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

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 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.

7. DATE
   11 SEP 03

   SIGNATURE OF AGENCY REPRESENTATIVE
   OLTHEA S. CROOM

   TITLE
   AIR FORCE RECORDS OFFICER

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   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.

   INCIDENT-BASED REPORTING (TABLE 31-13)
   (Applicable Air Force-Wide)

   1 DoD approved and published a "Shelf-Life" Policy for information contained within the Defense Incident-Based Reporting System (DIBRS) in DoD 7730.47-M, July 25, 2003 (pages 97-98). The Air Force's Security Forces Management Information System (SFMIS) program reports the necessary data to the DIBRS databank which is stored at the Defense Management Data Center (DMDC) at Monterey CA.

   [ ] 3/23/05 copies sent to agency. Required NARA.

STANDARD FORM 115 (REV. 3-91)
PREVIOUS EDITION NOT USABLE

NSN 7540-00-634-4064

Prescribed by NARA
36 CFR 1228
<table>
<thead>
<tr>
<th>Rule</th>
<th>Incident-Based Reporting</th>
<th>Consisting of</th>
<th>Which are</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Offenses Reportable Under Brady, Lautenberg, or Involving Sex Offender Registration</td>
<td>Consisting of</td>
<td>Maintained in Security Forces Management Information System (SFMIS)</td>
<td>Destroy 99 years from entry into SFMIS database AUTH</td>
</tr>
<tr>
<td>2</td>
<td>Class A Offenses</td>
<td>Records other than those disposed of by Article 15/administrative sanction, not reportable by the Department of Defense (DOD) under Brady, Lautenberg, or involving sex offender registration</td>
<td></td>
<td>Destroy 5 years after entry into database or term of confinement, whichever is later AUTH:</td>
</tr>
<tr>
<td>3</td>
<td>Military Offenses - Confinement of More Than 1 year or Death is Adjudged by Court-Martial</td>
<td>Records which there is no NIBRS equivalent, nor reportable by DOD under Brady and for which confinement of more than 1 year or death is adjudged by a court-martial</td>
<td></td>
<td>Destroy 3 years after entry into database or term of confinement, whichever is later AUTH</td>
</tr>
<tr>
<td>4</td>
<td>Class B Offenses</td>
<td>Records other than those disposed of by Article 15/administrative sanction, not reportable by DOD under Brady or involving sex offender registration</td>
<td></td>
<td>Destroy 3 years after entry into database AUTH</td>
</tr>
<tr>
<td>5</td>
<td>Military Offenses - Other Than Those Disposed Of By Article 15/Administrative Sanction</td>
<td>Records for which there is no NIBRS equivalent, nor reportable by DOD under Brady</td>
<td></td>
<td>Destroy 3 years after entry into database AUTH</td>
</tr>
<tr>
<td>6</td>
<td>Offenses Disposed of By Article 15</td>
<td>Offenses disposed of by Article 15 or by administrative sanction and not reportable by DOD under Brady, Lautenberg, or involving sex offender registration</td>
<td></td>
<td>Destroy 6 months after entry into database AUTH</td>
</tr>
<tr>
<td>7</td>
<td>Acquittals</td>
<td>Set aside actions and unfounded allegations</td>
<td></td>
<td>Destroy immediately after action is completed AUTH</td>
</tr>
</tbody>
</table>

**Note:** The table is a summary of incident-based reporting rules and their associated destruction timelines based on the nature of the offenses and their handling by various legal and administrative bodies.