

**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

AFU

LEAVE BLANK	
DATE RECEIVED OCT 28 1975	JOB NO. NC - AFU-76-11
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>11-3-75</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

22 OCT 1975
Date

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	FOREIGN NATIONALS (200-5) (Applicable Air Force-Wide) See attached table 200-5, rule 1.1 which provides disposition instructions for requests from foreign nationals to visit Air Force installations and/or industrial facilities. These are copies maintained below HQ USAF and considered temporary. The retention period for these copies will adequately serve all legal and administrative requirements of the Air Force.	DLT 200-5 Rule 1.1	

Copy to Agency 11-7-75 ad

TABLE 200-5 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1			* at HQ USAF	destroy after 2 years.
1.1			at other than	destroy short term visit requests (1-30 day) after 3 months; destroy long term visit requests (1 month-1 year) after 1 year.
*			HQ USAF	