

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

|  |                                |
|--|--------------------------------|
| LEAVE BLANK  |                                |
| JOB NO.<br><b>NCI-AFU-83-39</b>  |                                |
| DATE RECEIVED<br><b>11/24/82</b>   |                                |
| NOTIFICATION TO AGENCY<br>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>Job Withdrawn 3-21-85</b><br>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  
**Directorate of Administration, HQ USAF**

3. MINOR SUBDIVISION  
**Documentation Management**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Dennis F. Shuell**

5. TEL. EXT.  
**694-3527**

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 7 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<br><b>19 NOV 1982</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>James E. Dagwell</i>  | E. TITLE<br><b>JAMES E. DAGWELL<br/>Chief, Documentation Management<br/>Directorate of Administration</b>  |
|-------------------------------|---|--|
| 7. ITEM NO.                   | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 10. ACTION TAKEN   |
|                               | <p align="center"><b>Communications-Electronic Programming and Implementation Documents<br/>(Table 100-3) (Applicable Air Force-wide)</b></p> <p>The purpose of the submission is to revise current disposal authorities for communications-electronics programming and implementation documents. This revision consolidates standards in table 100-3 and 100-4 of our current records disposition schedule.</p> <p>We are changing the permanent retention periods for rules 25 and 27 (currently rules 17 and 21 respectively).</p> <p>Rationale: Proposed rule 25, current rule 17, the disposition of technical orders and technical publications are covered by table 8-1 rules 3 and 7. CEM policy, guidance and procedures are covered by various rules throughout the table.</p> <p>Rationale: Proposed rule 27, current rule 21, these documents should be disposed of in the same manner as documents for other systems; therefore table 800-1 would apply.</p> <p>The proposed table will meet Air Force requirements.</p> | <p> <b>NN-170-33<br/>                     NN173-41<br/>                     NCI-AFU-77-44<br/>                     NCI-AFU-79-19<br/>                     NCI-AFU-81-33<br/>                     (Withdrawn)</b> </p> <p align="right"><b>Job Withdrawn</b></p> <p align="right"><b>28 items</b></p> |

TABLE 100-3

COMMUNICATIONS-ELECTRONICS PROGRAMMING AND IMPLEMENTATION DOCUMENTS

| R<br>U<br>L<br>E | A<br><br>If documents are<br>or pertain to   | B<br><br>consisting of   | C<br><br>which are  | D<br><br>then                                |
|------------------|--|--|---|--|
| 1                | USAF program C-E (PC) documents              | the basic document related documents that  | at HQ USAF  | destroy when no longer needed.               |
| 2                |  | requests, approves or changes it.  | at MAJCOMs and major subordinate commands                 | destroy on receipt of superseding document.  |
| 3                | C-E programming and implementation documents | programming approval/disapproval documents (statements of requirements (SORs), P-plans, statements of need, program action directives, etc., and related documents including C-E implementation plans (CEIPs) and directives (CEIDs), tactical requirements, site concurrence letters (SCLs), and reports) | at organizations having approval authority                | destroy when no longer needed.               |
| 4                |  | program manager's (PM) project file (approved programming documents, CEIPs, and related documents such as scheme Tab A, SCLs, status reports, agreements, etc.)  | at organizations having program management responsibility | destroy 1 year after facility commissioning. |
| 5                |  | program staff officer (PSO) and project action officer (PAO) project files (approved C-E programming and implementation documents and related documents)   | at organizations having PSO or PAO responsibility         |  |

Job withdrawn

TABLE 100-3 (Continued)

| R<br>U<br>L<br>E | A<br><br>If documents are<br>or pertain to           | B<br><br>consisting of   | C<br><br>which are  | D<br><br>then   |
|------------------|--|--|---|---|
| 6                | C-E programming and implementation documents (con't) | base C-E programs office project file (approved programming documents, implementation plans, schemes, SCLs, status reports, agreements, and related documents)   | at host base C-E programs office  | transfer selected data to plant-in-place documents (rule 19) on facility commissioning..  |
| 7                |  | C-E scheme/project engineering project file (original (Master) scheme package and related documents such as survey reports, evaluation of alternative sites or methods, systems analysis, calculations, predictions, performance parameters, management actions, requests for technical and site data, lists of materials, engineering drawings, etc.) | at organizations having engineering responsibility and at supply activities                   | destroy 1 year after completion or cancellation of the scheme, or when project information is no longer required, whichever is later. |
| 8                |  | workload/installation project file (schemes packages, changes and amendments, and other documents related to the implementation of the project)  | at organizations having workload/installation responsibility                                  | destroy 6 months after completion and acceptance or project cancellation.   |
| 9                |  | cancelled programming and implementation documents and related documents   | at organizations having programming or implementation responsibility and all other activities | destroy 2 years after cancellation.   |
|                  |  |  |   |   |

