

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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DATE RECEIVED <b>FEB 12 1976</b>	JOB NO. <b>NCI - AFU-76-23</b>
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.	
7-29-76 <i>James E. 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.  
756-2384

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

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

**4 FEB 1976**

*Herbert G. Geiger*  
(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">SOURCE DOCUMENTS (124-7) (Applicable Air Force-Wide)</p> <p>The attached table 124-7 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. The 25 year retention period (rule 1) is consistent with destruction criteria assigned to the substantive case supported. 25 years would also cover the longer retention period suggested for counterintelligence documents. The retention period for AFOSI field extensions would be sufficient to process any inquiries concerning the proper acquisition and final disposition of property obtained during the course of an investigation. Due to the highly specialized and more complex training involved, a 10 year retention period at HQ AF OSI for this specific statistical document is warranted, rule 8. These documents are used for management of AFOSI personnel and resources; determining accomplishments; briefing and orientation programs; statistical publications; and manpower studies.</p>	T124-7 Rules 1 thru <b>26</b>	

*Copy to Agency 8-2-76 AD*

Rules 23, 24, and 25 are compiled to assist in the selection and retention of AFOSI personnel. Used by AFOSI Applicant Review Board and the Director of Personnel Management to select investigative trainees and support personnel. Used by the Commander, AFOSI to reassign or retain AFOSI personnel. These files must be retained for as long as an individual is assigned to AFOSI. Files on personnel assigned an 82XX or 821XX AFSC should be retained until the AFSC is withdrawn. Files on individuals who have been identified for reprocurement should be retained until the reprocurement action has been determined. This system will prevent reaccomplishing a new file, which would require new applicant documents and copies of all prior personnel security investigations, each time an individual is reassigned from AFOSI with the knowledge that he or she will return to AFOSI upon completion of that assignment.

Rule 26, these reports are required by AFR 124-18 and DOD Directive 5200.24. They document in synoptic form information contained in technical support operations case files and in AFOSI eavesdrop and wiretap equipment inventory records. These documents must be retained at least 10 years (DOD Dir 5200.24) but should be retained for at least as long as the investigative case file.

TABLE 124-7

## ★ AFOSI INVESTIGATIVE SUPPORT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 ★	evidence logs	ledgers reflecting acquisition and final disposition of evidence obtained during the course of an investigation	at AFOSI field extensions	forward to HQ AFOSI 2 years after log is closed out where they are then retire to WNRC for destruction after an additional 23 years.
2	index documentation	names of subjects, incidentals, victims, and file numbers extracted from investigative records and placed on index cards or computerized for location and research purposes (includes AFOSI information in the Defense Central Index of investigations)	at HQ AFOSI	destroy when related case file is destroyed.
3			at AFOSI field extensions	destroy when superseded, obsolete, or no longer needed.
4	liaison and jurisdictional agreements	letters of agreement, status of forces agreements, and other similar or related documents dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies	at HQ AFOSI	retire as permanent. <i>offer to NARS when 25 yrs. old.</i>
5			at AFOSI field extensions	destroy when purpose has been served.
6	complaint form file	specific and non-specific investigative material	at detachments, resident agencies and operating locations	destroy after 1 year.
7	statistical documents	collection of workload and manhour statistics concerning investigations and related activities  ★ data listings of technical support case with related correspondence, data cards and tapes	at HQ AFOSI	destroy after 5 years.
8			★ destroy after 10 years.	
9			at AFOSI field extensions	destroy after 1 year.
10	school and college ability tests (SCATS)	test booklets and scoring stencils	used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty	destroy when superseded, or obsolete.

TABLE 124-7 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	authority to issue badges and credentials	rosters of special investigators course/classes, letter of authorization for reservists, and related correspondence	identification for personnel who qualify for and who are eligible to be issued badges and credentials	destroy when purpose has been served, or after 1 year, whichever is sooner.
12	badges, credentials, receipts and inspection records	credentials	at HQ AFOSI	destroy when superseded, or 6 months after cancellation.
13		* badge and credential receipts (copies 1 and 5)		destroy on surrender of badge and credentials to which they pertain.
14		badge and credential receipt (copy 2), ADP card, machine listings, and inspection/inventory reports		destroy when superseded, or when purpose has been served.
15		* badge and credential receipts (copy 4)	at AFOSI district 8	destroy when superseded or cancelled.
16		badge and credential receipts (copy 3) and inspection reports	at AFOSI field extensions	destroy when purpose has been served.
17	investigative control summaries and data cards	summary of information and data contained in reports of investigation, command actions, and review board decisions	at division and branch levels to establish control and suspenses to follow cases	destroy after 5 years, or when superseded, obsolete, or no longer needed.
18	AFOSI investigative resumes for USAF commanders	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations	at HQ AFOSI/ ACM	destroy after 5 years.
19			at offices other than AFOSI/ACM	destroy when purpose has been served.
20	limited access control records	documents that reflect names of individuals authorized access to a particular document, or to whom the information contained therein has been disclosed		destroy immediately after limited access control is terminated, or 1 year after related access control material is destroyed, transferred, downgraded, declassified, or retired.
21	file reviews	records which insure top secret and limited access documents are reviewed annually under directives governing downgrading or withdrawal of limited access designation		destroy immediately after document has been redesignated, destroyed, transferred, downgraded, declassified, or retired.

TABLE 124-7 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
22	★ objectionable material (26-8000)	pictures, books, etc.	at HQ AFOSI	destroy after 1 year, or when purpose has been served, whichever is sooner.
23 ★	AFOSI applicant investigative processing	applicant processing documents, copies of personnel security investigations and documents relating to the suitability and retainability of the individual	copies of applications at HQ AFOSI which were disapproved or terminated	destroy after disapproval or termination.
24 ★			copies of applications at HQ AFOSI which were approved	destroy at the time an individual's assignment to AFOSI/DIS is terminated, or upon withdrawal of the 82XX or 821XX AFSC, or after termination of procurement process, whichever is longer.
25 ★			copies at AFOSI field extensions	destroy 3 months after completed action is forwarded to HQ AFOSI.
26	wire tapping and eavesdropping records	reports and records required by AFR 124-18 on the inventory and use of wire tapping and eavesdropping devices	at HQ AFOSI and accumulated by investigative personnel	★ destroy under same destruction criteria assigned to the substantive case supported (note 1). <i>Other records in permanent cases &amp; NARS with related case (NARS Job NCI-930-76-1)</i>

Note: Retain for a minimum of 10 years.