

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

AFU

1 item
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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 NOV 11 1974	JOB NO. NC - AFU - 75 - 13
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.	
11-21-74 (Date)	<i>James B. Rhoads</i> 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7 NOV 1974

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	SAFETY PROGRAM ADMINISTRATION (127-1) (Applicable Air Force-wide) See attached table 127-1, rule 4.1 which provides disposition instruction for copies of safety visit reports below HQ USAF level. This retention period will adequately serve all administrative and legal purposes of the Air Force.	127-1 Rule 4.1	

Copy to Agency 11/25/74

127. Safety. These tables cover documentation pertaining to administration of the AF safety program as it applies to the whole area of accident prevention.

TABLE 127-1				
SAFETY PROGRAM ADMINISTRATION				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 ★	safety program coordination letter	letters requesting/certifying that E-I teams have received safety indoctrination briefings at bases to which they are deployed	maintained by unit of assignment	destroy 1 year after job is completed.
2	safety studies	individual studies which disclose areas in human factors or in design, training, operations, or maintenance of AF equipment that may have an accident potential, and supporting documents	prepared by HQ USAF/IGD	destroy when superseded, obsolete, or no longer needed. (Exception: See para 3-4e(3) for disposal of collections of such documents considered worthy of preservation.)
3			prepared by MAJCOMs and below	destroy when no longer needed.
4	safety visit reports	final reports and supporting correspondence relating to findings and recommendations during safety visits	at HQ USAF/IGDS	destroy after 3 years.
5	explosives safety project control	site plans, drawings, specifications, and other graphic data, with related correspondence and reports	generated by AFM 127-100, and serve for control purposes in planning, development, construction, modification, or expansion of permanent or temporary facilities where AF interests and Government-furnished explosives are involved	destroy 3 years after construction is completed on facility or installation.
6	operational review reports	approved reports, related background material, and correspondence accumulated as a result of DOD-required periodic reviews to reexamine	at HQ USAF	destroy 2 years after the weapon system is declared obsolete, nonoperational, or dropped from the AF inventory.

10-407

1 August 1974

AFM 12-50 (C13)