

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

11 Items

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 SEP 28 1976	JOB NO. NC1-AFU-76-70
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. Rhoads</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 4 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

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

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 align="center">CLAIM, COLLECTION, MISSING-IN-ACTION, AND PRISONER-OF-WAR CASE FILES</p> <p align="center">(Table 177-8)</p> <p>This revision is submitted to:</p> <p>Revise disposition for documentation presently covered by rules 1 thru 4, 6 and 7, reducing retention period from 10 years to 6 years.</p> <p>Revise present rule 5 as indicated on the attached table.</p> <p>Consolidate present rules 10, 11 and 12 into two rules (10 and 11) to update disposition of collection case files, based on current needs.</p> <p>Add new rules 12 and 13 to provide disposition criteria for garnishment actions not presently covered in AFM 12-50.</p> <p>Proposed reduction in present retention periods from 10 years to 6 years is based on P.L. 93-604.</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p>		

Copy to Agency AORAC 10-27-76

TABLE 177-8				
*CLAIM, COLLECTION, MISSING-IN-ACTION, AND PRISONER-OF-WAR CASE FILES				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	pay and allowances	records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods	from military members and civilian employees	destroy ⁶ 10 years after date of final action.
2	corrected military pay and allowances		used to adjudicate and make final determinations of adjustment consistent with 10 U.S.C. 1562	
3	casualty records	correspondence and other data required to determine appropriate beneficiary, facilitate expeditious payments, and replies to inquiries	used also for authorizing field payments of 6 months' death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of accounts	
4	missing-in-action data	records of payments and adjustments, copies of correction of records, allotment documents, records of USSDP deposits/withdrawals, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting documents for disbursements	maintain until member's status changes, then apply rule 3 or 4.1, as appropriate.	
4.1	prisoners-of-war (POW)		used in administering member's financial affairs while in a POW status	destroy 56 years after member's return from POW status.
5	indebtedness/remission records <i>SEE CHNG</i>	data relating to requests for cancellation by the Secretary of Air Force of any indebtedness, or any unpaid part thereof		destroy 10 years after date of final action.
6	fraud or forgery records	reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection		

TABLE 177-8 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
7 — 8	commercial accounts of contract and sundry claims (made against the Government or vice versa)	claims, vouchers with supporting documents, and related correspondence	denied claims other than denied claims, which are returned to claimant, forwarded to field AFO, or MAJCOM headquarters, and/or to GAO for final processing	destroy all remaining papers after 30 days, provided a case history card is processed (see rule 9).
9		case history record cards reflecting on claims other than those denied		destroy after 8 years.
10	collection case files <i>SEE CHANGE</i>	data used to effect collection action for the Government on all out-of-service indebtedness, delinquent accounts and certain in-service military and civilian accounts	collected items	destroy 8 years after date of final action. (Disposition retroactive to 1 January 1967.)
11			uncollectible items over \$100.00	certify to GAO for action.
12			uncollectible items under \$100.00	forward for inclusion in MPR.

Table 177-8				
Claim, Collection, Missing-in-Action, and Prisoner-of-War Case Files				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*5	remission/waiver of indebtedness	application for remission or waiver of indebtedness to government including all supporting documentation and final determination	from military members and civilian employees	destroy 6 years after date of final action
*10	collection case files at AFAFC	documentation initiating collection action and supporting indebtedness including rebuttal letters from member, correspondence concerning indebtedness, copies of applications for waivers	for military members on active duty	retire to Denver FARC with substantiating documents (See T177-5)
*11			for out-of-service members whose indebtedness was incurred while member was on active duty	associate with Personal Financial Record (PFR) (T177-30) or retired pay folder (T177-34)
*12	garnishment actions	case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases, and inquiries	in designated central control office	destroy 6 years after case is closed
*13			in offices other than designated central control office	destroy 1 year after case is closed