REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

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.
   756-2383

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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7. ITEM NO.

8. DESCRIPTION OF ITEM
   U.S. SAVINGS BOND RECORDS
   (Table 177-27)
   (Applicable Air Force-Wide)

   The purpose of this submission is to update current table to reflect present procedures and to incorporate disposition of products involved in the bond safekeeping program.

   (Being submitted concurrently to GAO)

   19 DEC 1975
   Herbert W. Geiger
   (Signature of Agency Representative)

   DIRECTORATE OF ADMINISTRATION
   (Title)

9. SAMPLE OR JOB NO.
   NN 170-38
   NC 174-263

10. ACTION TAKEN

|
| 115-106

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>Rule</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>transmittal or receipt records (inscribed or uninscribed bonds)</td>
<td>transmittal or receipt of series E bonds</td>
<td>to receipt/transmit bonds received/forwarded by AFAFC</td>
<td>destroy after 2 years.</td>
</tr>
<tr>
<td>2</td>
<td>claims and inquiries</td>
<td>correspondence concerning nonreceipt of US savings bonds</td>
<td>to trace disposition of bond</td>
<td>destroy after claimant has received bond or bond has otherwise been accounted for.</td>
</tr>
<tr>
<td>3</td>
<td>series E bond sales</td>
<td>accountability records</td>
<td>* to control, verify and balance accountability and to answer inquiries</td>
<td>* destroy after 5 years.</td>
</tr>
<tr>
<td>*4</td>
<td>bonds held in safekeeping at AFAFC (inscribed)</td>
<td>lists of bonds held into maintain or released from safe-keeping; includes date and reason released</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>