Standard Form No. 115
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106
115-102

R637 43 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(*See Instructions on Reverse*)

LEAVE BLANK	
DATE RECEIVED 11/6/73	JOB NO. N-174-082
DATE APPROVED	

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Communications Agency

2. MAJOR SUBDIVISION
Administrative Division

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Frederick Bradley

5. TEL. EXT.
6926951

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

2-13-74 James B. Rhoads
DATE ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

[ ] A The records have ceased to have sufficient value to warrant further retention.

[X] B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

2 November 1973 — ARTHUR E. HAYES — Chief, Admin Division
(Date) — (Signature of Agency Representative) — (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Attached is Change 4 to DCAI 210-15-6, January 1970		

Changes made with approval of F. Bradley

Four copies, including original, to be submitted to the National Archives and Records Service

16—59429-3 GPO

DEFENSE COMMUNICATIONS AGENCY
WASHINGTON, D. C. 20305

DCA INSTRUCTION 210-15-6 2 October 1973
Change 4

ADMINISTRATION

Records Management

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

REMOVE PAGES	INSERT PAGES
v, vi	v, va, vi
2-3, 2-4	2-3 through 2-6
3-1 through 3-4	3-1 through 3-4
5-1	5-1
8-5	8-5
i through iv (Supplement 1)	i through iv (Supplement 1)
1-7	1-7
2-13, 2-14	2-13, 2-14
2-25, 2-26	2-25 through 2-26c
2-31, 2-32	2-31, 2-32
2-34a	2-34a
3-7, 3-8	3-7, 3-8
3-13, 3-14	3-13, 3-14
4-3 through 4-8	4-3 through 4-8
6-19 through 6-22	6-19 through 6-22
8-3, 8-4	8-3, 8-4
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8-71s through 8-72	8-71s through 8-72
8-139 through 8-144	8-139 through 8-144
8-175 through 8-218	8-175 through 8-218
8-231	8-231 through 8-241
1 through 36 (Supplement 3)	1 through 36 (Supplement 3)

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

OPR: 210
DISTRIBUTION: A, B, C, J

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

FOR THE DIRECTOR:

OFFICIAL:

LAWRENCE LAYMAN
Captain, USN
Chief of Staff

ARTHUR E. HAYES
Chief, Administrative Division

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Supplement

1. FUNCTIONAL FILES SYSTEM
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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. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

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 Hawaii, Western Pacific area, and Southeast Asia will ship retirable records to:

Federal Archives & Records
Center
1000 Commodore Drive
San Bruno, California 94060

b. DCA-Alaska Region and DECCO-Alaska field office will ship retirable records to:

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

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

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

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

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

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

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

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

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

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

3. Records Shipment Boxes.

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

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

DCA (field activity)
Box_____ of _____ boxes

4. Retirement of Secret and Confidential Records.

a. When the total volume of records shipped does not exceed 3 cubic feet (i.e., three boxes), Secret, Confidential, and unclassified records may be packed and shipped together as a single shipment, 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, and security classification will not be stamped on the form.

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

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

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

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

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

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

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

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

8. Accession Number.

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

371-73-XXX
- XXX: Sequential number
- 73: Current fiscal year
- 371: Records group number, which never changes

A different accession number will be assigned to each files series. Therefore, separate SF 135's are required in applying this procedure.

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

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

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

CHAPTER 5. RECORDS HOLDINGS REPORT

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

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

b. For purposes of this report, heads of staff elements, Headquarters, DCA are as follows:

(1) Executive Officer.

(2) DCA Counsel.

(3) Chief, Equal Opportunity & Inspections Office.

(4) Commercial Communications Policy Officer.

(5) Deputy Directors.

(6) Comptroller.

(7) Assistant to the Director for Administration.

(8) Assistant to the Director for Personnel.

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

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

b. Guides will be arranged in files so that the tabs are in uniform position on the left side (first position) of the file drawer. For example: Guides identifying the major functional division of the office administrative files, and the finance and fiscal files would be labeled 100-00 and 300-00, respectively.

11. Use and Position of Folders.

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

b. Under the functional files system, folders are labeled so that the position of the label indicates disposition of the records.

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

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

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are certificates or other documents indicating that the regulations are understood.

Disposition: Destroy 1 year after departure of the individual, unless required in a security investigation.

104-09 Classified Documents Index. Indexes listing available classified documents on hand and those eligible for imminent destruction.

DISPOSAL APPROVED

Disposition: Destroy after 1 year. Earlier disposal is authorized.

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

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

~~Disposition: Office of Record or Secretariat - Destroy after 20 years. Retire when no longer needed for current operations.~~ Permanent

Other copies - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposition: Destroy after 1 year. DISPOSAL APPROVED

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

DISPOSAL APPR

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

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

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

DISPOSAL APPROVED

Others - Destroy on termination of agreement.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when superseded or obsolete.

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

DISPOSAL APPROVED

Disposition: Destroy 2 years after next comparable visit.

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

Disposition: Recorder's copy - Permanent.

DISPOSAL APPROVED

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

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

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

block diagram flow charts, machine language coding forms, punched cards or tapes used to instruct or program the machine, and related records.

Disposition: Destroy on supersession or on discontinuance of the requirement to process the particular data, except that they will not be destroyed prior to disposition of the related output tape when the output tape is not reduced to readable form.

206-11 ADP Policy and Development Files. Documents establishing policy or precedence for future and continuing action.

DISPOSAL APPROVED

Disposition: Destroy when discontinued or superseded.

206-12 Data Elements and Codes Files. Documents relating to the development and conduct of a functional area data elements and data codes program, and papers reflecting coordination of proposed standards. Also included are lists of approved standards.

DISPOSAL APPROVED

Disposition: Destroy after 2 years, except that lists of approved standards may be retained until superseded or cancelled.

206-13 Computer Programming Files. Documents relating to general computer programming techniques, practices, evaluation of programming languages, and their application to system requirements.

DISPOSAL APPROVED

Disposition: Destroy when discontinued or superseded.

206-14 ADP Systems Analysis and Design Files. Documents relating to general computer system analysis and design concepts, methods and documentation procedures.

Disposition: Destroy when discontinued or superseded.

206-15 Computer Simulation Files. Documents relating to general computer simulation concepts, methods and their application to computer systems.

DISPOSAL APPROVED

Disposition: Destroy when discontinued or superseded.

206-16 Tape and Disk Pack Library Files. Documents relating to the maintenance of the magnetic tape and disk library. Included are correspondence, reports, tape and disk pack requisitions, and related papers.

DISPOSAL APPROVED

Disposition: Destroy after 2 years.

206-17 Computer Scheduling Files. Documents reflecting available machine and personnel time, job requirements, priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and related papers.

DISPOSAL APPROVED Disposition: Destroy after 2 years.

206-18 ADP Reference Paper Files. These papers relate to automatic data processing 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.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

206-19 ADP Documentation and Programing Standards. Documents relating to the development of documentation standards for use by HQ DCA and DCA field activities. Standard documentation covers matters pertaining to research, software development and maintenance, and programing procedures.

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

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

206-20 ADP Service Requests. Requests for ADP services. Included are supporting papers, correspondence, and related papers.

Disposition: Destroy after 1 year.

DISPOSAL APPROVED

206-21 ADP Security Files. Documents relating to development and implementation of ADP security techniques, practices, and evaluation techniques related to computer security. Included are papers reflecting measures to ensure physical security, emanation security, hardware controls, software controls, and administrative and management controls.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

206-22 ADP Software Inventory Files. Current inventory of functional software systems/routines available to HQ DCA and DCA field activities. The inventory serves to prevent duplication in application programing.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

206-23 Computer Program Documentation. Documented, detailed instructions prepared by the programer for the computer operator on how to run the program. Included are ledger copy of significant steps, flow diagram, program coding sheet, I/O formats, sample data, and operating instructions.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

206-24 Computer Program Flow Charts. Flow charts showing results of a logical step-by-step solution to a problem by use of flow charting symbols arranged to outline the actual sequence of operations.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

206-25 Basic Computer Run Instructions (Run Book). Procedural instructions necessary for the computer operator to initiate, run, and terminate the system operations. The run book ensures efficient use of computer resources, minimizes the possibility of operator error, and ensures proper completion of the job. Included are location of the program, location of data, I/O devices, normal operations, error signals, and significant processing points.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

206-26 Computer Performance Measurement Reports. Reports resulting from application of computer performance evaluation techniques to measure performance of computer systems. Purposes of the measurement are to increase throughput (get more work out of the system), reduce turnaround (get a job through the system in less time), improve cost-effectiveness (get more work done at less cost), identify present capacity level, and obtain input to accounting and simulation packages.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

206-27 ADP Association Meetings or Conferences. Proceedings of members comprising ADP groups, associations, committees, and panels which meet to discuss matters common to users of ADP. Included are announcements, agenda, minutes, committee reports, publications, and related papers.

DISPOSAL APPROVED Disposition: Recorder's copy - Destroy after 10 years. Retire when no longer needed.

DISPOSAL APPROVED Others - Destroy when no longer needed.

206-28 ADP Security Backup File. A magnetic tape which is identical with the master tape and kept as security ("insurance") in case the master tape is damaged or unintentionally erased.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

206-29 ADP Test Tape. Magnetic tape used in testing a proposed system by the programer for individual run testing and for system debugging test data.

DISPOSAL APPROVED Disposition: Destroy on discontinuance of related program.

206-30 ADP Working Tape. Magnetic tape containing output or control within or from one run to a subsequent run that manipulates, sorts, or moves data through the system. Includes checkpoint, edit, correction, reject list, unmatched data eliminating error, and rerun tapes used in an update system.

Disposition: Destroy after subsequent tapes have been created and proved satisfactory. DISPOSAL APPROVED

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.

DISPOSAL APPROVED 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. DISPOSAL APPROVED

Disposition: Permanent.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section IX. ORGANIZATION PLANNING AND MANPOWER FILES

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

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED 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.

Disposal not authorized at this time
Disposition: Office of Record - ~~Permanent~~.
Review for disposal after 5 years.
Others - Destroy when superseded.

