

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>VE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>21-AF2-03-9</b>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <b>2-19-2003</b>	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION CENTER		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S CROOM	5. TELEPHONE (703) 588-6194		

**6. 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 on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 11 Feb 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i> OLTHEA S. CROOM	TITLE AIR FORCE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<b>4</b>	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p style="text-align: center;"><b>CERTIFICATE MANAGEMENT AUTHORITY (CMA) RECORDS (TABLE 33-28) (Applicable Air Force-Wide)</b></p> <p>CMA archive records shall be detailed enough to establish the validity of a signature and of the proper operation of the PKI. At a minimum <del>CMS</del> <b>CMA</b> accreditation, CPSs and any contractual agreements to which the <del>CMS</del> <b>CMA</b> is bound shall be archived.</p> <p style="text-align: right;"><b>CMA</b></p> <p>This schedule is media neutral, i.e., applicable both to paper and electronic records.</p> <p>(Addition of above "media-neutral" clause agreed to by Emma Hochgesang-Noffsinger, AF Recs Officer, 8/25/04. -- R. Noble)</p> <p><i>c.e. Leguena NR NWML</i></p>		

<b>* TABLE 33-28</b>				
<b>Certificate Management Authority (CMA) Records</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>Consisting of</b>	<b>which are</b>	<b>Then</b>
1	Class 2 certificate authority (CA) in regard to system initialization, equipment configuration, or CMA operation	CMA archive records including system initialization records covering CMA accreditation (when necessary), certificate practice statement (CPS), and any contractual agreements to which the CMA is bound, system		Destroy after 7 years (See Notes 1 thru 7) AUTH
2	Class 3 certificate authority (CA) in regard to system initialization, equipment configuration, or CMA operation	equipment configuration records, and CMA operational records such as modifications or updates, certificate requests and revocation requests, subscriber identity authentication documentation as required, documentation of receipt and acceptance of certificates		Destroy after 10 years (See Notes 1 thru 7) AUTH
3	Class 4 certificate authority (CA) in regard to system initialization, equipment configuration, or CMA operation	(including DD Forms 2841 and 2842), documentation of receipt of tokens, all certificates and certificate revocation list (CRL) (or other revocation information) as issued or published, security audit records and data, other data or applications sufficient to verify archive contents, and all work-related communications to or from the PMA, other CMAs, and compliance auditors		Destroy after 20 years (See Notes 1 thru 7) AUTH

## NOTES

- 1 The CA shall provide archived data and applications needed to read the archives to the DoD archival facility approved by the Policy Management Authority (PMA) This DoD facility shall retain the applications necessary to read this archived data for the duration of the retention period
- 2 Archives will not be modified or deleted by unauthorized CA equipment operators, but archived records may be moved to another medium
- 3 If original media cannot retain the data for the required period, a mechanism to periodically transfer the archival data to new media shall be defined by the archive site
- 4 No transfer of medium shall invalidate CMA applied signature
- 5 The CMA shall maintain a list of persons authorized to modify or delete the archive, and make this list available during CP compliance audit

- 6 Release of sensitive archive information will be in accordance with guidance set forth in applicable policy
- 7 Archive media shall be stored in separate, safe, secure storage facility Prior to archive, archive records shall be labeled with the CMA's distinguished name, the date, and the classification