

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO.

NI-AFU-8851

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

8-25-88

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management and Administration

3. MINOR SUBDIVISION

Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3494

DATE

12/1/88

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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; 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.

B. DATE

22 AUG 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE

GRACE T. ROWE  
Chief, Records Management Policy Section  
Directorate Information Mgt & Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>Claims Records (Table 112-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add a new rule 9 to table 112-1 to cover claims funds logs. The logs are closed after the end of the fiscal year in which all claims thereon are finalized. The disposition is destroy after 2 years.</p>		

TABLE 112-1

TITLE OF TABLE  
CLAIMS RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*9	claims funds logs	logs closed after the end of the fiscal year in which all cases thereon have been finalized		destroy after 2 years.