

**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-76-19
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.	
(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 4 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">INVESTIGATIVE COLLECTIONS AND SURVEYS (124-3) (Applicable Air Force-Wide)</p> <p>The attached table 124-3 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. Changes to the current rules are preceded by a star. Reports cited in rules 1, 2, 3 are highly perishable in nature and refers to current plans and operations of subversive groups or hostile intelligence agencies operating against the Air Force. In view of the fragmentary and perishable nature of these documents, a reevaluation has determined that they should not be retained for more than 6 years. Reports cited in rules 4, 5, 6 originated by AFOSI regarding espionage and sabotage agencies must be retained at least 25 years. These intelligence information reports provide the basis for the Consolidated Hostile Intelligence Profile System (CHIPS), and from these we can determine future releasability of CHIPS data. We believe 25 years is a reasonable career life of an Hostile Intelligence System (HIS) officer. The retention periods for rules 7 through 13 are sufficient since these documents are used to</p>	T124-X3 Rules 1 thru 17	

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analyze the criminal, fraud and counter-intelligence situation wherever the USAF is tenanted. They are used to provide data for analytical studies in specified areas. They are used daily by analysts to provide pattern and trend studies to DOD, SAF and applicable AF Commanders.

The retention period for rule 14 provides a back-up for the AFOSI field extensions and 15 years is adequate to allow sufficient response to our investigative mission. The 2 year retention period for rule 15 is considered sufficient for field extensions since it is likely that within this 2 year period enough information would have developed to prove or disprove the allegation, and to warrant the initiation of a separate investigation of a suspect.

The retention periods for rules 16 and 17 are warranted to protect the legal and fiscal rights of the government. The 5 year period is considered sufficient to insure that any administrative and/or judicial actions, if required as a result of the survey, would have been completed within this period. One year or when no longer needed, whichever is sooner, is sufficient at AFOSI field extensions to allow for obtaining and reporting results of any command action taken as a result of the investigation.

TABLE 124-3

INVESTIGATIVE COLLECTIONS AND SURVEYS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	counterintelligence collection documents	★ DOD intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05)	★ record copies at HQ AFOSI retired to WNRC prior to microfilming project	★ destroy after 6 years.
2			record copies at HQ AFOSI	destroy when microfilm is determined adequate substitute.
3			microfilm copies	★ destroy after 6 years.
4		★ DOD IIRs originated by AFOSI, regarding espionage and sabotage agencies (05)	record copies at HQ AFOSI	★ destroy when microfilm is determined adequate substitute.
5			microfilm copies	★ destroy after 25 years.
6			record copies at HQ AFOSI and have not been microfilmed	★ destroy after 25 years.
7		★ DOD IIRs originated by AFOSI regarding any type of collection target	all except record copies	★ destroy when excess to needs or after 3 years whichever is sooner.
8		★ reports, papers, clippings, photos, or any other material originated by agencies other than OSI	at HQ AFOSI	★ destroy when excess to needs, obsolete, or inactivation of the activity, or after 25 years, whichever is sooner.
9			at AFOSI field extensions	★ destroy after 1 year.
10		★ microfilm aperture cards (MACs) and general purpose cards (GPCs), data extracted from records identified in rules 1, 4 and 7	AT HQ AFOSI	★ destroy when superseded, obsolete, or no longer needed.
11	information collection	information created by AFOSI on USAF installations, facilities, or operational sites	★ necessary to counter activity directed against a USAF element or personnel	destroy when superseded or rescinded.
12			pertinent to closed installations, facilities or operational sites	destroy after 1 year.

TABLE 124-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	criminal/fraud collections	★ reports responsive to HQ AFOSI collection requirements	copies at HQ AFOSI and AFOSI field extensions	★ destroy after 3 years, or when no longer needed whichever is sooner.
14 ★	development files	material on criminal and fraud activities requiring follow-up action but not a separate investigation of any suspect at time received	record copies at HQ AFOSI	destroy after 15 years.
15 ★			copies retained by AFOSI field extensions	destroy after 2 years.
16 ★	fraud surveys	reports, statements, affidavits, correspondence, and informational data concerning AF appropriated and nonappropriated activities, and informational data used to verify entitlement	record copies at HQ AFOSI	destroy after 5 years.
17 ★			copies at 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.