

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. *NI-AFU-90-39*

DATE RECEIVED *5-15-90*

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. DATE
694-3494

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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WITHDRAWN

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 5 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 11 MAY 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SOURCE RECORDS (TABLE 124-6) (Applicable to Air Force Office of Special Investigations (AFOSI) Only)		
1	Rules 1-3. Changed the description of AFOSI managed sources records (currently AFOSI contacts) to include source dossiers and related information in case types 773, 774, 775 and 776. Rule 1 now includes current Rules 11 and 15 records; and Rule 3 now includes a portion of Rule 19 records. We also slightly changed Rule 2 disposition for ease of reading.	NC1-AFU-76-22	
2	Rules 4 and 5. Added "(before 1977)" to description of Rule 4 associated personnel records at HQ AFOSI, so as to indicate cutoff date of this 15 year record. Air Force discontinued these records 13 years ago, and retired them to WNRC. Deleted Rule 5, since these same 2 years records at AFOSI field extensions no longer exist.	NC1-AFU-76-22	
3	Rules 6 and 7. Changed Rule 6 disposition of name traces at HQ AFOSI to "destroy after 1 year" vice "15 years." Reason is that these records are essentially message traffic that have no long term retention value. None of these records were retired to WNRC. Changed Rule 7 disposition of name traces at AFOSI field extensions to "destroy after 3 months"	NC1-AFU-76-22	

Copy sent to agency 6/27/90

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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>
	vice "destroy after 1 year, or when no longer needed, whichever is sooner;" which meets Air Force needs.		
4	Rules 11 and 12. Deleted. As Rule 11 source dossier records at HQ AFOSI are basically the same as Rule 1 records, and have the same dispositions, we now include them in Rule 1. None of these records were retired to WNRC. Deleted Rule 12, since these same 1 year records at AFOSI field extensions no longer exist.	NC1-AFU-76-22	
5	Rules 15 and 16. Added "(before 1977)" to description of Rule 15 area source program (ASP) dossiers at HQ AFOSI, so as to indicate cutoff date of this 10 year record. These records were retired to WNRC, and we now dispose of those created since 1977 in Rule 1. Deleted Rule 16, since these same 1 year records at AFOSI field extensions no longer exist.	NC1-AFU-76-22	
6	Rule 19. Changed the disposition of potential sources records by stating to file records of potential sources recruited with Rule 3 source dossier records; and destroy records of potential sources not recruited after 1 year. Reason for change is that current disposition does not cover records of non-recruited sources; and we need to state that records of recruited sources belong with source dossier records.	NC1-AFU-76-22	
7	Rules 21 and 22. Added "(before 1984)" to description of Rule 21 source burn lists at HQ AFOSI, so as to indicate cutoff date of this 15 year record. Air Force discontinued these records six years ago, but they were retired to WNRC. Deleted Rule 22, since these same 5 year records at AFOSI field extensions no longer exist.	NC1-AFU-76-22	
8	Rule 23 and Added Rule 24. Statistical data reports now have separate dispositions for those at HQ AFOSI and AFOSI District Source Manager offices. Changed disposition of Rule 23 reports at HQ AFOSI to "destroy after 2 years" vice "1 year;" to meet Air Force needs. Rule 24 reports at AFOSI districts disposition is "destroy after 2 years, or when no longer needed, whichever is sooner;" also sufficient to meet Air Force needs.	Rule 23 only NC1-AFU-76-22	

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ONLY)*

9 Rule 25 (Added). Evaluations of AFOSI field extension source programs and training visit records are conducted by AFOSI District Source Manager offices. Disposition of "destroy after 2 years, or when no longer needed, whichever is later" is sufficient to meet Air Force needs.

TABLE 124-6

SOURCE RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	*AFOSI managed sources	*source dossiers and related information in case types 773, 774, 775 and 776	at HQ AFOSI	destroy 15 years after source is permanently terminated.
2			*at AFOSI District Source Manager offices	*destroy copy after 1 year, or when no longer needed, whichever is sooner when source is terminated. Send original to HQ AFOSI when source is terminated or transferred.
3			at lower levels	send to District Source Manager after source is terminated or transferred.
4	associated personnel	*files (before 1977)	at HQ AFOSI	destroy after 15 years.
5	*(RESERVED)			
6	name traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to U.S. agencies/ AF activities	at HQ AFOSI	*destroy after 1 year.
7			at AFOSI field extensions	*destroy after 3 months.
11	*(RESERVED)			
12	*(RESERVED)			

TABLE 124-6. CONTINUED

R U L E	A	B	C	D
	If records are	consisting of	which are	then
15	area source program (ASP) dossiers	*identification of ASP personalities (before 1977)	at HQ AFOSI	destroy 10 years after termination.
16	*(RESERVED)			
19	potential sources	identification and related data pertaining to potential sources	at AFOSI activities	*destroy after 1 year if not recruited. If recruited, file with Rule 3 source dossier records.
21	*source burn list	*identification of individuals concerned (before 1984)	at HQ AFOSI	destroy 15 years after date of original record.
22	*(RESERVED)			
23	*statistical data report	*statistical data submitted quarterly	*at HQ AFOSI	*destroy after 2 years.
24	*		at AFOSI districts	destroy after 2 years, or when no longer needed, whichever is sooner.
25	* evaluation and training visits	evaluation of AFOSI field extension source programs	at AFOSI District Source Manager offices	destroy after 2 years, or when no longer needed, whichever is later.