DISPOSAL APPROVED

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

Disposal not authorized at this time
Disposition: Office of Record - ~~Permanent~~.
Review for disposal after 5 years.
Others - Destroy after 5 years.

Retain in CFA. DISPOSAL APPROVED

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

Disposal not authorized at this time
Disposition: Office of Record - ~~Permanent~~.
Review for disposal after 5 years.
Others - Destroy after 5 years.

DISPOSAL APPROVED

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

209-14 DCEC MACS Files. Documents relating to the systematic allocation of internal manpower resources to accomplish assigned engineering and major study area tasks within the Defense Communications Engineering Center. The manpower accounting and control system (MACS) is a management technique applied primarily to ensure effective use of manpower, allocation of man-hours according to priority of projects, and secondarily to record and analyze manpower utilization. Included are punched cards and printouts containing essential management information.

Disposition: Destroy after 3 years. DISPOSAL APPROVED

303-03 Finance and Fiscal Instructions Files. Documents directly contributing to the formulation of policy, direction, and supervision of accounting and finance functions. Included are basic directives, instructions, coordination papers, legal opinions, interpretations, copies of directives, correspondence, and other papers concerning implementation of DoD and other directives and instructions, and similar documents.

Disposition: Permanent.

303-04 Financial Control Authorizations. Documents showing appointment of individuals to serve as accounting and finance officers and their deputies, cashiers, agents, and executors of vouchers, together with pertinent signature cards. Letters of authority or copies of orders delegating authority to obligate funds, and establish and maintain administrative control of funds.

DISPOSAL APPROVED

Disposition: Destroy 6 years after withdrawal of authorization.

303-05 Position Schedule Bond Files. Documents relating to the DoD position schedule bond, including orders appointing or terminating individuals to positions covered by the bond, reports, correspondence, and similar papers. DISPOSAL APPROVED

Disposition: Destroy 5 years after termination of bond.

303-06 Headquarters Files Related to Field Activities. Miscellaneous correspondence, messages, and other documents concerning specific field activities. File by activity.

Disposition: Destroy after 2 years. DISPOSAL APPROVED

303-07 Headquarters Files Related to Industrial Fund. Headquarters files of correspondence, fund authorization documents, reports produced by industrial fund operations, and copies of reports forwarded to OSD. File by type.

Disposition: Destroy after 10 years. DISPOSAL APPROVED

303-08 Imprest Fund Account Files. Documents accumulated by imprest fund cashiers which reflect the receipt and accounting for the fund. Also includes quarterly verifications, inspections, reviews, and audits of the fund.

Disposition: Destroy after 2 years. DISPOSAL APPROVED

303-09 Allocations Files. Documents received by Headquarters, DCA from OSD which provide fund authorizations and changes thereto, and supporting papers. File by appropriation.

Disposal not authorized at this time

Disposition: ~~Permanent~~. COFF at end of last fiscal year for which funds are available for obligation.

Review for disposal after 5 years.

303-10 Military Interdepartmental Purchase Request (MIPR) Control Files. 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.

Disposal not authorized at this time

Disposition: ~~Permanent~~. COFF at end of last fiscal year for which funds are available for obligation.

Review for disposal after 5 years.

303-11 Transfer Appropriations. Documents pertaining to funds received from other Government departments by means of appropriation transfers, including standard forms 1151, correspondence, and other papers.

Disposal not authorized at this time

Disposition: ~~Permanent~~.

Review for disposal after 5 years.

303-12 Reimbursable Orders Received. Documents evidencing receipt of reimbursable orders for work or services to be supplied by DCA and providing automatic increase in funds to cover the cost of such work or services.

Disposal not authorized at this time

Disposition: ~~Permanent~~.

Review for disposal after 5 years.

303-13 Allotment and Operating Budget Files. Documents which distribute appropriated funds from the Headquarters, DCA central accounts office to installation accounts and field activities. Includes similar documents received by DECCO from other Government agencies.

Disposition: Central accounts, Headquarters, DCA - Destroy 4 years after appropriation lapses for disbursement.

DISPOSAL APPROVED

Field activities - Destroy 1 year after appropriation lapses for disbursement.

DISPOSAL APPROVED

303-14 General Ledger. Forms and papers constituting the general ledger, which contains the accounts necessary to reflect financial operations.

DISPOSAL APPROVED

Disposition: Cut off at end of fiscal year. Destroy after 10 years.

303-39 Status of Allocation Reports. Copies of reports submitted to OSD depicting the status of funds as of the end of each month. Also included are related papers. File by type of report.

DISPOSAL APPROVED

Disposition: Destroy after 10 years. Retain 3 years in CFA.

303-40 Headquarters Financial Statements. Financial statements (not otherwise identified) prepared from summaries and recapitulations of data furnished by field activities and headquarters installation accounts.

DISPOSAL APPROVED

Disposition: Destroy after 10 years. Retain 3 years in CFA.

303-41 Register of Requests and Reports to GAO, Waiver of Overpayment of Pay Claims Files. Documents reflecting summary data concerning requests for waiver of claims of the U.S. arising out of erroneous overpayments of pay, and the annual reports to GAO showing amount of claims, amount waived, and amount refunded to individuals.

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

DISPOSAL APPROVED

303-42 Waiver of Overpayment of Pay Claims Case Files. Documents pertaining to cases considered for waiver of claims of the U.S. arising out of erroneous overpayments of pay. Includes requests for waivers and refunds; reports of investigation; correspondence with GAO; notice to the servicing finance office when refund is made; correspondence with waiver requester, including notification of decisions and transmittal of refunds when made. File by case number.

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

DISPOSAL APPROVED

303-43 Other Special Types of Listings or Tabulations Files. Other special types of EAM listings or tabulations pertaining to daily, periodic, or monthly operations.

Disposition: Destroy after 4 years. DISPOSAL APPROVED

303-44 Savings Bond Files. Documents relating to the U.S. savings bond program. Included are periodic reports and correspondence.

Disposition: Destroy after 2 years. DISPOSAL APPROVED

303-45 Periodic Service Charges. Documents accumulated at the Derey Engineering Building to support authorized payment for services such as power, water, fuel, etc. Included are invoices, documents authorizing payment, correspondence, and related papers.

DISPOSAL APPROVED Disposition: Destroy after 2 years.

Section IV. NONAPPROPRIATED FUND FILES

304-01 Nonappropriated Fund Administrative Files. Documents accumulated in the general administration of nonappropriated funds, but exclusive of specific files described in this section.

DISPOSAL APPROVED Disposition: Destroy after 2 years.

304-02 Welfare Fund Account Files. Documents relating to the administration of activities financed by welfare funds, such as ledgers, journals, council books, cash receipts, and disbursement records; and financial statements, cash vouchers, and other documents relating to welfare fund transactions, including documents constituting an integral part of the accounting system for such funds.

DISPOSAL APPROVED Disposition: Destroy after 3 years, except that bound books will be destroyed 3 years after date of the last entry therein.

304-03 Sundry Fund Account Files. Documents which relate to the administration of activities financed by sundry funds and include documents constituting an integral part of the accounting system for such funds, such as ledgers and journals, council books, cash receipts and disbursement records, financial statements, cash vouchers,. and other documents relating to sundry fund accounts.

DISPOSAL APPROVED Disposition: Destroy after 3 years, except that bound books will be destroyed 3 years after date of the last entry therein.

304-04 Constitution and Bylaws of Welfare and Sundry Fund Activities Files. Constitution and bylaws pertaining to clubs and comparable associations, including documents relating to authorization or establishment.

Disposition: Destroy on supersession.

DISPOSAL APPROVED Exception - On discontinuance of an activity or dissolution of the related fund, destroy with the related account.

DISPOSAL APPROVED

304-05 Minutes of Meeting Files. Records of welfare fund councils and boards of governors of sundry fund activities, when maintained by the councils or boards.

DISPOSAL APPROVED Disposition: Destroy with related accounting records.

rough data, estimates, justifications, and related correspondence and papers.

DISPOSAL APPROVED

Disposition: Destroy 2 years after close of fiscal year involved.

402-03 Appropriation Accounting Files. Documents relating to appropriation accounting. Included are records that summarize the financial status of the activity and program allotments, reflect the specific source and nature of commitments, obligations and expenditures, and general correspondence.

Disposition: Destroy 2 years after close of fiscal year involved.

DISPOSAL APPROVED

402-04 Requisition Files. Requisitions, service or material requests, and shipment orders; supporting papers; correspondence and other related papers.

DISPOSAL APPROVED

Disposition: Destroy 2 years after completion or cancellation of requisition.

402-05 Shipping Data Files. Copies of shipping documents and related correspondence and papers pertaining to transportation of material by commercial and Government carriers. Included are bills of lading, airbills, waybills, cargo lists, individual demurrage reports, manifests, and other supporting documents containing freight classification data, storage in transit records, export certificates, car and car demurrage records.

DISPOSAL APPROVED

Disposition: Destroy after 2 years.

402-06 Material Receipt and Expenditure Invoice Files. Documents relating to transfer of material between supply officers and to end-use expenditures. Included are receipts, expenditure invoices, copies of requisitions, correspondence, and related papers.

DISPOSAL APPROVED

Disposition: Destroy 2 years after close of fiscal year involved.

402-07 Inventory Control Files. Documents relating to current inventories and allowances, supply levels, and stock status and replenishment. Included are inventory control reports and reports on receipt and maintenance of supply items (such as reports on supply levels and short items).

Disposition: Destroy after 2 years. DISPOSAL APPROVED

402-08 Stock Locator Card Files. Cards used as a locator medium for supply items issued to using staff offices.

DISPOSAL APPROVED Disposition: Destroy when superseded or when item is no longer carried in stock.

402-09 Capital Property Accounting Files. Documents relating to accounting for nonexpendable or capital property. Included are turn-in and issue slips, survey reports, inventory adjustment reports, and related correspondence, records, and reports.

DISPOSAL APPROVED Disposition: Destroy when superseded.

402-10 Welfare Fund Supply Files. Documents accumulated from activities financed by welfare funds used to defray the expense of providing athletic, recreational, and welfare services for military and civilian personnel. Included are property records, vendors' vouchers, contracts and purchase orders, and similar papers.

