

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

33 items
TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Office of the Secretary of Defense

2. MAJOR SUBDIVISION
OASD(C)

3. MINOR SUBDIVISION
OASD(C)(A) Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
James S. Nash

5. TEL EXT
695-0970

LEAVE BLANK
JOB NO NC 1-330-77-6
DATE RECEIVED NOV 1 1976
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>
<i>3-24-77</i> <u>James B. Rhoads</u> 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 10 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
27 Oct 76	<i>James S. Nash</i>	Records Administrator	1100	Records of the Director of Telecommunications and Command and Control, Office of The Secretary of Defense		

sent to agency and NCW - 3/28/77

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1100</u>	<u>Telecommunications and Command and Control Systems.</u> The Director of Telecommunications and Command and Control Systems is responsible for the insurance of reliability, survivability, security, and cost-effectiveness of telecommunications, and command and control systems for the Department of Defense and the National Military Communications Systems. Unless otherwise indicated all permanent records transferred to the Washington National Records Center will become available to NARS when 25 years old. Depending upon volume files may be further subdivided by the use of a decimal numerical suffix.	
<u>1101</u>	<u>Office Administrative Files.</u> These files may accumulate in any office to document the performance of their assigned duties. All of the administrative files listed below, however, seldom accumulate in a single office.	
<u>1101-01</u>	Policy Files. Documents relating to preparing, coordinating, issuing, and interpreting policy matters directly related to fulfilling the functions described in para 1100 above. Additionally, formulation of policy on general purpose radio navigation, and the application of ADP technology to the command and control systems. Guidelines for the design and operation of the Worldwide Military Command and Control System (WWMCS).	Permanent. Transfer to WNRC when obsolete or superseded.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1101-02</u>	<p>Instruction Files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating action, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.</p>	<p>Permanent. Cut off annually or on supersession or obsolescence, as reference needs require. Transfer to WNRC when no longer required for reference.</p>
<u>1101-03</u>	<p>Administrative files. Documents relating to the overall or general routine administration of finance and fiscal activities, but exclusive of specific files described in this regulation. These files include, but are not limited to:</p> <p>a. Routine comments on instructions, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.</p> <p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p>	<p>Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.	
	d. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or function.	
<u>1101-04</u>	Agreement Files. Documents relating to agreements between elements of DoD and other non-Federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and OSD for support services. Included are agreements, agreement checklists, amendment, review comments, related correspondence, and similar documents.	Agreements will be destroyed 3 years after supersession, cancellation, or termination of the agreement.
<u>1101-05</u>	Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or viewgraphs, copies of specifically prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence.
<u>1101-06</u>	Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which	Permanent. Cut off when no longer needed for current operations. Transfer to WNRC.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>OSD participates; as well as committees within all echelons and elements of DoD. Included are proposals, approvals, disapprovals, minutes, agenda, charters, and comments on proposals. Directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members, membership list, and related documents.</p>	
<u>1101-07</u>	<p>Staff Visit Files. Documents relating to schedule or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.</p>	<p>Destroy 1 year after completion of next comparable visit or on completion of related study.</p>
<u>1101-08</u>	<p>Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action as distinguished from those official records necessary for documenting performance of a function, process, or action they are used with. Reference paper files consist of the following types of documents:</p> <p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication,</p>	<p>a. Cut off on completion of the communication, study survey report, or other action. Destroy in blocks after 3 months, 6 months,</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>a study, an investigation, a survey, an inspection, or other action. This definition does not include official and quasiofficial recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.</p>	<p>or 1 year. Earlier destruction is authorized.</p>
	<p>b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.</p>	<p>b. Destroy when no longer needed to facilitate or control work.</p>
	<p>c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.</p>	<p>c. Destroy when superseded, obsolete, or no longer needed for reference.</p>
	<p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p>	<p>d. Destroy after 1 year. However earlier destruction is authorized.</p>
