

Ret NCR 5 Sep 78 H

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-AFU-78 61	
DATE RECEIVED SEP 7 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SEP 18 1978 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr K. J. Bilek

5. TEL. EXT.

767-4496

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
31 AUG 1978	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	SECURITY POLICE RECORDS (Applicable Air Force-wide) See attached table 125-1, rule 20, which identifies project identification under the Air Force Crime Prevention Program and provides disposition instructions. The retention period will adequately serve all Air Force requirements.	125-1	

1 item

sent to Agency Only 9-21-78 MJS

18	firearm authorization for employees	USAF employee firearm authorization, and related documents	record copies	destroy 2 years after expiration or revocation.
19			individuals' copies	destroy immediately on revocation or expiration date, whichever is sooner.
19.1	authorization to purchase firearms	forms authorizing USAF personnel to purchase privately owned firearms	maintained by security police	destroy 1 year after departure of owner.
20 ★	project identification participation notice	forms from owner which identify property under Air Force Crime Prevention Program	at Security Police office	destroy 1 year after owner has been reassigned or separates.
21	entry control records	registers of personnel, motor vehicles, or other property moving into or from restricted or controlled areas	necessary for control purposes	destroy after 3 months.
22	barred personnel	records pertaining to persons prohibited from entering US military installations for cause; i.e., those who are security-loyalty risks, who possess undesirable traits of character, or whose conduct is prejudicial to good order and discipline	documents relating to authority to bar from US military installations	destroy 3 years after removal from the barred list.
23			for inactivated installations	destroy after 3 years.
24	Armed Forces disciplinary control board	reports of board proceedings, recommendations to the board, supporting documents	established per AFR 125-11	destroy after 5 years.
25			charter or directive creating board	destroy 5 years after board is dissolved.
26			records related to off-limit actions	destroy 5 years after off-limits action is voided.
27			board member files	see table 25-3.
28	military dog records	military dog training and utilization, immunization,	maintained for control of utilization, training, veteri-	forward on death or retirement of dog to the Military