

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**
Air Force Unit

LEAVE BLANK	
DATE RECEIVED JUN 13 1974	JOB NO. NC 174-263
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>6-24-74</i> <i>James E. O'neill</i> <i>acting</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE
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**

11 JUN 1974

Herbert G. Geiger

(Date)

(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;">US SAVINGS BOND RECORDS (Table 177-27)</p> <p>The purpose of this submission is to amend AFM 12-50, table 177-27, rule 3, to reflect current practices and procedures. Disposition criteria is increased from 3 to 5 years to satisfy present needs and requirements. This recommendation was submitted by The Air Force Accounting and Finance Center, the office of primary responsibility for subject matter documentation within the Air Force.</p> <p>(Copy being submitted concurrently to GAO)</p>	NN 170-33	

Copy to Agency 6/28/74 ON
No FRC's

TABLE 177-27

US SAVINGS BOND RECORDS

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 used	then	
1	transmittal or receipt records	form records, such as transmittal of series E bonds to Federal Reserve Bank for safekeeping, recapitulation receipt for series E bonds, and comparable forms	to transmit or receipt for bonds forwarded by AFAFC to the Federal Reserve Bank of Chicago, and for a reference to such bonds	destroy on site after 2 years.	090419a
2	claims and inquiries	correspondence concerning nonreceipt of US savings bonds		destroy after claimant has received bond or bond has otherwise been accounted for.	090419b
3	*series E bond sales	*microform records	for furnishing information, such as name of recipient, number and amount of bond, and address to which bond was sent	*destroy after 5 years.	090419c
4	organization bond issuance schedules	schedules of series E bonds, and similar records		destroy after 1 year.	170407
5	savings bond reports	reports of bond sales and purchases by military personnel			170408

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US SAVINGS BOND RECORDS

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 used	then	
1	transmittal or receipt records	form records, such as transmittal of series E bonds to Federal Reserve Bank for safekeeping, recapitulation receipt for series E bonds, and comparable forms	to transmit or receipt for bonds forwarded by AF AFC to the Federal Reserve Bank of Chicago, and for a reference to such bonds	destroy on site after 2 years.	090419a
2	claims and inquiries	correspondence concerning nonreceipt of US savings bonds		destroy after claimant has received bond or bond has otherwise been accounted for.	090419b
3	bond stubs	triplicate copies of bonds issued by AF AFC (also see tables 177-17, 177-19, and 177-21)	for furnishing information, such as name of recipient, number and amount of bond, and address to which bond was sent	destroy after 3 years.	090419c
4	organization bond issuance schedules	schedules of series E bonds, and similar records		destroy after 1 year.	170407
5	savings bond reports	reports of bond sales and purchases by military personnel			170408

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1 October 1969

AFM 12-50