

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-371-81-3	
DATE RECEIVED 5-12-81, amended 8-27-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-15-84 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Communications Agency

2. MAJOR SUBDIVISION
Administrative Support Division

3. MINOR SUBDIVISION
Publications & Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Vincent R. Volonoski

5. TEL EXT
692-6952

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

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 27 AUG 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura May Eckley</i>	E. TITLE Chief, Publications & Records Mgmt Br
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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
1	202-20 <u>Reports Control Administrative Files.</u> Documents relating generally to the administration of the reports control system, including disapproved records, but exclusive of specific files described below. Disposition: (a) Office of Record - Destroy 2 years after report is discontinued. (b) Other - Destroy when no longer needed.	GRS 16-8	
2	202-21 <u>Reports Control Case Files.</u> Documents reflecting action taken in evaluating the requirement for, approving, and controlling specific reports. Included are applications for approval of reports; copies of pertinent forms or description of formats; preparation instructions; documents relating to continuation, revision, or other change to the report; periodic evaluations; and similar or related papers. Changes in this schedule concurred in by L. May Eckley, DCA Records Manager. RCT/NARS-NCD, 4/84 <i>C4 to Agency, NARS, NCD, 6-19-84, RCT.</i>		<i>79</i>

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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
	Disposition: (a) Office of Record - Destroy 2 years after the report is discontinued. (b) Others - Destroy when no longer needed.	GRS 16-8	
3	203-17 <u>Congressional Files</u> . Documents relating to congressional inquiries on routine matters within the province of DCA. Included is correspondence between Congress members and DCA or correspondence referred to DCA by the Secretary of Defense. Disposition: (a) Office of Record - Retire when 5 years old . Destroy when 10 ⁵ years old, or when no (b) Other - Destroy when no longer needed.	NN 170-106 Change	reference whichever is sooner
4	203-18 <u>Congressional Special Hearings and Investigation Files</u> . Documents relating to special hearings and investigations conducted by congressional committees and subcommittees and their staffs concerning activities and operations of DCA. Included are copies of testimonies made by DCA representatives before congressional groups, exchange of correspondence bearing on the matter at hand, and related papers. Disposition: (a) Office of Record - Destroy when 5 years old or when no longer needed for reference, whichever is sooner. (b) Other - Destroy when no longer needed.	NN 170-106	
5	204-01 <u>News Media Release Files</u> . Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are printed or processed press releases; speeches; television, radio, and motion picture scripts; and coordinating documents accumulated in obtaining clearances for the release.		

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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
	Disposition: (a) Office of Record - Permanent: Offer to NARS in 5 year blocks when 20 years old. Offer Audio- visual records in accordance with GRS 21. (b) Other - Destroy when two years old.	GRS 14-1b NN 170-106	
6	204-12 <u>Staff Office Historial Files</u> . Chronological records of events affecting a field activity or staff office during a given period of time. Disposition: (a) Office of Record - Permanent. Retire when longer required for current operations. Offer to NARS in 5 year blocks when 20 years old. (b) Other - Destroy when no longer needed.	GRS 14-1b 16/13c	
7	205-02 <u>Inspector General Inspection Files</u> . Documents accumulated from inspections conducted by the DCA Inspector General. Included are inspection reports and related papers pertaining to general, special, and technical inspections made by the DCA Inspector General. Disposition: (a) DCA IG - Destroy when 5 years ^{Office of record. Permanent.} Retire old or when no longer needed, Offer to NARS whichever is sooner , in 5 year blocks when 20 years old. (b) Other - Destroy when no longer needed.	NN 172-37 Change	
8	205-06 <u>Inspector General Inspection Reference Paper Files</u> . Papers consist of: a. Copies of IG inspections, investigations, and complaints which duplicate the record copies maintained in the office of the Inspector General. b. Documents which require no action. c. Rough drafts, notes, feeder reports, and similar working papers.		

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	<p>d. Cards, listings, indexes, and similar working papers.</p> <p>Disposition: (a) Destroy when obsolete or no longer needed.</p>	<p>NN 172-37 Change 2 DCAI 210-15-6</p>	
9	<p>208-02 <u>Legal Advisory Files</u>. Documents reflecting legal opinions which are accumulated incident to queries concerning manpower, labor relations, unfair labor practice; conflicts of interest; ethics in government; standards of conduct; equal employment opportunity; personnel complaints and grievances; international agreements; military treaties; proposed communications satellites; special communications plans involving other Federal Government agencies; correspondence concerning proposed legislation; copies of proposed bills and enactments; contract compliance; and contract award protest files (GAO).</p> <p>Disposition: (a) Office of Record - Retire when 7 years old. Destroy when 10 years old.</p> <p>Accessions 371-68A1244 72B3198 74-0016</p> <p>(b) Others - Destroy when no longer needed.</p>	<p>DESTROY IMMEDIATELY</p> <p>NN 170-106</p>	
10	<p>208-03 <u>Legal Opinions on International Matters Files</u>. Documents pertaining to the DCA legal position on such matters as international agreements, military treaties, and similar matters. Included are copies of negotiations leading to agreements and treaties, guidance data for international conferences, and related papers.</p> <p>Disposition (a) Office of Record - Permanent - Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>Accession 371-75-0040</p> <p>(b) Others - Destroy when no longer needed.</p>	<p>DESTROY IMMEDIATELY</p> <p>NN 170-106</p>	
11	<p>208-04 <u>Contract Review Files</u>. Documents relating to review of contracts for legal sufficiency; appropriateness of award when small corporations are vying with large corporations; reasonableness of price, cost and similar matters. Included are copies of contract worksheets, correspondence containing opinions, and related papers</p> <p>Disposition: Retire when 2 years old. Destroy when 5 years old.</p>	<p>NN 167-48 Change</p>	

