

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Air Force
undifferentiated
& interview*

LEAVE BLANK	
DATE RECEIVED	JOB NO.
25 JUN 1973	173-340
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.	
7-27-73 Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. C. J. Phillips

5. TEL. EXT.

11 29209

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration

21 JUN 1973

(Date)

R. E. Reilly
(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>ESTIMATES AND FINANCIAL PLANS (AFM 12-50, TABLE 172-2)</p> <p>The purpose of this submission is to revise present rules 4 and 5, table 172-2, AFM 12-50. Description of documentation has been changed to reflect that which is presently being accumulated. Rule 4c is amended to establish office of primary responsibility for certain documentation. Rule 5d has been changed to require a minimum two-year retention period to meet present requirements.</p> <p>Disposal is approved pending GAO concurrence. <i>J.L.W.</i> <i>18 July 1973</i></p>	NN 170-33	

TABLE 172-2

ESTIMATES AND FINANCIAL PLANS

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of	which are	then	
4.	congressional hearing documentation	*correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget es- timate instructions, and other related backup material that are or reflect data furnished congressional appropriation committees during budgetary hearings.	*at preparing offices and ARE NOT included in published congress- sional hearing records	retire as permanent.	
5			*published in congress- sional hearing records, or are furnished monitoring activities for use during congress- sional budgetary hearings	*destroy 2 years after FY in which budget hearings are held or when purpose has been served, whichever is later.	

CURRENT Table

TABLE 172-2

ESTIMATES AND FINANCIAL PLANS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then	Supersedes AFM 181-5, 1 Dec 66, paragraph
1	development documentation	records which document the formulation, development, and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, OSD, BOB, and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence, and related papers	at MAJCOMs and above	retire as permanent.	090204a(1)
2			below MAJCOMs	destroy after 2 years.	090204a(2)
3	call for estimates	the "call" for estimated budget authorizations, advices of allocation, suballocation, and allotments, the transfer of funds, reimbursements, and other fiscal transactions, with correspondence, reports, manual statistical listings, mechanized runs, and related data		destroy 2 years after close of the FY in which appropriated funds are obligated. (Exception: When documents are needed for justification or other purposes, chart 2-1, item 5 applies.)	090204b
4	congressional hearing documentation	correspondence, budgetary statements, and form reports, with pertinent backup materials that are or reflect on data furnished to congressional appropriations committees during budgetary hearings	not included in the congressional hearing documentation	retire as permanent.	090204c(1)
5			published information and related backup data	destroy on issuance or dissemination of the published data.	090204c(2)

10-488

AFM 12-50

1 October 1969