

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*26 Apr 74* (See Instructions on Reverse) *NC 371*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Defense Communications Agency

2. MAJOR SUBDIVISION  
Administrative Division

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Frederick Bradley

5. TEL. EXT.  
692-6951

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>APR 30 1974</b> <b>NC 174-218</b>	JOB NO.
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.	
5-14-74 <i>James C. O'Neil</i> (Date) <i>acting</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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*26 Apr 74* *Arthur E Hayes* *Chief, Administrative Division*  
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
	See Attached for changes in retention periods to <i>210</i> DCAI-15-6, Change 4. <i>^</i>		

*Concurrence of GAO requested*

Chiefs of Staff program and budget decisions, and Five-Year Defense Program; authorization vouchers, manning levels, and other instruments which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments of DCA.

Disposition: Office of Record - Permanent.

Others - Destroy when superseded.

*P 103*  
209-04 Manpower Staffing Standard Files. Documents created in developing, establishing and issuing manpower staffing standards to provide guidance in the application of these yardsticks for measuring personnel requirements, to evaluate performance, and to present information developed from work measurements reports. Included are trend analyses, charts, tables, performance scales, and factors, and yardsticks.

*Disposal not authorized at this time*  
Disposition: Office of Record - Permanent. *Destroy after*

*Review after 5 years. 20 years.*

Others - Destroy when superseded.

*P 103*  
209-05 Manpower Survey Files. Documents created in conducting appraisals, either on-site or by other review procedures, of manpower requirements and utilization, including personnel inventory and appraisal reports, studies, comments, justifications, and similar papers.

*Disposal not authorized at this time*  
Disposition: Office of Record - Permanent. *Destroy after 20*

*Review after 5 years.*

Others - Destroy after 5 years.

Retain in CFA.

*P 103*  
209-06 Manpower Statistical Data Files. Reports, compilations, or other documents created to provide a source of statistical data for use in manpower control activities such as forecasting, justifying, and analyzing current or projected manpower requirements and allocating manpower spaces, including reports and data concerning such matters as civilian and military strength or organizational segments of DCA and similar matters.

*Disposal not authorized at this time*  
Disposition: Office of Record - Permanent. *Destroy after*

*Review after 5 years.*

Others - Destroy after 5 years.

*P 103*  
209-07 JTD Files. Documents relating to initiation, development, preparation, and approval of the Joint Tables of Distribution for DCA. Included are drafts; copies of

- # ~~607-06~~ PERMIS Operations Files. Staff studies and other papers which document policies and procedures for capturing, storing, retrieving, and presenting data from the DCA Personnel Management Information System (PERMIS).

Disposition: Destroy when no longer needed.

- # 607-07 PERMIS Output Files. A master file of reports and listings generated by the DCA PERMIS.

*Disposal not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~ *Destroy*  
*Review after 5 years after 20 years.*  
Others - Destroy when no longer needed.

- # ~~607-08~~ PERMIS System Documentation Files. Papers used to develop, maintain, and upgrade the DCA PERMIS. Included are flow charts, functional requirements, ADP hardware and software information, and detailed program design specifications.

Disposition: Destroy when no longer needed.

- # 607-09 Civilian Personnel Reports Files. Retained copies of reports required by Office of the Secretary of Defense, Office of Management and Budget, U.S. Civil Service Commission, and the U.S. Congress. The reports pertain to a variety of civilian personnel matters.

*Disposal not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~ *Retire*  
*Destroy after 20 years*  
*Review after 5 years.*  
Others - Destroy when no longer needed.

- # ~~607-10~~ USCSC Central Personnel Data Bank. Retained copies of papers furnished by DCA to the U.S. Civil Service Commission to enable the latter organization to meet its statistical information needs and reporting requirements. The Commission's central personnel data bank consists of a current status file, transaction file, and selective history file and is designed to provide an adequate data base for timely response to various types of inquiries and research studies.

Disposition: Destroy when no longer needed.



They include advance procurement plans and (a) request for proposal (statement of work, specifications, sample proposal, etc.), (b) contractor proposals, (c) source selection authority actions, (d) the awarded contract, (e) contract change requests, and (f) changes to contract.

*Disposal not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 6 years*  
*Review after 5 years*  
Others - Destroy when no longer needed.

804-33 DSCS Acquisition Ground Segment Files. These documents are a chronological record of the acquisition process. They include advance procurement plans and (a) request for proposal (statement of work, specifications, sample proposal, etc.), (b) contractor proposals, (c) source selection authority actions, (d) the awarded contract, (e) contract change requests, and (f) changes to contract.

*Disposal not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 6 years*  
*Review after 5 years*  
Others - Destroy when no longer needed.

