

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

25 items

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

LEAVE BLANK	
DATE RECEIVED SEP 23 1976	JOB NO. NC1-ATU-76-58
NOTIFICATION TO AGENCY	
<p>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.</p>	
1-17-77 (Date)	<i>James B. R. Hood</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

5. TEL. EXT.

Mr. K. J. Bilek

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

21 SEP 1976

Date

Herbert G. Geiger

(Signature of Agency Representative)

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

(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">PERSONNEL SECURITY PROGRAM (205-5) (Applicable Air Force-Wide)</p> <p>See attached table 205-5 which has been completely revised to reflect an update on disposition instructions, transfer of rules from tables 30-1 and 205-1, to provide for the homogeneous series of documentation into one table. The disposition instructions for rule 13, "security termination statements" was reduced from permanent to destroy 1 year after termination of employment or military service. This disposition was patterned after that of the Department of Army and will preclude shipments of statements to NPRC. The revised disposition instruction will adequately serve all legal and administrative requirements of the Air Force.</p>	<p>DLT 205-5 Rules 1 thru 26</p>	

*Copy to Agency 1-27-77 AW
Copy to NSD 1-28-77 AW
NCW*

TABLE 205-5

PERSONNEL SECURITY PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	★ personnel security clearance and access	records of personnel security investigation and clearance	★ maintained by base security police units	destroy 2 years after individual has been separated from active duty or has terminated civilian employment.
2			in the UPRG	see table 35-1.
3		emergency or special access certificates or records, and related correspondence	maintained by unit of assignment or issuing authority	destroy upon termination of access.
4			in a special security file	see rules 23 thru 25.
5		limited access authorizations and related correspondence	★ maintained by unit of assignment or base security police	return to issuing authority when access authorization is withdrawn or expires.
6			★ maintained by issuing authority	destroy 2 years after limited access is terminated.
7	personnel security investigation requests	unit requests for investigation, clearance, or unescorted entry	returned to unit upon completion of action	destroy when purpose has been served.
8		requests to Defense Investigative Service for an investigation, verification of prior investigation, and tracers	copies maintained in suspense	destroy upon receipt of investigation or response to query.
9	★ duty and travel restriction	documents requesting, denying, approving, and verifying duty and travel restrictions	at base security police units or CCPO	destroy upon termination of restriction.
10			in the UPRG	destroy after annotating DD Form 214 per AFR 205-32, or upon termination of restriction
11	personal history statements	★ completed personal history statements, personnel security questionnaires, or comparable forms	in the UPRG	see table 35-1.
12			at base security police or unit of assignment	destroy when federal employment is terminated.

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13	security termination statements	statements completed when individuals are debriefed upon termination of employment or military service	in the UPRG	★ destroy 1 year after termination of employment or military service.
14			in the civilian security documents folder	
15		statements completed when special access is terminated but individual is not separated from the AF	at unit of assignment	destroy 1 year after termination of special access
16	security documents folders	security termination statements	completed upon termination of employment	see rule 14
17			completed upon termination of special access	see rule 15.
18		duty and travel restriction correspondence		see rule 9
19		clearance certificates or records of completed investigations		see rule 1.
20		access certificates or related correspondence		see rules 3 thru 6.
21		personal history statements or similar forms		see rule 12.
22		any document or record not covered in rules 16 thru 21		destroy when the document has served its purpose or upon termination of federal employment.
23	special security files	case files of unfavorable personnel security information	determined to be not disqualifying from a personnel security standpoint	destroy when favorable determination is made.
24			determined to be temporarily disqualifying	destroy when temporary disqualifying factor has been removed or corrected.
25			determined to be permanently disqualifying	destroy when civilian employment is terminated or military member is released from active duty and has no Reserve or ANG commitment.

26	personnel security	other than those specified in rules 1-25		destroy 3 months after transfer or separation of the individual, or when no longer needed, whichever is sooner.
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