

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*5 items* (See Instructions on Reverse)

*AFU*

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

LEAVE BLANK	
DATE RECEIVED JAN 31 1975	JOB NO. NC - AFU-75-43
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.	
3-13-75 <i>James P. O'Neil</i> (Date) <i>acting</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.

**30 JAN 1975**

*Herbert G. Geiger*

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	COUNTERINTELLIGENCE (CI) INVESTIGATIONS(124-11) (Applicable Air Force-wide)  See attached table 124-11, rules 17 and 18 providing disposition for investigations conducted for another agency external to the Department of the Air Force. They are conducted to assist another agency in the discharge of its obligations and because the locus of the investigative activity is on an AF installation, and/or involves AF associated personnel or DOD installations or personnel for which AFOSI has investigative responsibility. The results are provided to the requesting agency, and they are not of interest to any AF element per se and no administrative or judicial action would be taken by the AF on the basis of any such inquiry. Only oral reporting of investigative results is provided to agencies of allied governments and state and local US agencies, thus a 1 year retention is determined adequate time for additional requests for assistance relating to the same matter to be received; which negates the necessity of obtaining the identical background data in order to complete any additional investigative steps requested.	T124-11 Rules 14 through 18	

*Copy to Agency 3/19/75*  
*Copy to Field 3/25/75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>Table 124-11, rules 14 through 16 contains copies of official investigations conducted by AFOSI on DOD affiliated personnel and incidents which affect the security of DOD installations worldwide. They refer to three general categories: known subjects (individuals), unknown subjects (perpetrators of an offense), and incidents which affect the security posture of the USAF or other DOD installations. These cases relate generally to violations of a directive as opposed to criminal or statutory offenses. The 15 year retention period is necessary both individually and collectively. The scope of the special background investigations, on which security clearances are based, extends 15 years backward (or to the 18th birthday) from the date the investigation is initiated. This retention period is compatible with the authorized DOD personnel security program.</p>		

TABLE 124-11 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	cases covered by rules 1 thru 11	office of origin report or auxiliary report	copies retained by AFOSI field extensions (notes 2 and 3)	destroy 90 days after Case Survey Form, Part III, is submitted to AFOSI, or when no longer needed whichever is sooner.
13		information copies	at AFOSI/IVE and AFOSI/IVP	destroy when purpose has been served.
14 ★	CI special inquiry cases (324) (note 4)	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development	record copies at HQ AFOSI/IVO	microfilm after 5 years and destroy when microfilm is determined adequate substitute.
15 ★			microfilm copies	destroy after 10 years.
16 ★			copies retained by AFOSI field extensions	destroy 90 days after Case Survey Form, Part III is submitted to AFOSI or when no longer needed, whichever is sooner.
17 ★	reciprocal CI investigations (353) (Note 5)	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development the results of which have been provided to requester	record copies at HQ AFOSI/IVO	destroy after 1 year.
18 ★			copies retained by AFOSI field extensions	destroy after 90 days.

Notes: 1. Rule applies to previously completed tests.

2. Office of primary responsibility will insure that all record copies of 1A Serial material is forwarded with Case Survey Form, Part III, or with "CLOSED" report if a Case Survey Form, Part III is not required.

3. Auxiliary offices will forward record copy of all 1A Serial material with the referred upon completion (RUC) report.

★ 4. Case type 24C is used as a repository for CI special inquiry investigations initiated prior to 28 Jun 1974.

★ 5. Case type 53 is used as a repository for CI investigations initiated prior to 28 Jun 1974.