

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*1 item*  
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:

LEAVE BLANK	
DATE RECEIVED <b>SEP 28 1976</b>	JOB NO. <b>NC1-AFCI-76-69</b>
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 (Date)	<i>James B. [Signature]</i> Archivist of the United States

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.

23 SEP 1976

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>LOSS OF FUNDS CASE FILES</b> (Table 177-7)</p> <p>Proposed revision reduces the retention period for records described in rule 2 of the attached table from 10 years to 6 years based on P.L. 93-604. Note 1 is also revised to reflect reduced disposition.</p>		

*Copy to Agency + RNC 10-27-76 [Signature]*

TABLE 177-7

## LOSS OF FUNDS CASE FILES

R U L E	A	B	C	D
	if documents are or pertain to	consisting of	which are	then
1	losses of appropriated funds	reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence, and related papers used to determine pecuniary liability for losses	cases in which the AFO is granted relief and no other person is held liable	destroy 4 years after date of last action (note 2).
2			*cases in which the 6-year statute of limitation allows an individual or bond company to file a claim for the amounts paid to cover losses of funds (note 1)	*destroy 6 years after date of last action (note 2).
3		reports, substantiating data, miscellaneous correspondence concerning shortages/overages in accounting and finance officers' accounts, including but not limited to: quarterly report of unexplained losses, semi-annual report on day-to-day operating losses/overages under \$500, subsidiary accountability record, synopsis of final action on closed cases, letters and messages providing explanation of shortages	at AFAFC	destroy after 5 years.
4			at other than AFAFC	destroy after 1 year.

\* NOTES: 1. Cases in which the 6-year statute of limitations applies are:

a. Cases in which loss is repaid voluntarily or involuntarily as the result of an approved finding of liability by an investigating officer, board of officers, the Commander of the Accounting and Finance Center, or by the Secretary of the Air Force.

b. Noninvestigated loss cases in which shortages were paid.

c. Cases certified to the GAO as uncollectible.

2. Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated; and/or, if nothing is reported to AFAFC by GAO, 1 year from the date case was certified to the GAO.