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12	<p>208-05 <u>Legal Opinions on Communications Planning Files.</u> Documents containing the DCA legal position concerning proposed communications satellites; special communications plans involving other Federal Government agencies, such as Federal Aviation Administration, General Services Administration, and the White House; and similar proposed communications plans. Included are opinion documents and copies of emergency planning for telecommunications.</p> <p>Disposition: (a) DCA Counselor's Office Accession Permanent. Offer to NARS in 371-73-0017 5 year blocks when 20 years old.</p> <p>Others: (b) Destroy when no longer needed.</p>	<p>DESTROY IMMEDIATELY</p> <p>NN 170-106</p>	
13	<p>208-08 <u>Patent Files.</u> Documents including the report of the invention and subcontracts submitted by Government employees and contractors; review and evaluation of the disclosures; and sequential actions taken to publish the disclosures, obtain a patent, or to otherwise dispose of the disclosures in the best interest of the Government.</p> <p>Disposition: Retire when 3 years old. Destroy when 10 years old</p>	<p>NC 371-76-5 Change</p>	
14	<p>208-09 <u>General Legal Reference.</u> These files relate to general legal matters and consist of:</p> <p>a. Copies of documents which duplicate the record copies filed elsewhere.</p> <p>b. Documents which require no action.</p> <p>c. Rough drafts, notes, feeder reports, and similar working papers.</p> <p>Disposition: Retire when 5 years old. Destroy when 10 years old. Destroy when no longer needed.</p>	<p>NN 172 37 Change</p>	

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15	<p>209-09 <u>Joint Manpower Program Files</u> . Documents relating to the DCA-wide manpower requirements (military and civilian) projected over a five-year period. Included are papers reflecting forecasts; changes in military requirements in terms of grades and skills; and related papers.</p> <p>Disposition: (a) Office of Record - Destroy when 10 years old.</p> <p>(b) Others - Destroy when no longer needed.</p>	NN 172-37	
16	<p>303-10 <u>Military Interdepartmental Purchase Request (MIPR) Control Files</u>. Copies of MIPR's originated by DCA, MIPR's received from other organizations (including NASA), correspondence and other documents pertaining to MIPR's, and registers used to record issues and receipts of MIPR's.</p> <p>Disposition: (a) Office of Record - COFF at end of last fiscal year for which funds are available for obligation. Retire when 2 years old. Destroy when 7 years old.</p>		
17	<p>501-03 <u>Physical and Technical Security Survey Files</u>. Documents relating to physical surveys of DCA installations and offices to ensure proper area protection and technical surveys to determine whether clandestine listening devices are installed. Included are survey reports and related papers.</p> <p>Disposition: (a) Destroy when 3 years old or upon discontinuance whichever is sooner.</p>	GRS 18-10	
18	<p>602-05 <u>Employment Practices Files</u>. Documents created in formulating and directing administration of policies regarding employment practices, such as equal employment opportunity and appointment of retired military personnel. Included are papers reflecting interpretation of directives and guidance in policy administration; and related papers.</p>		

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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
	Disposition: (a) Office of Record - Destroy when 3 years old or when superseded or obsolete whichever is applicable. (b) Others - Destroy when no longer needed.	GRS-1 26g NN 172-37	
19	701-06 <u>Commercial Communications Leased Services Files.</u> 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: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.		
20	701-09 <u>Regulatory Bodies Coordination Files.</u> Documents accumulated as the result of coordination with and active participation in proceedings of communications regulatory bodies such as the Federal Communications Commission, the several States, and other regulatory bodies whose actions have an impact on DoD leased services program. Included are correspondence with General Services Administration, Secretary of Defense, and the military departments; copies of decisions; and other directly related papers. Disposition: (a) Hq, DCA - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old. (b) Others - Destroy on supersession.	Transfer to FRC when 5 years old. DESTROY when 10 years old. NN 170-106	
21	801-14 <u>Fixed Communications Report Files.</u> Documents reflecting data on circuits and limited generally to fixed communications facilities. Included are reports and papers relating to the reports.		

