

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQUSAF
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:

LEAVE BLANK	
DATE RECEIVED JUL 22 1974	JOB NO. NC - AFU - 75-1
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.	
<i>8-2-74</i> Date	<i>James B. Leach</i> Archivist of the United States

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.

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

28 JUN 1974

Herbert G. Geiger
(Signature of Agency Representative)

(Date)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>INFORMATION ACTIVITIES RECORDS (190-1) (Applicable Air Force-Wide)</p> <p>See attached table 190-1, rule 25 which provides disposition instructions for press releases pertaining to personnel enlistments or commissioning into the Air Force. This documentation may be destroyed after three months. This retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	DLT 190-1 R 25	

TABLE 190-1

INFORMATION ACTIVITIES RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consist of	which are	then
1 25	Recruiting Hometown News Releases	Releases to local news media for enlistments in the Delayed Enlistment Program and Enlistment into the Air Force or Commissioning into the Air Force	to advertise and publicize the enlistment or commissioning of people entering the Air Force	Destroy after three months