

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

143 ✓  
LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

**NCI-AFU-81-9**

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE

DATE RECEIVED

**November 4, 1980**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
1947 Administrative Support Group (HQ USAF)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION  
Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Preston B. Speed

694-3494

11-25-80 *Paul M. Woz*  
Date 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 5 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

29 OCT 1980

*Herbert G. Geiger*

**HERBERT G. GEIGER, Chief  
Information Mgt and Resource Div**

7. ITEM NO

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

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

**TRANSPORTATION RECORDS**  
(Tables 75-2, 75-3, and 76-3) (Applicable Air Force-wide)

The purpose of this submission is to revise disposal authorities for theater clearances and Logistics Airlift (LOGAIR) travel authorizations, and to establish disposal authority for Greek customs records.

The reference to Table 10-3, Rule 1 in our standard on theater clearances authorizes retention as background material to special orders. The reduced retention period for LOGAIR travel authorizations reflects their current administrative value.

Greek customs records show the personal property of Air Force personnel which is brought into, or acquired in Greece. They are created for the purposes of Greek customs law. Our proposed disposal standard is based on a one-year statute of limitations for petty offenses chiefly involved in violations.

GAO's concurrence on these actions is enclosed.

**3 Items**

Copy to NNM 12/1/80 R.W.  
Closed Out :12-2-80: K.T.D.

TABLE 75-2

## CUSTOMS AND ENTRY REQUIREMENTS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	Greek customs	individual folders used to record household goods, personal effects and autos brought into or acquired in Greece	maintained for military and civilian personnel assigned to duty in Greece	destroy 2 years after individual clears customs and no discrepan- cies exist.

TABLE 75-3

## PERSONNEL MOVEMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	area clearances for overseas theaters	correspondence between AF activities requesting and granting authorizations for official visits to overseas theaters	for both military and civilian personnel	see Table 10-3, Rule 1.

TABLE 76-3

## LOGAIR AIRLIFT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	travel orders and authorizations		mechanized and non- mechanized documents accumulated by HQ AFLC LOGAIR Terminals, LOGAIR customer stations and contractor storage site in processing LOGAIR special missions, pilot pick ups, chartered airlift, etc.	destroy after 6 months.