

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <u>28 DEC 1977</u>	JOB NO.
<u>NC1 AF4 78 23</u>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>Withdrawn</u>	
(Date)	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.

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

28 OCT 1977

*Herbert G. Geiger*  
(Signature of Agency Representative)

(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"><b>CIVILIAN PAY RECORDS</b> (Table 177-21)</p> <p>Proposed revision reduces the retention period for records described in rule 2 of the attached table from 10 years to 6 years based on P. L. 93-604.</p>		<u>WITHDRAWN</u>

*1 item*

TABLE 177-21

## CIVILIAN PAY RECORDS

R E C O R D	A	B	C	D
	If documents are or pertain to	consisting of	which are used	then
1	individual pay records  NC	forms, records of official listings used in lieu of forms	to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year	forward to NPRC (CPR) when records are 3 payroll years old, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (notes 1 and 2).
2	leave records	forms, records of official documents used in lieu of forms (including record of leave data transferred, if applicable)	for recording official annual accumulation and use of employee's leave	* forward final leave record for separated employees to NPRC (CPR) after 3 calendar years where they are eligible for destruction 6 years after date of last entry or with personnel folder; destroy other records when they are 3 payroll years old, whether audited or unaudited (notes 1 and 2). <del>WITHDRAWN</del>
3	leave and attendance record files  NC	subsidiary records to the official leave record (including time and attendance reports, leave applications, and similar data)	as source for posting leave records	destroy when records are 3 payroll years old whether audited or unaudited (note 2).
4	individual retirement records  NC	forms of comparable approved records	to record amounts deducted from employee's wages for retirement	forward records of employees separated or transferred to an agency other than the Department of the AF to Civil Service Commission; and, for employees transferred within the AF, forward to the new AF payroll office (see AFM 177-104, para 49306).