

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*3 items Air Force Unit*

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED <b>MAR 21 1974</b>	JOB NO. <b>NC 174-173</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date <i>3-25-74</i>	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE, HQ USAF**
2. MAJOR SUBDIVISION  
**DIRECTORATE OF ADMINISTRATION**
3. MINOR SUBDIVISION  
**DOCUMENTATION SYSTEMS DIVISION**
4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. C. J. Phillips**
5. TEL. EXT.  
**11-29209**
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

**18 MAR 1974**  
(Date)

*Herbert G. Geiger*  
(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><b>CLAIMS CASE FILES (PAY AND ALLOWANCES, INDEBT-EDNESS, FRAUD AND FORGERY, AND COMMERCIAL ACCOUNTS) Table 177-8</b></p> <p>The purpose of this submission is to revise Table NN 170-33 177-8 to update description and procedures for handling casualty pay documentation (rule 3), and missing-in-action data (rule 4). Also propose to add new rule with disposition standards for prisoner-of-war (POW) pay documentation. Changes were recommended by the Air Force and Accounting and Finance Center (AFAFC) which is the office of primary responsibility for subject matter documentation within the Air Force.</p> <p>(Copy being forwarded concurrently to GAO for review under provisions of 44 U.S.C. 3309.)</p>		

R U L E	T 177-8      A	B	C	D
	If documents are or pertain to	consisting of	which are <del>at</del>	then
3	*casualty records	correspondence and other data required to determine appropriate beneficiary; facilitate expeditious payments, and replies to inquiries	*used also for authorizing field payments of 6 months' death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of accounts	destroy 10 years after date of final action.
4	missing-in-action data	*records of payments and adjustments, copies of correction of records, allotment documents, records of USSDF deposits/withdrawals, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting documents for disbursements	Used to continue payments of allowances to dependents and to release funds to designated payees	*maintain until member's status changes, then apply rule 3 or 4.1, as appropriate.
4.1	prisoners-of-war (POW) *		used in administering member's financial affairs while in a POW status	destroy 56 years after member's return from POW status.