

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
Mr. R. P. Dwyer

5. TEL. EXT.
694-3494

LEAVE BLANK

JOB NO.
NCI-AFU-83-69

DATE RECEIVED
2/2/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-29-83 *John H. May*
Date 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 8 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
31 JAN 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE
Mark H. Coon

E. TITLE
MARK H. COON, Major, USAF
Acting Chief, 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
1	<p align="center">SECURITY RECORDS (Table 205-1) (Applicable Air Force-wide)</p> <p>Air Force is revising Table 205-1, restructuring the entire table. Additions to and deletions from other tables will be made upon approval of this Table 205-1 revision.</p> <p>Rules 1 - 4, 7, 31 - 34, 36 - 43, and 45 are added. These rules document dispositions, except Rule 42, are considered reasonable as they have short destruction dates, are destroyed as result of an action, or are destroyed when no longer needed. Rule 42, Agency Information Security Program Data Report, per attached, is an annual report that reflects Air Force implementation of the DOD Information Security Program. The report is included in DOD records, but HQ Air Force Office of Security Police (HQ AFOSP) needs to keep their copy permanently for SECURITY purposes. Volume of reports on hand at HQ AFOSP is less than 1 cubic foot and, judging by the size of the report, it will remain as such for next few years. This Rule 42 report is arranged subjective and there are no restrictions.</p> <p>All changes concurred in by R. P. Dwyer, USAF. R C Tagge, NARS-NCD, March '83.</p>		18

115-107 *Cy to Agency & NARS, 5-11-83.*
ECF

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

MASS DATA CHANGE SHEET ~~NOT~~ REQUIRED

NCW sent out 6/6/83 by DMW. (NCW + 5KR sent 7-26-83 by DMW.)

Request for Records Disposition Authority - Continuation

JOB NO.

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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
2	Current Rules 17 - 19, 22, 23 and 26 - 29 are deleted. Rules 17 - 19 are adequately covered by Table 205-3, Rules 2 and 3. Through Rule 17 documents are currently maintained in accordance with UNFC and possibly created. Rules 22 and 23 are reference rules we no longer need. Rules 26 - 29 will be added to Table 124-3, as they apply to the Air Force Office of Special Investigations (AFOSI). <i>[Note for the record: Instead of placing Rules 26-29 in Table 124-3, Air Force has put them in new Table 208-1. July 10-4-83]</i>		
3	Rules 5 and 6. Currently Rules 11 and 12, with minor disposition changes.		
4	Rule 8. Currently Rule 20.		
5	Rules 9 and 10. Currently Table 205-3, Rules 9 - 11, with minor disposition changes.		
6	Rules 11 and 12. Currently Rule 9, but now divided into two rules due to document disposition needs.		
7	Rule 13. Currently Rules 1 and 2. Revised disposition complies with DOD disposition for Top Secret accountability records.		
8	Rule 14. Currently Rules 7 and 8, with minor disposition changes.		
9	Rule 15. Currently Rule 6, with minor disposition changes.		
10	Rules 16 - 18. Currently Rule 3, but now divided into three rules due to document disposition needs.		
11	Rules 19 - 23. Currently Rules 13 and 16 and Table 205-5, Rules 13 - 15. Minor disposition changes are necessary.		
12	Rules 24 and 25. Currently Rules 24 and 25.		
13	Rules 26 - 30. Currently Rules 4 - 5.		
14	Rule 35. Currently Rule 10, and a portion of documents covered in Table 205-5, Rule 3. Minor disposition change is necessary.		
15	Rule 44. Currently Rule 21.		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority - Continuation

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16	<p>Notes. Note 1 replaces current Note 3, with minor change. Note 2 was added to clarify that Rule 24 classification guides are retired. Note 3 replaces current Note 5. _____ _____ Current Notes 1, 2 and 4 are no longer needed.</p>		

TABLE 205-1

INFORMATION SECURITY PROGRAM

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	original classification authority	master listing by title and organization of offic- ials designated to exercise this authority	at HQ AFOSP	destroy after 5 years (note 1).
2			at other levels	destroy when superseded, obso- lete or no longer needed.
3		requests to delete officials from the master listing		destroy upon notification of completed action.
4	classification evaluations	challenges to classification and requests for mandatory review		destroy after 1 year.
5	security control records	key issue logs		destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required.
6		forms identifying persons responsible for storage facilities or containers, recording the opening, clo- sing and checking of secur- ity type equipment, and re- sults of room or area security inspection		destroy when superseded or no longer needed.
7		authority to escort or hand- carry classified material		destroy after 1 year.
8	emergency planning	plans which detail proced- ures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action		destroy when superseded or no longer needed.

