

*Air Force Unofficial Product*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS** 7 *where*  
(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE, HQ USAF**

2 MAJOR SUBDIVISION  
**Directorate of Administration**

3 MINOR SUBDIVISION  
**Documentation Systems Division**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Mr. K.J. Bilék**

5 TEL EXT  
**11/29209**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>11/21/73</b>	JOB NO <b>NC 174-102</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>1-30-74</b>	<i>James B. Rhoads</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
Directorate of Administration

**19 NOV 1973**

*Herbert G. Geiger*  
(Signature of Agency Representative)

(Date)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p style="text-align: center;"><b>OPERATIONS SECURITY (OPSEC) (55-12)</b> (Applicable Air Force-wide)</p> <p>See attached NEW table 55-12 which provides for the disposition of Air Force Operations Security documentation. The program objectives are to develop and refine an OPSEC program capable of detecting and correcting deficiencies in AF operations which render them vulnerable to hostile exploitation. The recommended retention periods will adequately serve all administrative and legal purposes of the Air Force.</p>	DLT 55-12	

★TABLE 55-12

OPERATIONS SECURITY (OPSEC)

items  
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7.  
10-1223

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	OPSEC survey reports	reports of surveys listing findings and recommendations/corrective actions taken	at MAJCOMs OPSEC OPR	destroy 1 year after next survey of same activity, or after 5 years, whichever is sooner
2			below MAJCOMs	
3			at NAF/units	
4	OPSEC data base	functional profiles and related data	at MAJCOMs OPSEC OPR	
5	OPSEC status report, RCS HAF-XOO(A) 7106	semi-annual status reports	at HQ USAF/XOOG	retire as permanent
6			at MAJCOMs OPSEC OPR	destroy after 3 years
7			copies retained by preparing activities	destroy after 1 year, or when no longer needed, whichever is sooner