DISPOSAL APPROVED Disposition: Destroy after 3 years, except that individual contracts involving transactions for more than $2,500 will be destroyed after 6 years.

402-11 Printing and Binding Requisition Files. Requisitions for printing and binding, including the record of action taken thereon.

DISPOSAL APPROVED Disposition: Destroy after 2 years.

402-12 Duplicating Service Request Files. Copies of requests (e.g., DD form 844) for duplicating and photo reproduction work orders.

DISPOSAL APPROVED Disposition: Destroy after 3 months.

402-13 Publications Stock Record Files. Publication and blank form stock records maintained to reflect the status of supply of publications and blank forms, including data as to stock levels, quantities on hand, and quantities received and issued.

DISPOSAL APPROVED Disposition: Destroy when card is filled or on obsolescence of items, whichever is first.

402-14 Repair and Utility Work Order Files. Work orders and related papers which authorize maintenance and repair of buildings and utilities. Included are individual and routine types of work orders.

DISPOSAL APPROVED

Disposition: Destroy 2 years after close of fiscal year involved.

402-15 Telephone Installation Service Files. Documents accumulated in coordinating installation and relocation of telephones in staff offices. Included are requests, work orders, diagrammatic layouts, toll and long-distance telephone charges, and switchboard costs pro rata share.

Disposition: Destroy after 1 year. DISPOSAL APPROVED

402-16 Space Requirements and Allocation Files. Documents related to requirements for and utilization and release of space. Included are building plan files, space holding area requirements reports submitted to higher authority, and related correspondence.

Disposition: Destroy after 2 years. DISPOSAL APPROVED

402-17 Bus Pass Register Files. Registers maintained to reflect issuance of bus passes to authorized individuals.

Disposition: Destroy when superseded. DISPOSAL APPROVED

402-18 Transportation Request Files. Copies of used and canceled transportation requests, transportation certificates, pertinent correspondence, and related documents authorizing temporary duty travel for military and civilian personnel and the issuance of travel authorizations for individual dependents.

Disposition: Destroy after 4 years. DISPOSAL APPROVED

402-19 Transportation Request Register Files. Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, accomodation furnished, and similar information.

Disposition: Destroy after 4 years.

DISPOSAL APPROVED

402-20 Travel Administrative Files. Documents accumulated in offices having the principal function of issuing transportation requests and administering travel funds. Included are internal reports, correspondence, messages, theater clearance information, and other papers which do not necessarily relate to individual travelers.

DISPOSAL APPROVED Disposition: Destroy after 2 years.

402-21 TDY Approving Authorities. Travel office copies of current lists and signature cards of officials authorized to approve temporary duty travel.

DISPOSAL APPROVED Disposition: Destroy 1 year after revocation.

402-22 Conference Rooms Control Files. Documents and forms used to schedule use of conference rooms by staff officials. Included are requests, forms showing dates and hours for scheduled use; forms reflecting presentation support such as projection equipment, audio service, flip chart easels, etc.; key control forms; and related papers.

Disposition: Destroy after 1 month.

DISPOSAL APPROVED

Section III. SAFETY FILES

403-01 Safety Administrative Files. Documents accumulated by DCA activities in cooperating with host organizations in administering local safety programs. Included are documents reflecting safety surveys, plans and procedures, retained copies of safety reports submitted to the host organizations or military support agencies, and related papers.

DISPOSAL APPROVED Disposition: Destroy after 1 year.

403-02 Safety Liaison Files. Documents created in the coordination of host-sponsored safety program activities, exchange of information with local public and private organizations on safety matters, papers reflecting DCA representation on safety councils and committees, and related papers.

DISPOSAL APPROVED Disposition: Destroy after 1 year.

403-03 Accident Case Files. Documents relating to individual accidents affecting DCA property or DCA personnel. Included are investigations and reports of accidents, fires, damage to DCA property, and injury or death to DCA military and civilian personnel.

Disposition: Destroy after 2 years. DISPOSAL APPROVED

403-04 Safety Reference Paper Files. These papers relate to safety matters and consist of:

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

b. Documents which require no action.

403-04 c. Rough drafts, notes, feeder reports, and similar working papers.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section IV. LIBRARY SERVICES AND SUPPLY FILES

These files relate to operation of officially designated libraries.

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

Disposition: Destroy after 3 months. DISPOSAL APPROVED

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

Disposition: Destroy after 3 months. DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy on completion of next inventory.

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

Disposition: Destroy after 2 years. DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy on notification of users.

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

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

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

DISPOSAL APPROVED Disposition: Destroy after 3 months.

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

DISPOSAL APPROVED Disposition: Destroy after 2 years.

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

Disposition: Destroy when no longer needed.

DISPOSAL APPROVED

606-08 Civilian Personnel Training Reference Paper Files. These papers relate to training of civilian personnel 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 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.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section VII. PERSONNEL MANAGEMENT DATA FILES

Files in this section constitute data pertaining to civilian and miltary personnel assigned to DCA. These data are computerized for ready access to DCA management officials who require various types of personnel compilations.

607-01 Personnel Management Administrative Files. Papers accumulated in conducting general, routine administrative matters between and among staff offices and field activities servicing or serviced by the personnel data bank. Included are correspondence, memoranda, and related coordination papers.

Disposition: Destroy after 5 years. DISPOSAL APPROVED

607-02 Personnel Management History Files. Documents relating to the development, phasing, and implementation of the DCA personnel management information system. Included are feasibility studies, minutes of meeting concerning USCSC guidelines, papers reflecting coordination with the ADP staff and other staff offices, and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

607-03 DCA Civilian Personnel Data Bank. This file derives from automation of civilian personnel records and consists of statistical data for each civilian employed by DCA worldwide. The data bank consists of name of incumbent and related individual information such as date of birth, social security number, pay plan, grade, organizational assignment, etc.

DISPOSAL APPROVED Disposition: Destroy 2 years after use of the data has lapsed.

607-04 Military Personnel Data Bank. This file derives from automation of status and personnel data for military assigned to DCA worldwide. The data bank includes at least the following:

a. Name of incumbent.

b. Grade.

c. Service (Army, Navy, Air Force, Marines).

d. Service number or SSN or both.

e. Job specialty.

f. Location within the organization.

g. Date assigned to DCA.

h. Rotation date.

i. Personal information, such as date of birth, marital status, career field, awards, etc.

j. JTD, paragraph/line.

DISPOSAL APPROVED Disposition: Destroy when superseded.

607-05 Civilian Personnel Data Computer Printouts. Information extracted from the data bank in the form of printouts, which are used by personnel management officers and management analysts to serve the needs of the Agency; e.g., prepare required reports, select individuals under the Merit Promotion Program, etc.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

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

Disposition: Office of Record - Permanent.

DISPOSAL APPROVED Others - Destroy when no longer needed.

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

Disposition: Office of Record - Destroy after 10 years.

DISPOSAL APPROVED Others - Destroy when no longer needed.

607-15 Personnal Management Reference Papers. These papers relate to the DCA personnel management information system and consist of:

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

b. Documents which require no action.

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

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

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

Disposition: Destroy on supersession.

801-10 Standing Communications Instructions Files. Combat orders containing instructions for use of communications operation instructions.

Disposition: Office of Record - Permanent.

DISPOSAL APPROVED Others - Destroy on supersession.

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.

DISPOSAL APPROVED

Disposition: Office of Record - Destroy after 10 years

Others - Destroy after 6 months.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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

801-14 Fixed Communications Report Files. Documents reflecting data on circuits and limited generally to fixed communications facilities. Included are reports and papers relating to the reports.

Disposition: Office of Record - Permanent.

Others - Destroy on receipt or completion of the next report. DISPOSAL APPROVED

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.

DISPOSAL APPROVED Disposition: Office of Record - Destroy after 1 year.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED Disposition: Office of Record - Destroy after 1 year.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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.

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.

DISPOSAL APPROVED

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

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.

DISPOSAL APPROVED

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. DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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;

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

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

802-51 Transferred. See 900-Series.

802-52 Transferred. See 900-Series.

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

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

802-54 Transferred. See 900-Series.

802-55 Transferred. See 900-Series.

802-56 Transferred. See 900-Series.

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

exhibit, contract data requirement list, and notes. Files consist of papers reflecting review, comments, coordination with the military departments, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

802-68 DCS Reference Paper Files. These papers relate to the Defense Communications System 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; cards, listings, indexes, and other papers used for controlling work.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

802-69 Transferred. Use 871-26.

802-70 DCS Communications Support of War Games. Documents created in response to the Studies, Analysis, and Gaming Agency (SAGA) requirements for communications support of plans for general war and limited war. Included are management engineering plans; papers reflecting development of objectives, testing, delivery, and logistics support to implement the basic plan; and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

802-71 DCS Kagnew Station Files. Documents relating to utilization and improvement of the Kagnew station, a major overseas communications plexus within the DCS. Included are plans, comments, coordination papers, and related correspondence.

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

Others - Destroy when no longer needed. DISPOSAL APPROVED

802-72 DCS PTTI ("Music Man") Files. Documents relating to the development of standards for precise timing within the Defense Communications System (code name, project "Music Man"). Included are papers reflecting identification of present and future timing requirements within the DCS; methology for implementing the standards; methods by which the DCS may provide a distribution system for all DoD precise time and time interval (PTTI) requirements; and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

802-73 DCS Channel Packing Timing Files. Documents relating to selection, upgrade, and quality monitoring of timing sources for high-speed data trunks for DCS channel packing; and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

802-74 Worldwide DCS Station Timing Files. Documents relating to survey of timing sources. Included are papers reflecting selection of the most accurate courses worldwide; actions pertaining to upgrade timing sources; quality control; recommendations; and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

802-75 Use of DCS by Non-DoD Organizations. Documents relating to the use of DCS facilities by non-DoD organizations. Included are requests submitted to DCA and authorizations sanctioned by the Secretary of Defense for non-DoD U.S. agencies, allied foreign nations, and commercial organizations serving U.S. troops overseas, to use DCS facilities.

DISPOSAL APPROVED Disposition: Destroy 3 years after revocation of authorization.

