

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TEL. EXT. 694-3494
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JOB NO NCI-AFU-82-23	
DATE RECEIVED JANUARY 18, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date 3-22-82	Archivist of the United States <i>[Signature]</i>

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 11 JAN 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Mark H. Coon]</i>	E. TITLE MARK H. COON, Major, USAF Documentation Management Directorate of Administration
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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
	SECURITY POLICE (Table 125-1) (Applicable Air Force-wide)		
	Air Force proposes additions/changes to Table 125-1.		
1	Rule 1. Disposition is changed by adding "(note 6)", for reason indicated in note.	NCI-AFU-81-18 authorized Rule 1's exception NN-170-33, GRS 18 Item 15b Exception	
2	Rule 5.2. Added for Air Force Law Enforcement Terminal System (AFLETS) documents. The "3 year" disposition fits in with other complaints and incidents rules. These documents must also be maintained on file as long as the entry is in the FBI National Crime Information Center (NCIC) computer. Such entries can remain in the NCIC as long as the entry year, plus 4 years.	GRS-18 Item 15b Exception	
3	Rule 14. Description is changed to show that these reports of traffic accidents and incidents also include "related" tickets and violation notices. The word "related" is used to acknowledge that they are part of the traffic accident and incident reports, thus are destroyed with these reports after 2 years.	NN-170-33 GRS 18 Item 15b (same)	

[Mass Data Change Sheet Not Required, RADW 3/24/82]
Copy sent to agency with NCD letter dated 3/25/82; RADW.
Closed Out: 4-9-82: K.T.D.

5 items

Request for Records Disposition Authority – Continuation

JOB NO.

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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
4	Rule 14.1. Description is changed to show that these are copies of tickets or violation notices, not part of a traffic accident or incident report. Disposition is changed, as destruction of the file copy of a ticket or violation notice after 3 months is inappropriate.	NC-AFU 75-30 GRS 18 Item 15b (exception)	
5	Rule 14.2. Added ^{to cover copies of} as voided violation notices are disposed of only according to the guidelines furnished by the court at security police activities.	GRS 18 Item 15b (exception)	
6	Note 6. Added, as an exception to destroying Rule 1 documents. If such incident and complaint reports are source documents to AFLETS, they are maintained on file as long as the AFLETS entry is in the NCIC computer. [Amended by R. Ulmer per R. Dwyer, 3/17/82]		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

TABLE 125-1

SECURITY POLICE

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
GRS 18/ 15b (exception)	1 complaints and incidents	same	same	*destroy after 3 years (note 6).
GRS 18/ 15b (exception)	5.2 *	AF Law Enforcement Terminal System (AFLETS) forms	at security police activities	destroy after 3 years, or when all entries on form are deleted from the NCIC computer, which- ever is later.
GRS 18/ 15b (same)	14 traffic reports	*reports of traffic accidents, incidents, and related tickets and violation notices		destroy after 2 years.
GRS 18/ 15b (exception)	14.1	*tickets or violation notices	*copies at security police activities	*destroy when case is closed.
GRS 18/ 15b (exception)	14.2 *	voided violation notices		90 days after posting and forfeiture of destroy according to instruct- ions of U.S. District Court. collateral or dismissal.
	Note: *6. Incident/Complaint Reports that are used as source documents for applicable AFLETS documents, or after 3 years, whichever is later. NCIC: National Crime Information Center		AFLETS are disposed with	years, whichever is later. [Amended by R. Wise per R. Dwyer, 3/17/82]