

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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.

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED FEB 12 1976	JOB NO. NCI-AFU-76-17
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
(Date)	Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4 FEB 1976

Herbert G. Geiger
(Signature of Agency Representative)

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

Date

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">AFOSI CRIMINAL RECORDS (124-1) (Applicable Air Force-Wide)</p> <p>The attached table 124-1 has been revised and rearranged to differentiate between the primary types of documentation accumulated in support of Air Force Office of Special Investigations (AFOSI) major investigative activities, i.e., substantive investigations, operations/collections/surveys, source documents, and support records. The current 124 series tables consist of 11 tables. This revision has reduced the total number of tables in the 124 series to 7. Changes to the current rules are preceded by a star. The 25 year retention period for rule 1 is warranted to protect the legal and fiscal rights of the government. This retention period is considered sufficient to insure that any administrative and/or judicial actions, if required as a result of the investigation, would have been completed. The 15 year retention period for rule 4 is warranted for the same reason outlined for rule 1. A determination was made that "Zero Files", rules 10 and 11, have a continuing value to the investigative efforts of AFOSI Field Extensions for a period of 2 years. HQ AFOSI should retain record copies for a period of 15 years as a back up for the AFOSI Field Extensions. Based on the</p>	T124-1 Rules 1, 4, 10, and 11	

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rationale that military/civilians are constantly rotating; that hostile persons/groups are continuously active, and the physical makeup of most urban areas are in a constant state of change, we feel 15 years is adequate to permit sufficient response to AFOSI investigative mission.

124. **Special Investigations.** These tables cover documentation pertaining to disposition of records accumulated incident to the functions and responsibilities of the Office of Special Investigations, including criminal, counterintelligence, and special investigative services.

TABLE 124-1

★ AFOSI CRIMINAL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	investigations into offenses of espionage, and violations of AFR 205-57	reports, statements, affidavits, correspondence, and related documents pertaining to specific investigations	record copies at HQ AFOSI	★ destroy 25 years after date of last action. (Note)
2			copies retained by AFOSI field extensions	destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI or when no longer needed, whichever is sooner.
3			information copies	at AFOSI Dist 44
4	investigations into alleged violations of laws, regulations, and directives (excluding espionage and violations of AFR 205-57)	reports, statements, affidavits, correspondence, and related documents pertaining to specific investigations	record copies at HQ AFOSI	★ destroy 15 years after date of last action. (Note)
5			copies retained by AFOSI field	destroy 90 days after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed whichever is sooner.
6			information copies	AFOSI Dist 44
7	procurement/disposal cases	information copies of interest to AFSC/AFLC	at AFOSI Districts 4 and 5	
8	reciprocal investigations	reports, statements, affidavits, correspondence, and related documents pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas	record copies at HQ AFOSI	destroy after 1 year.
9			copies retained by AFOSI field extensions	destroy after 90 days.
10	zero files (all categories contained in table 124 series)	documents containing specific and nonspecific investigative information	record copies at HQ AFOSI	★ destroy after 15 years.
11			copies retained by AFOSI field extensions	★ destroy after 2 years or when purpose has been served, whichever is later.

★ Note: Reports of investigation conducted on AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSC, or on whom AFOSI has pending reprourement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case file if the retention period for the particular investigation has expired.