

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-87-23

DATE RECEIVED

6/23-87

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
Information Management Policy Branch

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

5. TELEPHONE EXT. DATE
694-3494 11-18-87

ARCHIVIST OF THE UNITED STATES
Frank A. Burke

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 JUN 11 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Information Mgmt Policy Branch Directorate of Info Mgmt and Admin
------------------------	--	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
1	AFOSI INVESTIGATIVE SUPPORT RECORDS (Table 124-7) (Applicable to Air Force Office of Special Investigations (AFOSI) Only) Rule 23. Disposition is changed to destroy AFOSI applicant investigative processing records at HQ AFOSI that were disapproved 10 years after disapproval versus destroy after disapproval or termination. A 10 year disposition would ensure information is readily available should these applicants elect to reapply for AFOSI duty. Also, keeping these files longer would result in manhour and dollar savings since it would eliminate duplication of investigative and data collection efforts. This rule is only for AFOSI applications disapproved, since only personnel with approved applications (Rule 24) can be terminated. Description of records is changed slightly.	NC1-AFU-76-23	
2	Rule 24. Disposition is changed to destroy AFOSI applicant investigative processing records at HQ AFOSI that were approved 10 years after individual's termination, decertification, discharge or reassignment versus current disposition with no specific year retention. A 10 year disposition would provide AFOSI with information to preclude re-hiring of an individual whose suitability would be questionable, but under current records disposition such information is not available. Also, for those military personnel who retire, the 10 year disposition would ensure files are available should they decide to pursue a civilian position with AFOSI after retirement.	NC1-AFU-76-23	

Copy to agency

3 items

11-20-87 TRT
NCF 11-23-87 TRT

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3	Rule 25. Disposition is changed to destroy AFOSI applicant investigative processing records at AFOSI field extensions 1 year after processing is completed versus 3 months. Reason for retention increase is to answer questions from HQ AFOSI as to particulars of an individual's application.	NC1-AFU-76-23	

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
23	AFOSI applicant investigative processing	*applications, personnel suitability records, and information relating to the employment and retainability of the individual	*at HQ AFOSI for applications disapproved	*destroy 10 years after disapproval.
24			at HQ AFOSI for applications approved	*destroy 10 years after individual's termination, decertification, discharge, or reassignment.
25			at AFOSI field extensions	*destroy 1 year after processing is completed.