	destroy 6 years and 3 months after date of separation AUTH: NC1-AFU-91-24
<b>2</b>	(RESERVED)			(RESERVED)
<b>3</b>	microfilmed pay records for regular and irregular closeouts		at alternate site	destroy after 56 years. AUTH: N1-AFU-90-3
<b>4</b>	(RESERVED)			(RESERVED)

TABLE 177-22

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5	microfilmed pay records for separated members		at alternate site	destroy after 6 years. AUTH: N1-AFU-90-3
6	Pay History	monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system	at Denver FRC for GAO	destroy 56 years after FY in which created AUTH: N1-AFU-90-3
7	Pay History - Microfilm		operational microfilm copies at HQ DFAS-DE	destroy after 6 years or when no longer needed AUTH: N1-AFU-90-3
7.01		final leave balance (prior to JUMPS) listings		send to Denver FRC after 4 years where they are destroyed after a total of 56 years. AUTH: N1-AFU-90-3
7.02	Pay History - Final Leave Balance	final leave balance (prior to JUMPS) listing		send to Denver FRC after 4 years where it is destroyed after a total of 56 years AUTH: N1-AFU-90-3
8	W-2 extract	microform W-2 data produced under the AMPS 360 system		destroy after 4 years. AUTH: N1-AFU-90-3
9	ARPAS Supporting Documents - Input Registers and Certificates/Forms	register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for members with family members, hazardous duty order, officer's certificate of statement of service, authorization for inactive duty training action request, court martial order, report of casualty or message, discharge or separation order, active duty order, statement of tour of duty, medical certificate, line of duty determination, travel voucher, officer uniform allowance certificate and maintenance allowance form, employee's withholding allowance and withholding exemption certificate, authorization to start or stop BAQ credit, signature card, and related records	at ARPAS payroll offices	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3
10	ARPAS Voucher Data	detailed payroll money lists, summaries, and cover sheets		destroy after 6 years and 3 months (exception: Hold vouchers pertaining to American Indians indefinitely). AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

## AF RESERVE OFFICER TRAINING CORPS (AFROTC) PAY RECORDS

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
1	AFROTC pay	pay orders		send to Denver FRC where they will be destroyed after 6 years. AUTH: N1-AFU-90-3
2		pay reports		destroy 1 year after close of year to which they pertain. AUTH: N1-AFU-90-3
3		summary of earnings listings		destroy 3 years after close of year to which they pertain. AUTH: N1-AFU-90-3
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 HQ DFAS-DE (See Note). AUTH: N1-AFU-90-3
5		(RESERVED)		(RESERVED)
6		military pay orders, dependency certificates and other substantiating records	at organizational levels	destroy 1 year after close of pay period. AUTH: N1-AFU-90-3
7		payroll vouchers and summary of earnings listings		destroy after 3 years. AUTH: N1-AFU-90-3

**TABLE 177-24**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
8		income tax and FICA withholding records		destroy after 4 years, except copies of wage and tax settlements will be destroyed no later than 30 September following the tax year. AUTH: N1-AFU-90-3
9	AF Junior ROTC instructor pay	instructor contract data cards, logistical report cards, contract dates and computations of pay for instructors, and records relating to each school	at HQ AFROTC	destroy 6 years after individual has terminated employment, or 1 year after grievance or appeal is settled. AUTH: N1-AFU-90-3

**NOTE:** HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-25**

**AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	Reserve and Air National Guard (ANG) pay	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	at Denver FRC for all USAF Reserve members	destroy 56 years after year in which created. AUTH: N1-AFU-90-3
<b>2</b>			at Denver FRC for ANG members paid by HQ DFAS-DE prior to 1 Jan 68	
<b>3</b>			at appropriate State Adjutant General for ANG members paid by the ANG Comptroller prior to 1 Jan 68	
<b>4</b>			at the Denver FRC for noncomputerized payments after 1 Jan 68	