TABLE 100-3 (Continued)

| R<br>U<br>L<br>E | A  | B   | C   | D   |
|------------------|--|---|---|---|
|                  | If documents are or pertain to                           | consisting of   | which are   | then  |
| 10               | C-E programming and implementation documents (con't)     | controlled and uncontrolled reports including C-E contracting, budgetary, manpower, C-E status, engineering installations management systems (EIMS), and related correspondence |   | destroy after 6 months, or when superseded, whichever is later.           |
| 11               | program communications support program (PCSP)            | computer programs and related documents   | at activities responsible for computer programming and office of primary responsibility                                 | destroy when superseded, or when no longer required, whichever is sooner. |
| 12               |  | magnetic tapes  | at originating activity   | erase after third update cycle.   |
| 13               |  |   | at MAJCOMs or organizations responsible for reproduction and distribution of workbook products and all other activities | transfer to originator on receipt of superseding tapes.                   |
| 14               |  | workbooks and administrative changes, transcript sheets, PCAM cards and listings, etc.  |   | destroy after 1 superseding cycle.  |
| 15               |  | speciality documents  |   | destroy when superseded, or when no longer required, whichever is later.  |
| 16               |  | command and control communications requirements board (C3RB)  | agenda, minutes of meetings, and related documents  | at the office of primary responsibility                                   |
| 17               | at all other activities                                  |   |   | destroy after 1 year.   |
| 18               | base communications-electronics plan (BCEP) and extracts | plans listing existing, programmed, and required C-E facilities and related documents   |   | destroy upon receipt of subsequent BCEP.                                  |

TABLE 100-3 (Continued)

| R<br>U<br>L<br>E | A  | B   | C  | D   |
|------------------|--|---|--|---|
|                  | If documents are or pertain to                             | consisting of   | which are  | then  |
| 19               | plant-in-place records (PIPRs)/C-E facility records (CEFR) | documents providing an audit trail on fixed C-E facilities and showing what, where, and how facilities were installed (including programming and implementation documents such as SORs, CEIPs, CEIDs, schemes and other engineering data, SCLs, test results, acceptance commissioning or removal certificates, drawing records, and related documents (Note) | at base C-E activities having management and maintenance responsibility (complete set)       | transfer to gaining activity or agency when the C-E facility is transferred from AF jurisdiction; destroy individual documents when superseded or obsolete. |
| 20               |  | working copies at all other activities  |  | destroy when superseded or obsolete.  |
| 21               |  | master drawing records of installed fixed C-E facilities including site-adapted C-E drawings for inactive AF bases/sites  | at activities responsible for preparation, reproduction, and distribution of drawing records | transfer to gaining activity or agency when the C-E facility is transferred from AF jurisdiction; destroy individual documents when superseded or obsolete. |
| 22               | contract services funding                                  | fund forecast reports   |  | destroy after 1 year.   |
| 23               |  | individual fund requests, including purchase requests and related documentation   | approved   | destroy 2 years after acceptance of the installation.   |
| 24               |  |   | disapproved  | destroy after 1 year.   |
|                  |  |   |  |   |

TABLE 100-3 (Continued)

| R<br>U<br>L<br>E  | A<br><br>If documents are<br>or pertain to                                      | B<br><br>consisting of   | C<br><br>which are                                 | D<br><br>then                                  |
|---|---|--|--|--|
| 25  | equipment lists   | standard facility equipment listings and supporting documentation. | office of primary responsibility                   | destroy 2 years after SFELs have been deleted. |
| 26  |   |  | other than office of primary responsibility        | destroy when superseded or rescinded.          |
| 27  | required operational capability (ROC) system package program (SPP), requirement | ROCs, SPPs, RADs and directly related correspondence               | MAJCOM office of primary responsibility            | See Table 800-1.                               |
| 28  | action directive (RAD)  |  | other than MAJCOM office of primary responsibility |  |
| <p>Note: See Table 100-19 for maintenance documents.</p> <p style="text-align: center; font-size: 2em; font-family: cursive;">Job Withdrawn</p> |   |  |  |  |

AFM 12-50 CONVERSION TABLE

Consolidation of Current Tables 100-3  
and 100-4 Into Proposed Table 100-3

| Proposed Table<br>100-3 Rules | Current Tables 100-3<br>and 100-4 Rules                  |
|-------------------------------|--|
| 1                             | Table 100-4, Rule 1                                      |
| 2                             | Table 100-4, Rule 2                                      |
| 3                             | Table 100-3, Rules 12, 15<br>Table 100-4, Rules 4, 5, 11 |
| 4                             | Table 100-3, Rule 11<br>Table 100-4, Rule 3              |
| 5                             | Table 100-4, Rule 4                                      |
| 6                             | Table 100-3, Rules 4, 4.1, 13, 16                        |
| 7                             | Table 100-3, Rules 3, 5, 6, 7                            |
| 8                             | Table 100-3, Rule 2.1                                    |
| 9                             | Table 100-3, Rules 14, 17<br>Table 100-4, Rules 6, 7     |
| 10                            | Table 100-4, Rule 10                                     |
| 11, 12, 13                    | Table 100-4, Rule 13                                     |
| 14                            | Table 100-4, Rules 9, 13                                 |
| 15                            | Table 100-4, Rule 13                                     |
| 16                            | Table 100-4, Rule 19                                     |
| 17                            | Table 100-4, Rule 20                                     |
| 18                            | Table 100-4, Rules 14, 15, 16                            |
| 19                            | Table 100-3, Rule 1                                      |
| 20                            | Table 100-3, Rule 2                                      |
| 21                            | Table 100-3, Rule 2.1                                    |

*Job Withdrawn*

|    |                  |
|----|------------------|
| 22 | Table 100-3, R8  |
| 23 | Table 100-3, R9  |
| 24 | Table 100-3, R10 |
| 25 | Table 100-4, R17 |
| 26 | Table 100-4, R18 |
| 27 | Table 100-4, R21 |
| 28 | Table 100-4, R22 |

Job Withdrawn