804-34 DSCS Acquisition Airborne Terminals Files. These documents are a chronological record of the acquisition process, they include advance procurement plans and (a) request for proposal (statement of work, specifications, sample proposal, etc.), (b) contractor proposals, (c) source selection authority actions, (d) the awarded contract, (e) contract change requests, and (f) changes to contract.

*Disposal not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 6 years*  
*Review after 5 years*  
Others - Destroy when no longer needed.

804-35 DSCS Acquisition Shipboard Terminals Files. These documents are a chronological record of the acquisition process, they include advance procurement plans and (a) request for proposal (statement of work, specifications, sample proposal, etc.), (b) contractor proposals, (c) source selection authority actions, (d) the awarded contract, (e) contract change requests, and (f) changes to contract.

*Disposal not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 6 years*  
*Review after 5 years*  
Others - Destroy when no longer needed.

controls; maintenance management and failure data; configuration management; miscellaneous requirements forecasts; operational readiness support status, and supply management effectiveness reporting systems; and related papers.

Disposition: Office of Record - Destroy after 5 years.  
Retire when no longer needed.

Others - Destroy when no longer needed.

*862-21* IJCS-PAC Subscriber Terminal Files. Documents relating to subscriber terminal equipment required for each configuration to ensure duplex operation of the IJCS-PAC. Included are specifications showing required units, installation criteria, descriptions, funding requirements, and related papers.

*Disposal not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 10 years.*  
*Review after 5 years.*  
Others - Destroy when no longer needed.

~~862-22~~ IJCS-PAC Operations Summary Reports Files. Copies of reports submitted at specified intervals to DCA by the contractor during the period of his operation and maintenance responsibility for each IJCS-PAC site. The reports show significant events occurring at the sites such as difficulties concerning installation, power, operational problems, and the like, and related papers.

~~Disposition: Office of Record - Destroy after 10 years.  
Retire when no longer needed.~~

~~Others - Destroy when no longer needed.~~

*862-23* IJCS-PAC Subscriber Hardware Equipment Files. Documents relating to equipment for subscriber terminals to ensure system effectiveness as regards modular configuration, interface, and transmission. Included are equipment specifications for subscriber requirements, cryptographic devices, and related papers.

*Disposal not authorized at this time*  
Disposition: Office of Record - Permanent. Retire when no longer needed. *Destroy after 10 years.*  
*Review after 10 years*  
Others - Destroy when no longer needed.

*862-24* IJCS-PAC Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support to cost for communications systems, networks, and

equipment as regards facilities, repair parts, spares, transportation, personnel, and other support factors. Included are logistics plans and related supporting documents.

*Disposition not authorized at this time*  
Disposition: Office of Record - Permanent. Retire when no longer needed. *Destroy after 10 years.*

*Review after 5 years.*

Others - Destroy when no longer needed.

862-25 ~~IJCS-PAC Solicitation Files~~. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the IJCS-PAC. Solicitations (commonly called "procurement packages") include items such as work statement, specifications, exhibit, contract data requirement list, and notes. Files consist of papers reflecting review, comments, coordination with the military departments, and related papers.

Disposition: Office of Record - Destroy 6 years after completion of the related contract.

Others - Destroy when no longer needed.

862-26 Reserved.

862-27 ~~IJCS-PAC Repair Parts/T&TE Reports Files~~. Reports submitted periodically to DCA by contractors to document the quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineering analysis, contractors' experience, and procurement parameters.

Disposition: Destroy when no longer needed.

862-28 ~~IJCS-PAC Reference Paper Files~~. These papers relate to the IJCS-PAC project and consist of:

- a. Copies of documents which duplicate the record copies filed elsewhere.
- b. Documents which require no action.
- c. Rough drafts, notes, feeder reports, and similar working papers.
- d. Cards, listings, indexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.

864-19 KWN Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the Korean Wideband Network program. Included are papers reflecting estimates of specific aspects of the program, funding requirements, forecasts, allocations, operating schedules, expenditure accounting, and related papers.

Disposition: Office of Record - Destroy after 5 years. Retire when no longer needed.

Others - Destroy when no longer needed.

864-20 KWN Management Information System Files. Organized collection of systematically arranged data used by program management officials in evaluating specific needs of the Korean Wideband Network program. Included are papers reflecting maintenance engineering and analysis control; program schedule and cost controls; maintenance management and failure data; configuration management; miscellaneous requirements forecasts; operational readiness support status and supply management effectiveness reporting systems.

Disposition: Office of Record - Destroy after 5 years.

Others - Destroy when no longer needed.

864-21 KWN Subscriber Terminal Files. Documents relating to subscriber terminal equipment required for each configuration to ensure duplex operation of the Korean Wideband Network. Included are specifications showing required units, installation criteria, descriptions, funding requirements, and related papers.

