

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK
JOB NO NCI-AFU-84-2
DATE RECEIVED 10/14/83
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10
1-12-84 Date
<i>Richard Rowe</i> 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 6 OCT 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E TITLE GRACE T. ROWE Documentation Management
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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
1	<p>ANTITERRORISM DOCUMENTATION (Table 208-1) (Applicable Air Force-wide)</p> <p>Antiterrorism documentation was previously disposed of per Table 205-1, Rules 26-29. The Table 208 series was established to dispose of them, since AFR 208-1, The U.S. Air Force Antiterrorism Program, is now their requiring directive and program responsibility now belongs at HQ USAF.</p> <p>Rules 1 and 3, Column D. Changed disposition of anti-terrorism documents at HQ USAF level from 5 years to 2 years, as the documents have normally served their purpose after that period of time. However, the option still remains that HQ USAF may keep them longer if necessary.</p>		

No mass data change sheet required. Copy of job sent to agency by RAW on 1-13-84.

4 items

208. Antiterrorism. This table covers documentation related to policies and procedures designed to reduce the vulnerability of USAF personnel, installations, and other resources to terrorist attacks; awareness programs to alert USAF members to the terrorist threat; and training in defensive measures intended to minimize the likelihood of their being victimized.

TABLE 208-1				
ANTITERRORISM DOCUMENTATION				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	antiterrorism services	reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAF Commanders	at HQ USAF/IGT	* destroy after 2 years or when no longer needed, whichever is later.
2			at other HQ USAF offices and commands	destroy after 1 year or when no longer needed, whichever is later.
3	antiterrorism briefings/training	reports of antiterrorism briefings/training related to the terrorist threat at a particular area and general threat in large oversea areas, including techniques that can be employed to counter the threat	at HQ USAF/IGT	* destroy after 2 years or when no longer needed, whichever is later.
4			at other HQ USAF offices and commands	destroy after 3 months or when no longer needed, whichever is later.