

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

*8/12/80*

*NC*

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-AEU-80-43</b>	
DATE RECEIVED <b>August 14, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>8-20-80</b> Date	<b>James E. O'Neill</b> 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 3 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11 AUG 1980	<i>Herbert G. Geiger</i>	<b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>		<b>SECURITY POLICE RECORDS (Table 125-1) (Applicable Air Force-wide)</b>		
			1	Rule 28 will now apply to MWD training only, as there is no need to retain these documents after retirement or death of dog.	NN 170-33	
			2	Rule 28.1 is added and applies to MWD health and service formerly included in rule 28. As these documents are used for medical research, they are often maintained after death of dog.		
			3	Rule 29 will now apply to MWD reports at Air Force Office of Security Police (AFOSP), as it is necessary to maintain these reports for 2 years at this location only.	NN 170-33	
			4	Rule 29.1 is added and applies to MWD reports maintained at organizations below HQ AFOSP; formerly included in rule 29. As these reports go to HQ AFOSP, 1 year retention is sufficient.		

*5 items*

*Copy sent to agency: R.T.D. : 8-25-80*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5	Rule 45 is added and applies to documents assuring accountability of narcotics training aids for MWDs.		
6	Notes 4 and 5 are added to support rules 28.1 and 45.		

TABLE 125-1

## SECURITY POLICE RECORDS

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
28	*military working dog (MWD) training	*training and utilization performance as narcotics/explosives detectors, and MWD team certification	*maintained for control of training and use as legal evidence of a dog team's reliability	*destroy after death or retirement of dog.
28.1 *	MWD health and service	immunization, clinical health certificates, X-rays, veterinary examinations, weight charts, certificates of death, necropsy reports, and other standard medical forms prescribed by 163 series directives and AFR 400-8	maintained to assure MWD can perform duties, whether physically fit for cross-training or redistribution	destroy after no longer needed for medical research (note 4).
29	*MWD program status reports	*statistical reports of MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections	*at HQ AFOSP	destroy after 2 years.
29.1 *			at MAJCOM and unit level	destroy after 1 year.
45 *	narcotic training aids	controlled substance order forms, accountability records, inventory and audit reports, records of destruction, and verification of shipments	maintained to insure audit trail of narcotics detector dog training aids (note 5)	destroy after 2 years.
*	Note 4: Units will forward documents on death or retirement of dog to the Military Repository, Military Dog Records, Military Dog Veterinary Service, Wilford Hall USAF Hospital (WHVS), Lackland AFB, TX 78236.			
*	Note 5: Maintain a separate file for each controlled substance shipment in active status until all controlled substances in the shipment have been disposed.			