

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Hei
Feb 21/79

LEAVE BLANK	
JOB NO NCI-AFU-77-21	
DATE RECEIVED 5 FEB 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-8-79</i> Date	<i>James P. O'Neil</i> Archivist of the United States

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Preston B. Speed

5. TEL. EXT

767-4479

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 29 JAN 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	LEGAL DOCUMENTS (Tables 110-1, 110-2, 111-1, 112-1) (Applicable Air Force-wide)		
	The purpose of this submission is to revise and/or establish miscellaneous disposal authorities on Air Force legal documents. The proposed changes in our schedule are attached. Discussion of individual items of interest follows.		
T110-1, R10.1	Annual reports of legal assistance are proposed for permanent preservation. These reports provide summary statistical information on an Air Force program which provides professional legal services to military personnel, civilian personnel in isolated areas and foreign countries, and certain military personnel of allied countries. The reports accumulate at a rate of less than 1/12 cubic foot per annum, and if accepted, will be offered when 25 years old. There are no access restrictions on the documents.		
T110-2, R14	Originally issued letters patent (ribbon copy) are proposed for disposal after the seventeen-year-life of the patent. Letters patent are formally executed documents received from the United States Patent and Trademark Office for patents in which the United States holds title.		

33 items

*sent to MRB, NRM & Henry May
6-15-79*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
T111-1, R44	HQ USAF copies of applications for relief under Article 69 of the Uniform Code of Military Justice are proposed for immediate disposal. These documents are no longer needed for program monitoring purposes. Original applications for relief are made part of the record of trial. This item will be deleted from our schedule.		
T112-1, R8	International agreement reimbursement reports are proposed for destruction after 6 years. These documents reflect decisions on items of various bills that were questioned in review. The documents are used as a source of information for claims policy under the terms of international agreements.		
T112-1, R11	Investigation reports of aircraft and missile accidents are proposed for destruction after 25 years. These reports are similar to the reports described in Table 127-2, Rule 2 of our schedule, but do not contain privileged information. The documents are routinely used to furnish information on mishaps to plaintiffs, claimants, and the general public. The revised disposal criteria will make the reports available for public inquiries and litigation.		
T112-1, R20	Claims Administrative Management Program (CAMP) reports are proposed for destruction after 10 years. These documents are current fiscal year summaries on claims activity.		
T112-1, R22	Tort litigation case files are proposed for destruction after 20 years. The documents are administrative claims files documenting litigation arising out of tort related claims. The disposal criteria cited in other items will satisfy current Air Force record-keeping requirements.		

TABLE 110-1

LEGAL ADMINISTRATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	personnel data on judge advocates	educational background and bar qualification data on professional officer-lawyers serving as judge advocates	at HQ USAF	destroy 3 years after individual has separated, or when purpose has been served, whichever is sooner.
1.1			at other than HQ USAF	destroy after individual has separated or departed PCS.
10.1	annual reports of legal assistance	statistical information regarding the legal assis- tance program	at HQ USAF	retire as permanent. <i>Officer to NARS when 25 yrs old.</i>
10.2			at other than HQ USAF	destroy after 2 years, or when purpose has been served, which- ever is sooner.
29	preventive law administration	directives and other docu- ments relating to general administration or policy for administering the preventive law program		destroy when purpose has been served.
30	preventive law information	printed material intended for distribution		destroy when no longer needed . (Note 2).
	Note 2. A copy of each printed item will be maintained in filing cabinets, other copies will be stored elsewhere.			

TABLE 110-2

PATENTS, COPYRIGHTS, AND TRADEMARK RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	licenses, releases, and assignments	signed agreements with owners of trademarks, copyrights, inventions, and patents by which the Government acquires right, license, or interest	HQ USAF/JA records relating to trademarks and copyrights	destroy 30 years after date of issue.
14	originally issued letters patent	formally executed documents	at HQ USAF/JACP	retain for 10 years, then trans- fer to WNRC where they are destroyed after 7 additional years. <i>Destroy when</i>
				<i>17 years old.</i>

TABLE 111-1

MILITARY JUSTICE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
44	applications for relief under Art 69, UCMJ	final action on application	copies at HQ USAF/JAJM	destroy.
48	automated military justice analysis and management system (AMJAMS) monthly output products/reports	statistical data relating to court-martial and Article 15 activities	reports with as of dates for months of January through November	destroy after 3 years, or when no longer needed for reference, whichever is later.
56	AMJAMS source/input forms and computerized records	keypunch transaction cards and magnetic tape files		destroy after 6 semimonthly update cycles, or when purpose has been served, whichever is later.

