

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCI-AFU-82-42	
DATE RECEIVED	
April 9, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-17-82 <i>Date</i>	<i>Robert J. May</i> <i>Archivist of the United States</i>

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 (HQ USAF)

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
MR. D. F. SHUELL

5. TEL. EXT.
43527

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 4 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 2 APR 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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
	<p align="center">CLAIMS RECORD (Table 112-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to reduce the retention period of certain claims files covered in AFM 12-50, Table 112-1.</p> <p>Experience has shown that the current retention periods for rules 4.1, 10, 16, 17 and 21 are longer than necessary. The new retention periods listed on the attached table will satisfy Air Force legal requirements.</p> <p>Rule 7 is changed to ensure that the disposition of investigative reports is not accomplished prior to the expiration of the statute of limitation as set forth by foreign governments under the Status of Forces Agreement (SOFA). This change will result in the same three year retention period for CONUS claims and will provide adequate retention of investigative files for SOFA claims.</p> <p><i>[Mass data change sheet attached to annotated AFM 12-50 page changes]</i></p>	<p>NCI-AFU-79-21</p>	<p>10 Items</p>

CLAIMS

	A	B	C	D
		consisting of	which are	then
	files (except hospital recovery claims, rule 15)	all claims, whether settled or otherwise disposed of for which the Judge Advocate General is responsible	NO CHANGE	NO CHANGE
* 4			* claims disapproved or otherwise disposed of, paid under the Military Personnel and Civilian Employees' Claims Act up to the maximum payable by HQ USAF/JACC, or subrogated claims collected by setoff under the Military Personnel and Civilian Employees' Claims Act by HQ USAF/JACC	NO CHANGE
* 4.1			disapproved claims identified in Rule 4 at other than HQ USAF/JACC	* destroy 3 years after the close of the fiscal year in which claim is settled.
5	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
6				
7	claims reports	investigation reports prescribed in AFM 112-1, Claims Manual	* not maintained and disposed of as part of a claims case file (rules 3,4,4.1,16,21 and 22)	* destroy 1 year after lapse of statute of limitations. NOTE
8		international agreement reimbursement reports		destroy 3 years after the close of the fiscal year in which reviewed.
9	RESERVED	RESERVED	RESERVED	RESERVED

TABLE 112-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
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 in which all cases thereon have been closed or forwarded to another claims head- quarters for final action	*destroy after 3 years.
11	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
12			NO CHANGE	NO CHANGE
12.1			NO CHANGE	
13	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
14		NO CHANGE	NO CHANGE	NO CHANGE
15	hospital recovery claims	documents accumulated as a result of actions under the Medical Care Recovery Act (42 USC 2651-3)	NO CHANGE	NO CHANGE
16			paid in full or settled within delegated limits	* destroy 3 years after the end of the fiscal year in which claims are settled.

TABLE 112-1 Continued

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
* 17			reports and copies of documents required to be forwarded and maintained by HQ USAF/JACC in cases involving litigation	* destroy 1 year after the FY in which litigation is concluded.
18	RESERVED			
19	Claims Administrative Management Program (CAMP)	monthly reports of current FY claims	at HQ USAF/JACC and HQ USAF/JAED	destroy after 10 years.
20			at other than HQ USAF/JACC and HQ USAF/JAED	destroy after 5 years.
* 21	tort litigation case files	administrative claim files and records accumulated incident to litigation arising out of tort related claims	at HQ USAF/JACC	* destroy 5 years after the close of the FY in which the litigation is concluded.
22			NO CHANGE	NO CHANGE
<p>NOTE: The records covered by Rule 7 are not authorized for transfer to a Federal records center. (Amended by R. Clarke per D. Shuell, 5/12/82.)</p>				