

*Air Force (to differentiate)*  
**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

*3 items*  
 (See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>27 JUN 1973</b>	JOB NO. <b>173-319</b>
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 "with-drawn" in column 10.	
Date <b>6-22-73</b>	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE, HQ USAF**
2. MAJOR SUBDIVISION  
**DIRECTORATE OF ADMINISTRATION**
3. MINOR SUBDIVISION  
**DOCUMENTATION SYSTEMS DIVISION**
4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. C. J. Phillips**
5. TEL. EXT.  
**11-29209**
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**R. E. RELLY, Chief**  
 Documentation Management Branch  
 Directorate of Administration

**4 JUN 1973**      *R. E. Relly*      (Date)      (Signature of Agency Representative)      (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>COMMUNICATIONS SECURITY (COMSEC) SYSTEMS            AND ACCOUNTABILITY RECORDS            (T100-7)</b></p> <p align="center">(Applicable Air Force-wide)</p> <p>This submission proposes revision of present DLT 100-7 by the addition of rules 2.1 and 15 as recommended by the United States Air Force Security Service (USAFSS) and concurred in by the HQ USAF office of primary responsibility.</p>	<p align="center">NN170-33            173-22</p>	

TABLE 100-7

## COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of		then	
15 *	COMSEC codes and authentication case files	individual case files of codes and authentication systems background material; i.e., initial requests, design and development criteria, changes to format or design, and COMSEC surveys of referenced system	at USAFSS	retain until system is superseded or de- leted from the COMSEC inventory, then retire as permanent (see note).	
	*(No change from wording approved on Job NN 173-319 except note added to rule 15, Column D)				
	Note: USAFSS has been designated the office of record for records of permanent or longtime retention value, because the classification and sensitivity of these records prevent their being retired to a GSA Federal Records Center.				

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, D.C. 20330



1 APR 1974

REPLY TO  
ATTN OF: DADM

SUBJECT: Disposition of Communications System Documentation

TO: General Services Administration  
National Archives and Records Service  
Washington, DC 20408

1. On 4 June 1973 we submitted a proposed change to AFM 12-50, table 100-7, relating to Communications Security Systems Accountability Records. Proposed change was approved on 22 June 1973, Job No. NN 173-319, with the proviso that certain records should be offered directly to the National Archives for retention.

2. These records are mission-type documentation accumulated at the Headquarters of the USAF Security Service (USAFSS) at San Antonio, TX. USAFSS has been designated as the office of record for documentation of permanent or long time retention value because the classification and sensitivity of these records prevent their being retired to a GSA Federal Records Center. We inadvertently omitted this notation from our table when originally submitted.

3. Request approval of attached revised table change to allow retention of subject documentation by USAFSS.

A handwritten signature in cursive script, appearing to read "Earl C. Irwin".

1 Atch  
T100-7, rule 15

EARL C. IRWIN  
Chief, Documentation Management Branch  
Directorate of Administration

TABLE 100-7

\*COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

RULE	A	B	C	D	<del>Supersedes FM 181-5 Dec 66 Paragraph</del>
1	material accounting records				
*2.1			at user level (command posts, base operations, radar sites, etc.)	destroy 6 months after monthly cutoff.	
3		*records of custodians	*	destroy 1 year after assumption by a new custodian.	
*15	COMSEC codes and authentication case files	individual case files of codes and authentication systems background material; i.e., initial requests, design and development criteria, changes to format or design, and COMSEC surveys of referenced system	at USAFSS	retain until the system is superseded or deleted from the COMSEC inventory, then retire as permanent.	
	*denotes addition or change to table.				