INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

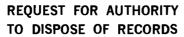
Schedule Number: NC1-AFU-78-05

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 100/8/14 was superseded by NC1-AFU-81-32 / 100/8/14. The remaining items were superseded by N1-AFU-90-012.

Date Reported: 9/23/2024 NC1-AFU-78-05



(See Instructions on Reverse)

(See instructions on Reverse)	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC	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	5. TEL. EXT.
Mr. Neil Vandergraaf	767-4495
6. CERTIFICATE OF AGENCY REPRESENTATIVE:	

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1 3 OCT 1977	ЈОВ ИО.	-
NC1 AF	78	5

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

(Date) Archivist of the United States

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

CERBETT G. GEIGEL Chief Vocamentation Systems Division O SEP 1977 Date (Signature of Agency Representative) (Title) 9. SAMPLE OR JOB NO. 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 7. ITEM NO. 10. ACTION TAKEN COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANNING, AND REPORTING RECORDS AND COLLATERAL DATA (T 100-8) (Applicable Air Force-wide) 1 The attached new table 100-8 contains recommended NN-171changes to disposition criteria of above documentation 126 as indicated by an asterisk in the appropriate column. Retention period in rule 1 has been reduced from permanent to 25 years. Rule 2 retention has been reduced from 5 to 2 years. Delete old rule 3. Old rules 4,5,6,7, and 8 are renumbered. New rules 8 and 9 are additions; documentation is not now covered in our manual. New rules 10 through 14 were previously in table 100-7, but belong more appropriately under this table. A copy of the current table 100-8 is provided for your ease of reference. The above recommended changes to disposition criteria adequately meets Air Force requirements.

Sendato Agency and NNM.

TABLE 100-8 COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANNING, AND REPORTING RECORDS AND COLLATERAL DATA D Α IJ consisting of which are then If documents are E or pertain to *survey reports (CS\$R), *retire to USAFSS Special at AFCOMSECCEN *COMSEC surveillance projects normally identified and Intelligence Records Center after 2 years where it will be retained an additional 23 years (see note). WHHDRAWN accounted for by a COMSEC WITHDRAWN project designator and/or title *USAFSS COMSEC OPR and *destroy after 2 years. 2 (EXCEPTION: Cancelled projects all other units will be destroyed after 1 year. *3 reports (status, interim, ACAFCOMSECCEN and COMSEC interim reports message, advisory) that units provide timely information and/or recommendations concerning COMSEC activities which are not accounted for by a COMSEC project designator, COMSEC mission guides, and related correspondence LAF units other than in ×Ъ destroy after 1 year. rule 3 destroy 90 days after *5 report background file drafts, selected page publication of hard copy prints, mission logs, reports. traffic summaries, and related data that reflect the analytic background of published reports

· [A]	BLE 100-8 (Continued)	100-8 (Continued)				
R	A	В	С	D		
U L E	If documents are or pertain to	consisting of	which are	then		
*6	collateral data	reference publications, digest, diagrams, summaries, brief descriptions of USAF communications systems, and related data used to plan, equip, and operate COMSEC activities		destroy when superseded, obsolete, or when no longer needed, whichever is sooner.		
* 7	transcripts and recordings	recorded telephone con- versations and transcripts thereof	at AFCOMSECCEN and other USAFSS COMSEC activities	destroy 90 days after publication of associated COMSEC surveillance reports.		
*8	COMSEC surveillance services	correspondence of requested services, proposed projects, or other planning data which are not accounted for by a COMSEC project designator		destroy 2 years after action is completed, or when it is determined no further action is required (NOTE: On assignment of a COMSEC project designator, refile according to rule 1 or 2, as applicable.)		
*9	national COMSEC/EMSEC policy, guidance and planning (EMSEC = Electro-Magnetic-Security)	directives, plans, and memorandums issued by national level agencies such as the National Security Council, United State WILHDRAWN Communications Security Board, Joint Chiefs of Staff, and related correspondence and documents	formal state- ments of policies, ob- jectives, criteria and procedures pertaining to COMSEC/EMSEC matters WITHDRAWN	destroy when superseded, obsolete, or no longer needed WIIHDRAWN WITHURAWN		

R	A	В	C	D
U L E	If documents are or pertain to	consisting of	which are	then
10	annual COMSEC status report	reports prepared and sub- mitted according to AFR 100-145	at HQ USAF and originating commands	destroy after 2 years, or when purpose has been served whichever is later.
11			at HQ USAFSS	destroy 2 years after preparation of biennial report.
12	biennial status reports		at HQ USAF	destroy 2 years after receip of next biennial report.
÷13			at HQ USAFSS	destroy 2 years after prepar ation of next biennial repor
* 14	communications security education program (CSEP)	documents that reflect accomplishment of CSEP objectives to include records of briefings given, films shown, personnel attendance, security tests administered and scores, and status reports to higher headquarters		retain in accumulating offic and destroy after 2 years.
'	NOTE: USAFSS to the of	Tre of record for records of p	ermanent or longt îme retë	tion because the
	classification o	d sonsitivity of these records		
	Records appraised and classification	lesignated the office of record as permanent will be offered in no longer prevent their use ded by R.A. Wire per Neil Va	o the National Archives voor purposes of historical	when sensitivity
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