

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO.

N1-AFU-88-32

DATE RECEIVED

5/6/88

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

695-1667

DATE

7/18/88

ARCHIVIST OF THE UNITED STATES

[Signature]

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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

27 APR 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	FRAUD, WASTE AND ABUSE (FWA) RECORDS (Table 123-2) (Applicable Air Force-wide) Rule 1. We changed the description of case files by deleting "USAF FWA Data Collection (AF Form 634)." Reason is that this form was made obsolete by another procedure. We also changed the location of records to "at HQ USAF, MAJCOMS and below (except AFOSI)" to eliminate possible misinterpretation of the term "command" at lower levels.	N1-AFU-86-13	
2	Rule 2.1. We changed the description of case files by changing "investigated by Congress" to "investigated by or at the request of Congressional committees." This will eliminate permanent retention of cases constituents send to congressmen and then are referred to the Air Force for answering; which are more an indication of the constituent's interest, not necessarily the congressman's. However, congressional committees do conduct their own investigations which are worthy of permanent retention. Also in description, we changed \$50,000 to \$100,000. Reason is due to a recent change by the DOD Inspector General in the definition of contract fraud remedies program cases; and this dollar figure should also apply to these FWA case files. In location of records, we changed "case resolved" to "where the inquiry was completed." Reason is that the word "resolved" has different interpretations, e.g., "closed." The intent is to capture the full compliment of evidence which, in most cases, never goes beyond the level (inquiry office) where the summary completion report	N1-AFU-86-13	

Copies sent to agencies

RCF, nmm 7/18/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	is drafted. This report is a summation by the inquiry officer after consideration of the evidence gathered, and only this report is forwarded up the chain of command for review, approval and ultimate closure at HQ USAF or DOD. The inquiry officer keeps the bulk of the file (evidence) for permanent retention; Rule 1 covers the disposition of the summary completion report sent to HQ USAF.		
3	Rule 3. We changed the description of case files summary data by adding "and related records." Reason is that data collection statistics are now disposed of per this rule vice Rule 6.	N1-AFU-86-13	
4	Rule 5. We changed the disposition of FWA reports to "destroy after 2 years" vice "destroy when no longer needed," since two years is sufficient time for Air Force needs. In the description, we clarified that this is the HQ USAF input to the DOD Semiannual Report to the Congress.	N1-AFU-86-13	
5	Rule 6. We deleted this rule since Rule 3 now covers the disposition of data collection statistics; the FWA Data Collection (AF Form 634) is obsolete, as explained in Rule 1 changes; and Rule 5 will include, as related records, report statistics of audit, inspection and investigative activities.	N1-AFU-86-13	
6	Rule 7. We added in location of records for remedies plans "at HQ USAF," since only the complete remedies plans at HQ USAF level are retired as permanent.	N1-AFU-86-13	
7	Rule 7.1. We added this rule to cover the remedies plans located at MAJCOMs and below. Remedies plans are initiated at the lowest levels and built upon, but not completed, as they work their way to HQ USAF. As the completed remedies plans are at HQ USAF, destroying these incomplete plans "after 2 years, or when no longer needed, whichever is later" is sufficient for Air Force needs.		

TABLE 123-2

FRAUD, WASTE AND ABUSE (FWA) RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	case files	*USAF FWA Disclosure (AF Form 635) or other format for HOTLINE and non-HOTLINE disclosures, including HOTLINE Progress Report, HOTLINE Completion Report, reports of investigation or inquiry, allegations of reprisal, summary completion report, and related records	*at HQ USAF, MAJCOMs, and below (except AFOSI)	(no change)
2.1		*rules 1 and 2 FWA disclosures which are substantiated and have wide media coverage, are investigated by or at the request of Congressional committees, involve general officers or equivalent personnel, involve dollar losses or recoveries of \$100,000 or more, reveal systemic problems in AF administration and/or result in major changes in AF policy and procedures	*at highest command level where the inquiry was completed	retire...as permanent (note).
3	case files summary data	*computer printout summaries of open and closed FWA cases, and related records		(no change)

TABLE 123-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	FWA reports	*HQ USAF input to the DOD Semiannual Report to the Congress, and related records		*destroy after 2 years.
6	(RESERVED)			
7	remedies plans	plans used to determine what judicial, contractual and administrative remedies are necessary	*at HQ USAF	retire as permanent (note).
7.1 *			at MAJCOMs and below	destroy after 2 years, or when no longer needed, whichever is later.