

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

Citizens (See Instructions on Reverse) *AFU*

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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DATE RECEIVED AUG 5 1975	JOB NO. NC - AFU - 76 - 1
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.	
8-26-75 <i>James P. O'Hall</i> (Date) <i>Acting</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.

25 JUL 1975

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**
(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">PERSONNEL INVESTIGATIONS FILES (Table 205-3)</p> <p>The purpose of this submission is to establish disposition standards for documentation that is authorized for retention in support of the Presidential Support records systems. The two records systems are:</p> <p>a. The Nomination Files of personnel evaluated for Presidential Support duties to include all records from the time of nomination to final selection or to the final determination of non-selection. These files are collected to evaluate the background, character, suitability and qualifications of nominees being considered for selection to positions requiring contact with the President or access to the Presidential facilities or modes of transportation.</p> <p>b. Assignment Records Files for individuals approved, which include a new, revised approval letter and quarterly listings of all selected or assigned personnel by unit, by major command. They are originated to locate, identify, control and administer individuals selected for assignments to Presidential Support duties; to identify and process reassignments from one position to another; identify and process individuals requiring update investigations; to initiate assign-</p>		

Copy to Agency 8-27-75

ments after final selection, and to prepare the quarterly listing of individuals selected and assigned to the program.

These programs apply to all Air Force military and civilian employees and applicants nominated or assigned to authorized designated positions involving Presidential Support duties on a full or part-time basis.

The recommended retention period will adequately serve all administrative and legal requirements by the Air Force.

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18-23

TABLE 205-3

PERSONNEL INVESTIGATIONS

R U L E	A:	B	C	D
	If documents are or pertain to	consisting of	which are	then
18	Presidential Support Nomination Files	investigative reports, nominating correspondence, evaluations, summaries, medical reports, statements and recommendations, including copies of such documents at elements in the nomination process	forwarded with recommendations for selection of the nominee	Destroy upon receipt of notification of selection from HQ USAF/DAI.
19			nonselected by a nominating element without forwarding the nomination to HQ USAF/DAI	Retain until the nominating commander determines that an appeal to the nonselection will not be filed, then destroy the investigative report and retain the remaining part of the Nomination File for one year, then destroy
20			Nonselected by HQ USAF/DAI or higher review level	Retain until the nominating commander determines that an appeal to the nonselection will not be filed, then destroy the investigative report and retain the remaining part of the Nomination File for one year, then destroy

TABLE 205-3

PERSONNEL INVESTIGATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21	Presidential Support Assignment Record Files	Letters of Notification of Selection for Assignment to Presidential Support Duties	Maintained during the period of assignment at the unit, major command and the Chief Security Police servicing the unit of assignment	Destroy upon notification of termination of duties or assignment
22			Maintained at HQ USAF/DAI for the period of assignment.	destroy upon reassignment, or after 5 years, whichever is longer.
23		Quarterly roster of Personnel Assigned to Presidential Support Duties	Maintained at HQ USAF/DAI, the unit of assignment, the major command and the Chief Security Police servicing the unit of assignment.	Destroy when superseded by the next quarterly roster.