

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

LEAVE BLANK	
DATE RECEIVED JAN 16 1975	JOB NO NC- <i>AFU</i> -75-38
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 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>1-30-75</i> (Date) <i>acting</i> <i>James E. O'Neill</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

14 JAN 1975

Herbert G. Geiger
(Signature of Agency Representative)

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

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center">ADMINISTRATIVE REPORTS (120-1) (Applicable HQ USAF only)</p> <p>See attached table 120-1, rule 1.1 which will reduce the retention of administrative inquiry files from 2 years to read 1 year after final action. Air Force has determined from experience over several years that reference was seldom required for two year old cases. Retaining over 2000 case files was judged to be unwarranted at this time. The retention period will adequately serve all legal and administrative requirements of the Air Force.</p>	DLT 120-1 Rule 1.1	

Copy to Agency & WNRC 2/3/75

TABLE 120-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1.1 *			at HQ USAF/IG	destroy 1 year after final action.