

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-89-21

DATE RECEIVED

5/17/89

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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. DATE

694-3494

3/5/90

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 2 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.

B. DATE

09 MAY 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION	10.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>COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS (Table 56-1) (Applicable Air Force-wide)</p> <p>Rule 25. Added, to destroy approvals to hold classified COMSEC material on receipt of a succeeding approval, or on inactivation of facility, whichever is sooner. This disposition meets Air Force needs.</p>		

TABLE 56-1

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
25 *	classified COMSEC material	Approval to Hold Classified COMSEC Material (AFCOMSEC Form 2)	at AF Cryptographic Support Center (AFCSC), COMSEC accounts, and COMSEC user facilities	destroy on receipt of a succeeding approval, or on inactivation of facility, whichever is sooner.

TABLE 56-1

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then	
1	material accounting records	field and AF Cryptologic support Center (AFCSC) vouchered COMSEC accounting report, related records and correspondence; AFCSC COMSEC vault and USAF COR records consisting of statistical data for stat books; holder, shipping, allocations and stock files; related records; and work orders	at AFCSC	destroy after 3 years.	
2			at holder accounts and COMSEC Account 616600	destroy as described in certificate of accounting clearance.	
2.1			daily or shift inventories	at holder accounts	destroy 6 months after monthly cutoff.
*2.2			local destruction reports of accountability legend code 3, 4, and 5 that is classified (CONFIDENTIAL or above) or is marked CRYPTO		destroy 2 years after date of material destruction.
3			record of custodians		destroy 1 year after assumption by a new custodian.
			transfer reports, work orders, and related records for items on loaned/borrowed status	at AFCSC	destroy 3 years after loaned/borrowed transaction is terminated.
4			copies of records covered in rule 1	at monitoring headquarters	destroy when superseded, obsolete, or no longer needed.
5	accounts inspection records	command inspection reports and related records		destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner.	
5.1		semiannual self-inspections		destroy after MAJCOM annual inspection is performed.	
6	Visitor Register	AF Form 1109	at holder accounts	destroy after 1 year.	
*7	incident (compromise) files	reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material as required by AFR 56-12	at AFCSC	destroy 3 years after year in which incident file is closed.	
8			at MAJCOM and monitoring intermediate headquarters	destroy after incident file is closed, provided physical and cryptographic log is maintained (see rule 11). When log is not maintained, destroy closed incident file after 2 years.	
9			at cited units	destroy 1 year after year in which incident is closed	
10	physical and cryptographic violation log	log used to record reported COMSEC insecurities	at AFCSC	destroy 3 years after year in which log is closed out.	
11			at all other activities	destroy after 2 years.	
*12	COMSEC codes and authentication case files	background material from initial request to final disposition of the COMSEC system	at AFCSC	hold until the system is deleted from the COMSEC inventory, then retire to ESC Special Intelligence Central Repository and destroy 25 years thereafter.	

TABLE 56-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*13	protected distribution system (PDS)	letters, message requests, approvals, and drawings pertaining to PDS systems for passing unencrypted classified information		destroy 90 days after deactivation of PDS.
*14	Automatic Secure Voice Communications (AUTOSEVOCOM) terminals	correspondence, electrical messages, approvals, and related historical data on certification of AUTOSEVOCOM terminals		destroy on deactivation of circuit or when no longer needed, whichever is sooner.
*15	COMSEC historical records (aids and equipment)	master file of background data on COMSEC material in AF inventory	at AFCSC	destroy 3 years after final destruction of COMSEC item.
*16	COMSEC/TEMP-EST master register	assigned Air Force COMSEC/TEMPEST short titles		retire to ESC Special Intelligence Central Repository on inactivation of unit and destroy when no longer needed.
*17		background communication		destroy after 5 years or when superseded, obsolete, no longer needed, whichever is sooner.
*18	release of COMSEC equipment/material to DOD contractors/COMSEC accounts	release approvals for access to COMSEC equipment material by DOD contractors	at AFCSC	destroy 2 years after COMSEC account is deactivated.
*19			at all other AF agencies	destroy upon termination of contract or when no longer needed, whichever is sooner.
*20	certification records	certification of mandatory modifications to equipment	at AFCC units and provided to the COMSEC account for filing	destroy upon receipt of a succeeding certification letter or inactivation of the account.
*21		certification of COMSEC account readiness action (CARA) training exercise	at AFCC units and used to record quarterly required training	destroy after 18 months.
*22		certification of review of operating instructions and CARAs		destroy after 1 year.
*23		approval of administrative telephone within a secure area, coordination of CARAs, and higher headquarters coordination of material to be retained in the event precautionary destruction is implemented	at AFCC units and retained by the COMSEC account	destroy on inactivation or when superseded.
*24	COMSEC cryptographic register			destroy after 1 year.

NOTE: HQ ESC is the office of record for records of longtime retention. Records appraised as permanent will be offered to The National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 56-2

TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	AF TEMPEST program records	data reflecting the policy, planning, and test results of AF TEMPEST program efforts	at AF Cryptologic Support Center (AFCSC)	retire to ESC Special Intelligence Central Repository when obsolete. Destroy 10 years after retirement.