

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-373-88-3

DATE RECEIVED

1-20-88

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

1 FROM (Agency or establishment)

Defense Intelligence Agency

2 MAJOR SUBDIVISION

(b)(3)

3 MINOR SUBDIVISION

(b)(3)

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

1/19/88

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
14 Jan 88	(b)(3)	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR PERSEUDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<u>New Communication Records Items</u>		
1	546 TRANSMITTED MESSAGE FILES. Reference copies of authenticated outgoing messages; paper copies retained in the Message Center Section, also filed on computer disk packs. TEMPORARY - Paper copies destroyed after 30 days; messages filed on disk packs cleared after 30 days. <i>Exception To GRS 12, Item 3b</i>		
2	548 RECEIVED MESSAGE FILES. Reference copies of incoming messages; retained on computer disk packs. <i>Exception To GRS 12, Item 3b</i> TEMPORARY - Destroy after 30 days.		
3	550 SERVICE MESSAGE FILES. Copies of incoming and outgoing service messages relating to traffic handling or operational irregularities. Service messages correcting transmissions are filed with the related message. <i>Exception To GRS 12, Item 3b</i> TEMPORARY - Destroy after 30 days.		
4	566 DAILY INVENTORY FILES. Reports of daily inventories verifying the continued protection and control of COMSEC material and made once each workday or between shifts. TEMPORARY - Destroy on receipt of the Certification of Verification for the previous report period. <i>Exception To GRS 3, Item 3a</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
5	<p>568 ACCOUNTING REPORT FILES. Documents showing Community Security (COMSEC) accounting and distribution transactions, and relief from accountability of COMSEC material. Included are:</p> <p>a. Reports of transfer, possession, inventory, and destruction.</p> <p>b. Hand Receipts</p> <p>c. Document Vouchers</p> <p>d. Certificates of Verification</p> <p>e. Custodian Appointments</p> <p>f. Signature Cards</p> <p>g. Letters, messages, and other correspondence on routine COMSEC accounting and distribution.</p> <p>TEMPORARY - Destroy after 1 year or when superseded.</p>	<p>CITATIONS GRS 12, ITEM 6A</p>	
6	<p>570 SUB-ACCOUNT RECORD FILES. COMSEC material accounts record which serves as a record showing all items of COMSEC material held by each DIA sub-account.</p> <p>TEMPORARY - Destroy on receipt of superseding signed destruction or transfer report.</p>		
7	<p>572 TRANSACTION FILES. Records of COMSEC accounting transactions which show receipt, issue, transfer, destruction, or adjustments of COMSEC material.</p> <p>TEMPORARY - Destroy after 1 year.</p>		
8	<p>574 DEFENSE COMMUNICATIONS SYSTEM (DCS) MANAGEMENT FILES. Documents related to DCS circulars, instructions, long-range planning, etc. Includes DCS policy letters and the Mail Room responses to solicitations for concurrences/comments.</p> <p>TEMPORARY - Destroy in 1 year or when superseded or no longer needed for reference.</p>		
9	<p>576 AUTOMATIC VOICE NETWORK (AUTOVON). Policy and plans related to AUTOVON operations.</p> <p>TEMPORARY - Destroy in 1 year or when no longer needed.</p>		
10	<p>578 AUTOSEVOCOM/SECURE VOICE IMPROVEMENT PROGRAM (SVIP). Documents related to the DCS-sponsored SVIP.</p> <p>TEMPORARY - Destroy in 1 year or when no longer needed.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
11	580 WORLDWIDE MILITARY COMMAND & CONTROL SYSTEM (WWMCCS). Documents related to the Worldwide Military Command & Control System. TEMPORARY - Destroy 1 year or when superseded or no longer needed for reference.		
12	582 WORLDWIDE DIGITAL SYSTEM ARCHITECTURE (WWSA). Documents related to the DCS-sponsored WWSA program. TEMPORARY - Destroy in 1 year or when no longer needed.		
13	584 DSSCS GENERAL SERVICE (GENSER) CONSOLIDATION PROGRAM. General documentation related to the Congressional-mandated Telecommunications Center (TTC) consolidation program. TEMPORARY - Destroy in 1 year or when no longer needed.		
14	586 INTELLIGENCE COMMUNICATIONS SYSTEMS. Documents related to planning, engineering, and requirement processing in support of the worldwide intelligence community communication requirements. TEMPORARY - Destroy in 1 year or when no longer needed.		
15	596 PRODUCTION REPORTS. Copies of reports on mail handled and work performed. TEMPORARY - Destroy after 1 year.	GRS 12, ITEM 64	
16	598 ADDRESSOGRAPH FILES. Plates used for standard mailing distribution lists. TEMPORARY - Destroy upon revision.	GRS 12, ITEM 64	

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>