

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED <b>APR 11 1974</b>	JOB NO. <b>NC 174-207</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-17-74</i> Date <i>Active</i> <i>James O'Neil</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE**

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.

9 APR 1974

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

**HERBERT G. SEIGLER, Chief**  
Documentation Systems Division  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	HOME TOWN NEWS CENTER RECORDS (190-2) (Applicable Air Force-wide)  See attached table 190-2, rules 10 and 11 decreasing the retention period from 3 months to 2 months. The reduced retention period will adequately serve all administrative and legal purposes of the Air Force.	DLT 190-2 R10 & 11	

Copy sent to agency 4/19/74

9		TV cards	a control, and serve as an index to the TV stations in each state and reference their coverage	destroy when obsolete or no longer needed.
10		biographical files	home town news release data, and any photo, negative, or print attached thereto	★ destroy 2 months after date of release to the home town media for publication.
11			home town news biographical data and pertinent data relating thereto	

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