

**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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. Rowe* D. TITLE **GRACE T. ROWE  
Records Management Branch  
Directorate of Administration**

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|------------|---|-----------------------------------|----------------------------------|
|            | <b>AFOSI INVESTIGATIVE SUPPORT RECORDS (Table 124-7)<br/>(Applicable to Air Force Office of Special Investigations (AFOSI) Only)</b>  |                                   |                                  |
| 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          | <sup>35</sup><br>Rule <del>34</del> . 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*

*Copy Sent to Agency*

*1/20/88*

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| 7<br>ITEM<br>NO  | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br><i>(NARS USE<br/>ONLY)</i> |
| 4  | <p>Rule <sup>36</sup>35. 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<br>U<br>L<br>E | A                               | B   | C  | D  |
|------------------|---------------------------------|---|--|--|
|                  | If documents are or pertain to  | consisting of   | which are                                  | then   |
| 20<br>*          | 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<br>*          |                                 |   | at AFOSI field extensions                  | destroy after 1 year, or when no longer needed, whichever is sooner. |
| 34<br>*          | criminal alert notices (CANS)   |   | at HQ AFOSI/DAVR                           | destroy after 15 years.  |
| 35<br>*          |                                 |   | at HQ AFOSI/IVC and AFOSI field extensions | destroy after 1 year.  |