

**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

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DATE RECEIVED DEC 1 1976	JOB NO. NC 1 - AFU - 77 - 46
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.	
3-3-77 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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. Neil Vandergraaf

5. TEL. EXT.

756-2385

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.

11 NOV 1976

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT S. GEISER, Chief
Document and Records 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
	CHAPLAIN RECORDS (265-1) (Applicable Air Force-wide)		
1	The attached change to Air Force Manual 12-50, Table 265-1, Rules 13 and 16 reduces the retention period of copies of the Chaplain Professional and Religious Facilities Utilization Reports from three to two years at other than HQ USAF locations. The data in Sections I through V, VII and X of the report is of no value after two years due to program changes, military population changes, etc. Sections VIII and IX of the report are updated every six months. The proposed reduction in retention would eliminate paperwork Air Force-wide at all levels below HQ USAF, because the reports would be kept and destroyed within the files area and not transferred to a staging area. The proposed reduction in retention will satisfy USAF requirements.	NN 171-113	
2	Reappraisal of the permanent documentation covered by Rules 1 and 15 has been accomplished. These documents pertain to preparing and issuing policy, procedural, organizational and reportorial functions. They also pertain to the development, supervision, and evaluation of each of the major substantive functions. These documents are therefore considered to have permanent archival value by the Department of the Air Force. Request authority be granted to continue permanent retention of the documents covered by Rules 1 and 15. (Submission of this proposal to GAO is not contemplated nor considered necessary)	NN 170-33	

All memos for volume and arrangement. Sent to agency & NC 11/3/76

3/17/77 YP

TABLE 265-1

CHAPLAIN RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	reports	chaplain professional and religious facility utilization reports	at other than HQ USAF	*destroy after 2 years.
16			consolidated reports at other than HQ USAF	*destroy after 2 years.

265. Chaplain Activities. This table covers documentation pertaining to the chaplain's functions and religious program, including religious services, sacraments, and rites; religious education, leadership, and lectures; use of chapels, facilities, and equipment; and professional records and reports of chaplain activities.

TABLE 265-1

CHAPLAIN RECORDS

RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	chaplain planning and administration	records used in planning, administration, and operation of religious programs, including studies, directives, and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities	at HQ USAF	retire as permanent. <i>offer to NARS when 25 yrs old.</i>
1.1			below HQ USAF	destroy after 2 years.
2	★ chaplain function personnel rosters		at HQ USAF	destroy after 4 years.
3			at MAJCOMs	destroy after 1 year.
4			at other than HQ USAF or MAJCOMs	destroy upon receipt of next one.
4.1		other commands' personnel rosters	at possessing activities	
5	★ religious data listings		★ at installation level	
6	★ chaplain funds			★ see table 176-3.
7	nonchaplain personnel certifications	certifications that civilian clergmen or civilian or military lay leaders are qualified and authorized to conduct ecclesiastical services, rites, or denominational classes on AF installations	★ at installation level	★ destroy on cancellation of certification, or termination of duties, whichever is sooner.
8	[RESERVED]			
9	attendance records	individual attendance records		destroy when individual is reassigned or withdraws from class.
10		individual class reports		destroy when information has been posted to consolidated reports.
11		consolidated reports		destroy after 1 year.
12	reports	★ chaplain professional and religious facility utilization reports	at HQ USAF	destroy after 4 years.
13			at other than HQ USAF	destroy after 3 years.
14			individual reports	destroy after 1 year.
15			consolidated reports at HQ USAF	retire as permanent. <i>offer to NARS when 25 yrs old.</i>
16			consolidated reports at other than HQ USAF	destroy after 3 years.

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