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

DISPOSAL APPROVED

Disposition: Office of Record - Destroy after 10 years.

Others - Destroy when no longer needed.

DISPOSAL APPROVED

803-41 NMCS/MITRE (DCA) Corporation Files. Documents relating to monitorship and supervision of MITRE (DCA) Corporation contract with DCA. Contract provides technical support to the NMCSTS. Included are correspondence, task statements, funding requirements, working agreements, and regulations for performance of the contract.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

803-42 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.

DISPOSAL APPROVED

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

803-43 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.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

803-44 NMCSTS/NMCSSC Fiscal Management Files. Documents relating to the planning, management, and accounting of NMCSSC resources allocated to the individual OJCS and OSD users. Included are guidance documents and decisions of the ADP requirements review group, funding requirements, forecasts, allocations, expenditure accounting, and other user-oriented fiscal management papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

803-45 NMCS Reference Paper Files. These papers relate to the National Military Command System operational matters and consist of:

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

b. Documents which require no action.

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

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

803-46 NMCC Expansion Project Files. Documents relating to the overall management direction of the NMCC expansion project. Included are plans and related planning documents; papers reflecting review of plans prepared by participating organizations; management control over design, engineering, and test for technical adequacy; appraisal of resources required; monitoring of contractual actions; information furnished the military departments and other U.S. agencies concerning their future funding and programing in accordance with their implementation and operational assignments; direction to the military departments and other agencies to initiate commercial authorization actions for the expansion project; and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

Section IV. SATELLITE COMMUNICATIONS

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

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

Disposition: Office of Record - Destroy after 10 years.

DISPOSAL APPROVED

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

804-28 Reserved.

DISPOSAL APPROVED

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

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

DISPOSAL APPROVED

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.

Disposal not authorized at this time

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

Review for disposal in 5 years.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

Disposal not authorized at this time

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

Review for disposal after 5 years

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

Disposal not authorized at this time

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

Review for disposal after 5 years

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposal not authorized at this time

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

Review for disposal after 5 years

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposal not authorized at this time

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

Review for disposal after 5 years

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED 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.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

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

DISPOSAL APPROVED

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; review and analysis of 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.

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

DISPOSAL APPROVED

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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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. Rought drafts, notes, feeder reports, and similar working papers.

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

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

Disposition: Destroy when superseded or 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.

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

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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 no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section XVIII. DCS ASSETS MANAGEMENT AND CONTROL PROGRAM

Files in this section relate to the management and control of DCS assets, to include deactivation, shipment, refurbishment, storage, and redeployment.

818-01 DCS Assets Administrative Files. Documents relating to the general, routine administration of the DCS Assets Management and Control Program, but exclusive of specific files described in this section.

Disposition: Destroy after 2 years. DISPOSAL APPROVED

818-02 DCS Assets Group and Committee Files. Documents relating to proceedings of members comprising DCS assets groups, committees, and panels which meet to resolve pertinent problems concerning

reallocation of excess DCS COMSEC and non-COMSEC assets. Included are announcements, agenda, minutes, recommended candidate projects for the assets, priorities and trade-offs; and related papers.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

818-03 DCS Assets Program Management Files. Documents relating to overall direction of the DCS Assets Management and Control Program. The program objective is to reallocate DCS COMSEC and non-COMSEC assets no longer required and JCS or DCA has determined that the assets can satisfy immediate needs of another activity. Included are policy documents outlining program operation; papers reflecting codes to identify degree of serviceability, condition, and completeness as regards readiness of the assets for issue and use; priority criteria; inventory of assets by location; funding information furnished the military departments tasked with refurbishment; and related papers.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

818-04 thru -14 Reserved.

818-15 DCS Assets Reports. Monthly reports submitted to DCA by the military departments after refurbishment and storage. The reports outline equipment status; total quantity of each end-item on hand (less repair part items managed by a service of DSA) being refurbished, available for distribution to satisfy JCS validated requirements; and problem areas.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

818-16 thru -25 Reserved.

818-26 DCS Assets Deployment Files. Requests by DCA to the military departments to requisition equipment from depot for shipment to gaining activity. Included are the quantity; nomenclature; lists of repair/spare parts required; special tools and test

equipment; technical literature; installation material; name and shipping address of the gaining activity; shipping instructions; accountability information; and reports required to be submitted.

Disposition: Destroy when no longer needed.

DISPOSAL APPROVED

818-27 Reserved.

818-28 DCA Assets Reference Papers. These papers relate to the DCS Assets Management and Control 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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

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

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

b. Documents which require no action.

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

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

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

Section XLI. DCS ELECTRICAL POWER PROGRAM

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

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

Dispose after 10 years. DISPOSAL APPROVED

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

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

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

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

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy on incorporation into the DCA Development Plan.

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

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

841-07 Uninterruptible Power System Files. Documents relating to design and engineering of uninterruptible power systems. Included are papers reflecting types, ratings, performance, operational difficulties, maintenance procedures, tests, testing equipment, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

841-08 European Electrical Power Files. Documents relating to power availability, generation, and distribution in the European area. Included are power outage summaries, correspondence concerning peculiar problems and their solution, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

841-09 Pacific Electrical Power Files. Documents relating to power availability, generation, and distribution in the Pacific area. Included are power outage summaries, correspondence concerning peculiar problems and their solution, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

841-10 Western Hemisphere Electrical Power Files. Documents relating to power availability, generation, and distribution in the Western Hemisphere. Included are power outage summaries, correspondence concerning peculiar problems and their solution, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

841-11 AUTOVON Electrical Power Files. Documents relating to power requirements and problems peculiar to the AUTOVON system.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

841-12 AUTODIN Electrical Power Files. Documents relating to power requirements and problems peculiar to the AUTODIN system.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

841-13 Satellite Electrical Power Files. Documents relating to power requirements and problems peculiar to satellite earth terminals.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

841-14 DCS Electrical Power Special Projects. Reports, studies, and special projects relating to the DCS electrical power and subsystems.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

841-15 DCS Electrical Power Operational Evaluation Reports. Copies of operational evaluation reports providing information and recommendations on deficiencies in military electrical power at DCS facilities.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

841-16 DCS Electrical Power Reference Papers. These papers relate to the DCS electrical power improvement 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.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section XLII. DIGITAL SUBSCRIBER TERMINAL EQUIPMENT FILES

The digital subscriber terminals (DST) encompass a variety of equipment configurations engineered to provide varied speeds of access to the AUTODIN switching system to pass digital message traffic on a worldwide basis.

842-01 DST Administrative Files. Documents relating to the general routine administration of the DST program but exclusive of specific files described in this section.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

842-02 DST Group and Panel Files. Documents accumulated in the process of organizing, establishing, and administering DST groups and panels which are given responsibility for ensuring fully coordinated program implementation. Included are proceedings, recommended solutions to problems and comments thereon, coordination documents between the panel and the military departments or other Defense agencies.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

842-03 DST Program Management Files. Documents relating to overall management direction of the DST program. Included are papers reflecting policy guidance and direction for implementation; recommendations to JCS concerning DST 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.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

842-04 DST Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct DST facilities in continental United States and overseas.

847-27 Modem Repair Parts/T&TE Reports Files. Reports submitted periodically to DCA by the contractors to document quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineer analysis, contractors' experience, and procurement parameters.

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

847-28 Modem Reference Paper Files. These papers relate to the modem 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. DISPOSAL APPROVED

Section XLVIII. STANDARD MICROWAVE RADIO EQUIPMENT

Files in this section relate to procurement of standard microwave (M/W) radio equipment to be used by the military departments and other DoD and governmental organizations authorized access to the Defense Communications System. Microwave radio uses wave lengths of 30 CM or less.

848-01 M/W Radio Administrative Files. Documents relating to the general routine administration of the standard microwave radio equipment program, but exclusive of specific files described in this section.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

848-02 M/W Radio Group and Committee Files. Documents accumulated in organizing, establishing, and administering groups, committees, and panels which are given responsibility for coordinating the standard microwave radio equipment program. Included are proceedings; minutes; recommended solutions to problems concerning acquisition, standardization, and disposal; coordination papers; directed actions; and related papers.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

848-03 M/W Radio Program Management Files. Documents relating to overall management direction of the standard microwave radio equipment program. Included are papers reflecting review of requirements submitted by the military departments for M/W radio equipment; programming, engineering, and standardization guidance furnished to ensure compatibility and economy in acquiring the equipment; coordination of diversion of M/W radio equipment to satisfy emergency requirements; coordination of the transfer of funds to compensate for diversion of equipment necessary to satisfy emergency requirements; instructions for the disposition and storage of surplus DCS equipment; resolution of conflicts in delivery schedules prepared by the military departments; DCS M/W radio configurations and synchronization schemes; and related papers.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

848-04 Reserved.

848-05 M/W Radio Interface Requirements Files. Documents relating to the interface of M/W radio equipment to various transmission media. Included are circuit diagrams, block diagrams, and other documents which serve as guide to communications engineers and administrators.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

848-06 M/W Radio Installation and Implementation Plans Files. Copies of M/W radio equipment installation and implementation plans prepared by the cognizant military department and submitted to DCA. Included are plans and papers reflecting review to ensure that required standards are met and comments related thereto.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

848-07 Reserved.

848-08 Reserved.

848-09 M/W Radio Equipment Maintenance Files. Documents relating the maintenance of microwave radio equipment. Included are maintenance concepts, maintenance plans, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

848-10 M/W Radio Technical Literature Development Files. Papers which contribute to the development of M/W radio equipment manuals prepared in-house or by contractors. Included are reviews, verifications, comments, changes, and advice furnished by DCA engineers and scientists.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

848-11 M/W Radio Logistics, Supply, and Transportation Files. Documents relating to logistical support of M/W radio equipment. Included are plans, programs, action documents, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

848-12 M/W Radio Training Files. Documents accumulated in the development of the M/W radio equipment training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

848-13 M/W Radio Tools and Test Equipments Files. Documents relating to special tools and test equipments used for M/W radio equipment. Included are documents reflecting application, proposals, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

848-14 M/W Radio Test Plans and Reports Files. Copies of M/W radio equipment test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the cognizant military department.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

848-15 M/W Radio Report Files. Documents relating to the M/W radio equipment program evaluations and review technique. DCA provides the computation and specifies the coding structure for the PERT equipment.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

848-16 Reserved.

