

RS 342
**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 28 JUN 1973	JOB NO 173-341
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 7-18-73	Archivist of the United States <i>James B. Rhoads</i>

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

**1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF**

**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. 11/29209
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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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

26 JUN 1973

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 style="text-align: center;">SAFETY PROGRAM ADMINISTRATION (127-1) (Applicable Air Force-wide)</p> <p>See attached portion of table 127-1, rule 16 which provides disposition for safety program coordination letters. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	<p>DLT 127-1 Rules 13 thru 16</p>	

13	private motor vehicle (PMV) flight record	documentation of traffic safety training, inspection of member's personal vehicle, investigation of traffic accident, and related correspondence	maintained by PMV flight supervisor	destroy when individual is promoted to E-5, reassigned to another MAJCOM or loses driving privilege for remainder of tour in the command in which the privileges were withdrawn.
14	PMV control unit records	notification of assignment to PMV control unit, accident reports, training documentation and related correspondence	maintained by PMV control unit supervisor	destroy on reassignment to another MAJCOM, discharge or termination of employment with the AF.
15	danger tags			destroy when no longer needed.
16 ★	safety program coordination letter	letters requesting/certifying that E-1 teams have received safety indoctrination briefings at bases to which they are deployed	maintained by unit of assignment	destroy 1 year after job is completed.

10-408.1