

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1-APU-78 54
DATE RECEIVED	AUG 11 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-20-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources 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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
28 JUL 1978	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	INSPECTION RECORDS (123-1) (Applicable Air Force-Wide) See attached table 123-1, rule 12, which provides identification and disposition instructions for operational readiness plans. This retention period will adequately serve all Air Force requirements.		

sent to Agency 9-22-78
liters
WJ

Inspection Records

TABLE 123-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	inspection checklists	inspection checklists, inspection guides, individual methods of approach or similar documents and papers related thereto	not published as, or supplement to, a standard publication per AFR 5-1 (see Table 5-1); and, which are not used to document a completed inspection	destroy when superseded, obsolete, or no longer required.
10.1		completed self-inspection checklists (or reports prepared therefrom), replies when required, and related papers	at inspected/monitoring activities	destroy after 1 year or upon completion of next self-inspection, whichever is sooner.
11	POM inspection reports	certificates of unit property, certification of clearance from accountability of station property, departure certificates, authorized personnel, vehicles, and cargo certificates, comparable certificates, and papers related thereto	prepared by a unit after inspection thereof and before movement to insure that all directives have been complied with in connection with sanitation, policing, property, and all other responsibilities	destroy after 1 year.
12 ★	operational readiness plans	plans prepared for guidance of the conduct of operational readiness inspections	at MAJCOMs and below	destroy when superseding plan is prepared.