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 CONFERENCE
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.

7. ITEM NO.
8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

HOME TOWN NEWS CENTER RECORDS (190-2)
(Applicable Air Force-wide)

1 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.

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105
<table>
<thead>
<tr>
<th></th>
<th>TV cards</th>
<th>a control, and serve as an index to the TV stations in each state and reference their coverage</th>
<th>destroy when obsolete or no longer needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>biographical files</td>
<td>home town news release data, and any photo, negative, or print attached thereto</td>
<td>*destroy 2 months after date of release to the home town media for publication.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>home town news biographical data and pertinent data relating thereto</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
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</tbody>
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