

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items

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

LEAVE BLANK	
DATE RECEIVED SEP 27 1976	JOB NO. NC1-AFU-76-68
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.	
10-22-76 <i>James S. Rhoads</i> (Date) 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

22 SEP 1976

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">REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF EXCEPTION RECORDS (Table 177-9)</p> <p>The purpose of this SF-115 is to revise AFM 12-50, Table 177-9, to reflect current requirements and procedures. Retention periods for documentation covered in rules 1 and 8 are reduced from 10 years to 6 years per P.L. 93-604. Rule 7 is deleted because separate case files pertaining to reports of survey are not maintained. Where charges are placed against military personnel, documents become a part of their Personal Financial Record (Table 177-30, Rule 2); similar records for civilians are covered in Table 177-21, Rule 15.</p> <p align="center">(COPY BEING SUBMITTED CONCURRENTLY TO GAO)</p>		

Copy to Agency & SAC 10-27-76

TABLE 177-9

REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF EXCEPTION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	reports case files	reports, or board of officers proceedings in lieu thereof, Government Property Loss and Damage survey certificates, and correspondence pertaining to personal, contractors, or carrier surveys of loss, damage, or destruction of Government property; investigation and review of circumstances involved, determination of pecuniary or other responsibility for the absence or condition of articles, and action taken thereon	are when pecuniary charges are assessed	destroy 3 years after collection, or 6 years after final action, whichever is sooner.
2			are when pecuniary charges are not assessed	destroy after 3 years. (Exception: At bases, destroy report of surveys used to adjust accounts which have been transferred 3 years after transfer or when the 3-year retention period has expired.)
3		retained copies of reports of surveys, board of officers proceedings, and correspondence	are at preparing activities	destroy 3 years after final action.
4		reports of survey and Government Property Loss and Damage certificate filed as property adjustment vouchers or as supporting documents to such vouchers		destroy when account to which it pertains is eligible for destruction.
5		reports of survey involving AF property shipped on Government bill of lading	are at transportation offices	apply disposition on table 75-4.
6	reports registers	form registers and comparable forms	provide a complete record of each report of survey and certificate of droppage processed	destroy 1 year after final action is completed on all entries of a terminated register.



TABLE 177-9 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which	D then
7	* (reserved)			
8	GAO notices	notices of exceptions	are issued by GAO against disbursing activities of accounting and finance officers charged with appropriated funds	destroy 6 years after date of final action.



10-532