

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
<b>TO GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	N1-AFU-91-37
		DATE RECEIVED	6-6-91
<b>1 FROM (Agency or establishment)</b> Department of the Air Force		NOTIFICATION TO AGENCY	
<b>2 MAJOR SUBDIVISION</b> Directorate of Information Management (SAF/AAIA)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
<b>3 MINOR SUBDIVISION</b> Records Management Policy Branch			
<b>4 NAME OF PERSON WITH WHOM TO CONFER</b> Mr. Jay N. Rivest	<b>5 TELEPHONE EXT.</b> (703) 614-3431		
<b>6 CERTIFICATE OF AGENCY REPRESENTATIVE</b>			

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 9 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>B DATE</b>	<b>C SIGNATURE OF AGENCY REPRESENTATIVE</b>	<b>D TITLE</b>
29 MAY 1991	GRACE T. ROWE <i>Grace T Rowe</i>	Chief, Records Mgt Policy Br Directorate of Information Mgt

7 ITEM NO	8 DESCRIPTION OF ITEM <small>(With Inclusive Dates or Retention Periods)</small>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <small>(NARS USE ONLY)</small>
1	CLAIM, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER OF WAR CASE FILES (T177-8) (Applicable Air Force-wide)  This is a change to our table 177-8. The purpose of this submission is to change the retention period for <u>Collection Case Files</u> . We propose to destroy these records ten (10) years after the date of final action (The date of final action is the last date the Air Force took action on the case.)  These documents are initiated at at specific levels to initiate collection actions and supporting indebtedness, including letters of indebtedness, rebuttal letters from debtor, other correspondence concerning indebtedness, copies of applications for waivers, and financial statements from debtors.  Usage can be as frequently as daily until the Air Force completes collection actions; then the documents cease to have operational or historical value. However, since the potential exists for counter-claims, these records have financial and	N1-AFU-76-70	
<i>Copies sent to agency, NCF 8/22/92</i>			

legal value for 6 more years. Moreover, the Air Force can be notified by the Internal Revenue Service of an administrative offset for up to 10 years, sometimes up to the tenth year after the Air Force has taken its final action.

We attach our proposed disposition instructions and extracts of supporting documents: Federal Claims Collection Act of 1966, Debt Collection Act of 1982, Federal Claims Collection Standards, Privacy Act System of Records Notice, and AFR 170-30.

The General Accounting Office need not opine because we are proposing a retention period longer than the one they already approved.

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 177-8  
CLAIM, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
10	Collection Case Files	records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty or out-of-service members whose indebtedness was incurred while on active duty	at DFAS-DE	destroy 10 years after date of final action	
11	(RESERVED)			(use table 177-8, rule 10 above)	