

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See instructions on reverse)

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JOB NO. *NIAFU-91-26*

DATE RECEIVED *4-26-91*

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

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

2. MAJOR SUBDIVISION  
**Directorate of Information Management**

3. MINOR SUBDIVISION  
**Policy Division, SAF/AAIA**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. R. P. Dwyer**

5. TELEPHONE EXT. **703-614-3494**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE *9/16/92*  
ARCHIVIST OF THE UNITED STATES *[Signature]*

**C. 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 12 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.

E. DATE <b>12 APR 1991</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE <b>GRACE T. ROWE Chief, Records Mgmt Policy Division Directorate of Information Mgmt</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p><b>SPACE OPERATIONS (Table 55-8) (Applicable Air Force-wide)</b></p> <p>Table 55-8 is revised, changing the title to Space Operations vice Space Defense, adding 22 new rules (of which 1 rule's records are proposed for permanent retention), changed procedures for retiring 2 permanent rules records, changed 1 permanent record to a disposable record, and changed 1 rule disposition.</p> <p>1 Rule 1. Changed the permanent retirement of space object detection and tracking system historical data (previously orbital element cards) to "retire as permanent after life of the system" vice "retire as permanent 1 year after object decay." These records are now located "at responsible activity." See Attachment 1 for rationale.</p> <p>2 Rules 1.1 and 1.2. Added to destroy computer tape data for updating the historical data bas and duplicates of Rule 1 records when no longer needed. This disposition meets Air Force needs.</p>	<p>NN-173-109</p>	

*Copies sent to agency, NNW, NNT, NSX, NCF, NIA 9/21/92*

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3	Rule 2. Changed the retention of space object identification (SOI) recordings of special interest to "destroy when no longer needed after object decay" vice "retire as permanent 1 year after object decay." Air Force has not retired any of these records to WNRC. See Attachment 1 for rationale.	NN-170-33	
4	Rule 3. Changed the disposition of SOI recordings of routine interest to "destroy when no longer needed" vice "destroy after 1 month, or when no longer needed, whichever is later." This disposition meets Air Force needs.	NN-170-33	
5	Rules 4-10. No changes.		
6	Rule 10.1. Added to destroy SOI tasking messages after 3 months. This disposition meets Air Force needs.		
7	Rules 11 and 12. Changed the subject description to "sensor network tasking data" vice "optical surveillance data," as these records are concerned with data associated with the actual tasking of a sensor. Changed the remainder of description to include sensor tasking response data, tasking for such data, tracking reports, sensor tasking and launch change messages, besides the Baker-Nunn camera film. Reason is that there are now two types of surveillance data - current camera film (as from Baker-Nunn sensors) and now computer data.	NN-170-33	
8	Rule 12.1. Added to retire Boxscore messages at preparing activity as permanent. See Attachment 1 for rationale.		
9	Rule 12.2. Added to destroy Boxscore messages at receiving activity when no longer needed, since Air Force is keeping them at preparing activities as permanent.		
10	Rule 13. Changed the permanent retirement of tracking and impact prediction (TIP) data (of special interest) to "retire as permanent after object decay" vice "retire as permanent on inactivation of the unit." See Attachment 1 for rationale.	NC-174-250	

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11	Rule 13.1. Added to destroy TIP data (of other than special interest) 2 years after object decay. This time-frame provides sufficient access for in-house statistical studies and engineering development work.		
12	Rules 14-16. Changed the subject description of daily operations logs and locations of these records slightly, except that Rule 15 missile warning system records are now located "at responsible activity."	NC1-AFU-82-5 (Rules 14 & 15)	
13	Rule 17. Added to destroy launch information case files on foreign launches 2 years after launch. Data needed for a longer period is obtained from historical data (Rule 1), and TIP data (Rule 13); and case file data also is incorporated into the FLIP catalog (Rule 20). Foreign launch means that foreign countries are launching their own satellites without providing us information pertaining to those launches.	NC1-AFU-84-17 (Rule 16)	
14	Rule 18. Added to destroy launch information case files on cooperative launches 8 years after launch. Data needed for a longer period is obtained from Rules 1 and 13, same as for foreign launch case files. Data for short term use is not incorporated in a catalog, as these launches are infrequent. Cooperative launch means that many countries other than U.S. launch satellites but provide initial launch information to the U.S.		
15	Rule 19. Added to destroy Rules 17 and 18 launch information at sensor sites and wings when no longer needed. This disposition meets Air Force needs.		
16	Rule 20. Added to destroy technical reference material (satellite, radar cross section (RCS), and foreign launch information publication (FLIP) catalogs) when superseded. This disposition meets Air Force needs.		
17	Rule 21. Added to destroy technical reference material (RCS catalogs) at office of primary responsibility 10 years after superseded. The RCS catalog has no historical value but contains scientific data for the satellite which is of significant operational and research interest 10 years after its supersession.		

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18	Rule 22. Added to destroy United Nations registry reports after 1 year. This disposition meets Air Force needs.		
19	Rule 23. Added to destroy satellite state of health information 2 years after decommissioning of satellite. Satellite testing is done extensively on the ground before its launch and again before the satellite payload is brought on line as a part of any system. When satellite is decommissioned, Air Force only needs the data for additional 2 years.		
20	Rule 24. Added to destroy satellite operations changes (temporary satellite procedure requests) 2 years after decommissioning of satellite. This disposition meets Air Force needs.		
21	Rule 25. Added to destroy satellite operations changes (temporary ground system procedure requests) when no longer needed. This disposition meets Air Force needs.		
22	Rule 26. Added to destroy post contact packages when no longer needed. This disposition meets Air Force needs.		
23	Rule 27. Added to dispose of individual evaluation folders (mission-ready qualification status) by giving the information to individual upon transfer, reassignment or separation.		
24	Rule 28. Added to destroy individual evaluation folders (duties and qualifications) when no longer needed. This disposition meets Air Force needs.		
25	Rules 29 and 30. Added to destroy evaluation materials and operations records when superseded or obsolete. This disposition meets Air Force needs.		
26	Rule 31. Added to destroy operations review panel and board minutes after 2 years. This disposition meets Air Force needs.		
27	Rule 32. Added to destroy operations review summary messages and trend analysis reports after 1 year. This disposition meets Air Force needs.		

