

Request for Records Disposition Authority

Records Schedule Number **DAA-AFU-2019-0023**
Schedule Status **Approved**

Agency or Establishment **Department of the Air Force**
Record Group / Scheduling Group **Air Force Undifferentiated**
Records Schedule applies to **Agency-wide**
Schedule Subject **Law (51 Series) - Claims Records (T51-04)**
Internal agency concurrences will be provided **No**

Background Information **This schedule replaces current rules for Table 51-04, except current rules 07.00, and 07.01 remain unchanged with current authority and therefore are not included in this schedule. We are confident that records no longer exist for outdated rules, which have been omitted from this schedule. This schedule is media neutral.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2019-0023

Sequence Number	
1	Completed Claims Disposition Authority Number: DAA-AFU-2019-0023-0001
2	Investigation Reports of Aircraft or Missile Incidents at Appointing Authorities' Staff Judge Advocate Disposition Authority Number: DAA-AFU-2019-0023-0003
3	Investigation Reports of Aircraft or Missile Incidents at Other Offices Disposition Authority Number: DAA-AFU-2019-0023-0004
4	Memorandum Opinions Disposition Authority Number: DAA-AFU-2019-0023-0005
5	Hospital Recovery Claims No Third Party Tort Liability Disposition Authority Number: DAA-AFU-2019-0023-0006
6	Hospital Recovery Claims Paid in Full, Settled Within Delegated Limits, or Held by AFLOA/JACC in Cases Involving Litigation Disposition Authority Number: DAA-AFU-2019-0023-0007
7	Web AF Claims Information Management System (WebCIMS) Reports Disposition Authority Number: DAA-AFU-2019-0023-0009
8	Tort Litigation Case Files Disposition Authority Number: DAA-AFU-2019-0023-0010

Records Schedule Items

Sequence Number					
1	<p>Completed Claims</p> <p>Disposition Authority Number DAA-AFU-2019-0023-0001</p> <p>Records maintained at AF/JAG relating to claims for which the Judge Advocate General is responsible, whether settled, disapproved, or otherwise disposed of. Includes international agreement claims, claims paid under the Military Personnel and Civilian Employees' Claims Act up to the maximum payable by AFLOA/JACC; subrogated claims collected by setoff under the Military Personnel and Civilian Employees' Claims Act at AFLOA/JACC; paid claims; claims asserted by the AF; and funds logs. Excludes hospital recovery claims, which are covered in different rules under this table.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>T51-04 R03.00</td> <td>AF RDS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-AFU-90-03 / 112/1/3 N1-AFU-90-03 / 112/1/3.1 N1-AFU-90-03 / 112/1/10 N1-AFU-90-03 / 112/1/4 N1-AFU-90-03 / 112/1/4.01</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 7 year(s) after claim is settled.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	T51-04 R03.00	AF RDS
Manual Citation	Manual Title				
T51-04 R03.00	AF RDS				
2	<p>Investigation Reports of Aircraft or Missile Incidents at Appointing Authorities' Staff Judge Advocate</p>				

Disposition Authority Number **DAA-AFU-2019-0023-0003**

Records at appointing authorities' staff judge advocate pertaining to investigations performed under AFI 51-503

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T51-04 R11.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 112/1/11**

Disposition Instruction

Retention Period **Destroy immediately after 30 years.**

Additional Information

GAO Approval **Not Required**

Investigation Reports of Aircraft or Missile Incidents at Other Offices

Disposition Authority Number **DAA-AFU-2019-0023-0004**

Copies of records described in T51-04 R11.00 held at offices other than the appointing authorities' staff judge advocate.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title

3

T51-04 R12.00	AF RDS
---------------	--------

GRS or Superseded Authority Citation N1-AFU-90-03 / 112/1/12

Disposition Instruction

Retention Period Destroy immediately after 3 years.

Additional Information

GAO Approval Not Required

Memorandum Opinions

Disposition Authority Number DAA-AFU-2019-0023-0005

Records of memorandum opinions pertaining to analysis of unique or new claims issues of value for research or legal precedent basis whether or not related to a specific claim.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T5104 R13.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-90-03 / 112/1/13
N1-AFU-90-03 / 112/1/14

Disposition Instruction

Retention Period Destroy immediately after 6 months.

Additional Information

GAO Approval Not Required

Hospital Recovery Claims No Third Party Tort Liability

Disposition Authority Number DAA-AFU-2019-0023-0006

4

5

Records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3) consisting of those having no third party tort liability, since no claim number is assigned

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T51-04 R15.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-90-03 / 112/1/15

Disposition Instruction

Retention Period Destroy immediately after 6 months.

Additional Information

GAO Approval Not Required

Hospital Recovery Claims Paid in Full, Settled Within Delegated Limits, or Held by AFLOA/JACC in Cases Involving Litigation

Disposition Authority Number DAA-AFU-2019-0023-0007

Records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3) including reports and copies of documents required to be sent and held by AFLOA/JACC in cases involving litigation

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

6

Manual Citation	Manual Title
T51-04 R17.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 112/1/17**
N1-AFU-90-03 / 112/1/16

Disposition Instruction

Retention Period **Destroy 6 year(s) after claim is settled or litigation is concluded, as appropriate.**

Additional Information

GAO Approval **Not Required**

Web AF Claims Information Management System (WebCIMS) Reports

Disposition Authority Number **DAA-AFU-2019-0023-0009**

Records maintained at AFLOA/JACC pertaining to monthly reports of current FY claims

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T51-04 R19.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 112/1/19**
N1-AFU-90-03 / 112/1/20

