1,147 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED NOV 3 1975	JOB NO. NC-371-76-5

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

MAR 29 1977 (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

4. NAME OF PERSON WITH WHOM TO CONFER
Frederick Bradley

5. TEL. EXT.
692-6951 (6952)

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.

30 Oct 75 (Date) Arthur E. Hayes (Signature of Agency Representative) Chief, Administrative Div. (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	For archival appraisal of records shown in change 6, DCAI 210-15-6, to include records not previously appraised and records newly entered in the Instruction.		
	File number(s) — Remarks		
	201-01 — Consolidation of previously existing file descriptions.		
	201-02 — New.		
	201-04, 201-07, 201-08, 201-11, 201-12 — Not appraised.		
	202-01 — Reduced lifespan.		
	202-02, 202-07 — Not appraised.		
	202-45 thru 202-47 — Not appraised.		
	202-48 — New		
	206-30 — Transferred from 803-series, with slight modification of file description.		
	207-01 thru 208-09 — Not appraised.		
	208-10 — New.		

115-106

Sent to agency, NCW - 3/31/77 TB
Sent again to NCW - 10/18/77 (PL)

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(Continued) Page 2		
	~~209-01 thru 209-03 Not appraised.~~		
	209-04 thru 209-06 Reduced lifespan.		
	210-03 Not appraised		
	211-10 thru 211-13 New.		
	212-01 & 212-02 New.		
	301-02, 301-12, 301-14, 301-15, 301-17 Not appraised.		
	501-13 Not appraised.		
	501-15, 501-18, 501-19, 503-05 Reduced lifespan.		
	501-16, 501-17, 501-20 Not appraised.		
	601-02 Not appraised.		
	601-05, 601-08 Changed wording in disposition instructions.		
	602-01 thru 602-03, 602-30 Not appraised.		
	602-34 New.		
	603-01 Not appraised.		
	603-08, 604-13 New.		

115-106

STANDARD FORM 115
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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

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Date | (Signature of Agency Representative) | (Title)

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	(Continued) Page 3		
	605-03, ~~605-04~~ — Not appraised.		
	608-01 thru 608-05 — New, except for 608-04, which has not been appraised. (Trans. from 602-29)		
	701-02 thru 701-04 — Not appraised. 701-05, 701-07 — Reduced lifespan. 701-06, 701-08, 701-09 — Not appraised.		
	801-02 — Not appraised. 801-03 — New. 801-04, 801-06, 801-07 — Not appraised. 801-05 — Reduced lifespan. 802-17, 802-19 thru 802-21 — Not appraised.		
	802-42 — Modified disposition instruction to include microforms.		
	802-58, 802-62 — Not appraised.		
	803-08, 803-10 thru 803-12, ~~803-15 thru 803-19~~ — Not appraised.		
	803-20, 803-27, 803-35, ~~803-37~~, 803-38, 803-39, 803-40, 803-44 — Reduced lifespan.		

115-106

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

REQUEST FOR AUTHORITY TO DISPOSE OF RECORD

(See Instructions on Reverse)

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	(Continued) Page 4		
	~~803-26~~, 803-36, ~~803-41~~, ~~803-42~~ Not appraised.		
	804-11 New.		
	804-13, 804-14, 804-17, ~~804-19~~ Not appraised.		
	804-29, 804-30 Reduced lifespan.		
	804-36, 804-37, 804-41 Not appraised.		
	804-42 thru 804-45 New.		
	805-01 thru 805-04 Not appraised.		
	806-02 thru 806-05, 806-07 thru 806-13, 806-15 Not appraised.		
	808-05 thru 808-07 Not appraised.		
	808-11 New.		
	808-14, 808-31, 808-34 Not appraised.		
	808-36 New.		
	813-03, 813-06, 813-07 Not appraised.		
	814-02, 814-03, 814-05 thru 814-08, 814-11, 814-15, thru 814-17 Not appraised		
	814-23 New.		
	815-10 Reduced lifespan.		

115-106

STANDARD FORM 115
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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

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	(Continued)	Page 5		
	~~816-02, 816-03~~	~~Not appraised.~~		
	817-07	Not appraised.		
	817-09 thru 817-11	New.		
	818-01 thru 818-14	New.		
	819-02 and 819-03	Not appraised.		
	820-01 thru 820-03	Not appraised.		
	820-45	New		
	821-20, 821-24 thru 821-27	Not appraised.		
	822-19, 822-20, 822-24 thru 822-26	Not appraised.		
	823-16 thru 823-20,823-24	Not appraised.		
	828-05, 828-07, 828-08, 828-39, 828-44, 828-45	Reduced lifespan		
	829-05, 829-06, 829-08, 829-29, 829-38, 829-39, 829-46, 829-53	Reduced lifespan		
	830-06, 830-08, 830-24	Reduced lifespan.		
	830-29, 830-30	Not appraised.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(Continued) Page 6		
	850-01 thru 859-28 New.		
	863-01 thru 863-28 New.		
	873-01 thru 874-42 New.		

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 2 June 1975
Change 6*

ADMINISTRATION

Records Management

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

REMOVE PAGES	INSERT PAGES
v, va, vi	v, va, vi
2-3 through 2-6	2-3
3-1 through 3-4	3-1 through 3-4
	9-1 through 9-3
i through iv (Supplement 1)	i through iv (Supplement 1
2-1 through 2-6	2-1 through 2-6
2-14a	2-14a
2-26c, 2-27, 2-28	2-26c, 2-27, 2-28
2-31, 2-32	2-31, 2-32
2-35 through 2-38	2-35 through 2-39
3-1 through 3-4	3-1 through 3-4
3-9, 3-10	3-9, 3-10
5-3, 5-4	5-3, 5-4
5-7, 5-8	5-7, 5-8
6-1 through 6-4	6-1 through 6-4
6-9 through 6-16	6-9 through 6-16
	6-23, 6-24
7-1, 7-2	7-1, 7-2
8-1 through 8-6	8-1 through 8-6
8-11, 8-12	8-11, 8-12
8-17, 8-18	8-17, 8-18
8-21, 8-22	8-21, 8-22
8-25 through 8-33a	8-25 through 8-33a
8-37, 8-38	8-37, 8-38
8-41, 8-42	8-41, 8-42
8-43 through 8-48	8-43 through 8-48
8-55 through 8-58	8-55 through 8-58
8-61, 8-62	8-61, 8-62
8-67 through 8-70	8-67 through 8-70
8-71 through 8-71h	8-71 through 8-71h

*This change cancels DCAI 210-15-6, Change 1, 28 July 1970
OPR: 210
DISTRIBUTION: A, B, C, J

REMOVE PAGES	INSERT PAGES
8-71k, 8-711	8-71k, 8-711
8-71s through 8-72	8-71s through 8-72
8-75, 8-76	8-75, 8-76
8-80a	8-80a
8-85, 8-86	8-85, 8-86
8-95, 8-96	8-95, 8-96
8-105, 8-106	8-105, 8-106
8-115 through 8-118	8-115 through 8-118
8-123 through 8-126	8-123 through 8-126
8-129, 8-130	8-129, 8-130
8-179, 8-180	8-179, 8-180nn
8-187, 8-188	8-187 through 8-188g
8-241	8-241 through 8-253
17 (Supplement 2)	17 (Supplement 2)
1 through 35 (Supplement 3)	1 through 41 (Supplement 3)

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:

OFFICIAL:

E. I. FINKE
Captain, USN
Chief of Staff

Arthur E. Hayes
ARTHUR E. HAYES
Chief, Administrative Division

1 Enclosure a/s

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Responsibilities	5	ii
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Supplement

1. FUNCTIONAL FILES SYSTEM
2. CONVERSION TABLE
3. ALPHABETICAL INDEX

b. When a DCA function is documented by records which are not described in this Instruction, responsible officials will notify the Director, DCA, ATTN: Code 210, by letter. The letter will contain the following information:

(1) File title.

(2) Immediate function or operation documented by the file.

(3) Description of papers constituting the file (correspondence, reports, etc.).

(4) Recommended disposition standard (lifespan) of the file.

If a local directive or SOP governing the function or operation has been published, attach a copy to the letter submitted to Headquarters, DCA.

c. Method for assignment of file numbers to unidentified files is outlined in paragraph 4 of chapter 8.

d. This paragraph will be cited as disposition authority for unidentified files.

4. Special Papers In-Case Files. Heads of staff elements maintaining files containing the following special types of papers as an integral part of their functional files as an office of record will not normally destroy, retire, or otherwise dispose of the files:

a. White House and Congressional.

b. Office(s) of the Secretary of Defense.

c. Joint Chiefs of Staff (JCS) and Military Communications-Electronics Board (MCEB).

d. Office of a Secretary, an Under Secretary, or an Assistant Secretary of a military department.

Correspondence and documents from any of the above sources will be returned to the Joint Action Control Section (JACS), except when the correspondence or document is stamped "Retain or Destroy as Required."

5. Release of Information. Guidelines pertaining to release of information from DCA records to the public are outlined in DCAI 210-225-1.

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) and DCAOC (Scott AFB) 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 boxes from Headquarters, DCA.

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:

371-75-XXX
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 3964: Classified Documents Accountability Record. DA form 3964 will be prepared in original and three copies.

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

b. The first and second copies will accompany SF 135 mailed to the appropriate Federal Records Center.

c. The third copy 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 9. MICROFILM

1. Microfilming Permanent Records.

a. Commanders and Chiefs of DCA field activities proposing to preserve permanent records on microfilm and dispose of the original records will request authorization from the Director, DCA, ATTN: Code 210. Actual reproduction will not be undertaken prior to receipt of the authorization requested.

b. If the authorization is granted, original microfilm copies of permanent records will not be used for reference purposes. Negative or positive copy of the original negative will be used for reference purposes.

c. Requests for authorization to microfilm permanent records will assure compliance with the following requirements:

(1) The integrity of the original records authorized for disposal will be maintained by making certain that the microfilm copies are adequate substitutes for the original records and serve the purposes for which the records were created and maintained.

(2) Copies will contain all significant record detail shown on the originals.

(3) Copies of the records will be so arranged, identified, and indexed that any individual document or component of the records can be found with reasonable ease.

(4) Photographic densities on negative copies higher than are required for the intended purpose will not be used. Where possible, densities on negative copies will be between 1.0 and 1.2. The background on positive copies will be kept as clear as practicable.

(5) A minimum resolution of 90 lines per millimeter will be obtained.

(6) Military specifications and standards for microfilming and photographing engineer drawings and similar related documents will be followed whenever applicable.

(7) Any indexes, registers, or other finding aids will be microfilmed and located in a readily identifiable place within the collection of microfilmed records.

d. Microfilm copies of permanent records will be retired to the designated Federal Records Center. The shipment will consist of microfilm copy of either:

(1) A silver duplicate negative copy, or

(2) A silver master positive copy, plus one positive copy of each microfilm.

2. Microfilm Storage and Protection Requirements. Original microfilm copies of permanent records will be stored in closed containers made of inert material. The microfilm will be further protected by observing the following measures:

a. Store the microfilms in a fire-resistant vault or room. The storage area will not be used as an office or working area.

b. Maintain the relative humidity of the room or vault so it will not exceed 40 percent. Temperatures will not exceed 70 degrees. Fluctuation will not exceed ±5 percent relative humidity or ±5 degrees Fahrenheit in a 24-hour period.

c. Air conditioning will be kept under sufficient control to meet the environmental standards for temperature and humidity as specified in the preceding paragraph. Dehumidifiers using desiccants will not be used, since there is danger of abrasive or reactive dust settling on the microfilm.

d. Silver-gelatin microfilm will not be stored with other types of microfilm in the same room or in rooms connected by ventilation ducts to avoid damage or destruction by gases given off by the nonsilver-gelatin microfilm.

3. Microfilm Inspection. The microfilm copies of permanent records will be inspected every 2 years by sampling at least 1 percent of the randomly selected rolls of microfilm. The guidelines contained in the National Bureau of Standards Handbook 96 will be followed.

4. Microfilm Inspection Reports.

a. Results of the above inspection will be reported by letter to the Director, DCA, ATTN: Code 210 as of 31 March,

beginning in 1974 and submitted not later than 1 May 1974 and subsequently in even-numbered years. Reports Control Symbol: DCA(BI)210-5.

b. The report will include at least the following information:

(1) Quantity of microfilm of permanent records on hand (i.e., the number of rolls, microfiche, jackets, etc.).

(2) Quantity of microfilm inspected.

(3) Condition of the microfilm.

(4) Corrective action required, if necessary.

5. Microfilming Nonpermanent Records.

a. Requests for authorization to microfilm nonpermanent records to dispose of the original records will be submitted in the same manner as prescribed by paragraph 5. As used here, nonpermanent records are those having a lifespan of 10 years or less.

b. Requests for authorization will be accompanied by a cost-benefit analysis to ensure that the project is cost-effective.

6. Reimbursable Microfilm Service.

a. The following Federal Records Centers have the capability to perform most microfilm services on a reimbursable basis at a cost of approximately one-third charged by commercial firms:

St. Louis, Missouri
San Bruno, California
Seattle, Washington
Denver, Colorado
Kansas City, Missouri

b. For information concerning types of services required and related fees, the prospective users should call or write the desired Federal Records Center.

7. Policy. DCA microform policy is outlined in DCAI 200-70-6.

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CHAPTER 2. BUDGETING AND PROGRAMMING, MANAGEMENT AND PLANNING FILES

Section I. BUDGETING AND PROGRAMMING

201-01 Budget Formulation and Guidance Files. Documents relating to the processes of formulating the DCA budget from the time of issuance of the control programs to the submission of the budget to the Congress. Included are budget formulation directives, budget guidance documents, budget estimates, presentation statements by DCA officials, apportionment requests, and other documents pertaining to budget formulation, guidance, and formalizing the DCA budget. These records are accumulated by the DCA Comptroller.

Disposition: Permanent. Cut off on approval of the related budget.

201-02 Budget Resources History. Budget information and related resources data accumulated over several fiscal years and used to support DCA's position in budget hearings before the Congress. Included is detailed manpower and budget historical information arranged in a useful manner for each budget submission.

Disposition: Office of Record - Permanent. Retire when no longer required for its intended purpose.

Others - Destroy when no longer needed.

201-03 Rescinded.

201-04 Development Files. Documents developed at agencies which formulate operating programs based on budgetary guidance received from higher echelons. Included are copies of program guidance such as DoD memorandums for the President on recommended Defense programs; Secretary of Defense programs and budgets presented to Congress; operating program documents to include operating schedules, budget execution plans; operating budgets and changes thereto; and other documents relating to these processes.

Disposition: Office of Record - ~~Permanent~~ Destroy when 2 years old.
Others - Destroy when no longer needed.

201-05 Rescinded.

201-06 DCA Field Activities Program and Budget Administrative Files. Documents accumulated by DCA field activities which relate to the general administration of developing the operating

program and operating budget, but exclusive of specific files described elsewhere in this section.

Disposition: Destroy after 2 years.

201-07 DCA Field Activities Operating Program Files. Basic operating program documents, directed schedules, operating schedules, budget execution plans, directives, changes and annexes to these documents, and directly related papers created by DCA field activities.

Disposition: Office of Record - ~~Permanent~~. Cut off annually. Destroy when 2 years old.

Others - Destroy when no longer needed.

~~201-08 International Balance of Payment Program Files. Documents relating to the program designed to reduce expenditures which enter the International Balance of Payments. Included are studies, plans guidelines, reports, and related documents.~~

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

~~Others - Destroy after 2 years.~~

201-08: Destroy immediately.

201-09 Rescinded.

201-10 Operating Program and Budget Reference Paper Files. These papers relate to operating and budget programs 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 budget estimates, and similar working papers.

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

Disposition: Destroy when no longer needed.

201-11 GAO Reports of Audit Files. Reports, summary reports, and draft reports of audit issued by the General Accounting Office to determine how DCA and its field activities discharge their financial and management responsibilities. Included with these papers is the DCA response to GAO findings and recommendations.

Disposition: Office of Record - ~~Permanent.~~ Destroy when 15 years old.

Others - Destroy when no longer needed.

201-12 Department of Defense Internal Audits Files. Reports of audit issued by the Office of Deputy Comptroller for Internal Audits, ASD (Comptroller) to determine the effectiveness and efficiency with which DCA and its field activities carry out their managerial responsibilities.

Disposition: Office of Record - ~~Permanent~~. Destroy when 15 yrs. old. Retire after all actions have been completed.

Others - Destroy when no longer needed.

201-13 Secretary of Defense Congressional Presentation Files. Copies of testimony presented by the Secretary of Defense in his annual appearance before the joint session of the House Armed Forces Committee and the Defense Appropriation Subcommittee. This annual statement is reviewed by the DCA Comptroller to determine the impact on DCA-managed programs. Included are papers reflecting appropriate advice and recommendations to the Director and affected staff officials.

Disposition: Destroy 2 years after completion of all actions.

201-14 Draft Presidential Memoranda Files. Copies of draft memoranda from the Secretary of Defense to the President which outline the Secretary's position relative to decisions which are recommended on the major defense programs. Included are papers reflecting analysis of impact on programs managed by DCA and recommended courses of action.

Disposition: Destroy 2 years after completion of all actions.

201-15 Rescinded.

201-16 Rescinded.

Disposition: Office of Record - Permanent.

Others - Destroy when no longer needed.

201-12 Department of Defense Internal Audits Files. Reports of audit issued by the Office of Deputy Comptroller for Internal Audits, ASD (Comptroller) to determine the effectiveness and efficiency with which DCA and its field activities carry out their managerial responsibilities.

Disposition: Office of Record - Permanent. Retire after all actions have been completed.

Others - Destroy when no longer needed.

201-13 Secretary of Defense Congressional Presentation Files. Copies of testimony presented by the Secretary of Defense in his annual appearance before the joint session of the House Armed Forces Committee and the Defense Appropriation Subcommittee. This annual statement is reviewed by the DCA Comptroller to determine the impact on DCA-managed programs. Included are papers reflecting appropriate advice and recommendations to the Director and affected staff officials.

Disposition: Destroy 2 years after completion of all actions.

201-14 Draft Presidential Memoranda Files. Copies of draft memoranda from the Secretary of Defense to the President which outline the Secretary's position relative to decisions which are recommended on the major defense programs. Included are papers reflecting analysis of impact on programs managed by DCA and recommended courses of action.

Disposition: Destroy 2 years after completion of all actions.

201-15 Rescinded.

201-16 Rescinded.

201-17 DoD Five-Year Defense Program Update Files. Documents created in the development of program elements changes to the Five Year Defense Program, which is a summary of the Secretary of Defense approved plans and programs projected 5 years beyond the current fiscal year. Included are the program change decisions calling for the updates; related papers which substantiate the DCA submissions to OSD; the DCA submissions; and the OSD ADP listings reflecting the approved updates.

Disposition: DCA Comptroller - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

Section II. MANAGEMENT SERVICES FILES

202-01 Management Improvement Administrative Files. Documents used in general administration of the management improvement program. Included are yardsticks, reports, staffing guides, and related papers.

Disposition: Destroy after 2 years.

202-02 Management Improvement Project Files. Documents relating to projects concerning actions or changes in the manner or method of planning, directing, controlling, or doing work which results in increased effectiveness, efficiency, and economy.

Disposition: Completed projects - ~~Permanent~~. Destroy when 10 years old.
Supporting papers - Destroy after 3 years.

202-03 Cost Reduction Program Administrative Files. Documents relating to general and routine administration of the DCA Cost Reduction Program but exclusive of specific files described elsewhere in this Instruction. Included are routine reports, inquiries, replies, comments, and similar documents.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy after 3 years.

202-04 Cost Reduction Program Goal and Schedule Files. Documents outlining goals for the DCA Cost Reduction Program and time-phased schedules for accomplishment of approved goals. Included are goals, schedules, recommendations, approvals, disapprovals, changes, and similar documents.

Disposition: Destroy 2 years after completion or supersession.

202-05 Cost Reduction Program Report Files. Documents relating to reports required under the DCA Cost Reduction Program. Included are reports, statistics, verifications documents, and other documents directly related to the reports.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy after 3 years.

202-06 Rescinded.

202-07 Management Survey Case Files. Documents created in the systematic, formal review of organizational structure or operational procedures. Included are documents reflecting request or authorization to conduct the survey (which may be comprehensive or restricted in scope), the completed survey reports, and actions taken as a direct result of the report.

Disposition: Activity conducting the survey - ~~Permanent~~. Destroy when 10 years old.
Activity surveyed. Destroy upon completion of next comparable survey.

202-08 Management Survey Background Files. Documents created or accumulated in the collection of data for or during a management survey and accumulating in organizations conducting or participating in the survey. Included are statistical data, copies of SOP's, organizational charts, functional charts, personnel data, notes, and similar material collected for fact finding or backup purposes; and documents reflecting preliminary arrangements incidental to specific surveys, such as time schedules and security clearances.

Disposition: Destroy when no longer needed.

202-09. Rescinded.

202-45 Excess Real Property Information Files. Real property listings received at Headquarters, DCA and used for considering potential relocation sites for DCA field activities which may require displacement from present locations.

Disposition: Destroy when superseded or no longer needed.

202-46 Excess Personal Property Files. Documents relating to disposition of excess DCA personal property. Included are papers listing excess items; requests for authorization to dispose of excess items by sale, salvage, or donation; retained copies of excess items disposition reports; instructions pertaining to demilitarizing excess items prior to disposition; and related papers.

Disposition: Destroy after 2 years.

202-47 Ecology Administrative Files. Documents accumulated in implementing legal requirements for environmental control, which encompasses air pollution, water pollution, noise pollution, thermal pollution, radiation pollution, and other factors having an adverse effect on natural surroundings. Included are proposed changes in contractual provisions, policy guidance papers, required reports, correspondence, and related papers.

Disposition: Destroy after 2 years.

202-48 Interagency Agreements. Memoranda of Understanding (MOU) and Memoranda of Agreement (MOA) developed between DCA and other DoD agencies, other components of the United States Government, and other governments. The agreements delineate conditions, command relationships, and divisions of responsibilities in the conduct of the DCA mission. Also included are papers reflecting delegation of authority from DCA to enter into the agreements, where appropriate.

Disposition: Office of Record - ~~Destroy 6 years after abrogation of the related agreement.~~ Permanent. Offer to NARS when 25 years old.

Others - Destroy when no longer needed.

Section III. PUBLICATIONS AND SPECIAL PAPERS FILES

203-01 Publications Record Sets Files. These will consist of one copy of each publication or change issued by a DCA activity.

Maintenance Instructions. Publications within the record set will be filed in numerical sequence or, if unnumbered, in chronological sequence. The tab of each file folder will be distinctly marked "Record Set." Publications in the record set will not be posted or charged out. Record sets will be

206-30 ADP Standards Files. Documents accumulated in the development and adoption of proposed and approved data processing standards, and electronic and installation standards. Included are agenda, minutes of meetings and conferences, reports (if required), working group members' comments and reviews, and related papers.

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

Others - Destroy when no longer needed.

Section VII. EMERGENCY PLANNING FILES

207-01 DCA COOP Planning Files. Documents accumulated from continuity of operations planning and actions taken to provide for continuity of operations under emergency conditions. Included are copies of the plans and changes thereto, coordination papers, and other directly related papers.

Disposition: Office of Record - Permanent. Cut off on supersession.

Others - Destroy on supersession.

207-02 DCA Field Activities COOP Planning Files. Copies of COOP plans received by Headquarters, DCA from DCA field activities. These plans are examined to ensure compatibility with DCA COOP plans. Added to these plans are coordination papers and comments.

