

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
DIRECTORATE OF COMMUNICATIONS OPERATIONS

3. MINOR SUBDIVISION  
FORCE AND INFORMATION MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
OLTHEA S. CROOM  
Air Force Records Officer

5. TELEPHONE  
(703) 588-6194

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER  
*71-AF2-03-18*

DATE RECEIVED  
*8-22-2003*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
*11/2/04*

ARCHIVIST OF THE UNITED STATES  
**WITHDRAWN**

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
22 Aug 03

SIGNATURE OF AGENCY REPRESENTATIVE  
*Olthea S. Croom*  
OLTHEA S. CROOM

TITLE  
AIR FORCE RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p>71 SERIES (TABLES 71-1, 71-2, 71-3, 71-4, 71-5, 71-6 and 71-7) (Applicable Air Force-Wide)</p> <p>Air Force reviewed the current schedule for criminal investigation case files and determine that some were not scheduled for periods to properly retain case files and related evidence properly. This update is required to properly schedule the AFOSI Criminal Investigation Records.</p>		<p><b>WITHDRAWN</b></p> <p><i>11/2/04</i></p>

*cc Agency, DR DWME NWMW NWCTM*

**TABLE 71-1**

**AFOSI CRIMINAL RECORDS**

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>OR LU DL E</b>	<b>NR EU WL E</b>	<b>If the records are or pertain</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	1	Investigations Into Offenses Of Mutiny Or Sedition, Misbehavior Before The Enemy, Subordinate Compelling Surrender, Forcing A Safeguard, Aiding The Enemy, Espionage, Improperly Hazarding A Vessel, Premeditated Murder, Felony Murder, Rape, Sabotage, Treason, And Violations Of AFI 71-101 (Chap 4).	Reports, security violations. Additionally the following offenses are considered capital offenses when committed in time of war: desertion, assaulting or willfully disobeying a superior commissioned officer, improper use of a countersign, spying, and misbehavior of a sentinel, statements, affidavits, correspondence, and related records pertaining to specific investigations. Paper and electronic Copies	at HQ AFOSI/XILD	retire as permanent (See Note 40). AUTH: NC1-AFU-77-55
2	*2	Investigations Into Offenses Of Espionage, Sabotage, Treason, Sedition, Violations Of AFI 71-101 (Chap 4), And Security Violations at AFOSI Field Extensions	reports, statements, affidavits, correspondence, and related records and pertaining to specific investigations	at AFOSI field extensions	destroy 90 days after receipt of permanent file at HQ AFOSI/XILD, or when no longer needed, whichever is sooner. AUTH:
4	*3	Investigations Into Alleged Violations Of Laws, Regulations, And Directives (Excluding Investigations Covered By Rules 1, 2, 7, 8, And 12) at HQ AFOSI/XILD	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations, paper and electronic copies	at HQ AFOSI/XILD	destroy 25 years after date of last action (See Note 671.) AUTH:
	*4	Investigations Into Alleged Violations Of Laws, Regulations, And Directives (Excluding Investigations Covered By Rules 1, 2, 7, 8, And 12) at AFOSI Field Extensions	information and evidence pertaining to investigations into unresolved homicides (reports, statements, affidavits, correspondence, and related records pertaining to specific investigations) related to the investigation		destroy 25 years after investigation is closed. AUTH:

*withdrawn*

5	*5	Investigations Into Alleged Violations Of Laws, Regulations, And Directives (Excluding Investigations Covered By 1, 2, 7, 8, And 12) at AFOSI Field Extensions	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations	at AFOSI field extensions	destroy 90 days after receipt of file at HQ AFOSI/XILD, or when no longer needed, whichever is sooner AUTH:
8	6	Reciprocal Investigations at HQ AFOSI/XILD	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas. Paper and electronic Copies	at HQ AFOSI/XILD	destroy after 1 year (See Note 592). AUTH: N1-AFU-90-3.
9	7	Reciprocal Investigations at AFOSI Field Extension	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas.	at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
10	*8	Zero Files (All Categories Contained In 71-Series Tables) at HQ AFOSI/XILD	records containing specific and nonspecific investigative information. Paper and electronic Copies	at HQ AFOSI/XILD	destroy after 25 years. AUTH:
11	9	Zero Files (All Categories Contained In 71-Series Tables) at AFOSI Field Extensions	all documents pertaining to a matter where investigation was not conducted, and/or information on criminal matters that falls under jurisdiction of another AFOSI field unit or other investigative agency	at AFOSI field extensions	destroy after 2 years after receipt at HQ AFOSI/XILD, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
12	*10	Counterintelligence Investigations (CI) Special Inquiry Cases at HQ AFOSI/XILD	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development. Paper and electronic Copies	at HQ AFOSI/XILD	retire as permanent (See Note 40) AUTH:

