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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7 Sep 1973  

HERBERT G. SEIGER, Chief  
Documentation Systems Division  
Directorate of Administration

| ITEM NO. | DESCRIPTION OF ITEM  
|---------|----------------------|
|         | COMMUNICATIONS SECURITY (COMSEC) SYSTEMS  
|         | AND ACCOUNTABILITY RECORDS (T100-7)  
|         | (Applicable Air Force-wide) |

The purpose of this submission is to establish disposition criteria for communications security education program (CSEP) documentation. Documentation reflects accomplishment of CSEP functions, including records of briefings, films shown, personnel attendance, security tests administered, and related reports and statistics.
<table>
<thead>
<tr>
<th>RULE</th>
<th>IF DOCUMENTS ARE OR PERTAIN TO</th>
<th>CONSISTING OF</th>
<th>WHICH ARE</th>
<th>THEN</th>
<th>PRESCRIBING DIRECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>Communications Security Education Program (CSEP) Records</td>
<td>Records that reflect accomplishment of CSEP objectives to include record of briefings given, films shown, attendance of personnel, security tests administered and their scores, and status reports to higher headquarters.</td>
<td></td>
<td>Destroy after Command Annual Inspection is performed or after submission of current status report(s), whichever is later.</td>
<td></td>
</tr>
</tbody>
</table>

DECISION LOGIC TABLE FORMAT (AFM 12-50)