

**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 MAR 21 1974	JOB NO. NC 174-173
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>	Archivist of the United States <i>James B. Rhoads</i>

- FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF
- MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION
- MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION
- NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. Phillips
- TEL. EXT.
11-29209
- 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.

18 MAR 1974

(Date)

Herbert G. Geiger
(Signature of Agency Representative)

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

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CLAIMS CASE FILES (PAY AND ALLOWANCES, INDEBT-EDNESS, FRAUD AND FORGERY, AND COMMERCIAL ACCOUNTS) Table 177-8</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 at	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.

TABLE 177-8

Current Table

CLAIMS CASE FILES (PAY AND ALLOWANCES, INDEBTEDNESS, FRAUD AND FORGERY, AND COMMERCIAL ACCOUNTS)

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
1	pay and allowances	records reflecting develop- ment and adjudication of claims for pay and allowances, travel and transportation allowances, reimburse- ments for transportation of dependents, and shipment of household goods	from military members and civilian employees	destroy 10 years after date of final action.	090309 090404
2	corrected military pay and allowances		used to adjudicate and make final determinations of ad- justment consistent with 10 U.S.C. 1552		090403
3	death gratuity records	correspondence and other data required to determine appropriate beneficiary, facil- itate expeditious payments, and replies to inquiries	used also for authorizing field payments of 6 months' death gratuity, and to ad- just and prepare statements of accounts		090405
4	missing-in-action data	correspondence and related papers	used to continue payments of allowances to dependents, and to release funds to desig- nated payees		090406
5	indebtedness/remission records	data relating to requests for cancellation by the Secretary of Air Force of any indebted- ness, or any unpaid part thereof			090421
6	fraud or forgery records	reports of investigations and correspondence created to establish amount of indebted- ness, and to effect collection			090444

10-529

15 September 1970

AFM 12-50(C4)

TABLE 177-8 (Continued)

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
7	commercial accounts of contract and sundry claims (made against the Government or vice versa)	claims, vouchers with supporting documents, and related correspondence	denied claims		090431a(1)
8			other than denied claims, which are returned to claimant, forwarded to field AFO, or MAJCOM headquarters, and/or to GAO for final processing	destroy all remaining papers after 30 days, provided a case history card is processed (see rule 9).	090431a(2)(a) 090431a(2)(b) 090431a(2)(c)
9			case history record cards reflecting on claims other than those denied	destroy after 3 years.	090431b 090408
10	collection case files	data used to effect collection action for the Government on all out-of-service indebtedness, delinquent accounts and certain in-service military and civilian accounts	collected items	destroy 3 years after date of final action. (Disposition retroactive to 1 January 1957.)	090420
11			★ uncollectible items over \$100.00	certify to GAO for action.	
12			★ uncollectible items under \$100.00	forward for inclusion in MPR.	

10-530

AFM 12-50(C4)

15 September 1970