*Withdrawn*

13	*11	Counterintelligence Investigations (CI) Special Inquiry Cases at AFOSI field extensions	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development	at AFOSI field extensions	destroy 90 days after receipt of file at HQ AFOSI/XILD, or when no longer needed, whichever is sooner. AUTH:
14	12	Counterintelligence Investigations (CI) Special Inquiry Cases at HQ AFOSI/XILD	inquiries from member of the public who are collectors of information relating to DOD functions or units; unsubstantiated reports alleging imminent invasions, plots, and similar events of a delusional nature, and assorted "crank" letters.	at HQ AFOSI/XILD	destroy after 1 year or when no longer determined pertinent by an annual review. AUTH: N1-AFU-90-3
15	13	AFOSI Reports Of Investigation	reports, statements, and related records pertaining to specific investigations	copies at non-AFOSI offices	destroy when no longer needed. AUTH: N1-AFU-90-3
	*14	Investigations Into Alleged Violations Of Laws, Regulations, And Directives (Excluding Investigations Covered By Rules 1, 2, 10, 11, And 12)	reports, statements, affidavits, correspondence, and related records pertaining to unresolved murder investigations. Paper and electronic Copies	at HQ AFOSI/XILD	retire as permanent AUTH:
	*15	Investigations Into Alleged Violations Of Laws, Regulations, And Directives (Excluding Investigations Covered By Rules 1, 2, 10, 11, And 12) at HQ AFOSI/XILD	reports, statements, affidavits, correspondence, and related records pertaining to historically significant investigative files as determined by the AFOSI. Paper and electronic Copies	at HQ AFOSI/XILD	Destroy after 25 years. AUTH:

*Withdrawn*

**NOTE(S):**

\*40. Transfer to the National Archives within 25 years after date of last action.

\*671. Reports of investigations conducted on AF personnel assigned to AFOSI/DSS, or who possess 71SX or 750XX AFSC's, or on whom AFOSI has pending reprourement action, will be filed and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.

\*592. Custodians will adhere to criteria in AFI 71-101 Volume 1. If not valid for retention, records will be destroyed.

**TABLE 71-2**

**COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS**

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>OR L U D L E</b>	<b>NR E U W L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>1</del>	<del>Counterintelligence Operational Case Files at HQ AFOSI</del>	<del>reports, statements, affidavits, correspondence, and related records regarding individual operational development. Paper and electronic copies.</del>	<del>at HQ AFOSI</del>	<del>retire as permanent (See Note 40). AUTH: NC1-330-76-1, Item 1a(3)</del>
<del>2</del>	<del>2</del>	<del>Counterintelligence Operational Case Files at AFOSI Field Extensions</del>	<del>reports, statements, affidavits, correspondence, and related records regarding individual operational development</del>	<del>at AFOSI field extensions</del>	<del>Send to HQ AFOSI/DOQE 30 days after last transaction. AUTH: N1-AFU-90-3</del>
<del>4</del>	<del>3</del>	<del>Counterintelligence Briefings at HQ AFOSI</del>	<del>requests for and records of counterintelligence briefings</del>	<del>at HQ AFOSI</del>	<del>destroy after 15 years. AUTH: N1-AFU-90-3</del>
<del>5</del>	<del>4</del>	<del>Counterintelligence Briefings at AFOSI Field Extension</del>	<del>requests for and records of counterintelligence briefings</del>	<del>at AFOSI field extensions</del>	<del>destroy after 1 year AUTH: N1-AFU-90-3</del>
<del>5.01</del>	<del>5</del>	<del>Counterintelligence Denied Area Briefings/Debriefings at HQ AFOSI</del>	<del>requests for and records of counterintelligence briefings/debriefings</del>	<del>at HQ AFOSI</del>	<del>destroy after 15 years AUTH: N1-AFU-90-3</del>
<del>5.02</del>	<del>*6</del>	<del>Counterintelligence Denied Area Briefings/Debriefings at AFOSI Field Extensions</del>	<del>requests for and records of counterintelligence briefings/debriefings</del>	<del>at AFOSI field extensions</del>	<del>destroy after 1 year AUTH:</del>
<del>6</del>	<del>7</del>	<del>Publications Prepared By AFOSI Collected About Identified US Persons at HQ AFOSI</del>	<del>counterintelligence special reports, local estimates, and OSI information briefs</del>	<del>at HQ AFOSI</del>	<del>destroy no later than 1 year after acquisition unless validated on an annual basis for continued retention (See Notes 592 and 134). AUTH: NC1-330-76-1, Item 1b(1)b</del>
<del>7</del>	<del>8</del>	<del>Publications Prepared By AFOSI Collected About Identified US Persons at AFOSI Field Extensions</del>	<del>counterintelligence special reports, local estimates, and OSI information briefs</del>	<del>at AFOSI field extensions</del>	<del>destroy no later than 1 year after acquisition unless validated on an annual basis for continued retention (See Notes 592) AUTH: N1-AFU-90-3</del>
<del>8</del>	<del>9</del>	<del>Publications Prepared By AFOSI Pertaining To Foreign Citizens/Organizations at HQ AFOSI</del>	<del>record copies of recurring and nonrecurring publications</del>	<del>at HQ AFOSI</del>	<del>destroy after 10 years (See Note 592) AUTH: N1-AFU-90-3</del>