TABLE 205-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	security incidents	findings by an official in determining if a compromise, probable compromise, inadvertant access or security deviation has occurred involving classified information	for NATO security incidents	destroy after 3 years (note 1).
10			for other security incidents	destroy after 2 years (note 1).
11	access control records	non-government historical researcher certification not to disclose classified information		destroy upon termination of access authority
12		forms used to certify access to Restricted Data information in possession of DOE or federal agencies other than NASA, access lists, authority to open or close alarmed areas, and similar types of documents		destroy when superseded, obsolete, or no longer needed.
13	Top Secret control	Top Secret registers; its attached receipts and destruction certificates		destroy 5 years after all register page entries have been made inactive (note 1).
14		access records and cover sheets reflecting persons who have access to a particular Top Secret document, or to whom the information has been disclosed		destroy 2 years after related Top Secret material is destroyed, transferred, downgraded, declassified, or retired.
15		Top Secret inventories		destroy after 1 year.

TABLE 205-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16	document suspense receipt, and destruction certificate file	suspense records for classified material requiring a receipt	on-loan suspenses	destroy after 2 years or give to the borrower, whichever is applicable (note 1).
17			normal suspenses	destroy upon return of signed receipt.
18		receipts for classified material, or destruction certificates	inactive records	destroy after 2 years (note 1).
19	security termination statements	statements completed when terminating access to special program material	at unit of assignment	destroy when member's security clearance status is changed to "IN ADJUDICATION".
20			at AFSCO because person refused to acknowledge debriefing	
21		statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more	in the Unit Personnel Record Group (UPRG)	destroy after 2 years (note 1).
22			at unit of assignment for civilian personnel	
23		at AFSCO because person refused to acknowledge debriefing	destroy when member's security clearance status is changed to "IN ADJUDICATION".	
24	security classification guides	record copy of published editions and changes; forms reflecting approvals, revisions, reissuances, reviews, or cancellations; and other related documents	at the issuing activity or office of primary responsibility	destroy after 10 years (note 2).
25			information copies	

TABLE 205-1 (Continued)					
R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
26	International Fact Organization (IPO) control records [Amended by R. Wire per R. Dwyer, 1-24-84, to ensure coverage of older records that may still be extant]	destruction certificates, receipts, registers, and disclosure records at the destroying subregistry	for COSMIC or COSMIC Top Secret ATOMAL material or <i>other IPO Top Secret Material</i>	destroy 10 years after the material has been destroyed or permanently transferred to another registry or subregistry (note 1).	
27			for NATO Secret, NATO Secret ATOMAL and NATO Confidential ATOMAL, or <i>other IPO Secret or Confidential Material</i>	destroy 2 years after the material has been destroyed or permanently transferred to another registry or subregistry (note 1).	
28		registers and receipts at control points		destroy 2 years after document has been destroyed or returned to the servicing subregistry (note 1).	
29		Central United States Registry (CUSR) approval of establishment or disestablishment of Air Force subregistries and records of establishment or disestablishment of control points under a subregistry		destroy 1 year after disestablishment of subregistry or control point.	
30		individual document receipts in the active accountability file		destroy when the documents described on receipt are being destroyed and have been listed on certificate of destruction.	
31		special access program records	authorization to establish program, reports, reviews and other related documents	at HQ AFOSP and program offices of primary responsibility	destroy 2 years after the program is terminated (note 1).
32				copies at other offices	destroy after 1 year.

TABLE 205-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
33		program plans and security instructions	at program offices of primary responsibility	destroy 2 years after the program is terminated (note 1).
34			copies at other offices	destroy when superseded, obsolete, or no longer needed.
35		forms used to formally record authorization for access to special program material		destroy upon termination of access.
36	waivers	authority to deviate or not comply with program requirements	approved	destroy upon expiration date or when no longer needed.
37			disapproved	destroy upon return of requested action.
38	surveys, inspections and program reviews	requests for open, unattended storage of classified material; establishment of pneumatic tube systems; or authorization for central destruction facilities	approved	destroy when obsolete or no longer needed.
39			disapproved	destroy upon return of requested action.
40		security inspections		destroy after 1 year.
41		information security program reviews		destroy after 1 year, or upon completion of next comparable visit, whichever is later.
42	information security reports	Agency Information Security Program Data Report	at HQ AFOSP	DESTROY WHEN NO LONGER NEEDED.
43			at other levels	destroy after 1 year.
44	code words and nicknames	forms used to account for the assignment or cancellation of code words and nicknames		destroy 2 years after codewords or nicknames are cancelled (note 1).

TABLE 205-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
45	scientific and technical meetings	security sponsorship, including requests for authorization and notifications of meetings		destroy after 1 year.
<p>Notes: 1. Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see Chap 6, Part One.)</p> <p>2. Retire after the system, program, or project is terminated or phased out of the inventory.</p> <p>3. General reference publications and technical/specialized reference materials will not be reported on documentation management reports. However, they may be identified for disposition control purposes on AF Forms 80 and 82 at the discretion of the command documentation management officer.</p> <hr/>				