

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000151

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/1/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 11/2/5.1 and 5.3. All other items not listed as inactive were not approved as part of this schedule.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records under a single job number. It is therefore assumed that items 11/2/5.2 and 5.4 were superseded by N1-AFU-90-003.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

Hitman

Air Force Unit

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:

| LEAVE BLANK | |
|---|---------------------------|
| DATE RECEIVED FEB 8 7 1974 NC | JOB NO. 174-151 |
| 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. | |
| 3-15-74 <i>James B. Rhoads</i> Date Archivist of the United States | |

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

25 FEB 1974

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|--|---------------------|
| 1 | <p>ADMINISTRATIVE RECORDS (11-2) (Applicable Air Force-Wide)</p> <p>See attached table 11-2, rules 5.1 thru 5.4 which have been added to this table. These rules provide disposition instructions for supporting documentation to JCS position papers. These documents comprise the highest level of Air Force policy matters and decisions which directly affect Air Force, Department of Defense and the national security of the United States. This documentation is considered to be of such significant historical value that it is deemed worthy of permanent retention. The Air Force position is documented and must be retained as indicated in rules 5.1 and 5.3. In addition, rules 6 and 8 represent the record sets of official Department of the Air Force publications.</p> | DLT 11-2 Rules 5.1 thru 5.4 | |

STANDARD FORM 115
Revised November 1970
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4
115-105

| TABLE 11-2 (Continued) | | | | |
|------------------------|---|---|---|--|
| R U L E | A | B | C | D |
| | If documents are or pertain to | consisting of | which are | then |
| 5.1 ★ | | brief packages, brief sheet, index, coordination and receipt sheet, talking papers, background papers, service changes, and other related papers to support brief package | at HQ USAF, AF/XOXJ | retire as permanent after 5 years. |
| 5.2 ★ | | | at other than above | destroy after 3 years or when purpose has been served, whichever is sooner. |
| 5.3 ★ | | Air Force responses to JCS taskings (replies and support material) | at HQ USAF, AF/XOXJ | retire as permanent after 5 years. |
| 5.4 ★ | | | at other than above | destroy after 3 years, or when purpose has been served, whichever is sooner. |
| 6 | Secretary of the Air Force Orders (SAFOs) | formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary per AFR 11-18, and related background data | record sets at SAF-AAA | retire as permanent. |
| 7 | | | below SAF which are the basis for an AF publication | they become background material to the related publication (see table 5-1). |
| 8 | | | at HQ USAF/MAJCOM OPRs which are not the basis for an AF publication | retire as permanent. |
| 9 | | | received for informational purposes only | destroy when superseded, obsolete, or no longer needed for reference. |
| 10 | | | received below MAJCOMs | |
| 11 | | | drafts and related background data which are disapproved for issuance as a SAFO or AF publication | destroy after 2 years, or when purpose has been served, whichever is sooner. |