

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

14 items

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. NC1-AFU-76-21
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-27-76 (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 ~~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
(Signature of Agency Representative)

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

Date

(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">TECHNICAL SUPPORT OPERATIONS (124-5) (Applicable Air Force-Wide)</p> <p>The attached table 124-5 has been revised and rearranged to differentiate between the primary types of documentation accumulated in support of Air Force Office of Special Investigations (AF OSI) 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. Upon reevaluation of disposition criteria for rules 1 and 2, it was determined that these documents would have a continuing value to the investigative efforts of AFOSI field extensions for 2 years and that HQ AFOSI should retain record copies for 5 years as backup for the AF OSI field extensions. The disposition for rules 7 and 8 is consistent with the destruction criteria assigned to the substantive case supported. The documentation has no value after the case file to which it refers has been destroyed. However, it is important that these case files be retained for at least 10 years as required by DOD Directive 5200.24. Because of the rapid and frequent changes in retention policy by DOD on electronic surveillance documentation, it is necessary for all cases to be reviewed at HQ AFOSI prior to destruction of even duplicate copies. This procedure will insure that USAF</p>	T124-5 Rules 1 thru 14	

Copy to Agency 4-30 76CK

keeps pace with DOD's requirements in this area.

Upon reevaluation of disposition criteria for rules 9 and 10, it was determined that these documents would have a continuing value to the investigative efforts of AFOSI field extensions 2 years and that HQ AFOSI should retain record copies for 6 years as backup for the AFOSI field extensions.

Rules 11 and 12 recommended dispositions are consistent with destruction criteria assigned to the substantive case supported. The documentation has no value after the related case file has been destroyed. Those administered at the request of other DOD and US Government Agencies would represent the master copy and would not be available other than at HQ AFOSI. AFOSI field extensions would retain a copy for 90 days after close of related investigation to process any inquiries relative to the performed services.

Duplicate copy (rule 14) is required to be retained at originating AFOSI field extension for 90 days to process inquiries relative to the performed service pending disposition of the matter under inquiry. Record copy at HQ AFOSI represents only AF file concerning involvement of subjects in major criminal, fraud or counterintelligence offenses or matters. Experience has demonstrated that disposition, adjudication or inquiry on such matters does not exceed 15 years. (rule 13) Frequent access to the record by HQ AFOSI is required usually for only 1 year following closing of the case.

TABLE 124-5

★ TECHNICAL SUPPORT OPERATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	technical security briefings	requests, authorizations, briefing outlines, lists of equipment displayed, and lists of recipient(s)	record copies at HQ AFOSI	★ destroy after 5 years.
2			at AFOSI technical services districts	★ destroy after 2 years.
3	technical security survey report files	letters or messages of request, approval, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey	record copies at HQ AFOSI	destroy after 5 years.
4			copies retained by AFOSI technical services districts	destroy after 2 years, or when no longer needed, whichever is later (note 1).
5			copies retained by AFOSI servicing districts	destroy after 3 months, or when no longer needed, whichever is sooner.
6			copies at the requester or other organizations	destroy when resurvey is completed, or when purpose has been served.
7	technical support operations	★ technical surveillance documentation and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations	record copies at HQ AFOSI	★ destroy under same destruction criteria assigned to the substantive case supported (note 2).
8			★ copies retained by AFOSI technical services districts	★ forward to HQ AFOSI 3 months after case is closed or after command action has been completed, whichever is later.
9	technical support repository reports	photo support repository and support documents pertaining to non-activated technical support	record copies at HQ AFOSI	destroy after 6 years.
10			copies retained by AFOSI field extensions	destroy after 2 years.
11	polygraph examinations	★ reports of polygraph examinations, statement of consent, charts and allied papers	record copies at HQ AFOSI	★ destroy with related case file, or after 15 years, whichever is later.
12			copies at AFOSI field extensions	destroy 3 months after close of related investigation

TABLE 124-5 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13 ★	special investigative services	identi-kit reports, laboratory analysis, reports and documentation concerning other forensic services	record copies at HQ AFOSI	destroy after 15 years.
14 ★			at AFOSI field extensions	destroy after 3 months.

- ★ Notes: 1. Copy of recurring surveys will be retained until resurvey is completed.
 2. Retain for a minimum of 10 years.