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	<p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy on receipt or completion of the next report.</p>		DESTROY IMMEDIATELY
22	<p>802-09 <u>DCS Research and Development Project Files.</u> Documents created in connection with a specific research project relevant to the Defense Communications System. Included in each case file are project authorization, copies of procurement documents, test data, specifications and drawings, correspondence, progress reports, final report, feasibility report, test plans and reports, and other papers related to the project.</p>		
	<p>Disposition: (a) Office of Record - Permanent. (Accession 371-75-0004) Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Accessions 371-74-0002, and 371-72A20106</p> <p>(b) Others - Destroy when 5 years old.</p>		DESTROY IMMEDIATELY
23	<p>802-37 <u>DCS Survival Study Files.</u> Documents accumulated in the conduct of studies of the DCS and its subsystems to ensure survival under adverse conditions. Included are analyses, recommendations, correspondence, and related papers.</p>		
	<p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy when no longer needed.</p>	NN 170-106	
24	<p>802-38 <u>DCS Simulation Study Files.</u> Documents developed for or in support of simulation studies of the performance of DCA telecommunications networks. Included are analyses, computer print-outs, and related papers.</p>		

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27	<p>804-03 <u>Satellite Communications Program Management Files.</u> Documents accumulated in planning, directing, supervising, establishing reporting bases, funding, and related procedures for managing satellite communications projects, but exclusive of specific files described in this section. Included are published directives, correspondence, coordination papers, budgetary documents, and related papers.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy when no longer needed.</p>	NN 170-106	
28	<p>804-08 <u>DSCS Operational Plans and Implementation Files.</u> Documents relating to management and direction in establishing an operational system. Included are such items as operational test plans, implementation plans, and supporting or basic documentation.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy when no longer needed.</p>	NN 170-106	
29	<p>804-22 <u>Systems Engineering and Technical Assistance Contractor (SETA) Files.</u> Documents relating to contractual staff support. Included are copy of contract, tasking instructions, and monthly progress reports to DCA from SETA Contract reporting work accomplished.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>Accession 371-75-0013</p> <p>(b) Others - Destroy when no longer needed.</p>	<p>DESTROY IMMEDIATELY</p> <p>NN 170-106</p>	

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36	<p>Disposition: (a) Secretariat - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy when no longer needed.</p> <p>821-03 <u>AUTODIN Program Management Files.</u> Documents relating to overall management direction of the AUTODIN Program. Included are papers reflecting policy guidance and direction for system implementation, recommendations to JCS concerning AUTODIN 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, proposals for deactivation of manual electromechanical relay centers as appropriate, and related papers.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy when no longer needed.</p>	NN 170-106	
37	<p>821-08 <u>AUTODIN System Implementation Plans Files.</u> Documents relating to the implementation of the AUTODIN 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.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy when no longer needed.</p>	NN 170-106	

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38	<p>822-03 <u>AUTOSEVOCOM Program Management Files</u>. Documents relating to overall AUTOSEVOCOM program management. Included are papers reflecting network configuration development, approval of major program changes, establishment and approval of implementation schedules, approval of major changes of performance capabilities and interface characteristics affecting system utilization, and related papers.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>Accession 371-73-0001</p> <p>(b) Others - Destroy when no longer needed.</p>	<p>NN 170-106</p>	<p>DESTROY IMMEDIATELY</p>
39	<p>822-05 <u>AUTOSEVOCOM Trunking Requirements and Configuration Files</u>. Documents relating to interswitch, and subscriber access trunking requirements and configurations. Included are graphic presentations of major geographical areas, AUTOVON ellipses, and AUTOSEVOCOM locations.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Others - Destroy when no longer needed.</p>	<p>NN 170-106</p>	
40	<p>823-03 <u>DSSCS Program Management Files</u>. Documents relating to the overall management direction of the DSSCS program. Included are papers reflecting present and future configuration and operation of the worldwide DSSCSS; policy guidance and direction for system operation; direction of site surveys and recommendations to JCS concerning location of new switching centers; information furnished the military departments and other U.S. agencies concerning their future funding and programming in</p>		

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	<p>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 DSSCS; 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.</p> <p>Disposition: (a) Office of Record - Permanent. Retire when no longer needed. Offer to NARS In 5 year blocks when 20 years old.</p> <p>(b) Others: Destroy when no longer needed.</p>	NN 170-106	
41	<p>824-02 <u>National Communications System (NCS) Files.</u> Documents relating to the governmental communications system which will provide essential communications for the Federal Government under all conditions ranging from normal situations to national emergencies, including nuclear attack. Included are papers reflecting development of system plans, test and exercise instructions, notice of quarterly exercises, after-action reports, and related papers.</p> <p>Disposition: (a) Office of record - Permanent. (Accessions 371-74-0049 Retire when no longer needed. 371-76-0023) Offer to NARS in 5 year blocks when 20 years old.</p> <p>(b) Accession 371-75-0037 DESTROY IMMEDIATELY</p> <p>(c) Others Destroy when no longer needed.</p>	NN 173-97	
42	<p>843.14 <u>Compass Link Test Plans and Reports Files.</u> Copies of compass link test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the contractor.</p> <p>Disposition: (a) Destroy when no longer needed. Permanent. Offer to NARS when 20 years old.</p>	NN 170-106	

