

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

APL

LEAVE BLANK	
DATE RECEIVED DEC 24 1974	JOB NO. NC - AFU - 75 - 30
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>1-6-75</i> (Date)	<i>James B. Rhoads</i> 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.

17 DEC 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
1	SECURITY POLICE RECORDS (125-1) See attached table 125-1, rule 14.1 which identifies the third copy (pink) of DD Form 1805, violation notice and provides disposition instructions after 3 months. The recommended retention period will adequately serve all administrative and legal requirements of the Air Force.	DLT 125-1 Rule 14.1	

Copy to Agency 1/8/75 G

TABLE 125-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
141 *		violation notice	copies other than the original and second maintained in the issuing security policeman's file (or security police unit activity file)	destroy after 3 months, or when purpose has been served, whichever is sooner.