

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO.

NI-AFU-90-12

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

DATE RECEIVED

11/22/89

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

2/7/90

ARCHIVIST OF THE UNITED STATES

Claudia J. ...

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 5 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.

8. DATE

NOV 20 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Inace 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 GRS OR SUPERSEDED JOB CITATION	10.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) POLICY, PLANS, REPORTS AND COLLATERAL DATA (Table 56-3) (Applicable Air Force-wide)</p> <p>We added Table 56-3, replacing Table 100-8, same title.</p> <p>Rule 1. Changed the retention period for COMSEC surveillance product reports at HQ ESC COMSEC OPR to destroy after 50 years vice retire as permanent. The three product reports - surveillance monitor, surveillance summary, and message - notify users of information developed during monitor missions. HQ ESC uses these reports for reference and planning purposes, but now believes that a 50 year disposition is satisfactory for program needs. Originally, HQ ESC had 70 cubic feet of these COMSEC surveillance reports on hand with an annual accumulation of about 4 cubic feet. Since authorization of microform system, ESC reduced the data base cubic feet-wise considerably. As of now, we have 22 cubic feet (paper and microform) on hand, accumulating 11 cubic feet annually. We also made minor changes to records description.</p>	<p>NC1-AFU-78-5</p>	<p><i>withdraw rule 1 Inace Rowe 25 Jan 90</i></p>

Copy sent to agency 2/7/90

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2	Rule 2. Changed the disposition of COMSEC surveillance reports at ESC COMSEC units and other Air Force activities by keeping the 2 year disposition, applicable to both approved and cancelled projects, and deleting the 1 year disposition for cancelled project records. The units use these reports to help them take corrective measures to eliminate discrepancies. We made changes to the locations of these records.	NC1-AFU-78-5	
3	Rule 3. Changed the primary description to status reports vice interim reports, which will also incorporate current Rules 10-13 records on annual and biennial COMSEC status reports. These rules have similar two year dispositions. We also changed the remainder of the description.	NC1-AFU-78-5	
4	Rule 4. Deleted this rule for interim reports at units other than those of Rule 3. They can destroy these interim (status) reports after 2 years vice 1 year like the COMSEC units.	NC1-AFU-78-5	
5	Rule 4 (current Rule 14). Changed the training program title, description, and disposition as follows: education, training, and awareness program (ETAP) vice communications security education program (CSEP); minor changes to description; and destroy these ETAP records after 3 years or when superseded, obsolete, or no longer needed, whichever is sooner vice 2 years. Reason for disposition change is that ESC structured the ETAP program to reflect an annual, biennial and triennial evaluation advisory visitation program. This allows AFCSC to schedule advisory visits to a portion of the 34 commands every fiscal year. As ETAP also includes TEMPEST education, we will change the disposition of Table 56-2, Rule 11 (TEMPEST education) to "see Table 56-3, Rule 9" vice "destroy when obsolete."	NC1-AFU-81-32	
6	Rules 5, 6 and 7. No changes.		
7	Rule 8. Changed the disposition of COMSEC surveillance services records to destroy 2 years after fiscal year in which created vice 2 years after action is completed or no further action is required. Reason is that the revised disposition reflects the required records, e.g., consent-to-monitor letters are updated each fiscal year. We no longer need the note, and also changed the records description.	NC1-AFU-78-5	

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8	Rule 9. Changed the description of national COMSEC/TEMPEST (formerly EMSEC) policy, guidance, and planning records; replacing NCSC with NTISSC.	NC1-AFU-78-40	
9	Rules 10-13. Deleted these rules for annual and biennial COMSEC status reports, as we incorporated them into Rule 3.	NC1-AFU-78-5	
10	Rule 14. Moved the CSEP (now ETAP) records to Rule 4.	NC1-AFU-81-32	
11	Note. Changed the note to reflect the disposition of COMSEC surveillance reports for 50 years and where retained vice offering them as permanent records to the National Archives.	NC1-AFU-78-5	

***TABLE 56-3**

COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS AND COLLATERAL DATA

R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	COMSEC surveillance	*product reports and related data	at HQ ESC COMSEC OPR	*destroy after 50 years (note).
2			*at ESC COMSEC units and other Air Force activities	*destroy after 2 years.
3	*status reports	*data on status of completed missions during previous month, and projected missions for next three months	at HQ ESC and COMSEC units	
4	*education training, and awareness program (ETAP)	*records showing accomplishment of ETAP objectives including records of briefings presented, movies shown, educational products used, personnel trained, and training reports		*destroy after 3 years or when superseded, obsolete, or no longer needed, whichever is sooner.
5	report background file	drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports	at ESC COMSEC units	destroy 90 days after publication of hard copy reports.
6	collateral data	reference publications, digests, diagrams, summaries, and related data		destroy when superseded, obsolete, or no longer needed, whichever is sooner.

*withdraw
4 Row
25 Jan 90*

***TABLE 56-3. CONTINUED**

R U L E	A	B	C	D
7	transcripts and recordings	consisting of recorded telephone conversations and transcripts thereof	which are at ESC COMSEC units	then destroy 90 days after publication of associated COMSEC surveillance reports.
8	COMSEC surveillance services	*records of requested services, proposed projects, and consent-to-monitor records		*destroy 2 years after fiscal year in which created.
9	*national COMSEC/ TEMPEST policy, guidance, and planning	*copies of background material to directives, plans, and memoranda issued by NSC, NTISSC, or JCS, and copies of related correspondence and records	at HQ ESC OPR and AFCSC	destroy when superseded, obsolete, or no longer needed.

*Withdraw note
A. Rome
25 Jan 90*

NOTE: *Electronic Security Command (ESC) is the office of record for records of long term retention value. Retain in office of record for 2 years after completion of mission, then retire to the ESC Special Intelligence Central Repository for remaining 48 years.

AFCSC: Air Force Cryptologic Support Center

HQ ESC: HQ Electronic Security Command

JCS: Joint Chiefs of Staff

NSC: National Security Council

NTISSC: National Telecommunications and Information Systems Security Committee

OPR: Office of Primary Responsibility

TEMPEST: A short name referring to investigations and studies of compromising emanations.