

CORRECTED COPY

REQUEST FOR RECORDS DISPOSITION AUTHORITY <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-91-24</i>	DATE RECEIVED <i>4-10-91</i>
1. FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Branch		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Jay N. Rivest	5 TELEPHONE EXT (703) 614-3431	DATE <i>6/19/91</i>	SIGNATURE <i>James W. Moore</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 4 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 5 APR 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> GRACE T. ROWE	D TITLE Chief, Records Mgt Policy Br Directorate of Information Mgt	
7. ITEM NO.	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p align="center"> MILITARY PAY RECORDS CREATED PRIOR TO JUMPS (T177-22) (Applicable Air Force-wide) </p> <p> This is a change to our table 177-22. The purpose of this submission is to revise rule 1 to reduce the disposition of military <u>Pay Record Jackets</u> to 6 years and 3 months after [member's] date of separation. </p> <p> These documents were initiated at all Air Force bases, sent to the Air Force finance center at Denver CO, and then retired to the Denver Federal Archives and Records Center in November 1976. This is a discontinued collection to document payments to military members and research claims. </p> <p> Usage can be as frequently as daily until the general statute of limitations for claims expires (6 years after the last pay transaction); then the documents are no longer of any value. </p> <p> The Air Force keeps a back-up copy of the pay record jackets for in-house reference; this copy utilizes 105mm silver-halide microfilm and is retained for 6 years from the member's date of separation. </p> <p align="center"> [continued on next page] </p>	NC1-AFU-78-64	

The shortened retention period brings Air Force military pay records' retention in concert with the Army and Navy retention periods for the same records. Current Air Force retention of 10 years is longer than necessary--wasting valuable records storage space. There has been no reference to the portion of the collection that is more than 6 years old. If the reduced retention period is approved, we can authorize destruction of nearly 14,000 cubic feet of storage space nearly 3 years sooner than current policy allows.

We attach our proposed disposition instructions and the General Accounting Office's concurrence.

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 177-22
MILITARY PAY RECORDS CREATED PRIOR TO JUMPS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
1	Pay Record Jackets	military pay records and related records	at Denver ^{AF} FARC for GAO	destroy 6 years and 3 months after date of separation	NC1-AFU-78-64

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