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 Resource 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. 

C. DATE 
13 SEP 1979 

D. SIGNATURE OF AGENCY REPRESENTATIVE 
HERBERT G. GEIGER, Chief 
Information Mgt and Resource Div 

E. TITLE 

F. DESCRIPTION OF ITEM 
(High Frequency Aeronautical Station Records) 
(Table 100-2) (Applicable Air Force-wide) 

The purpose of this submission is to reduce the retention period for recordings of air and/or ground communications stations serving controlled flight information regions. The proposed 30-day retention will satisfy our current information requirements.
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<tr>
<td>5.1</td>
<td>recorder tapes</td>
<td>recordings of air/ground</td>
<td>at stations that serve International</td>
<td>erase after 30 days.</td>
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