Disposition: Destroy on supersession.

207-03 External Contingency Planning Files. Copies of contingency plans received from JCS, Commanders-in-Chief (CINC's), and major component commands. These plans are reviewed to determine special requirements and the impact they exert on DCA and DOCC. Added to the plans are copies of leasing and allocation messages necessary to implement the plans.

Disposition: Destroy on supersession.

207-04 DCA COOP Training and Familiarization Files. Document relating to training and familiarization on actions required to support DCA COOP plans. Included are training course material used to explain concepts and mechanics of DCA COOP, papers relating to conducted tours of relocation sites, and related papers.

Disposition: Destroy after 2 years, except that training material may be used until superseded.

207-05 DCS Mobilization Planning Files. Documents relating to development of DCA mobilization plans as they apply to communications support to the National Command Authorities (President of the United States, Secretary of Defense, and the Joint Chiefs of Staff). Included are plans, directives, coordination papers, and other related papers.

Disposition: Office of Record - Permanent.

Others - Destroy when superseded.

207-06 DCS Disaster/Relief and Civil Defense Planning Files. Documents accumulated from developing plans for use of non-military government communications for inclusion in the National Communications Planning documents. Included are plans, coordination papers, test reports, and related papers.

Disposition: Office of Record - Permanent.

Others - Destroy when superseded.

207-07 Strategic Planning Files. Documents pertaining to communications planning and guidance for use by the Joint Support Command, Presidential Communications, and the US Army Interagency Communications Agency. Included are staff studies and other papers that provide plans for communications support, forecasts of future trends, improved communications techniques and procedures, requirements, copies of minutes of meetings, and other papers directly related to strategic communications planning.

*(Reprint, change 6, 2 Jun 75)

Disposition: Office of Record - Permanent.

Others - Destroy when no longer needed.

207-08 DCA COOP Roster Files. Rosters for each COOP augmentation team to show individual telephone numbers, pass numbers, security clearance, and duty tour status.

Disposition: Destroy on supersession.

207-09 DCS Alert Procedures Files. Documents outlining alert procedures to protect the Defense Communications System in case of unforeseen contingencies such as labor union strikes, earthquakes, and other severe acts of nature. Included are preplanned reroutes of critical circuits; abbreviated plans to provide essential DCS service in host countries where political strife and unrest may cause disruptions to leased communications; and related papers.

Disposition: Office of Record - Permanent.

Others - Destroy on supersession.

207-10 Emergency Planning Administrative Files. Documents relating to the general administration of emergency planning, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years.

207-11 Alternate Site Files. Duplicate copies of documents maintained at designated alternate sites to provide for continuing operations when national emergency caused loss or destruction of records at established activities or headquarters. Included are the minimum records considered necessary for continuing operations under emergency conditions.

NOTE: This file number is to be used for duplicate records only and not for records created in the operation of emergency sites.

Disposition: Destroy when superseded or no longer needed for intended purpose.

207-12 Emergency Planning Reference Paper Files. These papers relate to emergency planning and consist of:

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

Disposition: ~~Permanent~~. Destroy when 1 years old.

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.

208-10 Standard of Conduct Information. Forms accomplished by designated personnel and employees to avert possible conflict between private interests and official duties. The information is a privileged statement outlining private employment and financial interests.

Disposition: Destroy when obsolete.

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.

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.

208-10 Standard of Conduct Information. Forms accomplished by designated personnel and employees to avert possible conflict between private interests and official duties. The information is a privileged statement outlining private employment and financial interests.

Disposition: Destroy when obsolete.

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

Section X. TELEVISION SUPPORT FILES

Files in this section are created in response to requirements for television technical support for the National Military Command System Support Center, Studies, Analysis, and Gaming Agency, and the National Military Command System.

210-01 Television Support Administrative Files. Documents relating to the general routine administration of television support operations, but exclusive of specific operational files described in this section. Included are coordination papers and correspondence which have no bearing on a particular project.

Disposition: Destroy after 2 years.

210-02 Television Support Project Files. Documents created in the development of specific television support projects required by customer agencies. Included are scenarios, scripts, video-film summaries, and related papers.

Disposition: Destroy after 10 years. Retire when no longer needed.

210-03 NMCS Command Center TV Testing Files. Documents generated in development of concepts for testing NMCS and ANMCS systems and networks by television. Included are papers reflecting doctrinal concepts, reviews, tests, standing operating procedures for conducting the tests, comments, evaluation reports, and related papers.

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

Others - Destroy when no longer needed.

210-04 NMCS TV Training Files. Documents relating to training film and related material developed by the NMCSSC. Included are courses of instruction, lesson plans, class schedules, film used as a graphic aid, and related material and papers.

Disposition: Destroy when superseded or no longer needed.

Section X. TELEVISION SUPPORT FILES

Files in this section are created in response to requirements for television technical support for the National Military Command System Support Center, Studies, Analysis, and Gaming Agency, and the National Military Command System.

210-01 Television Support Administrative Files. Documents relating to the general routine administration of television support operations, but exclusive of specific operational files described in this section. Included are coordination papers and correspondence which have no bearing on a particular project.

Disposition: Destroy after 2 years.

210-02 Television Support Project Files. Documents created in the development of specific television support projects required by customer agencies. Included are scenarios, scripts, video-film summaries, and related papers.

Disposition: Destroy after 10 years. Retire when no longer needed.

210-03 NMCS Command Center TV Testing Files. Documents generated in development of concepts for testing NMCS and ANMCS systems and networks by television. Included are papers reflecting doctrinal concepts, reviews, tests, standing operating procedures for conducting the tests, comments, evaluation reports, and related papers.

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

Others - Destroy when no longer needed.

210-04 NMCS TV Training Files. Documents relating to training film and related material developed by the NMCSSC. Included are courses of instruction, lesson plans, class schedules, film used as a graphic aid, and related material and papers.

Disposition: Destroy when superseded or no longer needed.

210-05 Television Support Reference Paper Files. These papers relate to television support and allied functions 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 XI. U.S. PARTICIPATION IN INTERNATIONAL COMMUNICATIONS

Files in this section are U.S.-generated papers relating to functions performed by the Foreign Communications Division, Headquarters, DCA, which is the focal point for all allied, international, and NATO communications matters. DCA is also the point of contact within DoD and other Government agencies for matters pertaining to foreign participation in the Defense Communications Satellite Program (DCSP).

211-01 DCA/International Administrative Files. Papers which document administrative functions related to U.S. and DCA participation in NATO and international communications. Included are papers reflecting coordination among U.S. agencies for participation in international meetings and conferences; copies of minutes of international meetings and conferences; and messages and correspondence consolidating the U.S. position for presentation at designated sessions.

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

Others - Destroy when no longer needed.

211-02 DCA/International Communications Systems Files. Papers reflecting development and coordination of the U.S. position concerning negotiation and implementation of communications satellite arrangements and agreements with NATO, other allied nations, and international organizations. Included are messages and other correspondence between DCA and U.S. agencies at home

and abroad outlining salient points and papers reflecting recommended courses of action; plans and related planning matters; problem areas and proposed solutions; avenues of approach to delicate and tenuous matters; copies of initialed agreements; and related papers.

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

Others - Destroy when no longer needed.

211-03 DCA/International COMSEC and Cryptofiles. Papers reflecting coordination and review of communications security and cryptographic action papers prepared by the military departments, DoD agencies, other U.S. Government agencies, and Government contractors for NATO and international communications. Included are papers which determine suitability for release to foreign governments.

Disposition: Destroy when no longer needed.

211-04 DCA/International Publications Files. Papers which contribute to the development of NATO publications concerning communications matters. Included are reviews, verifications, comments, and related coordination papers.

Disposition: Destroy when no longer needed.

211-05 DCA/International Organization Files. Papers prepared by DCA and other U.S. agencies which contribute to development of organization and functions of NATO in the effort to form an efficient international military communications consortium. Included are copies of organization and function plans, organization charts, documents outlining essential mission and authority, and related papers.

Disposition: Destroy when no longer needed.

211-06 DCA/International Frequency Files. Papers showing DCA participation in the study of frequency in proposed NATO satellite communications systems. Included are technical feasibility studies and engineering evaluations; coordination of frequency assignment through the Military Communications-Electronics Board; and related papers.

Disposition: Destroy when no longer needed.

211-07 DCA/International Communications Policy Files. Copies of U.S. publications outlining procedures and established courses of action relating to international communications matters.

Disposition: Destroy on supersession.

211-08 DCA/International Funding Files. Documents reflecting participation in the allocation of funds for communications projects under the cognizance of NATO and allied international organizations. Included are papers showing advice on priorities, forecasts, estimates, and allocation.

Disposition: Destroy when no longer needed.

211-09 Reserved.

211-10 ACES. Area Communications Executive Summaries contain ACES reports and related information and documentation concerning communications resources in selected foreign countries. Information in ACES is used to provide a basis for U.S. communications contingency planning in foreign countries and as an additional source of data for the DCA engineering review of communications systems developed through U.S. Security Assistance Programs.

Disposition: Destroy when obsolete or no longer needed.

211-11 Telecommunications in Geographical Areas Outside the United States. Papers containing information about all telecommunications resources within a country of geographical area outside the 50 United States. Covering both foreign and U.S. resources, this information is maintained by countries and areas, and arranged thereunder in alphabetical order. The file is part of an expanding data base on telecommunications resources in foreign countries of interest to DCA.

Disposition: Destroy when obsolete or no longer needed.

211-12 MAP Projects. Engineering data packages on foreign military communications systems projects developed by the United States through Military Assistance Grant Aid and Foreign Military Sales cases. Ranging from broad conceptual plans to detailed engineering data, information is maintained on previously installed and planned systems. Included are studies and other papers authored by DCA and other agencies related to reviewing the packages and plans.

Disposition: Destroy when obsolete or no longer needed.

211-13 DCA/International Reference Papers. Those papers relate to United States participation in international communications and consist of:

a. Copies of documents which duplicate the records 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.

Section XII. MACHINE READABLE RECORDS

Files in this section relate to input material or devices containing information which can be read by ADP equipment.

212-01 Erasable Media. These media cover all devices which store machine readable records in an erasable mode. Included are magnetic tapes, drums, and disk packs.

Disposition: Dispose of after subsequent devices that contain the accepted detail data have been created and proved satisfactory.

212-02 Nonerasable Media. These cover media such as punch cards, paper tapes, and other nonerasable machine readable media. These media are usually used to update system software.

Disposition: Dispose of individual cards when replaced by new ones, or when related magnetic file has been proved to be satisfactory.

SYSTEMS

Disposition instructions for files generated under these systems are listed individually in the appropriate chapter.

212-03 World Wide Online System. Machine-readable records used in the management of communications' networks.

212-04 Headquarters Support System, HQ DCA. Machine-readable records used for long range analysis and planning.

212-05 Traffic Data Collection System (TDCS). Machine-readable records used for the monitoring of communications traffic.

212-06 Program for Audits. Machine-readable records used in the management and control of financial operations.

212-07 Engineering Data Base. Machine-readable records which provide planning and engineering information for future development of the Defense Communications System.

212-08 Project Planning and Control (PPC). Machine-readable records designed to control the flow of work within the agency.

CHAPTER 3. FINANCE AND FISCAL FILES

Section I. RESOURCE MANAGEMENT FILES FOR DCS/NMCS PROGRAMS

These files relate to maintenance of financial management, control systems, and reports in consonance with DoD Planning, Programming, and Budgeting System (PPBS) and related resource (manpower, funds, and material) management systems for the Defense Communications System, National Military Command System, and other assigned communications programs.

301-01 Resource Management Data Control Files. Documents relating to the management of financial and manpower resources for DCS/NMCS programs. Included are Financial and Manpower Guidance Memoranda, Fiscal Guidance Memoranda, Five-Year Defense Program data, and related papers.

Disposition: Office of Record - Destroy after 5 years.

Others - Destroy when no longer needed.

301-02 DCA Central Resource Data Base Files. Documents accumulated to record prior, current, and future resources for DCS/NMCS programs contained in plans, communications programs, budgets, and fund allocation documentation (including related adjustments).

Disposition: Office of Record - ~~Permanent. Retire when no longer needed~~. Destroy when 2 years old.

Others - Destroy when no longer needed.

301-03 Resource Management Review Schedules Files. Consists of published schedules for periodic review of Program, Budget, and Apportionment submissions required by the Congress, Bureau of the Budget, Secretary of Defense, and Defense Communications Agency.

Disposition: Destroy after 2 years.

301-04 Planning Information Documents Files. Consists of DCA planning documentation which is used as the basis for programing resources for DCS/NMCS programs. Included are DCS plans, subsystem projects plans, technical support plans, management engineering plans, installation/implementation plans, development concept papers, and similar documentation.

*(Reprint, change 6, 2 Jun 75)

CHAPTER 3. FINANCE AND FISCAL FILES

Section I. RESOURCE MANAGEMENT FILES FOR DCS/NMCS PROGRAMS

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301-01 Resource Management Data Control Files. Documents relating to the management of financial and manpower resources for DCS/NMCS programs. Included are Financial and Manpower Guidance Memoranda, Fiscal Guidance Memoranda, Five-Year Defense Program data, and related papers.

Disposition: Office of Record - Destroy after 5 years.

Others - Destroy when no longer needed.

301-02 DCA Central Resource Data Base Files. Documents accumulated to record prior, current, and future resources for DCS/NMCS programs contained in plans, communications programs, budgets, and fund allocation documentation (including related adjustments).

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

Others - Destroy when no longer needed.

301-03 Resource Management Review Schedules Files. Consists of published schedules for periodic review of Program, Budget, and Apportionment submissions required by the Congress, Bureau of the Budget, Secretary of Defense, and Defense Communications Agency.

Disposition: Destroy after 2 years.

301-04 Planning Information Documents Files. Consists of DCA planning documentation which is used as the basis for programing resources for DCS/NMCS programs. Included are DCS plans, subsystem projects plans, technical support plans, management engineering plans, installation/implementation plans, development concept papers, and similar documentation.

*(Reprint, change 6, 2 Jun 75)

Disposition: Destroy upon implementation of related project or when superseded.

301-05 Cost and Economic Analysis Application Files. Documents relating to the application of cost and economic analyses of DCS/NMCS projects. Included are case studies, review documentation, worksheets, and related correspondence.

Disposition: Destroy upon implementation of related project.

301-06 Program Objective Memoranda Files. Consists of the sections of the DoD component Program Objective Memoranda submissions for DCS/NMCS programs reflecting Five-Year Defense Program requirements for 5 program years. Included are resource exhibits, related correspondence, reclama actions, program review documentation, and resulting Program Decision Memoranda issued by the Secretary of Defense.

Disposition: Destroy after 3 years.

301-07 Annual Apportionment Requests/Financial Plans. Consists of DoD component requests for apportionment of resources included in the President's budget and adjusted by Congressional action and the financial plans for DCS/NMCS programs. Included are resource exhibits, review documentation, retained copies of recommendations submitted to the Secretary of Defense, and related papers.

Disposition: Destroy after 3 years.

301-08 Annual Budget Files. Copies of DoD component annual budget submissions which recast the Five-Year Defense Plan into an appropriation structure prescribed by Congress and cover the prior, current, and budget fiscal years for DCS/NMCS programs. DCA is required by OSD to review elements of the component's budget estimates which affect the DCS/NMCS programs and to submit recommendations concerning the funding requested. Included are papers reflecting review, recommendations to OSD, copies of resulting Secretary of Defense Program/Budget Decisions, reclama actions, and related correspondence.

Disposition: Destroy after 3 years.

301-09 Reprograming Action Files. Consists of reprograming actions that affect resources contained in DCS/NMCS programs generated by the DoD components and DCA. Also includes related

*(Reprint, change 6, 2 Jun 75)

correspondence. Reprograming is initiated when unanticipated requirements must be provided for within approved funding levels.

Disposition: Destroy after 3 years.

301-10 Program Changes (Out of Cycle) Files. Consists of Program Change Requests generated by DoD components when changes to DCS/NMCS programs cannot be processed in time to be included in Secretary of Defense Program Decision Memoranda. Also included are Secretary of Defense Program Change Decisions and related papers.

Disposition: Destroy after 3 years.

301-11 Budget Execution and Reports Files. Consists of DoD component monthly financial progress reports submitted to DCA reflecting financial management information. Included are papers reflecting commitments and obligations against DCS/NMCS funding programs, DCS/NMCS resource management progress reports, and related papers. These reports provide DCA with the current financial status of each DCS/NMCS project.

Disposition: Destroy after 3 years.

301-12 Defense Industrial Fund Program/Budget Files. Included are programs and operating budgets for the Defense Industrial Fund, projecting sources of revenue. Also included are statements outlining financial condition of the fund, revenue and costs, summary of sources and revenue, and cash transactions; budget execution plans indicating quarterly phasing of source of revenue and status of fund.

Disposition: Office of Record - ~~Permanent~~. Destroy when 2 years old.

Others - Destroy when no longer needed.

301-13 Defense Industrial Fund Financial Status Report Files. Retained copies of quarterly reports prepared by DCA and submitted to OSD to show comparison of programed objectives with actual accomplishment. Also included are narrative data highlighting variances and revisions to annual programs.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy when no longer needed.

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*(Reprint, change 6, 2 Jun 75)

301-14 Communications Subscriber Rates Files. Published subscriber rate schedules for customer departments and agencies using communications services.

Disposition: Office of Record - ~~Permanent~~ Cutoff 30 Sept. annually. Destroy when 3 years old.
Others - Destroy when superseded.

301-15 Communications Subscriber Rates Review and Analysis Files. Documents relating to review and analysis of costs and requirements to determine the adequacy of subscriber rates. Included are papers reflecting status of the program for expansion of networks, analysis of actual costs to determine validity of subscriber rates, proposed revisions of rate schedules, and related papers.

Disposition: Office of Record - ~~Permanent~~. Cutoff 30 Sept. annually. Destroy when 3 years old.
Others - Destroy when no longer needed.

301-16 Resource Management Reference Paper Files. These papers relate to DCA resource management activities and consist of:

a. Copies of OSD Memoranda and other papers which provide guidance in managing DCS/NMCS resources.

b. Documents which require no action.

Disposition: Destroy when superseded or no longer needed.

301-17 Resource Management Special Review and Study Files. Documents generated as the result of special review and study of DoD communications programs.

Disposition: Office of Record - ~~Permanent~~. Destroy when 2 years old.
Others - Destroy when no longer needed.

Section II. COST ANALYSIS FILES

These files are generated as the result of developing standard cost structure and central cost data base; preparing cost and economic analyses and estimates; conducting and promoting continuous cost research; developing and improving uniform system for costing activities, including definitions, scope, methodology, procedures, formats, and instructions; applying ADP facilities to record and interrelate elements of cost information and disseminate output for DCA use.

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303-15 Funds Control Ledger. Forms and papers used to record the receipt and distribution of fund authorizations.

Disposition: Destroy 4 years after closing ledger accounts.

303-16 Funds Distribution Ledger. Forms and papers used to provide detail records of fund authorizations by activity.

Disposition: Destroy 4 years after closing ledger accounts.

303-17 Subsidiary Ledgers. Ledgers maintained to accumulate detail supporting the general ledger and verify the accuracy of general ledger accounts, not otherwise identified specifically. File by type.

Disposition: Destroy 10 years after closing ledger accounts.

303-18 Successor M Account Ledger Files. DECCO files of documents and papers relating to unliquidated amounts of allotments predating the establishment of the Communications Services Industrial Fund Activity.

Disposition: Destroy 4 years after liquidation.

303-19 General Journal. The collection of Journal Vouchers which summarize accounting transactions for posting to the general ledger.

Disposition: Destroy 10 years after posting journal data to the general ledger.

303-20 Memorandum Accounts Files. Accounting records maintained by field activities apart from the official accounts of supporting finance and accounting office.

Disposition: Destroy after 3 years.

303-21 Accounting Document Files. Documents posted to books of original entry but not made part of case history files. Includes such items as copies of obligating, disbursing, collection, and adjustment documents, and memorandum accounts records at Headquarters, DCA.

Disposition: Destroy after 3 years.

303-22 Finance and Fiscal Reference Paper Files. Copies of documents which duplicate record copies filed elsewhere; documents which require no action; rough drafts, notes, feeder reports, and other similar working papers accumulated in preparation of studies or other documents; cards, listings, indexes, and other papers used for controlling work. Cut off annually or on completion of project.

Disposition: Destroy as blocks 1 year after cutoff, if no longer needed.

303-23 Collection and Disbursement Files. Schedules of collections and disbursements received by Headquarters, DCA from military department finance centers and other disbursing offices reflecting disbursements from and collections to DCA appropriations. Collection and disbursement documents created in the operations of the disbursing section, Accounting and Finance Office, DECCO.

Disposition: Destroy after 6 years.

303-24 Accounts Office Adjustment Files. Adjustment vouchers received at Headquarters, DCA from disbursing officers for use in adjusting fiscal records erroneously reported on disbursement and collection vouchers and related documents.

Disposition: Destroy after 3 years.

303-25 Payroll Voucher Files. Copies of civilian payrolls paid by servicing finance and accounting officer for DCA activities.

Disposition: Destroy after 3 years.

303-26 Reconciliation Files. Reconciliations prepared on reports, ledgers, and accounts. File by type.

Disposition: June reconciliations - Destroy after 10 years.

Others - Destroy after 1 year.

303-27 Case History Files. Documents and papers accumulated in the installation accounting records of the headquarters. Included are commitment, obligation, and disbursement documents; memorandum case ledgers; and summary cards. File by case number.

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*(Reprint, change 6, 2 Jun 75)

Secretary of Defense pertaining to manuscripts; public speeches and lectures; radio and television scripts; photographs; and other material.

Disposition: Destroy after 1 year.

501-13 Industrial Security Policy Files. Documents relating to the administration of the DoD Industrial Security Program, including the development and enforcement of DoD industrial security procedures, systems, standards, and regulations.

Disposition: Office of Record - ~~Permanent~~ Destroy when 2 years old.
Others - Destroy when no longer needed.

501-14 Industrial Security Files. Documents relating to security aspects and visits of contractors performing work for DCA. Included are notifications of security clearances, recorded account of security classified documents released to the contractor, authorizations for travel performed by the contractors, and related papers.

Disposition: Retire concurrently with the related contract.

501-15 Documents Release Files. Documents relating to release of DCA documents, classified and unclassified, to non-foreign requestors such as U.S. Government agencies, contractors, and other privately owned firms having a need for specific information. Included are the requests and related replies (approval or denial).

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy after 2 years.

501-16 Foreign Disclosure Policy Files. Documents relating to the U.S. National Disclosure Policy and the DoD and military departments implementations thereto, as well as other policy papers for the development and administration of the DCA Foreign Disclosure Program.

Disposition: Office of Record - ~~Permanent~~ Destroy when 2 years old.

501-17 Foreign Accreditation Files. Official requests from foreign governments and related staffing actions concerning individual foreign representatives being authorized access to specific categories of classified information concerning certain projects.

Disposition: Office of Record - ~~Permanent~~. Destroy when 2 years old.

501-18 Foreign Nationals Visit Files. Documents relating to arrangement for allied foreign nationals to visit DCA activities. Included are request for visit authorization, security clearance, approval, and itinerary.

Disposition: Destroy after 2 years.