*Withdrawn*

9	10	Publications Prepared By AFOSI Pertaining To Foreign Citizens/Organizations at AFOSI Field Extensions and Other Activities	record copies of recurring and nonrecurring publications	at AFOSI field extensions and other activities	destroy when no longer needed, obsolete or on inactivation of the activity, whichever is sooner. (See Note 592) AUTH: N1-AFU-90-3
10	11	Publications Received From Other Sources Collected About Identified US Persons at AFOSI Activities	record copies of recurring and nonrecurring publications	at AFOSI activities	destroy 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretary of the Air Force that a continued threat exists (See Note 592). AUTH: N1-AFU-90-3
11	12	Publications Received From Other Sources Pertaining To Foreign Citizens/Organizations at AFOSI Activities	record copies of recurring and nonrecurring publications	at AFOSI activities	destroy 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretary of the Air Force that a continued threat exists (See Note 592). AUTH: N1-AFU-90-4
12	13	Security Vulnerability Test Cases at HQ AFOSI	operational test reports with supporting documents	at HQ AFOSI	destroy after 15 years AUTH: N1-AFU-90-3

*Withdrawn*

NOTE(S):

40. Transfer to the National Archives within 25 years after the date of the last action

592. Custodians will adhere to criteria in AF 71-101, Volume 1.

134. At the time the records are not validated for retention, transfer them to the National Archives for a determination of their historical worth. If refused by the Archivist, the records will be destroyed.

**TABLE 71-3**

**INVESTIGATIVE COLLECTIONS AND SURVEYS**

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>OR L D L E</b>	<b>NR E U W L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	1	Counterintelligence Collections Documents Collected About Identified US Persons at HQ AFOSI/DOQA	DOD intelligence information reports originated by AFOSI	at HQ AFOSI/DOQA	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Note 135). AUTH: NC1-AFU-77- 56
2	2	Counterintelligence Collections Documents Collected About Identified US Persons at AFOSI Field Extensions	DOD intelligence information reports originated by AFOSI	at AFOSI field extensions	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention. (See Note 5932). AUTH: N1-AFU-90-3
3	3	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations	intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05)	at HQ AFOSI/DOQA	retired to WNRC prior to microfilming project, destroy after 6 years. AUTH: N1-AFU-90-3
4	4	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations at HQ AFOSI/DOQA	intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05)	at HQ AFOSI/DOQA	destroy when microfilm is determined adequate substitute. AUTH: N1-AFU-90-3
5	5	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations microfilm copies	intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05) microfilm copies		destroy after 6 years. AUTH: N1-AFU-90-3
6	6	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations at HQ AFOSI/DOQA	intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)	at HQ AFOSI/DOQA	destroy when microfilm is determined adequate substitute. AUTH: N1-AFU-90-3
7	7	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations microfilm copies	intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05) microfilm copies		destroy after 25 years. AUTH: N1-AFU-90-3

*Withdrawn*

8	8	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations - Not Microfilmed	intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)	at HQ AFOSI/DOQA and have not been microfilmed	destroy after 25 years. AUTH: N1-AFU-90-3
9	9	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations	intelligence information reports originated by AFOSI regarding any type of collection target.	all except record copies	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3.
10	10	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations at HQ AFOSI/DOQA	reports, papers, clippings, photos, or any other material, originated by agencies other than AFOSI	at HQ AFOSI/DOQA	destroy after 25 years when no longer needed, obsolete, or on inactivation of activity whichever is sooner. AUTH: N1-AFU-90-3
11	11	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations at AFOSI Field Extensions	reports, papers, clippings, photos, or any other material originated by agencies other than AFOSI	at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
12	12	Counterintelligence Collection Documents Pertaining To Foreign Citizens/Organizations at HQ AFOSI/DOQA	microfilm aperture cards (MACs) and general purpose cards (GPCs) data extracted from records identified in rules 3,6,9.	at HQ AFOSI/DOQA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
13	13	Information Collection Necessary to Counter Activity Directed Against a USAF Element or Personnel	information created by AFOSI on USAF installations, facilities, or operational sites		destroy when superseded or rescinded. AUTH: N1-AFU-90-3
14	14	Information Collection Pertinent To Closed Installations, Facilities, Or Operational Sites	information created by AFOSI on USAF installations, facilities or operational sites		destroy after 1 year. AUTH: N1-AFU-90-3.
15	15	Information Collection at AFOIS Activities	Information pertaining to counterintelligence antiterrorism, or security investigations/operations originated by, and received or acquired from agencies outside the DOD during the course of routine investigative or liaison activity, which after receipt is subsequently determined to fall outside the area of interest of the DOD, or which is determined not to pose a threat to DOD personnel, property or	at AFOSI activities	destroy immediately after an evaluation determines a threat does not exist or not later than 3 months following acquisition. AUTH: N1-AFU-90-3

