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

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:
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.

DATE RECEIVED
7 OCT 1977

DATE OF REQUEST
30 SEP 1977

S. CERTIFICATE OF AGENCY REPRESENTATIVE:
Herbert G. Geiger, Chief
Documentation Systems Division
Director of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1. TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS Records (T100-9)

(Applicable Air Force-wide)

The attached new table 100-9 reflects recommended changes to update disposition criteria of TEMPEST documentation.

Rule 1 remains same, except for some minor word changes as indicated by an asterisk. Rule 1.1 becomes rule 2. Renumber rules 2, 3, 4, 5, and 6 to become rules 3, 4, 5, 6, and 7. Reduce retention period of new rule 6 from permanent to "until equipment is taken out of AF inventory or when it becomes obsolete". Add new rules 8 through 15 to cover documentation not now included in table 100-9.

A copy of the current table 100-9 is provided for your ease of reference.

The proposed changes adequately meet Air Force requirements.

Amended by
R. A. Meire
10/27/77

Copy to agency - 5/26/78

115-106

12 items

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Herbert G. Geiger, Chief
Documentation Systems Division
Director of Administration

Date
30 SEP 1977

(Signature of Agency Representative)

(Title)
<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>*Air Force TEMPEST program records</td>
<td>*data reflecting the policy planning, and results of Air Force TEMPEST program efforts, covering TEMPEST standards for communications, and other information processing equipment</td>
<td>*Air Force Communications Security Center (AFCOMSECCEN)</td>
<td>after supersession, obsolescence, or rescission, retire to USAFSS depository. Destroy 10 years after retirement.</td>
</tr>
<tr>
<td>2</td>
<td>engineering technical and analysis records</td>
<td>data reflecting TEMPEST engineering guidance on equipment/system when a formal test is not required</td>
<td>AFCOMSECCEN</td>
<td>retain as long as concerned equipment is in the Air Force inventory or destroy when no longer needed for TEMPEST purposes, whichever is sooner.</td>
</tr>
<tr>
<td>3</td>
<td>testing project records</td>
<td>folders containing pretest site surveys, pretest coordination letters, test plans, and supplemental test data</td>
<td>AFCOMSECCEN</td>
<td>maintain in office of record until three years after final test report has been published. Folders are destroyed on a monthly basis.</td>
</tr>
<tr>
<td>RULE</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>which are at</td>
<td>then</td>
</tr>
<tr>
<td>*6</td>
<td>test reports</td>
<td>reports containing data reflecting on the final results of a TEMPEST test, prepared by civil agencies under contract, Federal agencies, other military services, and AF COM SECCEN</td>
<td>maintain in AF COM SECCEN TEMPEST Technical Reference Library</td>
<td>WITHDRAWN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reports containing data reflecting on the final results of a TEMPEST test, prepared by civil agencies under contract, Federal agencies, other military services, and AF COM SECCEN</td>
<td>keep in AF COM SECCEN TEMPEST Technical Reference Library</td>
<td>removed from USA supply inventory, or until obsolete and no longer required.</td>
</tr>
<tr>
<td>*7</td>
<td></td>
<td></td>
<td>all other AF activities</td>
<td>destroy when equipment is no longer installed or has been retested.</td>
</tr>
<tr>
<td>*8</td>
<td>analysis aids</td>
<td>program tapes, magnetic tapes, photographs, discs, visicorder displays, and other data and documents reflecting analysis procedures</td>
<td>AF COM SECCEN</td>
<td>destroy when purpose has been served.</td>
</tr>
<tr>
<td>*9</td>
<td>evaluation of TEMPEST testing equipment, techniques</td>
<td>case files by project number containing engineering evaluations, background material, correspondence, and other related documentation</td>
<td></td>
<td>maintain in office of record for 3 years after final test report has been published, then destroy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Amended by R.A. Wire per N. Vandergraaf 11/31/77</td>
</tr>
<tr>
<td>*10</td>
<td>RED/BLACK inspections</td>
<td>correspondence and records pertaining to AFNAG-5( ) inspections</td>
<td></td>
<td>destroy 1 year after all discrepancies have been corrected.</td>
</tr>
<tr>
<td>RULE</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>#11</td>
<td>TEMPEST education</td>
<td>documents, slides, movie films, pamphlets, and other related educational material</td>
<td></td>
<td>destroy when obsolete.</td>
</tr>
<tr>
<td>#12</td>
<td>TEMPEST reports</td>
<td>reports prepared and submitted according to AFR 100-45</td>
<td>AFCOMSECCEN/Major Commands/all other AF activities</td>
<td>destroy 1 year after submission of next report.</td>
</tr>
</tbody>
</table>

NOTE: USAFSS has been designated the office of record because the classification and sensitivity of records prevent them from being retired to a CAS. Records appraised as permanent will be offered to NAPS when their use for purposes of historical research is no longer prevent. Amended by R.A. Wore, per Neil Vandergragt, 11/27/77. R.A.W.

EXPLANATION OF THE WORD "TEMPEST": An unclassified short name referring to investigations and studies of compromising emanations. It is sometimes used synonymously for the term "compromising emanations", for example, TEMPEST test, TEMPEST inspections.