

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-34	
DATE RECEIVED February 5, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>	
Date 3-17-81	<i>[Signature]</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 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 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 29 JAN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT C. 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
	<p>USAF HIGH FREQUENCY AERONAUTICAL STATION DOCUMENTS (Table 100-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposal authorities for documents accumulated by high frequency aeronautical stations.</p> <p>The documents pertain to station and circuit operations. The proposed standards will satisfy our current requirements.</p>	NCI-AFU 78-57	10 items

USAF HIGH FREQUENCY (HF) RADIO STATION DOCUMENTS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	master station logs	records of events within the station		destroy after 3 months.
2	air/ground or point-to-point logs	records of activity at the operating position		destroy after 30 days.
3	radio circuit operations documents	transcribed messages of air/ground or point-to-point transmissions, flight following records, case files, encrypted messages, command control messages, ICAO/air-ground-air teletype records, phone patch records, message contact number sheets, frequency monitor reports, net continuity logs, ATC clearances/advisories/requests, emergency action messages, FOXTROT messages, other broadcasts, morale and welfare messages and other air/ground or point-to-point messages and forms used in circuit operations		
4	recorder tapes	recordings of air/ground or point-to-point communications by electrical means		erase after 30 days

TABLE 100-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	mission related documents	itineraries, special communications support messages and communications alert/activation messages		destroy after 30 days, or on completion of mission, whichever is later.
6	equipment/circuit outages	logs or forms	used to record equipment or circuit outages	destroy when equipment or circuit is returned to operations, or after 3 months, whichever is later.
7	station activity reports	records of station activity, traffic count/analysis, frequency usage and station personnel status	sent to higher headquarters	destroy after 1 year.
8	aircraft accident or loss of human life	all documents described in rules 1 through 7 above	related to an aircraft accident or loss of human life	destroy on completion of investigation, or after 6 months, whichever is later.
9	emergency, contingency or mobile HF operations documents		related to HF communications support during natural disasters, outages to normal communications systems, field and mobile exercises, MAJCOM contingency net operations or other instances concerning HF communications support in other than routine circumstances	destroy on completion of after action report, or after 6 months, whichever is later.
10	HF communications training for reserve forces		accumulated during unit training assemblies	destroy after 3 months.