

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

*Rec. 5/29/79*

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

LEAVE BLANK	
JOB NO	NCI-AFU-79-34
DATE RECEIVED	9 MAY 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>6-20-79</i> <i>James B. Rhoads</i> Archivist of the United States

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  
**Preston B. Speed**

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 4 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 <b>17 MAY 1979</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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
	<p align="center">COMMUNICATIONS RECORDS (Tables 100-17 and 100-22) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition criteria for communications trouble and restoral records and to establish disposition authority for certain records on communications cables for MINUTEMAN missiles.</p> <p>Trouble and restoral records (Table 100-17, Rule 2) are proposed for disposal after six months. These records document equipment failures and repairs and are used in performance and technical evaluations.</p> <p>Communications-Electronics MINUTEMAN Communications Cable Affairs records are proposed for disposal one year after termination of the cable system. These records are used in providing engineering, surveying, and other information to various parties using cable easements.</p> <p>The proposed criteria will satisfy our current record-keeping requirements.</p>	<p>NN 170-33</p>	

TABLE 100-17

## TECHNICAL CONTROL FACILITY RECORDS

R U L E	A	B	C	D
2	If documents are or pertain to  technical control operations	consisting of  trouble and restoration records, conference records, work orders, master clock logs, direction/coordination messages (ODMs/OCMs)	which are	then  *destroy after 6 months.

## C-E MINUTEMAN Communications Cable Affairs

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Hardened Intersite Cable System (HICS) project/case files	initial requests generated by a utility/government agency to relocate, adjust, or cross a HICS easement; copies of consent to cross cable easement issued by the U.S. Army Corps of Engineers; engineering drawings, specifications, and cost estimates; requests for funding, letters of agreement between the USAF and other parties; photos, sketches, and memorandums of telephone conversations representing other parties; reimbursement billing requests and payment received vouchers; miscellaneous memoranda and other correspondence associated with a HICS relocation/adjustment project	at Cable Affairs Offices (CAO) in an AFCS squadron supporting a MINUTEMAN strategic missile wing	destroy 1 year after deletion of the MINUTEMAN missile cable system at applicable base, or when no longer needed, whichever is sooner.
2.	Tract, Landowner/Tenant Files	documentation unique to a particular tract number, associated with an erosion project; copy of returned annual landowner or tenant questionnaire/letter; copy of legal instruments granting the USAF easement for installation of the HICS; investigations and settlement data regarding (cont)		

TABLE 100-22 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		land, property, or crop damage; erosion investigation photographs, cost estimates, drawings, specifications, contract solicitation data, technical provisions, repair completion notices, and miscellaneous memorandums for record		