REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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. K. J. Bilek

5. TEL. EXT.
767-4496

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.

11 NOV 1977	*Herbert G. Geiger*	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
	CORRESPONDENCE, MESSAGE, AND PROJECT FILES (10-1) **(Applicable Air Force-Wide)**		
1	See attached table 10-1, rule 6.1 which describes and provides disposition instructions for separate series messages. There are some 1500 Address Indicating Group (AIG) and 19 categories of general messages used throughout the Air Force. The recommended retention period will adequately serve all Air Force requirements.	NC1- AFU- 77-73	
	EMC = Emergency Message Change IMC = Interim Message Change		

115-106

Sent to agency - 11/28/77 *1 item*

TABLE 10-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		routine requests for information, publications, or supplies; documents correcting reports or making other minor corrections to records; and courtesy or informational documents	reference value to the office for 3 months or less, and are maintained in a separate chronological file per AFM 12-20	whichever is sooner.
5	reading file	extra copies of letters, messages, or other documents	used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file	destroy 12 months after cutoff or when purpose has been served, whichever is sooner.
6	message file	extra copies of messages, except those covered elsewhere on this table or table 100-14 or those filed with other records series	used as a cross-reference to the record copies or file copies, and are maintained in a separate file by date time group, control number, or some other finding feature	destroy 6 months after monthly cutoff, or when purpose has been served, whichever is sooner.
6.1 ★		copies of separate series messages	maintained as a policy reference file per AFM 12-20	destroy after 1 year or when purpose has been served, whichever is sooner. (Exception: Destroy EMCs and IMCs when superseded or rescinded by a formal publication).
7	office projects/studies	case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (does not include management studies covered on table 25-1;	at OPRs at any level which result in issuance of a publication	they become background material to the publication, and are handled according to table 5-1.
8			at major subordinate command OPRs and above, and do not result in issuance of a publication	retire as permanent.