501-19 Foreign Document Release Files. Documents relating to release of DCA documents, classified and unclassified, to representatives of allied foreign governments. Included are requests for release authorization, papers reflecting staffing actions within DCA and with other interested Government agencies to indicate contingency conditions, and approval or denial of individual requests.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy after 2 years.

501-20 Contractor Personnel Security Files. Documents pertaining to the review of investigative files and initiation of additional investigative data for individual contractor employees requiring special access authorizations. Included are briefing and debriefing certificates as well as reassignment and termination actions. Destroy 2 years after termination unless individual has been denied access, in which case disposal may be made 25 yrs. after date of last action.

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

501-21 Protective Security Reference Paper Files. Cards, listings, indexes, registers, and similar papers used for controlling work pertaining to protective security matters.

Disposition: Destroy when superseded or no longer needed.

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 - Destroy after 20 years.

Others - Destroy after 3 years.

CHAPTER 6. PERSONNEL FILES

Section I. MILITARY PERSONNEL FILES

601-01 Individual Military Awards Case Files. Documents created in the recommendation, review, and approval or disapproval of military awards for individuals. Included are letters of recommendation, proposed citation, numbered memorandums, and related papers.

Disposition: Destroy after 2 years.

601-02 Military Awards Board Proceedings Files. Documents reflecting the agenda and proceedings of board members who consider recommendations for individual military awards.

Disposition: ~~Permanent.~~ Destroy when 2 years old.

601-03 Official Military Personnel Folder Files. Basic documents relating to the career of each military officer assigned to DCA. During service this file provides basic documentation for Headquarters, DCA. After completion of service it contains permanent historical documentation.

Disposition: As prescribed by the respective military services.

601-04 Status and Personnel Data Files. Documents created to provide action offices with supplemental data or other information extracted from other records concerning such matters as qualifications, efficiency ratings, duty assignments, grade, date of rank, and similar information pertaining to individual nominees, accepted and not accepted by DCA.

Disposition: Destroy when obsolete.

601-05 Classification and Qualification Administrative Files. Documents relating to general and routine administration of personnel management in connection with classification, reclassification, and qualification of military personnel.

Disposition: Destroy after 2 years.

601-06 Distribution and Assignment Administrative Files. Documents relating to the general and routine administration of personnel management in connection with the assignment, transfer, or detail for duty of military personnel.

CHAPTER 6. PERSONNEL FILES

Section I. MILITARY PERSONNEL FILES

601-01 Individual Military Awards Case Files. Documents created in the recommendation, review, and approval or disapproval of military awards for individuals. Included are letters of recommendation, proposed citation, numbered memorandums, and related papers.

Disposition: Destroy after 2 years.

601-02 Military Awards Board Proceedings Files. Documents reflecting the agenda and proceedings of board members who consider recommendations for individual military awards.

Disposition: Permanent.

601-03 Official Military Personnel Folder Files. Basic documents relating to the career of each military officer assigned to DCA. During service this file provides basic documentation for Headquarters, DCA. After completion of service it contains permanent historical documentation.

Disposition: As prescribed by the respective military services.

601-04 Status and Personnel Data Files. Documents created to provide action offices with supplemental data or other information extracted from other records concerning such matters as qualifications, efficiency ratings, duty assignments, grade, date of rank, and similar information pertaining to individual nominees, accepted and not accepted by DCA.

Disposition: Destroy when obsolete.

601-05 Classification and Qualification Administrative Files. Documents relating to general and routine administration of personnel management in connection with classification, reclassification, and qualification of military personnel.

Disposition: Destroy after 2 years.

601-06 Distribution and Assignment Administrative Files. Documents relating to the general and routine administration of personnel management in connection with the assignment, transfer, or detail for duty of military personnel.

Disposition: Destroy after 2 years.

601-07 Military Personnel Assignment Files. Documents created in assigning, or reassigning specific officers, warrant officers, and enlisted personnel to their places or types of duty. This function consists of actions such as requisitions, nominations, applications, and preference statements of individuals, assignment orders or instructions, deferments, delays, or restrictions (like sole surviving son or conscientious objectors) and terminations or extensions thereof, exclusive of copies of orders filed in individual files.

Disposition: Destroy 1 year after transfer or separation of individual, or when obsolete.

601-08 Promotion Eligibility Roster Files. Documents created to list individuals eligible for consideration for promotion, including related papers, such as comments and recommendations when appropriate.

Disposition: Destroy when obsolete.

601-09 Leave of Absence Files. Service forms used in requesting and granting leave for Army personnel.

Disposition: Destroy when reported on morning report and verification against leave records completed, except when required as evidence in proceedings.

601-10 Rescinded.

601-11 Rescinded.

601-12 Rescinded.

601-13 Training Administrative Files. Documents accumulated in the administration of the military training function. Included are papers which relate to such matters as training objectives, emphasis, methods, time, and phases of training. The files consist of studies pertaining to methods of achieving more effective and economical training, conference and staff visits reports, communications relating to training, and similar papers.

Disposition: Destroy after 2 years.

601-14 Civilian Schooling Administrative Files. Documents relating to the general administration of civilian schooling for military personnel. Included are reports of visits to schools and correspondence with schools and individuals on such matters as courses offered, standing dates, length of courses, and other information which is pertinent to the matriculation of students.

Disposition: Destroy after 2 years.

601-15 Military Personnel Management Administrative Files. Documents relating to preinduction and induction of personnel; documents used in considering enlistment and reenlistment of personnel for appointment to DCA activities; and documents pertaining to recruitment of qualified personnel from the military departments. Included are correspondence, eligibility lists, forms containing data transcribed from personnel records, and related papers.

Disposition: Destroy after 3 years.

601-16 Rescinded.

601-17 Rescinded.

601-18. Adverse Information and Disciplinary Files. Documents relating to alleged adverse information such as complaints and accusations of personal conduct; indebtedness letters; non-judicial punishment (under article 15, UCMJ) affecting military personnel assigned to DCA activities.

Disposition: Destroy on transfer or separation of the individual.

601-19 Military Personnel Reference Paper Files. These papers relate to military personnel 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 II. CIVILIAN PERSONNEL PROGRAM FILES

602-01 Civilian Personnel Administration Program Files. Documents created in establishing and publishing the organization, functions, responsibilities, basic concepts, principles, and goals for civilian personnel administration within DCA.

Disposition: Permanent. Cut off annually.

602-02 Civilian Personnel Program Reporting System Files. Documents accumulated in creating and providing instructions for a system of statistical and narrative reports to provide data for evaluation of the civilian personnel program, or specific elements of the program.

Disposition: Office of Record - Permanent.

Others - Destroy after 5 years.

602-03 Civilian Personnel Program Report Files. Statistical and narrative reports, and consolidations, summaries, or extracts of the reports, which provide data concerning the various aspects of civilian personnel management activities.

601-18. Adverse Information and Disciplinary Files. Documents relating to alleged adverse information such as complaints and accusations of personal conduct; indebtedness letters; non-judicial punishment (under article 15, UCMJ) affecting military personnel assigned to DCA activities.

Disposition: Destroy on transfer or separation of the individual.

601-19 Military Personnel Reference Paper Files. These papers relate to military personnel 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 II. CIVILIAN PERSONNEL PROGRAM FILES

602-01 Civilian Personnel Administration Program Files. Documents created in establishing and publishing the organization, functions, responsibilities, basic concepts, principles, and goals for civilian personnel administration within DCA.

Disposition: Permanent. Cut off annually.

602-02 Civilian Personnel Program Reporting System Files. Documents accumulated in creating and providing instructions for a system of statistical and narrative reports to provide data for evaluation of the civilian personnel program, or specific elements of the program.

Disposition: Office of Record - ~~Permanent.~~ Destroy when 5 years old.
Others - Destroy after 5 years.

602-03 Civilian Personnel Program Report Files. Statistical and narrative reports, and consolidations, summaries, or extracts of the reports, which provide data concerning the various aspects of civilian personnel management activities.

Destroy when 5 years old.

~~input to meet continuing staffing requirements within designated career occupational fields.~~

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

~~Others - Destroy after 5 years.~~

602-21 Occupational Inventory Files. Documents created to record qualifications, availability, appraisals, and other data on persons registered in specific career fields.

Disposition: Destroy 2 years after individual is no longer eligible for consideration.

602-22 Civilian Career Referral Files. Documents created in requesting and furnishing names of individuals from the occupational inventory files, or general information concerning career programs.

Disposition: Destroy after 2 years, or after a CSC inspection, whichever is sooner.

602-23 Career Trainee Input Requirements Files. Documents recording trainee input requirements in occupational fields.

Disposition: Destroy after 2 years.

602-24 Occupational Qualification List Files. Documents recording employees' skills or special qualifications, when necessary as an integral part of an inservice placement program, in lieu of recording skills on Service Record Cards. They consist of Occupational Qualification Lists or similar documents.

Disposition: Destroy upon supersession.

602-25 Reduction-in-Force Card Files. Reduction-in-force cards or comparable card records of reduction-in-force data, including name of employee, date, position, grade, last performance rating, competitive level code, and similar information.

Disposition: Destroy upon separation of employee. (Cards used as work cards for preparation of retention registers will be destroyed upon completion of the activity for which they were established.)

602-26 Retention Register Files. Retention registers for each competitive level affected by a reduction-in-force.

Disposition: Destroy after 5 years, unless appeals are pending.

602-27 Area Placement Coordinators' Files. Correspondence and forms relating to administration of the separated career employees' program. These files include displacement orders issued by regional offices of the USCSC, form letters, and miscellaneous correspondence.

Disposition: Coordinator's office - Destroy documents pertaining to individuals 1 year after completion of action. Destroy general administrative files after 3 years.

602-28 Appeal and Grievance Case Files. Employee's grievance committee; copy of decisions rendered, including records of grievance committee; copy of any review decision and correspondence pertaining thereto; and any other material pertaining to the case, except record copies of official documents affecting personnel actions in connection with the case.

Disposition: Destroy 3 years after transfer or separation of employee.

602-29 Transferred to 608-04.

602-30 Monetary Benefit Files. Documents relating to the origination, implementation, or monitoring of employee benefits, such as group life insurance and health plans, which have a cash value but are not a part of salary, wages, or other direct compensation.

Disposition: Office of Record - ~~Permanent.~~
Destroy when 5 years old
Others - Destroy after 5 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.

602-34 Civilian Personnel Recruitment Programs. Papers reflecting development of plans, policy, and procedures in conducting the several DCA civilian personnel recruitment programs. The plans contain the staffing objectives of the respective programs, and the procedures outline the manner of attaining the objectives.

Disposition: HQ DCA - ~~Permanent.~~ Destroy when no longer needed.
Others - 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

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.

602-34 Civilian Personnel Recruitment Programs. Papers reflecting development of plans, policy, and procedures in conducting the several DCA civilian personnel recruitment programs. The plans contain the staffing objectives of the respective programs, and the procedures outline the manner of attaining the objectives.

Disposition: HQ DCA - Permanent.

Others - 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.

603-08 Indebtedness Letters. Letters received by DCA personnel offices from creditors claiming nonpayment of loans, installment payments, and similar debts incurred by civilian employees.

Disposition: Destroy when the indebtedness question has been resolved.

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.

Disposition: Review at least once a year after publication of final standards and destroy all papers which have been superseded or are no longer applicable.

604-09 Salary and Wage Staff Assistance Files. Documents accumulated in providing advice and assistance in salary and wage matters, within previously established rules and procedures.

Disposition: Destroy after 2 years.

604-10 Extra Copy Job Description Files. These files provide copies of job descriptions for distribution to employees and for filing in official personnel folders when personnel actions are processed and consist of job descriptions.

Disposition: Destroy upon abolishment of position or upon supersession of job description.

604-11 Salary and Wage Reference Paper Files. These papers relate to salaries and wages and consist of copies of documents which duplicate the record copies filed elsewhere; documents which require no action; 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; and cards, listings, indexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.

604-12 Classification Special Study Files. Documents reflecting special study of grade structure of specific positions or types of positions to ensure appropriate assignment of grade. Included are studies, recommendations, approvals, and related papers.

Disposition: Destroy when no longer needed.

604-13 Payroll Authorized Signature Cards. Individual forms showing name and signature of timekeepers, time clerks, supervisors, and other personnel authorized to sign payroll time cards reflecting hours worked, leave taken, overtime, and other data affecting civilian employees listed on the payroll.

Disposition: Destroy 1 year after revocation.

Section V. AWARDS AND RECOGNITION FILES

605-01 Incentive Award Case Files. Documents created in submitting, evaluating, and approving or disapproving each incentive awards case, including suggestions, Sustained Superior Performance, Special Act or Service, Certificate of Achievement, Certificate of Appreciation for Patriotic Civilian Service, Meritorious Civilian Service, Decoration for Exceptional Civilian Service, DoD Distinguished Civilian Service Award, and Presidential Award.

Disposition: Destroy 2 years after final action.

605-02 Employee Suggestion Control and Subject Index Files. Documents maintained by incentive awards committees as a suspense control of employee suggestions on which action is not completed, and as a subjective index to completed suggestions.

Disposition: Transfer from control file to subject index file upon final disposition of suggestion. Destroy 2 years after final disposition of suggestion.

605-03 Incentive Awards Committee Meeting Records Files. Minutes of meetings of incentive awards committees or other documents reflecting action taken by the committees.

Disposition: DCA Incentive Awards Committee- Permanent.

605-04 Incentive Awards Report Files. Documents created to provide statistical information on participation, approval, savings, or other aspects of the incentive awards program.

Disposition: Office performing DCA staff responsibility - Permanent.

Others - Destroy after 2 years.

605-05 Civilian Service Emblem Control Files. Controls maintained to record eligibility for an award of civilian service emblems.

Disposition: Destroy on transfer or separation of employee.

605-06 Awards Ceremonies Files. Documents created in arranging ceremonies for the presentation of awards.

Disposition: Destroy after 2 years.

Section V. AWARDS AND RECOGNITION FILES

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Disposition: Transfer from control file to subject index file upon final disposition of suggestion. Destroy 2 years after final disposition of suggestion.

605-03 Incentive Awards Committee Meeting Records Files. Minutes of meetings of incentive awards committees or other documents reflecting action taken by the committees.

Disposition: DCA Incentive Awards Committee- ~~Permanent~~.
Destroy when 5 years old

605-04 Incentive Awards Report Files. Documents created to provide statistical information on participation, approval, savings, or other aspects of the incentive awards program.

Disposition: Office performing DCA staff responsibility - Permanent.

Others - Destroy after 2 years.

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Disposition: Destroy on transfer or separation of employee.

605-06 Awards Ceremonies Files. Documents created in arranging ceremonies for the presentation of awards.

Disposition: Destroy after 2 years.

Section VIII. DCA EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Files in this section document DCA's efforts to ensure equal employment opportunity to and fair treatment of all of its employees agency-wide.

608-01 EEO Practice Files. Documents created in formulating and directing administration of policies regarding employment practices. Included are papers reflecting interpretation of directives and guidance in policy administration; and related papers.

Disposition: HQ DCA - ~~Permanent.~~ Destroy when 2 years old.
Others - Destroy when no longer needed.

608-02 EEO Reports. Documents reflecting information reported on activities and conditions related to equal employment opportunity and fair treatment of DCA civilian employees. Included are narrative and statistical reports, training report information, summaries, consolidations, and similar and related documents.

Disposition: HQ DCA - ~~Permanent~~. Destroy when 2 years old.
Others - Destroy after 2 years.

608-03 EEO Surveys. Papers generated in conducting surveys on the implementation and effectiveness of equal employment opportunity for DCA employees. Included are reviews, appraisals, recommendations, final survey reports, and similar or related documents.

Disposition: HQ DCA - ~~Permanent.~~ Destroy when 2 years old.
Others - Destroy when no longer needed.

608-04 Discrimination Complaint Cases. Individual employees' complaint record; copy of investigative proceedings; copy of decisions and related correspondence; and any other material pertaining to the case, except record copies of official documents affecting personnel actions associated with the case.

Disposition: HQ DCA - ~~Permanent~~. Destroy when 3 years old.
Others - Destroy when no longer needed.

Section VIII. DCA EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

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608-01 EEO Practice Files. Documents created in formulating and directing administration of policies regarding employment practices. Included are papers reflecting interpretation of directives and guidance in policy administration; and related papers.

Disposition: HQ DCA - Permanent.

Others - Destroy when no longer needed.

608-02 EEO Reports. Documents reflecting information reported on activities and conditions related to equal employment opportunity and fair treatment of DCA civilian employees. Included are narrative and statistical reports, training report information, summaries, consolidations, and similar and related documents.

Disposition: HQ DCA - Permanent.

Others - Destroy after 2 years.

608-03 EEO Surveys. Papers generated in conducting surveys on the implementation and effectiveness of equal employment opportunity for DCA employees. Included are reviews, appraisals, recommendations, final survey reports, and similar or related documents.

Disposition: HQ DCA - Permanent.

Others - Destroy when no longer needed.

608-04 Discrimination Complaint Cases. Individual employees' complaint record; copy of investigative proceedings; copy of decisions and related correspondence; and any other material pertaining to the case, except record copies of official documents affecting personnel actions associated with the case.

Disposition: HQ DCA - Permanent.

Others - Destroy when no longer needed.

608-05 EEO Advisory Committees. Papers relating to formally recognized, chartered committees, panels, and similar volunteer groups organized to advise and assist in developing and implementing the DCA EEO program and associated action plans. Included are formal charters, advisory memoranda, minutes of meeting, and related papers.

Disposition: EEO office - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

CHAPTER 7. PROCUREMENT FILES

Section I. COMMERCIAL COMMUNICATIONS FILES

701-01 Commercial Communications Administrative Files. Documents relating to the general, routine administration of commercial communications matters, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years.

701-02 Commercial Communications Operational Files. Documents relating to communications matters affecting commercial policy and the operational control and supervision of DECCO by Headquarters, DCA. Included are surveys pertaining to DECCO operations and related follow up correspondence; correspondence with the military departments and GAO concerning commercial policy matters; papers reflecting exchange of comments with headquarters staff elements on pertinent matters; and related papers.

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

Others - Destroy when no longer needed.

701-03 Commercial Communications Contract Policy Files. Documents relating to development of DCA policy which provides guidance for negotiating rate and tariff matters applicable to engineering services and management support for AUTODIN, AUTOVON, and other communications networks. Included are directives, guidance documents, coordination papers, and related papers.

Disposition: Office of Record - ~~Permanent~~. Destroy when no longer needed.
Others - Destroy on supersession.

~~701-04 Leased Communications Procurement Instruction Files. Documents relating to issuance and interpretation of guidance for implementation of DoD, General Services Administration, General Accounting Office, Bureau of the Budget, and commercial company procedures and policies which affect DoD leased communications program.~~

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

~~Others - Destroy after 2 years.~~

701-05 Commercial Communications Contract Negotiation Files. Documents accumulated as the result of participation in negotiations pertaining to basic agreement and special type contracts for leased communications facilities and services involving controversial elements of new contracts. Included are copies of basic agreement; new agreement; correspondence with the communications industry and participating Government agencies; requests for proposals; minutes of meeting; summary of technical costs of operations; coordinating correspondence with the Secretary of Defense; final review and approval documents; and related papers.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy after 3 years.

~~701-06 Commercial Communications Leased Services Files. Documents relating to carrier rate development and tariff interpretation concerning communications services and facilities leased from commercial organizations. Included are correspondence between DECCO and commercial carriers, Federal Communications Commission, and Headquarters, DCA; and related papers.~~

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

701-07 Commercial Communications Procurement Review Files. Documents accumulated as the result of "on site" review of procurement functions performed by DECCO. Included are narrative reports, directed actions, recommendations, and related papers.

Disposition: Office of Record - Destroy after 6 years.

701-08 Foreign Leased Lines Procedures Files. Documents generated in developing and publishing procedures for leasing communications services from foreign communications administrations. Included are coordination papers between DCA and the cognizant oversea DoD activity, correspondence with foreign administrations, published directives, and directly related papers.

Disposition: ~~Permanent~~. Destroy when 6 years old.

701-09 Regulatory Bodies Coordination Files. Documents accumulated as the result of coordination with and active participation in proceedings of communications regulatory

CHAPTER 8. COMMUNICATIONS

Section I. COMMUNICATIONS SERVICES FILES

801-01 Communications Administrative Files. Documents relating to the general routine administration of communications services but exclusive of specific operational files described in this section.

Disposition: Destroy after 2 years.

801-02 Communications Representation Files. Documents concerning representation on and recommendations to military and nonmilitary agencies, including implementation of decisions on communications and electronics policies, particularly on radio frequency allocation, call signs, radio interference, and radio propagation matters.

Disposition: Office of Record - ~~Permanent.~~ Destroy when 2 years old.

Others - Destroy after 2 years.

801-03 Communications Security Equipment Training Files. Documents relating to training of personnel on communications security equipment. Included are minutes of COMSEC Training Conferences, internal correspondence and related papers.

Disposition: Destroy when no longer required.

801-04 Fixed Communications Facility Projects Files. Documents relating to the establishment, approval, and construction or implementation of fixed plan wire and radio facility development projects. Included are maps, drawings, plans, specifications, installation data reports, bills of materials, completion reports, and related papers.

Disposition: Office of Record - ~~Permanent. Retire 2 years after discontinuance of the facility.~~ Destroy when no longer needed.

Others - Destroy 1 year after discontinuance of the facility.

801-05 Communications Facilities Lease Requests Files. Documents relating to requests for providing, rearranging, and removing communications facilities, equipment, and services leased from commercial communications companies to meet the communications objectives of DCA. Included are requests pertaining to leased service which contain justification data, papers relating to technical assistance furnished in connection with the requests, and similar documents.

Disposition: Office of Record - Destroy after 2 years.

801-06 Radio Frequency Management Files. Documents relating to frequency authorizations, activation notices, deletions, proposals, interferences, propagation, engineering, circuits files, and related papers.

Disposition: Office of Record - ~~Permanent~~. Destroy when no longer needed.
Others - Destroy after 2 years.

801-07 Radio Frequency Files. Documents relating to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.

Disposition: Office of Record - ~~Permanent~~. Destroy when no longer needed
Others - Destroy on supersession, except that letters showing concurrence of FCC are destroyed after 1 year.

801-08 Frequency Utilization Reports Files. Documents reporting on the utilization of frequencies and used to ensure compliance with the terms of assignment and the necessity for their continued use.

Disposition: Office of Record - Destroy after 2 years.

Others - Destroy after 1 year.

801-09 Communications Operations Instructions Files. Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders of code systems.

Disposition: Destroy on supersession.

801-10 Rescinded.

801-11 Traffic Volume Report Files. Documents reflecting data on circuit usage which are used for engineering of fixed communications facilities, planning, programming, and budgeting. Included are reports and papers relating to the report.

Disposition: Office of Record - Destroy after 10 years

Others - Destroy after 6 months.

801-12 Originating Traffic Summary Report Files. Documents reflecting the volume of traffic originated on fixed communications facilities. Included are reports and papers relating to the reports.

Disposition: Destroy after 6 months.

801-13 Sample Analysis of Originating Message Flow Report Files. Documents reflecting data on the flow of originating traffic and limited generally to the exchange of communications utilizing Government-owned or leased fixed communications-electronic systems and services. Included are reports and papers relating to the reports.

Disposition: Destroy on receipt or completion of the next report or on discontinuance of the telecommunication facility.

801-14 Rescinded.

801-15 Service Speed Sample Analysis Report Files. Documents reflecting data on message transit time from the time of filing at designated originating communications centers to the time of availability for delivery at designated terminating communications centers. Included are reports and papers relating to the reports.

