

770 627

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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
PRESTON B. SPEED

5. TEL. EXT.
767-4479

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 1 AUG 1977 NCI AFU	JOB NO. 77 96
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.	
(Date) AUG 4 1977	(Title) <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.

27 JUL 1977

Date

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems 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
	<p>PERSONAL AFFAIRS RECORDS (Table 211-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition criteria for documentation related to passports and visas. Our proposed actions include consolidation of disposal authorities for authorizations to apply for NO FEE passports (Table 75-3, Rule 7 and Table 211-1, Rule 7) under Table 211-1, Rule 7 with a reduced retention period, transfer of Table 75-3, Rule 8 to Table 211-1, Rule 7.2 with a reduced retention period, and the establishment of a new disposal authority, Rule 7.1, for semiannual reports of passport applications.</p> <p>Authorizations to apply for NO FEE passports are certifications that Air Force members or dependents are authorized to apply for NO FEE passports. They are used in lieu of, or in addition to, official orders as authority for the Passport Office of the Department of State to approve or disapprove issuance of NO FEE passports. NO FEE passports are issued to members traveling to or from overseas areas on official business. Passport receipts are control documents used within the Military Airlift Command. Semiannual reports of passport applications are statistical summaries of administrative activity. Our proposed disposition criteria will satisfy our current requirements.</p>	NN 170-33	

115-106

Sent to agency - 8/5/77

TABLE 211-1

PERSONAL AFFAIRS RECORDS

R U L E	A	B	C	D
7	passports and visas	authorizations to apply for NO FEE passports and related correspondence		destroy 6 months after submission of semiannual reports of passport applications.
7.1		semiannual reports of passport applications		destroy after one year.
7.2		receipts and related correspondence for the issuance of passports	at MAC activities	destroy when passport is renewed; destroy 3 months after individual's reassignment or return of passport to the issuing agency.