Disposition Instruction

Retention Period **Destroy immediately after 30 years.**

Additional Information

GAO Approval **Not Required**

Tort Litigation Case Files

7

8

Disposition Authority Number **DAA-AFU-2019-0023-0010**

Records include administrative claim files and records accumulated incident to litigation arising out of tort related claims.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T51-04 R21.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 112/1/21
N1-AFU-90-03 / 112/1/22**

Disposition Instruction

Retention Period **Destroy 3 year(s) after FY in which the litigation is concluded.**

Additional Information

GAO Approval **Not Required**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/23/2019	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
08/20/2020	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/02/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Item (ERA #)	Title	Retention	Current Series File Number	Current Series Title	Superseded Authority	Superseded Retention
Table 51-04 - Claims Records						
DAA-AFU-2019-0023-0001	Completed Claims	Temporary - Destroy 7 years after claim is settled.	51/4/3	Completed Claims Case Files	N1-AFU-90-03, item 112/1/3	Destroy 1 year after the close of the fiscal year in which claims are settled.
			51/4/3.01	International Agreement Claims	N1-AFU-96-11, item 112/1/3.1	Destroy 3 years after the close of the fiscal year in which claims are settled.
			51/4/4	Completed Claims Case Files	N1-AFU-90-03, item 112/1/4	Destroy 6 years after the close of the fiscal year in which claims are settled. Records frozen that relate to claims associated with Agent ORANGE or Vietnam-related claims (NAM). Retain indefinitely or until litigation is over.
			51/4/4.01	Disapproved Claims	N1-AFU-90-03, item 112/1/4.01	Destroy 3 years after the close of the fiscal year in which claim is settled.
			51/4/9	Claims Funds Logs	N1-AFU-90-03, item	Destroy after 2 years.
Item dropped; records no longer created			51/4/4.02	Agent Orange Claim File	N1-AFU-91-23, item 112/1/4.02	Retire as permanent.
Old authority continues	Claims Reports	Temporary - (Exception) Destroy 1 year after lapse of statute of limitations (Note: do not retire to records	51/4/7	Claims Reports	N1-AFU-90-03, item 112/1/7	Destroy 1 year after lapse of statute of limitations (Note: do not retire to records center).
Old authority continues	Claims Reports Involving an International Agreement	Temporary - (Exception) Destroy 2 years after lapse of foreign statute of limitations or when foreign country indicates appropriate,	51/4/7.01	Claims Reports Involving an International Agreement	N1-AFU-96-11, item 112/1/7.01	Destroy 2 years after lapse of foreign statute of limitations or when foreign country indicates appropriate, whichever is longer.
DAA-AFU-2019-0023-0003	Investigation Reports of Aircraft or Missile Incidents at Appointing authorities' Staff Judge Advocate	Temporary - Destroy after 30 years.	51/4/11	Investigation Reports of Aircraft or Missile Incidents at Appointing authorities' Staff Judge Advocate	N1-AFU-90-03, item 112/1/11	Destroy after 25 years.

DAA-AFU-2019-0023-0004	Investigation Reports of Aircraft or Missile Incidents	Temporary - Destroy after 3 years.	51/4/12	Investigation Reports of Aircraft or Missile Incidents Other	N1-AFU-90-03, item 112/1/12	Destroy when no longer needed.
DAA-AFU-2019-0023-0005	Memorandum Opinions and Those Disposed of as Part of a Claims Case File	Temporary - Destroy after 6 months	51/4/13	Memorandum Opinions	N1-AFU-90-03, item 112/1/13	Destroy when no longer needed.
			51/4/14	Memorandum Opinions Disposed of as Part of a Claims Case File	N1-AFU-90-03, item 112/1/14	Destroy after 3 months.
DAA-AFU-2019-0023-0006	Hospital Recovery Claims No Third Party Tort Liability	Temporary - Destroy after 6 months	51/4/15	Hospital Recovery Claims No Third Party Tort Liability	N1-AFU-90-03, item 112/1/15	The file becomes a claims report (see Rule 7).
DAA-AFU-2019-0023-0007	Hospital Recovery Claims Paid in Full, Settled Within Delegated Limits, or Held by AFLOA/JACC in Cases Involving Litigation	Temporary - Destroy 6 years after claim is settled or litigation is concluded, as appropriate.	51/4/16	Hospital Recovery Claims Paid in Full or Settled Within Delegated Limits	N1-AFU-90-03, item 112/1/16	Destroy 3 years after the end of the fiscal year in which claims are settled.
			51/4/17	Hospital Recovery Claims Held by AFLSA/JACC in Cases Involving Litigation	N1-AFU-90-03, item 112/1/17	Destroy 1 year after the FY in which litigation is concluded.
DAA-AFU-2019-0023-0009	Web AF Claims Information Management System (WebCIMS) Reports	Temporary - Destroy after 30 years	51/4/19	Claims Administrative Management Program (CAMP) at AFLSA/JACC and	N1-AFU-90-03, item 112/1/19	Destroy after 10 years.
			51/4/20	CAMP at Other Than AFLSA/JACC and AFLSA/JACT	N1-AFU-90-03, item 112/1/20	Destroy after 5 years.
DAA-AFU-2019-0023-0010	Tort Litigation Case Files	Temporary - Destroy 7 years after litigation is concluded.	51/4/21	Tort Litigation Case Files at AFLSA/JACT, AFLSA/JACC and AFLSA/JACE	N1-AFU-90-03, item 112/1/21	Destroy 5 years after FY in which the litigation is concluded.
			51/4/22	Tort Litigation Case Files at Other Than AFLSA/JACT	N1-AFU-90-03, item 112/1/22	Destroy 2 years after FY in which litigation is concluded.