848-17 Reserved.

848-18 Reserved.

848-19 M/W Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the M/W radio equipment program. Included are papers reflecting estimates of specific aspects of the program, funding requirements, forecasts, allocations, operating schedules, expenditure accounting, and related papers.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

848-20 M/W Radio Management Information System Files. Organized collection of systematically arranged data used by program management officials in evaluating specific needs of the M/W radio equipment 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.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

848-21 Reserved.

848-22 Reserved.

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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED 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.

DISPOSAL APPROVED 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 LX. TRANSMISSION SUBSYSTEMS

Files in this section relate to transmission subsystems employed employed in operating the Defense Communications System, except for those described in sections 62 through 69.

860-01 NORTHWIND 440L Files. Documents relating to the NORTHWIND 440L System. Included are system parameters, description, upgrade and improvement requirements, performance tests, unique problems and solutions, status reports, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

860-02 UK-Portugal Commercial Cable Files. Documents relating to the United States' use of the undersea commercial cable between the United Kingdom and Portugal. Included are documents reflecting planning, funding, cable availability, correspondence, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

860-03 COMSAT Communications System Files. Documents relating to the Government's use of the communications system operated by the Communications Satellite Corporation (COMSAT). Included are papers reflecting planning, scheduling, DCS requirements for and lease of service from COMSAT, correspondence, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

860-04 NATO/DCS Files. Documents relating to NATO/DCS communications matters. Included are papers reflecting system parameters, description, upgrade and improvement requirements, performance, tests, unique problems and solutions, status reports, correspondence, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section LXII. INTEGRATED JOINT COMMUNICATIONS SYSTEM, PACIFIC

Files in this section document the Integrated Joint Communication System, Pacific (IJCS-PAC) project, which will provide a totally integrated communications subsystem from Japan to and through Okinawa, the Philippines, and Taiwan in support of Southeast Asia operations. It will also provide high quality

channels for transmission of voice and data type signals to satisfy requirements of various Defense subsystems such as AUTOVON, AUTODIN, command and control, and logistics.

862-01 IJCS-PAC Administrative Files. Documents relating to the routine general administration of the IJCS-PAC project, but exclusive of specific files described in this section.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

862-02 IJCS-PAC Group and Committee Files. Documents relating to proceedings of groups, committees, and working panels organized to resolve problems concerning correlation of new technical developments into the IJCS-PAC project; identification of major problems and their recommended solutions; consideration of newly validated requirements; evaluation of network implementation against stated functional and quantitative requirements; budgeting and manpower; and other factors affecting the IJCS-PAC project. Included are announcements, agenda, minutes, committee reports, and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

862-03 IJCS-PAC Project Management Files. Documents relating to the overall management direction of the IJCS-PAC project. Included are management engineering plans; papers reflecting reporting requirements; project schedules and related changes; assignment of appropriate priorities for implementation; retention/deactivation criteria; deactivation schedule, to include disposition instruction (if appropriate); information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with their operational assignments; and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

862-04 IJCS-PAC Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct IJCS-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 completion of the survey. or 3 years after abandonment of the survey. Files related to unselected sites may be retained in considering future selections until acquired or rejected as unsuitable for DCA use.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

862-05 IJCS-PAC Trunking Configuration Files. Documents relating to subscriber access trunking configurations and trunking requirements for IJCS-PAC trunks. Included are communications requirement data, subscriber identity, orders, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

862-06 IJCS-PAC Interface Requirements Files. Documents relating to interface of IJCS-PAC to various transmission media and connecting systems. Included are block diagrams, circuit diagrams, and other documents which serve as guides to communications engineers and administrators.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

862-07 IJCS-PAC Implementation Plans Files. Documents relating to implementation plans for the IJCS-PAC project. Included are papers reflecting clearly defined areas of responsibility assigned to the military departments, management engineering plan project schedules, procurement schedules, supply and services plans, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

862-08 IJCS-PAC Building and Floor Plans Files. Copies of IJCS-PAC building and floor plans submitted by the contractor. Included are building plans, floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

862-09 IJCS-PAC Equipment Maintenance Files. Documents which relate to the maintenance of IJCS-PAC equipment. Included are maintenance plans, maintenance concepts, and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

862-10 IJCS-PAC Technical Literature Development Files. Papers which contribute to the development of IJCS-PAC equipments manuals. Included are reviews, verifications, comments, changes, and advice furnished the contractors by DCA engineers and scientists.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

862-11 IJCS-PAC Logistics, Supply, and Transportation Files. Documents relating to logistical support of the IJCS-PAC project. Included are plans, action documents, programs, and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

862-12 IJCS-PAC Training Files. Documents accumulated in the development of the IJCS-PAC equipments training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

862-13 IJCS-PAC Tools and Test Equipments Files. Documents relating to special tools and test equipments for the IJCS-PAC project. Included are documents reflecting application, proposals, and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

862-14 IJCS-PAC Test Plans and Reports Files. Copies of IJCS-PAC test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the contractor.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

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

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

862-19 IJCS-PAC Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the IJCS-PAC project. Included are papers reflecting estimates of specific aspects of the program, funding requirements, forecasts, allocations, operating schedules, expenditure accounting, and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

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

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposal not authorized at this time

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

Review for disposal after 10 years.

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

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: Permanent ~~Destroy when no longer needed~~.

Section LXIV. KOREAN WIDEBAND NETWORK

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

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

864-03 KWN Program Management Files. Documents relating to the overall management direction of the Korean Wideband Network. Included are recommendations concerning alternate methods for improving and updating military communications in Korea, associated cost factors, tactical considerations, location of fixed and transportable facilities, and political considerations; information furnished the military departments and other U.S. agencies concerning their future funding and programing in accordance with their operational assignment; and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

864-04 KWN Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct KWN facilities. Included are documents authorizing site surveys, site selection reports, recommendations to JCS, 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 in considering future selections until acquired or rejected as unsuitable for DCA use.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

864-05 KWN Trunking Configuration Files. Documents relating to subscriber access trunking configurations and trunking requirements for KWN trunks. Included are communications requirement data, subscriber identity, orders, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

864-06 KWN Interface Requirements Files. Documents relating to interface of KWN to various transmission media and connecting systems. Included are block diagrams, circuit diagrams, and other documents which serve as guides to communications engineers and administrators.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

864-07 KWN Implementation Plans Files. Documents relating to the implementation plans for the Korean Wideband Network program. Included are plans which provide reliable secure broadband communications (e.g., line-of-sight, microwave, tropospheric scatter, submarine cable) trunks in support of approved requirements. Principal features of the plans are reliability, flexibility, and survivability. Also included are papers reflecting upgrade of Republic of Korea military communications facilities which are used as part of the KWN.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

864-08 KWN Building and Floor Plans Files. Copies of KWN building and floor plans submitted by the contractor. Included are building plans, floor plans, equipment layouts, and related papers.

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

864-09 KWN Equipment Maintenance Files. Documents which relate to the maintenance of KWN equipment. Included are maintenance concepts, maintenance plans, and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

864-10 KWN Technical Literature Development Files. Papers which contribute to the development of KWN equipments manuals. Included are reviews, verifications, comments, changes, and advice furnished the contractors by DCA engineers and scientists.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

864-11 KWN Logistics, Supply, and Transportation Files. Documents relating to logistical support of the KWN program. Included are plans, action documents, programs, and related papers.

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

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

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED Disposition: Destroy when no longer needed.

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

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED Disposition: Office of Record - Destroy after 5 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 5 years

DISPOSAL APPROVED Others - Destroy when no longer needed.

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

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposal not authorized at this time.

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

Review for disposal after 10 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

864-27 KWN Repair Parts/T&TE Reports Files. Reports submitted periodically to DCA by contractors to document the quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineering analysis, contractors' experience, and procurement parameters.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

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

b. Documents which require no action.

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

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section LXV. DCS EUROPEAN TRANSMISSION PROJECTS

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

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

DISPOSAL APPROVED

Disposition: Office of Record - Destroy after 10 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

865-02 DCS-EUR Group and Committee Files. Documents relating to proceedings of groups, committees, and working panels organized to resolve problems pertaining to DCS-EUR transmission projects. Included are announcements, agenda, minutes, committee reports, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

865-03 DCS-EUR Projects Management Files. Documents relating to the overall management direction of the DCS-EUR transmission projects. Included are approved DCS plans and related JCS/SECDEF documentation; papers reflecting guidance for acquiring the capability and identification of time-phased actions required to interconnect DCS elements; reconfiguration, upgrade, and expansion of the DCS based on known requirements; deactivation of substandard, obsolete, and uneconomical transmission media; determination of HF trunks to be retained or deactivated; review and analysis of work performed by Government agencies and contractors; deactivation schedule, to include disposition instruction (if appropriate); information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with their operational assignments; and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

865-04 DCS-EUR Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct DCS-EUR facilities. Included are documents authorizing site surveys, site selection reports, recommendations, final decisions, and related papers. DISPOSAL APPROVED

Disposition: Office of Record - Destroy 3 years after completion of the survey, or 3 years after abandonment of the survey. Files related 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.