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28	Note 1. Revised current NOTE to offer space object detection and tracking system historical data (Rule 1) to the National Archives after life of the system, vice retire them after satellite object decay.	NN-173-109	
29	Note 2. Added to state that permanent (proposed) Boxscore messages (Rule 12.1) and permanent TIP data (Rule 13) are offered to the National Archives in 5-year blocks when most recent document is 25 years old.		
30	Note 3. Added to state that individual evaluation folders (Rules 27 and 28) are given to the individual concerned if applicable.		

TABLE 55-8

\*SPACE OPERATIONS

R U L E	A If records are	B consisting of	C which are	D then
1	*space object detection and tracking system	*space observations, orbital elements, sensor calibrations, parameters, and solar flux	*at responsible activity	*retire as permanent (note 1).
1	historical data (previously orbital element cards)	computer tape data for updating the historical data base		destroy when no longer needed.
.1	*previously orbital element cards)	duplicates of rule 1 records		
2	space object identification (SOI)	radar or photometric amplitude data recordings	of special interest (most representative of true features)	*destroy when no longer needed after object decay.
3			of routine interest	*destroy when no longer needed.
4			digitized and transcribed on cards	
5		discrimination information transmitted by SOI capable sensors		
6		SOI parameter data (includes pattern recognition data)	reports generated or received at a centralized location	destroy after the data is entered into the data base.
7			reports generated or received at tracking site	destroy after 1 month, or when no longer needed, whichever is later.

TABLE 55-8. CONTINUED

R U L E	A If records are	B consisting of	C which are	D then
8			summary of SOI analysis in satellite numbered sequence	destroy when superseded or no longer needed.
9		time sequenced logs of significant operational events	*at tracking sites	destroy 1 year after last entry in the log.
10		computer printouts of satellite track data, mission planning logs, records of message transmissions, positional checklists, etc.		destroy when superseded or no longer needed.
10 .1 *		SOI tasking messages		destroy after 3 months.
11	*sensor network tasking data	*sensor tasking response data, tasking for such data, tracking reports such as element sets	of special interest	destroy when no longer needed.
12	(previously optical surveillance data)	(ELSET) requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records	of other than special interest	destroy after 3 months.
12 .1 *		Boxscore messages consisting of information on objects in space	at preparing activity	retire as permanent (note 2).
12 .2 *			at receiving activity	destroy when no longer needed.

TABLE 55-8. CONTINUED

R U L E	A If record are	B consisting of	C which are	D then
13	tracking and impact prediction (TIP) data	tracking and impact prediction record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data)	*of special interest  of other than special interest	*retire as permanent after object decay (note 2).  destroy 2 years after object decay.
13 .1 *				
14	*space operations logs	data on daily operations	*at space operations units or command and control activities	destroy 6 months after last entry in log.
15	*missile warning system		*at responsible activity	hold for life of missile warning system, then destroy.
16	*operations center activity log		at tactical warning/attack assessment and space surveillance functional OPRs	destroy 1 year after last entry in log, or when no longer needed, whichever is later.
17 *	launch information	case files consisting of how foreign launches are tracked, any problems and related records	at responsible activity	destroy 2 years after launch.
18 *		case files consisting of how cooperative launches are tracked, initial launch alert message, any problems, and related records		destroy 8 years after launch.



TABLE 55-8. CONTINUED

R U L E	A If records are	B consisting of	C which are	D then
19 *		information in rules 17 and 18	at sensor sites and wings	destroy when no longer needed.
20 *	technical reference material	satellite catalog, radar cross section catalog, foreign launch information publication (FLIP) catalog, and similar records		destroy when superseded.
21 *		radar cross section (RCS) catalog	at office of primary responsibility (OPR)	destroy 10 years after superseded.
22 *	UN registry reports	copies of original reports sent to JCS for forwarding to United Nations	at Command OPR	destroy after 1 year.
23 *	satellite state of health information	raw satellite data and similar records used for trend analysis and anomaly resolution to support testing and evaluation		destroy 2 years after decommissioning of satellite.
24 *	satellite operations changes	temporary satellite procedure request, flight code change request		
25 *		temporary ground system procedure request, flight code change request		destroy when no longer needed.
26 *	post contact packages	run command messages, command plans, worksheets, out of limits telemetry printouts, and other required records		

TABLE 55-8. CONTINUED

R U L E	A	B	C	D
27 *	If records are  individual evaluation folders	consisting of  letters of certification and decertification, and other records pertaining to an individual's mission-ready qualification status	which are  at units and wings	then .  give to individual upon transfer, re-assignment or separation (note 3).
28 *		individual's record of duties and qualifications	at Command OPR	destroy when no longer needed (note 3).
29 *	evaluation materials	evaluation scenarios, scripts, written tests, annotated error guides, and other evaluation or simulation materials	at units and wings	destroy when superseded or obsolete.
30 *	operations records	positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records		
31 *	operations review	operations review panel and operations review board minutes	at units and above	destroy after 2 years.
32 *		summary messages and trend analysis reports		destroy after 1 year.

NOTES:

1. \*Offer to the National Archives after life of the system. Retire microfilm to WNRC at 5-year intervals.

\*2. Offer to the National Archives in 5-year blocks when most recent document is 25 years old.

\*3. At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.