REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

463 items (See Instructions on Reverse) R6-371

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

LEAV BLANK	
DATE RECEIVED OCT 29 1974	JOB NO NC-371-75-3

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-3-75 (Date) James B. Rhoads Archivist of the United States

1 FROM (AGENCY OR ESTABLISHMENT)
Defense Communications Agency

2. MAJOR SUBDIVISION
Administrative Division

3 MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER: Frederick Bradley

5. TEL EXT: 26951

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

23 Oct 74 (Date) ARTHUR E. HAYES (Signature of Agency Representative) Chief, Admin Division (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	Attached is Change 5 to DCAI 210-15-6 January 1970		

Copies to Agency, NCW 7/9/75 Seattle, St Louis

115-106

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

DEFENSE COMMUNICATIONS AGENCY
WASHINGTON, D. C. 20305

DCA INSTRUCTION 210-15-6
Change 5*

3 September 1974

ADMINISTRATION

Records Management

1. DCA Instruction 210-15-6, 1 January 1970, is changed as follows:

REMOVE PAGES	INSERT PAGES
1-1, 1-2	1-1, 1-2
3-1 through 3-4	3-1 through 3-4
5-1	5-1
6-1, 6-2	6-1, 6-2
	6-5
8-1 through 8-5	8-1 through 8-8
i through iv (Supplement 1)	i through iv (Supplement 1)
2-13, 2-14	2-13, 2-14
2-31, 2-32	2-31, 2-32
4-7, 4-8	4-7, 4-8
5-1, 5-2	5-1, 5-2
5-7	5-7, 5-8
6-11 through 6-14	6-11 through 6-14
6-21, 6-22	6-21, 6-22
8-5 through 8-8	8-5 through 8-8
8-19, 8-20	8-19, 8-20
8-27 through 8-34	8-27 through 8-34
8-41, 8-42	8-41, 8-42
8-49, 8-50	8-49 through 8-50a
8-71k, 8-711	8-71k, 8-711
8-115 through 8-126	8-115 through 8-126
8-139, 8-140	8-139, 8-140
8-185 through 8-188	8-185 through 8-188
8-191 through 8-194	8-191 through 8-194
8-199, 8-200	8-199, 8-200
8-205, 8-206	8-205, 8-206
8-213, 8-214	8-213, 8-214
1a, 2 (Supplement 3)	1a, 2 (Supplement 3)
5 through 8	5 through 8
11, 12	11, 12

*This change cancels DCAN 210-15-19, 17 January 1974
OPR: 210
DISTRIBUTION: A, B, C, J

REMOVE PAGES	INSERT PAGES
19 through 22	19 through 22
23, 24	23, 24
25a through 28	25a through 28
31 through 36	31 through 35

The changed portions are indicated by number signs (#) in the left margin of the new pages.

2. When the above action has been completed, this change may be filed with the basic publication.

FOR THE DIRECTOR:

LAWRENCE LAYMAN
Captain, USN
Chief of Staff

OFFICIAL:

J. M. Wheeler
Lieutenant Colonel, USAF
Deputy Assistant to the
Director for Administration

1 Enclosure a/s

CHAPTER 1. FILES MAINTENANCE PROCEDURES

1. Files Planning.

a. Files planning is the administrative technique concerned with organizational location of record copies of action papers to ensure their accessibility to staff offices having the greatest reference need for them. The advantages are:

(1) Complete documentation of actions and transactions, thus enhancing the administrative value of papers for primary use and ensuring the adequacy of the records for secondary use by historians and researchers.

(2) Easy accessibility of completed action papers to staff officials having the greatest reference need for them.

(3) Diminished duplication of papers.

(4) Simplified disposition of papers when they become noncurrent.

b. A files plan will be prepared and published by Headquarters, DCA and Director, DCEC, Commanders and Chiefs of DCA field activities. It may be included in the local records management directive.

c. The files plan put into effect may be one of two types:

(1) Centralized: Under this files plan, record copies of documents are maintained at a central location within the organization. This plan is suitable when:

(a) The organization is small, and the central file is located within easy walking distance of action offices located in the same building.

(b) The annual accumulation of files is of insufficient volume to warrant dispersion among the several offices.

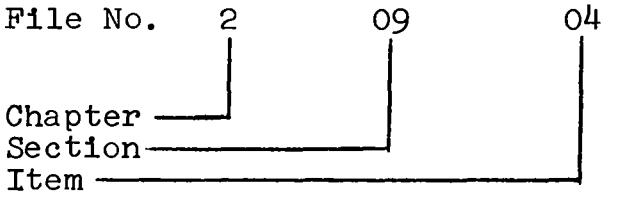
(2) Functional: Under the functional files plan record copies of documents are maintained in the office where the related functions are performed. Offices of record will be established at organizational levels where effective documentation of assigned functions and responsibilities can be assured. Records will be sufficiently accessible to the using officials to preclude the maintenance of duplicate files. The office of record will be assigned responsibility for the custody and maintenance of the current records of the office it serves.

Either plan may be slightly modified to meet local needs. For example, when the functional files plan is used, it may be deemed desirable to maintain publications record sets in the administrative office, as this technique would simplify retirement.

2. DCA Functional Files System.

a. The DCA functional files system is a method for classifying papers by numbers which represent the authority for the disposition of records. These numbers are associated with the functional activities of DCA. Therefore, these numbers provide a classification which may be used for filing, reference, and disposition. This is the only files system authorized for use in the Defense Communications Agency.

b. File numbers used in the DCA functional files system are derived from the internal arrangement of the material in the supplement. For example, the file number 209-04 is derived as follows:



The functional basis for this derivation is illustrated by examining the derivation of the component parts. Chapter 2 describes records in the major functional area of planning, programming, and management. Section IX (represented by 09 in the example) of that chapter pertains to organization and manpower files, a subordinate activity of the major functional area. The file described in item 4 (as represented by 04 in the example) pertains to manpower surveys. Thus, the file number is expressed as 209-04.

c. The DCA functional files system will be applied in all elements of the Defense Communications Agency as follows:

(1) All unclassified files and all classified files through Secret will be established under the DCA functional files system.

(2) Top Secret files may be set up under the DCA functional files system or in any manner best suited to ensure control and accountability.

CHAPTER 3. RECORDS SHIPPING PROCEDURES

1. General. Records having a disposition standard (lifespan) of 4 years or more will be prepared for shipment and retired 2 years after cutoff. Except for individual personnel records, all DCA records eligible for retirement will be shipped to the Federal Records Centers indicated as follows:

a. DCA field activities (to include liaison offices and suboffices) located in Alaska, Hawaii, Western Pacific area, and Southeast Asia will ship retirable records to:

Federal Records Center, GSA
6125 Sand Point Way N.E.
Seattle, Washington 98115

b. DECCO (Scott AFB office only) will ship retirable records to:

National Personnel Records Center, GSA
(Civilian Records)
111 Winnebago Street
St. Louis, Missouri 63118

c. Headquarters, DCA and all remaining DCA field activities will ship retirable records to:

Washington National Records Center, GSA
Washington, D. C. 20409

Shipment of calendar year records will be accomplished not later than 20 February each year. Fiscal year records will be retired not later than 1 August each year.

2. Shipment Forms. Records eligible for retirement will be listed on Standard Form 135, Records Transmittal and Receipt, and Standard Form 135A, Records Transmittal and Receipt (Continuation). Forms will be prepared in original and four carbons.

a. The original and two copies will be mailed to the designated Federal Records Center.

b. An information copy will be sent to Hq, DCA, ATTN: Code 210.

c. A copy will be retained in suspense pending return of receipted copy from the Records Center.

3. Records Shipment Boxes.

a. Records will be packed in fiberboard boxes, size 15 by 12 by 10 inches, FSN 8115-290-3379. Boxes will be sealed with tape which is strong enough to keep the seams intact. Headquarters, DCA and field activities in the Metropolitan Washington area will obtain a supply of the prelabeled boxes from the Washington National Records Center.

b. Field activities not having access to prelabeled shipment boxes will identify shipment boxes by using a heavy marking pencil (e.g., magic marker) to write on the narrow end of each box the following information:

DCA (field activity)
Box_____ of _____ boxes

4. Retirement of Secret and Confidential Records.

a. When the total volume of records shipped does not exceed 3 cubic feet (i.e., three boxes), Secret, Confidential, and unclassified records may be packed and shipped together as a single shipment by a DCA field activity outside the metropolitan Washington area, provided that shipment is accomplished in accordance with security regulations applicable to the highest classification in the shipment.

b. When the volume of records warrants shipping classified records separately from unclassified records, separate SF's 135 will be prepared. Hence, two discrete accession numbers are required - one for the classified shipment, and one for the unclassified shipment.

c. Security information will not be entered on the SF 135.

d. Individual documents bearing Secret classification may, if so desired by the office of record, be listed on DCA Form 162, Record of Secret Documents Retired. The form, if used, will be prepared in original only and retained in the office of record.

5. Retirement of Top Secret Records. Top Secret records eligible for retirement will be delivered to the Top Secret Control Officer, and accompanied by a separate SF 135 and DA Form 631, Classified Multiple Document Receipt or Tracer. DA form 631 will be prepared in original and three carbons.

a. Original will be attached to SF 135 in the first records shipment box.

b. The first and second carbons will accompany SF 135 mailed to the Washington National Records Center.

c. The third carbon will be retained as a suspense copy.

Shipment will be accompanied in accordance with methods prescribed for transmission of Top Secret material; e.g., Armed Forces Courier Services or State Department diplomatic pouch. Postal channels will not be used.

6. Shipment of Small Volume of Records. When the volume of records to be retired does not exceed 8 linear inches and use of a records shipment box is not warranted, the records may be shipped as a package. The package will be well wrapped and securely tied or taped. Original and two carbons of SF 135 will accompany the package. Applicable protective measures in shipping packages containing security classified material will be taken.

7. Shipment of Magnetic Tapes. Because of special atmospheric conditions and care required for storage, magnetic tapes containing long-term information will be retired separately from paper records. Separate accession numbers will be used for unclassified and classified magnetic tapes, since they are stored in different areas of the records centers. Item 13, SF 135 will reflect the words "Magnetic Tapes" in addition to the other normal file description shown.

8. Accession Number.

a. DCA activities which are required to retire records to the Washington National Records Center are authorized to assign accession numbers to identify particular records shipments. The accession number consists of:

371-75-XXX
- XXX: Sequential number
- 75: Current fiscal year
- 371: Records group number, which never changes

b. To ensure the preservation of the administrative origin of DCA records, the following organizations will use the following assigned blocks of sequential numbers:

Headquarters, DCA	1 thru 199
DCA-Europe	200 thru 249
DCA-West Hem	250 thru 299
NCS/DCAOC	300 thru 349
NMCSSC	350 thru 399
DCA-Germany	400 thru 449
DCA-Med	450 thru 499
DCA-UK	500 thru 549
DECCO-EUR	550 thru 599
JTSA	600 thru 649
DCEC	650 thru 749

9. Records Storage. Eligible noncurrent records will be retired to the designated Federal Records Centers shown in paragraph 1. The use of records storage facilities of host organizations is not authorized for DCA records, nor will Commanders and Chiefs of DCA field activities establish such facilities.

CHAPTER 5. RECORDS HOLDINGS REPORT

1. Annual Summary of Records Holdings (RCS GSA210-1). Heads of staff elements, Headquarters, DCA, Director, DCEC and Commanders and Chiefs of DCA field activities will prepare an annual records holdings report to indicate the volume of files maintained in the current files area and the volume of files destroyed and retired within the fiscal year.

a. The report will be prepared as of 30 June each year. Commanders and Chiefs of DCA field activities will prepare the report on Standard Form 136; Annual Summary of Records Holdings and submit it in original only, without a transmittal document, to the Director, DCA, ATTN: Code 210, not later than 20 calendar days after 30 June. Headquarters, DCA will provide the prescribed forms.

b. Heads of staff elements, Headquarters, DCA, will prepare a DF showing merely the volume of files on hand and submit it to the Chief, Administrative Division not later than 20 July each year. For the purpose of this report, heads of staff elements are as follows:

(1) Executive Officer.

(2) DCA Counsel.

(3) Chief, Equal Opportunity & Inspections Office.

(4) Commercial Communications Policy Officer.

(5) Deputy Directors.

(6) Comptroller.

(7) Assistant to the Director for Administration.

(8) Assistant to the Director for Personnel.

2. Guidance. Cubic foot equivalents for files maintained in filing equipment are shown on the reverse side of the form.

CHAPTER 6. FILES EQUIPMENT

1. General. Files equipment includes all containers, machines, devices, and furniture used for maintaining and servicing files, other than fiberboard boxes, and shelving.

2. Conservation. Maximum utilization of available files equipment will be accomplished through the following means:

a. Used or reconditioned filing cabinets in good working condition will be utilized when available in meeting requirements for new filing cabinets.

b. Files equipment which becomes excess to local needs will be turned in to supply channels for disposition.

c. Files will be retired to the designated Federal Records Center or destroyed in accordance with applicable instructions in paragraph 1, chapter 2.

d. Filing cabinets will not be used to maintain blank forms, publications, and office supplies when the drawer space is needed for files. These materials may be maintained in filing cabinets only when the volume is small and it is advantageous to utilize otherwise empty drawers.

3. Filing Cabinet Utilization. The criteria below are established for the requisitioning and utilization of filing cabinets. These criteria will also be used as guides in determining proper utilization of other types of file containers. These criteria are not intended to require replacement of cabinets now in use.

a. Legal size cabinets will be used to house letter size and legal size file material.

b. Unrelated Top Secret and Secret papers will be filed in separate folders. Unrelated Confidential papers may be filed with unclassified papers, provided prescribed physical protection measures are taken. Exception to the files maintenance procedures is authorized when:

(1) The record of an action or transaction consists of both classified and unclassified documents and it is essential for reference purposes that both be filed together. The interfiling of classified and unclassified papers is restricted to those papers which directly support, explain, or document the record or transaction.

(2) A small volume of classified material is on hand and it is advantageous to utilize otherwise empty drawers for unclassified material. However, under these circumstances, the unclassified material will be filed separately from the classified material.

c. Filing cabinets will be used only for material which at the time of filing is not eligible for destruction. File drawer utilization will be planned to ensure that at least three-fourths of the maximum drawer capacity is filled at the time files are cut off.

4. Standard Equipment. The following items of filing equipment are standard.

a. Filing cabinet, legal size, steel, gray, sectional types, five drawers high, one drawer wide, 28 inches deep, 57½ inches high, 18½ inches wide.

b. Filing cabinet, card size, 3 by 5 inches, steel.

Drawers High	Drawers Wide	Width (inches)	Depth (inches)	Height (inches)
1	1	5½	16	5
1	2	11	16	5

c. Filing cabinet, tabulating card size, 3½ by 7½ inches, steel, 11 drawers high, two compartment drawers, one drawer wide, 57 inches high, 19¼ inches wide, 28 inches deep.

d. Filing cabinet, card size, 5 by 8 inches, steel.

Drawers High	Drawers Wide	Width (inches)	Depth (inches)	Height (inches)
1	1	8 3/4	16	6
1	2	20	16	6

e. Map and plan filing cabinets.

(1) Tops, steel, map and plan filing cabinets, 3/4 by 42½ by 53 3/8 inches.

(2) Five drawer sections, 15 3/8 by 41 7/16 by 53 3/4 inches, for drawings up to 48 by 36 inches, without locks.

(3) Base, steel, map and plan filing cabinet, 4 by 41 7/16 by 53 3/4 inches.

8. Moratorium. The moratorium on the purchase of filing cabinets, security containers, and power filing equipment remains in effect. Requests for exception to this moratorium to meet unusual requirements will be fully justified.

a. Headquarters, DCA: Requests for filing equipment will be routed through the Chief, Administrative Division to the Chief, Supply and Services Division. The Chief, Administrative Division will survey the requesting staff office and make recommendation to the Chief, Supply and Services Division pertaining to the request for exception.

b. DCA field activities: Authority to approve requests for exception to the moratorium will not be delegated below the Deputy Commander or Deputy Chief.

c. As prescribed by paragraph 6, chapter 6, all requests for power filing equipment will be submitted to the Director, DCA, ATTN: Code 210.

CHAPTER 8. DCA FUNCTIONAL FILES SYSTEM

1. Functional Files System. The DCA functional files system is a method for classifying papers by numbers which represent the authority for the disposition of records. These numbers are associated with the functional activities of DCA. Therefore, these numbers provide a classification which may be used for filing, reference, and disposition. This is the only files system authorized for use in the Defense Communications Agency.

2. Principle of the System. The DCA functional files system conforms with the principle that classifying papers is intertwined with the function the papers document and the classification system therefore lends itself to flexible files arrangement. Thus, the numbers assigned to DCA files not only indicate disposition authority approved by the Archivist of the United States and the Congress but also a classification number for filing and reference.

3. Posting File Numbers. The file number will not be typed on correspondence at the time of preparation. In offices where it is considered desirable to assign the file number at the time of filing, the file number will be placed in the right margin of the file copy in a manner to avoid obscuring the contents. It may be handwritten.

4. File Numbers for Unidentified Files. Files which are not identified in this Instruction will be assigned a file number consisting of the chapter number and section number with which the file can be associated functionally, plus the number 100. The number 100 has been selected arbitrarily to distinguish files which are not described in this Instruction from files which are described in the same functional chapter and section. For example, an unidentified file relating to the Defense Communications Satellite Program would be assigned the number 804-100 and a logical file title. For example:

804-100 DCSP Ground-Link Engineering Files (74)
COFF 31 Dec 74, Ret FRCEN Jan 77
(Paragraph 3, chapter 2, DCAI 210-15-6)

5. Labels.

a. Preparation of Labels. Under the DCA functional files system labels will be used to identify organized files and will bear the file number, file title, year of the file, and disposition instructions for the file, in that order.

The file number and file title will be entered as they appear in this Instruction, except that commonly used abbreviations may be used. The concise disposition instructions as outlined in paragraph 1, chapter 2 will be applied to the specific disposition for the file.

b. Label Abbreviations. In addition to commonly used abbreviations, the following are prescribed for use in preparing labels:

CFA - Current files area

COFF - Cut off

Dest - Destroy

FRCEN - Washington National Records Center, GSA, Washington, D.C. 20409, or

National Military Records Center, St. Louis, Missouri (DECCO only)

PIF - Place in inactive file

Ret - Retire

Perm - Permanent

Use of these abbreviations in preparing labels is shown in the following examples. For purpose of illustration, file titles have not been abbreviated.

(1) 103-01 Office Personnel Files (74)
COFF 31 Dec 74, Dest Jan 85

(2) 501-02 Security Violation Case Files (74)
COFF 31 Dec 74, Ret FRCEN Jan 77, Dest Jan 85

6. Technique for Subdividing a File.

a. Subdividing a file is simply placing components of a given file in separate folders to suit operational or reference needs within a staff office. (See figure 1.) When it is considered desirable to apply this technique:

(1) The label on the first folder in the series will show: the file number, file title, year of creation, and the disposition instructions.

