

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Am Force Undifferentiated
3 items*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

12 JUN 1973

R. E. Reilly
(Signature of Agency Representative)

**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>CLAIMS RECORDS (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 System 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

CURRENT Table

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.

1 October 1969

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)	retain for 5 years and destroy.	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

AFM 12-50

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TABLE 112-1 (Continued)					
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	
8		international agreement reim- bursement reports	at HQ USAF (AFJALM)	retire as permanent.	
9			at other than HQ USAF (AFJALM)	destroy after 3 years.	
10	accident or incident logs	logs maintained by initiating authorities for each FY to record occurrences that may result in claims	closed after the end of the FY in which all cases recorded thereon have been closed or forwarded to another headquarters for final action	destroy after 5 years.	130405b
11	collateral investigation reports of aircraft or missile accidents	records generated as a result of investigation performed under AFR 110-14	at staff judge advocates	retire to a records staging area after 3 years; destroy after 4 additional years.	130405c(1)
12			at other than staff judge advocates	destroy after 3 years.	130405c(2)
13	memorandum opinions	analysis of unique or new claims issues of value for research or legal precedent basis		destroy when purpose has been served.	130406
14			memorandum opinions not maintained and disposed of as part of a claims case file rules (3 and 4)	destroy after 90 days.	
15	hospital recovery claims	documents accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)	those having no third party tort liability, since no claim number is assigned	the file becomes a claims report (rule 7).	130407a
16			paid in full or settled within delegated limits	destroy 5 years after place- ment in records staging area.	130407b

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17			reports and copies of documents required to be forwarded to HQ USAF per AFM 112-1 in cases involving litigation	destroy per rules 3 and 4.	130407c
18	claims data management system	monthly printouts of current FY claims	at other than HQ USAF	destroy after 90 days.	new
19		cumulative printouts of current FY claims as of 30 June		destroy after 5 years.	
20			at HQ USAF	retain for 10 years; retire as permanent.	

Note: Cut off at the end of FY in which claims are settled or otherwise disposed of; hold 1 year; retire to appropriate records staging area.

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