Disposition: Office of Record - Destroy after 1 year.

Others - Destroy after 6 months.

801-16 Relay In-Station Performance Sample Analysis Report Files. Documents reflecting data on speed of message handling in the relay station and the multiple call processing unit. Included are reports and papers relating to the reports.

Disposition: Office of Record - Destroy after 1 year.

Others - Destroy after 6 months.

801-17 Circuit Usage Report Files. Documents reflecting data on hourly circuit usage of fixed communications facilities equipped with circuit usage recording devices. The reports are used by personnel responsible for engineering to provide facilities for only those hours actually required for traffic to effect further economies in operation.

Disposition: Destroy on completion or receipt of the next report or discontinuance of the telecommunication facility.

801-18 Telecommunications Engineering Reports Reference Paper Files. These papers relate to telecommunications engineering reports 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 to control work.

Disposition: Destroy when no longer needed.

801-19 Rescinded.

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:

802-15 Circuit Restoration Files. Documents accumulated on matters pertaining to circuit restoration not necessarily involving priority action. Included are papers reflecting circuit restoration problems, contractor response, orders issued by the Federal Communications Commission, circuit survivability, and related papers.

Disposition: Destroy after 2 years.

802-16 DCA Operations Control Complex Administrative Files. Documents relating to establishing, monitoring, and developing policies governing the DCA Operations Control Complex (DOCC). Included are directives, operational plans, guidance documents, and related papers.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy on supersession.

802-17 DCS Operational Program Files. Documents relating to establishment of operational concepts for the development of an effective control system through which operational direction of DCS can be exercised. End-products are based on research, review, analysis, and evaluation of operational efficiency. Included are conceptual documents, revisions thereto, manuals, and new design requirements.

Disposition: Office of Record - Permanent.

Others - Destroy when no longer needed.

802-18 DCS Circuitry Requirements Files. Documents relating to review of requirements of circuitry, validation of new requirements, and monitoring of activation or deactivation for DOCC leased circuits. Included are circuit validations, communications service authorizations (CSA's), budget documents, planning documents, and related papers.

Disposition: Destroy CSA's and circuit validations 3 years after circuit has been deactivated.

~~802-19 DCA Operations Control Complex (DOCC) Development Files. Documents relating to the three-increment evolutionary development toward automated DOCC stations to maintain the required level of user service in the presence of varying conditions of the Defense Communications System. The objective of Increment II is to provide necessary data processing capability,~~

*(Reprint, change 6, 2 Jun 75)

to ~~Furnish~~ detailed information on the status and performance of the DCS, and ~~to~~ process the status information into statistical reports which are used in timely control decisions. Included are directives and changes thereto, management reports concerning operation of DCS, and related papers.

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

Others - Destroy when no longer needed.

802-20 DOCC Display Requirements Files. Documents relating to display status information concerning DCS. Involved are methods to collect, display, and evaluate DCS status information. Use of a display subsystem provides a concise, graphic, and intelligible presentation of the status of DCS worldwide facilities, a means of communication between NCS/DCAOC and the data processing system, and provides switching of outgoing data for the data processing system. Included are directives to the military services and the DOCC, papers pertaining to procurement of specific equipment, and directly related papers.

Disposition: Office of Record - ~~Permanent~~. Destroy when 5 yrs. old.
Others - Destroy when no longer needed.

802-21 DCS Performance Reports Files. Documents relating to the analysis and evaluation of the Defense Communications System and its subsystems. Included are the monthly DCS Communications Summary, the quarterly DCS Communications Management Handbook, and other special reports, studies, and analyses which portray the performance, efficiency, capability, and measurements of customer service. Also included are reports and comments on data collection, analysis and evaluation procedures, computer printouts, recommendations for improvement, and related papers.

Disposition: Office of Record - Permanent.

Others - Destroy after 2 years.

802-22 Circuit Allocations Order Review Files. Documents relating to review of proposed directives which require DCS stations to provide a new service, alter an existing service, or discontinue an old service. Reviews are made to select allocations orders pertaining to circuits which require

*(Reprint, change 6, 2 Jun 75)

802-42 Circuit, Trunk, and Multiplex Configuration History Files. Papers documenting the history of circuits, trunks, and multiplex configurations for which DCA has allocation and engineering responsibility. Included are telecommunications service requests, circuit allocations orders, circuit engineering orders, circuit layout records, DCA area multiplex drawings, and implementation plans, exception and in-effect reports, correspondence, and related papers.

Maintenance Instructions: These files will be maintained in the manner prescribed by DCAI 310-65-2.

Disposition: Microforms - Destroy 6 months after deactivation of the circuit or trunk. Earlier disposal is authorized.

Paper records - Destroy immediately after microform operations have been completed.

802-43 TSO Log Files. The Telecommunications Service Order Log, DCA Form 141, is used to control the issuance of sequential numbers and to provide management information related to engineering actions.

Disposition: Destroy after 1 year.

802-44 TSR Log Files. The Telecommunications Service Request (TSR) Log, DCA Form 140, provides a source of information and control of TSR's in the process of allocations and engineering.

Disposition: Destroy after 2 years.

802-45 DCS Anticipated Telecommunications Requirements Reports Files. Reports submitted to DCA outlining forecasts of anticipated future telecommunications requirements by requesting authorities participating in the Defense Communications System. Included are reports, analyses, and related papers.

Disposition: Destroy upon receipt of new report.

802-46 DCS Communications Components Identification Files. Documents generated in the development of identification criteria for components of communications stations participating in the Defense Communications System. Included are proceedings of ad hoc committees, groups, and panels; studies; coordination correspondence; recommendations to the Secretary of Defense; and related papers.

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

Others - Destroy when no longer needed.

802-47 DCS Plans Programming Files. Documents created to define objectives, guiding principles, doctrine, and concepts which provide fundamental guidance for all DCS planning to include that required for research, development, and system implementation. Included are documents outlining basic programming matters, reviews, analyses, DCA Objectives Document, and related papers.

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

Others - Destroy when no longer needed.

802-48 DCS Plans Files. Documents created annually to provide for the continued evolutionary development of the Defense Communications System. Included are papers reflecting long-range planning in accordance with objectives, concepts, and policy of higher headquarters and the Defense community; mid-range materiel; guidance documents for DCA staff elements, and DoD departments and agencies which provide inputs to the development plan; approval or modification documents resulting from DoD decisions; and related papers.

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

Others - Destroy when no longer needed.

802-49 DCS System/Project Plans Files. Plans developed to support validated requirements for the allocation or reallocation of existing resources, or programming of additional resources to ensure continuity of required actions. Included in the plan are papers reflecting requirements for personnel, funds, and material to expand the DCS and enlarge its capabilities as required; recommendations to the Secretary of Defense; approval or modification required by OSD; implementation directives to the field; and related papers.

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

Others - Destroy when no longer needed.

802-50 Management Engineering Plans Files. Documents generated to define, control, and implement communications subsystem project tasks and activities to be managed by DOD components and used as a guidance document to prepare implementation installation plans. Included are papers reflecting schedules;

DCA participation in joint COMSEC planning activities; papers reflecting managerial control and required corrective action; and related papers.

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

Others - Destroy when no longer needed.

802-58 DCS Secure Voice Network Plans Files. Plans which provide policy, planning, and program guidance to JCS, the military departments, National Communications System, and DCA staff elements concerned with implementation of the DCS secure voice system. Included with the plan are papers reflecting coordination of customer requirements and control of allocation of DCS secure voice assets; implementation of interim dedicated secure voice system incorporated in or interfaced with the AUTOSEVOCOM system; and related papers.

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

Others - Destroy when no longer needed.

802-59 DCS TEMPEST Report Files. Retained copies of reports submitted quarterly to OSD summarizing the overall TEMPEST corrective program.

Disposition: Office of Record - Destroy after 5 years.

Others - Destroy when no longer needed.

802-60 DCS Reporting Error Analysis Files. Documents accumulated in DCA area headquarters as a result of day-to-day analysis of DCS station status reporting. Included are station notifications of results of error analysis and recommended preventive actions to increase day-to-day reporting efficiency.

Disposition: Destroy after 1 year.

802-61 DCS Station Status Reports Files. Reports reflecting the immediate degradation of the operational capability of the DCS. Included are required reports such as station backlog, threatening conditions, circuit outages, and trunk outages.

Disposition: Destroy after 1 month.

802-62 DCS Contingency Operations Files. Documents accumulated in operation of the Defense Communications System during "cold war" or emergency conditions. Included are reports on the impact of DCS operations and documentation of DCS operations under actual and assumed "cold war" or emergency conditions.

Disposition: Office of Record - Permanent.

Others - Destroy when no longer needed.

802-63 Integration of DCS Program Data Files. Documents relating to the establishment of an integrated data system concerning DCS circuit, facility, and subscriber information documentation, to include telecommunication and facility requirements. Included are printouts, plans (as source documents), reports, and related papers.

Disposition: Destroy when no longer needed.

802-64 DCS Automated Circuit Maintenance Inventory Files. Documents relating to formatted cards constituting a trunk and circuit data base and which provide a current inventory to facilitate inserting circuits into the data base. Included are review sources such as codes and instructions for inserting circuits into the DCS data base, correspondence, messages, and related papers.

Disposition: Destroy when no longer needed.

802-65 CEIP Files. Copies of Air Force Communications-Electronics Implementation Plans received at DCA activities.

Disposition: Destroy when no longer needed.

802-66 Communications Procurement Technical Advisory Files. Documents relating to technical advice from DCA to the military departments on procurement of specific communications equipment for use as a participant in the DCS. Included are comments, coordination papers, and correspondence containing information for use prior to initiation of procurement action, and related papers.

Disposition: Destroy after 2 years.

802-67 DCS Equipment Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the DCS. Solicitation includes items such as work statement, specifications,

*(Reprint, change 6, 2 Jun 75)

plans, testing and evaluating automatic data processing systems, implementation procedures, test results, feasibility studies, and directly related papers.

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

Others - Destroy when no longer needed.

803-08 NMCS Requirements and Technical Design Files. Documents created in analyzing the application of ADP procedures to the functions required in the NMCS. Included are analyses of systems functional requirements, capabilities phasing plans, model design plans, comments and correspondence concerning them, and related papers.

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

Others - Destroy when no longer needed.

803-09 NMCS ADP Engineering Files. Documents created in studying the specific hardware/software configurations of ADP in NMCS command centers, to include alternates, and the NMCS Support Center. Included are memorandums, coordination papers, correspondence, and related papers.

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

Others - Destroy when no longer needed.

803-10 NMCS Requirements Analysis Files. Documents relating to analysis of specific requirements for ADP application imposed on NMCSTS by JCS. Included are JCS requirement papers, staff studies on logistics and personnel matters, technical support requirements, technical support plans, coordination with JCS and other affected agencies, and related papers.

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

Others - Destroy when no longer needed.

803-11 NMCS ADP File Specifications Files. Documents prepared as the result of specific ADP file development efforts assigned to DCA by higher echelons. Included are

file specifications, user guides, reporting system instructions, and related correspondence.

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

Others - Destroy when no longer needed.

803-12 ADP System Utilization Files. Documents accumulated in determining the efficiency of procedures used in preparing reports by ADP. Included are source of ADP data; directives; correspondence; summaries of studies to identify time, trace distribution of reports produced by ADP, flow of ADP information into data base; and related papers.

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

Others - Destroy when no longer needed.

803-13 Transferred to 206-30.

803-14 Data Communications Systems Plans Files. Documents pertaining to planning, acquisition, evaluations, and costs. Included are comments on plans and capabilities, task lists, evaluations, correspondence, and reports of personnel costs.

Disposition: Destroy when no longer needed.

803-15 NMCS System Engineering Files. Documents pertaining to the empirical engineering aspects in the research and development of various types of communications systems applicable to NMCS command centers. Included are correspondence,

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

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

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.

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.

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.

* Destroy after 20 years.

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

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 - Destroy after 10 years.

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 - Destroy after 20 years. Retire when no longer needed.

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 - Destroy after 20 years. Retire when no longer needed.

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 - Destroy after 20 years. Retire when no longer needed.

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 - Destroy after 20 years. Retire when no longer needed.

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 - Destroy after 6 years.

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 - Destroy after 20 years. Retire when no longer needed.

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 - Destroy after 20 years. Retire when no longer needed.

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 - Destroy after 20 years. Retire when no longer needed.

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 - Destroy after 6 years. Retire when no longer needed.

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. ~~Destroy after 20 years.~~ 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 - Destroy after 20 years. 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 - Destroy after 20 years. 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 - Destroy after 6 years. Retire when no longer needed.

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 - Destroy after 6 years. Retire when no longer needed.

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.

specifications. Included are studies; papers reflecting coordination with the military services and correlation with the Technical Development Plan; published master system performance specifications to include interface specifications; and related papers.

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

Others - Destroy when no longer needed.

804-11 DSCS Logistics, Supply, and Transportation Files. Documents related to the logistical support of the DSCS. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

804-12 DSCS Personnel Training Program Files. Documents accumulated in planning, programming, and scheduling personnel training necessary to maintain and operate satellite communications systems. Training is accomplished in advance of the first launch. Included are manning levels, skill requirements, level of training requirements, training program changes as experience is gained, and related papers.

Disposition: Destroy when superseded or no longer needed.

804-13 Initial Defense Satellite Communications Program Files. Documents relating to research, development, testing, and evaluation necessary to establish worldwide communications trunks for use as an adjunct to existing Defense Communications Systems. Included are performance specifications, test and evaluation documents pertaining to interface, systems, and subsystems of satellite and ground-based equipment.

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

Others - Destroy when no longer needed.

804-14 DSCS Technical Requirements and Systems Definition Files. Documents relating to translation of system operational objectives into technical requirements and systems definitions to provide continuing guidance for acquisition of the systems. Included are analyses of input submitted by Government agencies and industry, studies, draft directives, coordination papers, approved system directive, final reports, and related papers.

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

Others - Destroy when no longer needed.

804-15 DSCS Foreign Participation Files. Documents relating to the participation of foreign nations and international organizations; e.g., NATO and SEATO, in the military aspects of the Defense Satellite Communications Program. Included are policy documents; coordination papers pertaining to operations, research and development, testing and evaluation; minutes of meetings of working panels and subgroups of participating representatives.

Disposition: Destroy after 10 years.

804-16 DSCS Allied Communications Technical Exchange Program Files. Documents relating to liaison with allied representatives in making arrangements for conferences and working panels to exchange satellite communications technical information. Included are letters requesting input for the meeting; minutes of meeting; copies of policy guidance issued to U. S. member; post-conference reports, and related briefing material.

Disposition: Destroy after 10 years.

804-17 DSCS Doctrine Files. Documents relating to the development of doctrine and suitable standing operating procedures. These determinations include advocated principles of the DSCS operational requirements, both foreign and national. Included are published directives pertaining to guidance in the area of satellite communications.

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

Others - Destroy when no longer needed.

804-18 DSCS Progress Reports Files. Retained copies of periodic reports prepared by DCA and submitted to DDR&E to outline the progress of the DSCS.

Disposition: Destroy after 10 years.

804-19 DSCS Management/Engineering Plan (MEP) File. Documentation, covering formulation, coordination and approval of DSCP MEP. This plan emcompasses system acquisition, objectives, operational concept, tasking fiscal data, technical requirements developmental concept, and schedules.

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

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 - Destroy 6 years after completion of procurement action.

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) tne 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.

804-36 DSCS Control Subsystems. These documents cover satellite electronic systems performance monitoring and control procedures, satellite orbital positioning and redundant component switching controls.

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

Others - Destroy when no longer needed.

804-37 DSCS Operational Control Concepts. These documents relate to the control of channelization, modes of operation (i.e., SSMA, contingency, etc.), and priority of utilization.

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

Others - Destroy when no longer needed.

804-38 DSCS Data Base Files. Computer print-outs reflecting a variety of information pertaining to satellite communications and used as a reference point for changes in data base specifications requested for DSCS customers. Also included are DSCS resource specifications used to generate data base, correspondence with customers, and related papers.

Disposition: Destroy after 60 days.

804-39 DSCS Link Terminals Files. Documents furnished DCA for users concerned with DSCS link terminals, which constitute an earth-based subsystem used in connection with satellite communications. Included are papers reflecting link terminal sites, location and relocation of link terminals, correspondence, and related papers.

Disposition: Destroy when no longer needed.

804-40 Satellite Communications Reference Paper Files. These papers relate to the Defense Satellite Communications 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.

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

Disposition: Destroy when no longer needed.

804-41 DSCS Engineering Technology Files. Documents accumulated at the central point (DCA) for DoD space, terrestrial, and seaborne satellite communications engineering technology. Included are published guidance and technical projects directives; supporting program studies; studies developed to validate new theories by theoretical analysis of iconic simulation; papers reflecting coordination with other Federal agencies and industry; reviews of RDT&E projects assigned to the military services; evaluation of achievement of technical objectives; and related papers.

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

Others - Destroy when no longer needed.

804-42 DSCS Technical Literature Development Files. Papers which contribute to the development of DSCS equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

804-43 DSCS Tool and Test Equipment Files. Documents relating to special tools and test equipment for DSCS. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

804-44 DSCS Power and Environmental Control Files. Documentation relating to requirements for power and environmental control in DSCS. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

804-45 DSCS Contracts and Solicitation. Papers accumulated during the preparation of solicitations for DSCS and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies, and related papers.

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

Others - Destroy when no longer needed.

Section V. VALUE ENGINEERING FILES

These files relate to the systematic application of techniques used to identify the function of communications systems, material, and equipment, and establish values for these functions at the lowest practicable cost without degradation of essential function characteristics. The terms value engineering and value analysis are synonymous.

805-01 Value Engineering Administrative Files. Documents relating generally to the application of value engineering to communications systems, material, equipment, facilities, procedures, methods, and function of systems, but exclusive of specific documents described in this section.

Disposition: Office of Record - Permanent.

Others - Destroy after 2 years.

805-02 Value Engineering Reporting Files. Documents used in reporting information on the training, workload, execution, results, and cost of value engineering activities. Included are value engineer reports and directly related papers.

Disposition: Hq, DCA Office of Record - Consolidated reports - Permanent. Feeder reports - Destroy after 2 years.

Others - Destroy after 2 years.

805-03 Value Engineering Study Files. Documents used in accomplishing a reduction in cost of existing or planned communications projects without sacrificing quality and performance. Included are value engineering studies, cost data, production and procurement process data, and other documents directly related to the study.

Disposition: Office responsible for making the study - Permanent.

Others - Destroy when no longer needed.

805-04 Value Engineering Reference Paper Files. These papers relate to value engineering activities and consist of:

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

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

Others - Destroy when no longer needed.

Section V. VALUE ENGINEERING FILES

These files relate to the systematic application of techniques used to identify the function of communications systems, material, and equipment, and establish values for these functions at the lowest practicable cost without degradation of essential function characteristics. The terms value engineering and value analysis are synonymous.

805-01 Value Engineering Administrative Files. Documents relating generally to the application of value engineering to communications systems, material, equipment, facilities, procedures, methods, and function of systems, but exclusive of specific documents described in this section.

Disposition: Office of Record - ~~Permanent~~. Destroy when no longer needed.
Others - Destroy after 2 years.

805-02 Value Engineering Reporting Files. Documents used in reporting information on the training, workload, execution, results, and cost of value engineering activities. Included are value engineer reports and directly related papers.

Disposition: Hq, DCA Office of Record - Consolidated reports - Permanent. Feeder reports - Destroy after 2 years.

Others - Destroy after 2 years.

805-03 Value Engineering Study Files. Documents used in accomplishing a reduction in cost of existing or planned communications projects without sacrificing quality and performance. Included are value engineering studies, cost data, production and procurement process data, and other documents directly related to the study.

Disposition: Office responsible for making the study - Permanent.

Others - Destroy when no longer needed.

805-04 Value Engineering Reference Paper Files. These papers relate to value engineering activities 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, endexes, and other papers used for controlling work.

Disposition: Destroy when no longer needed.

Section VI. TECHNICAL OPERATIONS SUPPORT FILES

Files described in this section are created by the National Military Command System Support Center (NMCSSC) in support of DoD directorates and agencies in planning for and supervising the execution of tasks relating to nuclear vulnerability analysis, war gaming, data development, mobility requirements, computational techniques, methodological research.

806-01 NMCSSC Management Review Files. Documents relating to the overall supervision and management of NMCSSC programs, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years.

806-02 Damage Assessment Analysis Files. Documents created in the assessment of nuclear damage affecting military communications. Included are developmental projects containing computerized data which can be used either to implement a computer system or prepare necessary publications.

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

Others - Destroy when no longer needed.

806-03 Nuclear Vulnerability Files. Documents relating to analysis of nuclear weapon vulnerability of selected communications facilities and their related components. Included are projects containing analyses from which are developed damage criteria as expressed in computer models. The information can be used either to implement a computer system or prepare necessary publications.

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

Others - Destroy when no longer needed.

806-04 Technical and Analytical Support Files. Documents developed as the result of furnishing computer and data support to DoD agencies. Included are projects reflecting analysis, evaluation of data, studies, tasking statements, and correspondence generated directly by the projects.

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

Others - Destroy when no longer needed.

806-05 Environmental and Technical Development and Analysis Files. Research projects developed in-house to improve methodology and techniques in the computer sciences to ensure keeping in step with the state-of-the-art as it applies to assigned mission and functions of the NMCSSC.

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

Others - Destroy when no longer needed.

806-06 War Games Administrative Files. Documents pertaining to matters affecting all areas of war gaming, but exclusive of specific types of war games described in this section.

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

Others - Destroy when no longer needed.

806-07 Cold War Games Files. Documents generated in response to Studies, Analysis and Gaming Agency (SAGA) support requirements in the area of cold war. Included are papers reflecting TV and motion picture support, technical consultation, and assistance in the conduct of politico-military games.

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

Others - Destroy when no longer needed.

806-08 Cold War Games Model Files. Documents relating to development, design, modification, and description of cold war models in consonance with SAGA requirements. Included are papers specified in the NMCSSC standards.

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

Others - Destroy when no longer needed.

806-09 Limited War Games Files. Documents relating to computer and analyst support in the conduct of specific limited war games by the SAGA. Included are tasking statements, project directives, and such other documents specified by the NMCSSC Data Processing Standards Manual.

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

Others - Destroy when no longer needed.

806-10 Limited War Games Model Files. Documents relating to development, design, modification, and description of limited war models required by the SAGA. Included are papers specified in the NMCSSC Documentation Standards.

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

Others - Destroy when no longer needed.

806-11 General War Games Files. Documents relating to computer and analyst support in the conduct of specific general war games by the SAGA. Included are tasking statements, project directives, and such other papers specified in the NMCSSC Data Processing Standards Manual.

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

Others - Destroy when no longer needed.

806-12 General War Games Model Files. Documents relating to development, design, modification, and description of general war models required by the SAGA. Included are documents specified in the NMCSSC Documentation Standards.

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

Others - Destroy when no longer needed.

806-13 General War Gaming Requirements Files. Documents relating to requirements generated by other offices in the NMCSSC, JCS, and SAGA not directly applicable to any specific area of war gaming.

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

Others - Destroy when no longer needed.

806-14 War Gaming Training Files. Documents relating to development, coordination, and monitoring of the training program for SAGA personnel engaged in using war gaming models. Included are papers reflecting training plans, training schedules, equipment used for training purposes, personnel prerequisites, requirements, and related papers.

Disposition: Destroy when superseded or no longer needed.

