

Request for Records Disposition Authority

Records Schedule Number **DAA-AFU-2019-0010**
Schedule Status **Approved**

Agency or Establishment **Department of the Air Force**
Record Group / Scheduling Group **Air Force Undifferentiated**
Records Schedule applies to **Agency-wide**
Schedule Subject **Military Auxiliary Radio System (MARS)(T17-05)**
Internal agency concurrences will be provided **No**

Background Information **This schedule covers two rules with no changes, however, submitting to properly schedule records. This schedule is media neutral. Note: This schedule was previously T33-06.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2019-0010

Sequence Number	
1	Military Auxiliary Radio System (MARS) Disposition Authority Number: DAA-AFU-2019-0010-0001
2	Military Auxiliary Radio System (MARS) Personnel Information File (PIF) Disposition Authority Number: DAA-AFU-2019-0010-0002

Records Schedule Items

Sequence Number						
1	<p>Military Auxiliary Radio System (MARS)</p> <p>Disposition Authority Number DAA-AFU-2019-0010-0001</p> <p>Information collected or relating to MARS operations, performance, authority, etc., updated by the Air Force MARS program manager and maintained in the MARS management system database</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>T17-05 R01.00</td> <td>AF RDS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-AFU-90-03 / 100/10/4 N1-AFU-90-03 / 100/10/5 N1-AFU-90-03 / 100/10/6 N1-AFU-90-03 / 100/10/8 N1-AFU-90-03 / 100/10/9 N1-AFU-90-03 / 100/10/10 N1-AFU-90-03 / 100/10/11 N1-AFU-90-03 / 100/10/12 N1-AFU-90-03 / 100/10/13 N1-AFU-90-03 / 100/10/14 N1-AFU-90-03 / 100/10/15 N1-AFU-90-03 / 100/10/16 N1-AFU-90-03 / 100/10/22 N1-AFU-90-03 / 100/10/23 N1-AFU-90-03 / 100/10/24 N1-AFU-90-03 / 100/10/25</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 5 years old.</p>		Manual Citation	Manual Title	T17-05 R01.00	AF RDS
Manual Citation	Manual Title					
T17-05 R01.00	AF RDS					

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Additional Information

GAO Approval Not Required

Military Auxiliary Radio System (MARS) Personnel Information File (PIF)

Disposition Authority Number DAA-AFU-2019-0010-0002

Records of membership and documentation of MARS civilian members' actions.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T17-05 R02.00	AF RDS

GRS or Superseded Authority Citation
 N1-AFU-90-03 / 100/10/1
 N1-AFU-90-03 / 100/10/2
 N1-AFU-90-03 / 100/10/7
 N1-AFU-90-03 / 100/10/17

Disposition Instruction

Retention Period Destroy 5 year(s) after resignation or membership termination from the AF MARS program.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/19/2019	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
05/05/2020	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/11/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Item (ERA #)	Title	Retention	Current Series File Number	Current Series Title	Superseded Authority	Superseded Retention
Table 17-05 - MILITARY AFFILIATE RADIO SYSTEM (MARS) (Table 33-06 in AFMAN 37-139)						
DAA-AFU-2019-0010-0001	Military Affiliate Radio System (MARS)	5 years	17/5/3 (33/6/3)	MARS Station Certificates	N1-AFU-90-03, item 100/10/4	Return to the canceling authority for destruction upon
			17/5/4 (33/6/4)	incorporated into rule 1) MARS Identification Cards	N1-AFU-90-03, item 100/10/5	Return to the issuing authority for destruction upon
			17/5/5 (33/6/5)	MARS Superseded Identification Cards	N1-AFU-90-03, item 100/10/6	Destroy old card when superseded.
			17/5/7 (33/6/7)	ANG/United States Air Force Reserve (USAFR) High Frequency (HF)	N1-AFU-90-03, item 100/10/8	Destroy after 3 months.
			17/5/8 (33/6/8)	MARS Repeater Application and	N1-AFU-90-03, item 100/10/9	Destroy 1 year after completion or annual
			17/5/9 (33/6/9)	MARS Member Station Questionnaires (Transcribed)	N1-AFU-90-03, item 100/10/10	Destroy when information is transcribed on cards
			17/5/10 (33/6/10)	MARS Member Station Questionnaires	N1-AFU-90-03, item 100/10/11	Destroy when superseded, when member is transferred, or when membership is terminated,
			17/5/11 (33/6/11)	Membership System Data Cards, Responsibility of Base	N1-AFU-90-03, item 100/10/12	Destroy when superseded or obsolete.
			17/5/12 (33/6/12)	Membership System Printout	N1-AFU-90-03, item 100/10/13	Destroy when obsolete or after 1 year, whichever is
			17/5/13 (33/6/13)	MARS Messages, Operations Records	N1-AFU-90-03, item 100/10/14	Destroy after 3 months.
			17/5/14 (33/6/14)	Operations Records operations records	N1-AFU-90-03, item 100/10/15	Destroy after 3 months.
			17/5/15 (33/6/15)	MARS Quarterly Activity Report	N1-AFU-90-03, item 100/10/16	Destroy after 1 year.
			17/5/17 (33/6/17)	MARS Broadcasts	N1-AFU-90-03, item 100/10/22	Destroy after 6 months.
			17/5/18 (33/6/18)	Responsibility of Base MARS Station responsibility of base	N1-AFU-90-03, item 100/10/23	Destroy when superseded or obsolete.
			17/5/19 (33/6/19)	MARS Property Acquired Under Excess/Surplus Property Program	N1-AFU-90-03, item 100/10/24	Transfer to staging area 1 year after calendar year in which transaction
17/5/20 (33/6/20)	MARS property accountability	N1-AFU-90-03, item 100/10/25	Destroy 3 years after end of calendar year in which formal MARS accountability of the			

Item (ERA #)	Title	Retention	Current Series File Number	Current Series Title	Superseded Authority	Superseded Retention
DAA-AFU-2019-0010-0002	Military Affiliate Radio System (MARS) Personnel Information File (PIF)	Destroy 5 years after resignation or membership termination from the AF MARS program.	17/5/1 (33/6/1)	MARS applications for membership at HQ AFCC, MARS Director, and area/region MARS Directors exercising	N1-AFU-90-03, item 100/10/1	Destroy on each renewal or 1 year after termination of membership.
			17/5/2 (33/6/2)	MARS applications for membership at MARS	N1-AFU-90-03, item 100/10/2	Destroy on termination of
			17/5/6 (33/6/6)	MARS Personnel Notification	N1-AFU-90-03, item 100/10/7	Destroy on reassignment or
			17/5/16 (33/6/16)	Appointment of Base MARS Director	N1-AFU-90-03, item 100/10/17	Destroy upon change of base MARS Director.