

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

6/8/81

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

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

LEAVE BLANK

JOB NO

NCI-AFU-81-57

DATE RECEIVED

June 8, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-29-81  
Date

*Herbert G. Geiger*  
Archivist of the United States

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 2 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

26 MAY 1981

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Herbert G. Geiger*

E. TITLE

**HERBERT G. GEIGER, Chief  
Information Mgt and Resource Div**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p style="text-align: center;">GROUND COMMUNICATIONS-ELECTRONICS EQUIPMENT STATUS REPORTS (TABLE 66-10) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to update the present table 66-10. The proposed table provides a more definitive table title and updates disposition authorities to be consistent with the current requirements. The documentation is used daily to project trends and conduct analysis of maintenance actions. Column A rule 1 has been modified to better reflect the documentation covered by the rules. Rule 2 has a change in disposition from 1 year to 14 days after preparation. Experience has proven that these cards are not needed for longer than 14 days after the summaries, tapes, etc are prepared. Rules 3-6 are new. The present rules 3-6 have been integrated into the proposed changes. These rules adequately describe the documents now being created and provide retention periods that would prevent unnecessary buildups of computer listings generated by the referenced systems. The revised table will serve the administrative needs of the Air Force.</p>	NN-170-33	

*Closed Out: 77-81: (K.T.D.)  
Copy to Agency & NNM*

TABLE 66-10

## GROUND COMMUNICATIONS-ELECTRONICS EQUIPMENT STATUS REPORTS\*

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 *	equipment status records, batch or Maintenance Management Information Control System (MMICS)	data cards used to prepare summaries, tabulations or Automatic Data Processing Equipment (ADPE) tapes	at MAJCOMs	destroy after action is completed.
2 *		master inventory and standard MMICS Equipment Status Reporting (ESR) listings	below MAJCOMs	destroy 14 days after preparation.
3 *		Communications, Electronic-Meteorological Programs (CEM) audit/error, open incident, daily Automatic Digital Network (AUTODIN) transmittal and reject listings, and corrections	at MAJCOMs and intermediate headquarters	destroy 90 days after entry into the batch or MMICS system.
4 *		job control documents	below MAJCOMs	destroy 30 days after entry into the batch or MMICS system.
5 *		summaries, listings, and studies		destroy 90 days after completion.
6 *				destroy when superseded, obsolete, or no longer needed for reference, or after 1 year, whichever is sooner. (Exception: When made the basis of a standard publication, see Table 5-1.)
7 *				