806-15 Data Development and Maintenance Files. Documents relating to the collection and maintenance of automated data files to support damage assessment, war gaming, mobility analysis, and other special studies requiring automated data bases.

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

Others - Destroy when no longer needed.

806-16 Rescinded.

with implementation and operational assignments; review and analysis or requirements, priorities, and work performed by Government agencies and contractors; and related papers.

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

Others - Destroy when no longer needed.

808-04 TCF Site Survey Files. Documents accumulated in the investigation and selection of suitable site at which to construct technical control 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 the 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.

808-05 TCF Configuration Files. Documents relating to engineering and configuration of technical control facilities. Included are trunk requirements and orders.

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

Others - Destroy when no longer needed.

808-06 TCF Interface Requirements Files. Documents relating to the interface of various transmission media within technical control facilities. Included are papers reflecting engineering criteria; circuit operating standards; access to basebands, supergroups, groups, voice bandwidth, and DC channels; analog and digital circuits entering or leaving the station; standard levels; and related papers.

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

Others - Destroy when no longer needed.

808-07 TCF Building and Floor Plans Files. Documents relating to construction of technical control facilities and their subordinate patch and test facilities. Included are building plans,

building modifications, when required, floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

808-08 TCF Installation/Implementation Plans Files. Installation and implementation plans prepared by the military departments and submitted to DCA for approval. The plans outline steps for elevation of all technical control facilities to the same functional performance level in consonance with individual requirements and potential. Implementation provides for single service, multiyear procurement of equipment commonality.

Disposition: Destroy when superseded or no longer needed.

808-09 TCF Equipment Files. Papers relating to maintenance of TCF equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer needed.

808-10 TCF Technical Literature Development Files. Papers which contribute to development of technical control facilities equipments manuals prepared by contractors or in-house. Included are reviews, verifications, comments, changes, and advice furnished the writers by DCA engineers and scientists.

Disposition: Destroy when superseded or no longer needed.

#808-11 TCF Logistics Supply and Transportation. Documents related to the logistical support of the TCF. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

808-12 TCF Training Files. Documents accumulated in the development of the technical control facilities training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

Disposition: Destroy when superseded or no longer needed.

808-13 TCF Tools and Test Equipment Files. Documents relating to the modification, test, and comparable actions pertaining to individual items of equipment (patch bays, test equipment, conditioning equipment) used in DCS station technical control facilities and patch and test facilities. Included are documents reflecting application, proposals, and related papers.

Disposition: Destroy when no longer needed.

808-14 TCF Management Engineering Plans Files. The management engineering plan (MEP) encompasses technical control facilities acquisition, objective, operational concept, tasking fiscal data, technical requirements developmental concept, and schedules. Also included are papers reflecting formulation, coordination, and approval of the MEP.

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

Others - Destroy when no longer needed.

808-15 TCF Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the technical control facilities 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.

808-16 TCF Management Information System Files. Organized collection of systematically arranged data used by responsible program management officials in evaluating specific needs of the technical control 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; 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.

808-13 TCF Tools and Test Equipment Files. Documents relating to the modification, test, and comparable actions pertaining to individual items of equipment (patch bays, test equipment, conditioning equipment) used in DCS station technical control facilities and patch and test facilities. Included are documents reflecting application, proposals, and related papers.

Disposition: Destroy when no longer needed.

808-14 TCF Management Engineering Plans Files. The management engineering plan (MEP) encompasses technical control facilities acquisition, objective, operational concept, tasking fiscal data, technical requirements developmental concept, and schedules. Also included are papers reflecting formulation, coordination, and approval of the MEP.

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

Others - Destroy when no longer needed.

808-15 TCF Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the technical control facilities 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.

808-16 TCF Management Information System Files. Organized collection of systematically arranged data used by responsible program management officials in evaluating specific needs of the technical control 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; 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.

808-17 TCF Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate technical control facilities. 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.

808-18 TCF Repair Parts/T&TE Reports Files. 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.

808-19 TCF Equipment Standardization Files. Documents relating to design criteria, acceptance testing, production specifications, performance studies, and related papers on technical control facility equipment.

Disposition: Destroy when no longer needed.

808-20 TCF Wiring Files. Documents relating to the installation and wiring specifications used in technical control facilities and patch and test facilities. This includes wiring of jack strips, alarm circuits, sensing devices, conditioning equipment, and circuit routing through the technical control facilities to other elements of the DCS stations.

Disposition: Destroy upon deactivation of the facility.

808-21 TCF Data Files. Documents relating to the complete technical data and capabilities of DCS stations to provide service to users of the DCS. This includes information on items such as transmission link capabilities, patching capabilities, testing capabilities, spare facilities, and expansion programs in progress.

Disposition: Destroy when superseded by new data or discontinuance of the facility.

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

Others - Destroy when no longer needed.

808-31 TCF Doctrinal Concepts Files. Documents relating to technical control and patch and test facilities of DCS station philosophy. Daily functions include coordination, technical direction, technical supervision, restoral and status reporting. Included are papers reflecting policy guidance for the engineering, operation of the technical controls, establishing responsibilities for technical control, and related papers.

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

Others - Destroy when no longer needed.

808-32 TCF Quality Control Program Files. Documents relating to routine, special, periodic, or continuous measurements of equipment, link, circuits, networks, and system parameters against designed performance standards. The measurements verify proper performance or detect deterioration affecting customer service degradation. Included are papers reflecting policy, implementation, followup actions pertaining to the DCS quality control program, and related papers.

Disposition: Destroy after 2 years.

808-33 TCF Orderwire Files. Documents relating to voice and data communications circuits between and among telecommunications facilities used in exercising technical control of DCS communications facilities and resources and in exercising certain technical control functions. (This file description excludes nonorderwire circuits used for critical control, maintenance management, and traffic coordination.) Included are papers reflecting orderwire concepts which ensure efficient and effective technical control of the DCS; policy statements; actions related to the use, functions, derivation, and location of orderwire circuits and equipment; and related papers.

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

Others - Destroy when no longer needed.

808-34 Automated TCF Files. Documents relating to the transition of technical control facilities and patch and test facilities from a manual environment to an automated environment. The goal of research and development effort in this area is to provide quality monitoring by early detection of degradation. Included are project authorization, test data, specifications and drawings, interface requirements, hardware, software, and related papers.

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

Others - Destroy when no longer needed.

808-35 TCF Policy Files. Documents relating to the development, coordination, and approval of policies concerning all areas of technical control facilities and their subordinate test and patch facilities.

Disposition: Destroy when superseded or no longer needed.

808-36 TCF Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for TCF. 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.

Section IX. TRANSMISSION AND MULTIPLEX TECHNIQUES

Files described in this section pertain to transmission techniques applied to achieve error performance design goals and to provide users end-to-end error control to achieve desired performance.

809-01 Transmission and Multiplex Techniques Administrative Files. Documents relating to transmission and multiplex techniques, development, research, and related papers, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years.

809-02 Digital Files. Documents relating to digital transmission techniques including rate, base band requirements, radio frequency bandwidth, parallel to serial and serial to parallel conversion and signal to noise requirements, bit error rate standards, and other papers relating directly to digital techniques.

Disposition: Destroy when no longer needed.

Section XI. DCS QUALITY ASSURANCE PROGRAM

Files in this section relate to management actions and documentation pertaining to quality assurance (QA) of the Defense Communications System. Quality assurance has to do with transmission media facilities, switched network facilities, DCS fixed station facilities, and leased communications that constitute portions of the DCS. Files in this series encompass all functional aspects of technical evaluation, performance monitoring, and performance evaluation of these facilities.

811-01 QA Administration Files. Documents relating to the general, routine administration of the DCS Quality Assurance Program, to include planned improvements, but exclusive of specific files described in this section.

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

Others - Destroy when no longer needed.

811-02 QA Group and Committee Files. Proceedings of members comprising groups, committees, and panels which meet to examine and resolve problems and to provide detailed information necessary for planning and technical direction. Included are announcement, agenda, minutes, committee reports, and related papers.

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

Others - Destroy when no longer needed.

811-03 QA Technical Evaluation Files. Documents relating to procedures for collection and analysis of engineering data necessary to measure and record the performance capabilities of the various DCS transmission media links and switched networks. (Formerly known as the DCS Technical Visits Program.) Included are papers and correspondence pertaining to review and analysis of test procedures, and test data; test data forms and test equipment requirements; test schedules; test reports; planning documentation; guidance to DCA field activities and the military departments in implementing and managing the technical evaluation element.

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

Others - Destroy when no longer needed.

811-04 QA Performance Monitoring Files. Documents relating to procedures for collection and analysis of operational data necessary to record the daily performance of the various DCS transmission media links and switched networks. Included are papers reflecting review and analysis of collection procedures; selection of facilities, routes, and parameters to be monitored; data analysis and management actions taken; guidance provided to DCA field activities on management use of information and required management action; and related papers.

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

Others - Destroy when no longer needed.

811-05 QA Performance Evaluation Files. Documents relating to scheduling and conducting the performance evaluation visits (formerly known as the DCS Operational Evaluation Program); # performance evaluation reports; management actions taken; guidance to DCA field activities and the military departments on implementation and management of the performance evaluation element; and related papers.

Disposition: Destroy after 5 years. Retire when no longer needed.

Others - Destroy when no longer needed.

811-06 QA Commercial Communications Performance Evaluation Files. Documents relating to review of QA reports on leased commercial communications circuits, groups, and facilities. Included are QA reports, guidance provided to DCA field activities and DCS operating elements; correspondence with commercial carriers and Government agencies; and related papers.

Disposition: Destroy after 2 years.

811-07 QA Training and Certification Files. Documents relating to the development and administration of training and certification of DCA management staff members to perform functions of quality assurance management. Included are papers reflecting guidance provided to DCA field activities; proposed and approved policy guidance; subordinate field activities taskings; and related papers.

Disposition: Destroy after 2 years.

811-08 QA Program Data Analysis and Management Control. Documents relating to the analysis, integration, and correlation of quality control data derived from this and other programs and pertain to more than one QA element. Included are management reports derived from analysis of data; management briefings presented; charts, graphs, tables, standards, etc., developed from QA data; and other related papers.

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

Others - Destroy when no longer needed.

811-09 QA Performance Reports. Performance evaluation reports submitted to DCA by DCA performance evaluation teams, who report on individual DCS stations. The reports provide a performance history of the respective stations.

Disposition: Destroy 1 year after deactivation of the related station.

811-09 QA Reference Papers. These papers relate to the DCS Quality Assurance 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 XII. CONTRACTOR EFFORTS

Files described in this section pertain to contracts let by DCA and the military services to perform work affecting operation of the Defense Communications System. The papers relate to exchange of technical information, technical advice, as well as budgetary matters.

812-01 Contractor Administrative Files. Documents reflecting contract policies, restrictions and limitations, security requirements, and like general matters, but exclusive of papers relating to specific contracts.

Disposition: Destroy on supersession.

812-02 Contractor Technical Advisory Files. Documents relating to cost analyses, equipment design, systems design, and network configuration performed for DCA by private firms and universities under contract. Included are statements of work for systems engineering, proposals, progress reports, changes to tasks, messages and correspondence, directives, budgetary support documents, and related papers.

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

Section XIII. SEGMENTED CIRCUIT CONDITIONING PROGRAM

Files in this section relate to end-to-end engineering responsibility for conditioning each segment of a circuit to meet overall specified transmission requirements which ensure qualitative performance. Circuit conditioning is the process of compensating through the use of specially developed ancillary equipment the changes in electrical characteristics of the information-bearing signal caused by anomalies in the transmission system. Conditioning overcomes the cumulative effects of links in tandem which contribute to the changes in the characteristics of the transmitted information.

813-01 Circuit Conditioning Administrative Files. Documents relating to the general, routine administration of the circuit conditioning 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.

*(Reprint, change 6, 2 Jun 75)

813-02 Reserved.

813-03 Circuit Conditioning Program Management Files. Documents relating to overall management direction of the circuit conditioning program. Included are papers reflecting designation of commercial carrier of DCA activity as the focal point of responsibility for engineering on an end-to-end circuit basis, which encompasses required circuit levels and equipment and end-to-end technical sufficiency; implementing actions of DCA, military departments, and commercial carriers; coordination and approval of plans; management engineering plan (MEP) and related revisions; information furnished the military departments concerning their future funding and programing in accordance with implementation and operational assignments; and related papers.

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

Others - Destroy when no longer needed.

813-04 Reserved.

813-05 Reserved.

813-06 Circuit Conditioning Implementation Plans Files. Plans prepared as guide to implementation of the segmented circuit conditioning program. The plans provide detailed schedules and responsibilities, logistics, engineering plans, testing procedures, and contractural requirements.

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

Others - Destroy when no longer needed.

813-07 Circuit Conditioning Building and Floor Plans Files. Documents relating to construction of circuit conditioning facilities. Included are floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

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*(Reprint, change 6, 2 Jun 75)

813-02 Reserved.

813-03 Circuit Conditioning Program Management Files. Documents relating to overall management direction of the circuit conditioning program. Included are papers reflecting designation of commercial carrier of DCA activity as the focal point of responsibility for engineering on an end-to-end circuit basis, which encompasses required circuit levels and equipment and end-to-end technical sufficiency; implementing actions of DCA, military departments, and commercial carriers; coordination and approval of plans; management engineering plan (MEP) and related revisions; information furnished the military departments concerning their future funding and programing in accordance with implementation and operational assignments; and related papers.

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

Others - Destroy when no longer needed.

813-04 Reserved.

813-05 Reserved.

813-06 Circuit Conditioning Implementation Plans Files. Plans prepared as guide to implementation of the segmented circuit conditioning program. The plans provide detailed schedules and responsibilities, logistics, engineering plans, testing procedures, and contractural requirements.

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

Others - Destroy when no longer needed.

813-07 Circuit Conditioning Building and Floor Plans Files. Documents relating to construction of circuit conditioning facilities. Included are floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

*(Reprint, change 6, 2 Jun 75)

813-08 Circuit Conditioning Implementation Files. Documents relating to the degree of achievement in program execution in comparison with the implementation plans. Included are papers reflecting circuit conditioning procedures, upgrade of TCF to accommodate large volume circuit conditioning requirements, conditioning equipment supply, and related papers.

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

Others - Destroy when no longer needed.

813-09 Reserved.

813-10 Circuit Conditioning Technical Literature Development Files. Papers which contribute to the development of circuit conditioning manuals. Included are reviews, verifications, comments, changes, and advice furnished by DCA engineers and scientists.

Disposition: Destroy when no longer needed.

813-11 Reserved.

813-12 Circuit Conditioning Training Files. Documents accumulated in the development of the circuit conditioning training program, which ensures personnel familiarity with the operational and technical characteristics of ancillary equipments. Included are training plans, schedules, and documents reflecting equipments used for training purposes, personnel prerequisites, requirements, and related papers.

Disposition: Destroy when no longer needed.

813-13 Circuit Conditioning Tools and Test Equipments Files. Documents relating to special tools and test equipments which enable quality control of signals on all channels and equipment used in segmented circuit conditioning. Included are documents reflecting application, proposal, and related papers.

Disposition: Destroy when no longer needed.

813-14 Circuit Conditioning Test Plans and Reports Files. Copies of circuit conditioning test plans, progress reports, and summary test and performance reports submitted to DCA for evaluation.

Disposition: Destroy when no longer needed.

*(Reprint, change 6, 2 Jun 75)

813-15 Circuit Conditioning Reports Files. Documents relating to the segmented circuit conditioning program, evaluation, review technique. DCA provides the computation and specifies the coding structure for the PERT equipment.

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

Others - Destroy when no longer needed.

Section XIV. MEECN

The Minimum Essential Emergency Communications Network (MEECN) is a worldwide communications system which provides the necessary communications to transmit messages from the National Command Authorities and Joint Chiefs of Staff to the commanders of unified and specified commands, and to their forces.

814-01 MEECN Administrative Files. Documents relating to the general, routine administration and supervision of the MEECN program, but exclusive of the specific files described in this section. Included are memorandums, correspondence, and standing operating procedures.

Disposition: Office of Record - Destroy after 5 years.

Others - Destroy when no longer needed.

814-02 MEECN Group and Committee Files. Documents relating to proceedings of members comprising MEECN groups, committees, and panels which meet to resolve pertinent problems concerned with implementation of the MEECN program. Included are announcements, agenda, minutes, reports and recommendations, and related papers.

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

Others - Destroy when no longer needed.

814-03 MEECN Program Management Files. Documents relating to the overall management direction of the MEECN program. Included are papers reflecting present and future configuration and operation of the worldwide MEECN; technical plans including master plan, subsystem project plans, management engineering plan (MEP); policy guidance and direction for system operation; direction of site surveys and recommendations to JCS concerning location of new MEECN transmitting/receiving sites; information

*(Reprint, change 6, 2 Jun 75)

furnished the military departments and other U.S. agencies concerning their future funding and programing in accordance with their implementation and operational assignments; published directives providing changes in format, operational procedures, standards, configuration necessary in the evolution and development of the MEECN; direction to the military departments and other agencies to initiate commercial authorization actions for the expansion program and reconfiguration of subscribers; proposals for deactivation of MEECN subsystems, as appropriate; and related papers.

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

Others - Destroy when no longer needed.

814-04 MEECN Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct MEECN 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 the project, or 3 years after abandonment of the project. Files relating to unselected sites may be retained for future use until the sites are selected or rejected as unsuitable for DCA use.

Others - Destroy when no longer needed.

814-05 MEECN Configuration Management Files. Documents relating to configuration management responsibilities and activities of the military departments concerning assigned MEECN subsystems and to overall configuration responsibilities and actions of the MEECN Program Management Officer.

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

Others - Destroy when no longer needed.

814-06 MEECN Interface Requirements Files. Documents relating to the interface of the MEECN to ensure compatibility with associated subsystems or networks to the degree required by approved long-range objectives of the NMCS. Included are circuit diagrams, block diagrams, and other documents which provide guidance to communications engineers and scientists.

*(Reprint, change 6, 2 Jun 75)

furnished the military departments and other U.S. agencies concerning their future funding and programing in accordance with their implementation and operational assignments; published directives providing changes in format, operational procedures, standards, configuration necessary in the evolution and development of the MEECN; direction to the military departments and other agencies to initiate commercial authorization actions for the expansion program and reconfiguration of subscribers; proposals for deactivation of MEECN subsystems, as appropriate; and related papers.

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

Others - Destroy when no longer needed.

814-04 MEECN Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct MEECN 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 the project, or 3 years after abandonment of the project. Files relating to unselected sites may be retained for future use until the sites are selected or rejected as unsuitable for DCA use.

Others - Destroy when no longer needed.

814-05 MEECN Configuration Management Files. Documents relating to configuration management responsibilities and activities of the military departments concerning assigned MEECN subsystems and to overall configuration responsibilities and actions of the MEECN Program Management Officer.

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

Others - Destroy when no longer needed.

814-06 MEECN Interface Requirements Files. Documents relating to the interface of the MEECN to ensure compatibility with associated subsystems or networks to the degree required by approved long-range objectives of the NMCS. Included are circuit diagrams, block diagrams, and other documents which provide guidance to communications engineers and scientists.

*(Reprint, change 6, 2 Jun 75)

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

Others - Destroy when no longer needed.

814-07 MEECN Building and Floor Plans Files. Copies of MEECN building and floor plans submitted by the contractor through the military department responsible for construction of the site. Included are building plans, floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

814-08 MEECN System Implementation Plans Files. Documents relating to the implementation of the MEECN program. Included are clearly defined areas of responsibility assigned to the military departments, program schedules, milestone schedules, procurement schedules, supply and services plans, subsystem equipment schedules, transmission facilities schedules, and related papers.

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

Others - Destroy when no longer needed.

814-09 MEECN Equipment Maintenance Files. Documents relating to the maintenance of MEECN equipment. Included are maintenance plans, maintenance concepts, and related papers.

Disposition: Destroy when no longer needed.

814-10 MEECN Technical Literature Development Files. Papers which contribute to the development of MEECN manuals prepared in-house or by contractors. Included are reviews, verifications, proposals, comments, changes, and advice furnished by DCA engineers and scientists.

Disposition: Destroy when no longer needed.

814-11 MEECN Logistics Support Documents Files. Documents relating to the logistical support of MEECN. Included are methods to achieve the most favorable ratio of support to cost for communications networks, systems, and equipment with

*(Reprint, change 6, 2 Jun 75)

respect to facilities, repair parts, spares, transportation, personnel, and other supporting factors. Files consist of logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

814-12 MEECN Training Files. Documents accumulated in the development of the MEECN training program. Included are papers which reflect the program from the qualitative and quantitative personnel requirements through provision of trained personnel on site. The training may be accomplished by the military departments or contractors in the use of training plans, schedules, and equipments used for training purposes.

Disposition: Destroy when no longer needed.

814-13 MEECN Tools and Test Equipment Files. Documents relating to the special tools and test equipments used in the MEECN program. Included are documents reflecting application, proposals, and related papers.

Disposition: Destroy when no longer needed.

814-14 MEECN Test Plans and Reports Files. Copies of MEECN test criteria, test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the military departments or contractors, or prepared by DCA.

Disposition: Destroy when no longer needed.

814-15 MEECN Transition Plans Files. Plans prepared by DCA as a step in relinquishing operational responsibility to the cognizant military department or DoD agency. The plan contains the operational concept, schedules to commit each facility to operational status, and other details required by the operational and maintenance organization.

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

Others - Destroy when no longer needed.

~~814-16 MEECN Study Files. Documents generated as the result~~ of analyzing MEECN requirements. These include communications

*(Reprint, change 6, 2 Jun 75)

requirements as derived from program objectives/requirements, threat analysis as concerned with near-term (1972) and long-term (1980 and beyond), nuclear threat, electronic warfare, physical security, degradation of environment, survivability analysis; analysis of existing systems to include definition of subsystems of interim system, interface characteristics, operational procedures, technological data concerning techniques, concepts, modulation, message characteristics, satellite and other communications media; network design to include iterative process for interim and advanced MEECN.

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

Others - Destroy when no longer needed.

814-17 MEECN Standardization Files. Documents relating to standardization of MEECN hardware, software, and interface of the MEECN communications systems, procedures, networks, and equipment. Included are standard equipment lists, equipment service testing program documents, technical procedures, technical specifications, performance studies, and related papers.

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

Others - Destroy when no longer needed.

814-18 MEECN Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications required to operate the MEECN. 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.

814-19 MEECN Management Status Report Files. Reports, briefings, charts, and slides required to present the status of MEECN in presentations made to the DCA staff, OSD, JCS, military departments, and other cognizant agencies. Included are milestone

requirements as derived from program objectives/requirements, threat analysis as concerned with near-term (1972) and long-term (1980 and beyond), nuclear threat, electronic warfare, physical security, degradation of environment, survivability analysis; analysis of existing systems to include definition of subsystems of interim system, interface characteristics, operational procedures, technological data concerning techniques, concepts, modulation, message characteristics, satellite and other communications media; network design to include iterative process for interim and advanced MEECN.

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

Others - Destroy when no longer needed.

814-17 MEECN Standardization Files. Documents relating to standardization of MEECN hardware, software, and interface of the MEECN communications systems, procedures, networks, and equipment. Included are standard equipment lists, equipment service testing program documents, technical procedures, technical specifications, performance studies, and related papers.

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

Others - Destroy when no longer needed.

814-18 MEECN Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications required to operate the MEECN. 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.

