

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

LEAVE BLANK

JOB NO  
NI-AFU-87-38

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

DATE RECEIVED  
9-10-87

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

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION  
Directorate of Information Management and Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3 MINOR SUBDIVISION  
Records Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Neil Vandergraaf

694-3494

12-2-87

*Frank A. Bunker*

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 6 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  
AUG 20 1987

C SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D TITLE GRACE T. ROWE, Chief, Records Management Policy Section, Directorate of Information Mgt and 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>TECHNICAL CONTROL FUNCTIONS (T700-16) (Applicable Air Force-Wide)</p> <p>The attached is submitted for your review and approval.</p>	NC1-AFU-83-66	

JUSTIFICATION TO ACCOMPANY SF 115 ON TABLE 700-16

Because of internal Air Force reorganization of functions, the 100-17 table has been renumbered to be Table 700-16. The title remains the same but some of the language and records have been slightly changed to conform with current directives and instructions. The attached comparison table explains the differences in disposition standards. Only one new rule has been added (rule 14) to cover monitor logs of coordination circuits.

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 TABLE 700-16 .

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 TECHNICAL CONTROL FUNCTIONS .

R U L E	A	B	C	D
	. If the documents are . or pertain to	. consisting of	. which are	. then
1	. history folder . (circuit, trunk . link, route or . system history)	. records pertaining to the . activation, reconfiguration, . or deactivation; initial test . and acceptance data; circuit . parameter test data (DD Form . 1697); technical evaluation . program reports (TEP); out-of- . service quality control test . records, to include spare channel . test results; analysis products; . and other related historical . material	. at terminal stations and . other designated control . stations (circuit control . office, facility control . office, etc)	. destroy when superseded or . 6 months after deactivation . whichever is sooner. Exception: . destroy quality control test . records when replaced with the . next like test record (see note . 1).
2			. at other than terminal . stations and designated . control facilities	. destroy after 1 month or when . no longer needed, whichever . is later.
3	. technical control . operations	. quality control test schedules, . reporting guides, circuit/trunk . directories; DCA engineering . drawings; systems/circuit . layout diagrams/records (DD Form . 1441); fault isolation charts/ . diagrams; and related products		. destroy when superseded. Exception: . destroy DD Form 1441 6 months after . circuit deactivation.
4		. operational direction/coordina- . tion messages (ODM/OCM); record . of H.F. frequency use/changes; . and related products		. destroy after 1 year.
5		. master station logs . (DD Form 1753)	. retained in TCF for 1 . month and in a reference . file for 11 months	. destroy after 12 months.
6		. master clock logs (DD Form 1700)		. destroy after 3 months.
7	. outage	. outage/restoration records; . work orders; equipment test . records; outage summaries; and . related records including DD . Forms 1443, 1445, and 1698	. retained in TCF for 1 . month and in a reference . file for 11 months	. destroy after 12 months.

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 TABLE 700-16--Continued.

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
8	performance reports and worksheets	PMIS and follow-up reports, PMP data collection worksheets, and other related worksheets		destroy 3 months after monthly cutoff.
9		in-service QC worksheets and other related worksheets		destroy 2 months after monthly cutoff.
10		communication/test equipment QC worksheets		retain current and previous three test results. Destroy others when they are no longer needed.
11	status reports	reports on status of systems, circuits, and equipment including DCAC 310-55-1 Feed- back Reports and DCAC 310-55-1 Reports		destroy 2 months after monthly cutoff.
12	general messages	messages addressed to and retained by the TCF (DEFSTA/ DINSTA, etc.		destroy when superseded or cancelled (see note 2).
13		general message record or log used to record receipt of general messages		destroy when the last message on a page is superseded or cancelled or when all current entries are transcribed to a new page, whichever is sooner (see note 2).
14	coordination circuits	monitor logs		destroy after 1 month.

NOTES:

1. Out of service Q.C. testing records will be replaced with the next like test, the current year's ANNUAL test results will replace the previous year's ANNUAL test results, and the current QUARTERLY test results

2. Records identified in rule 13 may be filed in the same folder(s) as the related general messages. In this instance, procedures in AFR 12-20, paragraph 2c apply.

COMPARISON TABLE TO ACCOMPANY SUBMISSION OF NEW TABLE 700-16

OLD TABLE	OLD RULE	NEW TABLE	NEW RULE	CHANGE
100-17	1	700-16	1	Minor changes in columns A, B, and C.
100-17	1.1	700-16	2	Slight change in disposition in column D.
100-17	2,3	700-16	3	Change in disposition for DD Form 1441 to 6 months.
100-17	2,3	700-16	4	Change in disposition from 11 months to 1 year.
100-17	2,3	700-16	5	Change in disposition from 11 months to a total of 1 year.
100-17	2,3	700-16	6	Change disposition from 11 months to 3 months.
100-17	4	700-16	7	Change disposition from 11 months to 1 year.
100-17	5	700-16	8	Change disposition from 1 month to 3 months.
100-17	5	700-16	9	Change disposition from 1 month to 2 months.
100-17	5	700-16	10	Change disposition from 1 month to (see table).
100-17	6	700-16	11	Change disposition from 1 month to 2 months.
100-17	7	700-16	12	No change.
100-17	8	700-16	13	No change.
None	none	700-16	14	New record to be disposed of after 1 month or when no longer needed.