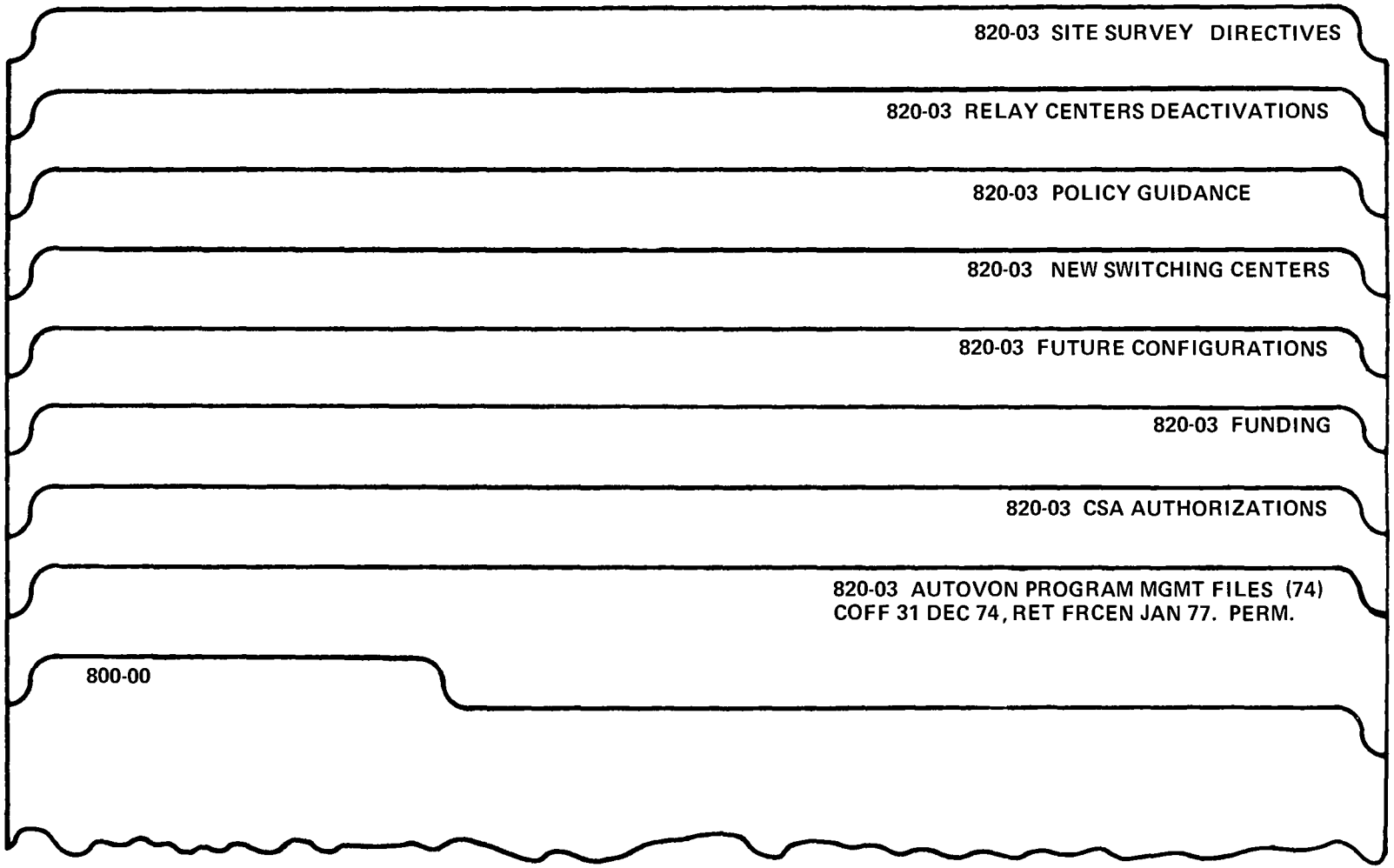


FIGURE 1 SUBDIVIDING A FILE.

(2) Labels on the other folders need show only the file number and a brief identification of the material comprising the component in each folder.

b. A file may be subdivided in any manner suitable for a given staff office. Basically, there are only two methods to subdivide a file: alphabetically and numerically.

(1) Alphabetical: This method is commonly used for names of persons, Government and private organizations, and geographical locations. It may also be applied to a subdivision not involving any of these.

(2) Numerical: This method is frequently applied to documents such as contracts, numbered publications, requisitions, classified documents receipts, messages, and other types of documents which lend themselves to easy filing and finding under a numerical arrangement. These methods may be used in combination whenever it is advantageous to do so.

c. An example of alphabetically subdividing a file not involving names of persons, organizations, or geographical locations, is shown below:

802-06 Allocations Report
802-06 Analysis
802-06 Facilities
802-06 Resources Inventory

The label for folders containing file subdivisions will be uniformly positioned.

d. The file number on the folders will not be embellished in any manner such as adding .1, .2, .3, or a, b, c.

7. Labeling Files of Undetermined Duration.

a. When the disposition of a file is governed by the occurrence of an event or completion of an action, complete disposition instructions cannot be determined at the time the file is established. In lieu of definitive disposition instructions, use the abbreviation PIF (Place in Inactive File), plus the action which terminates the file. On labels for files

which lend themselves to this technique, use only: the file number, file title, and the inactivation instructions during the time the file is active. For example:

Active file

207-01 DCA COOP Planning Files
PIF upon supersession

The year of the file is determined by the occurrence of the event (in this case, supersession of a plan). Therefore, the year of the file is not placed on the label identifying the active file.

b. When the event occurs or the action is completed, for the inactive file the label should be prepared in the same manner as prescribed for any file having a definitive life-span. For example:

Inactive

207-01 DCS COOP Planning Files (70) (Inactive)
COFF 31 Dec 70, Ret FRCEN Jan 73 Perm

c. This technique is also applicable to files such as reports control case files (file number 202-21), host-tenant agreements (file number 202-40), fixed communications facility projects files (file number 801-05), and similar type files which remain in effect pending a terminating action. Until that time these are current files, and, accordingly, will be maintained from year to year.

8. File Drawers and Guides. File drawers and guides will be identified to facilitate filing, searching, and disposition. The labels prescribed in paragraph 3c, chapter 7 will be used for labeling folders but guides may be hand-lettered. Drawer labels will be prepared on card stock. Labels will be typewritten; when this is not practicable, they will be lettered.

9. Cross-References. A cross-reference is a paper filed under one classification and date to show the location of material filed elsewhere. Cross-references, prepared on DA form 1613 or similar established forms that serve the same purpose, will be made only when essential for searching.

10. Use and Position of Guides.

a. The standard guides prescribed in paragraph 3b, chapter 7 will be used. Guides are used to divide files and identify

each division so that filing and finding of particular folders, papers, cards, or other file material are facilitated.

b. Guides will be arranged in files so that the tabs are in uniform position on the left side (first position) of the file drawer. For example: Guides identifying the major functional division of the office administrative files, and communications files would be labeled 100-00 and 800-00, respectively. (See figure 2.)

11. Use and Position of Folders.

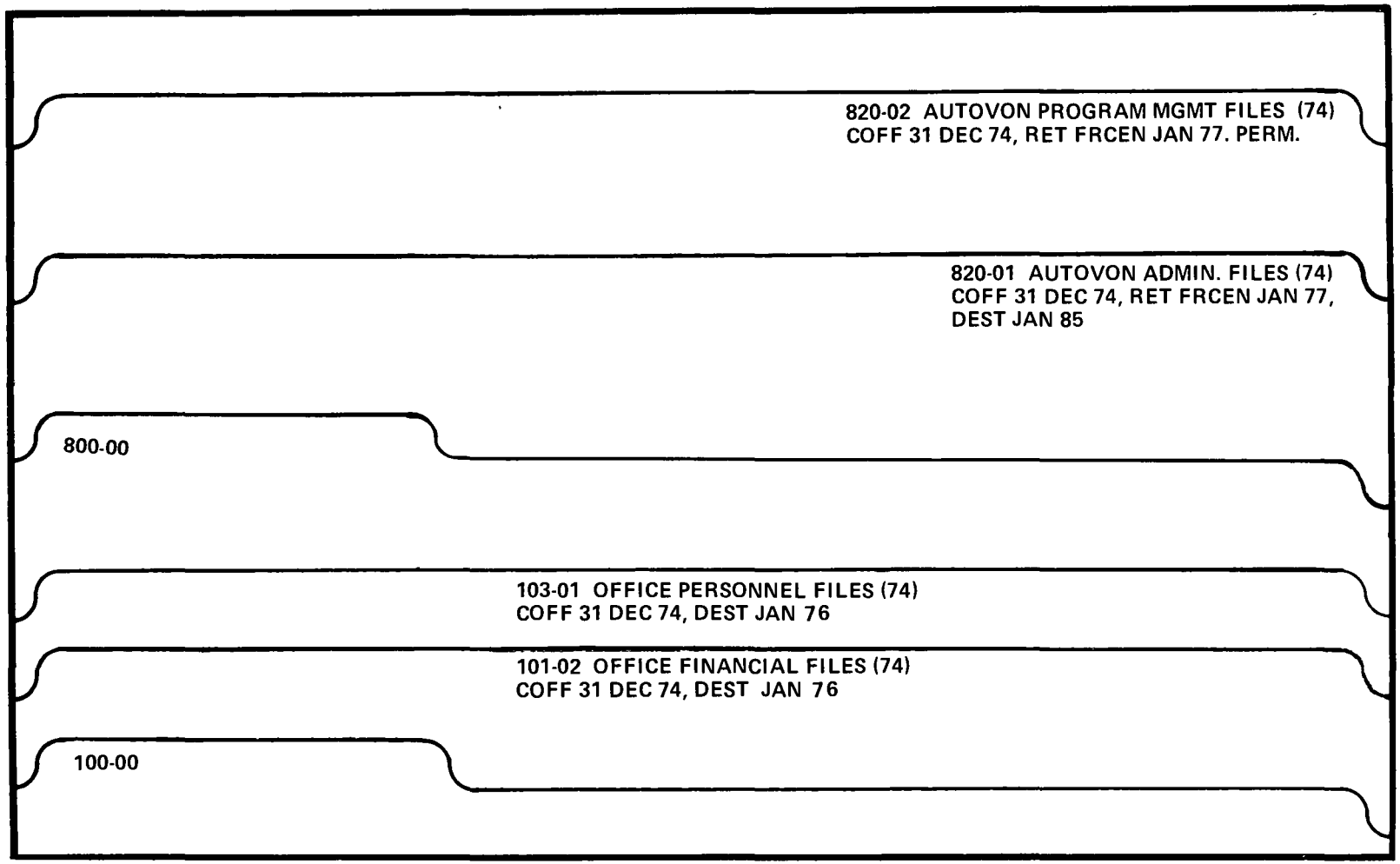
a. Folders are used to keep papers relating to the same subfunction or subject together, to provide a guide to those papers by the label identification, and to protect the papers.

b. Under the functional files system, folders are labeled so that the position of the label indicates disposition of the records. (See figure 2.)

(1) Files to be destroyed in the current files area will be labeled in the center (second position).

(2) Files to be retired to the Washington National Records Center will be labeled on the right side of the folder (third position).

c. Figure 3 contains instructions on how to prepare a label.



FILE GUIDE
(LEFT POSITION)

FILES AUTHORIZED LOCAL
DESTRUCTION
(CENTER POSITION)

FILES TO BE RETIRED
(RIGHT POSTION)

FIGURE 2. LABELING OF GUIDES AND FOLDERS

ELEMENTS OF A LABEL

1 FILE NUMBER

2 FILE TITLE

3 YEAR OF CREATION

4 DISPOSITION INSTRUCTIONS

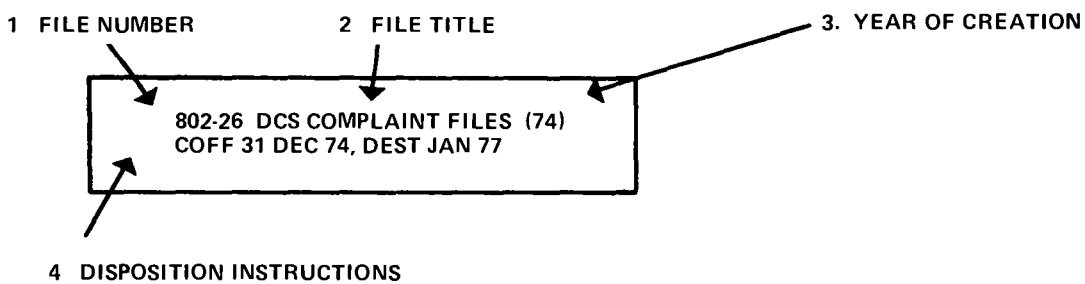


FIGURE 3 HOW TO PREPARE A LABEL

CONTENTS

Chapter		File Numbers
1.	OFFICE ADMINISTRATIVE FILES	
	Section	
I.	GENERAL OFFICE FILES.	101-01 to 08
II.	REFERENCE MATERIALS	102-01 to 08
III.	STAFF OFFICE PERSONNEL FILES. . . .	103-01 to 06
IV.	OFFICE SECURITY FILES	104-01 to 08
2.	BUDGETING AND PROGRAMMING, MANAGEMENT AND PLANNING FILES	
	Section	
I.	BUDGETING AND PROGRAMMING	201-01 to 17
II.	MANAGEMENT SERVICES FILES	202-01 to 47
III.	PUBLICATIONS AND SPECIAL PAPERS FILES	203-01 to 18
IV.	PUBLIC RELATIONS AND HISTORICAL FILES	204-01 to 14
V.	INSPECTOR GENERAL FILES	205-01 to 06
# VI.	AUTOMATIC DATA PROCESSING FILES . .	206-01 to 30
VII.	EMERGENCY PLANNING FILES.	207-01 to 12
VIII.	LEGAL FILES	208-01 to 09
IX.	ORGANIZATION PLANNING AND MANPOWER FILES	209-01 to 14
X.	TELEVISION SUPPORT FILES.	210-01 to 05
XI.	U.S. PARTICIPATION IN INTERNATIONAL COMMUNICATIONS.	211-01 to 08
3.	FINANCE AND FISCAL FILES	
	Section	
I.	RESOURCE MANAGEMENT FILES FOR DCS/NMCS PROGRAMS	301-01 to 17
II.	COST ANALYSIS FILES	302-01 to 10
# III.	FINANCE AND ACCOUNTING FILES. . . .	303-01 to 45
IV.	NONAPPROPRIATED FUND FILES.	304-01 to 06
4.	ADMINISTRATIVE SERVICES	

Chapter | File Numbers

Section

I. POSTAL AND MAIL SERVICES FILES. . 401-01 to 07
II. SUPPLY AND SERVICES FILES . . . . 402-01 to 22
III. SAFETY FILES. . . . . 403-01 to 04
IV. LIBRARY SERVICES AND SUPPLY FILES 404-01 to 09

5. SECURITY

Section

I. PROTECTIVE SECURITY FILES . . . . 501-01 to 21
II. COMMUNICATIONS SECURITY FILES . . 502-01 to 12
III. INFORMATION SECURITY FILES. . . . 503-01 to 04

6. PERSONNEL FILES

Section

I. MILITARY PERSONNEL FILES. . . . . 601-01 to 19
II. CIVILIAN PERSONNEL PROGRAM FILES. 602-01 to 33
III. INDIVIDUAL FILES. . . . . 603-01 to 07
IV. CLASSIFICATION AND WAGE ADMINISTRATION FILES . . . . . 604-01 to 12
V. AWARDS AND RECOGNITION FILES. . . 605-01 to 09
VI. CIVILIAN PERSONNEL TRAINING FILES 606-01 to 08
VII. PERSONNEL MANAGEMENT DATA FILES . 607-01 to 15

7. PROCUREMENT FILES

Section

I. COMMERCIAL COMMUNICATIONS FILES . 701-01 to 11
II. CONTRACTS FILES . . . . . 702-01 to 07
III. CONTRACT REVIEW BOARDS FILES. . . 703-01 to 04

8. COMMUNICATIONS

Section

I. COMMUNICATIONS SERVICES FILES . . 801-01 to 30
II. DEFENSE COMMUNICATIONS SYSTEM . . 802-01 to 75
III. NATIONAL MILITARY COMMAND SYSTEM. 803-01 to 48
IV. SATELLITE COMMUNICATIONS. . . . . 804-01 to 41
V. VALUE ENGINEERING FILES . . . . . 805-01 to 04

Chapter Section		File Numbers
VI.	TECHNICAL OPERATIONS SUPPORT FILES .	806-01 to 22
VII.	NATIONAL COMMAND AUTHORITY COMMUNICATIONS.	807-01 to 16
VIII.	TECHNICAL CONTROL FACILITIES PROGRAM.	808-01 to 35
IX.	TRANSMISSION AND MULTIPLEX TECHNIQUES	809-01 to 10
X.	TRANSMISSION AND MULTIPLEX CRITERIA AND STANDARDS.	810-01 to 14
XI.	DCS QUALITY ASSURANCE PROGRAM. . . .	811-01 to 09
XII.	CONTRACTOR EFFORTS	812-01 to 02
XIII.	SEGMENTED CIRCUIT CONDITIONING PROGRAM.	813-01 to 15
XIV.	MEECN.	814-01 to 22
XV.	DEPARTMENT OF DEFENSE STANDARDIZATION	815-01 to 09
XVI.	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM TECHNICAL SUPPORT. . .	816-01 to 20
XVII.	JOINT TACTICAL COMMUNICATIONS PROGRAM.	817-01 to 08
XVIII.	DCS ASSETS MANAGEMENT AND CONTROL PROGRAM.	818-01 to 28
XIX.	AUTOMATED DATA SYSTEMS FILES	819-01 to 05
XX.	AUTOVON.	820-01 to 44
XXI.	AUTODIN.	821-01 to 47
XXII.	AUTOSEVOCOM.	822-01 to 47
XXIII.	DEFENSE SPECIAL SECURITY COMMUNICATIONS SYSTEM	823-01 to 43
XXIV.	OTHER SYSTEMS.	824-01 to 08
XXV.	COMMAND AND CONTROL COMMUNICATIONS .	825-01 to 10
XXVIII.	PHASE II, AUTOSEVOCOM.	828-01 to 45
# XXIX.	INTEGRATED DATA NETWORK.	829-01 to 53
XXX.	TRANSPORTABLE COMMUNICATIONS FACILITIES PROGRAM	830-01 to 30
XXXI.	DCS CONTINGENCY STATION PROJECT FILES.	831-01 to 28
XL.	COMMUNICATIONS ELECTRONIC EQUIPMENT.	840-01 to 13
XLI.	DCS ELECTRICAL POWER PROGRAM	841-01 to 16
XLII.	DIGITAL SUBSCRIBER TERMINAL EQUIPMENT FILES	842-01 to 28
XLIII.	COMPASS LINK FILES	843-01 to 28
XLIV.	SATELLITE COMMUNICATIONS EQUIPMENT .	844-01 to 28
XLV.	AUTOMATIC CENTRALIZED ALARM SYSTEM (ACAS).	845-01 to 28

Chapter	Section		File Numbers
	XLVI.	MULTIPLEX EQUIPMENT.	846-01 to 28
	XLVII.	MODEM FILES.	847-01 to 28
	XLVIII.	STANDARD MICROWAVE RADIO EQUIPMENT .	848-01 to 28
#	XLIX.	DCS SECURABLE RADIO SYSTEMS.	849-01 to 28
	LX.	TRANSMISSION SUBSYSTEMS.	860-01 to 04
	LXII.	INTEGRATED JOINT COMMUNICATIONS SYSTEM PACIFIC	862-01 to 29
	LXIV.	KOREAN WIDEBAND NETWORK.	864-01 to 28
	LXV.	DCS EUROPEAN TRANSMISSION PROJECTS .	865-01 to 29
	LXVI.	DCS ALASKA TRANSMISSION PROJECTS . .	866-01 to 31
	LXVII.	DCS WESTERN HEMISPHERE TRANSMISSION PROJECTS	867-01 to 33
	LXVIII.	DCS HF UTILIZATION AND IMPROVEMENT .	868-01 to 30
	LXIX.	WORLDWIDE TRANSMISSION IMPROVEMENT PROGRAM.	869-01 to 28
	LXX.	ELECTROMAGNETIC PULSE EFFECTS PROGRAM.	870-01 to 07
#	LXXI.	DCS HIGH-SPEED CHANNEL PACKING . . .	871-01 to 28
#	LXXII.	MUSCLE LINK PROJECT.	872-01 to 28

Field Activities and other HQ DCA staff offices - Destroy 1 year after dissolution of related committee.

202-37 Committee Files. Documents relating to the establishment, organization, operation, and dissolution of DCA, interagency, advisory, and international committees. Papers consist of proposals, approvals, and disapprovals to establish committees; charters, terms of reference, agreements, and comments on them; directives establishing, changing, continuing, or dissolving committees; documents nominating, approving, appointing or relieving committee members; announcements, agenda, minutes, and reports of committee meetings; and related papers.

Disposition: Office of Record or Secretariat - Permanent. Retire when no longer needed for current operations.

Other copies - Destroy when no longer needed.

202-38 Staff Briefings Files. Documents relating to scheduling DCA representatives to attend specific briefings. Included are announcements, rosters, and papers reflecting assignment and designation of attendants.