814-19 MEECN Management Status Report Files. Reports, briefings, charts, and slides required to present the status of MEECN in presentations made to the DCA staff, OSD, 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 obsolete or no longer needed.

814-20 MEECN Reference Paper Files. These papers relate to the MEECN 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.

814-21 MEECN 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, transmission plan, listing of COMSEC equipment, and related papers.

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

Others - Destroy when no longer needed.

814-22 MEECN Performance Files. Documents relating to the operational efficiency of the global MEECN system. Included are narratives outlining operation of network components, their failures (if any) and the causes of failure, techniques applied in taking corrective action, and related papers.

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

Others - Destroy when no longer needed.

814-23 MEECN Technical Data Base. A collection of data used to provide the technical and performance characteristics of the MEECN. The data base consists of a node file, link files, and look-up tables.

Disposition: Destroy when superseded.

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 - Destroy after 3 years.

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

817-07 TRI-TAC/DCS Interface Files. Documents relating to the interface of TRI-TAC systems with the Defense Communications System. Included are feasibility studies; papers reflecting configuration, sizing management, and costs; circuit diagrams; block diagrams; and other papers which serve as guide to communications engineers and administrators.

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

Others - Destroy when no longer needed.

817-08 TRI-TAC Reference Paper Files. These papers relate to the Joint Tactical Communications 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 to control work.

Disposition: Destroy when no longer needed.

817-09 TRI-TAC Program Logistics Files. Papers relating to overall TRI-TAC program logistics policy. Included are agenda, minutes of the TRI-TAC logistics coordinating committee, and related papers.

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

Others - Destroy when no longer needed.

817-10 TRI-TAC Program Logistics Support Documents. Documents relating to integrated logistics support planning for the TRI-TAC program. Included are logistics plans and related papers.

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

Others - Destroy when no longer needed.

817-07 TRI-TAC/DCS Interface Files. Documents relating to the interface of TRI-TAC systems with the Defense Communications System. Included are feasibility studies; papers reflecting configuration, sizing management, and costs; circuit diagrams; block diagrams; and other papers which serve as guide to communications engineers and administrators.

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

Others - Destroy when no longer needed.

817-08 TRI-TAC Reference Paper Files. These papers relate to the Joint Tactical Communications 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 to control work.

Disposition: Destroy when no longer needed.

817-09 TRI-TAC Program Logistics Files. Papers relating to overall TRI-TAC program logistics policy. Included are agenda, minutes of the TRI-TAC logistics coordinating committee, and related papers.

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

Others - Destroy when no longer needed.

817-10 TRI-TAC Program Logistics Support Documents. Documents relating to integrated logistics support planning for the TRI-TAC program. Included are logistics plans and related papers.

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

Others - Destroy when no longer needed.

817-11 TRI-TAC Plans and Reports. Documents relating to TRI-TAC development test (DT) and operational test (OT). Included are DCA's comments and coordination papers pertaining to joint test programs, joint test plans, joint test procedures, and related papers.

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

Others - Destroy when no longer needed.

Section XVIII. AICTS FILES

Files described in this section accumulate in the Advisory Information Center Technical Support Program Management Office (AICTS PMO), which is concerned with providing support to national security information handling functions. This program is extremely sensitive, and related detailed information is available on a strict need-to-know basis.

818-01 AICTS Administrative Files. Documents relating to the routine administration and management of the AICTS functions, exclusive of specific files described in this section.

Disposition: Destroy when no longer needed.

818-02 AICTS Committee Files. Papers relating to the proceedings of members of AIC committees and panels which review technical support and resolve problems affecting user requirements.

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

Others - Destroy when no longer needed.

818-03 AICTS Program Status/Progress Reports. Reports prepared to outline AICTS program status and the progress of assigned projects.

Disposition: Destroy when no longer needed.

818-04 AICTS Research and Development Planning Files. Studies, correspondence, and related papers created in developing, planning, implementing, testing, and evaluating ADP systems serving functions peculiar to AIC.

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

Others - Destroy when no longer needed.

818-05 AICTS ADP Engineering Files. Studies of specific hardware/software configurations and enhancements to serve mission needs.

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

Others - Destroy when no longer needed.

818-06 AICTS ADP Utilization Files. Documents pertaining to determining the efficiency of systems and procedures used in handling data by ADP.

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

Others - Destroy when no longer needed.

818-07 AICTS Program Resources. Documents relating to commitment and obligation of program funds, as well as personnel resources.

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

Others - Destroy when no longer needed.

818-08 AICTS Requirements and Technical Designs. Documents generated in analyzing the application of ADP procedures to AIC functions. Included are analyses of system functional requirements and capabilities, phasing plans, concept and design plans, and related papers.

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

Others - Destroy when no longer needed.

818-09 AICTS Implementation Files. Plans and other documents prepared to implement ADP systems developed for use in the AIC. Included are system and subsystem plans, specifications, and tasking statements.

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

Others - Destroy when no longer needed.

818-05 AICTS ADP Engineering Files. Studies of specific hardware/software configurations and enhancements to serve mission needs.

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

Others - Destroy when no longer needed.

818-06 AICTS ADP Utilization Files. Documents pertaining to determining the efficiency of systems and procedures used in handling data by ADP.

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

Others - Destroy when no longer needed.

818-07 AICTS Program Resources. Documents relating to commitment and obligation of program funds, as well as personnel resources.

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

Others - Destroy when no longer needed.

818-08 AICTS Requirements and Technical Designs. Documents generated in analyzing the application of ADP procedures to AIC functions. Included are analyses of system functional requirements and capabilities, phasing plans, concept and design plans, and related papers.

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

Others - Destroy when no longer needed.

818-09 AICTS Implementation Files. Plans and other documents prepared to implement ADP systems developed for use in the AIC. Included are system and subsystem plans, specifications, and tasking statements.

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

Others - Destroy when no longer needed.

818-10 AICTS ADP Standards. Documents pertaining to operational policies and procedures for software and hardware technical standards applicable to the needs of the AIC.

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

Others - Destroy when no longer needed.

818-11 AICTS ADP Specifications. Papers documenting specific ADP file development efforts or system enhancements or both. Included are specifications, user guides, reporting system instructions, and related papers.

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

Others - Destroy when no longer needed.

818-12 AICTS TEMPEST Files. Documents pertaining to TEMPEST evaluations and implementation of corrective action.

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

Others - Destroy when no longer needed.

818-13 AICTS Technical and Analytical Support Files. Papers reflecting furnishing equipment and data support to users, to include technical evaluation reports and studies of systems, equipment, and data.

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

Others - Destroy when no longer needed.

818-14 AICTS Reference Papers. Documents pertaining to AICTS matters, consisting of copies of papers which duplicate record copies, drafts, working papers, and documents which require no action.

Disposition: Destroy when no longer needed.

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

Others - Destroy when no longer needed.

818-10 AICTS ADP Standards. Documents pertaining to operational policies and procedures for software and hardware technical standards applicable to the needs of the AIC.

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

Others - Destroy when no longer needed.

818-11 AICTS ADP Specifications. Papers documenting specific ADP file development efforts or system enhancements or both. Included are specifications, user guides, reporting system instructions, and related papers.

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

Others - Destroy when no longer needed.

818-12 AICTS TEMPEST Files. Documents pertaining to TEMPEST evaluations and implementation of corrective action.

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

Others - Destroy when no longer needed.

818-13 AICTS Technical and Analytical Support Files. Papers reflecting furnishing equipment and data support to users, to include technical evaluation reports and studies of systems, equipment, and data.

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

Others - Destroy when no longer needed.

818-14 AICTS Reference Papers. Documents pertaining to AICTS matters, consisting of copies of papers which duplicate record copies, drafts, working papers, and documents which require no action.

Disposition: Destroy when no longer needed.

Section XIX. AUTOMATED DATA SYSTEMS FILES

Files in this section document the Agency's responsibility to interface DoD computer planning with telecommunications having impact on the Defense Communications System (DCS). DCA serves as the focal point for the military departments and other DoD agencies in achieving computer interconnectivity with the DCS.

819-01 Automated Data Systems Administrative Files. Documents relating to the general, routine administration of the Automated Data Systems 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.

819-02 Automated Data Systems Group and Committee Files. Documents accumulated in the process of organizing, establishing, and administering Automated Data Systems phasing groups and panels which act on matters pertaining to computer-based on-line planning having an impact on the Defense Communications System; provide for early coordination between planners for computers and telecommunications to ensure total system integrity, beginning at the system's inception; and investigate the future computer-telecommunications systems concepts and requirements that relate to the DCS. Included are announcements, agenda, minutes, group and panel reports, recommendations, and related papers.

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

Others - Destroy when no longer needed.

819-03 Automated Data Systems Program Planning Files. Documents relating to methodology and management concepts for integrated planning of computers and telecommunications, commencing with the early design stages of the system. Included are documents providing guidance to meet the demands for computer interconnectivity; papers reflecting identification of specific computer-telecommunications systems, standards, requirements, and concepts that relate to the Defense Communications System; development of criteria in selecting the Automated Data System having potential and significant impact of the system on the DCS; and related papers.

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

Others - Destroy when no longer needed.

819-04 Automated Data Systems List Files. Lists of Automated Data Systems within Department of Defense that have impact on the DCS. The lists, which contains general descriptive information on each Automated Data System that is using or may be a candidate for DCS telecommunications support, is a catalog of all the system's functions and characteristics. This facilitates assessing the systems for subsequent determination of their impact on the DCS.

Disposition: Destroy when superseded or no longer needed.

819-05 Automated Data Systems Requirements Files. Documents relating to development of an automated information file on Automated Data Systems telecommunications requirements planned to utilize the DCS resources. The requirements have a bearing on operational functions, such as command and control, intelligence, logistics, weather, administration, scientific support, and the like.

Disposition: Destroy when superseded or no longer needed.

Section XX. AUTOVON

AUTOVON (Automatic Voice Network) is the DCS worldwide communications system which provides the means for establishing communications automatically within the Department of Defense and between DoD and certain DCS subscribers. Although the system is used primarily for exchange of voice information, it is capable of handling graphic data information on a subscriber-to-subscriber basis.

820-01 AUTOVON Administrative Files. Documents relating to the general routine administration of the AUTOVON 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.

820-02 AUTOVON Group and Committee Files. Documents relating to the proceedings of members comprising AUTOVON groups, committees, and panels which meet to resolve pertinent problems such as site selection, switching center, construction, procurement, testing, network configuration, and directly related matters affecting implementation of the AUTOVON program. 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.

820-03 AUTOVON Program Management Files. Documents relating to the overall management direction of the AUTOVON program. Included are papers reflecting present and future configuration and operation of the worldwide AUTOVON; policy guidance and direction for system operation; direction of site surveys and recommendations to JCS concerning location of new switching center; information furnished the military departments and other U.S. agencies concerning their future funding and programing in accordance with implementation and operational assignments; published directives showing changes in format, operational procedures, standards, routing, etc., necessary in the evolution and development of the DCS AUTOVON; direction of the military departments and other agencies to initiate commercial authorization actions for the expansion program and reconfiguration of subscribers; proposal for deactivation of manual and electromechanical relay centers as appropriate; and related papers.

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

Others - Destroy when no longer needed.

820-04 AUTOVON Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct AUTOVON 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 the 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.

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. Retire when no longer needed.

Others - Destroy when no longer needed.

820-21 AUTOVON Subscriber Terminal 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 - Destroy after 10 years.

Others - Destroy when no longer needed.

820-22 AUTOVON ASC Hardware/Equipment Files. Documents relating to equipment for AUTOVON 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 - Destroy after 10 years.

Others - Destroy when no longer needed.

820-23 AUTOVON 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 papers.

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy when no longer needed.

820-24 AUTOVON Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the AUTOVON system. Solicitations (commonly called "procurement packages") include

820-15 AUTOVON Report Files. Documents relating to AUTOVON 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.

820-16 AUTOVON Subscriber List Files. Lists showing subscribers to the AUTOVON system, subscriber access and line listing, priority lists, and related papers.

Disposition: Destroy when superseded or no longer needed.

820-17 AUTOVON Cutover Plans Files. Copies of AUTOVON 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.

820-18 AUTOVON Power Files. Documents relating to primary electrical power equipment used in operating the AUTOVON system. 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.

820-19 AUTOVON Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the AUTOVON 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.

820-20 AUTOVON Management Information System Files. Organized collection of systematically arranged data used by responsible program management officials in evaluating specific needs of the AUTOVON program. Included are papers reflecting maintenance engineering and analysis control, program schedule and cost

820-44 AUTOVON Switch Center Termination Reports. Reports consist of computer printouts showing individual circuits homed into AUTOVON switching centers for any given month and total terminations into any given switch within the same month. Reports are used primarily by DECCO to establish payment of minimum service charge to commercial carriers.

Disposition: DECCO - Retain tally sheet for each AUTOVON switch until discontinuance, and then destroy. Destroy remainder of printout after 1 year.

Others - Destroy when no longer needed.

820-45 AUTOVON Abuse Files. Reports of investigation and papers reflecting action taken on abuse of the AUTOVON network by personnel for unofficial purposes.

Disposition: Destroy 1 year after completed action.

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

Others - Destroy when no longer needed.

821-20 AUTODIN Management Information System Files. Organized collection of systematically arranged data used by responsible program management officials in evaluating specific needs of the AUTODIN 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. Retire when no longer needed.

Others - Destroy when no longer needed.

821-21 AUTODIN Subscriber Terminal 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 - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

821-22 AUTODIN ASC Hardware/Equipment Files. Documents relating to equipment for AUTODIN 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 - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

821-23 AUTODIN 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 papers.

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

Others - Destroy when no longer needed.

821-24 AUTODIN Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the AUTODIN system. 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.

821-25 AUTODIN Deployment Files. Documents relating to worldwide deployment of the AUTODIN system and associated networks and facilities to fulfill validated requirements as directed by JCS.

Disposition: Destroy when superseded or no longer needed.

821-26 AUTODIN Repair Parts/T&TE Reports Files. 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.

821-27 AUTODIN Reference Paper Files. These papers relate to the AUTODIN 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.

Disposition: Destroy when no longer needed.

822-19 AUTOSEVOCOM Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the 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.

822-20 AUTOSEVOCOM Management Information System Files. Organized collection of systematically arranged data used by responsible program management officials in evaluating specific needs of the AUTOSEVOCOM 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. Retire when no longer needed.

Others - Destroy when no longer needed.

822-21 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 - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

822-22 AUTOSEVOCOM ASC Hardware Equipment Files. Documents relating to equipment for AUTOSEVOCOM automatic switching centers to ensure system effectiveness as regards modular configuration, interface, and transmission. Included are equipment specifications, cryptographic devices, and relate papers.

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

Others - Destroy when no longer needed.

822-23 AUTOSEVOCOM 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 papers.

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

Others - Destroy when no longer needed.

822-24 AUTOSEVOCOM Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the AUTOSEVOCOM system. 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.

822-25 AUTOSEVOCOM Deployment Files. Documents relating to worldwide deployment of the AUTOSEVOCOM system and associated networks and facilities to fulfill validated requirements as directed by JCS.

Disposition: Destroy when superseded or no longer needed.

822-26 AUTOSEVOCOM Repair Parts/T&TE Reports Files. 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.

823-16 DSSCS Subscriber List Files. Lists showing subscribers to the DSSCS system, subscriber access and line listing, priority lists, and related papers.

Disposition: Destroy when superseded or no longer needed.

823-17 DSSCS Cutover Plans Files. Copies of DSSCS 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.

823-18 DSSCS Power Files. Documents relating to primary electrical power equipment used in operating the DSSCS system. 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.

823-19 DSSCS Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the DSSCS 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.

823-20 DSSCS Management Information System Files. Organized collection of systematically arranged data used by responsible program management officials in evaluating specific needs of the DSSCS 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. Retire when no longer needed.

Others - Destroy when no longer needed.

823-21 DSSCS 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 - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

823-22 DSSCS ASC Hardware Equipment Files. Documents relating to equipment for DSSCS 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 - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

823-23 DSSCS 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 papers.

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

Others - Destroy when no longer needed.

823-24 DSSCS Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the DSSCS system. 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.

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

Others - Destroy when no longer needed.

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

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

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

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.

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.

828-35 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 - Destroy after 10 years. 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 - Destroy after 10 years. Retire when no longer needed.

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

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 - Destroy after 3 years. Retire when no longer needed.

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

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 - Destroy after 3 years. Retire when no longer needed.

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.

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 - Destroy after 2 years.

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

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 - Destroy after 10 years. 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 - Destroy after 3 years.

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 - Destroy after 3 years.

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 Rescinded.

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: Destroy when obsolete or 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: Destroy when obsolete or no longer needed.

Others - Destroy when no longer needed.

830-22 TransComm Operations Summary Reports Files. Copies of reports submitted at specified intervals to DCA by contractor during his operation and maintenance responsibility for each transportable communications site. The report shows significant events occurring at the site, such as installation difficulties, power system difficulties, 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.

830-23 Reserved.

830-24 TransComm 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 papers.

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

Others - Destroy when no longer needed.

830-25 TransComm Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets specifications to operate the transportable communications facilities. 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.

830-26 TransComm Deployment Files. Documents relating to worldwide deployment of transportable communications facilities to fulfill validated requirements as directed by the JCS.

Disposition: Destroy when superseded or no longer needed.

830-27 TransComm Repair Parts/T&TE Reports Files. 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.

830-28 TransComm Reference Paper Files. These papers relate to the transportable communications 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.

830-29 TransComm Operations Files. Documents accumulated by DCA in exercising operational direction for transportable communications facilities used within the Defense Communications System. Included are papers reflecting authority to direct the operating elements of the DCS; assignment of tasks to those elements; reallocation of DCS operational facilities to accomplish DCA's mission; establishment of and prescribing a single set of standards, practices, methods, and procedures for the performance and operation of the DCS; analysis of system performance and operation of the DCS; frequency support action; and related papers.

Disposition: Office of Record - ~~Permanent. Retire when no longer needed.~~ Destroy when 5 years old.

Others - Destroy when no longer needed.

830-30 DCS Transportable Entry Station Facilities Files. Documents relating to designated entry stations for support of operating and deployed transportable communications facilities.

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

848-23 M/W Radio Hardware Equipment Files. Documents relating to M/W radio hardware equipment which ensures operational effectiveness as regards configuration, interface, and transmission. Included are specifications for requirements and related papers.

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

Others - Destroy when no longer needed.

848-24 M/W Radio Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support 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 papers.

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

Others - Destroy when no longer needed.

848-25 M/W Radio Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate M/W radio equipment. 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, comment, coordination with the military departments, and related papers.

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

Others - Destroy when no longer needed.

848-26 Reserved.

848-27 M/W Radio Repair Parts/T&TE Reports Files. Reports submitted periodically to DCA to document quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineering analysis, contractor's experience, and procurement parameters.

Disposition: Destroy when no longer needed.

848-28 M/W Radio Reference Paper Files. These papers relate to the microwave radio equipment 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 XLIX. DCS SECURABLE RADIO SYSTEMS

Files in this section relate to identifying, developing, and provisioning securable microwave radio systems and associated equipments for the Defense Communications System.

849-01 Securable Radio Systems Administrative Files. Documents relating to the general, routine administration of the securable radio systems program, but exclusive of specific files described in this section. Included are background documents and correspondence related to securable radio systems and associated equipments.

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

Others - Destroy when no longer needed.

849-02 thru 28 Reserved.

Section L. AN/TTC-39

The AN/TTC-39 is a family of communications switching equipment developed under the auspices of TRI-TAC that, which when coupled with the appropriate crypto and transmission equipment, provides a tactical or strategic switched communications capability. The AN/TTC-39 includes the circuit switch and associated technical control, and the store-and-forward module and associated technical control, and incorporates TENLEY and the necessary interfaces.

850-01 AN/TTC-39 Administrative Files. Documents relating to the general routine administration of the AN/TTC-39 project, 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.

850-02 AN/TTC-39 Group and Panel Files. Documents relating to the proceedings of membership comprising AN/TTC-39 group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing, and directly related matters affecting the AN/TTC-39 project. Included are announcements, agenda, minutes, committee reports, and related papers.

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

Others - Destroy when no longer needed.

850-03 AN/TTC-39 Project Management Files. Documents relating to overall management direction of the AN/TTC-39 project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification or expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments, and related papers.

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

Others - Destroy when no longer needed.

850-04 AN/TTC-39 Site Survey. Documents accumulated in the investigation and selection of suitable sites or facilities at which to install AN/TTC-39 equipments in continental United States and overseas. Included are documents authorizing site surveys, site selection reports, construction requirements, and related papers.

Disposition: Office of Record - Destroy 3 years after completion of installation.

Others - Destroy when no longer needed.

850-05 Reserved.

850-06 AN/TTC-39 Interface Requirements and Criteria. Documents relating to the interface of the AN/TTC-39 with existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

850-07 AN/TCC-39 Building and Floor Plans. Copies of building and floor plans submitted by the agency assigned responsibility for construction and modification of the site. Included are building plans, floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

850-08 AN/TTC-39 Installation and Implementation Plans. Documents relating to the installation responsibility for and the implementation of the AN/TTC-39 project. Included are papers clearly defining areas of responsibility assigned to Government agencies and DoD components, project schedules, and related papers.

Disposition: Office of Record - Destroy after 3 years.

Others - Destroy when no longer needed.

850-09 AN/TTC-39 Equipment Maintenance Files. Papers relating to the maintenance of AN/TTC-39 equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

850-10 AN/TTC-39 Technical Literature Development Files. Papers which contribute to the development of AN/TTC-39 equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

850-11 AN/TTC-39 Logistics, Supply, and Transportation Files. Documents relating to the logistical support of the AN/TTC-39. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

850-12 AN/TTC-39 Training Files. Documents relating to the development of training for the AN/TTC-39. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisite, and related papers.

Disposition: Destroy when superseded or no longer needed.

850-13 AN/TTC-39 Tool and Test Equipment Files. Documents relating to special tools and test equipment for AN/TTC-39. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

850-14 AN/TTC-39 Test Plans and Reports. Copies of AN/TTC-39 Test Plans and Reports.

Disposition: Destroy when no longer needed.

850-15 Reserved.

850-16 Reserved.

850-17 Reserved.

850-18 AN/TTC-39 Power and Environmental Control Files. Documentation relating to requirements for power and environmental control in the AN/TTC-39. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

850-19 AN/TTC-39 Funding Information. Documents relating to funding for AN/TTC-39 equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

850-20 AN/TTC-39 Management Information. Organized collection of systematically arranged data used to evaluate progress in the AN/TTC-39 project. Includes program schedules, and contractor technical data deliverables.

Disposition: Destroy when no longer required.

850-21 Reserved.

850-22 Reserved.

850-23 Reserved.

850-24 AN/TTC-39 Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for AN/TTC-39. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

850-25 AN/TTC-39 Contracts and Solicitation. Papers accumulated during the preparation of the solicitation for AN/TTC-39 and during solicitation reviews. Includes "procurement packages"; contracts, and papers reflecting review, comments, and coordination by Government agencies; and related papers.

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

Others - Destroy when no longer required.

850-26 AN/TTC-39 Deployment Files. Papers relating to deployment of AN/TTC-39 in the DCS.

Disposition: Destroy when no longer required.

850-27 Reserved.

850-28 AN/TCC-39 Reference Papers. Papers relating to the AN/TCC-39 project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LI. TENLEY

TENLEY is the unclassified code name for a cryptologic system developed by the National Security Agency from TRI-TAC specifications for use in the AN/TCC-39 environment.

