

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-AFU-88-20

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

DATE RECEIVED

2/25/88

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3494

DATE

ARCHIVIST OF THE UNITED STATES

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

FEB 16 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE GRACE T. ROWE

Chief, Records Management Policy Section
Directorate Information Mgt & 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SUPERSEDED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)

COMMUNICATIONS SERVICE LEASING RECORDS
(Table 700-4)
Applicable Air Force-wide

The functions of communications - computer systems from the 100 and 300 tables merged into the 700- series directives. This merger requires revisions of tables in AFR 12-50, Volume 2.

1. Rule 1 is former rules 1 and 8 of Table 100-12. Columns B and C modified. No change in disposition instructions in former rule 1 except note deleted and exception added.
2. Rule 2 is former rule 2 from Table 100-12. No change.
3. Rule 3 is former rule 4 from Table 100-12. No change.
4. Rule 4 is former rule 7 from Table 100-12. Columns A and B changed. No change in disposition.
5. Rule 5 is a new rule for leased circuits and equipment at location other than the Federal Republic of Germany. Disposition is similar to rule 5 in Table 100-12. It now has an exception.
6. Rule 6 is a new rule covering leased circuits and equipment in the Federal Republic of Germany.
7. Same as former rule 9, Table 100-12.

Request for Records Disposition Authority Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8.	Same as former rule 10, Table 100-12.		

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TABLE 700-4 .

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COMMUNICATIONS SERVICE LEASING RECORDS .

R	A	B	C	D
U				
L	If the documents are			
E	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 (TSR); telecommunications service order (TSO); 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-CSA); 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	use appropriate rules in table 70-1.

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 TABLE 700-4--Continued.

R	A	B	C	D
U				
L	. if the documents are			
E	. or pertain to	. consisting of	. which are	. then
5			. office copies at all . other locations except . Federal Republic of . Germany	. destroy 6 months after service . is discontinued. (Exception: . destroy CSAs after verificatio . of recapitulation action.)
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	. review and revalida- . tion of existing . leases	. justification records, reports . and other related records		. destroy 1 year after being . superseded by a later review . or revalidation.
8	. 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