

**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 Jr

5. TEL. EXT.
767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 19 JAN 1978	JOB NO. 78 26
NC1 AFU	
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.	
2-6-78 (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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9 JAN 1978

Herbert G. Geiger

**HERBERT G. GEIGER, 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">COMMUNICATIONS SERVICE LEASING RECORDS (Table 100-12)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>The attached revised table 100-12 reflects an update to properly indicate the various documents at various levels of command.</p> <p>Rule 1 is basically the same as in the current table, however, it has been split into 8 rules to more accurately define the documentation accumulated with varying retention criteria at the different levels of command. Old rule 2 is incorporated into new rule 7. Rules 9 and 10 of the revised table have been added to reflect more defined documentation, previously covered in rule 1.</p> <p>The proposed revised table will adequately serve Air Force requirements.</p>	<p align="center">NN-170- 33</p>	

115-106

Sent to agency - 2/7/78 JD

* TABLE 100-12

COMMUNICATIONS SERVICE LEASING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	acquisition, modification, and discontinuance records	*case files associated with DECCO (Defense Commercial Communications Office) leased services comprised of requests and validations/authorizations for establishment, modification, or discontinuance of leased services. Includes records such as: Requests for purchase; Local Communications Service Request; Commercial Communications Work Order; Telecommunications Service Requests (TSRs); Telecommunications Service Orders (TSOs); Summary of Authorized Equipment and Services; DD Form 1368, Modified use of Leased Communications Facilities; individual Telephone Service Record; traffic and feasibility studies and surveys; letters of military necessity; completion notices; and comparable data with related correspondence	*at Major Command (MAJCOM) offices of primary responsibility, Telecommunications Certification Office (TCO) and Base Communications activities	*destroy 6 months after service is discontinued, provided any corrective action required by audit has been accomplished. (see note).
*2			at intermediate levels of command	destroy when individual service is discontinued.
*3			at MAJCOM offices of collateral responsibility	destroy after 3 years.

TABLE 100-12 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*4			disapproved requests at any level	destroy after 90 days.
*5		case files for Air Force leased services comprised of documents comparable to those specified above but not associated with DECCO leased services	at any level	destroy 6 months after service is discontinued, provided any corrective action required by audit has been accomplished.
*6		Communication Service Authorization (CSA)	at the Telecommunications Certification Office (TCO)	destroy upon completion and verification of recapitulation action, or when no longer needed, whichever is later.
*7			at Air Force Procurement Offices	dispose of in accordance with Table 70-1.
*8			at all other locations	destroy upon completion and verification of recapitulation action or 6 months after service is discontinued.
*9	review and revalidation of existing leased services	justification records, reports and other related documentation	at all levels	destroy 1 year after being superseded by a later review or validation.
*10	administrative support records	transitory records such as: recurring issues of commer- cial companies pricing sheets/ tariffs; recurring reports from Defense Communications Agency (DCA), DECCO, etc.; and other perishable data or information	at all levels	destroy when superseded or upon receipt of current issues.

*NOTE: Air Force Form 1070 may be destroyed one year after completion of installation. However, before destroying ensure appropriate information is included on AF Form 1077 or AFPO Form 121, as appropriate.