

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

11-179

**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 Resource Division

4 NAME OF PERSON WITH WHOM TO CONFER Preston B. Speed	5 TEL EXT 694-3495
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LEAVE BLANK	
JOB NO NC1-AFU-80-4	
DATE RECEIVED 11-1-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-19-79 Date	<i>James E. O'Neil</i> acting 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 22 OCT 1979	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p align="center">SECURITY POLICE RECORDS (Table 125-1)(Applicable Air Force-wide)</p> <p>This submission revises and/or establishes disposal authorities for information maintained by security police activities. Schedule changes include:</p> <p>Amending current disposal authority for individual incident reference records to authorize disposal on military separation or employment termination.</p> <p>Amending current disposal authority for driver records (currently cited as Table 125-3, Rules 8 and 9) to authorize disposal one year after termination of points assessment entries.</p> <p>Establishing disposal authority for alarm system test records. These are routine control documents used to record periodic system checks.</p> <p>Acronyms used in the schedule include CONUS for continental United States and IAW for in accordance with.</p>	<p>NN-170-33</p> <p>NN-170-33</p>	3 items

Copy to Agency NNM 12-10-79

TABLE 125-1

SECURITY POLICE RECORDS (See Note 1)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
2	complaints and incidents	individual incident reference record	at security police activities	destroy 3 years after the close of the year when the last entry was made, on separation from the service, or on termination of employment, whichever is sooner (Note 2).
13.1	driver records	information on motor vehicle accidents and violations	used for point assessments, revocation or suspension, and other actions affecting driving privileges.	destroy when individual or sponsor retires, separates, or terminates employment, or one year after disposition of entries IAW AFR 125-14, whichever is sooner (Note 3).
44	alarm system test records	test records for intrusion detection alarm systems		destroy when a new form is prepared, or when no longer required to document system performance, whichever is later.
	<p>Note 1. Documents used in board proceedings and claims have the same disposition as the documents to which they pertain.</p> <p>Note 2. Retain in current files area and transfer to the gaining installation on transfer or reassignment of the member/employee.</p> <p>Note 3. Transfer to gaining installation on transfer of individual or sponsor. Retain records on retirees as long as they have local residence and base registration, ^{then destroy.} For overseas activities, destroy on reassignment of individual/sponsor to CONUS base for separation.</p> <p>[Amended by R. Wire per P. Speed, 11/6/79]</p>			