*Withdrawn*



			functions and no DOD file is created or DOD information is generated.		
16	16	Criminal/Fraud Collections at HQ AFOSI and AFOSI Field Extensions	reports responsive to HQ AFOSI collection requirements	at HQ AFOSI and AFOSI field extensions	destroy after 3 years or when no longer needed whichever is sooner. AUTH: N1-AFU-90-3
17	*17	Development Files at HQ AFOSI/XILD	information on counterintelligence criminal and fraud activities requiring follow up action that may lead to an investigation	at HQ AFOSI/XILD	destroy after 25 years AUTH:
18	18	Development Files at AFOSI Field Extensions	information on counterintelligence criminal and fraud activities requiring follow up action that may lead to an investigation	at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
19	19	Fraud Surveys at HQ AFOSI	reports, statements, affidavits, correspondence, and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement. Paper and electronic Copies	at HQ AFOSI	destroy after 5 years. AUTH: N1-AFU-90-3
20	*20	Fraud Surveys at AFOSI Field Extensions	reports, statements, affidavits, correspondence, and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement	at AFOSI field extensions	destroy three months after receipt of permanent file at HQ AFOSI/XILD, or whenever no longer needed, whichever is later AUTH:
21	21	Hostile Establishment File at HQ AFOSI/DOQA and Other Field Units	data base containing messages, maps, sketches, photographs, and other pertinent information	at HQ AFOSI/DOQA and other field units	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
23	22	Computerized Information Collection at HQ AFOSI/DOQA	computerized hostile intelligence profile system (CHIPS) and terrorist incidents profiling system (TIPS) computer printouts.	at HQ AFOSI/DOQA	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

*Withdrawn*

24	23	Computerized Information Collection at AFOSI Field Extensions	computerized hostile intelligence profile system (CHIPS) and terrorist incidents profiling system (TIPS) computer printouts.	at AFOSI field extensions	destroy when superseded, obsolete, no longer needed, or on direction of HQ AFOSI. AUTH: N1-AFU-90-3
24.01	24	Computerized Information Collection Support File at HQ AFOSI/DOQA	CHIPS aperture cards, photographs and reports and TIPS reports	at HQ AFOSI/DOQA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
25	25	Collection Requirements (CRS) at HQ AFOSI	letter format operational directives	at HQ AFOSI	destroy 3 years after cancellation or completion. AUTH: N1-AFU-90-3
26	26	Collection Requirements (CRS) at AFOSI Field Extensions	letter format operational directives	at AFOSI field extensions	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
27	27	Terrorist Activities at HQ AFOSI/DOQA	AFOSI, other US intelligence, State Department and foreign broadcast reports, and news media articles on specific terrorist incidents, groups and activities	at HQ AFOSI/DOQA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
28	28	Multidiscipline Intelligence at HQ AFOSI	US intelligence reports, messages and advisories, AF messages, FAA reports, and news media articles used for multidiscipline intelligence activities and capabilities/systems	at HQ AFOSI	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
29	29	Multidiscipline Counterintelligence (MDCI) at HQ AFOSI	AFOSI and other US intelligence reports, messages, studies and analyses and MDCI program management information	at HQ AFOSI	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

*Withdrawn*

**NOTE(S)**

135. At the time the records are not validated for retention, transfer them to the National Archives. DOD-originated files contain significant analytical comments, value judgments, or recommendations pertaining to information received or acquired from agencies outside the DOD. If refused by the Archivist, the records will be destroyed.  
593. If not validated for retention, records will be destroyed.

**TABLE 71-4**

**SECURITY INVESTIGATIONS AND OPERATIONS**

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>OR LU DL E</b>	<b>NR EU WL E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	1	Internal Security Investigations For DOD-Affiliated Personnel	investigations of personnel when the allegation falls within the purview of AFIs 31-702 or 31-601, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI wherein the affiliation was not completed	destroy 1 year after notification that affiliation was not completed. AUTH: N1-AFU-90-3
2	2	Internal Security Investigations For DOD-Affiliated Personnel	investigations of personnel when the allegation falls within the purview of AFIs 31-702 or 31-601, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI wherein the affiliation was completed	destroy after 15 years (See Note 595) AUTH: N1-AFU-77-71
3	3	Internal Security Investigations For DOD-Affiliated Personnel	investigations of personnel when the allegation falls within the purview of AFIs 36-702 or 31-601, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at AFOSI field extensions	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	4	Special Requests	limited personnel checks, normally a local agency check (LAC) or single agency check (SAC) only on persons who have access to areas but who do not require a formal security clearance	at HQ AFOSI/XILD and AFOSI field extensions	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4.02	5	Child Care Pre-Employment Screening (Unfavorable)	child care applicant local agency checks consisting of information developed while conducting investigations in support Morale, Welfare, and Recreation (MWR) Child Care/Youth Facilities (prior 1993)	at HQ AFOSI/XILD	destroy after 15 years. AUTH: N1-AFU-90-3
5	6	Reciprocal Investigations (Personnel Security)	reports and correspondence prepared for other government agencies including DSS	at AFOSI field extension	destroy after 3 months. AUTH: N1-AFU-90-3

