

*Work of*

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

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JOB NO.

NI-AFU-88-9

DATE RECEIVED

10/29/87

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

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3305, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2. MAJOR SUBDIVISION  
Directorate of Info Mgmt and Administration, SAF/AAD

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  
1/21/88

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 7 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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A. GAO concurrence.  is attached, or  is unnecessary.

6. DATE OCT 15 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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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	INFORMATION PROCESSING CENTER OPERATIONS (Table 700-8) (Applicable Air Force-wide)		
1	Table 700-8 is added; replacing all but 3 rules in Table 100-14, Telecommunications Center/Communications Terminal (TRIB) Operations; and some rules in Table 300-1, Data Automation Program Records. Current Table 100-14, Rules 10-12 are deleted; Table 56 series will include Rule 10 records, Rules 11 and 12 records are no longer necessary.  Rules 1, 2, 3, 4, 8, 9, 10, 11, 12, 14, 19 and 21 (currently Table 100-14, Rules 1, 1.1, 2, 3, 5, 6, 7, 7.1, 8, 9.1 and 17; Table 300-1, Rule 18). No changes.	NN-173-223 NC1-AFU-81-38 NC1-AFU-82-17	
2	Rules 13, 15, 16, 17, 18, 22, 23, 24, 29, 30 and 31 (currently Table 100-14, Rules 9, 13, 14, 15 and 16; Table 300-1, Rules 19, 20, 27, 31, 32 and 33). Dispositions remain the same. Descriptions are changed slightly. Locations of records where applicable are changed to Information Processing Centers (IPCs).	NN-173-223 NC1-AFU-79-14	
3	Rules 5-7 (currently Table 100-14, Rule 4). Records are broken into three rules due to need to keep hard page copies and header card data not retrievable from message history tapes for 1 month (no change), and these records retrievable	NN-173-223	

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**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NO.

**NI-AFU-88-9**

PAGE

OF

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>
	from message history tapes for 10 days. Journal printout records of received messages are still destroyed after 1 month.		
4	Rule 20 (currently Table 100-14, Rule 18). This is a reference rule, disposition now stating to see Table 700-10 vice 100-16. Location of records is changed to IPC message sections.	NC1-AFU-81-38	
5	Rule 25 (currently Table 300-1, Rule 27.1). Disposition is changed to destroy after 1 year or when no longer needed whichever is later vice 3 years, to meet Air Force needs.	NC1-AFU-79-14	
6	Rule 26 (currently Table 300-1, Rule 28). Disposition is changed to destroy after 3 months or when no longer needed whichever is later vice 3 months, to meet Air Force needs.		
7	Rule 27 (currently Table 300-1, Rule 29). Disposition is changed to destroy after 2 years or when no longer needed whichever is later vice 3 years, to meet Air Force needs.		
8	Rule 28 (currently Table 300-1, Rule 30). Disposition is changed to destroy when no longer needed vice requiring agency establishes disposition, to meet Air Force needs.		
9	Rule 32. Added as a reference rule, stating that analysis of annual history of automation equipment maintenance actions and costing vendor alternative maintenance approvals are disposed of per Table 700-5.		
10	Note 1 is added to define what an information processing center (IPC) includes.		
11	Notes 2-6 replace current Table 100-14, Notes 1-5.	NN-173-223	
12	Note 7 is added to allow the communications-computer systems unit chief of operations to retain Rule 6 messages retrieved from message history tapes up to 30 days if necessary.		

TABLE 700-8.

INFORMATION PROCESSING CENTER (IPC) OPERATIONS (see note 1).

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	messages originated	originator's message copy and hard page copy of transmitted message		destroy after 1 month (EXCEPTION: automated IPC message section; destroy after 10 days, provided history tapes exist (see notes 2, 3).
2	message history tapes	history tapes of originated and received messages		destroy after 1 month.
3	header card data	data pertinent to data pattern messages, including data message forms, but excluding message text		destroy after 1 month (magnetic tapes will be returned to originator for reuse) (see notes 2, 3).
4	header/end of trans- mission	printout records pertinent to MTMS message traffic		
5	messages received	hard page copies and header card data	not retrievable from message history tapes	destroy after 1 month (see notes 2, 3).
6	"		retrievable from message history tapes	destroy after 10 days (see notes 2, 3, 7).
7	"	journal printout records of received messages		destroy after 1 month.
8	multipoint circuit messages	hard page copies of messages received on multipoint circuits not for that station		destroy after 24 hours, provided adequate control records are maintained.
9	paper tapes	paper tape used for message transmission		
10	text of data pattern message			destroy after 10 days (see notes 2, 4).

TABLE 700-8--Continued.