DISPOSAL APPROVED

865-05 DCS-EUR Trunking Configuration Files. Documents relating to subscriber access trunking configurations and trunking requirements for DCS-EUR trunks. Included are

communications requirement data, subscriber identity, orders, intercountry trunking having significant contingency capability, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

865-06 DCS-EUR Interface Requirements Files. Documents relating to interface of DCS-EUR to various transmission media, to include satellites, and connecting systems. Included are block diagrams, circuit diagrams, and other documents which serve as guides to communications engineers and administrators.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

865-07 DCS-EUR Implementation Plans Files. Documents relating to implementation plans for the DCS-EUR transmission projects. Included are papers reflecting clearly defined areas of responsibility assigned to the military departments, management engineering plan to specify details of acquisition and implementation, project schedules, supply and services plans, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

865-08 DCS-EUR Building and Floor Plans Files. Copies of DCS-EUR building and floor plans, to include those for transportable shelters at satellite earth terminals to house radio equipment, TDM equipment, interconnect facilities (ICF) modems, power distribution panels, etc. Included are building plans, floor plans, equipment layouts, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

865-09 DCS-EUR Equipment Maintenance Files. Documents which relate to the maintenance of DCS-EUR transmission equipment. Included are maintenance plans, maintenance concepts, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-10 DCS-EUR Technical Literature Development Files. Papers which contribute to the development of DCS-EUR equipments manuals. Included are reviews, verifications, comments, changes, and advice furnished the contractors by DCA engineers and scientists.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-11 DCS-EUR Logistics, Supply, and Transportation Files. Documents relating to the logistical support of the DCS-EUR transmission projects. Included are plans, action documents, programs, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-12 DCS-EUR Training Files. Documents accumulated in the development of the DCS-EUR equipments training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-13 DCS-EUR Tools and Test Equipments Files. Documents relating to special tools and test equipments for the DCS-EUR transmission projects. Included are papers reflecting application, proposals, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-14 DCS-EUR Test Plans and Reports Files. Copies of DCS-EUR test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the contractor.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-15 DCS-EUR Reports Files. Retained copies of progress and status reports prepared by or submitted to the DCS Project Manager.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-16 DCS-EUR Subscriber List Files. Lists showing subscribers to the DCS-EUR, subscriber access and line listing, priority lists, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed

865-17 DCS-EUR Cutover Plans Files. Copies of detailed time sequence plans containing the countdown procedures required to place all subscribers into the DCS-EUR system configuration and operation.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-18 DCS-EUR Power Files. Documents relating to primary electrical power equipment used in operating DCS-EUR transmission facilities. Included are papers reflecting power generation and distribution systems, prime and backup power augmentation to efficiently use satellite transmission facilities, power outage summaries, peculiar problems and their solutions, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-19 DCS-EUR Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the DCS-EUR transmission projects. Included are papers reflecting estimates of specific aspects of the projects, funding requirements to include cost for engineering models of selected subsystem components, forecasts, allocations, operating schedules, expenditure accounting, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

865-20 DCS-EUR Management Information System Files. Organized collection of systematically arranged data used by project management officials in evaluating specific needs of the DCS-EUR transmission projects. Included are papers reflecting maintenance engineering and analysis control; projects schedule and cost controls; maintenance management and failure data; configuration management; miscellaneous requirements forecasts; operational readiness support status and supply management effectiveness reporting system; and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

DISPOSAL APPROVED Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 10 years.

DISPOSAL APPROVED Others - Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

DISPOSAL APPROVED Others - Destroy when no longer needed.

865-25 DCS-EUR Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the DCS-EUR transmission projects. Solicitations (commonly called "procurement packages") include items such as work statement, specifications, exhibit, contract data requirement list, and notes. Files consist of papers reflecting reviews, comments, coordination with the military departments, and related papers.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

865-27 DCS-EUR Repair Parts/T&TE Reports Files. Reports submitted periodically to DCA by contractors to document the quantitative use of repair parts, tools, and test equipment. Reports are based on maintenance engineering analysis, contractors' experience, and procurement parameters.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

865-28 DCS-EUR Reference Paper Files. These papers relate to the DCS-EUR transmission projects and consist of:

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

b. Documents which require no action.

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

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

States and European governments which provide communications services and facilities used in operating the DCS within their boundaries or political jurisdiction. Included are documents and correspondence reflecting negotiations for the administration of host-nation agreements affecting the DCS.

Disposition: Permanent ~~Destroy when superseded or no longer needed.~~

Section LXVI. DCS ALASKA TRANSMISSION PROJECTS

Files in this section relate to extensions, overbuilds, and improvements of the Defense Communications System to meet the expanding communications requirements of the Department of Defense in Alaska. Completion of the projects will permit full utilization of the current and planned military satellite capability in Alaska.

866-01 DCS-AL Administrative Files. Documents relating to the general routine administration of the DCS-AL transmission projects, but exclusive of specific files described in this section.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

866-02 DCS-AL Group and Committee Files. Documents relating to the proceedings of groups, committees, and working panels organized to resolve problems pertaining to DCS-AL transmission projects, particularly interface of the satellite communications system with the existing DCS plant. Included are announcements, agenda, minutes, committee reports, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

866-03 DCS-AL Projects Management Files. Documents relating to the overall management direction of the DCS-AL transmission projects. Included are approved DCS plans and related JCS/SECDEF documentation; papers reflecting guidance for acquiring the capability and identification of time-phased actions required to interconnect DCS elements; retermination of HF radio trunks; reassignment of frequencies from deactivated HF trunks to fulfill unsatisfied requirements; upgrade or replacement of transmission media to fill validated telecommunications requirements; deactivation of substandard

and obsolete transmission media; determination of HF trunks to be retained or deactivated; review and analysis of work performed by other Government agencies and contractors; information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with their operational assignments; and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

866-04 DCS-AL Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct DCS-AL facilities. Included are documents authorizing site surveys, site selection reports, recommendations, final decisions, and related papers.

DISPOSAL APPROVED

Disposition: Office of Record - Destroy 3 years after completion of the survey, or 3 years after abandonment of the survey. Files related to unselected sites may be retained in considering future selections until acquired or rejected as unsuitable for DCA use.

DISPOSAL APPROVED Others - Destroy when no longer needed.

866-05 DCS-AL Trunking Configuration Files. Documents relating to subscriber access trunking configurations and trunking requirements for DCS-AL trunks. Included are papers reflecting communications requirements data, intra-area trunking, subscriber identity, orders, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

866-06 DCS-AL Interface Requirements Files. Documents relating to interface of DCS-AL to various transmission media and interconnecting transmission media between the satellite earth terminals and the nearest DCS technical control facility for integration into the satellite system. Included are block diagrams, circuit diagrams, and other documents which serve as guides to communications engineers and administrators.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

866-07 DCS-AL Implementation Plans Files. Documents relating to implementation plans for the DCS-AL transmission projects. Included are papers reflecting clearly defined areas of responsibility assigned to the military departments, management engineering plan to specify details of acquisition and implementation, project schedules, supply and service plans, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

866-08 DCS-AL Building and Floor Plans Files. Copies of DCS-AL building and floor plans, to include those for transportable shelters at satellite earth terminals to house radio equipment, TDM equipment, ICF modems, patch and test facilities, unattended LOS microwave repeater site, etc. Included are building plans, floor plans, equipment layouts, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

866-09 DCS-AL Maintenance Files. Documents which relate to the maintenance of DCS-AL transmission equipment. Included are maintenance concepts, maintenance plans, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-10 DCS-AL Technical Literature Development Files. Papers which contribute to the development of DCS-AL equipments manuals. Included are reviews, verifications, comments, changes, and advice furnished by DCA scientists and engineers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-11 DCS-AL Logistics, Supply, and Transportation Files. Documents relating to the logistical support of the DCS-AL transmission projects. Included are plans, action documents, programs, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-12 DCS-AL Training Files. Documents accumulated in the development of the DCS-AL equipments training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-13 DCS-AL Tools and Test Equipments Files. Documents relating to special tools and test equipments for the DCS-AL transmission projects. Included are papers reflecting application, proposals, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-14 DCS-AL Test Plans and Reports Files. Copies of DCS-AL test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the contractor.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-15 DCS-AL Reports Files. Retained copies of progress and status reports prepared by or submitted to the DCA Projects Manager.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-16 DCS-AL Subscriber List Files. Lists showing subscribers to the DCS-AL, subscriber access and line listing, priority lists, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

866-17 DCS-AL Cutover Plans Files. Copies of detailed time sequence plans containing the countdown procedures required to place all subscribers into the DCS-AL system configuration and operation.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

866-18 DCS-AL Power Files. Documents relating to primary electrical power equipment used in operating DCS-AL transmission facilities. Included are papers reflecting power generation and distribution systems, prime and backup power augmentation to efficiently use satellite transmission facilities, power outage summaries, peculiar problems and their solutions, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 10 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

Disposal not authorized at this time.

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

Review for disposal after 5 years.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

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

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

866-28 DCS-AL Reference Paper Files. These papers relate to the DCS-AL transmission projects and consist of:

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

b. Documents which require no action.

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

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

Disposition: Destroy when no longer needed. DISPOSAL APPROVED

866-29 DCS-AL Host-Nation Agreement Files. Information copies of documents relating to agreements between the United States and Canada which provide communications services and facilities used in operating the DCS within its boundaries or political jurisdiction. Included are documents and correspondence reflecting negotiations for the administration of host-nation agreements affecting the DCS.

Disposition: ~~Destroy when superseded or no longer needed.~~ Permanent

866-30 RCA-ALASCOM Administrative Files. Documents relating to administrative matters derived from the sale of U.S. Government communications facilities (operated by the U.S. Air Force) to Radio Corporation of America. Included are a copy of the agreement between the Government and RCA and correspondence exchanged in executing the terms of the agreement.

Disposition: Destroy after 3 years. DISPOSAL APPROVED

866-31 RCA-ALASCOM Overbuild Files. Documents pertaining to modification or expansion of former Government-owned communications facilities in Alaska acquired by RCA and used jointly with DCA. Included are plans, proposals, test results, papers reflecting responsibility for funding specific overbuild, and other papers directly related to overbuilding DCS facilities in Alaska.

Disposition: DCA-WEST HEM - Destroy after 20 years. Retire when no longer needed. DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

Section LXVII. DCS WESTERN HEMISPHERE TRANSMISSION PROJECTS

Files in this section relate to system extensions, overbuilds, and improvements to meet the expanding communications requirements of the Department of Defense in the continental United States, Puerto Rico, and Central and South America. The files document the expansion and upgrade of the Defense Communications System as a complete system designed to satisfy known operational needs of the Worldwide Military Command and Control System, National Communications System, and other authorized users of the DCS.