*Withdrawn*

5.01	7	Reciprocal Investigations (Personnel Security) Which Contain Names of Sources Not Released to DSS At AFOSI Field Extensions	reports and correspondence prepared for other government agencies including DSS	at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
6	8	Unfavorable Premarital Investigations (When Marriage Takes Place) at HQ AFOSI/XILD	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	at HQ AFOSI/XILD	destroy after 5 years (See Note 672) AUTH: N1-AFU-90-3
7	9	Unfavorable Premarital Investigations (When Marriage Takes Place) at AFOSI Field Extensions Overseas	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	at AFOSI field extensions overseas	destroy after 1 year. AUTH: N1-AFU-90-3
8	10	Unfavorable Premarital Investigations (When Marriage Has Not Taken Place) at AFOSI Field Extensions Overseas	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	at AFOSI field extensions overseas	destroy after 1 year. AUTH: N1-AFU-90-3
9	11	Favorable Premarital Investigations at AFOSI Field Extensions	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
11	12	Protective Services Investigations at HQ AFOSI/XILD	reports, statements, affidavits, correspondence and related records regarding individual case.	at HQ AFOSI/XILD	destroy after 15 years AUTH: N1-AFU-90-3
12	13	Protective Services Investigations at AFOSI Field Extensions	reports, statements, affidavits, correspondence and related records regarding individual case.	at AFOSI field extensions	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3.
13	14	Protective Services Referral Information at HQ AFOSI/XILD	identification data/summaries concerning individual or group reportable to USSS under AFI 71-101, Vol 2	at HQ AFOSI/XILD	destroy after 15 years. AUTH: N1-AFU90-3
14	15	Protective Services Referral Information at AFOSI Field Extensions	identification data/summaries concerning individual or group reportable to USSS under AFI 71-101, Vol 2	at AFOSI field extensions	destroy after completion/termination. AUTH: N1-AFU-90-3.
15	16	Protective Services Operations at HQ AFOSI/XILD	reports of completed protective services operations reflecting the expenditure of AFOSI resources to provide protective coverage to specific individual	at HQ AFOSI/XILD	destroy after 5 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

*withdawn*

16	17	Protective Services Operations at AFOSI Field Extensions	reports of completed protective services operations reflecting the expenditure of AFOSI resources to provide protective coverage to specific individual	at AFOSI field extensions	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
18	18	Refugees/Defectors Cases at HQ AFOSI/XILD	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals Paper and electronic Copies	at HQ AFOSI/XILD	destroy 25 years after date of last action. AUTH: N1-AFU-90-3
19	19	Refugees/Defectors Cases at AFOSI Field Extensions	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals	at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
20	*20	Special Inquiry-AFOSI Personnel at HQ AFOSI/XILD	reports, statements, affidavits, correspondence, and related records pertaining to specific inquiries. Paper and electronic Copies	at HQ AFOSI/XILD	destroy 10 years after individual's assignment to AFOSI is terminated, or upon withdrawal of the 71SX or 7S0XX, AFSC, or after termination of reprourement process, whichever is later. AUTH:
21	*21	Special Inquiry-AFOSI Personnel at AFOSI Field Extensions	reports, statements, affidavits, correspondence, and related records pertaining to specific inquiries	at AFOSI field extensions	forward original documents to HQ AFOSI/IGQ when command action is completed AUTH:

*Withdrawn*

**NOTE(S):**

672. Reports of investigation conducted on an alien spouse of AF personnel assigned to AFOSI/DSS, or possess 71SX or 7S0XX AFSC, or on whom AFOSI has pending reprourement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.

595. Those files determined to be of possible historical value, those of widespread public or congressional interest, may be transferred to the National Archives after 15 years.

TABLE 71-5

## TECHNICAL SUPPORT OPERATIONS

		A	B	C	D
OR L D E	NR E U W L E	If the records are or pertain to	consisting of	which are	then
1	1	Technical Security Briefing at HQ AFOSI/Technical Services Program Manager	requests, authorizations, briefing outlines, lists of equipment displayed, and lists of recipients(s)	at HQ AFOSI/Technical Services Program Mgr	destroy after 5 years. AUTH: N1-AFU-90-3
2	2	Technical Security Briefing At AFOSI Composite Detachments With Technical Services	requests, authorizations, briefing outlines, lists of equipment displayed, and lists of recipients(s)	at AFOSI composite detachments with technical services	destroy after 2 years. AUTH: N1-AFU-90-3
3	3	Technical Surveillance Countermeasures (TCSM) Report Files at HQ AFOSI/Technical Services Program Manager	requests, approvals, preliminary surveys, area plans and schematics, clearance, requests for funds, reports, etc. pertaining to a particular survey	at HQ AFOSI/Technical Services Program Mgr	destroy after 15 years. AUTH: N1-AFU-90-3
4	4	TSCM Report Files At AFOSI Composite Detachments With Technical Services	requests, approvals, preliminary surveys, area plans and schematics, clearance, requests for funds, reports, etc. pertaining to a particular survey	at AFOSI composite detachments with technical services	destroy after 2 years, or when no longer needed, whichever is later (See Note 1). AUTH: N1-AFU-90-3
5	5	TSCM Report Files at AFOSI Servicing Regions	requests, approvals, preliminary surveys, area plans and schematics, clearance, requests for funds, reports, etc. pertaining to a particular survey	at AFOSI servicing regions	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	6	TSCM Report Files at The Requester or Other Organization	requests, approvals, preliminary surveys, area plans and schematics, clearance, requests for funds, reports, etc. pertaining to a particular survey	at the requester or other organization	destroy when resurvey is completed, or when no longer needed. AUTH N1-AFU-90-3
7	*7	Technical Surveillance Operations At HQ AFOSI/XILD	technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations. Paper and electronic Copies	at HQ AFOSI/XILD	retire as permanent AUTH:

