

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items
TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408
Air Force Unit.

LEAVE BLANK	
DATE RECEIVED APR 3 1974	JOB NO.
NC 174-196	
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.	
Date <i>4-12-74</i>	<i>James B. Rhoads</i> 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.

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

2 APR 1974
Herbert G. Geiger
(Date) (Signature of Agency Representative)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	ADMINISTRATIVE RECORDS (11-2) (Applicable Air Force-wide) See attached table 11-2, rules 3.1 and 3.2 which provide disposition instructions for Congressional travel documentation. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.	DLT 11-2 R3.1 & 3.2	

Copy sent to agency 4/14/74 R.

TABLE 11-2

ADMINISTRATIVE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1				
2				
3				
3.1 ★	congressional travel	letters, request for travel orders, messages, trip reports, and related data and attachments pertaining to Congressional travel sponsored by the Department of the Air Force	at Director of Legislative Liaison SAFLL	destroy after 3 years.
3.2 ★			at all other activities	destroy after 1 year (Exception: when used as background for case files, then disposition will be same as the files they support).
4				
5				

10-26.1

TABLE 11-2

ADMINISTRATIVE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	congressional inquiries	nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information, and other matters of importance—such as changes in status or location of AF organizations, activities, or installations; production, production facilities, major procurement, or allied matters	at OSAF and HQ USAF	retire as permanent.
2			below HQ USAF	destroy after 5 years.
3		routine and noncontroversial communications from and to members of Congress relating to unclassified information—such as requests from military personnel for discharge or reassignment, for assistance in placement in Federal service, to place contractors on AF bidders' lists as source of procurement; and inquiries from constituents about surplus property	accumulated by any activity	destroy after 2 years.
4	Joint Chiefs of Staff (JCS) Documents	papers published by the JCS (see AFR 11-11)	implemented by the AF, and made a part of the AF documentation of the action implemented	they have the same disposition as the records they document.
5			received for informational purposes <i>only</i>	destroy when superseded, obsolete, or no longer needed.

Current Table

10-26.1