

2010

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-88-8

DATE RECEIVED

10-29-87

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.

695-1667

DATE

11-10-87

ARCHIVIST OF THE UNITED STATES

Frank A. Banks

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

OCT 15 1987

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION	10.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>(INARS USE ONLY)</i>
	SECURITY POLICE (Table 125-1) (Applicable Air Force-wide)		
1	Rule 11. Added as a reference rule to dispose of security deviation records in Table 207-1, Aerospace Systems Security. See separate SF 115 for changes to disposition of these security deviation records.		
2	Rule 28.1. Added to cover disposition of those Rule 28 military working dog (MWD) training records needed as possible legal evidence after death or retirement of dog. The records disposition reflects that these records are kept as long as necessary to establish the legality of the dog team's training and reliability.	NC1-AFU-80-43	
3	Rule 28.2. These MWD health and service records are currently Rule 28.1 records. Since we need to keep MWD training records disposition rules together if possible, these health records are moved to this rule position. This should cause no problem since these health records are destroyed when no longer needed.	NC1-AFU-80-43	
4	Rule 39.1. Added to cover disposition of resources protection records. These are copies of inspection reports, resource protection plans, alarm check forms (originals destroyed per Rules 36, 38 and 44) and copies of other records destroyed per the Table 11 series records. These record copies are kept in base facility protection folders in order to save time on retrieval of information to prepare reports and to answer		

3, 1, 2, 4

Copying to agency

11-13-87

JRT

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>
	telephone inquiries. The records disposition is sufficient considering that these are copies of records located elsewhere.		
5	Rule 45. Disposition of narcotic training aids records is changed to destroy 1 year after destruction of the controlled substance vice after 2 years. Reason is that an auditor must account for all quantities and types of substances by verifying the audit trail and the amount of substances on hand. If the security police unit has drugs (training aids) more than two years old, and the applicable records are destroyed after 2 years, their destruction would ruin the audit trail and make it impossible to do an accurate inventory. As such, a more flexible records disposition is necessary.	NC1-AFU-80-43	
6	Note 5. Changed due to possible misinterpretation of current note, whereby the file (shipment file) may be destroyed after the controlled substances (training aids) were disposed.	NC1-AFU-80-43	

TABLE 125-1

SECURITY POLICE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11 *	security deviations			see table 207-1.
28.1 *	military working dog (MWD) training	training and utilization performance records for narcotics/explosives detect- ion needed in possible legal proceedings after death or retirement of dog		destroy 1 year after death or retirement of dog, or when no longer needed, whichever is later.
28.2	MWD health and service	(same as current Rule 28.1)		(same as current Rule 28.1)
39.1 *	resources protection records	resource authorization letters, inspection reports, plans, prescribing direct- ives, waivers, alarm check forms, work order requests, and other related records		destroy when superseded, obsolete, or no longer needed, whichever is sooner.
45	narcotic training aids	controlled substance order forms, accountability records, inventory and audit reports, records of destruction, and verification of shipments (note 5)		*destroy 1 year after destruction of the controlled substance.
	NOTE: 5. *Maintain a separate shipment file for each controlled substance shipment in active status.			

TABLE 125-1

SECURITY POLICE RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
28	*military working dog (MWD) training	*training and utilization performance as narcotics/explosives detectors, and MWD team certification	*maintained for control of training and use as legal evidence of a dog team's reliability	*destroy after death or retirement of dog.
28.1 *	MWD health and service	immunization, clinical health certificates, X-rays, veterinary examinations, weight charts, certificates of death, necropsy reports, and other standard medical forms prescribed by 163 series directives and AFR 400-8	maintained to assure MWD can perform duties, whether physically fit for cross-training or redistribution	destroy after no longer needed for medical research (note 4).
29	*MWD program status reports	*statistical reports of MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections	*at HQ AFOSP	destroy after 2 years.
29.1 *			at MAJCOM and unit level	destroy after 1 year.
45 *	narcotic training aids	controlled substance order forms, accountability records, inventory and audit reports, records of destruction, and verification of shipments	maintained to insure audit trail of narcotics detector dog training aids (note 5)	destroy after 2 years.
*	Note 4: Units will forward documents on death or retirement of dog to the Military Repository, Military Dog Records, Military Dog Veterinary Service, Wilford Hall USAF Hospital (WHVS), Lackland AFB, TX 78236.			
*	Note 5: Maintain a separate file for each controlled substance shipment in active status until all controlled substances in the shipment have been disposed.			

NCL-AFL-80-43