

Read NCD 26 Sep 1974

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 AFU 98 67
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-25-78 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

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	MISSILE SECURITY RECORDS (207-2) (Applicable Air Force-wide) See attached new table 207-2 missile security records which are the basic documents used by security police personnel, authorize dispatch, issue code material and authorize entry to launch complexes, launch facilities and launch control facilities. These documents are unique to the ICBM weapons systems security whereby security protection is integrated within the weapon system itself and is provided through a series of physical barriers and mechanical/electronic devices. The retention periods will adequately serve all Air Force requirements.		8 items

to Agency + MMH MGS 10-27-78

★ TABLE 207-2

MISSILE SECURITY RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	security dispatch	pre-dispatch notification	used to notify key and code control center of requirement for a dispatch	destroy after 3 months or when no longer needed.
2		approved dispatch notification	used to notify flight security control and missile combat crews of an approved dispatch	destroy after 30 days.
3		dispatch records	used to manage dispatch of security escorts and camper alert team members	destroy after 1 year.
4	security message log	alarm situations	used to record security alert messages	destroy after 3 months.
5		helping hand and covered wagon reports	used to record upchanneled reports	see table 125-1.
6	security response	flight time-distance response matrix	specific response criteria for alarms	destroy after 1 year.
7	key and code control	registers, and material handling records	used to issue, transfer, and destroy National Security Agency one-time code tables	see table 100-7.
8	physical examination records	minuteman camper inspection	used to record discrepancies of self-contained unit	destroy after 1 year.

10-612.1/612.2