

**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

Mr. K.J. Bilek

5. TEL. EXT.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>3 OCT 1977</b>	JOB NO.
<b>NC1 AFU 78 1</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.	
<u>2-16-78</u> (Date)	<u>James B. Rhoads</u> 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.

**22 SEP 1977**

*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
1	<p align="center"><b>INFORMATION ACTIVITIES RECORDS (190-1) (Applicable Air Force-Wide)</b></p> <p>See attached table 190-1, rules 1 and 1.1 which provides a shorter retention period for copies of information releases and destruction of releases which are routine, temporary and have no lasting significance. This new rule 1.1 will reduce the volume of documentation contained in rule 2 retired to the Washington National Records Center. The new criteria will adequately serve all Air Force requirements.</p>	<p align="center">NN-170-33</p>	

115-106

*Sent to agency, NCW, & NNB-2/21/78*

190. Information Activities. These tables cover documentation relating to general policies and procedures for internal information and community relations programs; information and advice regarding an internal information effort which will inform and motivate Air Force personnel; maintain liaison with public news media; promote public understanding of Air Force activities; and develop and maintain cooperation between the AF and the community.

TABLE 190-1

INFORMATION ACTIVITIES RECORDS

RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	information releases	★ information released in any form to print or electronic news media, including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, photographs, slides, motion pictures, videotapes, background material, or clippings, <i>audio recordings, and public service radio programs.</i>	★ copies (other than file copies)	★ destroy when no longer needed.
1.1			originals or official file copies on any subject which are determined by the Information Officer to be routine or having no lasting, or only temporary, significance to the unit's mission, policies, or status	destroy after 1 year.
2			★ originals or official file copies which are determined by the Information Officer to be of lasting significance in relation to the unit's mission, policies, or status. <i>And all original releases of the Office of Information.</i>	retire as permanent. <i>offer to NARS when 25 years old.</i>
2.1	recruiting hometown news releases	releases to local news media for enlistments in the delayed enlistment program and enlistment or commissioning into the USAF	used to advertise and publicize the enlistment or commissioning of people entering the USAF	destroy after 3 months.
3	biographical files	biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of AF members (military and civilian) who have performed outstanding services for the AF	for members transferring from one AF installation to another	forward to gaining activity on transfer of individual.
4			for civilians who transfer to another Government agency	destroy on separation of individual from the AF.
5			at SAF/OI	transfer files to HQ USAF OPR on separation from the AF.
6			at HQ USAF	retire as permanent.
7			at MAJCOMs for VIP civilians	destroy on separation of individual from the AF.
8			at major subordinate commands and below	destroy on release of member from active duty, separation from service, or on termination of employment, whichever is applicable.

*(PL - 2/8/78)*  
*offer to NARS when 25 years old.*  
*And all original releases of the Office of Information, Office of the Secantary.*

10-581