REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

   1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

   Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

   Preston B. Speed

5. TEL. EXT.

   694-3495

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 ______ 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.

7. ITEM NO

8. DESCRIPTION OF ITEM

   CONTRACTOR TECHNICAL REPRESENTATIVE/TECHNICIAN
   RECORDS (Table 70-12) (Applicable Air Force-wide)

   The purpose of this submission is to revise disposal authority for informational personnel records maintained on technical representatives of Air Force weapons systems contractors.

   The records are used to verify security clearances and document services provided by contractor personnel. The change is necessary to make the information available in budgeting cycles.

   The proposed criteria will satisfy our current record-keeping requirements.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>technical representative personnel records</td>
<td>informational personnel records, such as character references, security obligations, letter orders, and miscellaneous records which document the services of civilian representatives of contracting corporations</td>
<td>below MAJCOMs</td>
<td>destroy after one year, or when no longer needed, whichever is sooner.</td>
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