*Disposal not authorized at this time.*  
Disposition: Office of Record - Permanent. Retire when no longer needed. *Destroy after 10 years.*

*Review after 5 years.*

Others - Destroy when no longer needed.

864-22 KWN Operations Summary Reports Files. Copies of reports submitted at specified intervals to DCA by the contractor during the period of his operation and maintenance responsibility for each KWN site. The reports show significant events occurring at the sites such as difficulties concerning installation, power, operational problems, and the like, and related papers.



Disposition: Office of Record - Destroy after 10 years.  
Retire when no longer needed.

Others - Destroy when no longer needed.

864-23 KWN Subscriber Hardware Equipment Files. Documents relating to equipment for subscriber terminals to ensure system effectiveness as regards modular configuration, interface, and transmission. Included are equipment specifications for subscriber requirements, cryptographic devices, and related papers.

*Disposition not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 10 years.*  
*Review after 10 years.*

Others - Destroy when no longer needed.

864-24 KWN Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support to cost for communications systems, networks, and equipment as regards facilities, repair parts, spares, transportation, personnel, and other support factors. Included are logistics plans and related supporting documents.

*Disposition not authorized at this time*  
Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 10 years.*  
*Review after 5 years.*

Others - Destroy when no longer needed.

864-25 KWN Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the Korean Wideband Network. Solicitations (commonly called "procurement packages") include items such as work statement, specifications, exhibit, contract data requirement list, and notes. Files consist of papers reflecting review, comments, coordination with the military departments, and related papers.

Disposition: Office of Record - Destroy 6 years after completion of the related contract.

Others - Destroy when no longer needed.

864-26 KWN Deployment Files. Documents relating to deployment of the Korean Wideband Network as directed by JCS, consistent with the criteria for fixed and transportable facilities.

Disposition: Destroy when superseded or no longer needed.

865-21 DCS-EUR Subscriber Terminal Files. Documents relating to subscriber terminal equipment required for each configuration to ensure duplex operation of the DCS-EUR transmission facilities. Included are specifications showing required units, installation criteria, descriptions, funding requirements, and related papers.

*Disposal not authorized at this time*  
Disposition: Office of Record - Permanent. Retire when no longer needed. *Destroy after 10 years.*  
*Review after 5 years.*

Others - Destroy when no longer needed.

865-22 DCS-EUR Operations Summary Reports Files. Copies of reports submitted at specified intervals to DCA by the contractor during the period of his operation and maintenance responsibility for each DCS-EUR site.

Disposition: Office of Record - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

865-23 DCS-EUR Subscriber Hardware Equipment Files. Documents relating to equipment for subscriber terminals to ensure system effectiveness as regards modular configuration, interface, and transmission. Included are equipment specifications and subscriber requirements, cryptographic devices, and related papers.

*Disposal not authorized at this time*  
Disposition: Office of Record - Permanent. Retire when no longer needed. *Destroy after 10 years.*  
*Review after 10 years.*

Others - Destroy when no longer needed.

865-24 DCS-EUR Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support to cost for communications systems, networks, and equipment as regards facilities, repair parts, spares, transportation, personnel, and other support factors. Included are logistics plans to ensure maximum continuous operation of the system and related supporting documents.

*Disposal not authorized at this time*  
Disposition: Office of Record - Permanent. Retire when no longer needed. *Destroy after 10 years.*  
*Review after 5 years.*

Others - Destroy when no longer needed.

DCAI 210-15-6  
 Supplement 1  
 Change 4

866-19 DCS-AL Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the DCS-AL transmission projects. Included are papers reflecting estimates of specific aspects of the projects, funding requirements, forecasts, allocations, operating schedules, expenditure accounting, and related papers.

Disposition: Office of Record - Destroy after 5 years.  
 Retire when no longer needed.

Others - Destroy when no longer needed.

866-20 DCS-AL Management Information System Files. Organized collection of systematically arranged data used by projects management officials in evaluating specific needs of the DCS-AL transmission projects. Included are papers reflecting maintenance engineering and analysis control; projects schedule and cost controls; maintenance management and failure data; configuration management; miscellaneous requirements forecasts; operational readiness support status and supply management effectiveness reporting system; and related papers.

Disposition: Office of Record - Destroy after 5 years.  
 Retire when no longer needed.

Others - Destroy when no longer needed.

866-21 DCS-AL Subscriber Terminal Files. Documents relating to subscriber terminal equipment required for each configuration to ensure duplex operation of the DCS-AL transmission facilities. Included are specifications showing required units, installation criteria, descriptions, funding requirements, and related papers.

Disposition: Office of Record - ~~Permanent~~. Retire when no longer needed. *Destroy after 10 years.*

*Review after 5 years.*

Others - Destroy when no longer needed.

