

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
DATE RECEIVED 16 MAY 1978	JOB NO. NC1-AFU-78-36
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.	
6-23-78 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

11 MAY 1978

James E. Dagwell
(Signature of Agency Representative)

**JAMES E. DAGWELL, Chief
Documentation Management Br
Directorate of Administration**

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 SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS (T-100-7)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>Attached submission proposes to add four new rules to table 100-7 currently undergoing your review under NARS Job Number NC1-AFU-78-2.</p> <p>These records are currently not covered in AFM 12-50 and the recommended disposition criteria follows the criteria required by AFKAG-1 pertaining to the certification records pertaining to communications security.</p> <p>The proposed disposition criteria is considered adequate to meet Air Force requirements.</p>	NC1-AFU-78-2	4 items

*Copy sent to NCW & NNM agency
6-28-78 mgj*

TABLE 100-7 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*21	certification records	certification of mandatory modifications to equipment	at Air Force Communications Service (AFCS) units and provided to the COMSEC account for filing	destroy upon receipt of a succeeding certification letter or inactivation of the account
*22		certification of COMSEC account readiness action (CARA) training exercises	at AFCS units and used to document quarterly required training	destroy after 18 months.
*23		certification of review of operating instructions and CARAs		destroy after 1 year.
*24		approval of administrative telephone within a secure area, coordination of CARAs, and higher headquarters coordination of material to be retained in the event precautionary destruction is implemented	at AFCS units and retained by the COMSEC Account	destroy on inactivation or when superseded.