

*441608*  
*Items*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*AFU*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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. C.C. Ratcliffe

5. TEL. EXT.  
11/29219

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 15 1974	JOB NO. NC - AFU-75 - 6
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.	
10-23-74 (Date)	<i>James B. Rhoads</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9 OCT 1974

*Herbert G. Geiger*

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

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>HISTORICAL PROGRAM RECORDS (210-1) (Applicable Air Force-wide)</p> <p>Source Documents. The attached change to AFM 12-50, table 210-1, rule 7 is to reduce the retention period for documents used as feeder reports prepared by subordinate elements for submission to a higher organization. At present, the documents are maintained for 2 years, which is unnecessary because the consolidated history is maintained at a higher level. By changing the disposition in rule 7 to destroy when no longer needed, or after 2 years, whichever is sooner, would allow subordinate units to destroy subject documents after the next history input is submitted. On the other hand, the elements requiring the documents for any part of the currently authorized 2 year period may still retain them.</p> <p>(Submission of this request to GAO is not contemplated nor considered necessary.)</p>	<p>NN 170-33 210-1/7</p>	

*Copy to Agency 10/29/74*

7			copies prepared and retained by an element of a unit, by a staff office of a headquarters at major command or lower level, or by a staff office of HQ USAF below directorate level	*destroy when no longer needed, or after 2 years, whichever is sooner.
8			at the unit or HQ USAF staff office at directorate level or above for which the reports were prepared	destroy when no longer needed.
9			copies received and retained for research and reference by the organization requesting the report	
10	historical research and reference	documents collected and maintained by historians at HQ USAF; USAF Historical Research Center, AU; and HQ major and/or major subordinate commands for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies, and reports for the purpose of continued historical reference	special collections of policy directives, staff studies, correspondence, and other communications of exceptional importance; transcript of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations prepared by or required by the historical activity and maintained for research and reference	destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner. (Exception: If microfilmed, see note 2.)

NOTES: 1. The USAF Historical Research Center, AU, is the office of record for all narrative histories, monographs, studies, and reports, and their supporting documents submitted by AF activities according to AFR 210-3.

2. If microfilmed, destroy paper documents after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.

3. Retire original camera master silver negative and first positive silver print therefrom, to the National Archives and Records Service, Washington DC 20408, 6 months after microfilm has been accepted.