Disposition: Destroy after 1 year.

202-39 CINC Staff Visit Files. Documents relating to the annual visit of Headquarters, DCA representatives to unified and specified commands to provide information on current and planned DCA activities, and to discuss items of mutual interest or concern. Included are schedule of visits; designation of the team members for each visit; correspondence announcing the visit and confirming visit dates, travel arrangements, and theater clearance; narrative report of the visit; memorandum report of follow-up action indicated in the narrative report; and related papers.

Disposition: Destroy 2 years after completion of follow-up actions.

202-40 Host-Tenant Agreement Files. Documents relating to agreements between DCA and the military services concerning services performed, or supplies, material or equipment furnished (at the request of DCA) DCA organizations satellited on military installations. Included are agreements and directly related correspondence.

Disposition: Office of Record - Destroy 6 years after termination of agreement.

Others - Destroy on termination of agreement.

202-41 Briefing and Orientation Files. Documents used in briefing or orienting newly assigned officials, employees, and visitors about the organization, functions, and other items of interest to the individuals. Included are charts, handouts, photographs, layouts, and similar presentation material.

Disposition: Destroy when superseded or obsolete.

202-42 Staff Visit Files. Documents relating to staff visits made to evaluate procedures and techniques applied in essential operations, to discuss and resolve local problems such as organizational structure, personnel adjustments, and areas requiring improvement. Included are staff visit reports and other documents relating to the visits.

Disposition: Destroy 2 years after next comparable visit.

202-43 Conference Files. Documents accumulated by recorders and participants in conferences among staff officials and other individuals concerned with new policies, important events, technical problems, and significant trends. Papers consist of transcripts of presentations and discussions, conference agenda, list of participants, and other documents related to the conferences.

Disposition: Recorder's copy - Permanent.

Other copies - Destroy when superseded, obsolete, or no longer needed.

202-44 Logistics Management Files. Documents accumulated in developing, coordinating, and issuing policy and procedures pertaining to logistics and related supply and transportation matters. Included are policy documents, copies of published instructions, interpretations, studies, and related papers.

Disposition: Office of record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

Disposition: Permanent.

208-09 General Legal Reference Paper Files. These files relate to general legal matters 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.

Section IX. ORGANIZATION PLANNING AND MANPOWER FILES

209-01 Organization and Manpower Administrative Files. Documents relating to the general routine administration of organization and manpower operations, but exclusive of specific operational files described in this section. Included, among others, are papers generated in the effort to improve overall Agency organizational structure, as distinguished from an individual organizational element or selected group of elements.

Disposition: Destroy after 2 years.

209-02 Organization Authority Files. Documents relating to the establishment of and changes in organization, functions, and relationships of DCA activities. Included are letters from the Department of Defense and Subject Memoranda from the Office of the Joint Chiefs of Staff; staff studies; reports of working groups; minutes of committee meetings and staff conferences; documents relating to overall functions and missions; copies of organization and function plans, manuals and charts; copies of published directives implementing establishment or change; and related papers.

Disposition: Office of Record - Permanent.

Others - Destroy after 2 years.

209-03 Manpower Authority Files. Documents relating to the assignment or withdrawal of military or civilian manpower spaces in the DCA. Included are letters from the Department

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.

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.

Disposition: Office of Record - Destroy after 20 years.

Others - Destroy when superseded.

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.

Disposition: Office of Record - Destroy after 20 years.

Others - Destroy after 5 years.

Retain in CFA.

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.

Disposition: Office of Record - Destroy after 20 years.

Others - Destroy after 5 years.

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

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.

Section IV. LIBRARY SERVICES AND SUPPLY FILES

These files relate to operation of officially designated libraries.

404-01 Interlibrary Loan Requests. Documents requesting loan of technical books and other publications from libraries operated by other DoD components, military departments, federal agencies, universities, and private companies.

Disposition: Destroy after 3 months.

404-02 Library Orders to Government Sources. Orders for technical reports from Government agencies, such as the Defense Documentation Center, National Aeronautic and Space Administration, National Technical Information Service, and other Federal agencies.

Disposition: Destroy after 3 months.

404-03 Documents Inventory Lists. Papers listing books, periodicals, and documents in the library and reflecting item identification by classification, authors, and other information necessary to facilitate accountability.

Disposition: Destroy on completion of next inventory.

404-04 Library Voucher Files. Requisitions, vouchers, and supporting papers for book orders and subscriptions for periodicals.

Disposition: Destroy after 2 years.

404-05 Request/Notification for Documents. Requests for books, periodicals and documents from users, and notifications of receipt.

Disposition: Destroy on notification of users.

404-06 Library Catalog Files. Cards listing authors, titles, cross-references, and subjects arranged alphabetically and indicating descriptive details.

Disposition: Destroy when related books have been permanently removed from the library collection.

404-07 Periodicals Subscription Files. Correspondence reflecting cancellation of subscription to periodicals, change or correction of addresses, and other routine matters concerning subscriptions.

Disposition: Destroy after 3 months.

404-08 Library Administrative Files. Documents relating to the general, routine administration of libraries and their associated facilities, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years.

404-09 Library Computer Access Files. Documents relating to access of DCA libraries to specific data banks containing information the Agency requires for reference or operational purposes.

Disposition: Destroy when no longer needed.

404-10 DCA Periodicals Management Files. Documents relating to the management of class I, class II, and class III periodicals issued by Headquarters, DCA and DCA field activities. Included are requests for authorization to publish the periodicals, reports received or submitted by Headquarters, DCA, periodicals evaluations, correspondence, and related papers.

Disposition: Headquarters, DCA - Destroy after 5 years.

DCA Field Activities - Destroy after 3 years.

CHAPTER 5. SECURITY

Section I. PROTECTIVE SECURITY FILES

501-01 Protective Security Administrative Files. Documents accumulated in the routine administration and supervision of the security program, which includes physical security, industrial security, and personnel security clearance matters.

Disposition: Destroy after 2 years.

501-02 Security Violation Case Files. Documents relating to preliminary investigations of alleged security violations to determine whether a formal investigation is warranted; formal investigations of alleged security violations such as missing documents, unauthorized disclosure of security classified information, unattended open security containers, documents not properly safeguarded, and matters of a similar nature.

Disposition: Preliminary investigations which proceed no further - Destroy on departure of affected employee.

Formal investigations - Destroy after 10 years.

~~501-03 Physical and Technical Security Survey Files. Documents relating to physical surveys of DCA installations and offices to ensure proper area protection and technical surveys to determine whether clandestine listening devices are installed. Included are survey reports and related papers.~~

~~Disposition: Permanent.~~

501-04 Security Alarm Systems Files. Documents relating to the installation and maintenance of alarm systems used in security areas. Included are copies of procurement documents, maintenance reports, inspection reports, and related papers.

Disposition: Review annually and destroy obsolete papers.

501-05 Security Nickname Usage Files. Listings of nicknames assigned to specific types of security projects.

Disposition: Destroy when superseded.

501-06 Security Guard Administrative Files. Documents pertaining to administration and supervision of the guard force which protects DCA buildings and facilities. Included are general and specific instructions, assignments, correspondence, and related papers.

Disposition: Destroy after 1 year, except that continuing instructions may be retained until superseded or obsolete.

501-07 Parking Permit Control Files. Documents relating to the administration and allocation of parking spaces to civilian and military personnel used to control the issuance and withdrawal of permits, and to record violations by holders of parking permits.

Disposition: Destroy upon departure of individual or upon revocation of permit.

501-08 Property Passes Files. Documents and forms used to authorize DCA personnel to remove accountable property from the premises.

Disposition: Destroy on return of the property.

501-09 Personnel Security Files. Documents compiled during the tenure of assignment of an individual, exclusive of papers placed in the individual's dossier. Included are briefing and debriefing statements, record of administrative security violations, photograph, and related papers.

Disposition: Destroy when no longer needed.

501-10 Individual Identification Files. Documents relating to the request for, authorization, receipt, statement of circumstances surrounding loss, and surrender of identification badges (other than those issued to visitors), and similar documents.

Disposition: Destroy on departure of individual, or sooner if their purpose has been served.

501-11 Visitor Identification Files. Documents used to identify visitors representing Government or non-Government agencies who are permitted ingress to DCA activities. Included are requests, security clearances, and approval.

Disposition: Destroy 1 year after revocation.

501-12 Public Affairs Security Review Files. Documents relating to the security review of unclassified material proposed for release by other than DCA activities through public news media. Included is correspondence to the

d. Cards, listings, indexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.

Section III. INFORMATION SECURITY FILES

503-01 Classified Matter Periodic Inventory Files. Registers, lists, comparable documents, and related papers accumulated in connection with the periodic inventory of classified matter.

Disposition: Destroy 6 months after completion of the next comparable inventory, provided all classified matter has been satisfactorily accounted for.

503-02 Classified Container Information Files. Up-to-date records of all safe and padlock combinations, together with other information necessary to identify and locate the safes or other containers having a three-position dial combination lock, and individuals knowing the combination.

Disposition: Destroy on change of combination or turn-in of the container.

503-03 Classified Document Control Files. Top Secret Document Record such as DA form 969, or a comparable form serving the same purpose, designed to ensure positive control of Top Secret documents, and including information as to security classification of the documents, title or short title of the documents, distribution dates, date of documents, intra-office routing data, and names of personnel who have had access to the documents.

Disposition: Destroy 1 year after related document has been destroyed, transferred, or downgraded.

503-04 Top Secret Material Accountability Files. Registers maintained by Top Secret control officers to reflect the receipt, downgrading source, movement from one office to another, and destruction of Top Secret material.

Disposition: Destroy 2 years after all items reflected on individual pages have been destroyed, downgraded, or dispatched. Retain in CFA.

503-05 Security Regrading Case Files. Documents reflecting review of specific DCA-originated classified documents to downgrade or declassify the documents. Included are letters requesting review, review decisions, correspondence with National Archives and requesters, regrading notifications, and related papers.

Disposition: Office of Record - ~~Permanent~~. Destroy when 20 years old.

Others - Destroy after 3 years.

602-31 Differential and Allowance Files. Application for Payment of Foreign Post Differential and Allowance and related documents which provide oversea civilian personnel offices with a means of documenting employees' eligibility for foreign post differential and foreign quarters and post allowance.

Disposition: Destroy upon separation of employee. For more detailed instructions, see the Federal Personnel Manual.

602-32 Field Activities Personnel Administrative Files. Documents accumulated by Hq, DCA to cover a wide range of civilian personnel matters affecting DCA field activities and used primarily as a source for guidance and secondarily to apprise interested officials. Included are correspondence; reports; papers reflecting personnel problems and solutions thereto, application of policy to specific personnel matters, and employee-management relations matters; and related papers.

Disposition: Cut off in 3-year blocks at the end of years divisible by 3 (e.g., 1969, 1972, 1975, etc.), retain 3 years, and then destroy.

602-33 Employment Service Reference Paper Files. These papers relate to employment services 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.

Section III. INDIVIDUAL FILES

603-01 Official Personnel Folder Files. These files consist of individual personnel folders (SF 66 or predecessor forms) which provide factual data for each employee and repository for official documents pertaining to the employee. For purposes of this definition, the material discussed in the Federal Personnel Manual is considered to be part of the official personnel folder file, although it is maintained

separately under the personal supervision of the civilian personnel officer. This material consists of records containing information of a privileged nature not deemed appropriate for inclusion in the employee's official personnel folder during the period of employment.

Disposition: Upon transfer or separation of employee, transfer folder to new employing office or to National Personnel Records Center (Civilian), GSA in accordance with the Federal Personnel Manual.

Prior to transfer, remove and destroy temporary papers in accordance with the Federal Personnel Manual.

603-02 Active Service Record Card Files. The cards (OF 4B and SF 7) contain a concise record of the service of civilians currently employed.

Disposition: Transfer cards to inactive file upon transfer or separation of employee.

603-03 Inactive Service Record Card Files. These files (OF 4B and SF 7) provide a record of separated employees, including forwarding address and destination of the official personnel folder.

Disposition: Destroy 15 years after cutoff. Retain 5 years in CFA and then retire to FRCEN.

603-04 Personnel Action Report Files. These files consist of Standard Form 50, Notification of Personnel Action (copy 3).

Disposition: Forward to the Civil Service Commission weekly, except as indicated in the Federal Personnel Manual.

603-05 Chronological Journal Files. Copy of each Standard Form 50, Notification of Personnel Action, for use as source material for preparation of the reports, for a ready reference device for review of actions previously processed, and for information of Civil Service and Department of Defense inspectors.

Disposition: Destroy when no longer needed.

603-06 Group Action Request List Files. These files provide a record of the basis for processing personnel and position actions resulting from job surveys.

Disposition: Destroy 4 years after supersession.

603-07 Personnel Action Reference Paper Files. These papers relate to personnel actions and consist of:

a. Documents which duplicate the record copies filed elsewhere.

b. Documents which require no action.

c. Rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication study, or other document but exclusive of formal recommendations, coordination actions, and other papers which contributed to or resulted from preparation of the document.

d. Cards, listings, indexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.

Section IV. CLASSIFICATION AND WAGE ADMINISTRATION FILES

604-01 Civilian Personnel Pay Administrative Files. Documents accumulated in the general administration of civilian personnel services relating to pay, leave, and retirement, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years.

604-02 Civilian Personnel Pay Files. Computer printouts listing pay and leave information for individual employees. The listings, which are furnished by the servicing finance office, are used primarily for personnel administrative purposes.

Disposition: Destroy after 1 year.

604-03 Wage Rate Files. Documents created in the determination and application of base rate schedules for wage board jobs. Included are tentative and revised schedules

of full scale wage surveys, and requests for changes to survey schedules; minutes of meeting, comments, recommendations, and justifications; collected and supplemental wage data concerning regulation and overtime rates, bonuses, incentives, and shift differentials; data summaries; wage schedules notifications of wage schedule applications; and related papers.

Disposition: Office of Record - Destroy on completion of succeeding full scale survey.

Others - Destroy when superseded or obsolete.

604-04 Job Number Log Files. These files provide a continuing list of numbers assigned and other identifying data pertaining to evaluated jobs.

Disposition: Destroy upon discontinuance or when a new numbering system is prescribed.

604-05 Master Job Description Files. These files are used in analyzing a specific position to determine whether the position matches an existing job.

Disposition: Review at least once every 2 years and destroy inactive job descriptions which are unlikely to recur.

604-06 Organization Job Files. These files provide a complete record of jobs in each organizational segment, and consist of individual folders containing organization chart and job descriptions.

Disposition: Destroy when superseded or obsolete.

604-07 Job Standard Files. These files provide guidance in evaluation of jobs and consist of Civil Service Commission and Department of Defense classification and qualification standards, including job evaluation decisions and post-audit reports by Civil Service Commission and higher headquarters which have the effect of standards.

Disposition: Destroy upon supersession.

604-08 Job Standard Development Files. These files contain tentative drafts of standards, correspondence, project schedules, and materials considered in the development of classification or qualification standards.

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.

Disposition: Office of Record - Destroy 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.

Disposition: Office of Record - Destroy after 20 years. Retire when no longer needed.

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 Commissions'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.

607-11 Federal Personnel Management Information System (FPMIS). Papers accumulated in connection with the FPMIS developed by the U.S. Civil Service Commission. The FPMIS standardizes data elements and codes required for processing personnel data, simplifies personnel paperwork and reduces the cost by use of automated systems, and standardizes the personnel statistical data system. Included are USCSC publications and related guidance material.

Disposition: Destroy when no longer needed.

607-12 Personnel Management Plan Working Papers. Papers accumulated in developing a long-range personnel plan, to include management concepts, policies, and programs associated with all aspects of personnel management within DCA.

Disposition: Destroy when no longer needed.

607-13 Personnel Management Plan. A comprehensive, long-range personnel plan delineating personnel management concepts, policies, programs, and objectives.

Disposition: Office of Record - Permanent.

Others - Destroy when no longer needed.

607-14 Personnel Program Evaluation Reports. Reports concern ing the status of DCA personnel management programs compared with established policies and objectives. Included are technical analyses, evaluations, simulation models, problems and recommended solutions, and related papers.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy when no longer needed.

607-15 Personnal Management Reference Papers. These papers relate to the DCA personnel management information system 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, listing, indexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.

Disposition: Destroy when no longer needed.

~~801-19 DCA Radio Efficiency Reports Files. Documents accumulated in reporting the efficiency of the DCA radio communications system, and reflecting such data as time lost as a result of poor propagation conditions, equipment adjustment operations, errors, scheduled maintenance of equipment, summary of frequencies used, appropriate remarks, and similar data. Included are radio circuit efficiency reports, circuit operational summaries, and similar papers.~~

~~Disposition: Office of Record - Permanent.~~

~~Others - Destroy after 1 year.~~

801-20 Telephone Traffic Data Report Files. Reports and related papers reflecting telephone traffic data, estimated future lines and stations, summary of equipment, 2-minute counts of equipment used, one-half hourly readings of all registers (meters), and calls handled at attendants positions.

Disposition: Destroy after 2 years.

801-21 Telephone Equipment In Use Report Files. Documents relating to telephone switchboard line equipment installed and in use. Included are telephone equipment usage reports and other papers relating to the reports.

Disposition: Office of Record - Destroy after 6 months.

Others - Destroy after 3 months.

801-22 Telephone Equipment Service Control Files. Documents accumulated in the servicing and operation of telephone equipment and systems. Included are individual telephone service records, summaries of authorized equipment and services, line record cards, and similar papers.

Disposition: Destroy on supersession or on discontinuance of the facility.

801-23 Communications Equipment Record Files. Documents which relate to the modification, test, and comparable action pertaining to individual items of equipment used in fixed communications systems.

Disposition: Destroy on disposal of related equipment.

801-24 Communications Center Operation Files. Documents relating to operation of communications centers and concerned with transmission and receipt of electrically transmitted messages. Included are message registers, supervisory logs, performance reports, interference reports, maintenance work orders, and similar documents, but exclusive of specific files described below.

Disposition: Destroy after 1 year.

801-25 Communications Center Message Files. Copies of incoming and original, authenticated copy of outgoing messages maintained in communications centers.

Disposition: Headquarters, DCA - Destroy after 4 years.

Others - Destroy after 1 year. Earlier disposal is authorized.

801-26 Transmitted Message Tape Files. Tapes used in the transmission of telegraphic messages.

Disposition: Withdraw and destroy daily.

801-27 Monitor Reel Tape Files. Tapes accumulated to provide a temporary record of transmissions to accomplish tracer actions and make retransmissions.

Disposition: Signal Communications Centers - Incoming line monitor reels, withdraw and destroy after 30 days.

Other monitor reel tapes - Withdraw and destroy after 30 days.

801-28 Operator's Number Sheet Files. Documents maintained by signal communications centers which indicate the numbers of messages handled on a circuit/channel or piece of communications equipment.

Disposition: Withdraw and destroy after 30 days.

801-29 Multiple Address and Book Message Processing Files. Documents relating to the processing of multiple book messages.

Disposition: Withdraw and destroy after 30 days.

801-30 Communications Center Operation Reference Paper Files. These papers relate to communications center operations 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.

801-31 Interagency Communications Agreements. Agreements between DCA and non-DoD federal agencies desiring to use or share in the use of designated DCS facilities and services within CONUS.

Disposition: Office of Record - Destroy 6 years after termination of the related agreement.

Others - Destroy when no longer needed.

Section II. DEFENSE COMMUNICATIONS SYSTEM

The files described in this section are generated as the result of directing and operating the Defense Communications System (DCS), which is the worldwide complex of Department of Defense communications networks, equipment, control centers, operating personnel, installations, and other related activities, facilities, and resources organized into a single, compatible, long-haul, point-to-point communications system.

802-01 DCS Administrative Papers. Retained copies of written comments submitted to proponent staff offices responsible for communications plans, projects, studies, directives, and similar functions. These papers do not include specified inputs which, in the normal course of operations, contribute to the completion of a plan, project, study, or directive.

Disposition: Destroy after 2 years.

