

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NI-AFU-87-37</i>	DATE RECEIVED <i>9-8-87</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Information Management and Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Policy Section			
4 NAME OF PERSON WITH WHOM TO CONFER  Neil Vandergraaf	5. TELEPHONE EXT.  694-3494	DATE <i>12-2-87</i>	ARCHIVIST OF THE UNITED STATES <i>Frank Bunker</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence.  is attached, or  is unnecessary

B DATE <b>AUG 31 1987</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE GRACE T. ROWE, Chief Records Management Policy Section Dir of Info Mgt and Administration	
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	TRAVEL RECORDS (T177-20) (Applicable Air Force-wide)  The attached is submitted for your review and approval.		

TABLE 177-20

TRAVEL DOCUMENTATION

R U L E	A  If the documents are or pertain to	B  consisting of	C  which are	D  then
4	Record of Travel Payments			
4.1				
4.2				
*4.3		<i>Copies of</i> Transient Record Deletion List		Destroy 90 days after date of listing

*Personnel*

*Per and ink change pursuant to  
conversation with Neil Vandergraff,  
9-21-87*

*Cotten*

## JUSTIFICATION TO ACCOMPANY SF115 ON TABLE 177-20, RULE 4.3

The Department of the ~~Air Force~~ <sup>Copies of Personnel</sup> needs to add a rule to Table 177-20 to cover the disposition of "Transient Record Deletion Lists." These lists are created in Air Force Accounting and Finance Offices (AFO) world-wide when Air Force personnel travelling through the area ask for payment or partial payments. This also includes temporary duty personnel. Local AFOs need to keep the list for 90 days after creation to answer inquiries. The Air Force asks for a disposition to "destroy 90 days after date of list." This disposition will satisfy Air Force requirements.

Note: Currently, the lists are on paper. Eventually they will be created and stored electronically.

TABLE 177-20

## TRAVEL RECORDS

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
1	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
2	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
3	joint travel regulation (JTR)	superseded pages		destroy after 2 years or when no longer needed, whichever is later.
4	Record of Travel Payments	DD Form 1588 for military members and forwarded to HQ AFAFC/AJQED per AFR 177-103		destroy 6 years after member's separation.
4.1		DD Form 1588 for civilian employees, Reserves, and Guard members not separated from employment or service		destroy filled forms 2 years after date of last entry.
4.2		DD Form 1588 for civilian employees, Reserve, and Guard members separated from employment or service		destroy 1 year after date of separation.
5		microfilm copies of forms covered in rule 4		destroy 1 year after FY in which last image was exposed on reel.
6	allotments, commitments and obligations	unobligated commitments or obligations, and unliquidated obligations, such as basic agreements for storage of household goods and related services, temporary duty orders—military or civilian, 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 AFAFC (see note)
7	accrued expenditures paid	disbursement and collection vouchers, with supporting commitment and obligation records		
8	ledgers of accounts	subsidiary accounts receivable ledger for appropriation refunds		destroy after 3 years
9		subsidiary ledger of deposit funds maintained on forms, such as general ledger or appropriations reimbursement record		
10	control logs	disbursements and collection vouchers logs		destroy 1 year after close of FY or calendar year in which created.
11	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

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

TABLE 177-5

## DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
*1	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 AFAFC for GAO	retire after 12 months to Denver FARC where they are destroyed 6 years and 3 months from date of account. EXCEPTION: Hold original accounts pertaining to American Indians indefinitely.
2		substantiating records for the Joint Uniform Military Pay System (JUMPS) including the original document transmittal listing with supporting documents such as report 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, supporting documentation for the Air Reserve Pay and Allowance System (ARPAS) including the original input listings with certificates, signature cards, computer products, military pay orders, travel voucher and miscellaneous claims and adjustment records, and duplicate input listings with certifications, reports, statements, applications and related records	at HQ AFAFC for GAO	retire after 12 months to Denver FARC where they are destroyed after a total of 6 years and 3 months.
3		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 70-1)	at Denver FARC for GAO	destroy after 6 years and 3 months
4		records described in rules 1 and 2	at bases for GAO	send to HQ AFAFC/DAD after 3 years (see table 175-3)
*4.1		records described in rule 1	at bases for NATO Infrastructure Program	send copy of vouchers to HQ USAFE/DEXN (see table 86-4) and the original with the records in rule 1 above to HQ AFAFC/AJQED
*5	Wherry or Capehart Act Housing	record of appropriations, reimbursement reports, vouchers, to include expenses, mortgage insurance premiums, and related accounting records	at HQ USAF	destroy 6 years, 3 months after final payment is made according to FHA amortization schedule or mortgage is paid (see note).

NOTE Obtain clearance from HQ USAF/LEE and HQ USAF/JA before authorizing destruction (See also table 90-1.)