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. Viliard

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

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

7. DATE
12 JUN 1973

8. DESCRIPTION OF ITEM
(Applicable Air Force-wide)

CLAIMS RECORDS
(With Inclusive Dates or Retention Periods)

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.

JUSTIFICATION:

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 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.

Disposal is 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

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>Superseded</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>completed claims case 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>paid claims (except rule 4), and claims asserted by the AF</td>
<td>cut off at end of FY in which claims are settled, hold 1 year and destroy</td>
<td>130403a</td>
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<td>4</td>
<td>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</td>
<td></td>
<td>cut off at end of FY in which claims are settled, hold 2 years and retire to appropriate records staging area; destroy 4 years after placement in staging area.</td>
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<tr>
<td>41</td>
<td>at other than Hq USAF/JACC</td>
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<td>destroy 5 years after placement in records staging area (see note).</td>
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