8	8	Technical Surveillance Operations At AFOSI Composite Detachments	technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations	at AFOSI composite detachments	destroy after 25 years, or under same destruction criteria assigned to the substantive case supported, whichever is later. AUTH:
9	9	Technical Surveillance Repository Reports at HQ AFOSI/Technical Services Program Manager	photo support repository and support documents (prior 1993)	at HQ AFOSI/Technical Services Program Mgr	destroy after 6 years. AUTH: N1-AFU-90-3
10	10	Technical Support Repository Reports at AFOSI Technical Services District	photo support repository and support documents (prior 1993)	at AFOSI technical services districts	destroy after 2 years. AUTH: N1-AFU-90-3
11	*11	Polygraph Examinations at HQ AFOSI	polygraph examiner report (AFOSI Form 76) for investigative examinations, results, polygraph charts, statements of consent, medical waiver to undergo polygraph examination (AFOSI Form 77) related records (less those examination and medical	at HQ AFOSI	retire as permanent AUTH:
	*12	Polygraph Examination Waiver Records	waiver records noted in rules 13 and 16		Destroy after 3 months. AUTH:
12	13	Polygraph Examinations - Counterintelligence Security Polygraph Examiner Reports at HQ AFOSI and AFOSI Field Extensions	counterintelligence security polygraph (CSP) examiner reports that prove nondeceptive, results, polygraph charts, statements of consent, medical waivers and related records	at HQ AFOSI and AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-87-36
12.01	14	Polygraph Examinations - Draft AFOSI Form 76 at AFOSI Field Extensions	AFOSI Form 76 (draft)	at AFOSI field extensions	destroy 3 months after close of related investigation. AUTH: N1-AFU-87-36
12.02	15	Polygraph Examinations - Copies Of Examiner Reports And Results at AFOSI Field Extensions	non-record copies of polygraph examiner reports and results	at AFOSI field extensions	destroy 3 months after close of related investigation. AUTH: N1-AFU-87-36
12.03	16	Polygraph Examinations Medical Waiver For CSP Examinations at HQ AFOSI and AFOSI Field Extensions	medical waiver for CSP examinations that prove nondeceptive	at HQ AFOSI and AFOSI field extensions	destroy after 3 years. AUTH: N1-AFU-87-36

*withdrawn*

15	*17	Forensic Services at HQ AFOSI/XILD	reports of services and related records provided by an AFOSI forensic science consultant or other AFOSI personnel	at HQ AFOSI/XILD	retire as permanent AUTH:
15.01	*18	Forensic Services at AFOSI Field Extensions	reports of services and related records provided by an AFOSI forensic science consultant or other AFOSI personnel	at AFOSI field extensions	retire as permanent AUTH
15.02	*19	Forensic Services at HQ AFOSI	reports of service and related records provided by AFOSI personnel other than forensic science consultant	at HQ AFOSI	retire as permanent AUTH:
18	20	Forensic Science Policy Guide at HQ AFOSI and AFOSI Field Extensions	correspondence pertaining to the operation of the forensic science program	at HQ AFOSI and AFOSI field extensions	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
19	21	Forensic Travel Records at HQ AFOSI and AFOSI Field Extensions	messages of request, TDY orders and travel vouchers	at HQ AFOSI and AFOSI field extensions	see tables 37-13 and 65-21. AUTH: N1-90-3
20	22	Forensic Digest at HQ AFOSI	official and professional information on forensic science and investigative techniques	at HQ AFOSI	retire as permanent. (See Notes 7, 86, 495, 496, 498, and 495) AUTH: N1-AFU-90-3
21	23	Forensic Digest at AFOSI Field Extensions	official and professional information on forensic science and investigative techniques	at AFOSI field extensions	destroy when superseded, obsolete, or no longer needed, whichever is sooner.. AUTH: N1-AFU-90-3
22	24	AFOSI Training Programs at HQ AFOSI and AFOSI Field Extensions	applicant requests for training for forensic science scholarship and specialized criminal investigative course programs, and related documents (prior 1993)	at HQ AFOSI and AFOSI field extensions	destroy after 5 years. AUTH: N1-AFU-90-3
23	25	National Crime Information Center (NCIC) at HQ AFOSI	policy guidance and correspondence pertaining to operations of the NCIC/NLETS/CCHF	at HQ AFOSI	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
24	26	National Crime Information Center (NCIC) at HQ AFOSI	backup information on NCIC terminal entries into the NCIC computer	at HQ AFOSI	destroy 3 months after related entry is removed from the computer. AUTH: N1-AFU-90-3
25	27	National Crime Information Center (NCIC) on Deserters	HQ AFOSI terminal entries into the NCIC computer		destroy (remove) entry from computer upon return of member to military control. AUTH: N1-AFU-90-3

