

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-90-38

DATE RECEIVED

5/11/90

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 Information Management

3. MINOR SUBDIVISION  
Policy Division, SAF/AAIA

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

5. TELEPHONE EXT.  
694-3494

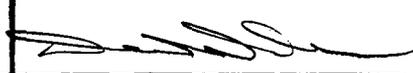
DATE

5/24/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES



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

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

8. DATE

07 MAY 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt

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 GRS OR SUPERSEDED JOB CITATION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)

- SECURITY POLICE (TABLE 125-1)  
(Applicable Air Force-wide)
- 1 Rule 44. Changed Column A to "alarm systems records" to accommodate proposed added Rule 44.1, and stated that these records are located at security police.
  - 2 Rule 44.1. Added, to dispose of logs of openings and closings of alarmed facilities. Destroying these logs "after 3 months, or when no longer needed, whichever is later" is sufficient to meet Air Force needs. We need an indefinite disposition because on occasion security police retains these logs longer than 3 months if needed for investigations of theft, loss, or damage of government property.

NC1-AFU-80-4

*Copies sent to agency, 5/29/90*

TABLE 125-1

SECURITY POLICE

R U L E	A	B	C	D
	If records are	consisting of	which are	then
44	*alarm systems	test records for intrusion detection alarm systems	*at security police	(no change)
44 .1 *		log of openings and closings of alarmed facilities		destroy after 3 months, or when no longer needed, whichever is later.