

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		NOV 16 1994 LEAVE SLIP (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-AFU-95-2	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED 11-18-94	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION RECORDS MANAGEMENT BRANCH		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER PIERRE J. JOST	5. TELEPHONE (703) 614-3527	DATE JUN 9 1994	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE NOV 15 1994	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Branch Directorate of Information Mgt
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p align="center">COMMUNICATIONS (TABLE 33-1, RULES 1- 4) (APPLICABLE AIR FORCE-WIDE)</p> <p>This is an entirely new table which will bear the new numbering system of our publications (33 instead of 700) as directed by the Air Force Chief of Staff.</p> <p>Rule 1 covers publications dealing with the development of policies in the *C4 program and should be permanent 2 years after the records have been superseded.</p> <p>*C4 = Command, Control, Communications and Computer</p> <p>Rule 2 contains information that reflect the development and issuance of rules and instructions that implement the policy in Rule 1. They are not applicable AF-wide and therefore of limited value. The retention is necessary for possible use in the development of future guidance and resolution of disputes that may arise from past actions based on guidance.</p>		

Copies sent to agency, NCF, NNT, NIA 6/27/95

Rule 3 covers the overall guidance documents for the C4 programs and includes related background records. These plans synthesize Department of Defense (DoD), Joint Chief of Staff (JCS), and Air Force doctrine, policy, and guidance. They focus on the mission and provide broad goals, objectives, strategies and guidance for interfacing with future business and combat capabilities and readiness. The records are of historical significance and are permanent records.

Rule 4 covers the annual C4 systems reviews required on each C4 system. They determine the state of the C4 system and its ability to economically and efficiently satisfy the users' requirements. The reviews provide systems service history and the bases for new requirements and future planning. Once the system is removed from service the records are required for 2 years to answer questions that might arise on actions taken during the systems life.

Request your approve this new table.

*TABLE 33-1

TITLE OF TABLE

* C4 SYSTEMS POLICY AND GUIDANCE

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 1	C4 policy develop- ment	publications and documenta- tion used in the preparation and distribution of C4 systems policy	at HQ USAF and MAJCOMs	retire as perma- nent 2 years after superseded.
* 2			not applicable AF-wide or MAJCOM-wide	destroy 7 years after superseded.
* 3	Strategic Automa- ted Information Systems (AIS) and C4 Systems plans	plan and documentation used in the preparation and dis- tribution of the plan	at HQ USAF and MAJCOMs	retire as perma- nent 2 years after superseded.
* 4	Reviews of opera- tional C4 systems	documentation used to pre- pare for and perform C4 systems reviews. Review decision and taskings	at HQ USAF, MAJCOMs and systems management office	destroy 2 years after system is longer in use.