

*Air Force Undifferentiated*  
**REQUEST AUTHORITY**  
**TO DISPOSE OF RECORDS**

*1 item*  
 (See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>24 SEP 1973</b>	JOB NO. <b>174-056</b>
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.	
10-17-73 Date	<i>James B. Rhoads</i> Archivist of the United States

**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**

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

**13 SEP 1973**

*Herbert G. Geiger*

**HERBERT G. GEIGER, Chief**  
 Documentation Systems Division  
 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
1	<p align="center"><b>INSPECTION RECORDS (123-1)                      (Applicable Air Force-Wide)</b></p> <p>See attached table 123-1, rule 4.1 which provides disposition for duplicate copies of inspection reports from other units which are used as a reference document for self-inspection. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	DLT 123-1 rules 1 thru 7	

123. **Inspection.** This table covers documentation created or accumulated as the result of AF inspection system, which provides for factual evaluation of the effectiveness and economy of AF operations, methods, and procedures.

TABLE 123-1

INSPECTION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	functional and readiness inspection reports (includes ANG and AFRes)	reports, documents, and communications pertaining to general, functional, operational readiness, and capability inspections	originals at major subordinate command and above and inspection copy at the activity which performed the inspection	destroy after 3 years.
2			microfilm copies at HQ USAF/IGD	destroy 20 years after completion of subject inspection.
3			copies at monitoring, evaluating, or approving authority	destroy 1 year after all action has been completed, or when no longer needed, whichever is sooner.
4			copies at inspected activity	destroy 1 year after completed action has been taken, or after next inspection, whichever is later.
4.1 ★			information copies of other units inspections furnished for self-inspection and replies when required	destroy 90 days after own comparable inspection report received or when no longer required, whichever is sooner.
5		informational background material collected during an inspection		destroy on completion of analysis.
6	surveillance records	documents reflecting results of evaluations, inspections, and staff visits by The Inspector General, USAF, in connection with overall surveillance of AF programs, missions, and operational readiness	originals at HQ USAF/IGD	destroy after 4 years.
7			microfilm copies at HQ USAF/IGD	destroy 20 years after completion of subject inspection.

10-387

USAF OFFICIAL COPY