

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. *NI-AFU-90-44*

DATE RECEIVED *6-20-90*

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 Information Management

3. MINOR SUBDIVISION
Policy Division, SAF/AATA

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5. TELEPHONE EXT.
694-3494

DATE
7/30/91

ARCHIVIST OF THE UNITED STATES
[Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 3 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 18 JUN 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jay N. Rivest</i>	D. TITLE JAY N. RIVEST Acting Chief, Records Mgt Policy Br Directorate of Information Mgt
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
	INSPECTOR GENERAL ADMINISTRATIVE REPORTS (Table 120-1) (Applicable Air Force-wide)		
1	Rule 1. Changed the disposition of administrative reviews, inquiries, and investigation reports to "destroy 2 years after year in which case is closed" vice "destroy 2 years after final action." We want to assure that these reports are destroyed 2 years after calendar year cutoff versus 2 years after case (final action) is closed. We also included current Rule 2 conference/complaint records in Rule 1, as they are similar and need the same two year type retention.	NN-170-33	
2	Rule 2. Deleted, as Rule 1 now includes these conference/complaint records.	NN-170-33	
3	Rule 2. Added; to dispose of administrative reviews, inquiries, and investigation reports involving senior officials; located at Office of Inspector General. Due to the high visibility of these senior officials, we need to keep the IG reports concerning them for 2 years after they retire, or 2 years after year in which case is closed, whichever is later.		

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7.
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- 4 Rule 3. Added, to dispose of administrative reviews, inquiries, and investigation reports involving senior officials; located at MAJCOMs/SOAs and below. As these same reports are at SAF/IGQ, we can destroy them 2 years after year in which case is closed.
- 5 Note. Added, to state what type investigations IG reports do not include. This note data is currently included in Rule 1.

TABLE 120-1

INSPECTOR GENERAL ADMINISTRATIVE REPORTS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	*adminis- trative reviews, inquiries, and inves- tigations	*reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel; complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken which are the result of personal conference periods or complaints presented under AFR 123-11 or worked within/by Inspectors General (note)		*destroy 2 years after year in which case is closed.
2 *		reports involving senior officials, i.e., an active duty, retired, Reserve or National Guard military officer in grade 0-7 and above; a current or former civilian above the grade of GS/GM-15; or an individual in a wing commander or equivalent position	at SAF/IGQ	destroy 2 years after year in which case is closed, or 2 years after the senior official retires, whichever is later.
3 *			at MAJCOMs/ SOAs and below	destroy 2 years after year in which case is closed.

*NOTE: These reports do not include OSI investigations, security police investigations, technical investigations of fires and aircraft accidents, investigations of property survey officers, line of duty investigations, or grievances of civilian employees having other appeal rights.

TABLE 112-1. CONTINUED				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
12			at other than staff judge advocate offices	destroy after 3 years.
12.1			at MAJCOMs	
13	memorandum opinions	analysis of unique or new claims issues of value for research or legal precedent basis		destroy when no longer needed.
14		memorandum opinions not maintained and disposed of as part of a claim case file (rules 3, 4, and 4.1)		destroy after 90 days.
15	hospital recovery claims	records 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 (see rule 7).
16			paid in full or settled within delegated limits	destroy 3 years after the end of the fiscal year in which claims are settled.
17			reports and copies of documents required to be sent and held by HQ USAF/JACC in cases involving litigation	destroy 1 year after the FY in which litigation is concluded.
18	(RESERVED)			
19	Claims Administrative Management Program (CAMP)	monthly reports of current FY claims	at HQ USAF/JACC and JAED	destroy after 10 years.
20			at other than HQ USAF/JACC and JAED	destroy after 5 years.
21	tort litigation case files	administrative claim files and records accumulated incident to litigation arising out of tort related claims	at HQ USAF/JACC	destroy 5 years after FY in which the litigation is concluded.
22			at other than HQ USAF/JACC	destroy 2 years after FY in which litigation is concluded.

120. Inspector General. This table covers records related to policies and procedures for the overall direction and planning of inspector general activities.

TABLE 120-1				
INSPECTOR GENERAL ADMINISTRATIVE REPORTS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	administrative inquiries and investigation reports	reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel, not including OSI investigations, security police investigations, technical investigations of fires and aircraft accidents, investigations of property survey officers, line of duty investigations, or grievances of civilian employees having other appeal rights		destroy 2 years after final action.
2				personal conference period reports or personal complaints