

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

2 items (See Instructions on Reverse) *AFCU*

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

5. TEL. EXT.

Mr. K. J. Bilek

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 29 1975	JOB NO. NC1-AFCU-76-23
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.	
1-5-76 (Date)	<i>James B. Rhoads</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.

16 DEC 1975

Herbert G. Geiger
(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	<p align="center">ACCIDENT/INCIDENT REPORTING RECORDS (127-2) (Applicable Air Force-Wide)</p> <p>See attached table 127-2, rules 4 and 5 which extends the retention period for one additional year for documentation maintained at HQ USAF, and provides for an exception with MAJCOMs to retain certain portions of reports which are essential to safety analysis an additional three years. These extensions will provide a broader data base for the Air Force newly created analysis organization and also allow the MAJCOMs to achieve the maximum benefit from data as it pertains to their unique environment. These revised retention periods will adequately serve all legal and administrative requirements of the Air Force.</p>	DLT 127-2 Rules 4 and 5	

Copy to Agency 1-6-76

TABLE 127-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4	ground accident reports	USAF accident series, with pertinent attachments, documents and related papers	record copies	★ destroy after 5 years.
5			MAJCOMs and below	★ destroy after 2 years or on inactivation of the activity whichever is sooner. (Exception: MAJCOMs may retain for five years those portions of reports and attachments that are essential to safety analysis.)