

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(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.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 14 DEC 1977 NC1 AFU	JOB NO. 78 17
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.	
1-19-78 (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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8 DEC 1977

Herbert G. Geiger
(Signature of Agency Representative)

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

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	<p align="center">INFORMATION ACTIVITIES RECORDS (190-1) Applicable Air Force-Wide</p> <p>See attached table 190-1, rule 7.1 which provides disposition instructions for biographical files of retired general officers. The major commands have a need to maintain biographical files on retired general officers as long as the individual remains active in civil affairs. This retention period will adequately serve all Air Force requirements.</p>	NN-130-33	

115-106

Sent to agency - 1/23/78

TABLE 190-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
71 ★			at MAJCOMs for retired general officers	destroy when no longer required for reference.
8			at major subordinate commands and below	destroy on release of member from active duty, separation from service, or on termination of employment, whichever is applicable.
9			all files other than rules 3 thru 8	destroy 5 years after separation of individual from the AF.
10	special events planning	correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records	used in planning military ceremonies, retirements, funeral, dedications, special holidays, parades, etc	destroy after 4 years, or when they have served required planning purposes, whichever is sooner.
11	information office files of hometown news releases	hometown news release data, with background or supporting materials and related correspondence	maintained per AFM 190-4	forward to gaining installation information office if news is of sufficient interest; otherwise, destroy when no longer needed or when activity served is inactivated.
12	card index file	names, dates, and news subjects, of each news release form forwarded to Home Town News Center	at information activities	destroy after 1 year.
12.1	log books			destroy on inactivation of activity, or when no longer needed, whichever is sooner.
13	speakers bureau files	biographical data, 8" x 10" glossy photograph, type of organization and events for which he is best suited, subject matter he is best qualified to present, and record of speeches and public appearances made	maintained per AFM 190-4 on AF military and civilian personnel qualified to represent the AF at military- and civilian-sponsored programs and events	destroy when individual is separated from the AF; forward to gaining activity on transfer of individual.
14	AF newspapers and news periodicals	record sets published under AFR 190-7	produced at any level by or through offices of information	destroy when no longer needed, or on inactivation of the organization for which published. (Exception: On inactivation, they may be presented to a local library, college, or other public activity on request.)
15		nonrecord copies		see table 11-1.