

air Force Undersecretary

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

3, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

(See Instructions on Reverse)

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DATE RECEIVED <i>11/29/73</i>	JOB NO. NC 174-108
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 "with-drawn" in column 10.	
<i>1-30-74</i> Date	<i>James B. Rhoads</i> Archivist of the United States

**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. Bilek
5. TEL. EXT.
11/29209
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

28 NOV 1973

Herbert G. Geiger

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

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">INFORMATION ACTIVITIES RECORDS (190-1) (Applicable Air Force-wide)</p> <p>See attached table 190-1, rules 22, 23 and 24 which provides disposition for documentation maintained to cover the policies and procedures followed by the major commands information program and the guidance furnished to subordinate activities. This program insures continuity and provides for the release of authorized information only. By including specific coverage for documentation described in the above rules will eliminate problems created by inspection write-ups, etc. The biographical files described in rule 24 are similar to those in rules 3 through 9 with the exception that rule 24 pertains to personnel other than AF members. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	<p>DLT 190-1 Rules 22, 23, 24</p>	

STANDARD FORM 115
Revised November 1970
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4
115-105

10-583

16	records of AF cooperation with the Boy Scouts of America	monthly activity report prepared by each BSA project officer to report on AF activity in the program which are forwarded to each BSA region	AF copy of report	destroy when the AF is relieved of responsibility for the program.
17			BSA region copy used as background material for the USAF liaison officer's monthly report	destroy when no longer needed.
18		monthly reports of USAF Liaison Officer, BSA	narrative reports of activity within each BSA region as it pertains to AF participation in the program	destroy at USAF liaison and USAF-BSA Liaison levels after 2 years.
19		annual report and operating plan of activities at each BSA Region, including budget data	maintained as a historical document by USAF Liaison Officer and Director, USAF-BSA Liaison Office	destroy on inactivation, or when the AF is relieved of participation in the program.
20	politico-military matters			see table 110-1.
21	itineraries of visits	messages, correspondence, and form records maintained by "visitors bureaus" to monitor visits by US citizens to oversea areas		destroy 1 year after completion of visit.
22 ★	basic information activities documents	letters, messages, and other documentation denoting policies, procedures, and guidance	maintained at all information activities for determining releasable information on various subject matters	retire as permanent when noncurrent.
23 ★	distinguished visitor program documentation	messages and other correspondence, guest lists, invitations, schedules, agents, airlift requests, authority to use commercial airports, etc.	maintained for program management and analyses, to develop new techniques and arrangements for conducting visits, etc.	destroy when purpose has been served.
24 ★	information program reference and guidance material	correspondence, news clips, biographies, brochures, schedules, prior releases, releasable statements, and data on organizations, plans programs, equipment, tactics, techniques, capability, etc.	required for informational program operations, project continuity, and to insure reliability of information releases	destroy when purpose has been served.