~~802-02 DCA Operations Control Complex Description Files. Documents accumulated, by use of computer systems, in the development of operational EDP program for the DCA Operations Control Complex. This element functions as the management link between Headquarters, DCA and the worldwide operating stations of the Defense Communications System. Included are systems descriptions and program decks for information management, operational control, maintenance programs, and display equipment programs.~~

~~Disposition: Office of Record - Permanent.~~

~~Others - Destroy when superseded.~~

802-03 DCS Communications Standardization Files. Documents relating to development and testing of electronic-communications technical standards for the Defense Communications System. Included are published directives, standard equipment lists, equipment service testing program documents, and DCS standards pertaining to interface with communications satellite ground stations.

Disposition: Office of Record - Permanent.

Others - Destroy after 5 years.

802-04 DCS Communications Engineering and Installation Standards Files. Documents accumulated in connection with communications engineering, installation, operation and maintenance standards for DCS to preserve the overall systems compatibility. Included are publications outlining criteria, testing procedures, technical specifications, performance studies, test reports, and related papers.

Disposition: Permanent.

802-05 DCS Allocated Circuits Program Management Files. Documents relating to the annual review of DCS circuit resources and review of circuits for maximum efficiency and economy. Included are periodic reports; program status reports; general review data sources such as DCS circuit directory data base, statistics, summaries, counts, codes, trunk data base, validating authorities, restoration priorities, networks, leased communications facilities, minutes of conferences on circuit review; and related papers.

Disposition: Office of Record ~~- Permanent~~. Disposal not authorized at this time; review for disposal within 5 years. Others - Destroy when no longer needed.

802-06 DCS Trunk, Links, & Facilities Resources Files. Documents relating to the possible use of communications resources as regards trunks, links, and stations. Included are proposals, studies, analyses, communications resources data (CREDATA), resources inventory, allocation reports, publicity statistics, and related papers.

Disposition: Destroy when no longer needed.

resources; work efforts and requirements for a given project; advance procurement information; management approach deemed suitable for the project; performance requirements; funding; milestone schedules; production; training; field testing; logistical support; and other information required prior to or following invitation to bid.

Disposition: Office of Record - Permanent. Retire 2 years after completion of the project.

802-51 DCA Plan to Provide Communications for the President. Documents developed to support the planning of Presidential communications. Included are documents reflecting short-term and long-range planning in accordance with the objectives, guiding principles, and policy of the White House Communications Agency, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

802-52 Transferred. See 900-Series.

802-53 Short-Range Engineering Evaluations Files. Documents prepared to support the development of DCS System/Project Plans required to satisfy current requirements. Included are documents which provide technical studies and engineering economic analyses required to satisfy short-range requirements.

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

Others - Destroy when no longer needed.

802-54 Transferred. See 900-Series.

802-55 Transferred. See 900-Series.

802-56 Transferred. See 900-Series.

802-57 DCS COMSEC Policy and Program Files. Documents relating to the application of communications security (COMSEC) policy and programs within the Defense Communications System. Included are review and analysis of COMSEC policies and programs issued by cognizant authorities; copies of implementing directives; copies of appropriate attachments to existing DCS plans and directives to reflect application of new or revised COMSEC policies and programs; copies of papers reflecting

coordination papers, status reports, and documents relating to functional requirements, specifications, and funding requirements.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-16 NMCS Implementation Planning Files. Documents pertaining to implementation of communications systems and facilities developed for use in NMCS command centers. Included are systems plans, specifications, tasking letters, and operational acceptance letters.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-17 NMCC and ANMCC Files. Documents relating to subsystem implementation, development, modification, and interface of all communications systems used in support of the National Military Command Center and the Alternate National Military Command Center.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-18 NMCC Engineering Files. Documents pertaining to the engineering of internal facilities of the National Military Command Center. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers

Disposition: Office of Record - ~~Permanent. Retire when no longer needed~~. Destroy when 20 years old.

Others - Destroy when no longer needed.

803-19 ANMCC Engineering Files. Documents pertaining to the engineering of internal facilities of the Alternate National Military Command Center. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 20 years old.

Others - Destroy when no longer needed.

803-20 Airborne Command Post Communications Improvement Program Files. Documents relating to aircraft communications systems, but exclusive of aircraft subsystems described under file number 803-22.

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

Others - Destroy when no longer needed.

803-21 NEACP Engineering Files. Documents pertaining to the engineering of internal facilities of the National Emergency Airborne Command Post. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 20 years old.

Others - Destroy when no longer needed.

803-22 Airborne Command Posts Secure Voice Files. Documents relating to secure voice capability for air-to-air and air-to-ground HF and UHF communications systems for airborne command posts of USCINCEUR, CINCPAC, CINCSAC, CINCLANT, and NEACP. Included are papers reflecting narrowband secure voice communications installed in fixed facilities, vehicles, fixed wing and rotary aircraft, shelters, and ships; papers reflecting development, design, requirements, and interface; and related papers.

Disposition: Officer of Record - Destroy after 20 years. Retire when no longer needed.

Others - Destroy when no longer needed.

803-23 NMCSSC Engineering Files. Documents pertaining to the engineering of internal facilities of the National Military Command System Support Center. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 20 years old.

Others - Destroy when no longer needed.

803-24 NMCS Engineering Files. Documents pertaining to the engineering of internal facilities common to more than one of the NMCC, ANMCC, NEACP, NECPA, and NMCSSC. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 20 years old.

Others - Destroy when no longer needed.

803-25 WWMCCS Engineering Files. Documents pertaining to the engineering of the internal facilities of the Worldwide Military Command and Control System. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 20 years old.

Others - Destroy when no longer needed.

803-26 WHCA Contingency Files. Documents generated by the White House Communications Agency in coordination with the Office for Emergency Planning. Included are papers reflecting engineering assistance, communications security, staff supervision, and related correspondence for Presidential communications.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-27 NMCS Military Construction Files. Documents relating to military construction planning of the National Military Command Center, its alternates, and the National Military Command System Support Center. Included are architectural and engineering studies, plans and specifications, funding studies and plans, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 6 years old.

Others - Destroy when no longer needed.

803-28 NMCS TEMPEST Files. Documents pertaining to TEMPEST evaluation and implementation of corrective measure in the National Military Command System, the National Military Command System Support Center, and those contractors directly engaged in processing classified NMCS data. Files consist of equipment test reports, site evaluations and reports, recommendations of corrective measures and site certifications, TEMPEST engineering specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 20 years old.

Others - Destroy when no longer needed.

803-29 NMCC/MC Engineering Files. Documents pertaining to the engineering of internal facilities of the NMCC Message Center. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed~~. Destroy when 20 years old.

Others - Destroy when no longer needed.

803-30 USAJCS Engineering Files. Documents pertaining to the engineering of internal facilities of the U.S. Army Joint Support Command. Included are technical studies, engineering plans, technical specifications, technical drawings, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 20 years old.

Others - Destroy when no longer needed.

803-31 NMCC Program Files. Documents relating to communications systems programs for National Military Command Center installations and facilities designed to ensure systems survival under emergency conditions. Included are JCS requirement papers, plans, DDR&E correspondence, interagency correspondence containing program change proposals, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-32 Technical Test and Evaluation Files. Documents relating to test and evaluation of communications systems and equipment. Included are proposals, project justifications, evaluation reports, coordination papers, correspondence, survival/vulnerability studies of command communications networks, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-33 Technical Evaluation Files. Papers reflecting criteria and doctrinal concepts on the art of evaluation of communications systems. Consist of technical writings.

Disposition: Office of Record - Permanent.

Others - Destroy when no longer needed.

803-34 NMCS Television Tests and Evaluation Files. Documents relating to the use of television in NMCS. Included are reviews, tests, comments, and evaluation reports.

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

Others - Destroy when no longer needed.

803-35 NMCS Automatic Message Processing System Files. Documents relating to the technical manning, maintaining, training, and documentation for the automatic message

processing system within NMCSTS. Included are studies, plans, descriptive publications, correspondence, narrative reports of staff visits, and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy within 6 years old.

Others - Destroy when no longer needed.

803-36 NMCS Display Files. Documents relating to the technical manning, training, operating, maintaining, and documentation for special displays used in NMCSTS command centers. Included are plans, studies, correspondence, operating and maintenance manuals, and related papers for unique displays such as BMEWS, DEFCON, Bomb Alarm, COMMSTAT, etc.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy after 1 year.

803-37 NMCS System Description Files. Copies of publications developed as part of the evolution of NMCS, and covering all facets of the system to include organization and command relationships, general procedures, command centers, and communications.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-38 NMCS System Description Background Papers Files. Correspondence that established the requirement for the publication NMCS System Description; proposals for format, contents, and related details; comments from JCS; and procedures to maintain the publication current.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-39 JCSAN System Description Files. Copies of publications and related papers pertaining to the voice alerting system necessary for the conduct of emergency actions from specific command centers and established to provide a

capability to disseminate emergency measures and actions rapidly in worldwide conferences. Included are publications outlining systems, diagrams, and lists of console subscribers at various terminals.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-40 JCSAN System Description Background Papers Files. Proposals for format, content, and related details; comments from JCS; and procedures to maintain the publication current.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 6 years old.

Others - Destroy when no longer needed.

803-41 NMCS Electromagnetic Propagation Study Files. Documents comprising studies on problems concerning characteristics of radio waves in a nuclear environment, whether atmospheric, underwater, or underground. Included are studies, proposals, comments, evaluations, correspondence, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-42 NMCS Intelligence Administrative Files. Documents accumulated as the result of cooperative efforts with Defense Intelligence Agency in conducting technical intelligence projects affecting DCA/NMCSTS interests. Included are protective procedures papers, intelligence annexes to operations plans to include contingency assumptions, test results, after action reports, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

803-43 NMCSTS Committee Membership Files. Documents accumulated by DCA representatives on committees established to exchange scientific and technical information on programming

and standards. Included are copies of proceedings, copies of technical papers developed by committee members, correspondence, and related papers.

Disposition: Office of Record ~~Destroy after 10 years~~. Permanent

Others - Destroy when no longer needed.

803-44 NMCS/MITRE (DCA) Corporation Files. Documents relating to monitorship and supervision of MITRE (DCA) Corporation contract with DCA. Contract provides technical support to the NMCSTS. Included are correspondence, task statements, funding requirements, working agreements, and regulations for performance of the contract.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 6 years old.

Others - Destroy when no longer needed.

803-45 NMCS Contractual Services Files. Documents created in determining types of technical designs that should be let to contractors for study and development. Included are copies of the contracts, work statements which outline the functional requirements, coordination papers, correspondence, and related papers.

Disposition: Destroy 2 years after completion of the related contract.

803-46 NMCSTS Transportable Communications Study Files. Documents relating to the study of transportable communications systems and equipment. Included are studies, proposals, comments, reviews, evaluations, and related papers.

Disposition: Destroy when no longer needed.

803-47 NMCSTS/NMCSSC Fiscal Management Files. Documents relating to the planning, management, and accounting of NMCSSC resources allocated to the individual OJCS and OSD users. Included are guidance documents and decisions of the ADP requirements review group, funding requirements, forecasts, allocations, expenditure accounting, and other user-oriented fiscal management papers.

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

Others - Destroy when no longer needed.

803-48 NMCS Reference Paper Files. These papers relate to the National Military Command System operational matters 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.

803-49 NMCC Expansion Project Files. Documents relating to the overall management direction of the NMCC expansion project. Included are plans and related planning documents; papers reflecting review of plans prepared by participating organizations; management control over design, engineering, and test for technical adequacy; appraisal of resources required; monitoring of contractual actions; information furnished the military departments and other U.S. agencies concerning their future funding and programing in accordance with their implementation and operational assignments; direction to the military departments and other agencies to initiate commercial authorization actions for the expansion project; and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

Section IV. SATELLITE COMMUNICATIONS

The progressive integration into the DCS of various elements of satellite communications by the DCA Programs Directorate generates the documents described in this section. These records are the result of overall Subsystem Project Management, technical direction, tasking and coordination of Defense Satellite Communications Program (DSCP) projects among the military services (Army, Air Force, and Navy) and maintaining liaison with scientific, industrial, and professional organizations on communications.

804-01 DSCS Administrative Files. Documents relating to the general routine administration of the Defense Satellite Communications System (DSCS), but exclusive of specific files described in this section.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy when no longer needed.

804-02 DSCS Group and Committee Files. Documents relating to DSCS groups, committees, and working panels other than those described, under file numbers 804-15 and 804-16.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

804-27 Satellite Funding Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the Defense Satellite Communications 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.

804-28 Reserved.

804-29 DSCS Transition, Turnover Requirements Plan File. Coordinated joint agreement between implementing agency, DCA, and the O&M agency to place project or subsystem into operational life cycle phase.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Disposal not authorized at this time; review for disposal ~~old~~ within 5 yrs. Others - Destroy when no longer needed.

804-30 SETA Contract Deliverables File. Documents prepared by System Engineering and Technical Assistance (SETA) Contractors consisting of studies, evaluations, research, simulation tests, and operating plans.

Disposition: Office of Record -- ~~Permanent. Retire when no longer needed.~~ Destroy when 6 years old.

Others - Destroy when no longer needed.

804-31 DSCS Program Change Requests Files. Coordination and control correspondence with MilDeps and DoD agencies for submission of Program Change Requests for DSCS.

Disposition: Destroy after 3 years.

804-32 DSCS Acquisition Space 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.

Disposition: Office of Record - Destroy 6 years after completion of procurement action.

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.

Disposition: Office of Record - Destroy 6 years after completion of procurement action.

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.

Disposition: Office of Record - Destroy 6 years after completion of procurement action.

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.

Disposition: Office of Record - Destroy 6 years after completion of procurement action.

Others - Destroy when no longer needed.

806-17 Strategic Mobility Computer Support Files. Documents relating to computer and data support of strategic mobility, to include hardware, software, command and control. Included are published guidance and studies pertaining to data processing, computer equipment priorities, attended computer time, and related papers.

Disposition: Destroy when no longer needed.

806-18 Mobility Analysis Support Studies Files. Documents acquired from study groups and evaluation boards organized to support OSD, JCS, SASM, and NMCSSC.

Disposition: Destroy when no longer needed.

806-19 Mobility Analysis Support Reports Files. Information copies of periodic reports prepared within NMCSSC for submission to higher echelons on significant aspects and developments of various projects and studies.

Disposition: Destroy when no longer needed.

806-20 NMCSSC Programming Project Files. Documents relating to design, development, and maintenance of computer program systems, to include overall systems planning, programming design and production, specifications of programming standards, and maintenance of operating systems to support use of hardware and software systems. Included are correspondence, directives, studies, contractor tasking statements, and related papers. Also included are papers describing the system and documenting the structure and utilization of the system, and contract management matters. File numerically by project.

Disposition: Destroy 2 years after completion of the project.

806-21 Vendor Data Files. Documents describing vendor computer system hardware and software capabilities, computer system models, programs, and related papers.

Disposition: Destroy after 2 years.

806-22 Development and Analysis Reference Paper Files. These papers relate to the development and analysis of technical support operations 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.

806-23 Technical Operation Support Administrative Files. Documents relating to technical operations support provided by NMCSSC, but exclusive of specific files described in this section. Included are memoranda, correspondence, status reports, and similar papers not necessarily associated with a specific project.

Disposition: Destroy after 2 years.

806-24 JOPS Management Plans. Plans which provide management control of the Joint Operations Planning System's interim software project through its phases of design, development, implementation, operation, and maintenance. The plans constitute the tasking and responsibilities of the NMCSSC.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

Section VII. NATIONAL COMMAND AUTHORITY COMMUNICATIONS

Files described in this section pertain to functions which provide communications for the National Command Authorities (NCA) under all conditions. Capability includes continuous, full duplex secure voice and teletype networks maintained on a totally uninterrupted basis worldwide, regardless of locations.

807-01 NCA Administrative Files. Documents relating to the routine administration and supervision of the NCA communications program, exclusive of specific files described in this section. Included are correspondence, memorandums, studies, and operating procedures.

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

Others - Destroy when no longer needed.

807-02 NCA Group and Committee Files. Documents relating to proceedings of members comprising NCA groups and committees organized to facilitate implementation of NCA communications on a manageable basis. Included are announcements, agenda, minutes, committee reports, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

807-03 NCA Financial Resources Files. Documents relating to financial resources available to DCA for support of NCA communications. Included are correspondence, copies of financial policy papers, reports, and related papers.

Disposition: Destroy after 5 years, except that policy papers may be retained until superseded or obsolete.

815-07 DoD Standardization Program, NSA Programs Files. These files consist of that portion or segment of the Defense Standardization Program assigned to National Security Agency for which DCA is a participating activity. Included are drafts or program analyses; drafts of specifications and standards; circulation letters accompanying the specifications and standards; drafts of summary reports, findings of technical analysis projects, and item reduction studies; approved program analyses; and coordination papers.

Disposition: Destroy when superseded or no longer needed.

815-08 DoD Standardization Program Reference Paper Files. These papers relate to the Department of Defense Standardization Program 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.

815-09 DoD Standardization Program, DSA Programs. These files consist of that portion or segment of the Defense Standardization Program assigned to Defense Supply Agency for which DCA is a participating activity. Included are drafts of program analysis; drafts of specifications and standards; circulation letters accompanying the specifications and standards; drafts of summary reports, findings of technical analysis projects, and item reduction studies; approved program analyses; and coordination papers.

Disposition: Destroy when superseded or no longer needed.

815-10 Information Processing Standards for Computers (IPSC). Documents relating to development and establishment of uniform Federal standards for processing information by use of computers. Included are papers reflecting advice on specific standards proposals; recommendations on specific standards problems; DCA's proposed solutions to specific standards problems; and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed~~. Destroy when 3 years old.

Others - Destroy when no longer needed.

Section XVI - WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM TECHNICAL SUPPORT

Files in this section are generated by the Joint Technical Support Activity (JTSA) to provide centralized technical support to the

military services, DoD agencies, and unified and specified commands for the standard ADP systems operated by them in the Worldwide Military Command and Control System (WWMCCS). JTSA also provides technical support to the Organization of the Joint Chiefs of Staff, to assist the Joint Chiefs of Staff to carry out their responsibilities for the WWMCCS standard ADP systems. This technical support includes the planning, design, development, maintenance, and test and evaluation of WWMCCS nonfunctional and other standard software; and system configuration management support.

816-01 JTSA Administrative Files. Documents relating to the establishment and overall management and administration of the Joint Technical Support Activity, but exclusive of specific files described in this section.

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

Others - Destroy when no longer needed.

816-02 JTSA Group and Committee Files. Documents relating to the proceedings of members comprising JTSA groups, committees, and panels which meet to exercise overall review of WWMCCS user requirements for technical support and to resolve pertinent problems affecting technical support activities. Included are announcements, agenda, minutes, committee reports, and related papers.

Disposition: Secretariat - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

816-03 JTSA Project Management Files. Documents relating to accomplishment of operational requirements tasked to DCA by WWMCCS users. Included are papers reflecting basic technical and managerial activities covering technical support requirements definition; technical support plans (TSP); system analysis and design; technical memoranda pertaining to experiments and techniques development; implementation; resource management; memoranda concerning operational support; and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

816-04 JTSA Test and Evaluation Files. Papers created in the test and evaluation of proposed existing and new state-of-the-art hardware and software for possible inclusion in the WWMCCS standard ADP systems. Included are papers reflecting design and development of benchwork tests for testing components of SCP's; review and evaluation of technical specifications for unique hardware/software proposed by WWMCCS users; criteria, procedures, and software used in evaluating total ADP system

Section XXVIII. Phase II, AUTOSEVOCOM

Files in this section document the evolutionary development of the secure voice network, which will become the principal means for meeting all DoD long-haul secure voice requirements within the 1975-1980 time frame. The new generation secure voice configurations will replace those described in the file number 822-series, AUTOSEVOCOM. Upon completion, the Phase II, AUTOSEVOCOM will provide secure voice to a greater number of subscribers, high quality performance and end-to-end security for all subscribers, and a high degree of standardization of switching centers, terminal devices, and transmission requirements.

828-01 Phase II AUTOSEVOCOM Administrative Files. Documents relating to the routine administration of the Phase II AUTOSEVOCOM program, but exclusive of specific files described in this section.

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

Others - Destroy when no longer needed.

