

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

23 items (See Instructions on Reverse) *AFU*
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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DATE RECEIVED FEB 12 1976	JOB NO. NCI - AFU-83-22
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.	
<i>4-27-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.
756-2384

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

4 FEB 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	<p align="center">SOURCE DOCUMENTS (124-6) (Applicable Air Force-Wide)</p> <p>The attached table 124-6 has been revised and rearranged to differentiate between the primary types of documentation accumulated in support of Air Force Office of Special Investigations (AF OSI) major investigative activities, i.e., substantive investigations, operations/collections/surveys, source documents, and support records. Changes to the current rules are preceded by a star. Accomplishing the criminal, fraud and counterintelligence mission of AFOSI necessitates the identification of human assets capable of providing information on specific areas to which they have access. In the furtherance of this objective, it has become necessary, because of the transient nature of AF personnel, to establish a centrally controlled and directed network of human assets. To accomplish this goal, the requirement to prepare and retain documents identifying individuals with the capability and desire to provide information to which they have access has evolved into the AFOSI source system. The access of these individuals to various types of information continues during their entire career. The expected period of active utilization of a particular individual is approximately five years; however, the retention of docu-</p>	DLT 124-6 Rules 1 thru 23	

115-106 *Copy to Agency 4-30-76*

ments relating to these individuals for an additional 15 years is appropriate. This retention period insures that documents reflecting the individual's access, availability, and capabilities are available during his entire career. Further, it is necessary to retrieve and utilize source related documents on a continuing basis. The unique nature of these files has a continuing impact on operational activities thus requiring their availability.

These documents provide a basis for answering frequent inquiries made by federal and local law enforcement agencies. It also becomes necessary on a frequent basis to verify or refute claims of U.S. intelligence community employment by foreign nationals. In order to maintain an effective, centrally controlled and directed source system, the retention of source related documents for a period consistent with their usefulness is required. Retention of these files by AFOSI field extensions for periods between 1 and 5 years is appropriate. HQ AFOSI is the central repository for these files and retrieval is easily accomplished when necessary. Retention by field extension beyond established limits serves no useful purpose.

Information pertaining to coded sources of information (CSI) and the area source program (ASP) requires retention at HQ AFOSI for no more than 10 years. These documents consist of identification data pertaining to foreign nationals who provide AFOSI with information to which they have access or to which they can obtain access. Retention of this identification data beyond a 10 year period would serve no useful purpose. This information is required for this period of time in order that inquiries concerning the individuals association with AFOSI can be accurately answered. Retention at AFOSI field extensions for a shorter period is appropriate since retrieval of necessary information is easily accomplished by HQ AFOSI.

TABLE 124-6

★ SOURCE DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	★ AFOSI/Contacts (OSI/C)	★ investigations and other documents pertaining to AFOSI contacts	record copies at HQ AFOSI	★ destroy 15 years after contact is permanently terminated.
2			★ potential and active record copies maintained by district source coded officers (SCOs)	★ forward to gaining district if OSI/C is transferred or destroy after one year if all pertinent data has been previously forwarded to HQ AFOSI.
3			working copies maintained by lower levels	forward to district SCO after OSI/C is transferred or permanently terminated.
4	★ associated personnel	★ investigations and other documents related to associated personnel	record copies at HQ AFOSI	★ destroy after 15 years.
5			at AFOSI field extensions	destroy after 2 years.
6	★ name traces	★ material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	record copies at HQ AFOSI	★ destroy after 15 years.
7			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner.
8	★ source register (OSI/C)	★ identification data pertaining to AFOSI contacts	at HQ AFOSI	★ destroy 15 years after contact is permanently terminated.
9	★ source register (CSI cards)	★ AFOSI Form 153	at HQ AFOSI	★ destroy 10 years after CSI is terminated.
10			at AFOSI field extensions	destroy 2 years after CSI is terminated.
11	★ source dossier (CS)	★ investigations and other data pertaining to coded sources (CS)	at HQ AFOSI	★ destroy 15 years after CS is terminated.
12			at AFOSI field extensions	destroy 1 year after termination.
13	★ source register (CS)	★ identification data pertaining to CS	at HQ AFOSI	★ destroy 15 years after CS is terminated.
14			at AFOSI field extensions	destroy 1 year after CS is terminated.

TABLE 124-6 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	★ area source program (ASP) dossiers	★ identification data pertaining to ASP personalities	at HQ AFOSI	★ destroy 10 years after termination.
16			at AFOSI field extensions	destroy 1 year after termination.
17	★ ASP source cards	★ AFOSI Form 159	at HQ AFOSI	★ destroy 10 years after termination.
18			at AFOSI field extensions	destroy 3 months after termination.
19	★ potential sources	★ identification and related data pertaining to potential sources	at AFOSI activities	★ destroy after they become active/transferred or terminated.
20	★ open sources	★ identification and related data pertaining to open sources	at AFOSI activities	★ destroy after termination.
21	★ source coded officer (SCO) burn list	★ identification of individuals concerned	at HQ AFOSI	★ destroy 15 years after date of original document.
22			at AFOSI field extensions	★ destroy 5 years after date of original document.
23	★ consolidated source activity reports (CSAR)	★ AFOSI Form 14 and related documents	at HQ AFOSI and AFOSI field extensions	★ destroy after 1 year.