

Rev No D 26 Sep 78 H

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NCI AFM 78 68</b>
DATE RECEIVED	<b>SEP 28 1978</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>16-23-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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  
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION  
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr K. J. Bilek

5. TEL EXT  
767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 21 SEP 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	ADMINISTRATIVE RECORDS (11-2) (Applicable Air Force-wide)  See attached table 11-2, rule 33 which provides a separate series for internal inspections/inventories not covered elsewhere in AFM 12-50. The retention period will adequately serve all Air Force requirements.		1 item

*Sent to Agency + NARA*

30	duty rosters	rosters, forms, and other documents	used to detail personnel to duties other than regular assignments, or to announce shift-work schedules	destroy after 6 months, or on inactivation, whichever is sooner.
31	individual record of duty cards	cards used for military personnel		destroy 6 months after card has been filled; or destroy immediately after individual is separated, transferred, or on inactivation of unit, whichever is sooner.
32		cards used to record attendance of contract technical service and similar personnel		retain as long as needed for audit purposes; destroy.
33 ★	internal inspections/inventories (not covered elsewhere)	letters, checklists, reports of findings, and documents pertaining to periodic local inspections/inventories and are not a part of or needed to document another record series covered elsewhere		destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.