

**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
Mr. K.J. Bilek

5. TEL. EXT.
767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 14 DEC 1977	JOB NO.
NC1 AFU 78 18	
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.	
1-19-78 (Date)	<i>James B. Rhoads</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8 DEC 1977

Date

Herbert G. Geiger
(Signature of Agency Representative)

(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 align="center">SPACE DEFENSE RECORDS (55-8) (Applicable Air Force-Wide)</p> <p>See attached table 55-8, rule 14 which identifies space defense logs and provides disposition instructions. These logs are used to record daily operations of the Missile Warning Center and significant occurrences as reported by Missile Warning Sites. The recommended retention period will adequately serve all Air Force requirements.</p>	NC-174 250	

115-106

Int to agency - 1/23/78 P

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13	tracking and impact predication (TIP) data	tracking and impact predication record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data	hard copies or microfilm of specialized interest (most valuable data) maintained by originating unit	retire as permanent on inactivation of the unit (see note).
14 ★	space defense logs	data on daily operation	at Space Defense System units or command and control activities	destroy 1 year after last entry in the log

Note: When orbital element documentation is converted to microfilm: a. Destroy original documentation 1 year after it has been ascertained that the microfilm copies have been prepared in accordance with GSA regulations (implemented by AFR 12-40 within Air Force) and are adequate substitutes. b. Retire microfilm camera negative copy and a positive print as permanent. c. Destroy microfilm reference copy 1 year after object decay.