

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Air Force
undisposed
2 items*

LEAVE BLANK

DATE RECEIVED

JOB NO.

2 JUN 1973

173-327

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MR. K. J. BILEK

5. TEL. EXT.

11-29209

JUN 28 1973

Date

James B. Rhoads
Archivist of the United States

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 "with-drawn" in column 10.

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7 JUN 1973

R. E. Reilly

**R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration**

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CORRESPONDENCE, MESSAGE, AND PROJECT FILES (10-1)</p> <p>(Applicable Air Force-wide)</p> <p>See attached table 10-1, rules 13 and 14 column D which reduces the holding period from 2 years to 1 year. The reduced retention period for documentation at this organization level will adequately serve all administrative and legal purposes of the Air Force.</p>	<p>DLT 10- rules 9 thru 15</p>	

61-01

Item 1

Item 2

9		most studies on table 173-1 and 178-1; R&D projects/studies on 80-series tables; or any other project or study covered elsewhere in this manual)	below major subordinate command OPRs, and do not result in issuance of a publication	destroy 2 years after study/project is closed.
10		background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of documents or reference materials, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings	not needed to document the study/project	destroy when purpose has been served, or on completion of the study/project, whichever is sooner.
11		any of the material identified in rules 7-10 above	at offices other than OPRs (such as monitoring, control, or feeder offices), and not needed to document other records series	destroy when purpose has been served, or on completion of study/project, whichever is sooner.
12	staff meetings and conferences (not covered elsewhere)	agenda, minutes, and related correspondence (see table 25-3 for AF committee and board records and for sound recordings)	record copies at major subordinate commands and above, not filed with another series	retire as permanent ← Record Set
13			record copies below major subordinate commands, not filed with another series	★ destroy after 1 year, on inactivation, or when purpose has been served, whichever is sooner.
14			info copies, not filed with another series	
15	block assignment of address indicating groups (AIG) numbers	messages/letter correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments	at MAJCOM AIG managers level (or at any lower level to which AIG management authority is delegated)	place in inactive file on cancellation of the block; destroy 1 year after annual cut-off.