

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Co. 10/30/78 ✓

**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 and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

767-4496

LEAVE BLANK
JOB NO NCI-ARU-79 6
DATE RECEIVED NOV 2 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>11-22-78</i> Date <i>James B. Rhoads</i> Archivist of the United States

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 23 OCT 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE 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	<p align="center">SECURITY RECORDS (205-1) (Applicable Air Force-wide)</p> <p>See attached table 205-1, rules 24 and 25 which identifies and provides disposition instructions for classification guides. Maintained to support classification management determinations. They contain background material which explains/supports or provides rationale for classification decisions. The retention periods will adequately serve all Air Force requirements.</p>		

2 items sent to Agency only 11-24-78 MJS

23				see table 10-2.
24 ★	classification guides	official record copy of the current edition of each guide which includes copy of printed guide, each change, and documents showing coordination, comments and approval	at the issuing activity or office of primary responsibility	destroy 10 years after the system is terminated or phased out of the inventory.
25 ★		information copies of classification guides regardless of originator	accumulated by all activities and are not record copies and maintained for general reference purposes	destroy when superseded, obsolete, no longer needed for reference, or on inactivation, whichever is sooner.

Notes: 1. Care must be taken not to destroy receipt, destruction certificates, and other supporting documents pertaining to active items on current or prior-year registers. Supporting documents include authorizations to drop from accountability, records of downgrading/declassification, or other documents required to authenticate entries in the register.

2. Receipt records may be destroyed earlier on occurrence of certain events described in AFR 205-1. Destroy a package receipt obtained from a courier after 1 year, or on receipt of addressee receipt, whichever is sooner.

3. Do not retire to staging area. Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see Chap 6, part One.)

4. Dual purpose forms which when used as a message traffic receipt (accountability document) between recipient, the communications terminal and/or telecommunications center must be retained for 2 years per rule 3 above; however, when the form is used as an internal message register, it may be disposed of after 1 month per table 100-14, rule 8.