

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED MAY 30 1974	JOB NO. NC 174-252
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.	
8-5-74 <i>James R. 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.

24 MAY 1974
(Date)

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	PEACETIME PROGRAM RECORDS (27-1) (Applicable to U.S. AF Security Service-USAFSS) See attached table 27-1, rule 11.1 which provides disposition instructions for Consolidated Cryptologic Program documentation consisting of program decision memoranda, budget decisions, resource change proposals, and development correspondence. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.	NN 170-33 DLT 27-1 R 11.1	

TABLE 27-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11.1 *		Air Force consolidated cryptologic program	at HQ USAFSS	destroy after 8 years.

27. Programming. This table covers documentation pertaining to the principles and objectives for development of current intermediate and long-range programs pertaining to the AF mission. Publications concerning programming in specific subject areas are placed in the appropriate subject series tables.

TABLE 27-1

PEACETIME PROGRAM RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	USAF "P" series documents	documents with the short title of PC, PD, PDIC, PM, PS, PNNM, etc. (except Communications-Electronics program documents covered on table 100-4)	a master copy or office of record collection at HQ USAF	retire as permanent.
2			at MAJCOMs	destroy when superseded or obsolete.
3			reference copies	
4		background, source, and feeder materials	used at HQ USAF in developing program documents	destroy when related document is superseded or no longer needed.
5			retained copies of MAJCOM submissions, including forms pertaining to the recommended flying hour program	destroy after 2 years, or when obsolete, whichever is later.
6	command program documents	documents equivalent to the USAF "P" series	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document, or when superseded or obsolete, whichever is later.
7			at major subordinate commands and below	destroy when superseded or obsolete.
8		background, source, and feeder materials	used at MAJCOMs in developing command program documents	destroy 2 years after close of the earliest FY included in the document, or when superseded or obsolete, whichever is later.

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TABLE 27-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9			retained copies of command staff element activity submissions, with related correspondence	destroy when related plans are superseded or obsolete.
10			retained copies of major subordinate command submissions, including forms pertaining to the recommended flying hour program	destroy 2 years after close of the FY to which they relate.
11			retained copies of submission made to major subordinate commands	destroy on receipt and review of the related command program document for accuracy.
12 ★	program action directives, programming plans, and planning documents	plans, programs, directives, orders written for peacetime implementation, background, source, and related data	retained by OPR at MAJCOMs and above	destroy 2 years after the date all actions were completed.
12.1 ★			copies retained below MAJCOM	destroy when superseded or no longer required.
13 ★	USAF organization records	DAF directives which direct organizational actions, and HQ USAF/PRPO DAF movement directives for the movement of AF units, including DAF movement directives issued by over-sea commands that effect payment for travel and relocation of people and units, also background documentation described in rule 15	at the issuing activity	retire as permanent.
14 ★			all other activities	destroy 1 year after action is completed. (Exception: When used as background to record sets or orders, see table 10-3.)
15 ★			requests for action and justification therefor, studies, movement directives, requests for orders, and other related documentation	

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