

**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 29 1974	JOB NO. <b>NC - AFU - 75 - 22</b>
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>Walter R. Stahl, Jr.</i> (Date) acting Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE**

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.

HERBERT G. LEIGER  
Documentation Systems Division  
Directorate of Administration

27 NOV 1974

*Herbert G. Leiger*  
(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
1	SECURITY POLICE RECORDS (125-1) (Applicable Air Force-wide)  See attached table 125-1, rule 40 which provides disposition instructions for AF Form 301, "Security Check Record" when used to record the opening and closing of containers/vaults storing funds. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.	DLT 125-1 Rule 40	

*Copy to Agency 12/13/74*

TABLE 125-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
40 *	security container check record		used on containers/ vaults for storing funds	destroy after 3 months.