

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

10/18/74
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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:

LEAVE BLANK	
DATE RECEIVED NOV 29 1974	JOB NO. NC - AFU-75 - 24
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 <i>James B. Road</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 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. Geiger

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	INTELLIGENCE POLICY & PLANNING RECORDS (200-4) (Applicable Air Force-wide) See attached table 200-4, rule 10.1 which provides disposition instructions for completed control case files maintained below major command level, both classified and unclassified. The recommended retention period for these information copies is adequate to serve all administrative and legal requirements of the Air Force.	DLT 200-4 Rule 10.1	

Copy to Agency 12/18/74 du

TABLE 200-4

INTELLIGENCE POLICY & PLANNING RECORDS

R U L E	A	B	C	D
	If documents are or	Consisting of	Which are	Then
. 9		completed control case files on release of documents to foreign governments and foreign nationals, containing request for the document, authorization, and justification for its release, and related papers	pertinent to disclosure of classified information	destroy after 10 years.
10			pertinent to disclosure of unclassified information	destroy when purpose has been served, or after 2 years, whichever is sooner.
* 10.1			* informational copies below Major Command level pertinent to disclosure of classified and unclassified information	