828-02 Phase II AUTOSEVOCOM Group and Committee Files. Documents relating to proceedings of Phase II AUTOSEVOCOM groups, committees, and working panels organized to ensure that all participants function together to resolve problems and submit recommendations on matters, such as policy, budget, manpower, and other facets affecting the program. Included are announcements, agenda, minutes, reports, recommendations, and related papers.

Disposition: Secretariat - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

828-03 Phase II AUTOSEVOCOM Program Management Files. Documents relating to overall management of the Phase II AUTOSEVOCOM program. Included are planning documents with related JCS/SECDEF documentation; papers reflecting network configurations; establishment and approval of implementation schedules and

achievement of milestones; approval of major changes of performance capabilities and interface characteristics affecting system utilization; information furnished the military departments and other U.S. agencies concerning their future funding and programing in accordance with implementation and operational assignments; direction of the military departments and other agencies to initiate commercial authorization actions for the development program and reconfiguration of subscribers; and related papers.

Disposition: Office of record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

828-04 Phase II AUTOSEVOCOM Site Surveys. Documents accumulated in the investigation and selection of suitable sites at which to construct Phase II AUTOSEVOCOM facilities in the continental United States and overseas. Included are documents authorizing site surveys, site selection reports, recommendations, final decisions, and related papers.

Disposition: Office of record - Destroy 3 years after determination that the project cannot be completed. Files pertaining to unselected sites may be retained to consider future selections until acquired or rejected as unsuitable for DCA use.

Others - Destroy when no longer needed.

828-05 Phase II AUTOSEVOCOM Trunking Requirements and Configuration. Documents relating to interswitch, intraswitch, and subscriber access trunking requirements and configurations. Included are decision papers reflecting whether all narrowband, all wideband, or a combination of the two is applicable in a specific situation; graphic presentations of major geographical areas, AUTOVON ellipses, and Phase II AUTOSEVOCOM locations.

Disposition: Office of record - ~~Permanent. Retire when no longer needed~~. Destroy 3 years after supersession.

Others - Destroy when no longer needed.

828-06 Phase II AUTOSEVOCOM Interface Requirements and Criteria. Documents relating to interface of Phase II AUTOSEVOCOM with various transmission media, including satellites and tactical systems. Included are circuit diagrams, block diagrams, and other guidance documents.

Disposition: Office of record - ~~Permanent. Retire when no longer needed.~~ Destroy when 10 years old.

Others - Destroy when no longer needed.

828-07 Phase II AUTOSEVOCOM Building and Floor Plans. Documents relating to construction of Phase II AUTOSEVOCOM facilities. Included are building plans, floor plans, equipment layouts, and relating papers.

Disposition: Office of record - ~~Permanent. Retire when no longer needed.~~ Destroy when 10 years old.

Others - Destroy when no longer needed.

828-08 Phase II AUTOSEVOCOM Implementation Plans. Documents relating to the implementation of the Phase II AUTOSEVOCOM program. Included are clearly defined areas of responsibility assigned to the military departments, program schedules, milestone schedules, procurement schedules, supply and service plans, tributary equipment schedules, transmission facilities schedules, and related papers.

Disposition: Office of record - ~~Permanent. Retire when no longer needed.~~ Destroy when 10 years old.

Others - Destroy when no longer needed.

828-09 Phase II AUTOSEVOCOM Equipment Maintenance Files. Papers relating to maintenance of Phase II AUTOSEVOCOM equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when no longer needed.

828-10 Phase II AUTOSEVOCOM Technical Literature Development Files. Papers which contribute to the development of Phase II AUTOSEVOCOM equipments manuals prepared by the military departments, contractors, or in-house. Included are reviews, changes, and advice furnished by DCA engineers and scientists.

Disposition: Destroy when no longer needed.

828-11 Phase II AUTOSEVOCOM Logistics, Supply, and Transportation Files. Documents relating to procedures for logistical support of the Phase II AUTOSEVOCOM. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

828-12 Phase II AUTOSEVOCOM Training Files. Documents accumulated in the development of the Phase II AUTOSEVOCOM training program. Included are papers reflecting training plans, schedules, equipments used for training purposes. personnel prerequisites, requirements, and related papers.

Disposition: Destroy when no longer needed.

828-13 Phase II AUTOSEVOCOM Tools and Test Equipment Files. Papers relating to special tools and test equipments for Phase II AUTOSEVOCOM. Included are documents reflecting application, proposals, and related papers.

Disposition: Destroy when no longer needed.

828-14 Phase II AUTOSEVOCOM Test Plans and Reports. Documents relating to established Phase II AUTOSEVOCOM test and acceptance criteria. Included are papers reflecting overall network criteria; transmission media criteria; test plans, to include basic test requirements, test concepts, technical standards and reporting procedures; subassembly tests; site interim acceptance; and related papers.

Disposition: Office of record - ~~Permanent. Retire when no longer needed~~. Destroy when 10 years old.

Others - Destroy when no longer needed.

828-15 Phase II AUTOSEVOCOM Reports. Documents relating to Phase II AUTOSEVOCOM program and review technique conducted and maintained by the contractor. DCA provides the computation and specifies the coding structure for the PERT network.

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

Others - Destroy when no longer needed.

828-16 Phase II AUTOSEVOCOM Subscriber Lists. Lists showing subscribers to the Phase II AUTOSEVOCOM system, subscriber access and line listing, priority lists, and related papers.

Disposition: Destroy when superseded or no longer needed.

828-17 Phase II AUTOSEVOCOM Cutover Plans. Copies of cutover plans prepared and furnished by the cognizant military department and other papers relating to the transfer of a circuit from release to activation.

Disposition: Destroy when no longer needed.

828-18 Phase II AUTOSEVOCOM Power Files. Documents relating to primary electrical power equipment used in operating the Phase II AUTOSEVOCOM equipment, to include back-up generators for prime load and no-break power units for critical technical load. Included are papers reflecting power generation and distribution systems, power outage summaries, peculiar problems and their solutions, and related papers.

Disposition: Destroy when no longer needed.

828-19 Phase II AUTOSEVOCOM Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the Phase II AUTOSEVOCOM 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.

828-20 Phase II AUTOSEVOCOM Management Information System Files. Organized collection of systematically arranged data used by responsible program management officials in evaluating specific needs of the Phase II AUTOSEVOCOM program. Included are papers reflecting maintenance engineering and analysis control; program schedule and costs; 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. Retire when no longer needed.

Others - Destroy when no longer needed.

828-21 Phase II AUTOSEVOCOM Subscriber Terminal and Hardware Files. Documents relating to subscriber terminal equipment required for each configuration to ensure duplex operation. 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 when 10 years old.

Others - Destroy when no longer needed.

828-22 Phase II AUTOSEVOCOM Operations Summary Reports. Copies of reports submitted at specific intervals to DCA by the contractor during the period of his operation and maintenance responsibility for each Phase II AUTOSEVOCOM site. The reports show significant events occurring at the site, such as installation difficulties, operational problems, power system difficulties, 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.

828-23 Phase II AUTOSEVOCOM ASC Hardware Equipment Files. Documents relating to equipment for Phase II AUTOSEVOCOM automatic switching centers to ensure system effectiveness as regards modular configuration, interface, and transmission. Included are equipment specifications, cryptographic devices, and related papers.

Disposition: Office of record - ~~Permanent. Retire when no longer needed.~~ Destroy when 10 years old.

Others - Destroy when no longer needed.

828-24 Phase II AUTOSEVOCOM Logistics Support Documents. 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: Office of record - ~~Permanent. Retire when no longer needed~~. Destroy when 10 years old.

Others - Destroy when no longer needed.

828-25 Phase II AUTOSEVOCOM Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the Phase II AUTOSEVOCOM 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.

828-26 Phase II AUTOSEVOCOM Deployment Files. Documents relating to worldwide deployment of the Phase II AUTOSEVOCOM network and associated networks and facilities to fulfill validated requirements as directed by JCS.

Disposition: Destroy when superseded or no longer needed.

828-27 Phase II AUTOSEVOCOM Repair Parts/T&TE Reports. Reports submitted periodically to DCA by contractors to document 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.

828-28 Phase II AUTOSEVOCOM Reference Papers. These papers relate to the Phase II AUTOSEVOCOM program 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.

828-29 Reserved

828-30 Phase II AUTOSEVOCOM Precedence and Preemption Files. Documents relating to assignment of, requirements for, and use of precedence and preemption in exercising priorities for the Phase II AUTOSEVOCOM network. Included are calling priority levels.

Disposition: Destroy when no longer needed.

828-31 Phase II AUTOSEVOCOM Switch Center Files. Documents relating to procedures in establishment of new switch centers. Included are cutover plans, configuration worksheets, correspondence, and related papers.

Disposition: Office of record - Destroy 3 years after discontinuance of the related center.

Others - Destroy on discontinuance of the center.

828-32 Phase II AUTOSEVOCOM Traffic Study Files. Documents developed to determine the need for additional lines and trunks for the Phase II AUTOSEVOCOM network. Included are studies embracing traffic overloads, time used, access line reports, and other factors having a bearing on the ultimate decision.

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

Others - Destroy when no longer needed.

828-33 Phase II AUTOSEVOCOM Data Circuit Files. Lists of required data circuits and correspondence related thereto.

Disposition: Destroy when superseded or no longer needed.

828-34 Phase II AUTOSEVOCOM Requirements. Documents created in response to military departments' requests for Phase II AUTOSEVOCOM circuits. Included are circuit orders, switch order inquiries, priority listings, correspondence, and related papers.

Disposition: Destroy after 2 years.

828-35 Phase II AUTOSEVOCOM Switching Center Transmission Entrance Facilities Files. Documents relating to implementation, testing, accepting, and cutover of commercial and Government-owned transmission entrance facilities at Phase II AUTOSEVOCOM switching center locations. Included are plans, requirement, contractor status reports, correspondence, and related papers.

Disposition: Destroy when no longer needed.

828-36 Phase II AUTOSEVOCOM Management Status Reports. Reports, briefings, charts, and slides required to outline the status of Phase II AUTOSEVOCOM in presentations made to the DCA staff, OSD(I&L), JCS, military departments, and other cognizant agencies. Included are milestone charts, status reports submitted to responsible implementation agencies, briefings delivered to OSD and JCS, and aggregate background supporting data.

Disposition: Destroy when superseded or no longer needed.

828-37 Phase II AUTOSEVOCOM Software Files. Documents relating to software and computer programs applicable to Phase II AUTOSEVOCOM procedures. Included are tests, reports, program descriptions and flow charts, and related papers.

Disposition: Destroy when superseded or no longer needed.

828-38 Phase II AUTOSEVOCOM System Engineering Management Files. Documents accumulated in providing system engineering assistance to the military departments and other as required. Included are schedule of milestones, implementation status reporting system, network configuration plans, transmission plan, definition study, bills of material, switching center site criteria, listings of COMSEC equipment and modem being procured under contracts, and related papers.

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

Others - Destroy when no longer needed.

828-39 Phase II AUTOSEVOCOM Methods, Procedures, and Concepts. Documents outlining formats, methods, and procedures in handling Phase II AUTOSEVOCOM traffic, and doctrinal concepts applicable to users of the network. Included are documents providing guidance; standing operating procedures for efficient Phase II AUTOSEVOCOM transmission and handling; papers reflecting personnel training requirements, traffic engineering, and switching software; and comments on proposed doctrinal concepts.

Disposition: Office of record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

828-40 Phase II AUTOSEVOCOM Subnetwork Files. Documents relating to various types of networks imposed on the Phase II AUTOSEVOCOM network and furnished switched network service by the Phase II AUTOSEVOCOM network. Included are papers reflecting configurations, qualifying parameters, descriptions, required services to common users and special requirement customers, special features required by the Phase II AUTOSEVOCOM network, and related papers.

Disposition: Destroy when no longer needed.

828-41 Phase II AUTOSEVOCOM Directory. Listing of Phase II AUTOSEVOCOM subscribers.

Disposition: Destroy when no longer needed.

828-42 Phase II AUTOSEVOCOM Performance Files. Documents relating to the operational efficiency of the global Phase II AUTOSEVOCOM network. Included are narratives outlining operation of network components, their failure (if any) and the cause of failure, techniques applied in taking corrective action, and related papers.

Disposition: Destroy after 2 years.

828-43 Phase II AUTOSEVOCOM Systems Integration Files. Documents relating to integration of Phase II AUTOSEVOCOM with automatic type networks such as AUTOVON and AUTODIN. Included are program guides, correspondence, coordination documents, and related papers.

Disposition: Destroy after 2 years.

828-44 Phase II AUTOSEVOCOM Numbering Plans. Documents which provide a unique telephone address for each subscriber or function of the Phase II AUTOSEVOCOM network. Included are papers reflecting telephone address components, precedence indication assignment, route indication, area codes, switching center code, line number, test and operator number, abbreviated numbering, conference service, and related papers.

Disposition: Office of record - ~~Permanent. Retire when no longer needed.~~ Destroy when 10 years old.

Others - Destroy when no longer needed.

828-45 Phase II AUTOSEVOCOM Routing Plans. Documents which provide for the routing of voice and data traffic through the switching network. Included are papers reflecting programed routes, service treatment, transmission considerations, and related papers.

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

Others - Destroy when no longer needed.

Section XXIX. INTEGRATED DATA NETWORK

Files in this section document development of the integrated data network (IDN). The IDN will become a DCS common user data communications switched network capable of fulfilling computer teleprocessing and record communications requirements of the Department of Defense in the 1976-1982 time-frame. It will eventually replace AUTODIN, the functions of which will be integrated into the IDN.

829-01 IDN Administrative Files. Documents relating to the general, routine administration of the IDN program, but exclusive of specific files described in this section.

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

Others - Destroy when no longer needed.

829-02 IDN Group and Committee Files. Documents relating to working groups, committees, and panels specifically organized to resolve problems affecting only the IDN. Included are announcements, agenda, minutes, reports or recommendations, coordination documents between the panels and the military departments, and related papers.

Disposition: Secretariat: Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

829-03 IDN Program Management Files. Papers documenting the overall management direction of the IDN program. Included are standards and procedures for system design and operation; papers reflecting implementation tasking; review of I/I plans; system specifications; cost studies and analyses; information furnished the military departments and other agencies concerning future funding and programing in accordance with their implementation and operational assignments; and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

829-04 IDN Site Surveys. Documents accumulated in the investigation and selection of sites at which to construct IDN facilities. Included are documents authorizing site surveys, site selection reports, recommendations, final decision, and related papers.

Disposition: Office of Record - Destroy 3 years after site selection.

Others - Destroy when no longer needed.

829-05 IDN Trunking Configurations. Documents depicting IDN configuration of a basic backbone structure, tandem switches, regional switches integrated into the existing CONUS AUTODIN switches, with access circuits configured for data. The configuration contemplates the number of computers, number of terminals, number of locations, activity rates, traffic loads, and transmission rate. Included are functional block diagrams and related papers. The configuration permits transition to the future DCS with minimum cost and maximum use of assets.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 3 years old.

Others - Destroy when no longer needed.

829-06 IDN Interface Requirements and Criteria. Documents relating to IDN switches which are designed for interface with backbone trunk circuits in CONUS and with foreign common carriers. Included also are papers reflecting interface between switches and regional area subnetwork and the backbone network as well as subscriber access interface.

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

Others - Destroy when no longer needed.

829-07 Reserved.

829-08 IDN Implementation Plans. Plans outlining implementation of the IDN on a year-by-year basis over a period of several years. Among other things, the plans ensure that the number of switches actually installed will be derived from identified requirements within funding restraints.

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

Others - Destroy when no longer needed.

829-09 IDN Equipment Maintenance Files. Papers relating to maintenance of IDN equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when no longer needed.

829-10 IDN Technical Literature Development Files. Papers which contribute to the development of IDN equipment manuals prepared by contractors or in-house. Included are reviews, verifications, changes, and advice furnished by DCA engineers.

Disposition: Destroy when no longer needed.

829-11 IDN Logistics, Supply, and Transportation Files. Documents relating to procedures for logistical support of the IDN program. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

829-12 IDN Training Files. Documents accumulated in development of the IDN training program in accordance with interservice/agency agreements. Included are training plans, schedules, personnel prerequisites, requirements, list of equipments used for training purposes, and related papers.

Disposition: Destroy when no longer needed.

829-13 IDN Tools and Test Equipment Files. Documents relating to special tools and test equipments for the IDN. Included are papers reflecting application, proposals, and related papers.

Disposition: Destroy when no longer needed.

829-14 IDN Test Plans and Reports. Copies of IDN test plans, progress reports, and summary test and performance reports submitted to DCA for evaluation by the contractor.

Disposition: Destroy when no longer needed.

829-15 IDN Reports. Documents relating to the IDN program and review technique conducted and maintained by the contractor. DCA specifies the coding structure for the PERT network and provides the computation.

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

Others - Destroy when no longer needed.

829-16 IDN Subscriber lists. Lists showing access to regional switches serving specific geographical areas, access and line listing, priority lists, and related papers.

Disposition: Destroy when no longer needed.

829-17 IDN Cutover Plans. IDN cutover plans prepared by DCA and furnished the cognizant military department(s). Also other papers relating to the transfer of a circuit from release to activation. The plan establishes the installation, test, and acceptance date for all switches.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Disposal not authorized at this time; review for disposal within 5 years. Others - Destroy when no longer needed.

829-18 Reserved.

829-19 IDN Funding Information. Subdivided into procurement and O&M, the papers contain the programing and budgeting details of the IDN. Included are cost analyses of equipment, logistical support, and personnel training; and related papers.

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

Others - Destroy when no longer needed.

829-20 IDN Management Information System Files. Papers outlining IDN performance assessment and status monitoring for overall system control. Included are papers showing load, message length, outage statistics, aborted transmission information based on category and service class, amount of data transmitted, switch point journals, and related papers.

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

Others - Destroy when no longer needed.

829-21 Reserved.

829-22 IDN Operations Summary Reports. Copies of reports submitted at specified intervals to DCA by the contractor during the period of his responsibility for operations and maintenance at each IDN site.

Disposition: Destroy when no longer needed.

829-23 Reserved.

829-24 IDN Logistics Support Documents. Plans and supporting papers developed to achieve the most favorable ratio of support to cost of the IDN, to include repair parts, spares, personnel, and other support factors.

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

Others - Destroy when no longer needed.

829-25 IDN Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the IDN. Solicitations (commonly called "procurement packages") include items such as statement of work, 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 related contract.

Others - Destroy when no longer needed.

829-26 Reserved.

829-27 IDN Repair Parts/T&TE Reports. Reports submitted periodically to DCA by contractors to document 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.

829-28 IDN Reference Papers. These papers relate to the IDN program and consist of:

a. Copies of documents which duplicate the record copies filed elsewhere.

b. Documents which require no action.

c. Rough drafts, feeder reports, notes, and similar working papers.

d. Cards, listings, indexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.

829-29 IDN Routing Plans. Plans which provide for the routing of data traffic over the four primary routes, as well as alternate routes, which are used under restoration conditions.

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

Others - Destroy when no longer needed.

829-30 IDN Precedence and Preemption Files. Documents relating to assignment of, requirements for, and use of precedence and preemption in exercising priorities for the IDN. Included are calling priority levels.

Disposition: Destroy when no longer needed.

829-31 IDN Switch Center Files. Documents relating to switch placement consistent with other DoD survivability criteria, as well as reliability. Included are configuration worksheets, correspondence and related papers.

Maintenance instructions: Prepare a separate file folder for each switch and follow the procedures outlined in paragraph 6a, chapter 8, basic DCAI 210-15-6.

Disposition: Office of Record - Destroy 3 years after discontinuance of the related center.

Others - Destroy when no longer needed.

829-32 IDN Traffic Studies. Based on data gathered by the network control center (NCC), derivative documents outline the need for additional IDN lines and trunks. Included are studies embracing traffic loads, time used, access line reports, and other factors having a bearing on the ultimate decision.

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

Others - Destroy when no longer needed.

829-33 Reserved.

829-34 IDN Requirement Files. Documents outlining ADP communications requirements, ADP teleprocessing communications capabilities, and the out-year requirement statistics.

Disposition: Destroy when incorporated into appropriate plans or other long-term documents.