*withheld*



26	28	National Crime Information Center (NCIC) on Weapons	HQ AFOSI terminal entries into the NCIC computer		destroy (remove) entry from computer after 15 years, or when weapons are recovered, whichever is sooner. AUTH: N1-AFU-90-3
27	29	National Crime Information Center (NCIC) on Stolen Automobiles, Motorcycles, and License Plates	HQ AFOSI terminal entries into the NCIC computer		destroy (remove) entry from computer after 4 years, or when items are recovered, whichever is sooner. AUTH: N1-AFU-90-3
28	30	HQ AFOSI Terminal Entries Into The NCIC Computer on Stolen Property	HQ AFOSI terminal entries into the NCIC computer		destroy (remove) entry from computer after 1 year, or when items are recovered, whichever is sooner. AUTH: N1-AFU-90-3
29	31	HQ AFOSI Terminal Entries Into The NCIC Computer at HQ AFOSI	FBI validation listings	at HQ AFOSI	destroy when superseded. AUTH: N1-AFU-90-3

**NOTE(S):**

7. Transfer to the National Archives in 5-year increments when 25 years old.

84. Retain copies of recurring surveys until resurvey is completed

86. Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).

495. HQ USAF OPRs file and retain a duplicate copy of AF Form 673, Request for Issuances of Publication, with related record set and background material. SAF/AAD retires the original AF Form 673. Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of publications.

496. Air Force Department publications prepared by a MAJCOM/FOA are retired as HQ USAF record sets.

Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring the record set, the HQ USAF OPR is shown in Item 5 (FROM block) of the SF 135, and "341" is shown as the Record Group in Item 6a. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Item 6c of the SF 135, per AFI 37-138 (to become AFMAN 33-322V3), paragraph 6.9 and figure 6.3. Show the preparing activity (MAJCOM/FOA and office) in Item 6f of the SF 135.

498. Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.

499. If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications. Otherwise, a durable paper copy must be created to satisfy the permanent retention requirements. Viewer/printer copies are not authorized for this purpose. Approval to use archival microform must be granted by AF/ILCXE.

TABLE 71-6

## SOURCE RECORDS

		A	B	C	D
OR LU DL E	NR EU WD E	If the records are or pertain to	consisting of	which are	then
4	1	Associated Personnel at AFOSI		at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
5	2	Associated Personnel At AFOSI Field Extension		at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
6	3	Name Traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
7	4	Name Traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	at AFOSI field extensions	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11	5	Source Dossier (CS) at AFOSI/XILD	investigations and other data pertaining to coded sources (CS)	at HQ AFOSI/XILD	retire as permanent. AUTH: NC1-AFU-76-23
12	*6	Source Dossier (CS) at AFOSI Field Extensions	investigations and other data pertaining to coded sources (CS)	at AFOSI field extensions	destroy 90 days after receipt by HQ AFOSI/XILD. AUTH:
13	7	Source Register (CS) at HQ AFOSI and AFOSI Field Extensions	identification data pertaining to CS (prior 1993)	at HQ AFOSI and AFOSI field extensions	destroy 15 years after CS is terminated. AUTH: N1-AFU-87-29
21	8	SCO Burn List at HQ AFOSI/DOG	identification of individuals concerned (prior 1984)	at HQ AFOSI/DOG	destroy 15 years after date of original record. AUTH: N1-AFU-90-3
23	*9	Monthly Statistical Data at AFOSI Field Extensions	statistical data	at AFOSI field extensions	destroy after 1 year or when no longer needed, whichever is sooner. AUTH:

TABLE 71-7

## AFOSI INVESTIGATIVE SUPPORT RECORDS

		A	B	C	D
OR L U D L E	NR EU WL E	If the records are or pertain to	consisting of	which are	then
1	1	Evidence Tracking System at AFOSI Detachments	annual back-up 3.5" floppy diskettes reflecting acquisition and final disposition of evidence obtained during investigations.	at AFOSI detachments	destroy 2 years after the close-out of each diskette AUTH: N1-AFU-90-3
2	*2	AFOSI Indexing Information in the Defense Clearance and Investigations Index	names, dates and places of birth, social security numbers, and AFOSI investigative file numbers	in the Defense Clearance and Investigations Index	delete from index when investigative file is destroyed AUTH:
4	3	Liaison And Jurisdictional Agreements at HQ AFOSI/XILD	letters of agreement, status of forces agreements, and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies	at HQ AFOSI/XILD	retire as permanent (See Note 2). AUTH: NC1-AFU-76- 23
5	4	Liaison And Jurisdictional Agreements at AFOSI Field Extensions	letters of agreement, status of forces agreements, and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies	at AFOSI field extensions	destroy when no longer needed. AUTH: N1-90-3
10	5	School And College Ability Tests (SCATS)	test booklets and scoring stencils used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty.		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

