

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(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, HQ USAF

3 MINOR SUBDIVISION

Documentation Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER

Mr Neil Vandergraaf

6 CERTIFICATE OF AGENCY REPRESENTATIVE

5 TEL EXT

694-3494

LEAVE BLANK	
JOB NO	NCI-AFU-83-104
DATE RECEIVED	8/10/83
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
Date	29 SEP 1983
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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2 Aug 83	<i>Inace T Rowe</i>	GRACE T. ROWE Documentation Management Directorate of Administration		
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1	<p>CIVILIAN PAY (T177-21) (Applicable Air Force-wide)</p> <p>The attached submission is for your review and approval.</p> <p>The Accounting and Finance Center issued some minor changes in procedures on civilian pay covered for disposition in AFM 12-50, table 177-21. Rules 7, 11, and 12 contain minor administrative changes; no changes in disposition are reflected. Rule 24 must be added to cover the registers not now covered in AFM 12-50.</p> <p>Above disposition criteria adequately meet Air Force requirements.</p>		NCI-AFU-76-73	

*No mass data change sheet required. Copy of job sent to agency and NAM by RALW, 10-4-83.*

*4 items*

TABLE 177-21

CIVILIAN PAY (NOTE 4)

GRS 2/  
4b(1)  
[same]

GRS 2/  
4a(1)  
and  
4b(1)  
[same]

GRS 2/  
14  
[same]

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	no change	*forms or comparable records used for registrations, changes of enrollment status, reports transmittals, and related actions	*	*destroy 60 days after transfer or separation of employee, or when updated forms have been received from the Civilian Personnel Office (exception: for retiring or deceased employees, see AFR 177-104.) (note 2).
11	no change	*forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as savings bonds, union dues, charity donations and allotments	*	*destroy when new authorization has been received and Master Pay Record (MPR) updated. On transfers, forward to gaining payroll office when applicable. On separations, destroy after no longer needed by payroll office.
12	no change	*payroll control registers, basic documents, including change slips and other related documents used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRR) Audit, used for payroll	*	no change

TABLE 177-21 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions		
*24	Gross-to-net register	information used for research and inquiries on pay data		destroy after individual pay records (IPRs) are received.