

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-AFU-2019-0015**

Request for Records Disposition Authority

Records Schedule Number DAA-AFU-2019-0015

Schedule Status Returned Without Action

Agency or Establishment Department of the Air Force

Record Group / Scheduling Group Air Force Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject Communications Security (COMSEC) Records (T17-10)

Internal agency concurrences will be provided No

Background Information This schedule completely replaces current Rules for Table 17-10. We are confident that records no longer exist for outdated rules, which have been omitted from the schedule's crosswalk. This schedule is media neutral. Note: This schedule was previously T33-22.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

0004

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-AFU-2019-0015**

Outline of Records Schedule Items for DAA-AFU-2019-0015

Sequence Number	
1	COMSEC Accountability Records, Reports, Logs, and Backups Disposition Authority Number: DAA-AFU-2019-0015-0001
2	COMSEC Training, Memos, Hand Receipts, Waivers, and Administrative Records Disposition Authority Number: DAA-AFU-2019-0015-0002
3	Cryptographic Access Records Disposition Authority Number: DAA-AFU-2019-0015-0003
4	COMSEC Inventory, Container, and Security Check Records, and KOAM Rescission Disposition Authority Number: DAA-AFU-2019-0015-0004
5	COMSEC Container Maintenance Records Disposition Authority Number: DAA-AFU-2019-0015-0005

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-AFU-2019-0015**

Records Schedule Items

Sequence Number					
1	<p>COMSEC Accountability Records, Reports, Logs, and Backups</p> <p>Disposition Authority Number DAA-AFU-2019-0015-0001</p> <p>Disposition Record Cards (when use is directed by CAM or used for physical keytape), Electronic Media Backups (KMI, Archives, Anomaly Reports, SKL Audit Data), or COMSEC Incidents Reports and Follow-ups, Group Password Logs, KMI Logs (Such as tamper evident package inspection log, audit log, AKP Diagnostic History Log, etc.), Administrative Incident Documentation and Follow-ups, and SF153s used for Destruction Reports, Semi-annual Emergency Action Plans Dry Run, and AF Form 1109 (Visitor Register Log).</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>T17-10 R02.00</td><td>AF RDS</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-AFU-90-03 / 56/1/1 N1-AFU-90-03 / 56/1/7 N1-AFU-90-03 / 56/1/8 N1-AFU-90-03 / 56/1/9</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of fiscal year</p> <p>Retention Period Destroy immediately after 3 years</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	T17-10 R02.00	AF RDS
Manual Citation	Manual Title				
T17-10 R02.00	AF RDS				
2	<p>COMSEC Training, Memos, Hand Receipts, Waivers, and Administrative Records</p> <p>Disposition Authority Number DAA-AFU-2019-0015-0002</p>				

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Request for Records Disposition Authority

Records Schedule: DAA-AFU-2019-0015

AF Form 4168 - COMSEC Responsible Officer and User Training Checklist, AF Form 4169 - Request for Waiver from Information Assurance Criteria, USTRANSCOM Form 10 - Defense Courier Account Record, Access Lists, All Waivers, Audit/Inspection Reports and Follow-ups, COMSEC Account Training Records, Courier Letters, Emergency Action Plans, Existence of Account Letter, Primary and Alternate CRO Appointments, Standard Operating Procedures, Two-Person Integrity Appointments, SF153, Primary and Alternate COMSEC Account Manager Appointment Letter. Records Clearance Certification.

Final Disposition Temporary

Item Status Withdrawn

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
T17-10 R05.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-90-03 / 56/1/5

Disposition Instruction

Cutoff Instruction Cut off at the end of fiscal year

Retention Period Destroy upon receipt of succeeding version, upon inactivation of the facility, or when no longer necessary, whichever is sooner.

Additional Information

GAO Approval Not Required

Cryptographic Access Records

Disposition Authority Number DAA-AFU-2019-0015-0003

Cryptographic Access Certificates (Air Force Communications Security [AFCOMSEC] Form 9, Cryptographic Access Certificate), Secretary of Defense (SD) Form 572 - Cryptographic Access Certification and Termination Originals of AFCOMSEC Form 9 and SD Form 572, Cryptographic Access Certificates used to document enrollment in USAF Cryptographic Access Program (CAP).

Final Disposition Temporary

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Records Schedule: **DAA-AFU-2019-0015**

Item Status Withdrawn

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
T17-10 R3.00	AF RDS

GRS or Superseded Authority Citation DAA-GRS-2015-0002-0003

Disposition Instruction

Cutoff Instruction cut off at the end of fiscal year

Retention Period Destroy immediately after 7 years

Additional Information

GAO Approval Not Required

COMSEC Inventory, Container, and Security Check Records, and KOAM Rescission

Disposition Authority Number DAA-AFU-2019-0015-0004

AF COMSEC Form 16 (COMSEC Account Dailt Inventory) and AF Form 4167 (Two-person concept COMSEC Material Inventory) for recording inventories of COMSEC material as well as SF701 and SF 702 to document end of day security checks and safe open/close/checked by documentation, and Primary KOAM Rescission Memo to document change of KOAM.

Final Disposition Temporary

Item Status Withdrawn

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
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Records Schedule: DAA-AFU-2019-0015

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T17-10 R 01.00 (Unscheduled)	AF RDS
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GRS or Superseded Authority Citation DAA-0563-20 14-0003-0003

Disposition Instruction

Cutoff Instruction cut off at the end of the fiscal year

Retention Period Destroy immediately after 6 months

Additional Information

GAO Approval Required and Received

COMSEC Container Maintenance Records

Disposition Authority Number DAA-AFU-2019-0015-0005

Records used for documenting inspections and maintenance actions on safes or vault doors. Includes Optional Form 89 - Maintenance Record for Security Type Equipment, AFTO Form 36 - Maintenance Record for Security Type Equipment

Final Disposition Temporary

Item Status Withdrawn

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
T17-10 R4.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-90-03, item 205/1/5

Disposition Instruction

Cutoff Instruction Once the Safe/container is no longer needed the forms applicable to the safe/container can be closed

Retention Period Exception: Once the safe/container is no longer needed the forms applicable to the safe/container can be closed/cut-off

Additional Information

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GAO Approval

Not Required

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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
03/16/2021	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/22/2021	Submit For Certification	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
11/22/2021	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
11/22/2021	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

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