

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

LEAVE 'BLANK'	
DATE RECEIVED OCT 5 1976	JOB NO. NC1-AFU-77-2
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.	
10-13-76 (Date)	<i>James B. Drake</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.

27 SEP 1976

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	INSPECTION RECORDS (123-1) (Applicable Air Force-Wide) See attached table 123-1, rules 1 through 10, which has been revised to reflect the results of an Air Force study of inspection records. Rule 1 permits certain reports to be destroyed 1 year after next inspection, thus reducing the previous retention by 2 years. Rules 2 and 8 allow either hard copy or microfilm to be destroyed after 10 years rather than 20 years. Rule 4 has been increased by 3 months. Rule 9 establishes a definite destruction time. The revised disposition instructions will adequately serve all legal and administrative requirements of the Air Force.	DLT 123-1 Rules 1 thru 10	

Copy to Agency 10-14-76
Copy to All FRC's 10-21-76

- ★ **123. Inspection.** This table covers documentation created or accumulated as the result of inspections conducted under the AF inspection system, which provides for factual evaluation of the effectiveness and economy of AF operations, methods, and procedures.

TABLE 123-1				
INSPECTION RECORDS				
R U I E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	★ inspections not otherwise covered in this table	★ reports and significant related documents	★ prepared and maintained at major and subordinate commands	★ destroy 1 year after next like inspection or after 3 years, whichever is sooner.
2			★ originals or microfilm copies of originals related to inspections conducted by HQ USAF/IGD	★ destroy 10 years after completion of subject inspection.
3				copies at inspected activity
4			information copies of other units inspections furnished for self-inspection and replies when required	★ destroy 6 months after own comparable inspection report received or when no longer required, whichever is sooner.
5			copies at monitoring, evaluating, or approving authority	destroy 1 year after all action has been completed, or when no longer needed, whichever is sooner.
6 ★			copies of reports with active-review findings	destroy 2 years after approval of inspection report.
7	informational background material collected during an inspection	destroy when no longer required.		
8	surveillance records	documents reflecting results of evaluations, inspections, and staff visits by The Inspector General USAF, in connection with overall surveillance of AF programs, missions, and operational readiness	★ originals at HQ USAF/IGD* (Note: paper copies are normally microfilmed within 3 years.)	★ destroy 10 years after completion of subject inspection.
9	inspection team programming	inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special subjects for inspection (other than AFR 121 series), and information pertinent to special inspection efforts	created and maintained by inspection offices to program inspection coverages	★ destroy 1 year after completion of inspection to which records pertain or when no longer required, whichever is later.

TABLE 123.1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
10	inspection checklists	inspection checklists, inspection guides, individual methods of approach or similar documents and papers related thereto	* not published as, or supplement to, a standard publication per AFR 5-1 (see Table 5-1); and, which are not used to document a completed inspection	destroy when superseded, obsolete, or no longer required.