

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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 Shuell

5. TEL. EXT.

694-3527

LEAVE BLANK	
JOB NO. NC1-AFU-83-66	
DATE RECEIVED 2/3/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-3-83 Date	<i>Mark H. Coon</i> 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 _____ 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 28 JAN 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration
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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 align="center">TECHNICAL CONTROL FUNCTIONS (Table 100-17) (Applicable Air Force-wide)</p> <p>This submission changes the retention periods for rules 2, 3, and 4, it also expands the descriptions of the documentation listed in column B, for all the rules.</p> <p>These documents are required by the Defense Communication Agency, and are used in support of the Defense Communications System for daily trend analysis and long term system analysis.</p> <p>This table will meet the requirement of the Air Force.</p>	<p align="center">-AFU- NC1-79-34 NC-AFU-75-29 NN-173-242 NN-173-65</p>	<p>9 items</p>

Copy to agency, 5-5-83; 88.
NO MASS DATA CHANGE NECESSARY.

CONVERSION TABLE

Current T100-17

Proposed T100-17

R1

R1 and 2

R2

R3

R3

R2 & 5

R4

R3

R5

R3 & 4

R6

R6

R7

R7

R8

R8

*T/C R. Storm (NARS)
& D. Shuell (Air Force)
5-2-83.*

TABLE 100-17

TECHNICAL CONTROL FUNCTIONS

R E L E	A If documents are or pertain to	B consisting of	C which are	D then
1	circuit, trunk, link, route or system history records	records pertaining to the activation, reconfig- uration or deactivation; initial test and accept- ance data; technical evaluation program reports (TEP); out-of-service quality control test records, to include spare channel test results; analysis products; and other related historical material	at terminal stations and other designated control stations (CCO, FCO etc.)	destroy when superseded or 6 months after deactivation whichever is sooner, except quality control test records which will be destroyed when replaced with the next like test record. (note 1)
1.1			at other than termin- al stations and desig- nated control facil- ities	destroy after 1 month.
2	technical control operations	quality control test schedules; reporting guides; circuit/trunk direct- ories; DCA engineering drawings; system/circuit layout diagrams/records; fault isolation charts/ diagrams; and related products		destroy when superseded.
3		master station logs; master clock logs; operational direction/ coordination messages (ODMs/OCMs); record of H.F. frequency use/changes; and related products		destroy after 11 months.

TABLE 100-17 (Continued)

R II I. E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4	outage records	outage/restoration records; work orders; equipment test records; outage summaries;and related records		
5	performance work-sheets	performance monitoring worksheets; tactical performance assessment worksheets; in-service Q.C.testing worksheets;and other related worksheets		destroy after 1 month.
6	status reports	reports on status of systems,circuits and equipment		destroy after 1 month.
7	general messages	messages addressed to and retained by the TCF (DEFSTAs/DINSTAs etc.)		destroy when superseded or cancelled (note 2)
8		general message record or log used to record receipt of general messages		destroy when the last message on a page is superseded or cancelled or when all current entries are transcribed to a new page,whichever is sooner. (note 2)
<p>Note 1; Out of service Q.C.testing records will be replaced with the next like test,the current year's ANNUAL test results will replace the previous year's ANNUAL test results and the current QUARTERLY test results will replace the results from the same QUARTER of the previous year.</p>				
<p>Note 2; Records identified in rule 8 may be filed in the same folder(s) as the related general messages.In this instance, procedures in AFR 12-20, Fig. 2-1, para 2C apply.</p>				