TABLE 177-25

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>5</b>	ARPAS Pay - Master History	originals of quarterly master file history, voucher and transaction data for computerized payments		destroy after 56 years. AUTH: N1-AFU-90-3
<b>6</b>	ARPAS pay	central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments	at central reference areas at HQ DFAS-DE	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3
<b>7</b>		central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments	at functional areas	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>8</b>	supporting documents	signature cards, numbered and unnumbered military pay orders, travel voucher claims, statement of tours of duty, adjustment authorizations, correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out of service members, partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality exams, earning statement for manual payments made after 1 Jan 69, and other related records	at HQ DFAS-DE	retire to Denver FRC where they will be destroyed after a total of 6 years and 3 months. AUTH: N1-AFU-90-3
<b>9</b>	ARPAS supporting documents - input registers and certificates/forms	register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for members with dependents, hazardous duty orders, officer's certificate of statement of service, authorizations for inactive duty training action requests, court martial orders, report of casualty or message, discharge or separation orders, active duty orders, statements of tour of duty, medical certificate, line of duty determination, travel vouchers or subvouchers, officer uniform allowance certifications and maintenance allowance forms, forms used to record travel payments and other related records, employee's withholding allowance and withholding exemption certificates, authorizations to start or stop BAQ credit, signature cards and related	at ARPAS payroll offices	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3

TABLE 177-25

Continued.

	A	B	C	D
RECORDS	If the records are or pertain to	consisting of	which are	then
		records		
10	edit reconciliation and control data	computerized listings that are action items (reject listings), master file reviews, dropped masters, accounts receivable collections, interface discrepancies and incomplete leave listings	at HQ DFAS-DE	destroy after 3 months or when corrective action has been taken, whichever is later. AUTH: N1-AFU-90-3
11	other listings and tabulations	computerized listings of input/batch totals, master printouts, unit master file reviews, search requests, check data and other related listings that do not need corrective action		destroy after quarterly master file history has been received. AUTH: N1-AFU-90-3
12	federal income tax withholdings and Federal Insurance Contribution Act (FICA)	employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records		destroy 4 years after taxes are paid (see Treasury Department Circular E). AUTH: N1-AFU-90-3
13	management information	computerized listings used for reports, historical data and for evaluation and control purposes		destroy after 3 years or when purpose has been served, whichever is sooner. AUTH: N1-AFU-90-3
14	ARPAS Voucher Data	detailed payroll money lists, summaries and cover sheets		destroy after 6 years and 3 months (Exception: Hold vouchers pertaining to American Indians indefinitely.) AUTH: N1-AFU-90-3
15	subsidiary data	listings used to reconcile voucher balancing for disbursements and collections, billing records, and FICA and FITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers and other accounting data	retained in the fiscal area at HQ DFAS-DE	destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies. AUTH: N1-AFU-90-3
16	collection and disbursement vouchers	copies of paid vouchers	at military pay subject matter areas	
17		copies of paid vouchers with supporting records that are used for accounting purposes	retained in fiscal area at HQ DFAS-DE	
18	indebtedness control	indebtedness forms and data	at HQ DFAS-DE for in-service and out-of-service Reserve and ANG members	destroy 1 year after final collection or when case is closed. AUTH: N1-AFU-90-3
19	records control data	logs used to provide control for partial payment authorizations	at ARPAS payroll offices	destroy when all payments have been

**TABLE 177-25**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
				reconciled. AUTH: N1-AFU-90-3
20	Reference Materials (SMA)	locators, master tables and other similar products used for reference purposes	at military pay subject matter areas	destroy when obsolete, superseded, or when no longer needed. AUTH: N1-AFU-90-3
21	Reference Materials (ARPAS)	locators, master tables and other similar products used for reference and inquiry purposes	at ARPAS payroll offices	
22	posting media	records (other than source data) used for machine application or control	at military pay subject matter areas	destroy when purpose has been served. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-26**

**PAY ALLOTMENT RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	start, stop or change files	class E, Q, N, and D allotment folders of military and civilian personnel containing correspondence affecting specific money accounts; allotment authorization request for change notice of credit due; dependency certificate (wife or child under 21; parent dependency affidavit; dependency certificate (mother and/or father; local forms including requests for pay information, change of address, modification or reduction of allotment payment authorization, and authorization for special pay		destroy 6 years after year of separation from service. AUTH: N1- AFU-90-3

