

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1710
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 Karl J. Bilek

5. TEL. EXT.

767-5321

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JAN 12 1977	JOB NO. NC 1-AFCU-77-71
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.	
<i>2-22-77</i> (Date)	<i>James B. Rhoads</i> 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.

6 JAN 1977

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	SECURITY INVESTIGATIONS AND OPERATIONS (124-4) (Applicable Air Force-Wide) The attached table 124-4 has been revised and rearranged to differentiate between the primary types of documentation accumulated in support of Air Force Office of Special Investigations (AFOSI) major investigative activities, i.e., substantive investigations, operations/collections/surveys, source documents, and support records. The current files have been changed and identified by a star preceding the text. The 3 months retention period for rule 4 is considered adequate as the information has little value beyond assisting commanders, at the time the information is obtained, in screening personnel who desire access or positions on military installations. The files are not used for security clearance actions. These files are seldom, if ever, referred to as they have no usefulness after review by the requesting authority. The retention period for rules 7, 8 and 9 is sufficient. If the investigation is favorable, regardless of whether the marriage takes place or not, 1 year is adequate to process any inquiries received relating to the investigation. If the investigation is unfavorable, wherein the marriage takes place, the potential risks involving national welfare, safety, or security would warrant a longer retention period than the favorable ones. Therefore, 5 years (rule 6) at HQ AFOSI is considered adequate to allow sufficient response to AFOSI investigative mission and responsibilities.	NN 170-33 NC1-330-76-1	

sent to agency and NCR - 2/24/77

A 15 year retention period rules 11 & 13 at HQ AFOSI is considered adequate to carry out the responsibilities of AFOSI investigative mission and provide support in assisting other investigative agencies in the discharge of their obligations. Documents have a continuing value to the investigative efforts of AFOSI field extensions for a period of 1 year.

The 15 year retention period for rule 17 is based on the fact that the scope of a background investigation dates back to the last 15 years of an individual's life or the 18th birthday, whichever involves the shorter period but covers a 3 year period as a minimum. Personnel security investigations resulting in adverse action are filed with the record systems pertaining to those actions. This reduced retention period has been coordinated with Defense Investigative Service.

The 25 year retention period for rule 18 is warranted to protect the intelligence interest of the government and should be adequate for retrieval purposes concerning personalities involved. It is unlikely that any problems would surface with respect to the matter, which would require retention for a longer period. AFOSI field extensions documents should be retained for 1 year, or longer when they have a continuing value to investigative efforts. It is noted that at time of acquisition, information pertains only to foreign nationals overseas.

TABLE 124-4

★ SECURITY INVESTIGATIONS AND OPERATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	internal security investigations for DOD affiliated personnel	investigations of personnel when the allegation falls within the purview of AFRs 35-62, 40-732, or 205-4, exclusive of copies of investigative reports furnished by the US Civil Service Commission	record copies at HQ AFOSI wherein the affiliation was not completed	destroy 1 year after notification that affiliation was not completed.
2			record copies at HQ AFOSI wherein the affiliation was completed	destroy after 15 years. <i>★ Note 1.</i>
3			copies retained by AFOSI field extensions	destroy after 3 months, or when purpose has been served, whichever is sooner.
★ 4	special requests	limited personnel investigations, normally an LAC only, based upon special requests from local commanders. Limited investigations under this type are conducted on individuals in whom commanders have an interest from a security standpoint, because they have access to areas where they might acquire information or are in a position which could adversely affect security but they do not require a formal security clearance	copies at HQ AFOSI and AFOSI field extensions	
5	reciprocal investigations (personnel security)	★ reports, statements, affidavits, correspondence, and informational data prepared at the request of and for US, state, other local government agencies, or another federal agency, including DIS	copies retained by AFOSI field extensions	destroy after 3 months.
6	★ unfavorable premarital investigations (when marriage takes place)	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	record copies at HQ AFOSI	★ destroy after 5 years (note).
7			copies retained by AFOSI field extensions overseas	destroy after 1 year.
8 ★	unfavorable premarital investigations (when marriage does not taken place)			
9 ★	favorable premarital investigations		copies retained by AFOSI field extensions	

TABLE 124.4 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	[RESERVED]			
11	★ protective services investigations	★ reports, statements, affidavits, correspondence and related documents regarding individual case	record copies at HQ AFOSI	★ destroy after 15 years.
12			copies retained by AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is later
13	protective services referral information	★ identification data/summaries concerning individual or groups reportable to USSS under AFR 124 - 16	record copies at HQ AFOSI	★ destroy after 15 years.
14			copies retained by AFOSI field extensions	destroy after completion/termination.
15	protective services operations	★ reports of either completed full scale protective services operations or letter reports reflecting the expenditures of AFOSI resources to provide limited protective assistance to senior officials	★ record copies at HQ AFOSI	destroy after 5 years, or when no longer needed, whichever is sooner.
16			copies retained by AFOSI field extensions	destroy after 3 months, or when no longer needed, whichever is sooner.
17	personnel security investigations for DOD affiliated personnel	investigations of personnel employed by or seeking employment from the government or whose relationship otherwise with the government requires a security clearance but exclusive of copies of investigative reports furnished by US Civil Service Commission	★ record copies at HQ AFOSI created prior to Oct 72 and maintained in support of Defense Investigative Service	★ destroy 15 years after date of last action.
18	refugees/defectors cases	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals	★ record copies at HQ AFOSI	★ destroy 25 years after date of last action.
19			copies retained by AFOSI field extensions	destroy after 1 year.
20	special inquiry - AFOSI personnel	reports, statements, affidavits, correspondence, and related documents pertaining to specific inquiries	record copies at HQ AFOSI	destroy at the time an individual's assignment to AFOSI/DIS is terminated, or upon withdrawal of 82XX or 821XX AFSC, or after termination of procurement process, whichever is longer.
21			copies retained by AFOSI field extensions	destroy 3 months after command action has been completed.

Note: Reports of investigation conducted on an alien spouse of AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSC, or on who AFOSI has pending reprourement action, to 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.

Note 1: These files determined to be of possible historical value, those of widespread public or Congressional interest, may be offered to NARS after 15 years.