

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AFU-87-3	DATE RECEIVED 10/22/86
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Neil Vandergraaf	5. TELEPHONE EXT. 694-3494	DATE 1-22-87	ARCHIVIST OF THE UNITED STATES <i>Frank B. Burke</i>
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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 15 OCT 1986	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Innocent Row</i>	D TITLE CRAGG T. ROWE Records Management Branch Directorate of Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF EXCEPTION RECORDS (T177-9) (Applicable Air Force-wide) The attached revision of table 177-9 is submitted for your review and approval.	NCI-AFU-76-63 NN-170-33 GRS 6, ITEM 2	

115-104 *27/87 AFU, NCF*

TABLE 177-9

REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF EXCEPTION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	reports of survey case files	reports of survey, records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government-owned or leased property; investigations and reviews of facts and circumstances involved, assessment of financial liability and actions on waivers and appeals thereof; actions taken on debts resulting from assessments	at the report of survey (ROS) Administrator's office	destroy 6 years after final action by the appointing or approving authority.
2		retained copies of reports of survey, records used in lieu thereof, and related correspondence and supporting records	at preparing activities	destroy 2 years after initiation.
3		retained copies of reports of survey used to support supply system stocks inventory adjustment vouchers or adjustments to in-use accountable property record items	at supply accountable offices	destroy 2 years from the date of adjustment.
4		retained copies of reports of survey or records used in lieu thereof pertaining to damage to Air Force motor vehicles	at transportation offices and in unit vehicle control officer files	destroy per table 77-1.

<p>5</p>	<p>retained copies of reports of survey and related correspondence used to support assessment of financial liability</p>	<p>at accounting and finance offices (AFOs)</p>	<p>destroy 1 year after assessment has been collected, or financial liability is voided.</p>
<p>6</p>	<p>reports of survey registers</p>	<p>form registers and comparable forms that provide a complete record of each report of survey</p>	<p>destroy 1 year after final action is completed on all entries of a terminated register.</p>
<p>7</p>	<p>GAO notices</p>	<p>notices of exception that are issued by GAO against disbursement activities of accounting and finance officers charged with appropriated funds</p>	<p>destroy 1 year after exception has been cleared by GAO.</p>

JUSTIFICATION TO ACCOMPANY SF 115 ON REVISED TABLE 177-9

We propose to revise table 177-9 to conform with todays operations in the Department of the Air Force pertaining to the treatment of Reports of Survey. The rules have been renumbered and we propose to cover those copies of reports of survey that are retained by various functional organizations at base-level. The retention periods adequately will serve Air Force requirements.

Request your favorable consideration.

COMPARISON BETWEEN CURRENT AND PROPOSED TABLE 177-9

OLD RULE	NEW RULE	CHANGE
1	1	minor change in disposition
2	-	no longer used
3	2	reduce from 3 to 2 years
-	3	new to cover supply ROSs
-	4	new to cover transportation ROSs
-	5	new to cover AFO ROSs
6	6	slight change in disposition
8	7	no change