

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd 4/17/79

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

LEAVE BLANK
JOB NO NCL-AFU-79-30
DATE RECEIVED 17 APR 1979
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>
<i>6-14-79</i> <i>James P. O'Neil</i> <small>Date acting Archivist of the United States</small>

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

694-3495

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 11 APR 1979	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	<p align="center">AUTOMATED DATA PROCESSING SYSTEMS (ADPS) SECURITY RECORDS (300-5) (Applicable Air Force-Wide)</p> <p>See attached new table 300-5, Automated Data Processing Systems (ADPS) Security Records, which identifies documentation series created and maintained as a direct result from the implementation of Automatic Data Processing (ADP) security procedures. It applies to all Air Force activities which process, store, use, produce or transmit classified material in ADPS environment. Rule 5 recommends permanent retention, as the material described is associated with data automation requirements covered by table 300-1, rule 1, which are permanent. These retention periods will adequately serve all Air Force requirements.</p> <p><i>6-6-79. Change in rule 5 with approval of K.J. Bilek.</i> <i>(72)</i> <i>12 items</i></p>		

Copies sent to Agency: D.I.D. 62-79

TABLE * 300-5

AUTOMATED DATA PROCESSING SYSTEMS (ADPS) SECURITY RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	worldwide military command and control system (WWMCCS)	documents defining the WWMCCS and its objectives providing each WWMCCS site the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable WWMCCS ADP systems; and prescribe minimum requirements, standards, criteria, and specifications for interfacing each WWMCCS ADP site into a secure responsive teleprocessing network	JCS directed and implemented at HQ USAF, MAJCOMs, SOAs, and designated WWMCCS ADP sites	destroy when superseded, obsolete, or no longer needed.
2	threat and risk assessment document	documents used to appraise the Designated Approving Authority (DAA) of relative risk(s) versus functional or operational impact of any anticipated threat to ADP systems or sites		
3	user identification/ passwords	a plain text or computer language set of characters which uniquely identifies any authorized office, person, or staff agency who may directly have access to, use and receive products or services (hardware or	used by ADPS facilities to assure control of access and individual accountability or audit trails of users' accessing files within the ADP system	

TABLE 300-5

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		software) from an ADPS computer facility or terminal		
4	ADP system security document	documents which describe ADPS, classification thereof, current status, to include threat and risk, other physical or environmental factors, corrective actions to problems and requests for waivers or exceptions to established security installation criteria	maintained at ADPS facilities and MAJCOM or SOA	
5	ADPS test reports	reports containing data reflecting on the intermediate or final results of ADP system security features of software/hardware and other tests prepared by civil agencies under contract to the Government, Federal agencies, and other military services	at HQ USAF and MAJCOM/SOA or AFSDSC, which are prepared by or for AF at preparing activities	retain in office area 5 years, then retire as permanent. <i>destroy when all reports requirements are served.</i>
6			at HQ USAF and MAJCOM/SOA which are received from other military services or Federal agencies	destroy when no longer needed as reference for future reports.
7	ADPS security record(s)	document(s) defining ADPS security program(s) for a specific ADPS facility and		destroy when superseded, obsolete, or no longer needed.

requirements

TABLE 300-5

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		its objectives providing each with the basic policy, guidelines, techniques, and procedures which can be used to implement secure, dependable ADPS; and prescribes minimum requirements, standards, criteria, and specifications for interfacing each ADPS facility into a secure, responsive teleprocessing network. Any type of reports which relate to ADPS audit compliance with security procedures		
8	ADP operational publications	microform which describes the ADPS and the classification; microform copy of the computer operation manual (OM) and users manual (UM) and program maintenance manual (MM) of each ADS which are not part of records sets of publications	maintain at ADPS facilities and MAJCOMs/SOAs	maintain until ADS is discontinued, superseded, or totally redesigned; <i>then destroy</i>

TABLE 300-5 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	ADP security incident reports	reports used to: (1) identify common AF ADP security problems and/ or (2) permit the alerting of AF ADP activities of high probability security threat manifestation		destroy after 1 year.
10	ADP contingency planning	documents to provide for achievement of the AF ADP security program's purpose when ADP security measures fail		destroy when superseded, obsolete, or no longer needed.
1	approval of an ADPS to process classified information	designated approval authority approval/disapproval letter, data processing installation (DPI) security plan, security test and evaluation, and other documentation	approved	maintain until ADPS retired or approval superseded; <i>then destroy</i>
2			disapproved	destroy 1 year after disapproval.
<p>JCS=Joint Chiefs of Staff HQ USAF=Headquarters United States Air Force MAJCOMs=Major Commands SOAs=Separate Operating Agencies AFSDC=Data Systems Design Center ADS=Automated Data Systems</p>				