866-22 DCS-AL Operations Summary Reports Files. Copies of reports submitted at specified intervals to DCA by the contractor during the period of his operations and maintenance responsibility for each DCS-AL site.

Disposition: Destroy when no longer needed.

866-23 DCS-AL Subscriber Hardware Equipment Files. Documents relating to equipment for subscriber terminals to ensure system effectiveness as regards modular configuration, interface, and transmission. Included are equipment specifications and subscriber requirements, cryptographic devices, and related papers.

*Disposition not authorized at this time*  
Disposition: Office of Record - Permanent. Retire  
when no longer needed. *Destroy after 10 years.*

*Review after 10 years*  
Others - Destroy when no longer needed.

866-24 DCS-AL Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support to cost for communications systems, networks, and equipment as regards facilities, repair parts, spares, transportation, personnel, and other support factors. Included are logistics plans and supporting documents.

*Disposition not authorized at this time*  
Disposition: Office of Record - Permanent. Retire  
when no longer needed. *Destroy after 10 years.*

*Review after 5 years*  
Others - Destroy when no longer needed.

866-25 DCS-AL Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the DCS-AL transmission projects. Solicitations (commonly called "procurement packages") include items such as work statement, specifications, exhibit, contract data requirement list, and notes. Files consist of papers reflecting reviews, comments, coordination with the military departments, and related papers.

Disposition: Office of Record - Destroy 6 years  
after completion of the related contract.

Others - Destroy when no longer needed.

866-26 DCS-AL Deployment Files. Documents relating to the deployment, ground terminal locations, and satellites positioning for the DCS-AL transmission facilities as directed by JCS.

Disposition: Destroy when superseded or no longer needed.

866-27 DCS-AL Repair Parts/T&TE Reports Files. Reports submitted periodically to DCA by contractors to document the quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineering analysis, contractors' experience, and procurement parameters.

and failure data; configuration management; miscellaneous requirements forecasts; operational readiness support status and supply management effectiveness reporting system; and related papers.

Disposition: Office of Record - Destroy after 5 years.  
Retire when no longer needed.

Others - Destroy when no longer needed.

867-21 DCS-WEST HEM Subscriber Terminal Files. Documents relating to subscriber terminal equipment required for each configuration to ensure duplex operation of the DCS-WEST HEM transmission facilities. Included are specifications showing required units, installation criteria, descriptions, funding requirements, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed. *Disposal not authorized at this time. Destroy after 10 years. Review after 5 years.*

Others - Destroy when no longer needed.

867-22 DCS-WEST HEM Operations Summary Reports Files. Copies of reports submitted at specified intervals to DCA by the contractor during the period of his operations and maintenance responsibility for each DCS-WEST HEM site.

Disposition: Destroy when no longer needed.

867-23 DCS-WEST HEM Subscriber Hardware Equipment Files. Documents relating to equipment for subscriber terminals to ensure system effectiveness as regards modular configuration, interface, and transmission. Included are equipment specifications and subscriber requirements, cryptographic devices, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed. *Disposal not authorized at this time. Destroy after 10 years. Review after 10 years.*

Others - Destroy when no longer needed.

867-24 DCS-WEST HEM Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support to cost for communications systems, networks, and equipment as regards facilities, repair parts, spares, transportation, personnel, and other support factors. Included are logistics plans and supporting documents.

*Disposition not authorized of this form*  
Disposition: Office of Record - ~~Permanent~~. Retire  
when no longer needed. *Destroy after 10 years.*  
*Review after 5 years.*  
Others - Destroy when no longer needed.

867-25 ~~DCS-WEST HEM Solicitation Files.~~ Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the DCS-WEST HEM transmission projects. Solicitations (commonly called "procurement packages") include items such as work statement, specifications, exhibit, contract data requirement list, and notes. Files consist of papers reflecting reviews, comments, coordination with the military departments, and related papers.

Disposition: Office of Record. Destroy 6 years after completion of the related contract.

Others - Destroy when no longer needed.

867-26 ~~DCS-WEST HEM Deployment Files.~~ Documents relating to the deployment, ground terminal locations, and satellites positioning for the DCS-WEST HEM transmission facilities as directed by JCS.

Disposition: Destroy when superseded or no longer needed.

867-27 ~~DCS-WEST HEM Repair Parts/T&TE Reports Files.~~ Reports submitted periodically to DCA by contractors to document the quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineering analysis, contractors' experience, and procurement parameters.

Disposition: Destroy when no longer needed.

867-28 ~~DCS-WEST HEM Reference Paper Files.~~ These papers relate to the DCS-WEST HEM transmission projects and consist of:

- a. Copies of documents which duplicate the record copies filed elsewhere.
- b. Documents which require no action.
- c. Rough drafts, notes, feeder reports, and similar working papers.
- d. Cards, listings, indexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.