

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED JAN 10 1977	JOB NO. NC 1-AFU-77-70
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.	
(Date) <i>2-15-77</i> <i>James E. O'Neil</i> acting 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.

MRS M. B. FOURAKER

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

767-4050

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

14 DEC 1976

Herbert G. Geiger
(Signature of Agency Representative)

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

Date

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	MILITARY AND CIVILIAN PERSONNEL RECORDS (30-1) (APPLICABLE AIR FORCE-WIDE) This submission proposes to add rule 22 to table 30-1, AFM 12-50. Documentation is not now covered in that table. The additional rule will adequately satisfy Air Force requirements.	NC1-AFU-77-7	

Sent to agency - 2/16/77

TABLE 30-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
*22	lecturer case files	correspondence and forms detailing contacts with lecturers, biographical sketches of lecturers, host officer, introductions, evaluations of lecturers and related material	retained in office of record	destroy after 3 years.
<p>NOTE: Add note no. 6. If lecturer is still under consideration for future invitation, documentation may be retained until no longer needed, then destroy.</p>				