

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 1/100/79

LEAVE BLANK

JOB NO

NCI-AFH-79-17

DATE RECEIVED

2 JAN 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-24-79 James E. O'Neil
Date *acting* 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

5 JAN 1979

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL, Chief
Documentation Management Br

7. ITEM NO

1

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

SECURITY POLICE RECORDS (125-1)
(Applicable Air Force-Wide)

See attached table 125-1, rules 36 and 36.1 which modifies the disposition instructions for rule 36, column D.

Experience has proven the importance of retaining initial activity inspection reports. These reports provide an essential reference for comparing follow-up and annual inspections. They are equally essential in tracking activity progression and should be retained throughout the activity's life cycle. It also adds a new rule 36.1 to provide disposition instructions for copies maintained by inspected activities. These instructions will adequately serve all Air Force requirements.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

2 items

sent to Agency Only 1-29-79 MJD

TABLE 125-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
36	inspection reports	correspondence relating to findings and recommendations resulting from inspections of ammunition and weapon storage facilities, fund activities, etc	★ used to determine an activities capabilities to protect Government funds, equipment, and material, copy maintained by activity performing inspection	★ retain initial inspection reports for the duration of the activity's existence. Destroy all other reports after 1 year.
36.1 ★			used to take corrective action on cited discrepancies, and used in self-inspections in order to prevent recurrences of initially cited discrepancies; copy maintained by inspected activity	destroy after next inspection/test is accomplished, or upon correction of all deficiencies, whichever is later.