

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

Rec: 1/23/79  
LEAVE BLANK

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

JOB NO

**NCI-AFU-79-19**

DATE RECEIVED **29 JAN 1979**

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 Preston B. Speed

5. TEL. EXT.

767-4479

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**4-10-79** *James B. Rhoads*  
Date Archivist of the United States

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.

A Request for immediate disposal.

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

C. DATE

17 JAN 1979

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Herbert G. Geiger*

E. TITLE

**HERBERT G. GEIGER, Chief  
Information Mgt and Resource Div**

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

COMMUNICATIONS-ELECTRONICS DOCUMENTS  
(Table 100-3 and 100-4) (Applicable Air Force-wide)

NN  
170-33

The purpose of this submission is to revise disposal authorities for miscellaneous communications-electronics documents used in planning, programming, establishing and acquiring new communications facilities and equipment.

Our schedule uses several acronyms including C-E for communications-electronics, SOR for statement of requirement, C3 for command and control communications, C3RB for command and control communications requirements board, PIPR for plant-in-place records, CEIP for Communications Electronics Implementation Plan, CEID for Communications Electronics Implementation Directive, E-I for electronic installation, and PC for Program, Communications-Electronics.

The disposal criteria in the attached changes to our schedule will satisfy our current requirements.

*23 items*  
Copy sent to Agency: 4-11-79: *RET-D*

TABLE 100-3

C-E PROGRAM IMPLEMENTATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Plant-in-place records (PIPRs)	documentation showing what, where, and how C-E equipment is installed, or is planned to be installed, including installation records/drawings, program documents, C-E schemes, interim records, and base C-E records	complete master set maintained by the C-E facility operating activity	transfer to gaining activity or agency when C-E facility is transferred from AF jurisdiction, except destroy individual documents when they are superseded or obsolete.
2			at all other activities	destroy when superseded or obsolete.
2.1		master copies of site adapted communications drawing records for AF bases/sites and miscellaneous related records	maintained by AFCS Area Headquarters which have engineering/installation responsibility	destroy miscellaneous documents as they are superseded or become obsolete. Master copies of site adapted drawing records for inactivated bases/sites will be transferred to acquiring activity at the time of release from caretaker status.

TABLE 100-3 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
11	Communications-Electronics Implementation Plans (CEIPs)	a coordinated schedule of implementation actions in the areas of engineering and installation, manpower, allied support construction, and logistics support	at the program manager's level	retain with associated program document (T100-4, R4)
12			at MAJCOM	
13			at facility operating activities and base communications offices	transfer to PIPR file after acceptance of facility.
14			at other support activities	retain with associated program document (T100-4, R4)
15	Communications-Electronics Implementation Directives (CEIDs)	HQ USAF or HQ AFCS direction and guidance for the implementation of approved SORs	at HQ USAF and HQ AFCS	destroy when no longer needed.
16			at base communications offices	file with program documentation in PIPR file after program completion
17			at all other activities	retain with associated program document (T100-4, R4).

TABLE 100-4

## GROUND C-E FACILITY PROGRAMMING, PLANS, AND TECHNICAL REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
1	C-E programming documents	USAF program communications- electronics (PC) documents	HQ USAF	destroy when no longer needed.
2			MAJCOM's and major sub- ordinate commands	destroy on receipt of super- seding document.
3	C-E statements of requirements (SORs)	approved programming docu- ments and related documenta- tion prepared according to USAF communications-electron- ics programming guidance	facility operating activity programming office	transfer to plant-in-place records after acceptance of facility.
4			activities other than facility operating activity program office	destroy 1 year after commission- ing of the last facility included in the plan
5			disapproved programming documents and related documentation	destroy 1 year after disapproval
6		cancelled SORs and related data	programming and imple- menting MAJCOM HQ	destroy 3 years after cancel- lation.
7		(RESERVED)		
8		cancelled programming docu- ments and related document- ation	activities other than programming and imple- menting MAJCOM HQ	destroy 1 year after cancellatio

TABLE 100-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
14	Base Communications-Electronics Plan (BCEP) (resulting from annual meeting of the base C <sup>3</sup> RB	a listing prepared by the base C-E officer of all existing C-E facilities and plans to change those facilities or acquire new C-E capabilities (future requirements are projected over a five-year period)	at the host base	maintain for 5 years following annual C <sup>3</sup> RB meeting, then destroy
15			at host MAJCOM, requiring MAJCOM, and activities other than those in rules 14 and 16	destroy 1 year after all existing, programmed, and projected requirements are validated and reflected in MAJCOM C <sup>3</sup> Program Plan
16			at servicing AFCS E-I Communications Area	destroy one year after all projected new requirements have been documented in SORs.
19	Command and Control Communications Requirements Board (C <sup>3</sup> RB)	agenda; minutes of meetings, and related documents	office of primary responsibility	destroy after 2 years.
20			other than office of primary responsibility	destroy after 1 year.