829-35 IDN Switching Center Transmission Entrance Facilities Files. Documents relating to implementation, testing, accepting, and cutover of commercial and Government-owned transmission facilities at IDN switching center locations. Included are plans, requirements, contractor status reports, correspondence and related papers.

Disposition: Destroy when no longer needed.

829-36 IDN Status Reports. Reports, briefing charts, slides, and other material used in outlining the status of IDN in presentations made to the DCA staff, ASD(T), JCS, military departments, and other cognizant agencies. Included are milestone charts, status reports submitted to implementation agencies, and aggregate background supporting data.

Disposition: Destroy when superseded or no longer needed.

829-37 IDN Software Files. Documents relating to software and computer programs applicable to IDN procedures. Included are tests, reports, program descriptions, computer flow charts, and related papers.

NOTE: Papers pertaining to software standardization will be identified under file number 206-19.

Disposition: Destroy when no longer needed.

829-38 IDN System Engineering Management Files. Documents accumulated in providing system engineering assistance to the military departments and others as required. Included are schedule of milestones, implementation status reporting system, network configuration plan, transmission plan, definition study, bills of material, switching center site criteria, listings of COMSEC equipment and modems under procurement contracts, and related papers.

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

Others - Destroy when no longer needed.

829-39 IDN Methods, Procedures, and Concepts. Documents outlining the doctrinal concepts to provide a DCS common user data communications switched network to fulfill DoD requirements in the 1976-1982 time-frame; to support WWMCCS worldwide; and to provide a family of switched services to fulfill ADP communications requirements for the DoD. Included are documents providing guidance; papers reflecting personnel training requirements; traffic engineering and switch software; comments on proposed doctrinal concepts; and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

829-40 IDN Subnet Files. Documents consisting of regional switches matching the number of tandem switches. Included are configurations, qualifying parameters, descriptions, required services to common users and special requirement customers, special features required by IDN, and related papers.

Disposition: Destroy when no longer needed.

829-41 IDN Directory. Listing of IDN subscribers.

Disposition: Destroy when superseded or no longer needed.

829-42 IDN Performance Files. Documents relating to the operational efficiency of the IDN. Included are narratives outlining operation of the network components, their failure (if any) and the cause of failure, techniques applied in taking corrective action, and related papers.

Disposition: Destroy after 2 years.

829-43 Reserved.

829-44 Reserved.

829-45 IDN Technology Review Files. Papers accumulated by system engineers in their review of technical papers and publications issued by Government and industry (e.g., ANSI and ADCCP),

and other sources. The papers have possible or potential application in the development of IDN and may contribute to its eventual operation.

Disposition: Destroy when no longer needed.

829-46 IDN Integration Files. Documents relating to development and integration of a record and data switched network. The network will transition to the all-digital DCS of the late 1980's.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Retire when 3 years old.

Others - Destroy when no longer needed.

829-47 IDN Security Design Files. The design considers transmission security, emanation security, physical security, hardware controls, software controls, and management controls.

Disposition: Destroy when no longer needed.

829-48 IDN Survivability Files. Papers reflecting survivability enhancement against natural disasters and hostile acts affecting the IDN.

Disposition: Destroy when no longer needed.

829-49 IDN Transmission Files. Documents relating to backbone trunks and their transmission capacities and access configured for data. Included is information showing the number of circuits and link cross sections of the backbone trunk; the number of access circuits by rate, worldwide location, and average length needed for the interim network; and related papers.

Disposition: Office of Record - Destroy after 20 years. Retire when no longer needed.

Others - Destroy when no longer needed.

829-50 IDN Simulations. Documents outlining simulated performance of the IDN. Included are analyses, computer printouts, and related papers.

Disposition: Destroy when no longer needed.

829-51 IDN Switch Node Design Files. Papers concerning the IDN switch node design.

Disposition: Office of Record - Destroy after 20 years. Retire when no longer needed.

Others - Destroy when no longer needed.

829-52 IDN Data Handling/Network Design Files. Documents outlining the packet switched network using fast links and a short data handling unit to accommodate the DCS man-computer, computer-computer, and machine computer data traffic. The design concept ensures speed of delivery through use of traffic acceptance load control. Included are functional and operational description, protocol, addressing, signaling, and error control.

Disposition: Office of Record - Destroy after 20 years. Retire when no longer needed.

Others - Destroy when no longer needed.

829-53 IDN System/Network Control Files. Papers relating to a real time centralized control facility for the IDN. System/network control is accomplished with primary and secondary control facilities. The control feature embraces network management and control (e.g., reports, parameter changes, and monitoring), and software development and testing capabilities (e.g., software testing and interface testing).

Disposition: Office of Record ~~- Permanent. Retire when no longer needed.~~ Destroy when 3 years old.

Others - Destroy when no longer needed.

Section XXX. TRANSPORTABLE COMMUNICATIONS FACILITIES PROGRAM

Files in this section relate to employment of transportable communications facilities (TransComm) to be used within the Defense Communications System. These facilities ensure responsive and flexible communications for all essential contingency and limited war point-to-point intertheater and intratheater requirements.

830-01 TransComm Administrative Files. Documents relating to the general routine administration of the transportable communications facilities program, but exclusive of specific files described in this section.

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

Others - Destroy when no longer needed.

830-02 TransComm Group and Committee Files. Documents relating to proceedings of members comprising transportable communications facilities groups, committees, and panels which meet to resolve pertinent problems. Included are announcements, agenda, minutes, committee reports, and related papers.

Disposition: Secretariat - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

830-03 TransComm Program Management Files. Documents relating to the overall management direction of the transportable communications facilities program. Included are papers reflecting policy and guidance for acquisition, operation, maintenance, and logistical support of transportable communications facilities; criteria for determining when transportable equipment will be used instead of new fixed facilities; procedures for review of transportable communications equipment procurement specifications and related recommendations; direction of site surveys and recommendations to JCS; funding information; and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

830-04 TransComm Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct transportable communications facilities. Included are documents authorizing site surveys, site selection reports, recommendations, final decisions, and related papers.

Disposition: Office of Record - Destroy 3 years after completion of project or 3 years after determination that the project will not be completed. Files relating to unselected sites may be retained in considering future selections until acquired or rejected as unsuitable for DCA use.

Others - Destroy when no longer needed.

~~830-05 TransComm Trunking Configuration Files. Documents relating to interswitched and intraoffice trunking configurations. Included are trunking requirements and orders.~~

~~Disposition: Office of Record - Permanent. Retire when no longer needed.~~

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

~~830-06 TransComm Interface Requirements and Criteria Files. Documents relating to the interface of transportable communications facilities with switched networks, command and control, support networks, and transmission capabilities ranging from a few circuits to many. Included are circuit diagrams, block diagrams, and other documents which serve as guides to communications engineers and administrators.~~

~~Disposition: Office of Record - Permanent. Retire when no longer needed.~~

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

830-07 Reserved.

~~830-08 TransComm Implementation Plans Files. Documents relating to the implementation of the transportable communications facilities program. Included are clearly defined areas of responsibility assigned to the military departments, program schedules, supply and service plans, transmission facilities schedules, and related papers.~~

~~Disposition: Office of Record - Permanent. Retire when no longer needed.~~

Disposition: Destroy when no longer needed.

840-12 Regenerative Repeater Files. Documents pertaining to equipment used primarily to reduce the cumulative effects of distortion. Included are papers reflecting development, design, standard utilization, requirements, interface, logistical support, maintenance concepts, maintenance plans, training, technical literature, AGE/CAGE, and related papers.

Disposition: Destroy when no longer needed.

840-13 Communications Electronics Equipment Reference Paper Files. These papers relate to equipments used in communications systems and networks 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.

Section XLI. DCS ELECTRICAL POWER PROGRAM

The files described in this section are concerned with electrical power used to operate the Defense Communications System.

841-01 DCS Electrical Power Administrative Files. Documents relating to the general routine administration of the DCS electrical power program, but exclusive of specific files described in this section.

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

Others - Destroy when no longer needed.

841-02 DCS Electrical Power Coordinating and Working Groups Files. Documents relating to proceedings of members comprising the working group which formulates, reviews, and updates electrical power programs in the military departments and industry. Included are announcements, agenda, minutes, group reports, recommendations, and related papers.

Disposition: Secretariat - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

841-03 DCS Electrical Power Program Management Files. Documents relating to the overall management of the DCA electrical power program, the main objective of which is to ensure the systematic and programed improvement of electrical power to meet the existing and future requirements of the DCS. Included are papers establishing policy and direction in accordance with program objectives, coordination between elements of the DCS to ensure adequacy of the guidance, and inputs contributing to the continual development of the program.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

841-04 DCS Electrical Power Survey Files. Documents furnished Headquarters, DCA as the result of conducting engineering surveys of electrical power at specified DCS stations operated by the military departments. DCA uses the survey reports as an evaluation factor in the power improvement program.

Disposition: Destroy when no longer needed.

841-05 DCS Electrical Power Analysis Files. Documents relating to the analysis of electrical power in the Defense Communications System. Included are papers reflecting station demand loads; projected load increases; power availability, by classes; programed electronic and power equipment replacements and increases, in kilowatts; and related papers.

Disposition: Destroy on incorporation into the DCA Development Plan.

841-06 Advance Power Source Technology. Copies of technical papers and articles on sophisticated and related concepts as conducted by agencies other than DCA for possible future adoption to DCS needs.

Disposition: Destroy when no longer needed.

862-15 IJCS-PAC Reports Files. Retained copies of progress and status reports prepared by or submitted to the DCS Project Manager. Included are reports such as the biweekly summary report, monthly summary project status report, monthly project information summary, and reports on implementation/installation tasks; and correspondence directly related to these reports.

Disposition: Destroy when no longer needed.

862-16 IJCS-PAC Subscriber List Files. Lists showing subscribers to the IJCS-PAC, subscriber access and line listing, priority lists, and related papers.

Disposition: Destroy when superseded or no longer needed.

862-17 IJCS-PAC Cutover Plans Files. Copies of detailed time sequence plans assigning responsibilities, necessary actions and schedules, and containing the countdown procedures required to place all subscribers into the IJCS-PAC system configuration and operation.

Disposition: Destroy when no longer needed.

862-18 IJCS-PAC Power Files. Documents relating to primary electrical power equipment used in operating IJCS-PAC. Included are papers reflecting power generation and distribution systems, power outage summaries, peculiar problems and their solutions, and related papers.

Disposition: Destroy when no longer needed.

862-19 IJCS-PAC Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the IJCS-PAC project. 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.

862-20 IJCS-PAC Management Information System Files. Organized collection of systematically arranged data used by project management officials in evaluating specific needs of the IJCS-PAC project. Included are papers reflecting maintenance engineering and analysis control; project schedule and cost

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.

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

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.

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

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

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.

862-29 IJCS-PAC Host-Nation Agreement Files. Information copies of documents relating to agreements between the United States and Western Pacific governments which provide communications services and facilities used in operating the IJCS-PAC within its boundaries or political jurisdiction. Included are documents and correspondence reflecting negotiations for the administration of host-nation agreements affecting the IJCS-PAC.

Disposition: Destroy when no longer needed.

Section LXIV. KOREAN WIDEBAND NETWORK

Files in this section document the development of improved communications capability to satisfy the needs of the Commander U.S. Forces, Korea/United Nations Command in event of serious emergencies or crises involving the interests of the United States. The Korean Wideband Network (KWN) is a transmission subsystem of fixed and transportable facilities and is designed to provide high quality communications circuits in consonance with DCS standards. It is engineered to provide an integrated, unified, high quality, high-capacity communications network in Korea.

864-01 KWN Administrative Files. Documents relating to the routine administration of the Korean Wideband Network program, but exclusive of the specific files described in this section.

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

Others - Destroy when no longer needed.

864-02 KWN Group and Committee Files. Documents relating to the proceedings of groups, committees, and panels organized to resolve problems pertinent to utilization and modification of existing communications facilities in Korea, adaptation (when practicable) of Republic of Korea military communications for joint use of the allied forces, utilization of transportables on spur links, interface with DCS segments, political matters, budget matters, and other facets affecting improved military communications in Korea. Included are announcements, agenda, minutes, committee reports, and related papers.

Disposition: Office of Record - Permanent. Retire when no longer needed.

Others - Destroy when no longer needed.

864-12 KWN Training Files. Documents accumulated in the development of the KWN equipments training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

Disposition: Destroy when no longer needed.

864-13 KWN Tools and Test Equipments Files. Documents relating to special tools and test equipments for the Korean Wideband Network. Included are documents reflecting application, proposals, and related papers.

Disposition: Destroy when no longer needed.

864-14 KWN Test Plans and Report Files. Copies of KWN test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the contractor.

Disposition: Destroy when no longer needed.

864-15 KWN Report Files. Documents relating to the Korean Wideband Network program evaluation review technique (PERT). DCA provides the computation and specifies the coding structure for the PERT subsystem.

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

Others - Destroy when no longer needed.

864-16 KWN Subscriber List Files. Lists showing subscribers to the Korean Wideband Network, subscriber access and line listing, priority lists, and related papers.

Disposition: Destroy when superseded or no longer needed.

864-17 KWN Cutover Plans Files. Copies of KWN plans prepared and furnished by the cognizant military department and other papers relating to transfer of a circuit from release to activation.

Disposition: Destroy when no longer needed.

864-18 KWN Power Files. Documents relating to primary electrical power equipment used in operating the Korean Wideband Network, to include backup generators for primary load and no-break power units for critical technical load. Included are papers reflecting power generation and distribution systems, power outage summaries, peculiar problems and their solutions, and related papers.

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.

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

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

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

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.

864-27 KWN 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.

864-28 KWN Reference Paper Files. These papers relate to the Korean Wideband Network Program 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.

Section LXV. DCS EUROPEAN TRANSMISSION PROJECTS

Files in this section document the modernization of the European portion of the Defense Communications System through selective adjustment of approved Department of Defense programs. This entails elimination and consolidation of radio links and facilities as well as development of a reliable, flexible, and survivable wideband grid system capable of meeting present contingency and emergency restoral requirements. The systematic and timely upgrade of the DCS contemplates full use of the Defense Satellite Communications System.

865-01 DCS-EUR Administrative Files. Documents relating to the routine general administration of the DCS-EUR transmission projects, but exclusive of specific files described in this section.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy when 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.

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

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.

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

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.

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

Others - Destroy when no longer needed.

865-25 DCS-EUR Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the DCS-EUR 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.

865-26 DCS-EUR Deployment Files. Documents relating to the deployment, location, and application of satellites and ground terminals for the DCS-EUR transmission facilities as directed by JCS.

Disposition: Destroy when superseded or no longer needed.

865-27 DCS-EUR 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.

865-28 DCS-EUR Reference Paper Files. These papers relate to the DCS-EUR 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.

865-29 DCS-EUR Host-Nation Agreement Files. Information copies of documents relating to agreements between the United

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 - Destroy after 10 years. Retire when no longer needed.

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

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

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 - Destroy after 10 years. Retire when no longer needed.

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 - Destroy after 10 years. Retire when no longer needed.

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

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.

ADPE/PCM Staff Visit Files. 206-05
ADPE/PCM Test Files 206-07
ADPE Programming Files. 206-10
ADPS/PCMS Program Files 206-02
ADPS Study Files. 206-06
Advance Power Source Technology 841-06
Adverse Information and Disciplinary Files. 601-18
Airborne Command Post Communications
Improvement Program Files 803-20
Airborne Command Posts Secure Voice Files 803-22

AJCC Program Management Files 826-16
Alaska Transmission Projects (See 866-series)
Allocations Files 303-09
Allotment & Operating Budget Files. 303-13
Alternate Site Files. 207-11
Analog Files. 809-03
ANMCC Engineering Files 803-19
Annual Apportionment Request & Financial Plans. . . . 301-07
Annual Budget Files 301-08
Annual Historical Summary Files 204-11
Appeal and Grievance Case Files 602-28
Appointment System Files. 602-09
Appropriation Accounting Files. 402-03
Archivist Authorization Files 202-27
Area Placement Coordinators' Files. 602-27
AUTODIN Address Components (Code) Files 821-44
AUTODIN Administrative Files. 821-01
AUTODIN ASC Hardware/Equipment Files. 821-22
AUTODIN Building & Floor Plans Files. 821-07
AUTODIN CONUS (Increment I) Files 821-45
AUTODIN Cutover Plans Files 821-17
AUTODIN Data Circuit Files. 821-33
AUTODIN Deployment Files. 821-25
AUTODIN Directory Files 821-41
AUTODIN Electrical Power Files. 841-12
AUTODIN Equipment Maintenance Files 821-09
AUTODIN Funding Information Files 821-19
AUTODIN Group and Panel Files 821-02
AUTODIN Interface Requirements and Criteria Files . . 821-06
AUTODIN Logistics, Supply, & Transportation Files . . 821-11
AUTODIN Logistics Support Documents Files 821-23
AUTODIN Management Information System Files 821-20
AUTODIN Management Status Report Files. 821-36
AUTODIN Methods, Procedures, & Concept Files. 821-39
AUTODIN Numbering Plans Files 821-28
AUTODIN Operations Summary Report Files 821-42
AUTODIN Oversea ADMSC (Increment II) Files. 821-46
AUTODIN Performance Files 821-43
AUTODIN Power Files 821-18
AUTODIN Precedence & Preemption Files 821-30
AUTODIN Program Management Files. 821-03
AUTODIN Reference Paper Files 821-27
AUTODIN Repair Parts/T&TE Reports Files 821-26
AUTODIN Report Files. 821-15
AUTODIN Requirements Files. 821-34
AUTODIN Routing Plans Files 821-29
AUTODIN Site Survey Files 821-04

AUTOVON Precedence and Preemption Files 820-30
AUTOVON Program Management Files 820-03
AUTOVON Reference Paper Files 820-27
AUTOVON Repair Parts/T&TE Reports Files 820-26
AUTOVON Report Files 820-15
AUTOVON Requirements Files 820-34
AUTOVON Routing Plans Files 820-29
AUTOVON Site Survey Files 820-04
AUTOVON Software Files 820-37
AUTOVON Solicitation Files 820-24
AUTOVON Subnetworks Files 820-40
AUTOVON Subscriber List Files 820-16
AUTOVON Subscriber Terminal Hardware Files 820-21
AUTOVON Switch Center Files 820-31
AUTOVON Switch Center Termination Reports 820-44
AUTOVON Switching Center Transmission Entrance
Facilities Files 820-35
AUTOVON System Engineering Management Files 820-38
AUTOVON Technical Literature Development Files 820-10
AUTOVON Test Plans & Reports Files 820-14
AUTOVON Tools & Test Equipment Files 820-13
AUTOVON Traffic Study Files 820-32
AUTOVON Training Files 820-12
AUTOVON Trunking Configuration Files 820-05
Awards Ceremonies Files 605-06
Awards Publicity Files 605-08
Awards and Recognition Reference Paper Files 605-09
Basic Computer Run Instructions (Run Book) 206-25
Bell 201 Data Set Files. 840-09
Bell 205 Data Set Files. 840-10
Bell 207 Data Set Files. 840-11
Briefing and Orientation Files 202-41
Budget Estimate Files. 201-01
Budget Estimate (feeders). 201-10
Budget Execution Files 201-02
Budget Execution & Reports Files 301-11
Budget Formulation Files 201-01
Bus Pass Register Files. 402-17
Capital Property Accounting Files. 402-09
Career Trainee Input Requirements Files. 602-23
Case History Files 303-27
Category I Contract Files ($2,500 or less) 702-04
Category II Contract Files (more than $2,500). 702-05
CAU Files. 840-02
CEIP Files 802-65
CEO Logs 802-43
Channel Packing Administrative Files 871-01
Channel Packing Project Management Files 871-03

