

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-AFU-86-15**

DATE RECEIVED
12/9/85

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE **3-17-86** ARCHIVIST OF THE UNITED STATES
Frank B. Burke

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

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf

5. TELEPHONE EXT.
694-3494

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 4 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 4 DEC 85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>COMMUNICATIONS SERVICE LEASING RECORDS (T100-12) (Applicable Air Force-wide)</p> <p>The attached is submitted to change AFR 12-50, Volume II, Table 100-12.</p>	<p>NC1-AFU-78-26</p>	<p>(9 items)</p>

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Rec'd 3/19/86*

JUSTIFICATION FOR CHANGES TO TABLE 100-12

This table has been revised and rules are renumbered.

<u>Old Rule</u>	<u>New Rule</u>
1	1
2	2
3	deleted
4	3
5	5
6	5
7	4
8	1
9	8
10	9
	6 (new)
	7 (new)

The only new rules are 6 and 7. The language in the various columns of the other rules has been changed to conform with current operating manuals, equipment, and organizational structure in the Air Force. There are no changes in disposition, except for the two new dispositions of rules 6 and 7. These dispositions are adequate for the Department of the Air Force needs.

TABLE 100-12*

COMMUNICATIONS SERVICE LEASING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*1	Defense Commercial Communications Office (DECCO) - leased circuits and equipment	*historical records including commercial communications work order; telecommunications service request (TSRs); telecommunications service order (TSOs); modified use of leased communications facilities; summary of authorized equipment and services; individual telephone service record; communications service authorization (CSA); letters of military necessity; traffic and feasibility studies and surveys; electronic data processed communications service authorizations (EDP-CSAs); equipment order; request for communications service; and other pertinent documents or correspondence	*at the telecommunications certification office (TCO) and AFCC base communications office	*destroy 6 months after service is discontinued, provided any corrective action required by audit has been accomplished. (exception: destroy CSAs after verification of recapitulation action)
*2			*at other than activities covered in rule 1	destroy when individual service is discontinued.
*3			disapproved requests at any level	destroy after 90 days
*4	locally-leased circuits and equipment	*historical records including CSAs; TSRs; TSOs; modified use of leased communication facilities; equipment order; local communications service request; summary of authorized equipment and services; local communications service order; individual telephone service record; letters of military necessity; traffic and feasibility studies and surveys; request for communications services; and other pertinent documents or correspondence	at Air Force procurement offices	*see Table 70-1
*5			*office copies at all other locations except Federal Republic of Germany	*destroy 6 months after service is discontinued. (exception: destroy CSAs after verification of recapitulation action). (see note)

TABLE 100-12 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*6			*at units located in Federal Republic of Germany	*destroy 1 year after service is discontinued provided any corrective action required by audit has been accomplished.
*7	*local communications		*unit monitoring customer	*see Table 11-1, Rule 11.
*8	review and revalidation of existing leased	justification records, reports and other related records		destroy 1 year after being superseded by a later review or revalidation.
*9	administrative support	transitory records such as: recurring issues of commercial companies pricing sheets tariffs; recurring reports from Defense Communications Agency (DCA), DECCO, etc.; and other perishable data or information		destroy when superseded or upon receipt of current issues.
<p>NOTE: AF Form 1070 may be destroyed after completion of installation. However, before destroying ensure appropriate information is included on AF Form 1077.</p>				