

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*litmus*

*AFU*

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

LEAVE BLANK	
DATE RECEIVED <b>SEP 27 1976</b>	JOB NO. <b>NC 1-AFU-76-60</b>
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.	
10-13-76 (Date)	<i>James B. Choad</i> Archivist of the United States

- FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE**
- MAJOR SUBDIVISION  
**Directorate of Administration**
- MINOR SUBDIVISION  
**Documentation Systems Division**
- NAME OF PERSON WITH WHOM TO CONFER  
**Mr. K. J. Bilek**
- CERTIFICATE OF AGENCY REPRESENTATIVE:

5. TEL. EXT.  
**756-2384**

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.

**22 SEP 1976**

*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
1	ADMINISTRATIVE REPORTS (120-1) (Applicable Air Force Wide)  See attached table 120-1, rule 1, column D which has been reduced to 1 year. An administrative review of these reports revealed that the rate of reference after 2 years did not justify the 3 year hold period from date of creation. The revised retention period will adequately serve all legal and administrative requirements of the Air Force.	DLT 120-1 R1	

*Copy to Agency 10-14-76*

120. Inspector General Activities. This table covers disposition of documentation related to policies and procedures for the overall direction and planning of Inspector General activities.

TABLE 120-1

ADMINISTRATIVE REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	administrative inquiries and investigation reports	reports and supporting documents relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units, or personnel	other than OSI investigations, security police investigations, technical investigations of fires and aircraft accidents, investigations of property survey officers, line of duty investigations, or grievances of civilian employees having other appeal rights	* destroy 1 year after final action.
2	personal conference period reports or personal complaints	formal complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken	a result of personal conference periods or complaints presented under AFR 123-11	destroy 1 year after year in which case is closed.

10-379/380