*withdrawn*

11	6	Authority To Issue Badges And Credentials	roster of special investigators courses/classes, letter of authorization for reservists, and related correspondence, used as identification for personnel who qualify for and who are eligible to be issued badges and credentials		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	*7	Badges, Credentials, Receipts, And Inspection/Inventory Records at HQ AFOSI/IGQ	badges, credentials, receipts, computer listing and inspection/inventory records	at HQ AFOSI/IGQ	destroy 6 months after surrender of badge and credentials to which they pertain or when no longer needed whichever is later. AUTH:
18	8	AFOSI Investigative Resumes For USAF Commanders at HQ AFOSI/SCP	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations (prior 1993)	at HQ AFOSI/SCP	destroy after 5 years. AUTH: N1-AFU-90-3
19	9	AFOSI Investigative Resumes For USAF Commanders at Other Offices	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations (prior 1993)	at other offices	destroy when no longer needed. AUTH: N1-AFU-90-3
20	10	Threatened Airman Program (TAP) at HQ AFOSI/DOG	identification and supporting data related to the relocation of threatened airmen (case type 735)	at HQ AFOSI/DOG	destroy after 10 years. AUTH: N1-AFU-87-21
21	11	Threatened Airman Program (TAP) at AFOSI Field Extensions	identification and supporting data related to the relocation of threatened airmen (case type 735)	at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-87-21
23	12	AFOSI Applicant Investigative Processing - Disapproved Applications at HQ AFOSI/SILD	applications, personnel suitability records, and information relating to employment and retainability of the individual	at HQ AFOSI/XILD for applications disapproved	destroy 10 years after disapproval. AUTH: N1-AFU-87-23

*Withdrawn*

			individual		
24	13	AFOSI Applicant Investigative Processing - Approved Applications at HQ AFOSI/XILD	applications, personnel suitability records, and information relating to employment and retainability of the individual	at HQ AFOSI/XILD for applications approved	destroy 10 years after individuals termination, decertification, discharge, or reassignment. AUTH: N1-AFU-87-23
25	*14	AFOSI Applicant Investigative Processing at AFOSI Field Extensions	applications, personnel suitability records, and information relating to employment and retainability of the individual	at AFOSI field extensions	destroy 1 year after processing is completed, or when no longer needed, whichever is sooner AUTH:
26	15	Wire Tapping And Eavesdropping Records Accumulated by Investigative Personnel	reports and records required by AFI 71-103 on the inventory and use of wire tapping and eavesdropping devices	at HQ AFOSI	destroy under same destruction criteria assigned to the substantive case supported. (See Notes 42 and 85). AUTH: NC1-AFU-76-23
27	16	Indenti-Kit Composite Constructed In Unknown Subject Cases at AFOSI Field Extensions	indeti-kit composites (prior to 1993)	at AFOSI field extensions	destroy after 5 years. AUTH: N1-AFU-90-3
28	17	Fraud/Criminal Briefing Program at HQ AFOSI	reports, correspondence and related records on fraud mission briefings (in CACTIS computer database)	at HQ AFOSI	destroy after 3 years. AUTH: N1-AFU-90-3
29	*18	Fraud/Criminal Briefing Program at HQ AFOSI and AFOSI Field Extensions	rule 28 records (paper)	at HQ AFOSI and AFOSI field extensions	destroy when no longer needed AUTH:
30	19	Specializes Crime Reports And Studies - Record Copies at HQ AFOSI	information reports, special studies and reports, drug abuse information, etc. that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	record copies at HQ AFOSI	destroy after 6 years. AUTH: N1-AFU-90-3

*withdawn*

31	20	Specializes Crime Reports And Studies at AFOSI Field Extensions	information reports, special studies and reports, drug abuse information, etc. that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
32	21	Specializes Crime Reports And Studies at Units	information reports, special studies and reports, drug abuse information, etc. that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	at units	destroy after 1 year. AUTH: N1-AFU-90-3
34	22	Contraband Drugs And Paraphernalia As Training Aids at AFOSI Field Extensions	accountability of drug training aids (AFOSI Form 32) and drug training aid inventory record (AFOSI Form 33)	at AFOSI field extensions	destroy 1 year after last entry. AUTH: N1-AFU-90-3
35	23	Criminal Alert Notices (Cans) at HQ AFOSI/XILD	prior to 1993	at HQ AFOSI/XILD	destroy after 15 years. AUTH: N1-AFU-87-21
36	*24	Criminal Alert Notices (Cans) at HQ AFOSI/DOQA and AFOSI Field Extensions		at HQ AFOSI/DOQA and AFOSI field extensions	destroy after 1 year or when no longer needed, whichever is sooner AUTH:

NOTE(S)

42. Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NCI-330-76-1, 6 May 1976.

85. Retain for a minimum of 10 years

2. Transfer to the National Archives in 5 year blocks when latest document is 25 years old.