Channel Packing Site Surveys. 871-04
Channel Packing Trunking Configuration Files. 871-05
Channel Packing Implementation and Installation Plans 871-08
Channel Packing Test Plans and Reports. 871-14
Channel Packing Reports 871-15
Channel Packing Funding Information 871-19
Channel Packing Operations Summary Reports. 871-22
Channel Packing Timing Files. 871-26
Channel Packing Reference Papers. 871-28
Charity Contribution Files. 204-06
Check Control Files 303-31
Chronological Journal Files 603-05
CINCPAC Airborne Command Post (Blue Eagle) Files. . . 825-03
CINC Staff Visit Files. 202-39
Circuit Allocation Order Review Files 802-22
Circuit Conditioning Administrative Files 813-01
Circuit Conditioning Building & Floor Plans Files . . 813-07
Circuit Conditioning Implementation Files 813-08
Circuit Conditioning Implementation Plans Files . . . 813-06
Circuit Conditioning Program Management Files 813-03
Circuit Conditioning Reports Files 813-15
Circuit Conditioning Technical Literature Development Files 813-10
Circuit Conditioning Test Plans & Reports Files . . . 813-14
Circuit Conditioning Tools & Test Equipment Files . . 813-13
Circuit Conditioning Training Files 813-12
Circuit Restoration Files 802-15
Circuit, Trunk, and Multiplex Configuration History Files 802-42
Circuit Usage Report Files 801-17
Civil Service Certificate Files 602-10
Civilian Career Management Files 602-20
Civilian Career Referral Files 602-22
Civilian Executive Reserve Program Files 602-15
Civilian Personnel Administration Program Files . . . 602-01
Civilian Personnel Computer Printouts 607-05
Civilian Personnel Inspection Files 602-04
Civilian Personnel Pay Administrative Files 604-01
Civilian Personnel Pay Files. 604-02
Civilian Personnel Program Reference Papers Files . . 602-08
Civilian Personnel Program Report Files 602-03
Civilian Personnel Program Reporting System Files . . 602-02
Civilian Personnel Program Staff Assistance Files . . 602-07
Civilian Personnel Reports. 607-09
Civilian Personnel Training Administrative Files. . . 606-01
Civilian Personnel Training Reference Paper Files . . 606-08
Civilian Schooling Administrative Files 601-14
Civilian Service Emblem Control Files 605-05
Civilian Training Reports Files 606-04
Civilian Training Waivers Files 606-02

Classification and Qualification Administrative Files. 601-05
Classification Special Study Files 604-12
Classified Container Information Files 503-02
Classified Document Control Files. 503-03
Classified Document Destruction Certificate File . . . 104-02
Classified Documents Index 104-09
Classified Documents Periodic Inventory Files. 104-04
Classified Documents Receipt Files 104-01
Classified Documents Register Files. 104-03
Classified Matter Periodic Inventory Files 503-01
Cold War Games Files 806-07
Cold War Games Model Files 806-08
Collection & Disbursement Files 303-23
Command & Control Administrative Files 825-01
Command & Control Cryptographic Systems Files 825-06
Command & Control Group & Committee Files 825-02
Command & Control Long Line Circuits Files 825-07
Command & Control Nuclear Weapons Evaluation Files . . 825-08
Command & Control Reference Paper Files 825-10
Commercial Communications Administrative Files 701-01
Commercial Communications Contract Negotiation . . . . Files 701-05
Commercial Communications Contract Policy Files . . . 701-03
Commercial Communications Leased Services Files . . . 701-06
Commercial Communications Operational Files 701-02
Commercial Communications Procurement Review Files . . 701-07
Commercial Communications Reference Paper Files . . . 701-11
Commercial Communications Tariff Files 802-33
Commercial/Industrial Activities Reports Files 302-08
Committee Files 202-37
Committee Management Files 202-36
COMMSUM (See 802-21)
Communications Administrative Files. 801-01
Communications Center Message Files. 801-25
Communications Center Operation Files. 801-24
Communications Center Operation Reference Paper Files. 801-30
Communications Electronics Equipment Files 840-01
Communications Electronics Equipment Reference Paper Files. 840-13
Communications Equipment Record Files. 801-23
Communications Facilities Lease Requests Files 801-05
Communications Methods, Procedures, and Concepts Files. 802-34
Communications Operations Instructions Files 801-09
Communications Procedures Analysis and Report Files. . 802-31
Communications Procurement Technical Advisory Files. . 802-66
Communications Representation Files. 801-02
Communications Security Administrative Files 502-01
Communications Security Equipment Requirements Files. 801-03
Communications Security Reference Paper Files. 502-12
Communications Security Report Files 502-11
Communications Subscriber Rates Files. 301-14

Communications Subscriber Rates Review and Analysis Files 301-15
Communications Systems Integration Files 802-11
Communications Training Advisory Files 802-28
Compass Link Administrative Files 843-01
Compass Link Building & Floor Plans Files 843-07
Compass Link Cutover Plans Files 843-17
Compass Link Deployment Files 843-26
Compass Link Equipment Maintenance Files 843-09
Compass Link Equipment Training Files 843-12
Compass Link Funding Information Files 843-19
Compass Link Group & Committee Files 843-02
Compass Link Implementation Files 843-08
Compass Link Installation & Implementation Plans Files 843-06
Compass Link Interface Requirements & Criteria Files 843-05
Compass Link Logistics, Supply, and Transportation Files 843-11
Compass Link Logistics Support Documents Files . . . 843-24
Compass Link Management Information System Files . . 843-20
Compass Link Operations Summary Report Files 843-22
Compass Link PERT Reports Files 843-15
Compass Link Program Management Files 843-03
Compass Link Reference Paper Files 843-28
Compass Link Repair Parts/T&TE Reports Files 843-27
Compass Link Site Survey Files 843-04
Compass Link Solicitation Files 843-25
Compass Link Subscriber List Files 843-16
Compass Link Subscriber Terminal Files 843-21
Compass Link Technical Literature Development Files 843-10
Compass Link Test Plans & Reports Files 843-14
Compass Link Tools & Test Equipments Files 843-13
Computer Program Flow Charts. 206-24
Computer Performance Measurement Reports. 206-26
Computer Program Documentation. 206-23
Computer Programming Files. 206-13
Computer Scheduling Files 206-17
Computer Simulation Files 206-15
COMSAT Communications System Files. 860-03
COMSEC Equipments Files 840-04
COMSEC Policy & Program Files, DCS. 802-57
Conference Files. 202-43
Conference Rooms Control Files. 402-20
Congressional Correspondence Files. 203-17
Congressional Special Hearings & Investigation Files. 203-18

#	DCA Periodicals Management Files	404-10
#	DCA Plan to Provide Communications for the President	802-51
	DCA Radio Efficiency Reports Files	801-19
	DCEC MACS Files	209-14
	DCS Adaptive Communications Technique Files	802-12
	DCS Administrative Files	802-01
	DCS-AL Administrative Files	866-01
	DCS-AL Building & Floor Plans Files	866-08
	DCS-AL Cutover Plans Files	866-17
	DCS-AL Deployment Files	866-26
	DCS-AL Funding Information Files	866-19
	DCS-AL Group & Committee Files	866-02
	DCS-AL Host-Nation Agreement Files	866-29
	DCS-AL Implementation Plans Files	866-07
	DCS-AL Interface Requirements Files	866-06
	DCS-AL Logistics, Supply, & Transportation Files	866-11
	DCS-AL Logistics Support Documents Files	866-24
	DCS-AL Maintenance Files	866-09
	DCS-AL Management Information System Files	866-20
	DCS-AL Operations Summary Reports Files	866-22
	DCS-AL Power Files	866-18
	DCS-AL Projects Management Files	866-03
	DCS-AL Reference Paper Files	866-28
	DCS-AL Repair Parts/T&TE Reports Files	866-27
	DCS-AL Reports Files	866-15
	DCS-AL Site Survey Files	866-04
	DCS-AL Solicitation Files	866-25
	DCS-AL Subscriber Hardware Equipment Files	866-23
	DCS-AL Subscriber List Files	866-16
	DCS-AL Subscriber Terminal Files	866-21
	DCS-AL Technical Literature Development Files	866-10
	DCS-AL Test Plans & Reports Files	866-14
	DCS-AL Tools & Test Equipments Files	866-13
	DCS-AL Training Files	866-12
	DCS-AL Trunking Configuration Files	866-05
	DCS Alert Procedures Files	207-09
	DCS Allocated Circuits Program Management Files	802-05
	DCS Anticipated Telecommunications Requirements Reports Files	802-45
	DCS Assets Administrative Files	818-01
	DCS Assets Group & Committee Files	818-02
	DCS Assets Program Management Files	818-03
	DCS Assets Reports	818-15
	DCS Assets Deployment Files	818-26
	DCS Assets Reference Papers	818-27
	DCS Automated Circuit Maintenance Inventory Files	802-64
	DCS Circuit Restoration Priority Files	802-23
	DCS Circuitry Requirements Files	802-18
	DCS Communications Components Identification Files	802-46
	DCS Communications Engineering & Installation Standards Files	802-04

	DCS Communications Standardization Files	802-03
	DCS Communications Support of War Plans	802-70
	DCS Communications Test and Exercise Files	802-30
	DCS Complaint Files	802-26
	DCS COMSEC Policy & Program Files	802-57
	DCS Contingency Operations Files	802-61
	DCS Development Plans Files	802-48
	DCS Disaster/Relief and Civil Defense Planning Files	207-06
	DCS Electrical Power Administrative Files	841-01
	DCS Electrical Power Analysis Files	841-05
#	DCS Electrical Power Coordinating and Working Group Files	841-02
#	DCS Electrical Power Operational Evaluation Reports	841-15
	DCS Electrical Power Program Management Files	841-03
	DCS Electrical Power Reference Paper Files	841-16
	DCS Electrical Power Survey Files	841-04
#	DCS Electrical Power Special Projects	841-14
	DCS Equipment Solicitation Files	802-67
	DCS-EUR Administrative Files	865-01
	DCS-EUR Building & Floor Plans Files	865-08
	DCS-EUR Cutover Plans Files	865-17
	DCS-EUR Deployment Files	865-26
	DCS-EUR Equipment Maintenance Files	865-09
	DCS-EUR Funding Information Files	865-19
	DCS-EUR Group & Committee Files	865-02
	DCS-EUR Host-Nation Agreement Files	865-29
	DCS-EUR Implementation Plans Files	865-07
	DCS-EUR Interface Requirements Files	865-06
	DCS-EUR Logistics, Supply, & Transportation Files	865-11
	DCS-EUR Logistics Support Documents Files	865-24
	DCS-EUR Management Information System Files	865-20
	DCS-EUR Operations Summary Reports Files	865-22
	DCS-EUR Power Files	865-18
	DCS-EUR Projects Management Files	865-03
	DCS-EUR Reference Paper Files	865-28
	DCS-EUR Repair Parts/T&TE Reports Files	865-27
	DCS-EUR Reports Files	865-15
	DCS-EUR Site Survey Files	865-04
	DCS-EUR Solicitation Files	865-25
	DCS-EUR Subscriber Hardware Equipment Files	865-23
	DCS-EUR Subscriber List Files	865-16
	DCS-EUR Subscriber Terminal Files	865-21
	DCS-EUR Technical Literature Development Files	865-10
	DCS-EUR Test Plans & Reports Files	865-14

HF Funding Information Files. 868-19
HF Group & Committee Files. 868-02
HF Host-Nation Agreement Files. 868-29
HF Implementation Plans Files 868-07
HF Interface Requirements Files 868-06
HF Logistics, Supply, & Transportation Files. 868-11
HF Logistics Support Documents Files. 868-24
HF Management Information System Files. 868-20
HF Operations Summary Reports Files 868-22
HF Power Files. 868-18
HF Program Management Files 868-03
HF Reference Paper Files. 868-28
HF Repair Parts/T&TE Reports Files. 868-27
HF Report Files 868-15
HF Site Survey Files. 868-04
HF Solicitation Files 868-25
HF Subscriber List Files. 868-16
HF Technical Literature Development Files 868-10
HF Test Plans & Reports Files 868-14
HF Tools & Test Equipment Files 868-13
HF Trunking Configuration Files 868-05
High Grade Position Files 209-08
"High Heels" (See 802-29)
Historians Background Material Files. 204-09
Historical Photographic Files 204-10
Host-Tenant Agreement Files 202-40
IDN Cutover Plans 829-17
IDN Administrative Files. 829-01
IDN Data Handling/Network Design Files. 829-52
IDN Directory 829-41
IDN Equipment Maintenance Files 829-09
IDN Funding Information 829-19
IDN Group and Committee Files 829-02
IDN Implementation Plans. 829-08
IDN Integration Files 829-46
IDN Interface Requirements and Criteria 829-06
IDN Logistics, Supply, and Transportation Files . . . 829-11
IDN Management Information System Files 829-20
IDN Methods, Procedures, and Concepts 829-39
IDN Performance Files 829-42
IDN Precedence and Preemption Files 829-30
IDN Program Management Files. 829-03
IDN Reference Papers. 829-28
IDN Requirements Files. 829-34
IDN Repair Parts/T&TE Reports 829-27
IDN Reports 829-15
IDN Routing Plans 829-29
IDN Security Design Files 829-47
IDN Simulations 829-50
IDN Site Surveys. 829-04

#	IDN Software Files	829-37
#	IDN Status Reports	829-36
#	IDN Subscriber Lists	829-16
#	IDN Subnet Files	829-40
#	IDN Survivability Files	829-48
#	IDN Switch Center Files	829-31
#	IDN Switching Center Transmission Entrance Facilities Files	829-35
#	IDN Switch Node Design Files	829-51
#	IDN System Engineering Management Files	829-38
#	IDN System/Network Control Files	829-53
#	IDN Technical Literature Development Files	829-10
#	IDN Technology Review Files	829-45
#	IDN Test Plans and Reports	829-14
#	IDN Tools and Test Equipment Files	829-13
#	IDN Traffic Studies	829-32
#	IDN Training Files	829-12
#	IDN Transmission Files	829-49
#	IDN Trunking Configurations	829-05
	IJCS-PAC Administrative Files	862-01
	IJCS-PAC Building & Floor Plans Files	862-08
	IJCS-PAC Cutover Plans Files	862-17
	IJCS-PAC Equipment Maintenance Files	862-09
	IJCS-PAC Funding Information Files	862-19
	IJCS-PAC Group & Committee Files	862-02
	IJCS-PAC Host-Nation Agreement Files	862-29
	IJCS-PAC Implementation Plans Files	862-07
	IJCS-PAC Interface Requirements Files	862-06
	IJCS-PAC Logistics, Supply, and Transportation Files	862-11
	IJCS-PAC Logistics Support Documents Files	862-24
	IJCS PAC Management Information System Files	862-20
	IJCS-PAC Operations Summary Reports Files	862-22
	IJCS-PAC Power Files	862-18
	IJCS-PAC Project Management Files	862-03
	IJCS-PAC Reference Paper Files	862-28
	IJCS-PAC Repair Parts/T&TE Reports Files	862-27
	IJCS-PAC Reports Files	862-15
	IJCS-PAC Site Survey Files	862-04
	IJCS-PAC Solicitation Files	862-25
	IJCS-PAC Subscriber Hardware Equipment Files	862-23
	IJCS-PAC Subscriber List Files	862-16
	IJCS-PAC Subscriber Terminal Files	862-21
	IJCS-PAC Technical Literature Development Files	862-10
	IJCS-PAC Test Plans & Reports Files	862-14
	IJCS-PAC Tools & Test Equipments Files	862-13
	IJCS-PAC Training Files	862-12
	IJCS-PAC Trunking Configuration Files	862-05
	Imprest Fund Account Files	303-08
	Inactive Service Record Card Files	603-03

Incentive Award Case Files. 605-01
Incentive Awards Committee Meeting Records Files. . . 605-03
Incentive Awards Report Files 605-04
Individual Identification Files 501-10
Individual Leased Communications Procurement Files. . 702-06
Individual Military Awards Case Files 601-01
Industrial Security Files 501-14
Industrial Security Policy Files. 501-13
Information Administrative Files. 204-02
Information Reference Paper Files 204-07
Information Processing Standards for Computers (IPSC). 815-10
Initial Defense Satellite Communications Program
Files 804-13
Inspection Coordination Files 205-01
Inspector General Complaint Files 205-04
Inspector General Inquiry & Survey Files. 205-03
Inspector General Inspection Files. 205-02
Inspector General Inspection Reference Paper Files. . 205-06
Installation Historical Files 204-14
Installation Training Files 606-05
Integration Files, Communications Systems 802-11
Integration of DCS Program Data Files 802-63
Interlibrary Loan Requests 404-01
Internal Numerical Files 202-15
Internal Status of Funds Reports Files 303-38
International Balance of Payment Budget Schedule Files . 201-09
International Balance of Payment Program Files. . . . 201-08
Inventory Control Files 402-07
Item Register Files 502-03
JCS Document Background Papers Files 203-11
JCS Document Daily Register Files 203-14
JCS Document Destruction Certificate Files 203-13
JCS Document Inventory Files 203-15
JCS Document Receipt Files 203-12
JCS Inspection Files. 205-05
JCSAN System Description Background Papers Files . . 803-37
JCSAN System Description Files 803-36
Job Number Log Files 604-04
Job Standard Development Files 604-08
Job Standard Files 604-07
Joint Chiefs of Staff Documents Files 203-10
Joint Manpower Program Files. 209-09
Joint Overseas Switchboards (JOSS) Files. 824-07
Joint Technical Support Activity Files (See 816-series)
JOPS Management Plans 806-24
JOSS Files, Joint Overseas Switchboards 824-07
JTD Files 209-07
JTSA Administrative Files 816-01
JTSA Configuration Management Support Files 816-19
JTSA Data Automation Proposals. 816-07
JTSA Documentation Standards Files. 816-14
JTSA Functional Software Inventory Files. 816-09
JTSA Group and Committee Files. 816-02
JTSA Incident Analysis Report Files 816-11
JTSA Logistics Files. 816-13
JTSA Management Engineering Plans 816-16
JTSA Project Management Files 816-03
JTSA RDT&E Case Files 816-10
JTSA Reference Paper Files. 816-20

JTSA Software Maintenance Files 816-18
JTSA Systems Development Files 816-05
JTSA Systems Engineering Files 816-06
JTSA Technical Standards Development Files 816-08
JTSA Test and Evaluation Files 816-04
JTSA Training Files 816-12
JTSA WWMCCS Management Data Base 816-17
Korean Wideband Network Files (See 864-series)
KWN Administrative Files 864-01
KWN Building & Floor Plans Files 864-08
KWN Cutover Plans Files 864-17
KWN Deployment Files 864-26
KWN Equipment Maintenance Files 864-09
KWN Funding Information Files 864-19
KWN Group & Committee Files 864-02
KWN Implementation Plans Files 864-07
KWN Interface Requirements Files 864-06
KWN Logistics, Supply, and Transportation Files . . . 864-11
KWN Logistics Support Documents Files 864-24
KWN Management Information System Files 864-20
KWN Operations Summary Reports Files 864-22
KWN Power Files 864-18
KWN Program Management Files 864-03
KWN Reference Paper Files 864-28
KWN Repair Parts/T&TE Reports Files 864-27
KWN Report Files 864-15
KWN Site Survey Files 864-04
KWN Solicitation Files 864-25
KWN Subscriber Hardware Equipment Files 864-23
KWN Subscriber List Files 864-16
KWN Subscriber Terminal Files 864-21
KWN Technical Literature Development Files 864-10
KWN Test Plans & Report Files 864-14
KWN Tools & Test Equipments Files 864-13
KWN Training Files 864-12
KWN Trunking Configuration Files 864-05
Leased Communications Procurement Instruction
Files 701-04
Leased Lines Contract Settlement Review Board
Files 703-02
Leave of Absence Files 601-09
Legal Advisory Files 208-02
Legal Opinions on Communications Planning Files . . . 208-05
Legal Opinions on International Matters Files 208-03
Legal Opinions on Security Violations Files 208-07
Legislation Comment Files 208-06
Library Catalog Files 404-06
Library Orders to Government Sources. 404-02
Library Voucher Files 404-04

