

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-AFU-86-13	DATE RECEIVED 11/27/85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3305, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Branch		4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. DATE 694-3494 12-31-86
		ARCHIVIST OF THE UNITED STATES <i>Frank J. Burke</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.

5. DATE 6 NOV 1985	6. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	7. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>FRAUD, WASTE AND ABUSE (FWA) RECORDS (TABLE 123-2) (Applicable Air Force-wide)</p> <p>The FWA program includes a variety of records requirements that deserve their own records disposition table. The dispositions are based on DOD requirements and Air Force needs. General Records Schedule (GRS) 25 is attached showing how its records match up with Air Force records dispositions. Where there is a difference between GRS 25 and AFR 12-50, we will ask those commands responsible for the records if the GRS 25 scheduled dispositions are satisfactory to their needs.</p>		
1	<p>Rule 1. USAF FWA disclosures case files at HQ USAF and commands other than AFOSI are destroyed two years after case is closed. This disposition is an exception from GRS 25, Item 3b due to DOD requirement, DODD 7050.1, DOD HOTLINE (attached), that DOD components retain all HOTLINE working papers and files for at least two years after an examination is completed. As HOTLINE reports are FWA case files, Air Force believes that this disposition is appropriate for all FWA case files except those at Air Force Office of Special Investigations (AFOSI).</p>		
2	<p>Rule 2. USAF FWA disclosures case files at AFOSI are destroyed per Table 124 series. We included this rule for reference purposes only.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
3	Rules 3 and 4. Case files summary data, consisting of computer printout summaries and selected case files data in the computer, are destroyed when no longer needed. As the computer data is also included in the paper FWA case files, this disposition is sufficient to meet Air Force needs. The Magnetic Tape Record Inventory for Rule 4 records is attached.		
4	Rule 5. Semiannual reports of FWA disclosures, used by DOD to prepare its Office of Inspector General report to Congress, are destroyed when no longer needed. The disposition is sufficient to meet Air Force needs, since DOD has the record copy of the report. This rule will replace Table 123-1, Rule 13, currently the only specific rule for disposition of FWA records.	NC1-AFU-79-53	
5	Rules 6, 7 and 8. Data collection statistics report, remedies plans, and log registers are destroyed after two years, or when no longer needed, whichever is later. This disposition is sufficient to meet Air Force needs.		
<p><i>Changes made have been approved by Air Force</i></p> <p><i>gm 10/6/86</i></p>			

TABLE 123-2

FRAUD, WASTE AND ABUSE (FWA) RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	case files	USAF FWA Disclosure (AF Form 635) or other format for HOTLINE and non-HOTLINE disclosures, including USAF FWA Data Collection (AF Form 634), HOTLINE Progress Report, HOTLINE Completion Report, reports of investigation or inquiry, allegations of reprisal, summary completion report and related records	at HQ USAF and commands other than AFOSI	destroy 2 years after case is closed.
2			at HQ AFOSI and AFOSI field extensions	see table 124 series.
2.1	case files <i>R.P.D.</i>	rules 1 and 2 FWA disclosures which are <i>R.P.D.</i> substantiated and which have wide media coverage, are investigated by Congress, involve general officers or equivalent personnel, involve dollar losses or recoveries of \$50,000 or more, or reveal systemic problems in AF administration and/or result in major changes in AF policy and procedures	at highest command level case resolved <i>R.P.D.</i>	retire as permanent (note). <i>R.P.D.</i>

3	case files summary data	computer printout summaries of open and closed FWA cases		destroy when no longer needed.
4		selected case files data in the computer		
5	FWA reports	semiannual report of FWA disclosures to DOD on the status of cases, and related records		destroy after 2 years, or when no longer needed, whichever is later.
6		data collection statistics consisting of copies of USAF FWA Data Collection and other report statistics of audit, inspection and investigative activities		

TABLE 123-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
7	remedies plans	plans used to determine what judicial, contractual and administrative remedies are necessary		retire as permanent (note). <i>R.P.D.</i>
8	log registers	logs recording names, dates and other applicable data of disclosures		destroy after 2 years or when no longer needed, whichever is later.
<p style="text-align: center;"><i>the National Archives</i></p> <p>NOTE: Offer to NARA <i>NARA</i> in 5 year blocks when latest record is 25 years old, <i>R.P.D.</i></p>				