

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-87-39	DATE RECEIVED 9-10-87
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Info Mgmt and Administration, SAF/AAD		In accordance with the provisions of 44 U.S.C. 3303- 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Information Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 695-1667	DATE 12-1-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>

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.

6. DATE SEP 10 1987	7. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	8. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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9. ITEM NO	10. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	11. GRS OR SUPERSEDED JOB CITATION	12. ACTION TAKEN <i>(NARS USE ONLY)</i>
	SWITCHING SYSTEM OPERATIONS (Table 700-10) (Applicable Air Force-wide)		
	Table 700-10 is added; replacing Table 100-16, Autodin Switching Center Operations in its entirety. The 27 rules of Table 700-10 are the same as the 27 rules in Table 100-16, with some changes. Dispositions are primarily based on Defense Communications Agency (DCA) requirements. Description changes are primarily the addition of form numbers.	NC1-AFU-78-24	
1	Rules 2 and 10. Dispositions are changed to destroy records 2 months after monthly cutoff vice after 3 months.		
2	Rules 3, 6 and 25. Dispositions are changed to destroy records 1 month after monthly cutoff vice after 1 month.		
3	Rule 5. Disposition is changed to destroy records 1 year after monthly cutoff vice after 4 months, to meet Air Force needs.		
4	Rule 7. Disposition is changed to retain records for 1 year, then destroy vice after 13 months.		
5	Rule 8. Minor addition to records disposition.		
6	Rule 9. Disposition is changed for clarity.		
7	Rule 11. Disposition is changed to destroy records 1 month after monthly cutoff vice after 2 months		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
8	Rules 1, 4, 12-24, 26 and 27. Dispositions remain the same.		
9	Note 1. Added, to explain the meaning of "destroy" as it relates to magnetic tape.		
10	Notes 2-5. The same as Notes 1-4 in current Table 100-16, but renumbered to conform with the consecutive rules.		

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TABLE 700-10.

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SWITCHING CENTER OPERATIONS.
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R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then (see note 1)
1	logs and statistics	master station log (DD Form 1753), leased ASCs, ASC configuration log (DD Form 1751), government owned ASCs configuration stats, ASC equipment outage log (DD Form 1756)	at automatic switching centers (ASCs), semi-automatic and manual relay centers, and automatic digital weather switches (ADWS)	destroy 5 months after monthly cutoff.
2	recovery records (DD Form 1757)			destroy 2 months after monthly cutoff.
3	operations control	circuit status logs (DD Form 1776), intercept logs (DD Form 1754), alternate routing records (DD Form 1755), service messages and logs (DD Forms 1765 and 1766), on-line/off-line work request control logs (DD Forms 1770 and 1778), magnetic tape library inventories (DD Form 1774), shift supervisor checklist (DD Form 1752), high precedence message logs, message and channel number sheets, circuit number sheets, and related records		destroy 1 month after monthly cutoff.
4	routing plans/indicator/channel listings	alternate routing plans, routing indicator listings, channel parameter listings, and related records		destroy when superseded or no longer needed.
5	service interruption/auxiliary records	service interruption messages, auxiliary line equipment reports, and related records		destroy 1 year after monthly cutoff.
6	message transmission monitor tapes		at semiautomatic and manual relay centers	destroy 1 month after monthly cutoff.
7	magnetic tape library purge record (DD Form 1771)		at ASCs, ADWS, and Information Processing Center message sections	retain for 1 year, then destroy.
8	tape labels	labels and related forms not covered elsewhere in this table		destroy with purge of related tape or other magnetic tape.

TABLE 700-10--Continued.

R	A	B	C	D
U				
L	If the documents are			
E	or pertain to	consisting of	which are	then
9	magnetic tape library transaction record and perpetual history (DD Form 1772)			destroy initial and current form when tape is destroyed unless used as a destruction record, after 1 year for other forms (note 2).
10	tape failure report (DD Form 1758)			destroy 2 months after monthly cutoff.
11	history tape log (DD Form 1777) and mag- netic tape log "B" (DD Form 1779)			destroy 1 month after monthly cutoff.
12	history "A" tape (DD Form 1759)			destroy after 1 month, or when no longer needed, whichever is later.
13	history "B" tape (DD Form 1760)			destroy after 11 days, or when no longer needed, whichever is later (see note 3).
14	overflow (OVF) tape (DD Form 1761), intercept (IC) tape (DD Form 1762) and retrieval tape (DD Form 1763)			purge after read in.
15	program library tapes (PLT) or house oper- ating (HOP) tapes (DD Form 1775)			hold current and last preceding tapes (see note 4).
16	work tapes (DD Form 1764)			purge when job is completed.
17	header extract tapes (DD Form 1768)			purge after analysis is completed.
18	history tapes of transmitted messages		at ADWS	purge after 15 days.
19	line save tapes			purge after 15 days, or when no longer needed, whichever is sooner.
20	interlace/suspected interlace case files	records pertinent to investi- gations regarding the occurrence of interlace or suspected inter- lace messages	at ASCs	destroy 1 year after case is closed.

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TABLE 700-10--Continued.
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R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
21	general messages	tape file maintained for retransmission purposes	at manual relay centers	purge after 14 days.
22	general message card deck	card deck of hard page copies which are addressees; e.g., Joint Army-Air Force Publica- tions (JAFPUBs), Defense Communications Systems Relay Stations (DCRELSTAs), etc.	at ASCs, semi-automatic and manual relay centers	destroy when superseded or cancelled by the issuing authority.
23	general message log (DD Form 1769)			destroy after all general messages for the calendar year have been cancelled or superseded (see note 5).
24	tracer action case files	records of all actions taken to trace messages, tracer log (DD Form 1767), and related records		destroy 1 year after case is closed.
25	monitor printer and high speed printer output products	message traffic, magnetic tape and peripheral device print- outs; system, cumulative block error count (CBEC), contingency alternate routing program (CARP) and configura- tion statistics and similar computer products	at ASCs and semi-automatic relay centers	destroy 1 month after monthly cutoff.
26	tributary files	an individual file for each connected tributary containing telecommunications service requests (TSRs), telecommuni- cations service orders (TSOs), and other correspondence related to activation, deactivation, and changes to the tributary operation, circuit and equipment; data related to message traffic operation, circuit and equipment problems; and related records	at ASCs, semi-automatic and manual relay centers, and ADWS	destroy 1 year after tributary deactivation.

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TABLE 700-10--Continued.
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R	A	B	C	D
U			
L	. If the documents are .			
E	. or pertain to	. consisting of	. which are	. then
27	. communications	.	.	. destroy after 1 year.
	. operations (COMOPs)	.	.	.
	. summaries	.	.	.
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NOTES:

1. The term "destroy" in column D, when it is related to a magnetic media, means to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will only be destroyed when it is unserviceable or not reusable due to security requirements.
2. This form will be destroyed after 2 years when used as a record of destruction as outlined in AFR 205-25.
3. Retain for 30 days plus current day if history "A" tape is bad.
4. Older tapes may be retained until no longer needed.
5. These logs may be filed in the same folders as the related general messages. In this instance, procedures prescribed in AFR 12-20 apply.