**TABLE 177-26**  
Continued.

<b>R U L E</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>	
<b>2</b>	dependency folders (DEP) at HQ DFAS-DE	applications for basic allowance for quarters for members with dependents; applications for uniformed service identification and privilege card; correspondence and other material used to determine dependency upon or relationship to members and used to make determinations of dependency/eligibility entitlement to BAQ, dependent travel allowance, medical care for parents and parents-in-law, stepchildren, adopted children, illegitimate children and all cases where relationship or dependency is questionable		destroy 6 years after separation from active duty unless subsequent action-in which case, destroy 6 years from last action. AUTH: N1-AFU-90-3	
<b>2.01</b>	dependency folders (DEP) at AFOs	originals of records in rule 2	approved and sent to HQ DFAS-DE 10 days after end of month		
<b>2.02</b>			disapproved and sent to HQ DFAS-DE after 90 days		
<b>2.03</b>		duplicates of records in rule 2	at AFOs		destroy 12 months after date of last action or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>2.04</b>		rebuttals or referrals	at AFOs and sent to HQ DFAS-DE upon receipt		destroy 6 years after separation from active duty unless subsequent action, in which case, destroy 6 years from last action. AUTH: N1-AFU-90-3
<b>3</b>	correspondence folders	communications pertaining to returned checks/bonds; stop pay actions; Red Cross commercial insurance and credit union inquiries, field level inquiries on allotment status, change of address information, individual computer printouts on status of accounts; copies of authorizations for special pay; forms of pay adjustment authorization; HQ DFAS-DE work sheets; and comparable data	at HQ DFAS-DE	destroy 6 months after date of last action or when no longer needed. AUTH: N1-AFU-90-3	

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b> If the records are or pertain to	<b>B</b> consisting of	<b>C</b> which are	<b>D</b> then
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-27**

**US SAVINGS BOND RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	transmittals or receipts (inscribed or uninscribed bonds)	transmittal or receipt of series E bonds, used to receipt/transmit bonds received/forwarded by HQ DFAS-DE		destroy on site after 2 years. AUTH: N1-AFU-90-3
2	claims and inquiries	correspondence concerning nonreceipt of US savings bonds, used to trace disposition of bond		destroy after claimant has received bond or bond has otherwise been accounted for. AUTH: N1-AFU-90-3
3	series E bond sales	accountability records, used to control, verify and balance accountability and to answer inquiries		destroy after 5 years. AUTH: N1-AFU-90-3
4	bonds held in safekeeping at HQ DFAS-DE (inscribed)	lists of bonds held in or released from safekeeping; used to maintain accountability and include date and reason released		destroy after 56 years. AUTH: N1-AFU-90-3
5		quarterly history		
6	savings bond reports	reports of bond sales and purchases		destroy after 1 year. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-28**

**AF MEMBER FHA CASE FILES**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	individual case folders	request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating airmen's name, service number, case number, effective date, and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government	received from AF personnel through FHA relative to loans for purchase of private homes	destroy 2 years after case is closed. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-29

## MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS (SEE NOTE)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	transitory work files	transitory MAFR control data having recurring updates (such as appropriation master validation file, sales code file, ADSN file); interfund seller address file, records location; master listings of edit error and out-balance listings, miscellaneous correspondence	at HQ DFAS-DE	destroy 30 days after month in which created or when superseded by files update. AUTH: N1-AFU-90-3
2	7112/7113 Accountant working files		transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings	
3	7112/7113 ADSN, DCASR, CADC inputs	7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and TC suspense; and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to AFO cycle and month-end processing; includes data peculiar to AMC transportation processing		destroy 2 years after the FY in which created or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	MAFR other service for air data	Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products		

**TABLE 177-29**  
**Continued. (SEE NOTE)**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5	cross disbursing activity (USAFAC)	request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence		
6	interfund billing transactions	EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings; various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing; delinquent case folders including buyer/seller correspondence and related records		destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner. AUTH: N1-AFU-90-3
7	EDP master control listing	command summary, OAC feedback, worldwide-nonworldwide, consolidated appropriation control, Treasury cash report listings, and other comparable data		
8	Adjustment Vouchers	SF 1080, Voucher for Transfers Between Appropriation and/or Funds, and SF 1081, Voucher and Schedule of Withdrawals and Credits, and related documents	at HQ DFAS-DE	destroy 4 years after FY in which created, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9	Unliquidated or Discrepant Payments and Collections	copies of disbursements and collections made in support of AF contracts processed through MAFR system	at HQ DFAS-DE	destroy 10 years after FY in which created AUTH: N1-AFU-91-19

