

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

LEAVE BLANK	
JOB NO	<b>NCI-AFU-81-32</b>
DATE RECEIVED	<b>February 5, 1981</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>3-26-81</b> Date	 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 Resource Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Preston B. Speed**

5. TEL EXT.  
**694-3494**

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 3 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>29 JAN 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <b>HERBERT G. GEIZER, 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"><b>COMMUNICATIONS SECURITY POLICY, PLANNING, AND REPORTING DOCUMENTS AND COLLATERAL DATA</b> (Table 100-8) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to expand the current disposal authority for communications security education program documents to include documents showing inspection of program activities. The proposed standard will satisfy our current requirements.</p>	<p>NCI-AFU 78-5, Item 14</p>	<p>1 item</p>

TABLE 100-8

## COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANNING, AND REPORTING DOCUMENTS AND COLLATERAL DATA

R U L E	A	B	C	D
14	communications security education program (CSEP)	documents showing the accomplishment of CSEP objectives including inspections (other than IG), documents on briefings and films shown, personnel attendance, security tests and scores, and status reports		retain in accumulating office and destroy after 2 years.