

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

10 items (See Instructions on Reverse) *AFU*

**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-73-18
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.	
3-25-76 (Date)	<i>James B. Rhoads</i> 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 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

**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	<p align="center">COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS (Applicable Air Force-Wide)</p> <p>The attached table 124-2 has been revised and re-arranged 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. Changes to the current rules are preceded by a star. The 25 year retention period for rule 1 has been determined sufficient for retrieval purposes concerning foreign intelligence personalities involved in operations. It is unlikely that any legal problems will surface with respect to USAF personnel involved in this type of activity, which would require retention for a longer period. The retention period for rule 4 has been re-evaluated and determined that 15 years is sufficient for this type of material. These record copies at HQ AFOSI are used as background information necessary for accomplishment of requirements set forth in USAF War and Mobilization Plan and for continuity of operations. The disposition for copies maintained at AFOSI field extensions (rule 5) is consistent with rotation cycle of personnel involved.</p>	<p align="center">(124-2)</p> <p>DLT 124-2 Rules 1, 4 & 5</p>	

Copy to Agency 3-26-76

TABLE 124- 2

★ COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	counterintelligence operational case files	reports, statements, affidavits, correspondence, and related documents regarding individual operational case development	record copies at HQ AFOSI	★ destroy 25 years after date of last action.
2			copies retained by AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner.
3			information copies at AFOSI Dist 44 and 70	destroy when purpose has been served.
4	counterintelligence briefings	requests for and records of counterintelligence briefings	record copies at HQ AFOSI	★ destroy after 15 years.
5			copies retained by AFOSI field extensions	★ destroy after 1 year.
6	publications prepared by AFOSI	counterintelligence special reports, local estimates, and OSI information briefs	office of record copy of recurring publications, at HQ AFOSI	destroy after 10 years, retire after 2 years. (note 1)
7			nonrecurring publications at HQ AFOSI	retire 1 year after superseded, destroy after 10 years. (note 1)
8			copies of OSI publications at all other activities, including AFOSI districts	destroy when excess to needs, obsolete, or on inactivation of the activity, whichever is sooner (notes 1, 2, and 3).
9	publications received from other sources		copies at any AFOSI activity	destroy when excess to needs or obsolete, unless originating agency requests its return (notes 1, 2, and 3).
10	security vulnerability test cases	operational test report with supporting documents	record copies at HQ AFOSI retired to WNRC	destroy after 15 years.

Notes. 1. Custodians will adhere to criteria in AR 124-13.

2. Detachments/operating locations will not retain CI publications prepared by OSI received from other sources longer than 3 months.

3. Detachment/operating locations will destroy OSI information briefs/special reports or other agency studies after review by assigned personnel.