851-01 TENLEY Administrative Files. Documents relating to the general routine administration of the TENLEY project, 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.

851-02 TENLEY Group and Panel Files. Documents relating to the proceedings of membership comprising TENLEY group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing, and directly related matters affecting the TENLEY project. Included are announcements, agenda, minutes, committee report, and related papers.

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

Others - Destroy when no longer needed.

851-03 TENLEY Project Management Files. Documents relating to overall management direction of the TENLEY project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and

other U.S. agencies concerning their future funding and programming 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.

851-04 Reserved.

851-05 Reserved.

851-06 TENLEY Interface Requirements and Criteria. Documents relating to the interface of the TENLEY with existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

851-07 Reserved.

851-08 TENLEY Installation and Implementation Plans. Documents relating to the installation responsibility for and the implementation of the TENLEY project. Included are papers clearly defining areas of responsibility assigned to Government agencies and DoD components, project schedules, and related papers.

Disposition: Office of Record - Destroy after 3 years.

Others - Destroy when no longer needed.

851-09 TENLEY Equipment Maintenance Files. Papers relating to the maintenance of AN/TTC-39 equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

851-10 TENLEY Technical Literature Development Files. Papers which contribute to the development of TENLEY equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

851-11 TENLEY Logistics, Supply and Transportation Files. Documents relating to the logistical support of TENLEY. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

851-12 TENLEY Training Files. Documents relating to the development of training for TENLEY. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, and related papers.

Disposition: Destroy when superseded or no longer needed.

851-13 TENLEY Tools and Test Equipment Files. Documents relating to special tools and test equipment for TENLEY. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

851-14 TENLEY Test Plans and Reports. Copies of TENLEY test plans and reports.

Disposition: Destroy when no longer needed.

851-15 Reserved.

851-16 Reserved.

851-17 Reserved.

851-18 TENLEY Power and Environmental Control Files. Documentation relating to requirements for power and environmental control for TENLEY. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

851-19 TENLEY Funding Information. Documents relating to funding for TENLEY equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

851-20 TENLEY Management Information. Organized collection of systematically arranged data used to evaluate progress in the TENLEY project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

851-21 Reserved.

851-22 Reserved.

851-23 Reserved.

851-24 TENLEY Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for TENLEY. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

851-25 TENLEY Contracts and Solicitation. Papers accumulated during the preparation of the solicitation for TENLEY and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments and coordination by Government agencies and related papers.

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

Others - Destroy when no longer required.

851-26 TENLEY Deployment Files. Papers relating to deployment of TENLEY in the DCS.

Disposition: Destroy when no longer required.

851-27 Reserved.

851-28 TENLEY Reference Papers. Papers relating to the TENLEY project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LII. TACTICAL COMMUNICATIONS CONTROL FACILITY (TCCF)

The Tactical Communications Control Facility (TCCF) is an automatic, computer-based, communications control equipment utilized with the AN/TTC-39 in a nodal or system control environment.

852-01 TCCF Administrative Files. Documents relating to the general routine administration of the TCCF project, 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.

852-02 TCCF Group and Panel Files. Documents relating to the proceedings of membership comprising TCCF group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing and directly related matters affecting the AN/TCC-39 project. Included are announcements, agenda, minutes, committee report, and related papers.

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

Others - Destroy when no longer needed.

852-03 TCCF Project Management Files. Documents relating to overall management direction of the TCCF project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and other U.S. agencies concerning their future funding and

programming 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.

852-04 TCCF Site Surveys. Documents accumulated in the investigation and selection of suitable sites or facilities at which to install TCCF equipments in continental United States and overseas. Included are documents authorizing site surveys, site selection reports, construction requirements and related papers.

Disposition: Office of Record - Destroy 3 years after completion of installation.

Others - Destroy when no longer needed.

852-05 Reserved.

852-06 TCCF Interface Requirements and Criteria. Documents relating to the interface of TCCF with existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

852-07 TCCF Building and Floor Plans. Copies of building and floor plans submitted by the agency assigned responsibility for construction and modification of the site. Included are building plans, floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

852-08 Reserved.

852-09 TCCF Equipment Maintenance Files. Papers relating to the maintenance of TCCF equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

852-10 TCCF Technical Literature Development Files. Papers which contribute to the development of TCCF equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

852-11 TCCF Logistics, Supply and Transportation Files. Documents relating to the logistical support of the TCCF. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

852-12 TCCF Training Files. Documents relating to the development of training for the TCCF. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisite, and related papers.

Disposition: Destroy when superseded or no longer needed.

852-13 TCCF Tool and Test Equipment Files. Documents relating to special tools and test equipment for AN/TTC-39. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

852-14 TCCF Test Plans and Reports. Copies of TCCF test plans and reports.

Disposition: Destroy when no longer needed.

852-15 Reserved.

852-16 Reserved.

852-17 Reserved.

852-18 TCCF Power and Environmental Control Files. Documentation relating to requirements for power and environmental control in the TCCF. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

852-19 TCCF Funding Information. Documents relating to funding for TCCF equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

852-20 TCCF Management Information. Organized collection of systematically arranged data used to evaluate progress in the AN/TTC-39 project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

852-21 Reserved.

852-22 Reserved.

852-23 Reserved.

852-24 TCCF Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for TCCF. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

852-25 TCCF Contracts and Solicitation. Papers accumulated during the preparation of the solicitation for TCCF and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies and related papers.

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

Others - Destroy when no longer required.

852-26 TCCF Deployment Files. Papers relating to deployment of AN/TTC-39 in the DCS.

Disposition: Destroy when no longer required.

852-27 Reserved.

852-28 TCCF Reference Papers. Papers relating to the AN/TTC-39 project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LIII. DIGITAL GROUP MODEM FAMILY

The Digital Group Modem (DGM) is a family of modems, developed under the auspices of TRI-TAC, that allows for the grouping of digital signals to and from the AN/TTC-39. The DGM family includes cable restorers which allow transmission of low-level digital signals over cable systems with acceptable distortion through detection and regeneration of conditioned diphase signals.

853-01 DGM Administrative Files. Documents relating to the general routine administration of the DGM project, 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.

853-02 DGM Group and Panel Files. Documents relating to the proceedings of membership comprising DGM group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing, and directly related matters affecting the AN/TTC-39 project. Included are announcements, agenda, minutes, committee report, and related papers.

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

Others - Destroy when no longer needed.

853-03 DGM Project Management Files. Documents relating to overall management direction of the DGM project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments, and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments, and related papers.

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

Others - Destroy when no longer needed.

853-04 Reserved.

853-05 Reserved.

853-06 DGM Interface Requirements and Criteria. Documents relating to the interface of the DGM existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

853-07 Reserved.

853-08 Reserved.

853-09 DGM Equipment Maintenance Files. Papers relating to the maintenance of DGM equipment. Included are maintenance concepts, maintenance plans and related papers.

Disposition: Destroy when superseded or no longer required.

853-10 DGM Technical Literature Development Files. Papers which contribute to the development of DGM equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

853-11 DGM Logistics, Supply, and Transportation Files. Documents relating to the logistical support of the DGM. Included

are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

853-12 DGM Training Files. Documents relating to the development of training for the DGM. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, and related papers.

Disposition: Destroy when superseded or no longer needed.

853-13 DGM Tool and Test Equipment Files. Documents relating to special tools and test equipment for DGM. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

853-14 DGM Test Plans and Reports. Copies of DGM test plans and reports.

Disposition: Destroy when no longer needed.

853-15 Reserved.

853-16 Reserved.

853-17 Reserved.

853-18 DGM Power and Environmental Control Files. Documentation relating to requirements for power and environmental control in the DGM. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

853-19 DGM Funding Information. Documents relating to funding for DGM equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

853-20 DGM Management Information. Organized collection of systematically arranged data used to evaluate progress in the DGM Project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

853-21 Reserved.

853-22 Reserved.

853-23 Reserved.

853-24 DGM Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support to cost for DGM. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

853-25 DGM Contracts and Solicitation. Papers accumulated during the preparation of the solicitation for DGM and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies and related papers.

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

Others - Destroy when no longer required.

853-26 DGM Deployment Files. Papers relating to deployment of DGM in the DCS.

Disposition: Destroy when no longer required.

853-27 Reserved.

853-28 DGM Reference Papers. Papers relating to the DGM 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, listing, indexes, and other paper used to control work.

Disposition: Destroy when no longer needed.

Section LIV. TRUNK ENCRYPTION DEVICE

The Trunk Encryption Device (TED) is a family of devices, identified with TENLEY, developed for use with the AN/TTC-39 and the Digital Group Modem Family. This project, under NSA Contract, is closely associated with TENLEY. Many data are covered in TENLEY reports and documentation.

854-01 TED Administrative Files. Documents relating to the general routine administration of the TED project, 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.

854-02 Reserved.

854-03 TED Project Management Files. Documents relating to overall management direction of the TED project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments and related papers.

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

Others - Destroy when no longer needed.

854-04 Reserved.

854-05 Reserved.

854-06 TED Interface Requirements and Criteria. Documents relating to the interface of the TED existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

854-07 Reserved.

854-08 Reserved.

854-09 TED Equipment Maintenance Files. Papers relating to the maintenance of AN/TTC-39 equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

854-10 TED Technical Literature Development Files. Papers which contribute to the development of TED equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

854-11 TED Logistics, Supply and Transportation Files. Documents relating to the logistical support of the TED. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

854-12 TED Training Files. Documents relating to the development of training for the AN/TTC-39. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, and related papers

Disposition: Destroy when superseded or no longer needed.

854-13 TED Tool and Test Equipment Files. Documents relating to special tools and test equipment for AN/TCC-39. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

854-14 TED Test Plans and Reports. Copies of AN/TTC-39 test plans and reports.

Disposition: Destroy when no longer needed.

854-15 Reserved.

854-16 Reserved.

854-17 Reserved.

854-18 Reserved.

854-19 Reserved.

854-20 TED Management Information Files. Organized collection of systematically arranged data used to evaluate progress in the AN/TTC-39 Project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

854-21 Reserved.

854-22 Reserved.

854-23 Reserved.

854-24 TED Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for TED. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

854-25 TED Contracts and Solicitation Files. Papers accumulated during the preparation of the solicitation for TED and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies, and related papers.

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

Others - Destroy when no longer required.

854-26 Reserved.

854-27 Reserved.

854-28 TED Reference Papers. Papers relating to the TED project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LV. TACTICAL DIGITAL TROPO FAMILY

The Tactical Digital Tropo Family (AN/GRC-197( )(V)) is a family of radio sets which provides a digital transmission capability for use with the AN/TTC-39, TENLEY, TCCF, etc. In its many versions it provides communications capability from line-of-sight through 200 miles.

855-01 AN/GRC-197 Administrative Files. Documents relating to the general routine administration of the AN/GRC-197 project, 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.

855-02 AN/GRC-197 Group and Panel Files. Documents relating to the proceedings of membership comprising AN/GRC-197 group, committees, and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation testing, and directly related matters affecting the AN/GRC-197 project. Included are announcements, agenda, minutes, committee report, and related papers.

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

Others - Destroy when no longer needed.

856-03 AN/GRC-197 Project Management Files. Documents relating to overall management direction of the AN/GRC-197

project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments, and related papers.

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

Others - Destroy when no longer needed.

855-04 AN/GRC-197 Site Surveys. Documents accumulated in the investigation and selection of suitable sites or facilities at which to install AN/GRC-197 equipments in continental United States and overseas. Included are documents authorizing site surveys, site selection reports, construction requirements, and related papers.

Disposition: Office of Record - Destroy 3 years after completion of installation.

Others - Destroy when no longer needed.

855-05 Reserved.

855-06 AN/GRC-197 Interface Requirements and Criteria. Documents relating to the interface of the AN/TTC-39 existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

855-07 Reserved.

855-08 AN/GRC-197 Installation and Implementation Plans. Documents relating to the installation responsibility for and the implementation of the AN/GRC-197 project. Included are papers clearly defining areas of responsibility assigned to Government agencies and DoD components, project schedules, and related papers.

Disposition: Office of Record - Destroy after 3 years.

Others - Destroy when no longer needed.

855-09 AN/GRC-197 Equipment Maintenance Files. Papers relating to the maintenance of AN/GRC-197 equipment. Included

are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

855-10 AN/GRC-197 Technical Literature Development Files. Papers which contribute to the development of AN/GRC-197 equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

855-11 AN/GRC-197 Logistics, Supply, and Transportation Files. Documents relating to the logistical support of the AN/GRC-197. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

855-12 AN/GRC-197 Training Files. Documents relating to the development of training for the AN/GRC-197. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, and related papers.

Disposition: Destroy when superseded or no longer needed.

855-13 AN/GRC-197 Tool and Test Equipment Files. Documents relating to special tools and test equipment for AN/GRC-197. Included are documents reflecting applicable criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

855-14 AN/GRC-197 Test Plans and Reports. Copies of AN/GRC-197 test plans and reports.

Disposition: Destroy when no longer needed.

855-15 Reserved.

855-16 Reserved.

855-17 Reserved.

855-18 AN/GRC-197 Power and Environmental Control Files. Documentation relating to requirements for power and environmental control in the AN/GRC-197. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

855-19 AN/GRC-197 Funding Information. Documents relating to funding for AN/GRC-197 equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

855-20 AN/GRC-197 Management Information. Organized collection of systematically arranged data used to evaluate progress in the AN/GRC-197 project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

855-21 Reserved.

855-22 Reserved.

855-23 Reserved.

855-24 AN/GRC-197 Logistics Support Documents Files. Documents relating to methods used to achieve the most favorable ratio of support to cost for AN/GRC-197. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

855-25 AN/GRC-197 Contracts and Solicitation. Papers accumulated during the preparation of the solicitation for AN/GRC-197 and during solicitation reviews. Includes "procurement packages"; contracts; papers reflecting review, comments, and coordination by Government agencies; and related papers.

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

Others - Destroy when no longer required.

855-26 AN/GRC-197 Deployment Files. Papers relating to deployment of AN/GRC-197 in the DCS.

Disposition: Destroy when no longer required.

855-27 Reserved.

855-28 AN/GRC-197 Reference Papers. Papers relating to the AN/GRC-197 project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LVI. COMPOSITION EDITING AND DISPLAY

Composition Editing and Display (COED) equipment is a tactical cathode ray tube type terminal developed by TRI-TAC for use with the AN/TTC-39.

856-01 COED Administrative Files. Documents relating to the general routine administration of the COED project, 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.

856-02 COED Group and Panel Files. Documents relating to the proceedings of membership comprising COED group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing, and directly related matters affecting

the COED project. Included are announcements, agenda, minutes, committee report, and related papers.

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

Others - Destroy when no longer needed.

856-03 COED Project Management Files. Documents relating to overall management direction of the AN/TTC-39 project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments and related papers.

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

Others - Destroy when no longer needed.

856-04 Reserved.

856-05 Reserved.

856-06 COED Interface Requirements and Criteria. Documents relating to the interface of the COED existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

856-07 Reserved.

856-08 COED Installation and Implementation Plans. Documents relating to the installation responsibility for and the implementation of the COED project. Included are papers clearly defining areas of responsibility assigned to Government agencies and DoD components, project schedules, and related papers.

Disposition: Office of Record - Destroy after 3 years.

Others - Destroy when no longer needed.

856-09 COED Equipment Maintenance Files. Papers relating to the maintenance of COED equipment. Included are

maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

856-10 COED Technical Literature Development Files. Papers which contribute to the development of COED equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

856-11 COED Logistics, Supply, and Transportation Files. Documents relating to the logistical support of the COED. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

856-12 COED Training Files. Documents relating to the development of training for the COED. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, and related papers.

Disposition: Destroy when superseded or no longer needed.

856-13 COED Tool and Test Equipment Files. Documents relating to special tools and test equipment for COED. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

856-14 COED Test Plans and Reports. Copies of COED test plans and reports.

Disposition: Destroy when no longer needed.

856-15 Reserved.

856-16 Reserved.

856-17 Reserved.

856-18 Reserved.

856-19 COED Funding Information. Documents relating to funding for COED equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

856-20 COED Management Information. Organized collection of systematically arranged data used to evaluate progress in the COED project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

856-21 Reserved.

856-22 Reserved.

856-23 Reserved.

856-24 COED Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for COED. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer required.

856-25 COED Contracts and Solicitation. Papers accumulated in the preparation of the solicitation for COED and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies, and related papers.

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

Others - Destroy when no longer required.

856-26 COED Deployment Files. Papers relating to deployment of COED in the DCS.

Disposition: Destroy when no longer required.

856-27 Reserved.

856-28 COED Reference Papers. Papers relating to the COED project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LVII. DATA ADAPTER

The Data Adapter is a TRI-TAC developed device to interface TENLEY digital subscriber voice terminals with teletype and other digital devices for entry into the AN/TTC-39.

857-01 Data Adapter Administrative Files. Documents relating to the general routine administration of the Data Adapter project, 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.

857-02 Data Adapter Group and Panel Files. Documents relating to the proceedings of membership comprising Data Adapter group, committees, and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing, and directly related matters affecting the Data Adapter project. Included are announcements, agenda, minutes, committee report, and related papers.

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

Others - Destroy when no longer needed.

857-03 Data Adapter Project Management Files. Documents relating to overall management direction of the Data Adapter. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments, and related papers.

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

Others - Destroy when no longer needed.

857-04 Reserved.

857-05 Reserved.

857-06 Data Adapter Interface Requirements and Criteria. Documents relating to the interface of the Data Adapter existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

857-07 Reserved.

857-08 Reserved.

857-09 Data Adapter Equipment Maintenance Files. Papers relating to the maintenance of AN/TTC-39 equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

857-10 Data Adapter Technical Literature Development Files. Papers which contribute to the development of Data Adapter equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

857-11 Data Adapter Logistics, Supply and Transportation Files. Documents relating to the logistical support of the Data Adapter. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

857-12 Data Adapter Training Files. Documents relating to the development of training for the Data Adapter. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisite, and related papers.

Disposition: Destroy when superseded or no longer needed.

857-13 Data Adapter Tool and Test Equipment Files. Documents relating to special tools and test equipment for Data Adapter. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

857-14 Data Adapter Test Plans and Reports. Copies of Data Adapter test plans and reports.

Disposition: Destroy when no longer needed.

857-15 Reserved.

857-16 Reserved.

857-17 Reserved.

857-18 Reserved.

857-19 Data Adapter Funding Information. Documents relating to funding for Data Adapter equipment logistics support installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

857-20 Data Adapter Management Information. Organized collection of systematically arranged data used to evaluate progress in the Data Adapter project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

857-21 Reserved.

857-22 Reserved.

857-23 Reserved.

857-24 Data Adapter Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for Data Adapter. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

857-25 Data Adapter Contracts and Solicitation. Papers accumulated in the preparation of the solicitation for Data Adapter and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies and related papers.

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

Others - Destroy when no longer required.

857-26 Reserved.

857-27 Reserved.

857-28 Data Adapter Reference Papers. Papers relating to the Data Adapter project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LVIII. TACTICAL DIGITAL FACSIMILE

The Tactical Digital Facsimile (TDF) is a transceiver which transmits graphics from any tactical digital communications point to any like point. This equipment, developed under the auspices of TRI-TAC, may be used in the DCS to improve writer-to-reader time.

858-01 TDF Administrative Files. Documents relating to the general routine administration of the TDF project, 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.

858-02 TDF Group and Panel Files. Documents relating to the proceedings of membership comprising TDF group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing and directly related matters affecting the TDF project. Included are announcements, agenda, minutes, committee reports, and related papers.

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

Others - Destroy when no longer needed.

858-03 TDF Project Management Files. Documents relating to overall management direction of the TDF project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments, and related papers.

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

Others - Destroy when no longer needed.

858-04 Reserved.

858-05 Reserved.

858-06 TDF Interface Requirements and Criteria. Documents relating to the interface of the TDF existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

858-07 Reserved.

858-08 Reserved.

858-09 TDF Equipment Maintenance Files. Papers relating to the maintenance of TDF equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

858-10 TDF Technical Literature Development Files. Papers which contribute to the development of TDF equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

858-11 TDF Logistics, Supply and Transportation Files. Documents relating to the logistical support of the AN/TTC-39. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

858-12 TDF Training Files. Documents relating to the development of training for the TDF. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisite, and related papers.

Disposition: Destroy when superseded or no longer needed.

858-13 TDF Tool and Test Equipment Files. Documents relating to special tools and test equipment for TDF. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

858-14 TDF Test Plans and Reports. Copies of TDF test plans and reports.

Disposition: Destroy when no longer needed.

858-15 Reserved.

858-16 Reserved.

858-17 Reserved.

858-18 TDF Power and Environmental Control Files. Documentation relating to requirements for power and environmental control of TDF. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

858-19 TDF Funding Information. Documents relating to funding for TDF equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

858-20 TDF Management Information. Organized collection of systematically arranged data used to evaluate progress in the TDF project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

858-21 Reserved.

858-22 Reserved.

858-23 Reserved.

858-24 TDF Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for TDF. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

858-25 TDF Contracts and Solicitation. Papers accumulated in the preparation of the solicitation for TDF and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments and coordination by Government agencies, and related papers.

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

Others - Destroy when no longer required.

858-26 TDF Deployment Files. Papers relating to deployment of TDF in the DCS.

Disposition: Destroy when no longer required.

858-27 Reserved.

858-28 TDF Reference Papers. Papers relating to the TDF project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LIX. UNIT LEVEL SWITCHES

Unit Level Swtiches (ULS) are concentrator switching devices intended to serve a small communications community to provide access to the major communications complex, either AN/TTC-39 or the DCS. Included are TRI-TAC ULS, the Digital Access Exchange, others, and the necessary interface.

859-01 ULS Administrative Files. Documents relating to the general routine administration of the ULS project, 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.

859-02 ULS Group and Panel Files. Documents relating to the proceedings of membership comprising ULS group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing and directly related matters. Included are announcements, agenda, minutes, committee report and related papers.

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

Others - Destroy when no longer needed.

859-03 ULS Project Management Files. Documents relating to overall management direction of the ULS project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification and expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments, and related papers.

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

Others - Destroy when no longer needed.

859-04 ULS Site Survey Files. Documents accumulated in the investigation and selection of suitable sites or facilities at which to install ULS equipments in continental United States and overseas. Included are documents authorizing site surveys, site selection reports, construction requirements, and related papers.

Disposition: Office of Record - Destroy 3 years after completion of installation.

Others - Destroy when no longer needed.

859-05 Reserved.

859-06 ULS Interface Requirements and Criteria. Documents relating to the interface of ULS with existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

859-07 ULS Building and Floor Plans. Copies of building and floor plans submitted by the agency assigned responsibility for construction and modification of the site. Included are building plans, floor plans, equipment layouts and related papers.

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

Others - Destroy when no longer needed.

859-08 ULS Implementation Plans. Documents relating to the implementation of the unit level switches project. Included are clearly defined areas of responsibility assigned to the military departments, project schedules, milestone schedules, procurement schedules, supply and service plans, tributary equipment schedules, transmission facility schedules, and related papers.

Disposition: Office of Record - Destroy after 3 years.

Others - Destroy when no longer needed.

859-09 ULS Equipment Maintenance Files. Papers relating to the maintenance of ULS equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

859-10 ULS Technical Literature Development Files. Papers which contribute to the development of ULS equipment manuals. Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

859-11 ULS Logistics, Supply and Transportation Files. Documents relating to the logistical support of the ULS. Included are plans, programs, action documents, and related papers.

