

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI-AFU-87-21

DATE RECEIVED 5-14-87

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

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

2. MAJOR SUBDIVISION
Directorate of Info Mgmt and Administration, SAF/AA

3. MINOR SUBDIVISION
Records Management Branch

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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

5. TELEPHONE EXT.
694-3494

DATE 1/14/88 ARCHIVIST OF THE UNITED STATES
Claudia [Signature]

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 3 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE MAY 08 1987 C. SIGNATURE OF AGENCY REPRESENTATIVE Ina C 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	AFOSI INVESTIGATIVE SUPPORT RECORDS (Table 124-7) (Applicable to Air Force Office of Special Investigations (AFOSI) Only)		
1	Rule 20. Added. Threatened Airman Program (TAP) records at HQ AFOSI need a 10 year disposition to provide answers to inquiries concerning AFOSI handling the relocation of threatened airmen. Occasionally, a "relocated" threatened airman complains that AFOSI was negligent in their handling of the move, and compromised the airman's new location. This 10 year retention assures AFOSI will have these records for a reasonable length of time.		
2	Rule 21. Added. TAP records originate at AFOSI field extensions, are sent to HQ AFOSI upon completion of "move." As such, the AFOSI field extensions need their copies of these records for no longer than one year.		
3	³⁵ Rule 34 . Added. Criminal Alert Notices (CANs) are used by AFOSI for quick, standardized reporting of information concerning possible criminal activity, such as bad checks, stolen identification documents and/or impersonators. These CANs alert high risk activities on military installations, such as exchanges, clubs and banks. The 15 year retention of CANs is required as CAN subjects often show repeat criminal activity. Reference to a previous CAN is often required, usually generated at a different locale, which must be retrievable. An average of 70 CANs, one page each, are prepared each year.		

4 Items

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1/20/88

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4	<p>Rule ³⁶35. Added. CANs at these levels are needed only for one year, since they are retrievable if necessary from HQ AFOSI.</p> <p><i>Note: Numbers for new rules 34 and 35 are changed to read 35 and 36 per request of Richard Dwyer of the Air Force; the numbers originally assigned are incorrect.</i></p> <p><i>Fred Powell 1/25/88</i></p>		

TABLE 124-7

AFOSI INVESTIGATIVE SUPPORT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
20 *	threatened airman program (TAP)	identification and supporting data related to the relocation of threatened airmen (case type 753)	at HQ AFOSI	destroy after 10 years.
21 *			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner.
34 *	criminal alert notices (CANs)		at HQ AFOSI/DAVR	destroy after 15 years.
35 *			at HQ AFOSI/IVC and AFOSI field extensions	destroy after 1 year.