

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-76-60

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
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

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:

LEAVE BLANK	
DATE RECEIVED SEP 27 1976	JOB NO. NC 1-AFCU - 76-60
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>10-13-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

22 SEP 1976

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
1	ADMINISTRATIVE REPORTS (120-1) (Applicable Air Force Wide) See attached table 120-1, rule 1, column D which has been reduced to 1 year. An administrative review of these reports revealed that the rate of reference after 2 years did not justify the 3 year hold period from date of creation. The revised retention period will adequately serve all legal and administrative requirements of the Air Force.	DLT 120-1 R1	

Copy to Agency 10-14-76

120. Inspector General Activities. This table covers disposition of documentation related to policies and procedures for the overall direction and planning of Inspector General activities.

TABLE 120-1

ADMINISTRATIVE REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	administrative inquiries and investigation reports	reports and supporting documents relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units, or personnel	other than OSI investigations, security police investigations, technical investigations of fires and aircraft accidents, investigations of property survey officers, line of duty investigations, or grievances of civilian employees having other appeal rights	★ destroy 1 year after final action.
2	personal conference period reports or personal complaints	formal complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken	a result of personal conference periods or complaints presented under AFR 123-11	destroy 1 year after year in which case is closed.

10-379/380