Limited War Games Files 806-09
Limited War Games Model Files 806-10
Logistics Management Files 202-44
Long Haul Communications for the DCS and Technical
Support of the NMCS (SLHC) 815-03
Mail Control Files 401-05
Mail Routing Guide Files 401-06
Mail Services Reference Paper Files 401-07
Management Engineering Contract Procedure Files . . . 202-09
Management Engineering Plans Files 802-50
Management Evaluation Files 202-35
Management Improvement Administrative Files 202-01
Management Improvement Project Files 202-02
Management Review Agenda Files 202-31
Management Review Summary Files 202-32
Management Survey Background Files 202-08
Management Survey Case Files 202-07
Management Survey Reference Paper Files 202-10
Manpower Authority Files 209-03
Manpower Management Improvement
Files 209-10
Manpower Staffing Standard
Files 209-04
Manpower Statistical Data Files 209-06
Manpower Survey Files 209-05
Master Job Description Files 604-05
Material Receipt and Expenditure Invoice Files . . . 402-06
MEECN Administrative Files 814-01
MEECN Building and Floor Plans Files 814-07
MEECN Configuration Management Files 814-05
MEECN Equipment Maintenance Files 814-09
MEECN Group and Committee Files 814-02
MEECN Interface Requirements Files 814-06
MEECN Logistics Support Documents Files 814-11
MEECN Management Status Report Files 814-19
MEECN Performance Files 814-22
MEECN Program Management Files 814-03
MEECN Reference Paper Files 814-20
MEECN Site Survey Files 814-04
MEECN Solicitation Files 814-18
MEECN Standardization Files 814-17
MEECN Study Files 814-16
MEECN System Engineering Management Files 814-21
MEECN System Implementation Plans Files 814-08
MEECN Technical Literature Development Files 814-10
MEECN Test Plans and Reports Files 814-14

MEECN Tools and Test Equipment Files. 814-13
MEECN Training Files. 814-12
MEECN Transition Plans Files. 814-15
Memorandum Accounts Files 303-20
Message Reference Files 102-04
Message Survey Files. 802-32
Microwave Radio Equipment Files (See 848-series)
Military Awards Board Proceedings Files 601-02
Military Communications-Electronics Board Documents
Files 203-16
Military Interdepartmental Purchase Request (MIPR)
Control Files 303-10
Military Personnel Assignment Files 601-07
Military Personnel Data Bank. 607-04
Military Personnel Management Administrative Files. . 601-15
Military Personnel Reference Paper Files. 601-19
Minimum Essential Emergency Network Files (See 814-series)
Minutes of Meeting Files. 304-05
MIPR Files (Use file number 303-10)
Miscellaneous Feeder Data Files 303-37
Miscellaneous Military Pay Files. 601-17
MITRE (DCA) Corporation Files, NMCS/. 803-44
Mobility Analysis Support Reports Files 806-19
Mobility Analysis Support Studies Files 806-18
Modem Administrative Files 847-01
Modem Funding Information Files 847-19
Modem Group & Committee Files 847-02
Modem Interface Requirements Files 847-05
Modem Logistics, Supply, and Transportation Files . . 847-11
Modem Logisitcs Support Documents Files 847-24
Modem Maintenance Files 847-09
Modem Management Information System Files 847-20
Modem PERT Reports Files. 847-15
Modem Program Management Files 847-03
Modem Reference Paper Files 847-28

#	Muscle Link Reference Papers	872-28
#	Muscle Link Repair Parts/T&TE Reports	872-27
#	Muscle Link Reports	872-15
#	Muscle Link Solicitation Files	872-25
#	Muscle Link Subscriber Files	872-16
#	Muscle Link Subscriber Terminal Files	872-21
#	Muscle Link Technical Literature Development Files	872-10
#	Muscle Link Test Plans and Reports	872-14
#	Muscle Link Tool & Test Equipment Files	872-13
#	Muscle Link Training Files	872-12
#	Muscle Link Trunk Configuration Files	872-05
	M/W Radio Administrative Files	848-01
	M/W Radio Equipment Maintenance Files	848-09
	M/W Radio Funding Information Files	848-19
	M/W Radio Group and Committee Files	848-02
	M/W Radio Hardware Equipment Files	848-23
	M/W Radio Installation and Implementation Plans Files	848-06
	M/W Radio Interface Requirements Files	848-05
	M/W Radio Logistics, Supply, & Transportation Files	848-11
	M/W Radio Logistics Support Documents Files	848-24
	M/W Radio Management Information System Files	848-20
	M/W Radio Program Management Files	848-03
	M/W Radio Reference Paper Files	848-28
	M/W Radio Repair Parts/T&TE Reports Files	848-27

	M/W Radio Report Files	848-15
	M/W Radio Solicitation Files	848-25
	M/W Radio Technical Literature Development Files	848-10
	M/W Radio Test Plans & Reports Files	848-14
	M/W Radio Tools & Test Equipments Files	848-13
	M/W Radio Training Files	848-12
	NCA Administrative Files	807-01
	NCA Airborne Relay Files	807-07
	NCA Air/Ground Crypto and Vocoder System Files	807-10
	NCA Air/Ground Entry Station Files	807-08
	NCA Circuit Requirements Files	807-11
	NCA Communications Reference Paper Files	807-16
	NCA Engineering Plans Files	807-05
	NCA Financial Resources Files	807-03
	NCA Group & Committee Files	807-02
	NCA Interface Requirements and Criteria Files	807-15
	NCA Satellite Support Files	807-09
	NCA Site Survey Files	807-04
	NCA Soft Talk Program Files	807-06
	NCA Status Reports and Milestone Schedules Files	807-13
	NCA System Implementation Plans Files	807-12
	NCA Test Plans Files	807-14
	NECPA Files	826-11
	News Media Release Files	204-01
	News Photographic Files	204-04
#	NMCC & ANMCC Files	803-17
#	NMCC Engineering Files	803-18
#	NMCC Expansion Project Files	803-49
#	NMCC Program Files	803-31
#	NMCC/MC Engineering Files	803-29
	NMCS ADP Development Files	803-07
	NMCS ADP Engineering Files	803-09
	NMCS ADP File Specifications Files	803-11
	NMCS Automatic Message Processing System Files	803-32
	NMCS Command Center TV Testing Files	210-03
	NMCS Computer Programming Files	803-06
#	NMCS Contractual Services Files	803-45
#	NMCS Display Files	803-36
#	NMCS Electromagnetic Propagation Study Files	803-41
#	NMCS Engineering Files	803-24
	NMCS Implementation Planning Files	803-16
#	NMCS Intelligence Administrative Files	803-42
#	NMCS Military Construction Files	803-27
#	NMCS/MITRE (DCA) Corporation Files	803-44

	NMCS Quarterly Review and Analysis Files	803-01
	NMCS R&D Schedule Files	803-05
	NMCS RDT&E Program Planning Files	803-02
#	NMCS Reference Paper Files	803-48
	NMCS Requirements Analysis Files	803-10
	NMCS Requirements & Technical Design Files	803-08
	NMCS Research & Development Case Files	803-04
	NMCS Research & Development Planning Files	803-03
#	NMCS System Description Background Papers Files	803-38
#	NMCS System Description Files	803-37
	NMCS System Engineering Files	803-15
#	NMCS Television Tests & Evaluation Files	803-34
#	NMCS TEMPEST Files	803-28
#	NMCS Transportable Communications Study Files	803-46
	NMCS TV Training Files	210-04
#	NMCSSC Engineering Files	803-23
	NMCSSC Management Review Files	806-01
	NMCSSC Programming Project Files	806-20
#	NMCSTS Committee Membership Files	803-43
#	NMCSTS/NMCSSC Fiscal Management Files	803-47
	Nonappropriated Fund Administrative Files	304-01
	Nonappropriated Fund Statement and Report Files	304-06
	NORTHWIND 440L Files	860-01
	Notification of Physical Examination Files	601-16
	Nuclear Vulnerability Files	806-03
	Occupational Inventory Files	602-21
	Occupational Qualification List Files	602-24
	Off-Post Training Files	606-06
	Office Activities Log Files	101-07
	Office Financial Files	101-02
	Office Management Files	101-01
	Office Personnel Files	103-01
	Office Property Files	101-05
	Office Space Files	101-08
	Office Supply Files	101-03
	Official Military Personnel Folder Files	601-03
	Official Personnel Folder Files	603-01
	Operating Office Civilian Training Files	606-03
	Operating Program and Budget Reference Paper Files	201-10
	Operator's Number Sheet Files	801-28
	Organization Authority Files	209-02
	Organization Job Files	604-06
	Organization and Manpower Administrative Files	209-01
	Organizational Planning and Manpower Utilization Reference Paper Files	209-11

	Originating Traffic Summary Report Files	801-12
	Other Systems Administrative Files	824-01
	Other Systems Reference Paper Files	824-08
	Overseas Power Generation & Distribution Files	841-14
#	Pacific Electrical Power Files	841-09
	Parking Permit Control Files	501-07
	Patent (Copyright) Trademark Files	208-08
	Payroll Voucher Files	303-25
	PBX & PABX Files	824-05
	PCM Files	809-06
	PCM Project and Acquisition Files	206-04
	Pending Request Files	103-05
#	Periodic Service Charges	303-45
	Periodicals Subscription Files	404-07
#	PERMIS Operations Files	607-06
#	PERMIS Output Files	607-07
#	PERMIS System Documentation Files	607-08
	Personnel Action Reference Paper Files	603-07
	Personnel Action Report Files	603-04
	Personnel Information Files	103-06
	Personnel Management Administrative Files	607-01
	Personnel Management History Files	607-02
#	Personnel Management Plan	607-13
#	Personnel Management Plan Working Papers	607-12
	Personnel Management Reference Papers	607-15
#	Personnel Program Evaluation Reports	607-14
	Personnel Security Files	501-09
	Phase II AUTOSEVOCOM Administrative Files	828-01
	Phase II AUTOSEVOCOM ASC Hardware Equipment Files	828-23
	Phase II AUTOSEVOCOM Building and Floor Plans	828-07
	Phase II AUTOSEVOCOM Cutover Plans	828-17
	Phase II AUTOSEVOCOM Data Circuit Files	828-33
	Phase II AUTOSEVOCOM Deployment Files	828-26
	Phase II AUTOSEVOCOM Directory	828-41
	Phase II AUTOSEVOCOM Equipment Maintenance Files	828-09
	Phase II AUTOSEVOCOM Funding Information Files	828-19
	Phase II AUTOSEVOCOM Group & Committee Files	828-02
	Phase II AUTOSEVOCOM Implementation Plans	828-08
	Phase II AUTOSEVOCOM Interface Requirements and Criteria	828-06
	Phase II AUTOSEVOCOM Logistics, Supply, & Transportation Files	828-11
	Phase II AUTOSEVOCOM Logistics Support Documents	828-24
	Phase II AUTOSEVOCOM Management Information System Files	828-20
	Phase II AUTOSEVOCOM Management Status Reports	828-36

Scheduling Files 201-05
Secretary of Defense Congressional Presentation
Files 201-13
Security Alarm Systems Files 501-04
Security Awareness Files 104-08
Security Guard Administrative Files 501-06
Security Inspection Checksheets Files 104-07
Security Nickname Usage Files 501-05
Security Violation Case Files 501-02
Segmented Circuit Conditioning Program Files
(See 813-series)
Separation for Military Service Files 103-04
Service Speed Sample Analysis Report Files 801-15
SETA Contract Deliverables Files 804-30
Shipping Data Files 402-05
Short-Range Engineering Evaluations Files 802-53
Signalling and Circuit Termination Equipment Files . 840-06
Simulation Study Files, DCS 802-38
Space Requirements and Allocation Files 402-16
Special Committee Studies and Reports 302-09
Special Cost Analysis Studies 302-06
Special Deferment Files 602-16
Special Disbursing Report Files 303-32
Special Status of Funds Reports 303-36
Staff Briefings Files 202-38
Staff Duty Report Files 601-10
Staff Office Historical Files 204-12
Staff Office Historical Source Files 204-13
Staff Visit Files 202-42
Standard Microwave Radio Equipment Files (See 848-series)
Standards Files, ADP. 803-13
Standards, DCS (See 802-03 & -04)
Standing Communications Instructions Files 801-10
Statistical Clearance Files 202-11
Statistical Material Automatic Clearance Files . . . 202-12
Status and Personnel Data Files 601-04
Status of Allocation Reports 303-39
Status of Allotment and Operating Budget Reports . . 303-33
Stock Locator Card Files 402-08
Strategic Mobility Computer Support Files 806-17
Strategic Planning Files 207-07
Submarine Cables Files. 824-06
Subsidiary Ledgers 303-17
Successor M Account Ledger Files 303-18
Sundry Fund Account Files 304-03
Supply and Services Administrative Files 402-01

Supply and Services Budgetary Files 402-02
Survival Study Files, DCS 802-37
Suspense Files 102-06
Suspense Slips 102-07
Switched Digital Systems Files 824-04
Switched Voice Systems Files 824-03
System Engineering and Technical Assistance Contractor (SETA) Files 804-22

Tactical Communications Program, Joint (See 817-series)
Tape and Disk Pack Library Files. 206-16

TCF Administrative Files 808-01
TCF Building & Floor Plans Files 808-07
TCF Commercial Operations Files 808-26
TCF Configuration Files 808-05
TCF Data Files 808-21
TCF Doctrinal Concepts Files 808-31
TCF Equipment Files 808-09
TCF Equipment Standardization Files 808-19
TCF Funding Information Files 808-15
TCF Group & Committee Files 808-02
TCF Identification Files 808-24
TCF Installation/Implementation Plans Files 808-08
TCF Interface Requirements Files 808-06
TCF Management Engineering Plans Files 808-14
TCF Management Information System Files 808-16
TCF Operating Procedures Files. 808-22
TCF Operations Summary Reports Files 808-29
TCF Orderwire Files 808-33
TCF Policy Files 808-35
TCF Program Management Files 808-03
TCF Quality Control Program Files 808-32
TCF Reference Paper Files 808-28
TCF Repair Parts/T&TE Reports Files 808-18
TCF Restoration Files 808-25
TCF Site Survey Files 808-04
TCF Solicitation Files 808-17
TCF Status Reports Files 808-30
TCF Study and Work Statements Files 808-23
TCF Technical Literature Development Files 808-10
TCF Test Measurement Files 808-27
TCF Tools & Test Equipment Files 808-13
TCF Training Files 808-12
TCF Wiring Files 808-20
TCU Files 840-03
TDM Files 809-04
TDY Approving Authorities 402-21

Technical & Analytical Support Files	806-04
Technical Control Facilities Files (See 808-series)	
Technical Evaluation Files	803-30
Technical Material Reference Files	102-02
# Technical Operation Support Administrative Files	806-23
Technical Support Plans, NMCS (See 803-10)	
Technical Test & Evaluation Files	803-29
Technical Visit Program (See file no. 811-03)	
Telecommunications Engineering Reports Reference Paper Files	801-18
Telephone Equipment In Use Report Files	801-21
Telephone Equipment Service Control Files	801-22
Telephone Installation Service Files	402-15
Telephone Traffic Data Report Files	801-20
Television Support Administrative Files	210-01
Television Support Project Files	210-02
Television Support Reference Paper Files	210-05
TEMPEST Files, NMCS	803-25
TEMPEST Report Files, DCS	802-59
Temporary Duty Files	101-06
Terminal, Signalling, & Test Equipment Files	840-05
T&MC&S Administrative Files	810-01
T&MC&S AUTODIN Files	810-03
T&MC&S AUTOSEVOCOM Files	810-04
T&MC&S AUTOVON Files	810-02
T&MC&S Broadband Files	810-06
T&MC&S Composite Systems Files	810-13
T&MC&S DSSCS Files	810-05
T&MC&S High Frequency Files	810-10
T&MC&S M/W LOS Files	810-08
T&MC&S Reference Paper Files	810-14
T&MC&S Satellite Files	810-09
T&MC&S Tropospheric Files	810-07
T&MC&S UHF Files	810-12
T&MC&S Wire and Cable Files	810-11
Top Secret Material Accountability Files	503-04
Top Secret Material Responsibility Files	104-06
Traffic Volume Report Files	801-11
Training Administrative Files	601-13
TransComm Administrative Files	830-01
TransComm Deployment Files	830-26
TransComm Equipment Maintenance Files	830-09
TransComm Equipments Training Files	830-12
TransComm Funding Information Files	830-19
TransComm Group & Committee Files	830-02
TransComm Implementation Plans Files	830-08
TransComm Interface Requirements and Criteria Files	830-06

TransComm Logistics, Supply, and Transportation Files 830-11
TransComm Logistics Support Documents Files 830-24
TransComm Management Information System Files 830-20
TransComm Operations Files. 830-29
TransComm Operations Summary Reports Files 830-22
TransComm Power Files 830-18
TransComm Program Management Files 830-03
TransComm Reference Paper Files 830-28
TransComm Repair Parts/T&TE Reports Files 830-27
TransComm Site Survey Files 830-04
TransComm Solicitation Files 830-25
TransComm Subscriber Terminal Files 830-21
TransComm Technical Literature Development Files . . 830-10
TransComm Test Plans & Reports Files. 830-14
TransComm Tools & Test Equipment Files 830-13
TransComm Trunking Configuration Files 830-05
Transfer Appropriations 303-11
Transitory Files 102-08
Transmission & Multiplex Techniques Administrative Files 809-01
Transmission & Multiplex Techniques Reference Paper Files 809-10
Transmission Security Files 809-09
Transmission Subsystems (See 860- thru 869-series)
Transmittal Documents 303-02
Transmitted Message Tape Files 801-26
Transportables, DCS (See 830-series)
Transportation Request Files. 402-18
Transportation Request Register Files 402-19
Travel Administrative Files 402-20
Trial Balance Files 303-35
TRI-TAC Administrative Files 817-01
TRI-TAC/DCA Liaison Files 817-05
TRI-TAC/DCS Interface Files 817-07
TRI-TAC Plans Review Files 817-06
TRI-TAC Referencer Paper Files 817-08
TRI-TAC Resources Review Files 817-04
TRI-TAC Steering Group Files 817-02
TRI-TAC Task Files 817-03

TSR Log Files 802-44
UK-Portugal Commercial Cable Files. 860-02
USAJCS Engineering Files. 803-27
USCINCEUR Airborne Command Post (Silk Purse) Files. . 825-04
USCSC Central Personnel Data Bank 607-10
Use of DCS by Non-DoD Organizations 802-75
Value Engineering Administrative Files. 805-01
Value Engineering Reference Paper Files 805-04
Value Engineering Reporting Files. 805-02
Value Engineering Study Files 805-03
Vendor Data Files 806-21
Visitor Identification Files 501-11
Voice Frequency Telegraph (VFTG)(AN/FCC-19, AN/FCC-60) Files 840-08
Voice Frequency Telegraph (VFTG)(AN/FCC-67) Files . . 840-07
Wage Rate Files 604-03
War Games Administrative Files 806-06
War Gaming Training Files 806-14
Welfare Fund Account File 304-02
Welfare Fund Supply Files 402-10
Western Hemisphere Electrical Power Files 841-10
Western Hemisphere Transmission Projects (See 867-series)
WHCA Contingency Files 803-26
Work Simplification Proposal Files 202-06
Worldwide Secure Voice Conferencing Files 825-09
Worldwide Transmission Administrative Files 869-01
Worldwide Transmission Building & Floor Plans Files . 869-08
Worldwide Transmission Cutover Plans Files 869-17
Worldwide Transmission Funding Information Files . . 869-19
Worldwide Transmission Group & Committee Files . . . 869-02
Worldwide Transmission HF Consolidation Files 868-30
Worldwide Transmission Implementation Plans Files . . 869-07
Worldwide Transmission Interface Requirements Files . 869-06
Worldwide Transmission Logistics, Supply, and Transportation Files 869-11
Worldwide Transmission Logistics Support Documents Files 869-24
Worldwide Transmission Maintenance Files 869-09
Worldwide Transmission Management Information System Files 869-20
Worldwide Transmission Operations Summary Reports Files 869-22
Worldwide Transmission Plans & Reports Files 869-14
Worldwide Transmission Power Files 869-18
Worldwide Transmission Program Management Files . . . 869-03
Worldwide Transmission Reference Paper Files 869-28
Worldwide Transmission Report Files 869-15
Worldwide Transmission Site Survey Files 869-04
Worldwide Transmission Solicitation Files 869-25
Worldwide Transmission System Repair Parts/T&TE Reports Files 869-27
Worldwide Transmission Technical Literature Development Files 869-10
Worldwide Transmission Tools & Test Equipment Files . 869-13
Worldwide Transmission Training Files 869-12
Worldiwde Transmission Trunking Configuration Files . 869-05
WWMCCS Engineering Files 803-25