

Air Force undifferentiated 4-10-73

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 2 - 1973	JOB NO. NN-173-166
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-14-73 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

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.

11/29209

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

1 MAR 1973

R. E. Reilly

(Date)

(Signature of Agency Representative)

**R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration**

(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">ACCOUNTING AND FINANCE (DLT 177-7) (Applicable Air Force-wide)</p> <p>The purpose of this proposed attached decision logic table (DLT) 177-7 revision is to provide disposition standards for certain reports concerning shortages or overages of funds maintained at the Accounting and Finance Center (AFAFC) and other offices.</p> <p>The attached DLT was prepared and submitted by AFAFC and is deemed adequate to meet Air Force needs. Table being submitted concurrently to GAO.</p>	NN170-33	

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 last action (note 2).
2			cases in which the 10-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 10 years after date last action (note 2).
3		Reports, substantiating data, misc 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 \$150, subsidiary accountability record, synopsis of final action on closed cases, letters and TWXs providing explanation of shortages	at AFAFC	destroy after 5 y
			at other than AFAFC	destroy after 1 y

Notes: 1. Cases in which the 10-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.