

**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

LEAVE BLANK	
DATE RECEIVED <b>SEP 30 1976</b>	JOB NO. <b>NC1-AFU-76-76</b>
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

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.

24 SEP 1976

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
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 align="center"><b>U.S. SAVINGS BOND RECORDS</b> (Table 177-27)</p> <p>Proposed revision adds a new rule 5 to Table 177-27 to provide disposition criteria for quarterly history listings used to maintain accountability for bonds held in safekeeping at the Air Force Accounting and Finance Center (AFAFC). Proposed retention is required because there is no method of segregating separated member's from those on active duty. Volume is relatively small since it is produced on microfiche only.</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p> <p><i>Copy to Agency + SAC 10-27-76</i></p>	<p align="center">NC 1 AFU 76-3</p>	

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	
5*		quarterly history		destroy after 56 years