REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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 ___ 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  
JAMES E. DAGWELL

E. TITLE  
Documentation Management Branch

Information Management Branch

F. DATE RECEIVED  
April 9, 1982

G. JOB NO.  
NCI-AFU-82-42

H. ACTION TAKEN

LEAVE BLANK

CLAIMS RECORD (Table 112-1)  
(Applicable Air Force-wide)

The purpose of this submission is to reduce the retention period of certain claims files covered in AFM 12-50, Table 112-1.

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.

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.

[Mass data change sheet attached to annotated AFM 12-50 page changed]

Closed Out: 6-30-82: K-72

Copy to Agency & All FICs

STANDARD FORM 115  
Revised April, 1975

Prescribed by General Services Administration

FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>files (except hospital recovery claims, rule 15)</td>
<td>all claims, whether settled or otherwise disposed of for which the Judge Advocate General is responsible</td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
</tr>
<tr>
<td>* 4</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 4.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
</tr>
<tr>
<td>6</td>
<td>claims reports</td>
<td>investigation reports prescribed in AFM 112-1, Claims Manual</td>
<td>not maintained and disposed of as part of a claims case file (rules 3, 4, 4.1, 16, 21 and 22)</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>international agreement reimbursement reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>RESERVED</td>
<td>RESERVED</td>
<td>RESERVED</td>
</tr>
</tbody>
</table>
| RULE | A                                      | B                                      | C                                      | D  
|------|----------------------------------------|----------------------------------------|----------------------------------------|-----
| 10   | If documents are accident or incident logs maintained by initiating authorities for each FY to record occurrences that may result in claims | 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 headquarters for final action | *destroy after 3 years. 
| 11   | NO CHANGE                              | NO CHANGE                              | NO CHANGE                              | NO CHANGE 
| 12   | NO CHANGE                              | NO CHANGE                              | NO CHANGE                              | NO CHANGE 
| 12.1 | NO CHANGE                              | NO CHANGE                              | NO CHANGE                              | NO CHANGE 
| 13   | NO CHANGE                              | NO CHANGE                              | NO CHANGE                              | NO CHANGE 
| 14   | NO CHANGE                              | 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 | paid in full or settled within delegated limits | destroy 3 years after the end of the fiscal year in which claims are settled.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
</tr>
<tr>
<td></td>
<td>reports and copies of documents required to be forwarded and maintained by HQ USAF/JACC in cases involving litigation</td>
<td>* destroy 1 year after the FY in which litigation is concluded.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>RESERVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Claims Administrative Management Program (CAMP)</td>
<td>monthly reports of current FY claims</td>
<td>at HQ USAF/JACC and HQ USAF/JAED</td>
<td>* destroy after 10 years.</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td>at other than HQ USAF/JACC and HQ USAF/JAED</td>
<td>* destroy after 5 years.</td>
</tr>
<tr>
<td>21</td>
<td>tort litigation case files</td>
<td>administrative claim files and records accumulated incident to litigation arising out of tort related claims</td>
<td>at HQ USAF/JACC</td>
<td>* destroy 5 years after the close of the FY in which the litigation is concluded.</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
</tr>
</tbody>
</table>

**NOTE:** The records covered by Rule 7 are not authorized for transfer to a Federal records center. (Amended by R. Clarke per D. Shue, 5/12/82.)