867-01 DCS-WEST HEM Administrative Files. Documents relating to the general routine administration of the DCS-WEST HEM transmission projects, but exclusive of specific files described in this section.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

867-02 DCS-WEST HEM Group and Committee Files. Documents relating to the proceedings of groups, committees, and working panels organized to study problem areas and to provide the detailed information necessary for project planning and technical direction. Included are announcements, agenda, minutes, committee reports, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

867-03 DCS-WEST HEM Projects Management Files. Documents relating to the overall management direction of the DCS-WEST HEM transmission projects. Included are approved DCS plans and related JCS/SECDEF documentation; papers reflecting guidance for acquiring the capability and identification of time-phased actions required to interconnect DCS elements; determination of HF trunks to be retained or deactivated; terminals scheduled for improvement (e.g., antenna, transmitter, receiver, miscellaneous); review and analysis of work performed by other Government agencies and contractors; information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with their operational assignments; and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

867-04 DCS-WEST HEM Site Survey Files. Documents accumulated in the investigation and selection of suitable site at which to construct DCS-WEST HEM 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 survey, or 3 years after abandonment of the survey. Files related to unselected sites may be retained in considering future selections until acquired or rejected as unsuitable for DCA use.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

867-05 DCS-WEST HEM Trunking Configuration Files. Documents relating to subscriber access trunking configurations and trunking requirements for DCS-WEST HEM trunks. Included are papers reflecting communications requirement data, interconnect facilities at predetermined locations, satellite link connectivity, satellite link configuration, subscriber identity, orders, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

867-06 DCS-WEST HEM Interface Requirements Files. Documents relating to interface of DCS-WEST HEM to various transmission media and interconnecting transmission media between the satellite earth terminals and the nearest DCS technical control facility for integration into the satellite system. Included are block diagrams, circuit diagrams, and other documents which serve as guides to communications engineers and administrators.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

867-07 DCS-WEST HEM Implementation Plans Files. Documents relating to implementation plans for the DCS-WEST HEM transmission projects. Included are papers reflecting clearly defined areas of responsibility assigned to the military departments, management engineering plan to specify details of acquisition and implementation, project schedules, supply and service plans, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

867-08 DCS-WEST HEM Building and Floor Plans Files. Copies of DCS-WEST HEM building and floor plans, to include those for transportable shelters at satellite earth terminals to house radio equipment, TDM equipment, ICF modems, patch and test facilities, unattended LOS microwave repeater site, etc. Included are building plans, floor plans, equipment layouts, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

867-09 DCS-WEST HEM Maintenance Files. Documents which relate to the maintenance of DCS-WEST HEM transmission equipment. Included are maintenance concepts, maintenance plans, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-10 DCS-WEST HEM Technical Literature Development Files. Papers which contribute to the development of DCS-WEST HEM equipments manuals. Included are reviews, verifications, comments, changes, and advice furnished by DCA scientists and engineers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-11 DCS-WEST HEM Logistics, Supply, and Transportation Files. Documents relating to the life-cycle support of equipments procured by the cognizant military department for the DCS-WEST HEM transmission projects. Included are plans, action documents, programs, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-12 DCS-WEST HEM Training Files. Documents accumulated in the development of the DCS-WEST HEM equipments training program. Included are documents reflecting training plans, schedules, equipments used for training purposes, personnel prerequisites, requirements, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-13 DCS-WEST HEM Tools and Test Equipments Files. Documents relating to special tools and test equipments for the DCS-WEST HEM transmission projects. Included are papers reflecting application, proposals, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-14 DCS-WEST HEM Test Plans and Reports Files. Copies of DCS-WEST HEM test plans, progress reports, and summary test and performance reports submitted for evaluation to DCA by the contractor.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-15 DCS-WEST HEM Reports Files. Retained copies of progress and status reports prepared by or submitted to the DCA Projects Manager.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-16 DCS-WEST HEM Subscriber List Files. Lists showing subscribers to the DCS-WEST HEM, subscriber access and line listing, priority lists, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

867-17 DCS-WEST HEM Cutover Plans Files. Copies of detailed time sequence plans containing the countdown procedures required to place all subscribers into the DCS-WEST HEM system configuration and operation.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-18 DCS-WEST HEM Power Files. Documents relating to primary electrical power equipment used in operating DCS-WEST HEM transmission facilities. Included are papers reflecting power generation and distribution systems, prime and backup power augmentation to efficiently use satellite transmission facilities, power outage summaries, peculiar problems and their solutions, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-19 DCS-WEST HEM Funding Information Files. Documents relating to funding for equipment, logistical support, installation, and personnel training in the DCS-WEST HEM transmission projects. Included are papers reflecting estimates of specific aspects of the projects, funding requirements, forecasts, allocations, operating schedules, expenditure accounting, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

867-20 DCS-WEST HEM Management Information System Files. Organized collection of systematically arranged data used by projects management officials in evaluating specific needs of the DCS-WEST HEM transmission projects. Included are papers reflecting maintenance engineering and analysis control; projects schedule and cost controls; maintenance management

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposal not authorized at this time

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

Review for disposal after 5 years.

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

Disposal not authorized at this time

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

Review for disposal after 10 years.

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

Disposal not authorized at this time

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

Review for disposal after 5 years

DISPOSAL APPROVED Others - Destroy when no longer needed.

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

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

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

DISPOSAL APPROVED

Disposition: Destroy when superseded or no longer needed.

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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

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

b. Documents which require no action.

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

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

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

867-29 DCS-WEST HEM Host-Nation Agreement Files. Information copies of documents relating to agreements between the United States and Latin America governments which provide communications services and facilities used in operating the DCS within their boundaries or political jurisdiction. Included are documents and correspondence reflecting negotiations for the administration of host-nation agreements affecting the DCS-WEST HEM.

Disposition: ~~Destroy when superseded or no longer~~ Permanent needed.

867-30 DCS Stations, Area 1, CONUS. Documents pertaining to DCS stations and their associated facilities located within the contiguous 48 states of the United States. Included are plant-in-place records, technical limitations, capabilities, typical circuit layouts, detailed station equipment layouts, technical sketches, level diagrams, technical visits reports, current station personnel information, and related papers.[1]

Disposition: Hq DCA-WEST HEM - Permanent. Retire on station discontinuance.

DISPOSAL APPROVED Others - Destroy when no longer needed.

867-31 DCS Stations, Area 1, Non-CONUS. Documents relating to DCS stations and their associated facilities located in Central America, South America, and the Carribbean. Included are plant-in-place records, technical limitations, capabilities, typical circuit layouts, detailed station equipment layouts, technical sketches, level diagrams, technical visits reports, current station personnel information, and related papers.[1]

Disposition: Hq DCA-WEST HEM - Permanent. Retire on station discontinuance.

DISPOSAL APPROVED Others - Destroy when no longer needed.

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[1]DCS communications stations are operated by the military services under procedures set forth by the Defense Communications Agency, which is responsible for the management and effectiveness of the worldwide Defense Communications System. As the name implies, Hq DCA-Western Hemisphere Area, a DCA field activity, has supervisory responsibility for all assigned DCS stations within the Western Hemisphere to include the geographical subdivisions indicated. The geographical subdivisions have been assigned discrete file numbers to simplify resolving military communications problems within the specific area.

867-32 DCS Stations, Area 2. Documents relating to DCS stations and their associated facilities located in Canada and the maritime provinces. Included are plant-in-place records, technical limitations, capabilities, typical circuit layouts, detailed station equipment layouts, technical sketches, level diagrams, technical visits reports, current station personnel information, and related papers.[2]

Disposition: Hq DCA-WEST HEM - Permanent. Retire on station discontinuance.

DISPOSAL APPROVED Others - Destroy when no longer needed.

867-33 DCS Stations, Area 9. Documents relating to DCS stations and their associated facilities located in Alaska and the Aleutian Islands. Included are plant-in-place records, technical limitations, capabilities, typical circuit layouts, detailed station equipment layouts, technical sketches, level diagrams, technical visits reports, current station personnel information, and related papers.[2]

Disposition: Hq DCA-WEST HEM - Permanent. Retire on station discontinuance.

DISPOSAL APPROVED Others - Destroy when no longer needed.

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[2]See footnote 1, page 8-215.

Section LXVIII. DCS HF UTILIZATION AND IMPROVEMENT

Files in this section relate to utilization, consolidation or collocation, and improvement of the DCS high frequency (HF) radio trunks selected for continued use and upgrading to DCS circuit quality standard required for worldwide operational use. HF provides a second transmission medium to key locations; provides primary telecommunications service to locations not served by other media; provides links to satisfy overflow traffic requirements; and meets the requirement for emergency restoral and contingency. Although DCS dependence on HF radio as the primary means of long-haul communications is being greatly reduced by placing increasing reliance on wideband systems (cable, tropo, and satellites), parallel HF trunks serve as a necessary redundancy to prevent degrading of the DCS and to ensure restoration capability in case of emergency to meet established contingency requirements on a worldwide basis.

868-01 HF Administrative Files. Documents relating to the routine administration of the DCS HF utilization and improvement program, but exclusive of the specific files described in this section.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

868-02 HF Group and Committee Files. Documents relating to the proceedings of groups, committees, and working panels organized to resolve pertinent problems on deactivation, consolidation or collocation, retermination, budget matters, and other facets affecting the HF utilization and improvement program. Included are announcements, agenda, minutes, committee reports, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

868-03 HF Program Management Files. Documents relating to overall management direction of the worldwide HF utilization and improvement program. Included are communication authorization orders (CAO's) to shut down or reterminate DCS HF trunks scheduled for deactivation or retermination; recommendations to JCS concerning HF consolidation or collocation; requests for reassignment of frequencies from deactivated trunks to improve frequency complements of other DCS trunks; analysis of HF trunk performance to determine necessary additional improvements; evaluation of CURTS (common user radio transmission sounding); rerouting instructions for circuits carried on trunks to be deactivated; papers reflecting use of equipment and facilities made available by deactivation; information furnished the military departments and other U.S. agencies concerning their future funding and programming in accordance with their operational assignments; and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

868-04 HF Site Survey Files. Documents accumulated in the investigation and selection of suitable sites at which to construct HF 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.

DISPOSAL APPROVED

Others - Destroy when no longer needed.

