

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*1 item*  
TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

*AFU*

LEAVE BLANK	
DATE RECEIVED <b>JAN 31 1975</b>	JOB NO <b>NC - AFU - 75 - 48</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
3-13-75 (Date)	<i>James E. O'Neill</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

**30 JAN 1975**

Date

*Herbert G. Geiger*  
(Signature of Agency Representative)

(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	OSI INVESTIGATIONS (124-2) (Applicable Air Force-wide)  See attached table 124-2, rule 7 which documents the index system of all OSI investigations and provides a ready reference for ascertaining the existence of investigatory files. The revised disposition from permanent to destroy when related case file is destroyed is proper at this time as the information maintained in the Defense Central Index of Investigations is not required after the case file to which it refers is destroyed. The above disposition has been determined to be sufficient in providing all legal and administrative requirements of the Air Force.	T124-2 Rule 7	

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

**TABLE 124-2**

**OSI INVESTIGATIONS**

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 2 3	[RESERVED]			
4	zero files	category types 5-10, 12-30, 34, 35, 46, 47, 50, 55, 58-62, 69, 74, 84-86 specific and nonspecific investigative material	record copies maintained on a yearly basis for 5 years at AF OSI	destroy when microfilm is determined adequate substitute.
4.1			microfilm copies	destroy after 25 years
4.2		category type 65 specific and nonspecific investigative material	record copies maintained on a yearly basis for 1 year at AFOSI/IVT	destroy when microfilm is determined adequate substitute.
4.3			microfilm copies	destroy after 5 years.
4.4		information copy of material identified in rules 4 and 4.2	at AFOSI/IVE and AFOSI/IVP	destroy when purpose has been served
5			at AFOSI field extensions	destroy after 5 years, or when purpose has been served, whichever is later.
5.1	complaint form file	specific and nonspecific investigative material	at detachments, resident agencies and operating locations	destroy after 1 year.
6	investigative control summaries and data cards	summary of information and data contained in reports of investigation, command actions, and review board decisions	at division and branch levels to establish control and suspenses to follow cases	destroy after 5 years, or when superseded, obsolete, or no longer needed.
7 ★	index documentation	names of subjects, incidentals, victims, and file numbers extracted from investigative records and placed on index cards or computerized for location and research purposes. Record information at HQ AFOSI is maintained in the Defense Central Index of Investigations (DCII)	at HQ AFOSI	destroy when related case file is destroyed.
8			at AFOSI field extensions	destroy when superseded, obsolete, or no longer needed.