112. Claims. This table covers documentation pertaining to the investigation of accidents and incidents which may result in claims and/or tort litigation for or against the Government as well as documentation related to the processing and settlement of such claims and tort litigation. Covered are records of all claims and tort litigation for which the Judge Advocate General is responsible. Excluded are records of formal contract claims, Air Force Industrial Fund Laundry and dry cleaning claims, report of survey claims, and regular real estate acquisition, disposition, or rent claims.

TABLE 112-1

CLAIMS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	general administration	directives and other documents relating to general administration or policy for handling claims which are not covered elsewhere	directives of higher headquarters	destroy when superseded or rescinded.
2			other than directives of higher headquarters	destroy after 2 years.
3	completed claims case files (except hospital recovery claims, rule 15)	all claims, whether settled or otherwise disposed of for which the Judge Advocate General is responsible	paid claims (except: rules 4 and 4.1) and claims asserted by the Air Force	cutoff at the end of the FY in which claims are settled, destroy after 1 year.
4			claims disapproved or otherwise disposed of, paid under the Military Personnel and Civilian Employee's Claims Act up to the amount of \$15,000 at HQ USAF/JACC or subrogated claims collected by setoff under the Military Personnel and Civilian Employee's Claims Act by HQ USAF/JACC	cutoff at the end of FY in which claims are settled, hold 2 years, then retire to WNRC where they are destroyed after 4 additional years. <i>Destroy 6 yrs. after end of FY in which claims are settled.</i>
4.1			disapproved claims identified in Rule 4 at other than HQ USAF/JACC	cutoff at the end of the FY in which claims are settled, hold one year, then retire to staging area where they are destroy after 4 additional years

TABLE 112-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
5	claims records	records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)	copies 1 through 5	destroy 90 days after receipt by HQ USAF/JACC.
6			retained by the office that takes final disposition action (copy 6)	cutoff at the end of the FY in which claims are settled, ensure that claim is accurately reflected in CAMP, then destroy after 1 year.
7	claims reports	reports prescribed in AFM 112-1, Claims Manual	not maintained and disposed of as part of a as part of a claims case file (rules 3, 4, and 4.1)	destroy after 3 years.
8		international agreement reimbursement reports	at HQ USAF/JACC	cutoff at the end of the FY in which reviewed, hold 2 years, then retire to WNRC where they are destroyed after 4 additional years. <i>Destroy 6 yrs after end of FY in which reviewed.</i>
9			at other than HQ USAF/JACC	destroy after 3 years.
10	accident or incident logs	logs maintained by initiating authorities for each FY to record occurrences that may result in claims	closed after the end of the FY ub which all cases thereon have been closed or forwarded to another claims headquarters for final action	destroy after 5 years.

TABLE 112-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
11	investigation reports of aircraft or missile accidents	records generated as a result of investigations performed under AFR 110-14	at the appointing authority's staff judge advocate	hold three years, then retire to WNRC where they are destroy- ed after 22 additional years <i>Destroy when 25 yrs. old.</i>
12			at other than staff judge advocate offices	destroy after 3 years.
12.1			at MAJCOM	
13	memorandum opinions	analysis of unique or new claims issues of value for research or legal precedent basis		destroy when purpose has been served.
14		memorandum opinions not main- tained and disposed of as part of a claims case file (rules 3, 4, and 4.1)		destroy after 90 days.
15	hospital recovery claims	documents accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)	those having no third party tort liability, since no claim number is assigned	the file becomes a claims report (see rule 7)
16			paid in full or settled within delegated limits	cutoff at the end of the FY in which claims are settled; hold 1 year, then retire to staging area where they will be destroyed after 4 additional years. <i>Destroy 3 yrs. after end of FY in which claims are received</i>
17			reports and copies of documents required to be forwarded and main- tained by HQ USAF/JACC in cases involving litigation	destroy 2 years after receipt of final litigation report.

TABLE 112-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
18	(RESERVED)			
19 20	Claims Administrative Management Program (CAMP)	monthly reports of current FY claims	at other than HQ USAF/ JACC	destroy after 5 years.
			at HQ USAF/JACC	destroy after 10 years
21	tort litigation case files	administrative claim files and records accumulated incident to litigation arising out of tort related claims	at other than HQ USAF/ JACC	destroy 2 years after FY in which litigation is concluded.
22			at HQ USAF/JACC	cutoff at the end of the FY in which the litigation is concluded, hold 2 years, then retire to WNRC where they are destroyed after 18 additional years. <i>See</i>
				<i>May 20 yrs. after end of FY in which litigation is concluded.</i>