

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*ALL FOR THE UNIDENTIFIED  
7 items*

LEAVE BLANK	
DATE RECEIVED <b>1 JUN 1973</b>	JOB NO. <b>173-33</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 "with-drawn" in column 10.	
JUL 10 1973 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.

**15 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 for copies of claims records retained by offices taking final disposition action from "retain for 5 years and destroy" to "destroy 1 year after close of FY in which claims are settled."</p> <p><u>JUSTIFICATION:</u></p> <p>Under the current AFM 12-50, table 112-1, rule 6, these records were retained, for historical and statistical reference purposes with the former Claims Data Management System (CDMS) as a supplement, for 5 years. The CDMS was replaced by the Claims Administrative Management Program (CAMP) in July 1971. CAMP has the capability of providing all historical and statistical information on a claim, therefore, the AF Form 176, Claims Record, is now nothing more than an input document for CAMP and requires retention only for the limited purpose of verifying the annual CAMP master listings. A copy of the proposed rule change is attached, along with a copy of AF Form 176, Claims Record.</p>	<p>NN170-33 (T-112-1)</p>	



**112. Claims.** This table covers documentation pertaining to the investigation of accidents and incidents which may result in claims in favor of or against the Government. They also relate to the processing and settlement of such claims. Covered are records of all claims for which the Judge Advocate General is responsible. Excluded are records of formal contract claims, AF Industrial Fund laundry and dry cleaning claims, report of survey claims, and regular real estate acquisition, disposition, or rent claims.

**TABLE 112-1**

**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	
1	general administration	directives and other documents relating to general administration or policy for handling claims which are not covered elsewhere	directives of higher headquarters	destroy when superseded or rescinded.	130402
2			other than directives of higher headquarters	destroy after 2 years.	
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	destroy 2 years after placement in records staging area (see note).	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	destroy 5 years after placement in records staging area (see note).	130403b
5	claims records	records of all claims processed by The Judge Advocate General's Office, and source documents for the claims data management system	copies 1 through 5	destroy 90 days after receipt by HQ USAF (AFJALM) or the headquarters with claims responsibility for the geographical area.	130404a
6			retained by office that takes final disposition action (copy 6)	destroy 1 year after close of FY in which claims are settled	130404b
7	claims reports	reports prescribed in AFM 112-1	not maintained in and disposed of as part of a claims case file (rules 3 and 4)	destroy after 3 years.	130405a

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