**NOTE:** Only copies of records are covered by this table; the disposition of original records is shown in table 177-5.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 177-32**

**JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	substantiating information	original of record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters	at military pay subject matter areas	send to HQ DFAS-DE by the 6th workday of the calendar month following the processed month being reported (See Note 1). AUTH: N1-AFU-90-3
<b>2</b>		report of travel/leave time		for original, see table 177-5, rule 2; duplicate, see rule 1. AUTH: N1-AFU-90-3
<b>3</b>		copies of records sent to HQ DFAS-DE; e.g., MPOs, pay adjustment authorizations, etc.		destroy after 6 months. AUTH: N1-AFU-90-3
<b>4</b>		(RESERVED)		(RESERVED)
<b>5</b>		JUMPS pay record accessibility (PRA) roster		include original semiannually with the submission of substantiating documents (May-November). (See rule 1). Destroy retained copy after 6 months or when a new roster is created. AUTH: N1-AFU-90-3
<b>6</b>		leave request/authorization		send Part I (and III, if received for processing) to HQ DFAS-DE by the 6th workday of the calendar month following the processed month being reported (See Note 1). AUTH: N1-AFU-90-3

**TABLE 177-32**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
7			at unit of attachment or assignment	destroy Part III after leave block verification unless there is a discrepancy in leave data. If there is a discrepancy in leave data, forward Part III to the AFO. For terminal leaves, destroy Part III 10 days after the last day of leave if the member has not returned from leave. AUTH: N1-AFU-90-3
8			for internal management purposes	forward Part III to unit. AUTH: N1-AFU-90-3
9		original JUMPS data change transaction register (JTR)	at MPFs, personnel system management (PSM) area	send to HQ DFAS-DE by the 6th workday of month following end of month processed (See Note 1). AUTH: N1- AFU-90-3
10		copies of JUMPS data change transaction		destroy after 6 months. AUTH: N1-AFU-90-3
11		original of JUMPS miscellaneous transaction register		destroy after 90 days. AUTH: N1-AFU-90-3
12		acknowledged copies of military pay orders (MPOs)	at preparing activities	destroy after 6 months. AUTH: N1-AFU-90-3
13	Data Collection Listings	all transactions processed, recycled, or rejected during an update (including verified Basic Allowance for Subsistence (BAS) authorizations)	at unit input source	destroy after 2 months. AUTH: N1-AFU-90-3
14		(RESERVED)		(RESERVED)
15		all transactions (transactions number only) that processed in an update; inputs by another AFB, HQ DFAS- DE, AFMPC, or MPF for a member serviced by that AFO		destroy after 6 months. AUTH: N1-AFU-90-3
16		all transactions within a cycle that went to the recycle file at HQ DFAS- DE		destroy after 6 months provided all transactions have dropped from cycle. AUTH: N1-AFU-90-3
17		all management notices provided by HQ DFAS-DE		destroy after 6 months provided no AFO action is pending. AUTH: N1-AFU-90-3

