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

GRACE T. ROWE

Chief, Records Mgt Branch

Directorate of Information Mgt

COMMUNICATIONS

(TABLE 33-1, RULES 1-4)
(APPLICABLE AIR FORCE-WIDE)

1 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.

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dealing with the development of policies in the *C4 program and should be permanent 2 years after the records have been superseded.

*C4 = Command, Control, Communications and Computer

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.
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>
<thead>
<tr>
<th>Rule</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If the records are or pertain to</td>
<td>consisting of publications and documentation used in the preparation and distribution of C4 systems policy</td>
<td>which are at HQ USAF and MAJCOMs</td>
<td>retire as permanent 2 years after superseded.</td>
</tr>
<tr>
<td>2</td>
<td>C4 policy development</td>
<td></td>
<td></td>
<td>destroy 7 years after superseded.</td>
</tr>
<tr>
<td>3</td>
<td>Strategic Automated Information Systems (AIS) and C4 Systems plans</td>
<td>plan and documentation used in the preparation and distribution of the plan</td>
<td>at HQ USAF and MAJCOMs</td>
<td>retire as permanent 2 years after superseded.</td>
</tr>
<tr>
<td>4</td>
<td>Reviews of operational C4 systems</td>
<td>documentation used to prepare for and perform C4 systems reviews. Review decision and taskings</td>
<td>at HQ USAF, MAJCOMs and systems management office</td>
<td>destroy 2 years after system is longer in use.</td>
</tr>
</tbody>
</table>