

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

13 items (See Instructions on Reverse)

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. 767-5321

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK
DATE RECEIVED DEC 16 1976
JOB NO. NC 1- AFU-77-55
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.
2-22-77 James S. Phelan
(Date) 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.

10 DEC 1976

Herbert G. Geiger
(Signature of Agency Representative)

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

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: 1, AFOSI CRIMINAL RECORDS (124-1) (Applicable Air Force-Wide), NN 170-33, NC1-330-76-1

115-106

Sent to agency and NCW - 2/24/77

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

active, and the physical makeup of most urban areas are in a constant state of change, we feel 15 years is adequate to permit sufficient response to AFOSI investigative mission.

APPRAISAL REPORT
Disposition Schedule NCI-AFU-77-55

Approved for Disposal:

The items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Approved for Permanent Retention:

Rule 1 is approved for permanent retention because it consists of investigative cases pertaining to espionage, sabotage, treason, and other major criminal offenses. The Department of the Air Force will offer these records to the National Archives within 25 years after the date of the last action.

Appraiser: Peter N. Laugesen 2/17/77
PETER N. LAUGESSEN Date

Approval Recommended: Carmelita S. Ryan 2/17/77
fn THOMAS W. WADLOW Date
Director
Records Disposition Division

Approval Recommended: Meyer H. Fishbein 2/22/77
MEYER H. FISHBEIN Date
Director
Military Archives Division

124. Special Investigations. These tables cover documentation pertaining to disposition of records accumulated incident to the functions and responsibilities of the Office of Special Investigations, including criminal, counterintelligence, and special investigative services.

TABLE 124-1

★ AFOSI CRIMINAL RECORDS

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	investigations into offenses of espionage, sabotage, treason, sedition, violations of AFR 205-57 and security violations	reports, statements, affidavits, correspondence, and related documents pertaining to specific investigations	record copies at HQ AFOSI	<i>★ retire as permanent (note 1)</i> <i>Volume: less than 2</i> <i>removed by date No.</i> destroy 1 year after Case Survey Form, Part I is submitted to HQ AFOSI or when no longer needed, whichever is sooner.	
2			copies retained by AFOSI field extensions		
3			information copies		at AFOSI Dist 44
4	investigations into alleged violations of laws, regulations, and directives (excluding investigations covered under rules 1, 2, 3, 13 & 14)	reports, statements, affidavits, correspondence, and related documents pertaining to specific investigations	record copies at HQ AFOSI	★ destroy 15 years after date of last action. (note 2)	
5			copies retained by AFOSI field		destroy 90 days after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner.
6			information copies		AFOSI Dist 44
7	procurement/disposal cases	information copies of interest to AFSC/AFLC	at AFOSI Districts 4 and 5		
8	reciprocal investigations	reports, statements, affidavits, correspondence, and related documents pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas	record copies at HQ AFOSI	destroy after 1 year.	
9			copies retained by AFOSI field extensions	destroy after 90 days.	
10	zero files (all categories contained in table 124 series)	documents containing specific and nonspecific investigative information	record copies at HQ AFOSI	★ destroy after 15 years	
11			copies retained by AFOSI field extensions	★ destroy after 2 years or when purpose has been served, whichever is later.	

TABLE 124-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12 ★	CI special inquiry cases	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development	record copies at HQ AFOSI	destroy 15 years after date of last action.
13			copies retained by AFOSI field extensions	destroy 3 months after Case Survey Form, Part III is submitted to AFOSI or when no longer needed, whichever is sooner.
14 ★		inquiries from members of the public who are collectors of information relating to DOD functions or units; unsubstantiated reports alleging imminent invasions, plots, and similar events of a delusional nature, and assorted "crank" letters	at HQ AFOSI	destroy after 1 year or when no longer determined pertinent by an annual review.

★ Notes: 1. Offer to the National Archives within 25 years after the date of the last action.

2. Reports of investigation conducted on AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSC, or on whom AFOSI has pending reprourement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case file if the retention period for the particular investigation has expired.