REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

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
   Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
   Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Mr. R. P. Dwyer

5. TELEPHONE EXT.
   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 for [number of pages] 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, if required under the provisions of Title 3 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

8. DATE
   18 FEB 1986

9. SIGNATURE OF AGENCY REPRESENTATIVE
   Grace T. Rowe

10. TITLE
    Records Management Branch
    Directorate of Administration

7. ITEM NO

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>C. GRS OR SUPERSEDED JOB CITATION</th>
<th>D. ACTION TAKEN (BARS USE ONLY)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>AFOSI INVESTIGATIVE SUPPORT RECORDS (Table 124-7) (Applicable to AFOSI only)</td>
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1. Rule 34. Added, to cover disposition of records required to account for use of contraband drugs and paraphernalia as training aids. The records (forms) provide a continuous account of drugs received, used, and inventoried. It is only necessary to keep one year's worth of completed forms available for tracking purposes, since any errors in accountability are identified through the inventory and/or higher headquarters inspections.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tr>
<td>34</td>
<td>If documents are or pertain to contraband drugs and paraphernalia as training aids</td>
<td>consisting of accountability of drug training aids (AFOSI Form 32) and drug training aid inventory record (AFOSI Form 33)</td>
<td>which are at AFOSI field extensions</td>
<td>then destroy 1 year after last entry.</td>
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AFOSI: Air Force Office of Special Investigations