TABLE 177-32

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>18</b>	rejected transaction listings	rejected transactions		destroy 90 days after end of month in which all rejects on the listing are cleared. AUTH: N1-AFU-90-3
<b>19</b>		pay-affecting transactions submitted by the MPF which are rejected at HQ DFAS-DE	at MPFs, PSM	
<b>20</b>		all transactions rejected to the operating directorate at HQ DFAS-DE	at military pay subject matter areas	destroy after 6 months. AUTH: N1-AFU-90-3
<b>21</b>	leave and earning statements	duplicate copy of monthly statements of member's leave and earnings		if bulk-filed, destroy when no longer needed but not later than 60 days after close of period to which they pertain. AUTH: N1-AFU-90-3
<b>22</b>	LES extracts (NBT 200) products	certified copies of listings created by the various options of NBT 200		destroy 1 year after end of month created or when replaced by a newly certified listing. AUTH: N1-AFU-90-3
<b>23</b>		6-month history printout		filed in member's PCS package upon permanent change of station (PCS) AUTH: N1-AFU-90-3
<b>24</b>		original of leave and earnings data created upon member's separation/reenlistment	filed in member's management case file	destroy per rule 22. AUTH: N1-AFU-90-3
<b>25</b>	daily transactions	detailed record of all transactions received and actions taken by HQ DFAS-DE	at military pay subject matter areas	destroy after 6 months. AUTH: N1-AFU-90-3
<b>26</b>	collection and disbursement vouchers	copies		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note 2). AUTH: N1-AFU-90-3
<b>27</b>	control logs	logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for AF members and		destroy 1 year and 1 month after close of FY in which created. AUTH: N1-AFU-90-3

TABLE 177-32

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
		members of other Services		
28		incoming and outgoing AUTODIN transmissions		destroy after 6 months. AUTH: N1-AFU-90-3
29		data collection log print listings of all messages, commands, and systems activity		destroy after 30 days. AUTH: N1-AFU-90-3
30	Unit Leave Control Log - Unit Copy	logs used to control leave authorization numbers sign in/out (AF Form 1486)	at units of attachment or assignment	destroy 1 year after accountable fiscal year. AUTH: N1-AFU-90-16
30.01	Unit Leave Control Log - MPSMA Copy		at military pay subject matter area (MPSMA)	destroy after accountable fiscal year provided all leaves have been posted. AUTH: N1-AFU-90-16
30.02	Unit Leave Authorization Numbers - Block Assignments	certification of leave number blocks (AF Form 1134)	at units of attachment or assignment	destroy 1 year after last accountable fiscal year shown on form. AUTH: N1-AFU-90-16
31	Control Logs - Unit Copy	MPO document control log (AF Form 1373)	at units of attachment or assignment	destroy after transactions for each document (MPO) have appeared on JUMPS data collection listings as processed, recycled, or rejected and the next sequential control number has been established. AUTH: GRS23,ITEM8
31.01	Control Logs - MPSMA		at military pay subject matter area	destroy after posting AUTH: GRS23,ITEM8
32	transmittal letters	forms and form letters used to transmit military pay records	at military pay subject matter areas	destroy 60 days after close of pay period to which they pertain. AUTH: N1-AFU-90-3
33	nonavailability of government quarters and mess	retained organizational copies of forms and related records	at issuing/approving authorities	destroy 1 year from date of issue. AUTH: N1-AFU-90-3
34	posting media	records (other than source data) such as journal vouchers, posting data transfer forms, similar forms, and specialized posting media used for machine applications, used to provide input data to the accounts control area		destroy after 3 months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared. AUTH: N1-AFU-90-3
35	JUMPS transaction cards	EAM cards for JUMPS input transactions	at all preparing activities	destroy after 15 days. AUTH: N1-AFU-90-3

**TABLE 177-32**

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
36	PCS package transfer actions	original forms filed in member's PCS package		destroy after gaining AFO verifies inclusion of appropriate records and posting of payments. AUTH: N1-AFU-90-3
37		copies	at losing AFOs	destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
38	AFO payment authorization (JUMPS)	original forms authorizing local payment by AFOs and other military Services, including messages or letters advising paying AFO that payment has been entered on MMPA, used to support payment		send to HQ DFAS-DE by 15th of month following end of month processed (See Note 1). AUTH: N1-AFU-90-3
39		second copies of above forms forwarded to paying and collecting as subvoucher to military pay voucher		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 HQ DFAS-DE (See Note 2). AUTH: N1-AFU-90-3
40		third copies of above forms keypunched for input to daily update		see rule 34. AUTH: N1-AFU-90-3
41	pay authorization balance sheet	computer listings	at military pay subject matter areas	destroy after 6 months. AUTH: N1-AFU-90-3
42	pay service file leave and earning statement mismatch listing			destroy after 3 months. AUTH: N1-AFU-90-3
43	pay service file utility print options			destroy when no longer needed, but no later than 2 months after date of creation. AUTH: N1-AFU-90-3
44	international balance of payments	summary payroll list		destroy after 6 months. AUTH: N1-AFU-90-3
45		quarterly list		
46		summary cards held for production of quarterly report		destroy 2 months after creation of quarterly report. AUTH: N1-AFU-90-3

