

*PG 342*  
**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*Item*  
*(See Instructions on Reverse)*

**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. K.J. Bilek**

**5. TEL. EXT.**

**11/29209**

**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.

**26 JUN 1973**

*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
1	SAFETY PROGRAM ADMINISTRATION (127-1) (Applicable Air Force-wide)		
	See attached portion of table 127-1, rule 16 which provides disposition for safety program coordination letters. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.	DLT 127-1 Rules 13 thru 16	

13	private motor vehicle (PMV)-flight record	documentation of traffic safety training, inspection of member's personal vehicle, investigation of traffic accident, and related correspondence	maintained by PMV flight supervisor	destroy when individual is promoted to E-5, reassigned to another MAJCOM or loses driving privilege for remainder of tour in the command in which the privileges were withdrawn.
14	PMV control unit records	notification of assignment to PMV control unit, accident reports, training documentation and related correspondence	maintained by PMV control unit supervisor	destroy on reassignment to another MAJCOM, discharge or termination of employment with the AF.
15	danger tags			destroy when no longer needed.
16 ★	safety program coordination letter	letters requesting/certifying that E-I teams have received safety indoctrination briefings at bases to which they are deployed	maintained by unit of assignment	destroy 1 year after job is completed.