

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 12 1973	JOB NO. 173-140
NOTIFICATION TO AGENCY	
<p>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.</p>	
Date <i>2-28-73</i>	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MR. E. F. VILLIARD

5. TEL. EXT.
11/29239

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration**

9 FEB 1973

R. E. Reilly

(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">SECURITY POLICE RECORDS (125-1) (Applicable Air Force-wide)</p> <p>The addition of this proposed rule provides adequate disposal authority for documentation maintained by our Security Police incident to confiscation of firearms and war trophies. Copies of the same documentation, along with materials confiscated, are turned over to the U. S. Customs Bureau for permanent retention; for this reason, retention of Air Force reference copies for 3 years is considered sufficient. A copy of the proposed rule is attached.</p> <p>If this request is approved, we also propose to delete rule 2, table 75-2; proposed page 10-234 revision is attached.</p> <p>A marked copy of our 18 December 1972 response to the GAO letter of 20 November 1972 is also attached as additional background information.</p>		

TABLE 125-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		clinical record, certificate of death, necropsy report, health certificate, X-rays, letters recommending euthanasia, veterinary examination of prospective military dog, weight chart, health record, and other standard medical forms prescribed by AFR 125-9	nary medical care, and disposition of military dogs used in internal security operations at AF installations	Repository, Military Dog Records, Military Dog Veterinary Service, Wilford Hall USAF Hospital (WHVS) Lackland AFB, TX 78236; hold until no longer needed for medical research, and destroy.
29		USAF sentry dog report		destroy after 2 years.
30	personnel identification credentials			see table 30-2.
31	identification card control logs			
32	identification card applications			
33	provisional passes			
34	receipts for identification credentials			
35	restricted area badges			
36	inspection reports	correspondence relating to findings and recommendations resulting from inspections of ammunition and weapon storage facilities, fund activities, etc.	used to determine an activities capabilities to protect Government funds, equipment, and material	see table 207-1, rule 1.
37	firearm or war trophy confiscation	documents incident to confiscation of firearms or war trophies	maintained by security police	destroy 3 years after final disposition of the property.

Note: Records which are required for board proceedings and claims for or against the Government will have the same disposition as the records to which they pertain.

TABLE 75-2

CUSTOMS AND ENTRY REQUIREMENTS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	personal property inspection and clearance	documents used for inspection, processing, and customs clearance of personal property (including accompanied or unaccompanied baggage), such as certificates of retention for captured material, trophies, certificates of ownership or right to possess items of Allied nations materiel, certificates of retention and customs declarations, receipts for articles withdrawn by inspecting officers for accompanied baggage, blanket declarations and summary sheets prepared by transport commanders, statements of authority to retain captured materiel trophies (except those in rule 2) , and related records	shipped by military personnel, merchant seamen, or civilians who have served or are serving with the AF	destroy after 2 years.
2 ★ 2	firearm or war trophy confiscation RESERVED	documents incident to confiscation of firearms or war trophies by the US Customs Bureau, including certificates of authorizations for retention and return of firearms and war trophies to the US, correspondence pertaining to seizure at port of embarkation by the US Customs Bureau or military authorities, property turn in slips, and related documents		retire as permanent.

* Note: For disposition of documentation pertaining to confiscation of firearms or war trophies see table 125-1.