

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED JAN 2 1976	JOB NO. NC1-AFC-76-34
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.	
<i>1-9-76</i> (Date)	<i>James B. Choad</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

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.
756-2383

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

19 DEC 1975
Date

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
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">U.S. SAVINGS BOND RECORDS (Table 177-27)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>The purpose of this submission is to update current table to reflect present procedures and to incorporate disposition of products involved in the bond safekeeping program.</p> <p align="center">(Being submitted concurrently to GAO)</p>	<p align="center">NN 170-38 NC 174-263</p>	

Copy to Agency 1-13-76 AD

Table 177-27				
U S Savings Bond Records				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are used	then
1	*transmittal or receipt records (inscribed or uninscribed bonds)	*transmittal or receipt of series E bonds	*to receipt/transmit bonds received/forwarded by AFAFC	destroy after 2 years.
2	claims and inquiries	correspondence concerning nonreceipt of US savings bonds	*to trace disposition of bond	destroy after claimant has received bond or bond has otherwise been accounted for.
3	series E bond sales	*accountability records	*to control, verify and balance accountability and to answer inquiries	*destroy after 5 years.
*4	bonds held in safe-keeping at AFAFC (inscribed)	lists of bonds held in or released from safe-keeping; includes date and reason released	to maintain accountability	

APPRAISAL REPORT
Disposal Job No. NCI-AFU-76-14

Approved for Disposal:

The items for which disposal authority is requested are disposable, provided that GAO concurs, because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Appraiser: Peter N. Laugesen 1/7/76
PETER N. LAUGESEN Date

Approval Recommended by: Thomas W. Wadlow 1/7/76
THOMAS W. WADLOW Date
Director
Records Disposition Division

January 6, 1976

NC-AFU-76-~~14~~

Director
Records Disposition Division

The records for which the Department of the Air Force requests disposal authority were previously approved for disposal in NN-170-38 and NC-174-263. We regret that the attached copy of NC-174-263 is unclear. We have, however, indicated that all records of rules 1 through 4 are designated "destroy".

Concurrence of NNM is unnecessary, as the Air Force is merely changing retention periods to serve administrative needs.

Peter N. Laugesen
Records Disposition Division

TABLE 171-57

U.S. SAVINGS BOND RECORDS

II 1. 7.	A If documents are or pertain to	B consisting of	C which are used	D (Date)	17 USC 151-4a, 1502-26, 5070-202(a)
1	transmittal or receipt records	form records, such as transmittal of series F bonds to Federal Reserve Bank for outkeeping, recorded from receipts for series F, bonds, and comparable forms	in transit or receipt for bonds forwarded by AFAPC to the Federal Reserve Bank of Chicago, and for a reference to such bonds	destroy on date after 3 years	17 USC 151-4a
2	claims and inquiries	correspondence concerning ownership of U.S. savings bonds		destroy after claimant has received bond or interest. Copying laws announced later.	17 USC 151-4a
3	series E bond slips	microform records	for forwarding information, such as name of assignee, number and amount of bond, and address to which bond was sent	destroy after 3 years	17 USC 151-4a
4	organization bond insurance articles	schedules of series F bonds, and financial records		destroy after 1 year	17 USC 151-4a
5	savings bond reports	reports of bond sales and purchases by voluntary agencies			17 USC 151-4a

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