

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-76-69

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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:

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED SEP 28 1976 | JOB NO. NC1-AFCI-76-69 |
| 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. | |
| 10-22-76 (Date) | <i>James B. Rhoads</i> Archivist of the United States |

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.

23 SEP 1976

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

Date

(Title)

(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">LOSS OF FUNDS CASE FILES (Table 177-7)</p> <p>Proposed revision reduces the retention period for records described in rule 2 of the attached table from 10 years to 6 years based on P.L. 93-604. Note 1 is also revised to reflect reduced disposition.</p> | | |

Copy to Agency & RNC 10-27-76 DR

TABLE 177-7

LOSS OF FUNDS CASE FILES

| R U L E | A | B | C | D |
|------------------|--------------------------------|--|--|--|
| | if documents are or pertain to | consisting of | which are | then |
| 1 | losses of appropriated funds | reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence, and related papers used to determine pecuniary liability for losses | cases in which the AFO is granted relief and no other person is held liable | destroy 4 years after date of last action (note 2). |
| 2 | | | *cases in which the 6-year statute of limitation allows an individual or bond company to file a claim for the amounts paid to cover losses of funds (note 1) | *destroy 6 years after date of last action (note 2). |
| 3 | | reports, substantiating data, miscellaneous correspondence concerning shortages/overages in accounting and finance officers' accounts, including but not limited to: quarterly report of unexplained losses, semi-annual report on day-to-day operating losses/overages under \$500, subsidiary accountability record, synopsis of final action on closed cases, letters and messages providing explanation of shortages | at AFAFC | destroy after 5 years. |
| 4 | | | at other than AFAFC | destroy after 1 year. |

* NOTES: 1. Cases in which the 6-year statute of limitations applies are:

a. Cases in which loss is repaid voluntarily or involuntarily as the result of an approved finding of liability by an investigating officer, board of officers, the Commander of the Accounting and Finance Center, or by the Secretary of the Air Force.

b. Noninvestigated loss cases in which shortages were paid.

c. Cases certified to the GAO as uncollectible.

2. Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated; and/or, if nothing is reported to AFAFC by GAO, 1 year from the date case was certified to the GAO.