

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

*AFU*

LEAVE BLANK	
DATE RECEIVED <b>DEC 20 1974</b>	JOB NO <b>NC-AFU-75-29</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
<i>1-17-75</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE AIR FORCE**

2. MAJOR SUBDIVISION

**DIRECTOR OF ADMINISTRATION**

3. MINOR SUBDIVISION

**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mr. C. J. Phillips**

5. TEL EXT

**11-29232**

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

**18 DEC 1974**

*Herbert G. Geiger*

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><b>TECHNICAL CONTROL FACILITY (TCF) RECORDS (Table 100-17)</b></p> <p>The purpose of this submission is to establish disposition criteria for general messages retained in the technical control facility. The Defense Communications Agency (DCA) requires TCFs to maintain general messages on which they are the addressee until the messages are declared by the originator to be cancelled or superseded. They are also required to maintain a general message record for each message until the message is superseded or cancelled. Proposed decision logic table attached adds new rules 7 and 8 to Table 100-17 to accomplish required action.</p>		

*Copy to Agency 1/21/75*

TECHNICAL CONTROL FACILITY (TCF) RECORDS<sup>40</sup>

R U L E	A	B	C	D	PRESCRIBING DIRECTIVE
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN	
7 *	General messages	general messages addressed to and retained by the TCF		Destroy when superseded or cancelled by the issuing authority (see note).	
8 *		general message record		Destroy after one year or after supersession or can- cellation of the last mes- sage entered on a page, whichever is later (see note).	
NOTE: Records identified in rule 8 may be filed in the same folder(s) as the related general messages. In this instance, procedures prescribed in AFM 12-20, Figure 2-3, paragraph 2a(1)(b), apply.					