

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*

*AFU*

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

LEAVE BLANK	
DATE RECEIVED <b>FEB 20 1976</b>	JOB NO. <b>NC1-AFU-76-24</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.	
5-6-76 <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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**11 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"><b>INFORMATION ACTIVITIES RECORDS (190-1) (Applicable Air Force-Wide)</b></p> <p>See attached table 190-1, rule 25 describing media visitor documentation accumulated by major commands and field units. This information is of critical importance for several reasons. They serve as a reference source for future visits or queries from the news medium or reporter in question. For example, a foreign news organization could have published a previous article on the command that was inaccurate, slanted or biased. Such information would be of critical importance in planning the degree of command cooperation in future media visits or queries by this organization. These files serve as documentation for reclaims to subsequent unfavorable film or press accounts. In the case of authors, it may be several years between the time he visited the command until his book is eventually published. Office of the Assistant Secretary of Defense, Public Affairs (OASD/PA) and Secretary of the Air Force, Office of Information (SAF/OI) frequently ask for details on the support rendered these individuals.</p>	DLT 190-1 Rule 25	

*Copy to Agency 5-11-76*

The media visit files also serve as a complete record of news interest in the command over the years. The "lessons learned" as a result of these visits allow the command Directorate of Information to improve and tailor support for future news media visits.

With the continual turnover of command public information personnel, the news media visit files serve as a stabilizing factor during the transition of media liaison personnel. The files are a valuable source of data in acquainting new personnel with the critical nature of direct contact with news media personnel.

TABLE 190-1

## INFORMATION ACTIVITIES RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
25 *	media visitor doc- umentation	messages and other cor- respondence, guests lists, invitations, schedules, results of visit, etc	maintained for pro- gram management and analyses, to de- velop new techniques and arrangements for conducting visits, etc	destroy routine materials after 1 year; destroy after action reports, summaries, clippings, and evaluation comments when purpose has been served.