

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

*NA-AFW-86-37*

DATE RECEIVED

*2/12/86*

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  
MRS GRACE T. ROWE

5. TELEPHONE EXT.

*694-3527*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*9-2-87*

ARCHIVIST OF THE UNITED STATES

*Frank S. Burke*

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 *27* 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 <i>29 JAN 1986</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
-------------------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Specialized Publications (Table 8-1) (applicable Electronic Security Command)</p> <p>The purpose of this submission is to change retention period in rule 8 and establish rules 8.1 and 8.2.</p> <p style="text-align: center;">FOR OFFICIAL USE ONLY</p> <p><i>copy to agency 9-8-87</i></p>		<p><i>3 Items</i></p>

## TABLE 8-1, RULES 8, 8.1, AND 8.2

The information contained in this attachment is FOR OFFICIAL USE ONLY and is not releasable to the public.

1. Rule 8. The Electronic System Command has determined that there is no longer a requirement to maintain these records as permanent and that a 10-year retention period, after the record is superseded or becomes obsolete, would be sufficient. Explanation of the abbreviations in column C is as follows:

HQ ESC/LG = Headquarters Electronic Security Command/Logistics

AFSCC = Air Force Cryptologic Center

2. Rule 8.1. Maintenance Bulletins (MB) and Equipment Installation Standards (EIS) may be destroyed 6 years after supersession or rescission. When equipment is phased out of the inventory, applicable MB is rescinded. Since there is a possibility of the equipment being picked up again at a later date in a new system, MBs must be retained for the 6-year period. A 6-year retention period is also satisfactory for the EISs. Maintenance Bulletins are the official means of passing out technical data, instructions and safety guidelines about operating, installing, maintaining, inspecting, and modifying cryptologic equipment systems. They do not warrant converting to a USAF Technical Order.

3. EISs standardize the installation practices and provide rules for the installation of equipment systems at ESC operational activities. As equipment systems and installation procedures change, the EISs are updated to reflect change.

4. Rule 8.2. AF COMSEC publications implement national COMSEC policy and instructions, disseminate educational information, prescribe COMSEC procedures, and contain doctrine, policy and procedures. They tell how to use, handle, install, maintain and control COMSEC material and equipment. They apply to any AF command or AF-affiliated contractor who possesses COMSEC material.

**FOR OFFICIAL USE ONLY**

TABLE 8-1 SPECIALIZED PUBLICATIONS				
R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
8	communications security (COMSEC) codes and authenticators systems publications	record set of each publication which includes a printed copy of each issuance, edited manuscript (see table 5-1), printed copy of each form prescribed, document showing latest annual review by approving authority, and related background material such as documents relating to developing, coordinating and issuing each publication	at HQ ESC/LG and AFCSC, as applicable	destroy each edition containing a change in format or production principle (code generation media) 10 years after supersession or rescission (see note 2).
8.1	maintenance bulletins (MBs) (ESC and non-ESC originated), equipment installation standards (EISs)			destroy 6 years after supersession or rescission (see note 7).
8.2	AF COMSEC publications			destroy 10 years after publication is superseded or becomes obsolete.

Note 7. Prior to destroying MBs, ESC/DAD will contact AFCSC/MAV to ensure documents are eligible for destruction.