DISPOSAL APPROVED

868-05 HF Trunking Configuration Files. Documents relating to subscriber access trunking configurations and trunking requirements for HF radio trunks. Included are communications requirement data, subscriber identity, orders, and related papers.

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

870-05 EMP Management Engineering Plans. The management engineering plans which define, control, and delineate project tasks and activities to be managed by DNA, the military departments, and other U.S. agencies involved, are developed by DCA and are used by participating agencies as guidance documents to prepare installation and implementation plans.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

870-06 EMP Installation/Implementation Plans. Plans developed by DCA in coordination with participating agencies to apply techniques and equipment in nullifying EMP effects of high altitude nuclear detonations. Included are inputs from DoD agencies, the military departments, and industry.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

870-07 EMP Test and Evaluation Reports Files. Documents, reports, and analyses developed in conducting the EMP test program. Included are DNA operational test plans and papers reflecting pretest surveys, facility test and analysis, and sample DCS network test and system analysis to verify extrapolation of facility test results; and related papers. The test and evaluation results are used to develop military standards for hardening against the effects of high altitude electromagnetic pulse.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

Section LXXI. DCS HIGH SPEED CHANNEL PACKING

Files in this section document efforts to reduce the total cost of existing long-haul leased circuits passing traffic over the same geographic routes by combining these circuits into one high speed circuit. Channel packing provides for combining several circuits by introducing 9.6 kbps modems and TDM into the DCS, thus increasing efficiency and cost savings in transmission media.

871-01 Channel Packing Administrative Files. Documents relating to the general routine administration of the channel packing project, but exclusive of specific files described in this section.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

871-02 Reserved.

871-03 Channel Packing Project Management Files. Documents relating to the overall operational management of the channel packing project, which permits combining larger numbers of users into a single voice frequency channel. Included are papers reflecting leasing and installation matters; technical and schedule objectives; contract specifications; evaluations and validation of changes in configuration; and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

871-04 Channel Packing Site Surveys. Files consist of letters of concurrence between sites and contractor on the allocation of space and installation of equipment maintained in existing DCS station.

DISPOSAL APPROVED

Disposition: Office of Record - Destroy 3 years after termination of contract.

Others - Destroy when no longer needed.

DISPOSAL APPROVED

871-05 Channel Packing Trunking Configuration Files. Documents showing a hybrid system consisting of high speed modems and TDMs. Included are trunk requirements and orders.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

871-06 and -07 Reserved.

871-08 Channel Packing Implementation and Installation Plans. Copies of I/I plans submitted to DCA by the Air Force for review to ensure compliance with the management engineering plan pertaining to channel packing.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

871-09 thru -13 Reserved.

871-14 Channel Packing Test Plans and Reports. Test plans and reports to determine the feasibility of transmitting data at a rate of 9.6 kbps transoceanic over the DCS (dedicated submarine cable and satellite circuits) to realize the advantages of channel packing and to ensure that the required performance parameters are met.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

871-15 Channel Packing Reports. Reports relating to channel packing project and review technique conducted and maintained by the contractor. DCA provides the computation and coding structure for the PERT project.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

871-16 thru -18 Reserved.

871-19 Channel Packing Funding Information. Documents relating to funding for equipment and installation of the channel packing project. Included are funding requirements, estimate of share to be borne by the military departments, status of industrial funds allocated to support the project, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

871-20 and -21 Reserved. DISPOSAL APPROVED

871-22 Channel Packing Operations Summary Reports. Copies of reports submitted at specified intervals to DCA by the contractor during the period of his operations and maintenance responsibility for each channel packing site.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

871-23 thru -25 Reserved.

871-26 Channel Packing Timing Files. Documents relating to selection, upgrade, and quality monitoring of timing sources for high speed data trunks for DCS channel packing; and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

871-27 Reserved.

871-28 Channel Packing Reference Papers. These papers relate to the channel packing 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.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

Section LXXII. MUSCLE LINK PROJECT

Files in this section relate to the five-phased developed Muscle Link, which is an operational multichannel interswitch trunk between Pearl Harbor, Hawaii and the Pentagon, and functions via Phase I Defense Satellite Communications System and existing Compass Link interconnect facilities on a shared-time basis. Muscle Link provides multichannel wideband secure voice between Hawaii and the continental United States.

872-01 Muscle Link Administrative Files. Documents relating to the general, routine administration of the Muscle Link project, but exclusive of specific files described in this section.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

872-02 Muscle Link Group and Committee Files. Documents relating to the proceedings of groups, committees, and panels designated to resolve operational problems of the Muscle Link project. Included are announcements, agenda, minutes, reports and recommendations as required, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

872-03 Muscle Link Project Management Files. Documents relating to the overall management direction of the Muscle Link project. Included are papers reflecting instructions to the military departments concerning test criteria; review and approval of plans prepared by the military departments in response to tasking assignments imposed by DCA; operational concept for DSCS/AUTOSEVOCOM link, to include circuit restoral responsibility, operation time, etc.; procurement of DSCS/AUTOSEVOCOM assets for timely implementation; identification of funds for implementation; and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

872-04 Reserved. (Muscle Link uses facilities located at Satellite Communications System, AUTOSEVOCOM, and Compass Link.)

872-05 Muscle Link Trunking Configuration Files. Muscle Link trunking is generally identical with that of Compass Link, AUTOSEVOCOM, and DCS switching assets, plus its own digital multiplex, modems, and terminals. Transmission service is shared with Compass Link and DCS clear voice when DSCS is not used for Compass Link operation, which takes precedence.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

872-06 Muscle Link Interface Requirements and Criteria. Documents relating to interface of Muscle Link with the DSCS/AUTOSEVOCOM link. Included are papers describing the standard developed to

ensure operational success of the overall link and criteria to ensure conformance of interconnecting trunk with line up loss, delay characteristics, impulse noise, noise characteristics, isochronous distortion parameters, transit and receive rates, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

872-07 Reserved.

872-08 Muscle Link Implementation and Installation (I/I) Plans. Copies of I/I plans prepared and submitted by the cognizant military department to DCA for review and approval. The plans are developed in coordination with the other two military departments.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-09 Muscle Link Equipment Maintenance Files. Papers relating to maintenance of Muscle Link equipment, as tasked by DCA. Included are maintenance concepts, maintenance plans submitted by the military departments, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-10 Muscle Link Technical Literature Development Files. Papers which contribute to the Development of Muscle Link manuals prepared by the military departments, contractors, or in-house. Included are reviews, verification of technical aspects, changes, and advice furnished by DCA scientists and engineers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-11 Muscle Link Logistics, Supply, and Transportation Files. Documents relating to procedures for logistical support of Muscle Link by the military departments, such as spare parts, equipment repair, and onsite assistance. Included are plans, programs, action papers, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-12 Muscle Link Training Files. Documents accumulated in development of the Muscle Link training program conducted by the designated military department. Included are documents outlining training plans (which emphasize operation and maintenance of digital multiplexers and ICF and PSK modems), schedules, requirements, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-13 Muscle Link Tool and Test Equipment Files. Documents relating to Navy-furnished tools and test equipment for Muscle Link. Included are documents reflecting application, proposals, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-14 Muscle Link Test Plans and Reports. Test plans and reports used to verify that system elements have been properly installed and that system performance is equivalent to that achieved in Muscle Link, Phase V. Included are test plans, test concepts, analyses and reports of results of system test submitted to DCA by the cognizant military department, and related papers.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

872-15 Muscle Link Reports. Documents relating to the Muscle Link project and review techniques conducted and maintained by the tasked military department. DCA provides the computation and specifies the coding structure for the PERT project.

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

DISPOSAL APPROVED Others - Destroy when no longer needed.

872-16 Muscle Link Subscriber Lists. Lists showing subscribers to Muscle Link, subscriber access and line listing, priority lists, and related papers.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-17 Muscle Link Cutover Plans. Copies of the Muscle Link cutover plans prepared and furnished by the cognizant military department, and other papers relating to the transfer of a circuit from release to activation.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-18 Reserved.

872-19 Muscle Link Funding Information Files. Funds identified by the DCA project manager and earmarked for equipment, installation, logistical support, and personnel training in the Muscle Link project. Included are papers reflecting estimates for particular aspects of the project, funding requirements, forecasts, allocations, operating schedules, expenditure accounting, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

872-20 Muscle Link Management Information System Files. Collection of systematically arranged data used by responsible management officials in evaluating specific needs for the Muscle Link project. Included are papers reflecting maintenance engineering and analysis control; engineering test demonstration records; project 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.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

872-21 Muscle Link Subscriber Terminal Files. Documents relating to subscriber terminal equipment required for each Muscle Link configuration. Included are specifications showing required units, installation criteria, descriptions, funding requirements, and related papers.

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

DISPOSAL APPROVED

Others - Destroy when no longer needed.

872-22 Muscle Link Operation Summary Reports. Copies of reports submitted at specified intervals to DCA by the contractor during his operation and maintenance responsibility for each equipment site. The reports show significant events occurring at the site; e.g., installation or power difficulties, operational problems, and the like.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

872-23 Reserved.

872-24 Muscle Link Logistical Support Documents. Copies of papers documenting logistical support for the Muscle Link project. Included are copies of the logistical support plan prepared by the cognizant military department, with stress on support for digital multiplex and modems. The plans incorporate basic factors such as project costs, facilities, repair parts, spares, transportation, training, and personnel. The support is performed in coordination with the other two military departments.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

872-25 Muscle Link Solicitation Files. Papers accumulated in preparing and reviewing solicitation for required equipment which meets the specifications to operate the Muscle Link project. Solicitations (commonly called "procurement packages") include items such as work statement, specifications, exhibit, contract data requirement list, and notes. Files consist of reviews, comments, coordination with the military departments, and related papers.

DISPOSAL APPROVED

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

Others - Destroy when no longer needed.

DISPOSAL APPROVED

872-26 Muscle Link Deployment Files. Documents relating to location of Muscle Link terminals as directed by JCS.

DISPOSAL APPROVED

Disposition: 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.

DISPOSAL APPROVED

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.

DISPOSAL APPROVED

Disposition: Destroy when no longer needed.

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