REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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 [ ] 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  
9 FEB 1981

D. SIGNATURE OF AGENCY REPRESENTATIVE  
Herbert G. Geiger

E. TITLE  
Information Mgt and Resource Div

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TELECOMMUNICATIONS CENTER/MANUAL OR AUTOMATED COMMUNICATIONS OPERATIONS DOCUMENTS (Table 100-14) (Applicable Air Force-wide)</td>
</tr>
</tbody>
</table>

The purpose of this submission is to revise current standards for the disposal of documents accumulated by telecommunications centers.

Our proposed revision would expand the applicability of current standards to include telecommunications centers operating in an automated mode.

9. SAMPLE OR JOB NO.  
NN 173-223

10. ACTION TAKEN  
4 items

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>If documents are or pertain to</th>
<th>consisting of</th>
<th>which are</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>operations control</td>
<td>operator number sheets, message registers, performance reports, interference/trouble reports, maintenance work orders, high precedence messages, equipment performance reports, service logs, documents on multiple and book messages processed, circuit status logs, intercept logs, service messages and logs, on line/off line work request control logs, magnetic tape library inventories, shift supervisor checklists, high precedence message logs, message and channel number sheets, circuit number sheets, service interruption messages, auxiliary line equipment reports, and similar documents</td>
<td>destroy immediately after files have been retained for 1 month (Note 4)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>documents on channel loads, speed of service reports, frequency logs, daily load reports, daily traffic figures, traffic analysis documents, recovery documents, and similar documents</td>
<td></td>
<td>destroy after 6 months.</td>
</tr>
<tr>
<td>9.1</td>
<td>alternate routing plans, routing indicator listings, channel parameter listings, and similar documents</td>
<td></td>
<td>destroy when superseded, or when no longer needed, whichever is later.</td>
<td></td>
</tr>
<tr>
<td>RULE 18</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td></td>
<td>magnetic tape library</td>
<td>consisting of magnetic tapes not</td>
<td>at telecommunications centers</td>
<td>see table 100-16.</td>
</tr>
<tr>
<td></td>
<td>documentation</td>
<td>covered elsewhere in this table</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>