

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Hitawa
Air Force Unit

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

LEAVE BLANK	
DATE RECEIVED FEB 27 1974 NC	JOB NO. 174-151
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.	
3-15-74 <i>James B Rhoads</i> Date Archivist of the United States	

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

25 FEB 1974

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(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">ADMINISTRATIVE RECORDS (11-2) (Applicable Air Force-Wide)</p> <p>See attached table 11-2, rules 5.1 thru 5.4 which have been added to this table. These rules provide disposition instructions for supporting documentation to JCS position papers. These documents comprise the highest level of Air Force policy matters and decisions which directly affect Air Force, Department of Defense and the national security of the United States. This documentation is considered to be of such significant historical value that it is deemed worthy of permanent retention. The Air Force position is documented and must be retained as indicated in rules 5.1 and 5.3. In addition, rules 6 and 8 represent the record sets of official Department of the Air Force publications.</p>	DLT 11-2 Rules 5.1 thru 5.4	

TABLE 11-2 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5.1 ★		brief packages, brief sheet, index, coordination and receipt sheet, talking papers, background papers, service changes, and other related papers to support brief package	at HQ USAF, AF/XOXJ	retire as permanent after 5 years.
5.2 ★			at other than above	destroy after 3 years or when purpose has been served, whichever is sooner.
5.3 ★		Air Force responses to JCS taskings (replies and support material)	at HQ USAF, AF/XOXJ	retire as permanent after 5 years.
5.4 ★			at other than above	destroy after 3 years, or when purpose has been served, whichever is sooner.
6	Secretary of the Air Force Orders (SAFOs)	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary per AFR 11-18, and related background data	record sets at SAF-AAA	retire as permanent.
7			below SAF which <i>are</i> the basis for an AF publication	they become background material to the related publication (see table 5-1).
8			at HQ USAF/MAJCOM OPRs which <i>are not</i> the basis for an AF publication	retire as permanent.
9			received for informational purposes only	destroy when superseded, obsolete, or no longer needed for reference.
10			received below MAJCOMs	
11			drafts and related background data which are disapproved for issuance as a SAFO or AF publication	destroy after 2 years, or when purpose has been served, whichever is sooner.