REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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 ADMINISTRATION

3. MINOR SUBDIVISION
   DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   PRESTON B. SPEED

5. TEL. EXT. 756-2384

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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   FREQUENCY MANAGEMENT RECORDS, TABLE 100-1.
   (Applicable Air Force-wide)

9. SAMPLE OR JOB NO.
   NN 170-33

10. ACTION TAKEN

   The purpose of this submission is to update records descriptions for frequency management activities.

   The changes are required to reflect current procedures.

   Copy to Agency 4-30-76

   HERBERT G. STEIGER, Chief
   Documentation Systems Division
   Directorate of Administration

   Date 9 APR 1976

   (Signature of Agency Representative)
<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>radio frequencies</td>
<td>listings of radio frequency authorizations (RFAs) and joint frequency panel (JFP) assignment messages*</td>
<td>at HQ USAF and MAJCOMs</td>
<td>destroy when superseded or cancelled</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>interim assignment messages*</td>
<td>at HQ USAF and MAJCOMs</td>
<td>destroy when purpose has been served</td>
</tr>
<tr>
<td>2.1</td>
<td></td>
<td>data relating to activation, and deletion, and requests therefor, and to proposals, interference and engineering</td>
<td>at major subordinate commands and C-E station</td>
<td>transfer to gaining command on transfer of C-E station or destroy when superseded or cancelled</td>
</tr>
<tr>
<td>3</td>
<td>propagation records</td>
<td>studies and related data on a particular path</td>
<td></td>
<td>destroy when no longer needed.</td>
</tr>
<tr>
<td>4*</td>
<td>radio frequency utilization reports</td>
<td>punched cards or listings of usage data</td>
<td>at HQ USAF</td>
<td>destroy after 2 years</td>
</tr>
<tr>
<td>5.1*</td>
<td>circuit files</td>
<td>correspondence, electrical messages, and related data of an historical nature pertaining to a particular circuit or activity using frequencies</td>
<td>at frequency management offices at major subordinate commands and above</td>
<td>destroy 5 years after deactivation of circuit or inactivation of using activity</td>
</tr>
<tr>
<td>6*</td>
<td></td>
<td></td>
<td>at frequency management offices below major subordinate command</td>
<td>destroy on deactivation of circuit, or when no longer needed whichever is sooner</td>
</tr>
</tbody>
</table>