

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-87-11

DATE RECEIVED

1/15/87

NOTIFICATION TO AGENCY

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

DATE

3-26-87

ARCHIVIST OF THE UNITED STATES

Frank S. Bunker

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

8. DATE

05 JAN 1987

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Records Management Branch
Directorate of Administration

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>SECURITY INVESTIGATIONS AND OPERATIONS (Table 124-4) (Applicable to Air Force Office of Special Investigations (AFOSI) only)</p> <p>Rule 4.1. Added to dispose of child care applicant local agency check records, wherein the investigations proved favorable. A 3 month disposition for such favorable investigation records at AFOSI field extensions is sufficient.</p>		
2	<p>Rules 4.2 and 4.3. Added to dispose of child care applicant local agency check records, wherein the investigation proved unfavorable. These records held at HQ AFOSI need to be retained for 15 years since an adverse employment action may result, the individual might apply for employment or a security clearance in the future, and/or the person might influence the suitability of military person with a security clearance. Those records held at AFOSI field extensions need only a 3 month retention since the original records are at HQ AFOSI.</p>		

3/31/87 Agency NCF

TABLE 124-4

SECURITY INVESTIGATIONS AND OPERATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.1	child care pre-employment screening (favorable)	child care applicant local agency checks consisting of information developed while conducting investigations in support of Morale, Welfare, and Recreation (MWR) Child Care/Youth Facilities	at AFOSI field extensions	destroy after 3 months.
4.2	child care pre-employment screening (unfavorable)		at HQ AFOSI	destroy after 15 years.
4.3			at AFOSI field extensions	destroy after 3 months.