

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*NARS Sited  
Air Force and different dated  
46 items*

LEAVE BLANK	
DATE RECEIVED <b>28 SEP 1973</b>	JOB NO. <b>174-059</b>
NOTIFICATION TO AGENCY	
<p>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.</p> <p><i>10-18-73</i> <i>Walter Bohm Jr.</i> Date <i>acting</i> Archivist of the United States</p>	

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**21 SEP 1973**

*Herbert G. Geiger*

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

(Date)

(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><b>JOINT UNIFORM MILITARY PAY SYSTEMS (JUMPS) DOCUMENTATION (Table 177-30) (Applicable Air Force-wide)</b></p> <p>Proposed revision of present DLT 177-30 which was approved under your NN 172-182 on 9 May 72 provides revised and more complete disposition standards for JUMPS documentation accumulated at base level. Table was prepared and submitted by the Air Force Accounting and Finance Center (AFAFC) at Denver and is deemed adequate to meet our needs.</p> <p>(Copy being forwarded to General Accounting Office for review under provisions of 44 U.S.C. 3309.)</p>	<p><b>NN 172-182</b></p>	

Table 177-30

Joint Uniform Military Pay System (JUMPS) Military Pay Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	substantiating documents	original of part I, daily transaction listing with supporting documents such as leave transactions, MPOs, etc. (AFO transaction listings for B-263 bases)	at military pay subject matter areas	forward to AFAPC/ following end of (see note 1)
2		originals and copies of documents not required for submission to AFAPC including parts II and IV of the daily transaction listing and attachments		destroy after 3 months by updated da
3		copies of part I, daily transaction listing, military pay supporting documents and management notices.		destroy after 6 months
4		part III of daily transaction listing (AFO and AFAPC rejects listing for B263 bases)		destroy 3 months cleared.
5		leave request/authorization		destroy copies 2 after final action to be attached to action listing (s
6		leave certification		attach to copy 4 authorization for AFAPC. See rule
7		report of travel/time leave		attach original to voucher (see tabl attach duplicate action listing (s

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Table 177-30 (Continued)

R U L E	A	B	C	
	If documents are or pertain to	consisting of	which are	
8	document control logs	logs of numbered source documents		destroy 3 m they pertain
9	leave and earnings statements	monthly statement of members leave and earnings (duplicate copy filed in PFR)		destroy 6 m period to w
10	daily transaction record	computer output microfiche		destroy aft
11	input transaction cards	EAM cards prepared for JUMPS input transactions		destroy aft
12	pay service reference file	EAM cards		destroy 1 F transferred
13	collection and disbursement vouchers	copies		destroy 1 y of FY in wh are no outs which corre scribed by
14	transmittal letters	forms and form letters used to transmit military pay documents, PFR, etc.		destroy 6 m period to w
15	posting media	documents (other than source data) such as journal vouchers, posting data transfer forms, similiar forms, and specialized posting media used for machine applications	used to provide input data to the accounts control area	destroy aft discrepancies months after
16	voucher control log		used to record disbursement and collection voucher numbers	destroy 1 y of FY in wh
17	emergency payment authorization	forms records	filed in members PFR	destroy whe cancelled

Table 177-30 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	
15	personal financial record (PFR)		maintained at base level in accordance with AFM 177-373, Vol II	forward to AFM Vol II, where 2 years (see
19	file control update listing (PCN N 373992)	listings	maintained at military pay SMA's	destroy after
20	ADSN rejects by file control (PCN N 373012)			
21	one time pay authorization cancellation list (PCN N 373071)			
22	one time military payroll money list (PCN N 373070)			
23	pay authorization file bal- ance sheet (PCN N 373083)			
24	deletion listing (PCN N 373100)			
25	pay authorization reversal summary (PCN N 373101)			
26	IEP summary payroll list (PCN N 373530)			
27	quarterly IEP list (PCN N 373570)			
28	daily transaction file listing (PCN N 373930)			
29	JCS (Pay) conversion listing (PCN N 373690)			
30	separation leave balances (PCN N 373172)			

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Table 177-30 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are
31	BAS MFO for leave (PCN N 373082)		
32	pay service file (monthly listing) (PCN N 373981)		
33	inquiry replies (PCN N 373171)		
34	document control file		
35	suspense listing (PCN N 373130)		
36	document control and leave file reconstruction/update listing (PCN N 373121)		
37	PSF-LES mismatch listing (PCN N 373232)		
38	pay suppression file mismatch (PCN N 373411)		
39	money lists (copies other than AFO retained file of disbursement and collection vouchers (PCN N 373491)		
40	error records listing (PCN N 373001)		
41	document control and leave file listing (PCN N 373982)		
42	bank name - company code equivalency table (PCN N373631 conversion)		
43	JUMPS central payee exception listing (PCN N373632 conversion)		
44	JUMPS (Pay) conversion suspense listing (PCN N 373650 conversion)		
45	JUMPS (Pay) input exception listing (PCN N 373670 conversion)		
45	JUMPS (Pay) exception listing (PCN N 373691 conversion)		

destroy  
other co  
listing)  
destroy

Table 177-30 (Continued)

R U L E	A	B	C	
46	If documents are or pertain to microfiche products such as JUMPS company code directory, JTR location codes, JUMPS locator, quarterly alpha file, etc	consisting of computer output microfiche	which are	destroy

Note 1. AFAFC/SUADA transfers to Federal Records Center, Denver, Colo with original accounts per table 177-5.

Note 2. AFAFC advises AFOs of outstanding discrepancies within specified retention period. In the absence of such records.

Note 3. AFAFC transfers to Federal Records Center, Denver, Colo per Rule 1, table 177-22.