

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-AFU-96-1</i>	DATE RECEIVED <i>11-3-95</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER JESSICA L. SPENCER	5. TELEPHONE 703-614-3494	DATE <i>for</i> <i>2/1/96</i>	ARCHIVIST OF THE UNITED STATES <i>James W. Moore</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1 Nov 95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Francis X. Mc Govern</i>	TITLE FRANCIS X. MCGOVERN, Lt Col, USAF Chief, Records Management Branch	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	ZERO FILES (all categories contained in 124-series tables) TABLE 124-1, RULE 11 Disposition: Destroy after 2 years, or when no longer needed, whichever is sooner. JUSTIFICATION: AFOSI field units currently copies of Zero Files and supporting documents for at least 2 years after the originals are forwarded to AFOSI IOC/DIR. Zero Files are available to field agents by querying the Crime and Counterintelligence Terrorism Information System (CACTIS) by compliant number. If supporting documents are needed, they can be requested from AFOSI IOC/DIR. By changing the disposition's ending from "whichever is later" to "whichever is sooner", field units will have the option of destroying the Zero Files and supporting documents anytime after AFOSI IOC/DIR acknowledges receipt of the originals.	<i>AFU</i> NC1-77-55 and <i>^</i> NI-AFU-90-3	

Recommended DISPOSITION

TABLE 124-1
AFOSI CRIMINAL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	zero files (all categories contained in 71-series tables)	all documents pertaining to a matter where investigation was not conducted, and/or information on criminal matters that falls under jurisdiction of another AFOSI field unit or other investigative agency	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
			at AFOSI field extensions	destroy after 2 years, or when no longer needed, ... AUTH: N1-AFU-90-3

96-1

TABLE 124-1
AFOSI CRIMINAL RECORDS

Disposition to be superseded

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	zero files (all categories contained in 71-series tables)	all documents pertaining to a matter where investigation was not conducted, and/or information on criminal matters that falls under jurisdiction of another AFOSI field unit or other investigative agency	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
11			at AFOSI field extensions	destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3