

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items

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

LEAVE BLANK	
DATE RECEIVED JAN 2 1976	JOB NO. NC1-AFC-76-34
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.	
<i>1-9-76</i> (Date)	<i>James B. Choad</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.
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

19 DEC 1975
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 align="center">U.S. SAVINGS BOND RECORDS (Table 177-27)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>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.</p> <p align="center">(Being submitted concurrently to GAO)</p>	<p align="center">NN 170-38 NC 174-263</p>	

Copy to Agency 1-13-76 AD

Table 177-27				
U S Savings Bond Records				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are used	then
1	*transmittal or receipt records (inscribed or uninscribed bonds)	*transmittal or receipt of series E bonds	*to receipt/transmit bonds received/forwarded by AFAFC	destroy after 2 years.
2	claims and inquiries	correspondence concerning nonreceipt of US savings bonds	*to trace disposition of bond	destroy after claimant has received bond or bond has otherwise been accounted for.
3	series E bond sales	*accountability records	*to control, verify and balance accountability and to answer inquiries	*destroy after 5 years.
*4	bonds held in safe-keeping at AFAFC (inscribed)	lists of bonds held in or released from safe-keeping; includes date and reason released	to maintain accountability	