

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-AU-94-10	DATE RECEIVED 1-28-94
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ, U. S. ARMY INFORMATION SYSTEMS COMMAND		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION INFORMATION REQUIREMENTS DIVISION, DCSOPS			
4. NAME OF PERSON WITH WHOM TO CONFER KANDY LIGHT	5. TELEPHONE (602) 538-8414	DATE 2-28-95	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 14 Sep 94	SIGNATURE OF AGENCY REPRESENTATIVE KANDY LIGHT	TITLE <i>[Signature]</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND: AR 5-12, Army Management of Electromagnetic Spectrum, 15 May 83, requires its users to establish records (e.g., DD Form 1494 and the Army Spectrum Management Master Plan). All electronic records must be accompanied by documentation sufficient to ensure that the information is accessible and usable. Minimum documentation consists of identification of the software programs and operating systems used to create the documents to the extent that the technical specifications, files arrangement, contents, coding, and disposition requirements of the files can be determined. Programs and system documentation must be maintained for as long as the information is retained.</p> <p>File Category 5-12: Army Spectrum Management a. Prescribing Directives. (1) AR 5-12, Army Management of the Electromagnetic Spectrum b. Description. These records concern planning, policies, procedures, and responsibilities pertaining to spectrum management; Life cycle management of Army spectrum dependent equipment; and records pertaining to frequency assignments.</p>		

Copies sent to agency 3/1/95

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

NI-AU-94-10

2 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>FN: 5-12 Title: General Information Management Correspondence Files Authority: Privacy Act: Not applicable Description: a. Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in-charge of these functions; routine or general request of information and replies, informal; reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to spectrum management which cannot logically be filed with the detailed record series listed below. b. Matters relating to information management that are received for information only, on which action is required. Disposition: a. Destroy after 3 years. b. Destroy when no longer needed for current operations.</p>		
2.	<p>FN: 5-12a Title: Army Spectrum Management Program Authority: Privacy Act: Not applicable Description: Copies of documents pertaining to the establishment of management structure, methodology, and concepts of operations in support of Army management of the electromagnetic spectrum. Disposition: Office with Armywide responsibility: Destroy after 10 years, or when no longer needed for administrative use, whichever occurs sooner. MACOMS and agencies or activities reporting directly to the Army Spectrum Manager: Destroy after 5 years. Other Offices: Destroy when no longer needed for current operations.</p>		
3.	<p>FN 5-12b Title: Spectrum Certification Files Authority: Privacy Act: Not applicable Description: Spectrum certification</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-AU-94-10

PAGE
3 OF 3

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	<p>applications submitted, approved and for information concerning Army spectrum dependent equipment. The completed DD Form 1494 will be filed for necessary equipment with the responsible unit. Includes the stages of the equipment and the note to holders concerning the equipment. Disposition: Destroy when equipment is no longer used by unit.</p>		
4.	<p>FN: 5-12c Title: Frequency Assignment/Proposals Authority: Privacy Act: Not applicable Description: Frequency request submitted and the subsequent approval/ disapproval will be included. Units and users will be noted for each frequency request. Any correspondence concerning a respective frequency assignment will be included. Also includes documents, reports, and information concerning the frequencies used by satellite services. Included also are research and development projects and NSA initiatives. Disposition: a. Destroy after permanent assignment is terminated. b. Destroy temporary assignment 6 months after assignment is terminated.</p>		
5.	<p>FN: 5-12d Title: Broadcasting Files Authority: Privacy Act: Not applicable Description: Information, application, requests and reports concerning Army radio broadcasting for television and AM and FM radio stations. Disposition: Destroy after station has been terminated.</p>		
6.	<p>FN: 5-12e Interference Incidents Authority: Privacy Act: Not applicable Description: Information, reports, analyses, and programs concerning radio frequency interference worldwide. Disposition: Destroy after 5 years or when no longer needed for current operations, analysis, and information, whichever occurs first.</p>		