859-12 ULS Training Files. Documents relating to the development of training for the ULS. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisite, and related papers.

Disposition: Destroy when superseded or no longer needed.

859-13 ULS Tool and Test Equipment Files. Documents relating to special tools and test equipment for ULS. Included are documents reflecting application, criteria, proposals, and related papers.

Disposition: Destroy when superseded or no longer required.

859-14 ULS Test Plans and Reports. Copies of ULS test plans and reports.

Disposition: Destroy when no longer needed.

859-15 Reserved.

859-16 Reserved.

859-17 Reserved.

859-18 ULS Power and Environmental Control Files. Documentation relating to requirements for power and environmental control in the ULS. Includes requirement for primary power, uninterruptible power source, cooling and heating, and related papers.

Disposition: Destroy when no longer needed.

859-19 ULS Funding Information. Documents relating to funding for ULS equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

859-20 ULS Management Information. Organized collection of systematically arranged data used to evaluate progress in the ULS project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

859-21 Reserved.

859-22 Reserved.

859-23 Reserved.

859-24 ULS Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for ULS. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

859-25 ULS Contracts and Solicitation. Papers accumulated during the preparation of the solicitation for ULS and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies, and related papers.

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

Others - Destroy when no longer required.

859-26 ULS Deployment Files. Papers relating to deployment of ULS in the DCS.

Disposition: Destroy when no longer required.

859-27 Reserved.

859-28 ULS Reference Papers. Papers relating to the ULS project consisting 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 paper used to control work.

Disposition: Destroy when no longer needed.

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 LXIII. DCS PACIFIC TRANSMISSION PROJECTS

Files in this section relate to system extensions and improvements to meet the expanding communications requirements of the Department of Defense in the Pacific area (less Korea) - Hawaii, Western Pacific, and Southeast Asia.

863-01 DCS-PAC Administrative Files. Documents relating to the general administration of the DCS-Pacific transmission projects, but exclusive of specific files described in this section.

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

863-02 DCS-PAC Group and Committee Files. Documents relating to proceedings of groups, committees, and working panels organized to resolve problems pertaining to DCS-PAC transmission projects. Included are announcements, agenda, minutes, recommendations (when required), and related papers.

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

Others - Destroy when no longer needed.

863-03 DCS-PAC Project Management Files. Documents relating to the overall management direction of the DCS-PAC transmission projects. Included are papers reflecting upgrade to provide users high quality, highly reliable service, security, and to meet DCS standards; conversion to digital transmission; replacement of old equipment "piggyback" on existing systems; conversion to unattended or semiattended operations; survivability; interoperability; phase-out of

designated marginal transmission equipments; and related papers.

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

Others - Destroy when no longer needed.

863-04 DCS-PAC Site Surveys. Documents accumulated in the investigation and selection of suitable sites on which to construct DCS-PAC facilities. Included are documents authorizing site surveys, site selection reports, recommendations, final decisions, and related papers.

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

Others - Destroy when no longer needed.

863-05 DCS-PAC Trunking Configurations. Documents relating to subscriber access trunking configurations and requirements for DCS-PAC trunking. Included are papers reflecting multiplex engineering, provision for trunk encryption, satellite link connectivity, satellite link configuration, TRI-TAC connectivity, and related papers.

Disposition: Office of Record - Destroy after 3 years. Retire when no longer needed.

Others - Destroy when no longer needed.

863-06 DCS-PAC Interface Requirements. Documents relating to interface of the DCS-PAC communications with other communications systems to ensure survivability. Included are papers reflecting interconnect facilities, for example, between IJCS-PAC and the military communications system of the Republic of China (Taiwan), or Yokota and Camp Zama.

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

Others - Destroy when no longer needed.

863-07 DCS-PAC Implementation Plans. Implementation plans for DCS-PAC projects clearly define areas of responsibility assigned to the military departments, and outline management engineering plan project schedules, procurement schedules, supply and service plan, and related papers.

Disposition: Office of Record - Destroy after 3 years. Retire when no longer needed.

Others - Destroy when no longer needed.

863-08 DCS-PAC Building and Floor Plans. Copies of DCS-PAC building and floor plans submitted by the contractor. Included also are equipment layouts and related papers.

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

Others - Destroy when no longer needed.

863-09 DCS-PAC Equipment Maintenance Files. Papers relating to maintenance of DCS-PAC equipments. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when no longer needed.

863-10 DCS-PAC Technical Literature Development Files. Papers which contribute to the development of DCS-PAC equipments manuals prepared by contractors or in-house. Included are reviews, verifications, changes, and advice furnished by DCA engineers.

Disposition: Destroy when no longer needed.

863-11 DCS-PAC Logistics, Supply, and Transportation Files. Documents relating to procedures for logistical support of of the DCS-PAC projects. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

863-12 DCS-PAC Training Files. Documents accumulated in the development of the DCS-PAC training program in accordance with interservice and agency agreements. Included are training plans, schedules, personnel prerequisites, requirements, lists of equipments used for training purposes, and related papers.

Disposition: Destroy when no longer needed.

863-13 DCS-PAC Tools and Test Equipment Files. Documents relating to special tools and test equipments for the DCS-PAC transmission projects. Included are papers reflecting application, proposals, and related papers.

Disposition: Destroy when no longer needed.

863-14 DCS-PAC Test Plans and Reports. Copies of DCS-PAC test plans, progress reports, and summary test and performance reports submitted by the contractor to DCA for evaluation.

Disposition: Destroy when no longer needed.

863-15 DCS-PAC Reports. Documents relating to DCS-PAC transmission projects, evaluation, review technique. DCA provides the computation and specifies the coding structure for the PERT equipment.

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

Others - Destroy when no longer needed.

863-16 DCS-PAC Subscriber Lists. Lists showing subscribers to the DCS-PAC transmission systems, subscriber access and line listing, priority lists, and related papers.

Disposition: Destroy when superseded or no longer needed.

863-17 DCS-PAC Cutover Plans. Copies of DCS-PAC transmission 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.

863-18 DCS-PAC Power Files. Documents relating to electrical equipment employed to ensure uninterrupted power supply for DCS-PAC transmission projects, whether the type is kinetic, dynamic, or static. 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.

863-19 DCS-PAC Funding Information. Documents relating to funding for equipment, logistical support, installation, and personnel training for the DCS-PAC 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.

863-20 DCS-PAC Management Information System Files. Data used by responsible program management officials in evaluating specific needs of the DCS-PAC transmission projects. Included are papers reflecting maintenance engineering and analysis control; program schedules and costs; maintenance management and failure data; configuration management; miscellaneous requirements forecasts; operational readiness support status; supply management effectiveness reporting systems, procurement, operation and maintenance over several fiscal years, and cost of leasing communications facilities.

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

Others - Destroy when no longer needed.

863-21 DCS-PAC 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 - Destroy after 10 years. Retire when no longer needed.

Others - Destroy when no longer needed.

863-22 DCS-PAC Operations Summary Reports. Copies of reports submitted at specific intervals to DCA by the contractor during the period of his responsibility for each DCS-PAC site. The reports show significant events occurring at the site, such as installation difficulties, operational problems, power system difficulties, and related papers.

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

Others - Destroy when no longer needed.

863-23 DCA-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 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.

863-24 DCS-PAC Logistics Support Documents. Plans and supporting papers developed to achieve the most favorable ratio of support to cost of the DCS-PAC transmission projects, 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.

863-25 DCS-PAC Solicitation. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the DCS-PAC transmission projects. 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, coordinations with the military departments, and related papers.

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

Others - Destroy when no longer needed.

863-26 DCS-PAC Deployment Files. Documents relating to deployment of DCS-PAC transmission facilities to fulfill validated requirements as directed by JCS.

Disposition: Destroy when no longer needed.

863-27 DCS-PAC Repair Parts/T&TE Reports. Reports submitted periodically to DCA by the contractor to document quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineering analysis, contractor's experience, and procurement parameters.

Disposition: Destroy when no longer needed.

863-28 DCS-PAC Reference Papers. These papers relate to DCS-PAC 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, feeder reports, notes, and similar working papers.

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

Disposition: Destroy when no longer needed.

863-29 DCS-PAC Host-Nation Agreements. Information copies of documents relating to agreements between the United States and foreign countries which provide communications services and facilities used in operating the DCS within their boundaries or jurisdiction. Included are documents and correspondence reflecting negotiations for the administration of host-nation agreements affecting the DCS.

Disposition: Destroy when abrogated or 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.

872-27 Muscle Link Repair Parts/T&TE Reports. Reports submitted periodically to DCA by the contractor to document quantitative use of repair parts, tools, and test equipment.

Disposition: Destroy when no longer needed.

872-28 Muscle Link Reference Papers. These papers relate to the Muscle Link 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.

Section LXXIII. DIGITAL NONSECURE VOICE TERMINALS

Digital nonsecure voice terminals (DNVT) are telephone devices which allow digital interface with the AN/TTC-39 circuit switch without encryption or separate AD/DA conversion or both.

873-01 DNVT Administrative Files. Documents relating to the general routine administration of the DNVT project, 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.

873-02 DNVT Group and Panel Files. Documents relating to the proceedings of membership comprising DNVT group, committees and panels which meet to resolve pertinent problems such as site selection, interface, logistics, training, installation, testing and directly related matters. Included are announcements, agenda, minutes, committee report, and related papers.

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

Others - Destroy when no longer needed.

873-03 DNVT Project Management Files. Documents relating to overall management direction of the DNVT project. Included are papers reflecting policy guidance and direction for project implementation, direction for modification or expansion, information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments and related papers.

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

Others - Destroy when no longer needed.

873-04 Reserved.

873-05 Reserved.

873-06 DNVT Interface Requirements and Criteria. Documents relating to the interface of DNVT with existing systems and the various transmission media. Included are subscriber access interface, special requirements, and related papers.

Disposition: Destroy when no longer needed.

873-07 Reserved.

873-08 Reserved.

873-09 DNVT Equipment Maintenance Files. Papers relating to the maintenance of DNVT equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer required.

873-10 DNVT Technical Literature Development Files. Papers which contribute to the development of DNVT equipment manuals Included are comments, review minutes, verification, changes, and advice.

Disposition: Destroy when superseded or no longer required.

873-11 DNVT Logistics, Supply, and Transportation Files. Documents relating to the logistical support of the DNVT. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when no longer needed.

873-12 DNVT Training Files. Documents relating to the development of training for the DNVT. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisite, and related papers.

Disposition: Destroy when superseded or no longer needed.

873-13 DNVT Tool and Test Equipment Files. Documents relating to special tools and test equipment for DNVT. Included are documents reflecting application, criteria, proposals and related papers.

Disposition: Destroy when superseded or no longer required.

873-14 DNVT Test Plans and Reports. Copies of DNVT test plans and reports.

Disposition: Destroy when no longer needed.

873-15 Reserved.

873-16 Reserved.

873-17 Reserved.

873-18 Reserved.

873-19 DNVT Funding Information. Documents relating to funding for DNVT equipment logistics support, installation, and training. Included are papers reflecting estimated funding requirements, forecasts, accounting, and related papers.

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

Others - Destroy when no longer needed.

873-20 DNVT Management Information. Organized collection of systematically arranged data used to evaluate progress in the DNVT project. Includes program schedules and contractor technical data deliverables.

Disposition: Destroy when no longer required.

873-21 Reserved.

873-22 Reserved.

873-23 Reserved.

873-24 DNVT Logistics Support Documents. Documents relating to methods used to achieve the most favorable ration of support to cost for DNVT. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

873-25 DNVT Contracts and Solicitation. Papers accumulated during the preparation of the solicitation for DNVT and during solicitation reviews. Includes "procurement packages," contracts, and papers reflecting review, comments, and coordination by Government agencies and related papers.

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

Others - Destroy when no longer required.

873-26 Reserved.

873-27 Reserved.

873-28 DNVT Reference Papers. Papers relating to the DNVT 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 paper used to control work.

Disposition: Destroy when no longer needed.

Section LXXIV. EUROPEAN TELEPHONE SYSTEM

The European telephone system (ETS) consists of the existing components: USAEUR Direct Distance Dial (DDD), Dial Service Assistance (DSA), and USAFE Ringdown circuits. Under the auspices of DCA, the ETS components will be integrated and interfaced with the DCS. Various enhancement programs will raise it to the required level to comply with DCA standards. The system will be used for common-user voice and other traffic.

874-01 ETS Administrative Files. Documents relating to the general routine administration of the ETS 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.

874-02 ETS Group and Committee Files. Documents relating to the proceedings of members comprising ETS groups, committees, and panels which meet to resolve pertinent problems such as site selection, switching center, construction, procurement, testing, network configuration, and directly related matters affecting implementation of the ETS program. Included are announcements, agenda, minutes, committee reports and related papers.

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

Others - Destroy when no longer needed.

874-03 ETS Program Management Files. Documents relating to the overall management direction of the ETS program. Included are papers reflecting present and future configuration and operation of the ETS; policy guidance and direction for system operation; direction of site surveys; information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with implementation and operational assignments; published directives showing changes in format, operational procedures, standards, routing, etc., necessary in the evolution and development of the ETS; direction of the military departments and other agencies to initiate commercial authorization actions for the expansion program and reconfiguration of subscribers; proposal for deactivation of switching centers as appropriate, and related papers.

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

Others - Destroy when no longer needed.

874-04 ETS Site Surveys. Documents accumulated in the investigation and selection of suitable sites at which to activate rising site surveys, site selection reports, recommendations, final decisions, and related papers.

Disposition: Office of Record - Destroy 3 years after completion of the project.

Others - Destroy when no longer needed.

874-05 ETS Trunking Configuration Files. Documents relating to interswitching and intraoffice trunking configurations. Included are trunking requirements and orders.

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

Others - Destroy when no longer needed.

874-06 ETS Interface Requirements and Criteria. Documents relating to the interface of the ETS to various transmission media and connecting systems such as PBX and subscriber access interface. Included are circuit diagrams, block diagrams, and other documents which serve as guides to communications engineers and administrators.

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

Others - Destroy when no longer needed.

874-07 ETS Building and Floor Plans. Documents relating to construction of ETS facilities. Included are building plans, floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

874-08 ETS Implementation Plans. Documents accumulated as the result of implementing the ETS program. Included are system descriptions, service plans, progress reports, milestone schedules, and related papers.

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

Others - Destroy when no longer needed.

874-09 ETS Equipment Maintenance Files. Papers relating to maintenance of ETS equipment. Included are maintenance concepts, maintenance plans, and related papers.

Disposition: Destroy when superseded or no longer needed.

874-10 ETS Technical Literature Development Files. Documents relating to procedures for logistical support of the ETS system. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when superseded or no longer needed.

874-11 ETS Logistics, Supply, and Transportation Files. Documents relating to procedures for logistical support of the ETS system. Included are plans, programs, action documents, and related papers.

Disposition: Destroy when superseded or no longer needed.

874-12 ETS Training Files. Documents accumulated in the development of the ETS training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

Disposition: Destroy when superseded or no longer needed.

874-13 ETS Tools and Test Equipment Files. Documents relating to special tools and test equipment for ETS. Included are documents reflecting application, proposals, and related papers.

Disposition: Destroy when superseded or no longer needed.

874-14 ETS Test Plans and Reports. Documents relating to established ETS test and acceptance criteria. Included are papers reflecting overall system 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: Destroy when no longer needed.

874-15 ETS Reports. Documents and reports relating to the status of the ETS.

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

Others - Destroy when no longer needed.

874-16 ETS Subscriber Lists. Lists showing subscribers to the ETS system, subscriber access and line listing, priority lists, and related papers.

Disposition: Destroy when superseded or no longer needed.

874-17 ETS Cutover Plans. Copies of AUTODIN cutover plans prepared and furnished by the cognizant military department and other papers relating to the transfer of a circuit or facility from release to activation.

Disposition: Destroy when no longer needed.

874-18 ETS Power Files. Documents relating to primary electrical power equipment used operating the ETS system. 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.

874-19 ETS Funding Information. Documents relating to funding for equipment, logistical support, installation, and personnel training in the ETS 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.

874-20 ETS Management Information System Files. Organized collection of systematically arranged data used by responsible program management official in evaluating specific needs of the ETS 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, supply management effectiveness, reporting systems, and contractor data deliverables.

Disposition: Office of Record - Destroy after 5 years.

Others - Destroy when no longer needed.

874-21 Reserved.

874-22 Reserved.

874-23 ETS ASC Hardware/Equipment Files. Documents relating to equipment for ETS automatic switching centers to ensure system effectiveness as regards modular configuration, interface, cryptographic devices, and related papers.

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

Others - Destroy when no longer needed.

874-24 ETS Logistics Support Documents. Documents relating to methods used to achieve the most favorable ratio of support to cost for communications systems, networks, and equipments as regards facilities, repair parts, spares, transportation personnel, and other support factors. Included are logistics plans and related supporting papers.

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

Others - Destroy when no longer needed.

874-25 ETS Contracts and Solicitation. Papers accumulated in preparing and reviewing solicitation for equipment to operate the ETS system. Included are procurement packages, contracts and papers reflecting review, comment and coordination by Government agencies and related papers.

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

Others - Destroy when no longer needed.

874-26 Reserved.

874-27 ETS Repair Parts/T&TE Reports. Reports submitted periodically to document quantitative use of repair parts, tools and test equipment. Reports are used on maintenance engineering analysis, contractors experience, and procurement parameters.

Disposition: Destroy when no longer needed.

874-28 ETS Reference Papers. These papers relate to the ETS 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.

874-29 ETS Numbering Plans. Documents which provide a unique telephone address for each subscriber or function of the ETS. Included are papers reflecting telephone address components, precedence indication assignment, route indication, area codes, switching center codes, line number, test and operator number, abbreviated numbering, conference service, and related papers.

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

Others - Destroy when no longer needed.

874-30 ETS Routing Plans. Documents which provide for the routing of voices and data traffic through the switching network. Included are papers reflecting programmed routes, service treatment, transmission considerations, data considerations, and related papers.

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

Others - Destroy when no longer needed.

874-21 ETS Precedence and Preemption Files. Documents relating to assignment of requirements for, and use of precedence and preemption in, exercising priorities for ETS networks. Included are calling priority levels.

Disposition: Destroy when superseded or no longer needed.

874-32 ETS 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 establishment of the related center.

Others - Destroy when no longer needed.

874-33 ETS Traffic Study Files. Documents developed to determine the need for additional ETS lines and trunks. 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 5 years.

Others - Destroy when no longer needed.

874-34 ETS Data Circuit Files. Lists of required data circuits and correspondence related thereto.

Disposition: Destroy when superseded or no longer needed.

874-35 ETS Requirements. Documents created in response to the military departments' requests for ETS circuits. Included are circuit orders, switch order inquiries, priority listings, correspondence, and related papers.

Disposition: Destroy after 2 years.

874-36 Reserved.

874-37 ETS Management Status Reports. Reports, briefings, charts, and slides required to present the status of ETS in presentations made to the DCA staff, OSD (Installations and Logistics), 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.

874-38 ETS Software Files. Documents relating to software and computer program applicable to ETS procedures. Included are tests, reports, program descriptions and flow charts, and related papers.

Disposition: Destroy when superseded or no longer needed.

874-39 ETS System Engineering Management Files. Documents accomplished 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 modem being procured under contracts, and related papers.

Disposition: Office of Record - Destroy after 5 years.

Others - Destroy when no longer needed.

874-40 ETS Methods, Procedures, and Concepts. Documents outlining format, methods, and procedures on handling ETS traffic, and doctrinal concepts applicable to users of ETS. Included are documents providing guidance; standing operating procedures for efficient ETS transmission and handling; papers reflecting personnel training requirements, traffic engineering, and switch software; and comments on proposed doctrinal concepts.

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

Others - Destroy when no longer needed.

874-41 ETS Subnetworks Files. Documents relating to various types of networks imposed on the ETS system and furnished switched network service by the ETS system. Included are papers reflecting configurations, qualifying parameters,

descriptions, required services to common users and special requirement customers, special features required by ETS, and related papers.

Disposition: Destroy when no longer needed.

874-42 ETS Directory. Listing of ETS subscribers.

Disposition: Destroy when superseded or no longer needed.

	Old Number	File Title	New Number
	840-45	Communications Electronics Equipment Reference Paper Files	840-13
#	860-53	NORTHWIND 440L Files	860-01
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#	860-63	COMSAT Communications System Files	860-03
	861-series	*Technical Control Facilities Program	808-series
	862-series	Transmission and Multiplex Techniques	809-series
	863-series	Transmission and Multiplex Criteria and Standards	810-series
	870-series	Test and Evaluation	811-series
	890-series	Contractor Efforts	812-series

*Indicates change in file title.
**(Reprint, change 6, 2 Jun 75)

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201-07	" " " "
201-08	Delete this series and destroy any material on file.
201-11	Destroy after 15 years.
201-12	" " " "
202-02	Destroy after 10 years.
202-07	" " " "
207-12	Destroy after 1 year.
210-03	Destroy when no longer needed.
301-02	Destroy after 2 years.
301-12	" " " "
301-14	Cut off 30 September annually. Destroy after 3 years.
301-15	Cut off 30 September annually. Destroy after 3 years.
301-17	Destroy after 2 years.
501-13	Destroy after 2 years.
501-16	" " " "
501-17	" " " "
501-20	Destroy 2 years after termination unless individual has been denied access, in which case disposal will be made 25 years after date of last action (NCI-330-76-1, 11 May 76).
601-02	Destroy after 2 years.
602-02	Destroy after 5 years.
602-03	Destroy after 5 years.
602-30	" " " "
602-34	Destroy when no longer needed.
605-03	Destroy after 5 years.
608-01	Destroy after 2 years.
608-02	Destroy after 2 years.
608-03	Destroy after 2 years.
608-04	Destroy after 3 years.
701-03	Destroy when no longer needed.
701-04	Delete this series.
701-06	Delete this series.
701-08	Destroy after 6 years.
801-02	Destroy after 2 years.
801-04	Destroy when no longer needed.
801-06	" " " " "
801-07	" " " " "
802-19	Delete this series.
802-20	Destroy after 5 years.
803-08	Destroy when no longer needed.

Enclosure 1

803-10	Destroy when no longer needed.
803-11	" " " " "
803-12	" " " " "
803-15	" " " " "
804-13	" " " " "
804-14	" " " " "
804-36	" " " " "
804-37	" " " " "
805-01	" " " " "
808-05	" " " " "
808-06	Destroy after 3 years.
808-07	Destroy when no longer needed.
808-14	Destroy after 3 years.
808-31	" " " "
808-34	" " " "
813-03	Destroy when no longer needed.
813-06	Destroy when no longer needed.
813-07	" " " " "
814-05	" " " " "
814-06	" " " " "
814-07	" " " " "
814-08	" " " " "
814-11	" " " " "
814-15	" " " " "
814-17	" " " " "
817-07	" " " " "
817-09	" " " " "
818-04	" " " " "
818-05	" " " " "
818-06	" " " " "
818-07	" " " " "
818-08	" " " " "
818-09	" " " " "
818-10	" " " " "
818-11	" " " " "
818-12	" " " " "
818-13	" " " " "
830-29	Destroy after 5 years.

SERIES	PRESENT VOLUME	ESTIMATED ANNUAL VOLUME
200	81	51
600	.5	minuscule
700	2	1
800	40	25

Arranged by item number, and thereunder subject-numerically.

Encl 2