

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

7/1/80 ✓

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 & Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER  
 Mr. R. P. Dwyer

5. TEL EXT  
 694-3494

LEAVE BLANK	
JOB NO <b>NCI-AFO-80-39</b>	
DATE RECEIVED <b>July 3, 1980</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>7-14-80</b> Date	<b>James E. O'Neil</b> Acting Archivist of the United States

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 <b>24 JUN 1980</b>	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
	<p>CORRECTIONS RECORDS (Table 125-2)            (Applicable Air Force-wide)</p> <p>Air Force proposes additions to table 125-2 for correctional activities reports. Air Force Office of Security Police needs to retain these reports for 3 years for purposes of prisoner population trend analysis, manpower requirements, and corrections program management.</p>		<b>3 items</b>

Copy to NNM 7/15/80 (RAAD)  
 " " " " (JHC)

TABLE 125-2

## CORRECTION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	prisoner reports and rosters	daily strength records	other than originals	destroy when purpose has been served.
9.1 *		correctional activities reports	at correctional facili- ties and MAJCOMS	destroy after 1 year.
9.2 *			at Air Force Office of Security Police	destroy after 3 years, or purpose has been served, whichever is sooner.