

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MR. C. J. PHILLIPS

5. TEL. EXT.
756-2383

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 30 1976	JOB NO. NC1-AFCI-76-75
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>10-22-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

24 SEP 1976

Herbert G. Geiger
(Signature of Agency Representative)

**ROBERT S. SCHER, Chief
Documentation Systems Division
Directorate of Administration**
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">PAY ALLOTMENT RECORDS (Table 177-26)</p> <p>Proposed revision reduces the retention period for documentation described in rule 1 of attached Table 177-26 from 10 years to 6 years based on P.L. 93-604. Change is indicated by * on the attached table.</p>		

Copy to Agency & SR 10-27-76

TABLE 177-36

PAY ALLOTMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	start, stop, or change files	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	class E, Q, N, and D allotment folders of military and civilian personnel	*destroy 6 years after year of separation from service
2	dependency folders (DEP)	applications for basic allowance for quarters for members with dependents; application for uniformed service identification and privilege card; correspondence and other material used to determine dependency upon or relationship to members	used to make determinations of dependency/eligibility entitlement to BAQ, dependent travel allowance, medical care parents and parents-in-law, step-children, adopted children, illegitimate children and all cases where relationship or dependency is questionable	☐destroy 6 years after year of separation from service or last determination.
3	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; AFAPC work sheets; and comparable data	at AFAPC	destroy 6 months after date of last action, or when purpose has been served.