

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

AFEC

Litman
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED NOV 29 1974	JOB NO. NC - AFU-75 -23
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.	
12-16-74 (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

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

27 NOV 1974

Herbert G. Raigen

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	PERSONNEL INVESTIGATIONS (205-3) (Applicable Air Force-wide) See attached table 205-3, rule 2.1 which provides disposition instructions for DD Form 1584 for all contractors requiring unescorted entry into restricted areas. The recommended retention period will adequately serve all administrative and legal requirements of the Air Force.	DLT Rule 2.1	

Copy to Agency 12/18/74

TABLE 205-3

PERSONNEL INVESTIGATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2.1	personnel security investigations	reports containing the results of National Agency checks completed by DODNACC.	conducted for local service contractors, who require only unescorted entry into restricted areas	destroy 90 days after contract is complete, or when the person for whom it was conducted terminates employment, whichever is sooner.