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
11	magnetic tape reels	recorded messages received from originator		return to originator after 10 days (EXCEPTION: if no sufficient tape reels are available, retention period may be reduced to 72 hours) (see note 2).
12	operational control records	logs (service, circuit status, intercept, service message, on line/off line work request control, high precedence message); messages (high precedence, service, service interruption); message registers; records on multiple and book messages processed; number sheets (operator, circuit, message and channel); reports (performance, equipment performance, interface/trouble, auxiliary line equipment), maintenance work orders, magnetic tape library inventories; shift supervisor checklists; and similar records		destroy after 1 month (see note 5).
13	IPC message section performance records	records on channel loads, speed of service reports, master station logs, frequency logs, daily load reports, daily traffic figures, traffic analysis records, recovery records and similar records		destroy after 6 months.
14	alternate routing/channel parameter	alternate routing plans, routing indicator listings, channel parameter listings, and similar records		destroy when superseded or no longer needed, whichever is later.

TABLE 700-8--Continued.

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
15	general messages addressed to the IPC- message operations	hard page copy of message addressed to and retained by IPC message section; e.g., JAF PUBs, DCSRELSTA, ALMILACTS, etc.		destroy when superseded or cancelled by issuing authority.
16	general service messages originated	hard page copies retained by originating/transmitting IPC message section		destroy after 1 month (see note 3).
17	customer agency general messages	hard page copies retained by the receiving IPC message section on which they are not an addressee, but which are used to provide distribution to customer agencies/activities served; e.g., ALPERSCOM, ALSAFECOM, ALAFCOM, etc.		
18	general message record	logs to show receipt and distribution of general messages		destroy after 1 year or after last message on a page is superseded or cancelled, whichever is later (see note 6).
19	tracer action case files	messages and related correspondence pertaining to all actions taken to trace message		destroy 1 year after case is closed.
20	magnetic media library documentation	magnetic media not covered elsewhere in this table	at IPC message section	see table 700-10.
21	computer-sharing reports	quarterly reports of ADP service provided to another agency or obtained from a commercial source (IRCN 1106)(GSA-AN)		destroy after 3 years.

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TABLE 700-8--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
22	systems design specifications for systems for which related magnetic media data is author- ized for blanking	records containing operating procedures for implementation of a specific data system, includ- ing details of computer tech- nique logic charts and input/ output record flow data	at IPCs	destroy after final magnetic media records produced by system have been blanked.
23	systems design specifications for systems for which related magnetic media data is not authorized for blanking			retain with the related magnetic media.
24	automation equipment use and maintenance	forms or cards that equipment operators complete relative to machine use, nonuse, or mainte- nance		destroy after 1 year.
25			at other than IPCs	destroy after 1 year or when no longer needed, whichever is later.
26		daily detail cards, intermediate summary decks, related magnetic files, and machine listings		destroy after 3 months or when no longer needed, whichever is later.
27		monthly summary of cost and use reports, card decks, magnetic tape files, and machine listings		destroy after 2 years or when no longer needed, whichever is later.
28		cards, magnetic tapes, and associated machine listings produced from the monthly summaries		destroy when no longer needed.
29		monthly summaries of ADPE cost and use report, EDPS by applica- tion and hours of use reports, card decks, tape files, and associated machine listings	at IPCs	destroy after 1 year.

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TABLE 700-8--Continued.

30	.	.	at MAJCOMs and inter- mediate commands	destroy after 2 years.
31	.	.	at HQ USAF	destroy after 1 year.
32	.	.	analysis of annual history of maintenance actions and costing vendor alternative maintenance approvals	use table 700-5, rules 1, 2, or 3, as appropriate.

NOTES:

1. The term "information processing center" includes "base communications centers" (IPC message section) and base "data processing centers". Other similar facilities, not covered in other 700-series tables, will follow appropriate rules in this table.
2. Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.
3. In certain justified instances, the retention of hard copies of narrative messages may be extended to not longer than 3 months based on operational considerations as determined by the local commander.
4. When space limitations preclude 10-day retention, the retention period may be reduced to not less than 72 hours for specified terminals by service agencies, providing that magnetic tape data pattern formatted messages transmitted by circuit switch and data pattern messages which contain a master data base that is updated on a daily basis can be made available by the originator for retransmission purposes.
5. Dual purpose forms used as an integral message register may be destroyed after 1 month. However, when the form is used as a message traffic receipt (accountability record) between recipient and the IPC message section, then the form must be retained for 2 years, per table 205-1.
6. General message records may be filed in the same folders as the related messages. In such instances, apply procedures in AFR 12-20.
7. The communications-computer systems unit chief of operations may extend the retention period to 30 days when deemed necessary.