

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items
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. C. J. PHILLIPS

5. TEL EXT
756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED JUN 12 1975	JOB NO NC - AFU-75-69
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	
7-21-75 <i>James E. O'Neill</i> (Date) <i>acting</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

9 JUN 1975

Herbert G. Geiger
(Signature of Agency Representative)

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
	<p align="center">DEPLOYMENT DOCUMENTATION</p> <p align="center">(Table 100-XX)</p> <p align="center">(Applicable Air Force wide)</p> <p>The purpose of this submission is to establish disposition criteria for deployment documentation. These records are used to record events of actions taken preceding, during, and subsequent to deployment, including records of planning, operations, analysis, and evaluation. Also used as basis for planning future deployments and for research, analysis, and reference purposes after deployment is terminated.</p>		

Copy to Agency 7/25/75

TABLE 100- XX

DEPLOYMENT DOCUMENTATION

R U L E	A IF DOCUMENTS ARE OR PERTAIN TO	B CONSISTING OF	C WHICH ARE	D THEN	PRESCRIBING DIRECTIVE
1	deployment of AFCS mobile communications units (including ANG)	requests for deployment, mission directives, frag orders, MAJCOM validation messages, deployment directives, amendments and extensions to deployment directives, deployment orders, deployment reports, site surveys, post deployment summaries, similar records, and related correspondence pertinent to a specific mission	at the tasking headquarters and all other activities	destroy 2 years after mission completion or when no longer needed, whichever is sooner	
2			at the tasked unit	destroy 4 years after mission completion or when no longer needed, whichever is sooner	
3		unit mobility plans, master checklists, and similar correspondence accumulated in general preparation for deployment, regardless of the specific mission		destroy when superseded, obsolete, or no longer needed, whichever is sooner	
4		any of the above documentation	pertinent to deployments in support of tests, maneuvers, war games and similar exercises	destroy when no longer needed or after 2 years, whichever is sooner	