TABLE 177-32

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
47	money lists (copies other than AFO retained file of disbursement and collection vouchers)	data concerning regular payrolls		destroy after 3 months. AUTH: N1-AFU-90-3
48	one-time military payroll money list	data concerning one-time pay authorizations from HQ DFAS-DE		
49	sequence check listing	breaks in check numbers of checks processed		
50	TD Form W-2	listing of mismatches between pay service file and TD Form W-2 tape		
51		listing of data printed on member's TD Form W-2 used to recreate W-2s, if necessary		destroy after 2 years. AUTH: N1-AFU-90-3
52	edit error list	error conditions created when 9B product control cards fail B-3500 edits		destroy upon correction of error. AUTH: N1- AFU-90-3
53	check issue listing	every computer-produced military payroll check issued by the AFO	at paying and collecting subject matter areas	see table 177-19. AUTH: N1-AFU-90-3
54			at subject matter areas other than paying and collecting	destroy after 3 months. AUTH: N1-AFU-90-3
55	pay service file print	current pay and leave information and summary of last 32 transactions	filed in member's PCS package upon PCS	destroy when purpose has been served, but not later than 6 months after creation. AUTH: N1-AFU-90-3
56	error cards	cards used to correct errors or reject transactions	at military pay subject matter areas	destroy upon correction of error or upon determination that transaction was erroneous and will not be resubmitted. AUTH: N1-AFU-90-3
57	JUMPS-grams	computer printouts transmitted via AUTODIN containing special instructions from HQ DFAS-DE to AFOs re military pay processing		destroy when obsolete or rescinded. AUTH: N1-AFU-90-3
58	leave orders (emergency and special)	copies of leave orders authorizing emergency or special leave for overseas personnel to CONUS	at units of attachment or assignment	destroy after approval of leave request/authorization form. AUTH: N1- AFU-90-3
59	(RESERVED)(see note 5)			(RESERVED)
60	reconciliation lists	summaries of JUMPS payment/collection transactions, used		destroy 1 year after year/ month comes in

TABLE 177-32

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		to reconcile payment/collection postings with master military pay accounts or with cash accountability reports (MAFR)		balance. AUTH: N1-AFU-90-3
61	JUMPS Reference Materials	JUMPS company code directories, JTR indexes, JUMPS locators, listing of amounts paid centrally to financial organizations, and other similar products		destroy after 6 months. AUTH: N1-AFU-90-3
62	pay adjustment authorization	copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ DFAS-DE	at initiating military pay subject matter areas	destroy suspense copy upon return of receipt copy; destroy receipt copy after 6 months. AUTH: N1-AFU-90-3
63			at receiving military pay subject matter areas	include original in substantiating records (see rule 1); destroy retained copy with DROT's (see rules 13 and 14). AUTH: N1-AFU-90-3
64	temporary lodging allowance (TLA) entitlements	request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	original forms used to compute and support payment	send to HQ DFAS-DE per AFM 177-373, volume I. AUTH: N1-AFU-90-3
65			copies at military pay subject matter areas used to provide data for payment	see rule 26. AUTH: N1-AFU-90-3
66			case file copies at TLA initiating office used for authorization and payment	destroy 1 year after termination of TLA (EXCEPTION: when discrepancies are involved, destroy 6 months after they are cleared). AUTH: N1-AFU-90-3
67	Management Case Files - Indebtedness	indebtedness records, including bankruptcy	at military pay subject matter areas	include in PCS package upon PCS; if separating or retiring, include in separation/retirement paperwork (see rule 71); otherwise destroy 6 months after indebtedness has been closed. AUTH: N1-AFU-90-3
68	Management Case	entitlement certification and		destroy when

