

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Am Force Undifferentiated 3 items*

LEAVE BLANK	
DATE RECEIVED <b>14 JUN 1973</b>	JOB NO. <b>173-331</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>JUL 9 1973</b> 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. E. F. Villiard**

5. TEL. EXT.  
**11-29239**

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

**12 JUN 1973**

*R. E. Reilly*

**R. E. REILLY, Chief  
Documentation Management Branch  
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><b>CLAIMS RECORDS</b> (Applicable Air Force-wide)</p> <p>This proposed change reduces the retention period of certain claims case files covered by AFM 12-50, table 112-1, rule 3; it also divides rule 4 between HQ USAF/JACC and other offices and authorizes accumulating offices to hold their files an additional year before transferring them to the staging area.</p> <p><u>JUSTIFICATION:</u></p> <p>Experience has indicated that there is little or no reference to paid claims and claims asserted by the Air Force, covered under rule 3, after 6 months. All appeals, requests for reconsideration or litigation, if initiated, must be presented prior to the expiration of a 6 month period following settlement of the claim. All pertinent data on each claim is contained in the <del>claims</del> Automated Management Program (CAMP) listing which is a permanent record. This change will also eliminate the requirement to send these files to the staging area. A draft copy of the proposed change is attached, along with a current copy of AFM 12-50, table 112-1.</p>	<p>NN170-33 (112-1)</p>	

*Disposal approved pending GAO concurrence, J.L.W., 6 July 1973*

*\* This also applies to the data on claims coming under proposed Rules 4 and 4.1. J.L.W. 28 June 1973*

TABLE 112-1

Proposed Revision

## CLAIMS RECORDS

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
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 rule 4), and claims asserted by the AF	cut off at end of FY in which claims are settled, hold 1 year and destroy	130403a
4			claims disapproved, otherwise disposed of, or paid under the Military Personnel and Civilian Employees' Claims Act in the amount of \$10,000 or more at Hq USAF/JACC	cut off at end of FY in which claims are settled, hold 2 years and retire to appro- priate records stag- ing area; destroy 4 years after place- ment in staging area.	130403b
4.1			at other than Hq USAF/JACC	destroy 5 years after placement in records staging area (see note).	130403b