

Read NCO 26 SEP 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 - AFU - 78 00
DATE RECEIVED	SEP 28 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
OCT 4 1978	<i>James E. O'Neill</i> Date <del>ACTING</del> 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

2. MAJOR SUBDIVISION  
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION  
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr K. J. Bilek

5. TEL. EXT.  
767-4496

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 21 SEP 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	AEROSPACE SECURITY SYSTEMS RECORDS (Applicable Air Force-wide)  See attached table 207-1, rules 1.1 and 1.2 consisting of series of documents supporting the protection of USAF resources through the Air Force physical security program. The retention periods will adequately serve all Air Force requirements.		

to Agency only 10-10-78

2 items  
MS

**207. Aerospace Systems Security.** This table covers documentation relating to general policies and procedures governing philosophy, principles, and policy for protection of AF weapon systems, designated support systems, warning, and command/control systems against enemy clandestine operations, attack by hostile groups, and other ground threats. Also includes aerospace security system planning, emergency security procedures, internal control procedures, restricted areas, facilities and equipment, nuclear weapon security, and security standards for individual weapon systems.

**TABLE 207-1**

**AEROSPACE SYSTEMS SECURITY RECORDS**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If documents are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	test, survey, and inspection reports	documents concerning evaluation of aerospace security operations	used to determine the effectiveness of installation security systems operations, and general security alertness of military and civilian personnel	destroy 1 year after completed action has been taken, or after next inspection, whichever is later.
<b>1.1</b> ★	security systems	intrusion detection/alarm system plans, proposals, and system authorizations	at security police and operating activities (see note)	destroy 1 year after system is removed from facility.
<b>1.2</b> ★		contracts, work orders, drawings specifications		destroy when obsolete or no longer needed, but not later than 1 year after system is removed from facility.
<b>2</b>	security system performance data	reports submitted by security police units concerning performance of electronic/mechanical intrusion detection alarm systems; surveillance systems	originals maintained by MAJCOMs	retire as permanent.
<b>3</b>			copies below MAJCOMs	destroy after 1 year.
<b>4</b>	records of visitors	retained copies of request for visit or access approval	used to request entry to restricted areas	destroy 3 months after completion of the visit(s).
<b>5</b>		correspondence between contractors and AF activities requesting authorization for contractor representatives to visit MAJCOM HQ and subordinate echelons in connection with classified matters		destroy 1 month after termination of authorization.

NOTE: Civil Engineering, Building, and Procurement Activities maintain records relating to ID system in the appropriate series for their functional area.