

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

AFU

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

LEAVE BLANK	
DATE RECEIVED <i>JAN 31 1975</i>	JOB NO. NC - AFU-75-45
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.	
<i>3-13-75 James P. O'Neil</i> (Date) <i>acting</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.

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

30 JAN 1975

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	OSI FRAUD INVESTIGATIONS (124-9) (Applicable Air Force-wide) See attached table 124-9, rules 16 and 17 which provides disposition for reciprocal fraud investigations conducted by AFOSI. The retention period is based on the fact that the AF OSI report merely documents work expended and AFOSI has little interest in the subject matter. The information developed is incorporated into reports of the requesting agency. AFOSI retention of this information is no longer than is reasonably necessary to answer further inquiries by the requester. It has been determined that the disposition will adequately serve all legal and administrative requirements of the Air Force.	T124-9 Rules 16 and 17	

*Copy to Agency 3/19/75
Copy to Field 3/25/75*

TABLE 124-9 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	★ procurement/disposal matters misappropriation/special inquiry and reciprocal cases (24D, 25, 58, 59 and 74)	reports, statements, affidavits, correspondence, and informational data filed therewith concerning procurement and disposal matters, improper use or diversion of Government property/services of civilian/military personnel	record copies at AFOSI/IVFP retired to WNRC prior to micro-filming project	destroy 30 years after last action taken.
11			record copies at AFOSI/IVFP	microfilm after 10 years, destroy when microfilm copy is determined adequate substitute.
12			microfilm copies	destroy 30 years after last action.
13	fraud cases covered by rules 7, 8, 10 and 11	office of origin or auxiliary reports	copies retained by AFOSI field extensions (notes 2 and 3)	destroy 90 days after Case Survey Form, Part III, is submitted to AFOSI, or when no longer needed whichever is sooner.
14		information copies	at AFOSI/IVE and AFOSI/IVP	destroy when purpose has been served.
15	procurement/disposal cases (58, 59 and 74)	information copies of interest to AFSC/AFLC	at AFOSI districts 4 and 5	destroy when no longer required.
16	★ reciprocal fraud investigations (case type 553) (note 1)	reports, statements, concerning perjury, misuse/diversion of Government property/personnel, procurement/disposal matter, nonappropriated funds/commissary matters, pay/allowance matters, and bad checks where-in investigative activity was accomplished for and at the request of a local, state or federal investigative agency in the US or host country investigative agency overseas	record copies at HQ AFOSI	destroy after 1 year.
17			★	copies retained by AFOSI field extensions

Notes: ★ Category case type II. Used as a repository for material relating to previously completed investigations of embezzlement. Case type 53 is used as a repository for fraud investigations initiated prior to 28 June 1974.

2. Office of primary responsibility will insure that all record copies of 1A Serial material is forwarded with Case Survey Form, Part III, or with "CLOSED" report if a Case Survey Form, Part III is not required.

3. Auxiliary offices will forward record copy of all IA Serial material with the referred upon completion (RUC) report.