

**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, HQ USAF

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf

5. TEL. EXT.
767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 8 OCT 1977 NC1 AFM 78 2	JOB NO. 2
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.	
5-8-78 <i>James E. O'Neil</i> (Date) <i>acting</i> Archivist of the United States	

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

30 SEP 1977

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS (100-7)</p> <p>(Applicable Air Force-wide)</p> <p>Attached proposed new table 100-7 of Air Force Manual 12-50 reflects the following changes as indicated by an asterisk in the appropriate column:</p> <ul style="list-style-type: none"> a. Minor word changes in rules 1,2,2.1,3.1, and 5.1. b. Add new rules 2.2 and 17 through 20. Delete old rule 18. c. Remove old rules 7,8,8.1, 8.2, and 19 from table 100-7. These rules will be incorporated with table 100-8 being submitted under separate SF 115. d. Renumber rule numbers according to above changes. Minor word changes are indicated also by an asterisk. <p>The re-organization of this table updates Air Force units names, adds and realigns documentation to provide for more accurate and complete maintenance and disposition of COMSEC documentation. A copy of the current table 100-7 is provided for your ease of reference.</p> <p>The above disposition criteria ^{are} is considered adequate to meet Air Force requirements.</p> <p><i>Send copies to agency, NNM, and U.S. Senate Select Committee on Intelligence. 5/11/78</i></p>	NN-174-050	24 items

TABLE 100-7

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

R U L E	A	B	C	D
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
1	material accounting records	* field and depot vouchered COMSEC accounting reports, related records and correspondence; depot COMSEC vault and USAF COR records consisting of statistical data for stat books, holder, shipping, allocations and stock files, related records; <u>workorders.</u>	* at USAF Cryptologic Depot, USAFSS	destroy after 3 years.
2			* holder accounts and COMSEC Account 616600	destroy as described in certificate of accounting records clearance.
2.1		* daily or shift inventories	* at holder accounts	destroy 6 months after monthly cutoff.
* 2.2		local destruction reports documenting destruction of accountability legend 3 (used or unused that has been placed in effect), and legend 4 material classified Secret or above		destroy 2 years after date of material destruction.
3		records of custodians		destroy 1 year after assumption by a new custodian.
3.1		transfer reports, work orders, and related records for items on loaned/borrowed status	* at USAF Cryptologic Depot, USAFSS	destroy 3 years after loaned/borrowed transaction is terminated.
4		copies of documents covered in rule 1	used by the supervising headquarters to monitor discrepancies, programs, proper holdings of accounts, movement of equipment, and overall operation of subordinate units	destroy when superseded, obsolete, or no longer needed.

R U L E	A	B	C	D
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
5	accounts inspection records	command inspection reports and related records	used to assure the adequacy of security and operational standards of the account	destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner.
5.1		* semiannual self-inspections	* prepared on record of COMSEC account inspection using USAF-COMSEC checklist	destroy after command annual inspection is performed.
6	facility survey reports	reports of the application of technically sound cryptosystems and their proper use	prepared by USAFSS representatives	destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner.
* 7	incident (compromise) files	reports of compromise, formal or informal reports of investigation, reports of practices dangerous to security, letters of evaluation, and analysis data relating to the loss, compromise, suspected or possible compromise of COMSEC matter and/or security in the issue, handling, transmission, and storage of material and equipment	* at USAF Cryptologic Depot, USAFSS	destroy 3 years after year in which incident file is closed.
* 8			at MAJCOM and monitoring intermediate headquarters	* destroy after incident file is closed, provided physical and cryptographic violation log is maintained (see rule 10). When log is not maintained, destroy closed incident files after 2 years.
* 9			at cited units	destroy 1 year after year in which incident is closed.

R E F	A	B	C	D
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
* 10	physical and cryptographic violation log	* log used to record and assign case numbers to reported insecurities; also used to analyze effectiveness of COMSEC within the Air Force	* at USAF Cryptologic Depot, USAFSS	destroy 3 years after year in which log is closed out.
* 11		log or consolidated listing of essential information which may be used evaluating the degree of COMSEC effectiveness within a command	* at all other activities. <i>Amended by R.A. Wire per Neil Vandergraaf 10/18/77.</i>	destroy after 2 years.
* 12	COMSEC equipment	shop tickets, quality control, and similar data		destroy after 1 year.
* 13	COMSEC codes and authentication case files	individual case files of codes and authentication systems background material; i.e., initial requests, design and development criteria, changes to format or design, and COMSEC surveys of referenced system	* at AF COMSEC Center	retain until the system is superseded or deleted from COMSEC inventory, then retire to USAFSS depository and destroy 25 years after retirement. <i>Amended by R.A. Wire per Neil Vandergraaf 11/22/77</i>
* 14	protected wireline distribution system (PWDS)	letters, message requests, approvals, and drawings pertaining to PWDS systems for passing unencrypted classified information		destroy 90 days after deactivation of PWDS.
* 15	Automatic Secure Voice Communications (AUTOSEVOCOM) terminals	correspondence, electrical messages, approvals, and related data of a historical nature pertaining to certification of AUTOSEVOCOM terminals	*	destroy on deactivation of circuit or when no longer needed, whichever is sooner.

E L C U R	A	B	C	D
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
* 16	COMSEC historical records (aids and equipment)	* master file of background data on COMSEC material in AF inventory	at USAF cryptologic Depot, USAFSS	destroy 3 years after final destruction of COMSEC item.
* 17	COMSEC/EMSEC Master Register	assigned Air Force COMSEC/EMSEC short titles	Amended by R.A. Wire per Neil Vandergraaf 11/9/77 ←	retire to USAFSS depository on inactivation of unit and destroy when no longer needed.
		related communications (related information)		destroy after 5 years or when superseded, no longer needed, or declared obsolete, whichever is sooner.
* 19	release of COMSEC equipment/material to DoD contractors/COMSEC accounts	release approvals for access to COMSEC equipment material by DoD contractors	at AF COMSEC Center	destroy 2 years after COMSEC account is deactivated.
* 20			at all other Air Force agencies	destroy upon termination of contract or when no longer needed, whichever is sooner.
<p>NOTE: USAFSS is the office of record for records of permanent or longtime retention, because the classification and sensitivity of these records prevent their being retired to the National Archives or to GSA records centers. Records appraised as permanent will be offered to ^{and other} NARS when sensitivity and classification no longer prevent their use for purposes of historical research.</p> <p>ABBREVIATION IN COL B, RULE 1: USAF COR records = USAF Central Office of Record records.</p> <p style="text-align: right;">Amended by R.A. Wire per Neil Vandergraaf, 11/29/77. R.A.W.</p>				