

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*

*AFU*

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

| LEAVE BLANK   |                         |
|---|-------------------------|
| DATE RECEIVED<br>NOV 11 1974  | JOB NO.<br>NC-AFU-75-15 |
| 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. |                         |
| 12-11-74 <i>M. W. ...</i><br>(Date) <i>acting</i> 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8 NOV 1974

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

*M. W. ...*  
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1           | ARMAMENT RECORDS (136-2)<br>(Applicable Air Force-wide)<br><br>See attached table 136-2, rule 13, which describes explosive ordnance disposal documentation and provides disposition instructions after 2 years following the date of incident which conforms to the statutory period for filing claims under the provisions of the federal tort claims act (28 U.S.C. 2671-80), as amended. This retention period will adequately serve all administrative and legal purposes of the Air Force. | 136-2<br>rule<br>13  |                  |

115-106 *Copy to Agency 12/13/74*

TABLE 136-2 (Continued)

| R<br>L<br>E | A  | B   | C  | D  |
|-------------|--|---|--|--|
|             | If documents are or pertain to                 | consisting of   | which are  | then   |
| 7           | explosive ordnance disposal records            | form reports and related records  | at originating units and intermediate reviewing activities/staff offices | destroy after 1 year.  |
| 8           |  |   | at MAJCOM staff offices and technical schools                            | destroy when no longer needed for reference or instructional purposes.                                   |
| 9           |  |   | at AFLC (OOAMA)  | destroy after 5 years.   |
| 10          |  |   | for EOD proficiency training   | see table 136-1.   |
| 11          | key issue log                                  |   | used to control keys for munitions structures                            | destroy 30 days after all entry spaces are used and replaced by a new log, if no longer required.        |
| 12          | aircraft armament and munitions configuration  | munitions configuration and expenditure documents   |  | destroy when data has been extracted and entered on appropriate records or when purpose has been served. |
| 13<br>★     | covenant not to sue - hold harmless agreements | completed documents initiated in the interest of USAF which may involve civilian claims at a later date | used in conjunction with providing EOD assistance to civil agencies      | destroy 2 years after date of incident per federal tort claims act (28 U.S.C. 2671-80 as amended).       |

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