TABLE 177-32

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
	Files - Entitlement	recertification, including BAQ, FSA, VHA, OHA, and COLA		superseded by a new certification/recertificat ion; if not superseded, destroy 1 year after PCS, separation, or retirement AUTH: GRS6,Item1b
69	Management Case Files - Emergencies	authorization/designation for emergency pay and allowances		destroy upon PCS or when superseded by new authorization. AUTH: N1-AFU-90-3
70	Management Case Files - Discretionary	discretionary files based on local needs		destroy upon PCS, when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
71	Management Case Files - Separation/Retireme nt	separation/retirement paperwork		destroy 6 months after member separates. AUTH: N1-AFU-90-3
72	Management Case Files - Article 15/CMO	Article 15/court martial order (CMO)		destroy after 6 months. AUTH: N1-AFU-90-3
73	Management Case Files - SITW Recertification	state income tax withholding (SITW) recertification		destroy after 1 year. AUTH: N1-AFU-90-3
74	permanent change of station (PCS) package	pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness records, and similar records		destroy when purpose has been served, but not later than 6 months after date of creation. AUTH: N1-AFU-90-3
75	quality assurance batch print	all transactions input into a data collection batch (to verify keyed data)		destroy after cycle has been successfully transmitted to HQ DFAS-DE. AUTH: N1-AFU-90-3
76	data collection input transmittal listing	all transactions transmitted to HQ VDFAS-DE via data collection in a cycle(s)		destroy after receipt and printing of HQ DFAS-DE update results. AUTH: N1- AFU-90-3
77	password control rosters (AF Form 199)	password and operator IDs for personnel authorized access to the minicomputer	maintained by the AFO	destroy 1 year after the roster is replaced by a new roster. AUTH: N1-AFU-90-3
78	input transaction listings	AFO transactions assigned a document number	at military pay subject matter area	destroy after 3 months. AUTH: N1-AFU-90-3

**NOTE(S):**

1. HQ DFAS-DE retires to Denver FRC with original accounts per table 177-5.
2. AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.
3. RESERVED
4. See this table, rule 62 and 63, for this record series.
5. For copies of Servicemen's Group Life Insurance Elections or Declinations at MPF, see table 36-36, rule 10 or table 36-12.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b> If the records are or pertain to	<b>B</b> consisting of	<b>C</b> which are	<b>D</b> then
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 177-35

## QUALITY ASSURANCE PROGRAM (QAP) RECORDS FOR ACCOUNTING AND FINANCE OPERATIONS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	planning		records on developing, formulating and issuing policies, guidelines, and overall direction of the QAP for all accounting and finance operations	at issuing activities of MAJCOMs and HQ DFAS-DE AUTH: N1-AFU-90-3
<b>1.01</b>			at AFOs	destroy 1 year after superseded, obsolete or inactivation of office. AUTH: N1-AFU-90-3
<b>2</b>	administrative management	technical assistance and advice on quality matters, motivational material, and routine communications about appointing a QAP monitor establishing and reviewing performance standards and goals, establishing sampling plans, evaluating effectiveness of the QAP, or about awards or recognition for outstanding quality achievement	at issuing or requesting activities	destroy 1 year after superseded or obsolete or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>3</b>	examinations, inspections and surveys	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and followup actions), and other related records	at offices performing the examinations, inspections and surveys	destroy after 3 years. AUTH: N1-AFU-90-3
<b>4</b>			at examined, inspected or surveyed activities	destroy 1 year after all corrective actions have been completed or after next comparable examination, inspection or survey, whichever is later. AUTH: N1-AFU-90-3
<b>5</b>			at MAJCOMs, intermediate, monitoring or evaluating offices	destroy 1 year after all actions are completed. AUTH: N1-AFU-90-3
<b>6</b>			information copies of other unit or activity inspections or examination reports furnished for self-inspection, and replies when required	destroy 3 months after own comparable inspection report is received or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

**TABLE 177-35**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
7	workpapers	records required to develop standards	at HQ DFAS-DE	destroy after 4 years. AUTH: N1-AFU-90-3
8		tabulations, computer printouts, copies of records, etc.	at offices performing the examination inspection and surveys	destroy after 1 year. AUTH: N1-AFU-90-3
9	quality aids	quality assurance bulletins, checklists, self-inspection guides or similar records, and related information not published as, or a supplement to a standard publication per AFI 37-160V1 (see table 37-7).		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.