

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-18	
DATE RECEIVED December 3, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-22-80 Date	<i>Rebekah Name</i> Archivist of the United States

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

5. TEL. EXT.

Mr. R. P. Dwyer

694-3494

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 24 NOV 1980	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 DOCUMENTS (Table 125-1) (Applicable Air Force-wide)</p> <p>Air Force proposes changes/additions to Table 125-1 for complaints and incidents documentation, as follows:</p> <p>Rule 1.1: Added to indicate that copies of rule 1 documents are maintained at other activities if necessary.</p> <p>Rule 2: Column B is expanded to limit individual incident reference forms only to individuals listed as suspects or subjects for offenses. Column D is shortened due to change in Column B. Current Column D will now apply to new rule 2.1.</p> <p>Rule 2.1: Added for individual incident reference forms limited to individuals listed as witnesses, complainants or victims.</p> <p>Rule 3: Deleted. Copies of the individual incident reference forms are maintained only at security police activities.</p> <p>Note 2: Changed to indicate that individual incident reference forms on dependents are also sent to gaining installation upon transfer of sponsor.</p>	<p><i>Rule 1 an exception to GRS 18 Item 15b</i></p> <p><i>Exception to GRS 18 Item 15b (NCI-AFU-80-4)</i></p> <p><i>GRS 18 Item 15b Exception</i></p> <p><i>NCI-AFU 80-4</i></p>	<p><i>4 Items</i></p>

*Closed Out: 12-29-80: K.T.D.
Copy Sent to Agency*

TABLE 125-1

SECURITY POLICE DOCUMENTS (see note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	complaints and incidents	incident/complaint reports, receipt of prisoner or detained person, with affidavits, sworn statements, reports to civil police, and confinement requests	at security police activities	destroy after 3 years.
1.1 *			copies at other activities	destroy after 1 year.
2			*individual incident reference forms of individuals listed as suspects or subjects for any offense	at security police activities
2.1 *		individual incident reference forms of individuals listed as witnesses, complainants or victims		destroy 3 years after close of year when last entry was made, upon separation from the service, termination of employment, or transfer, whichever is sooner.
3	*RESERVED			
	NOTE 2: *Retain in current files area and transfer to the gaining installation on transfer of individual or sponsor.			

125. Security Police. These tables cover documentation relating to general policies and procedures governing the enforcement of military discipline, motor vehicle traffic control, prisoner confinement and retraining, maintenance of standards of conduct, and management of the sentry dog program.

TABLE 125-1				
SECURITY POLICE RECORDS (see note)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	complaints and incidents	incident/complaint reports, receipt of prisoner or detained person, with affidavits, sworn statements, reports to civil police, and confinement requests	at security police activities	destroy after 3 years.
2		individual incident reference record		retain in the office of record, destroy 3 years after close of year in which last entry was made.
3			information copies at interested agencies	destroy after 1 year.
4		security police activities reports and supporting documents	maintained by security police	destroy after 2 years.
5		serious crimes/incidents, reports and/or related summaries not maintained with other series	at MAJCOM OPR	destroy after 3 years.
5.1			copies other than rule 5	* destroy after 1 year or when purpose has been served, whichever is later.
6	desk blotters	a chronological record of delinquencies, incidents, messages, etc, required by AFR 125-12	maintained by security police	destroy 1 year after date of last entry.
7			information copies	destroy after 3 months, or when purpose has been served, whichever is sooner.
8	incident investigation cases	records accumulated by security police pursuant to investigations of incidents and crimes	all matters not requiring investigation by OSI	destroy after 3 years, except rule 12 below.
9			other agencies investigative reports received from OSI	return to appropriate activity per table 205-3.

Background

10-397

→ modified per NCI-AFU-80-4 to read: "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)."