

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Walsh *6/10/81*

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

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JOB NO
NCI-AFU-81-61

DATE RECEIVED
June 10, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-29-81 *Mark N...*
 Date Archivist of the United States

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

2. MAJOR SUBDIVISION
 Directorate of Administration, 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

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 8 JUN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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>SECURITY POLICE (Table 125-1) (Applicable Air Force-wide)</p> <p>Air Force proposes addition of two rules to Table 125-1 relating to pick up/restriction orders. These orders include a physical description of the member and reasons for the order being issued.</p> <p>Rule 47 disposition allows issuing installations to destroy these orders when member is picked-up or the order is cancelled. It allows other installations to destroy them after 1 year, unless they are notified otherwise.</p>		

*Closed Out: 7-7-81: R.I.D.
 Copy to Agency & NNM*

TABLE 125-1

SECURITY POLICE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
46	pick up/restriction orders	identification and physical description of individual and reason for order being issued	record copy filed with the incident/complaint file	see table 125-1, rule 1.
47			copies at security police activities within issuing and at other installations	destroy after 1 year, when member is picked-up, or the order is cancelled, as appropriate.

125. Security Police. These tables cover documentation relating to general policies and procedures governing the enforcement of military discipline, motor vehicle traffic control, prisoner confinement and retraining, maintenance of standards of conduct, and management of the sentry dog program.

TABLE 125-1				
SECURITY POLICE RECORDS (see note)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
(1)	complaints and incidents	incident/complaint reports, receipt of prisoner or detained person, with affidavits, sworn statements, reports to civil police, and confinement requests	at security police activities	destroy after 3 years.
(2)				individual incident reference record
(3)			information copies at interested agencies	destroy after 1 year.
4		security police activities reports and supporting documents	maintained by security police	destroy after 2 years.
5 5.1		serious crimes/incidents reports and/or related summaries not maintained with other series	at MAJCOM OPR	destroy after 3 years, * or when no longer needed, whichever is sooner.
			copies other than rule 5	destroy after 1 year or when purpose has been served, whichever is later.
6	desk blotters	a chronological record of delinquencies, incidents, messages, etc, required by AFR 125-12	maintained by security police	destroy 1 year after date of last entry.
7			information copies	destroy after 3 months, or when purpose has been served, whichever is sooner.
8	incident investigation cases	records accumulated by security police pursuant to investigations of incidents and crimes	all matters not requiring investigation by OSI	destroy after 3 years, except rule 12 below.
9			other agencies investigative reports received from OSI	return to appropriate activity per table 205-3.



10-397

See NCI-AF 81-18 for modifications R.A.W. 12/23/80