

**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 DEC 16 1977	JOB NO. NC1-AFU-78 20
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	<i>James B. Rhoads</i>
(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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

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

8 DEC 1977
Date

Herbert G. Seiger
(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 POLICE RECORDS (125-1) (Applicable Air Force-Wide) See attached table 125-1, rule 42 which provides disposition instructions for firearm/ammunition inventory records. The inventory is conducted three times a day for weapons and ammunition maintained by the security police. These inventories are prescribed by the Firearms Protection Program. This retention period will adequately serve all Air Force requirements.	NC1- AFU- 77-80	

115-106

Sent to agency - 1/23/78

38	resource protection plan	procedures for normal and emergency protection of non-priority resources	master plan	destroy 1 year after superseded by new plan.
39			other than master plan	destroy upon receipt of superseding plan.
40	security container check record	records used on containers/vaults for storing funds	located in central depositories	destroy after 3 months.
41			located outside of central depositories	destroy after superseding records are prepared.
42 ★	firearm/ammunition inventory records	forms/records used in conducting daily inventories	conducted by Security Police or other agency personnel	destroy after 90 days.

Note: Records which are required for board proceedings and claims for or against the Government will have the same disposition as the records to which they pertain.