

**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 NOV 11 1974	JOB NO. 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. H. [Signature]</i> (Date) Acting 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. H. [Signature]
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	ARMAMENT RECORDS (136-2) (Applicable Air Force-wide) 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 rule 13	

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

TABLE 136-2 (Continued)

R L 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 ★	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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