

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED DEC 29 1977	JOB NO. NC1-AFU-78 24
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.	
2-13-78 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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:

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.

15 DEC 1977

Herbert H. Seiger

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

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
1	<p align="center">RELAY CENTER OPERATIONS RECORDS (TABLE 100-16) (Applicable Air Force-wide)</p> <p>The attached revised table 100-16 is submitted as a result of the issuance of DCA (Defense Communications Agency) Circular Number 310-D70-30 in February 1977. The revised table updates documentation language and proposes some minor retention changes to conform with the Circular.</p> <p>Rule 1 is now a combination of the old rules 1, 1.1, 1.2, and 2. Rules 2, 3, and 4 are the same as the old rules 3, 4, and 5 respectively. Rule 5 is new. Rules 6 through 22 in the new table are the same as the old rules 5.1 through 21 with minor language and retention changes. Rule 23 was previously in the old rule 1. Rules 24 through 27 are new.</p> <p>The proposed revision to table 100-16 will adequately service Air Force requirements.</p>	NN-173-224	

Sent to agency - 2/14/78

TABLE 100-1E

RELAY CENTER OPERATIONS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	operations control	*master station, equipment outage, and configuration logs	*at automatic switching centers, semi-automatic manual relay centers, and automatic digital weather switches (ADWS)	*destroy after 6 months.
2		recovery records		*destroy after 3 months.
3		*circuit status logs, inter- cept logs, alternate routing records, service messages and logs, on-line/off-line work request control logs, magnetic tape library in- ventories, shift supervisor checklists, high precedence message logs, message and channel number sheets, circuit number sheets, and similar records		*destroy after 3 months.
4		*alternate routing plans, routing indicator listings, channel parameter listings, and other similar records		*destroy when superseded or no longer needed.
5		*service interruption messages auxiliary line equipment reports, and related records		*destroy after 4 months.
6		*message transmission monitor tapes		*at semi-automatic and manual relay centers

R U L E	A If documents are or pertain to	B consisting of	C which are	D then	
7	*magnetic tape library documentation	*magnetic tape library purge and transaction records	*automatic switching centers and automatic digital weather switches (ADWS)	* destroy after 13 months.	
8		*tape labels		*destroy on purge of related tape.	
9		*magnetic tape library record and perpetual history		*destroy after related tape is removed from inventory (see Note 3).	
10		*tape failure report		*destroy after 3 months.	
11		*history tape log and mag- netic tape log "B"		*destroy after 2 months.	
12		*history "A" tape		*destroy after 31 days.	
13		*history "B" tape		*destroy after 11 days (see Note 1).	
14		*overflow (OVF), intercept (IC), and retrieval tapes		*purge after read in.	
15		*program library tapes (PLT) or house operating (HOP) tapes		*retain current and last preceding tapes (see Note 2).	
16		*work tapes		*purge when job is completed.	
17		*header extract tapes		*purge after analysis is completed.	
18		*history tapes of trans- mitted messages		*purge after 15 days.	

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
19		*line save tapes		*purge after 15 days or when no longer needed, whichever is sooner.
20	*interlace/suspected interlace case files	*documentation pertinent to investigations regarding the occurrence of interlace or suspected interlace messages	*at automatic switching centers	*destroy 1 year after case is closed.
21	*general messages	*tape file maintained for retransmission purposes	*at manual relay centers	*purge after 14 days.
22		*card deck or hard page copies	*at automatic switching centers, semi-automatic, and manual relay centers on which they are an addressee, e.g., Joint Army-Air Force Publications (JAFPUBs), Defense Communications Systems Relay Stations (DCSREL-STAs), etc.	*destroy when superseded or cancelled by the issuing authority.
23		*general message log	*at automatic switching centers, semi-automatic, and manual relay centers	*destroy after all general messages for that calendar year have been cancelled or superseded (see Note 4).
*24	tracer action case files	documentation of all actions taken to trace messages and related log		destroy 1 year after case is closed.
*25	monitor printer and high speed printer output products	message traffic, magnetic tape, and peripheral device printouts; system, cumulative block error count (CBEC), cumulative, contingency alternate routing program (CARP),	at automatic switching centers and semi-automatic relay centers	destroy after 31 days.

TABLE 100- (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
		and configuration statistics; and other similar computer products		
*26	tributary files	an individual file for each connected tributary con- taining telecommunications service requests (TSRs), telecommunications service orders (TSOs), and other correspondence related to activation, deactivation, and changes to the tributary operation, circuit and equipment; data related to message traffic operation, circuit and equipment pro- blems; and other similar records	at automatic switching centers, semi-automatic and manual relay centers and automatic digital weather switches (ADWS)	destroy 1 year after tributary deactivation.
*27	communication operations (COMOPs) summaries			destroy after 1 year.
	<p>NOTE 1. Retain for 30 days plus current day if history "A" tape is bad. 2. If desire, older tapes may be retained until no longer needed. 3. This form will be destroyed after 2 years when used as a record of destruction as outlined in AFR 205-25. 4. These logs 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(2), apply.</p>			