

Wallace J. 1/12/82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCI-AFU-82-17	
DATE RECEIVED	
JANUARY 12, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-19-82 Date	<i>Paul H. Coon</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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. D. F. Shuell

5. TEL. EXT.
43527

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7 Jan 82	<i>Paul H. Coon</i>	MARK H. COON, Maj, USAF Documentation Mgmt Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>TELECOMMUNICATION CENTER/COMMUNICATIONS TERMINAL (TRIB) OPERATIONS RECORDS (Table 100-14) (Applicable Air Force-wide)</p> <p>This submission establishes rule 1.1 to cover the history tapes of messages originated and received by Automated Telecommunications Centers. Automated Telecommunication centers maintain both the history tapes and hard copies of messages. In order to eliminate the accumulation of unnecessary hard copies, rule 1 column D is change to allow the option of destroying the hard copies of messages after 10 days, provided history tapes exist.</p> <p>The proposed dispositions shown on the attached decision logic table will satisfy Air Force requirements.</p> <p><i>Mass Data Change Sheet Not Required.</i></p>	NCI-AFU-82-38	4 items

*Closed Out: 2-23-82: K.T.D.
Copy to Agency*

TABLE 100-14

TELECOM CENTER/COMMUNICATIONS TERMINAL (TRIB) OPERATIONS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	messages	originators message copy and hard page copy of transmitted message		*destroy after 1 month. (Exception: Automated TCCs, destroy after 10 days, providing history tapes exist.) (notes 1 and 2)
1.1		history tapes of originated and received messages		*degauss after 1 month.
2		header card data pertinent to data pattern messages including data message form, but excluding message text		destroy after 1 month. (Magnetic tapes will be returned to originator for reuse. (notes 1 and 2)
3 and 4		NO CHANGE		
5 thru 7		NO CHANGE		NO CHANGE
7.1		magnetic tape reels of recorded messages received from originator		return to originator after 10 days. (Exception: If sufficient tape reels not available, retention period may be reduced to 72 hours.) (note 1)
8 thru 17	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE

Notes 1 and 2: delete reference to rules: 2, 7, 4 and 15.