	<p>e. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.</p>	<p>e. Destroy after 1 year. However earlier destruction is authorized.</p>
	<p>f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function.</p>	<p>f. Destroy after 1 year. However, documents in the inactive file that require additional action or related to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	Such files should be established only when necessary, not in each office of the same organizational element.	
<u>1102</u>	<u>Command and Control Files.</u>	
	These files are concerned with the National Military Command System (NMCS) communications and its interface with unified and specified commands.	
<u>1102-01</u>	Concepts and Strategy:	
	<p>a. Documents which develop and coordinate command and control policies and implementing directives which define functional, organizational, and operational relationship between all elements of the Worldwide Command and Control System (WWMCCS) and establish responsibilities for the management, development, acquisition, and operation of WWMCCS.</p>	<p>a. Permanent. Transfer to WNRC when superseded or obsolete.</p>
	<p>b. Development and coordination of program budget policies and the creation of a management information system to monitor the WWMCCS.</p>	<p>b. Permanent. Transfer to WNRC when superseded or obsolete.</p>
	<p>c. Coordination and liaison documents with non-DoD activities which have functions associated with the National Military Command System (NMCS). For example, the White House situation Room, State Department Operations Center, CIA, OEP, FAA, and Coast Guard. The purpose of these documents is to insure appropriate military information is provided through these associated channels to enable</p>	<p><i>Permanent.</i> c. Those documents of the nature of an agreement should be retained as long as the agreement remains in effect. Similarly, correspondence which describes the network and the role each is to play should be retained for the duration. Transfer to WNRC 5 years after no longer effective. Destroy when 20 years old. <i>offer to NARS when 25 years old.</i></p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	the NMCS to serve the National Command Authorities (NCA) -- these are the President and the Secretary of Defense.	
	d. The WWMCCS Council will provide policy guidance to the development and operation of WWMCCS and evaluate its performance. Documents establishing membership, agenda, minutes, and reports.	d. Like all committees, record copies are permanent. Transfer to WNRC when 5 years old.
<u>1102-02</u>	WWMCCS Architecture. Documents providing policy and guidelines, compatible interfaces between systems, and computerized data format standards. Networks configuration and systems designs.	Permanent. Transfer to WNRC when superseded or obsolete.
<u>1103</u>	<u>Management.</u>	
<u>1103-01</u>	Development and Acquisition:	
	a. Documents developing telecommunications objectives, policies, plans, and programs. These are in the form of National Communications System (NCS) instructions pertaining to the unified technical planning and operational guidance. Procedural arrangements and reports necessary to develop the NCS	a. Permanent. Transfer to WNRC 5 years after supersession.
	b. Development of a 10 year DoD plan to implement the NCS plan including the budgetary requirement to acquire equipment and operate the system.	b. Permanent. Transfer to WNRC 5 years after supersession.
	c. The development of evaluation criteria to measure the effectiveness of the equipment (hardware), the programs which operate the equipment (software),	c. Permanent. Transfer to WNRC 5 years after supersession.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	and the system from the stand-point of reliability, survivability, and security.	
	d. Reviews, evaluation, and coordination of procurement actions. Advise the Defense Systems Acquisition Review Council on Telecommunications matters. Studies, reviews pertaining to the same.	d. Permanent. Transfer to WNRC 5 years after supersession.
<u>1103-02</u>	Advanced Technology. The technology of systems design, the utilization of ADP science to simulate systems, development of networks for communications channels, optimization of equipment requirements through the use of mini or micro computers and the development or utilization of improved software to operate telecommunications systems are part of the functions of this office. Here are found documents proposing research and exploratory development of promising programs to support telecommunications. Research and analyses documents of management problems susceptible to solution by the use of modern technology.	Permanent. Transfer to WNRC when 5 years old.
<u>1103-03</u>	Resource Management. Documents which establish, exercise and test objectives to measure the reliability, survivability, and security of the NCS resources. Management information reports which permit the manager to develop logistic data on quality and quantity of resources. Reports on equipment performance and evaluations developed to measure performance.	Permanent. Transfer to WNRC when superseded or obsolete.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1103-04</u>	<p>Systems. These documents develop the systems design of the major telecommunications systems. These documents relate to input, policy, resources, technology, and requirements. They relate to analyzing the problems, the needs of the systems, development of the system, the criteria for performing feasibility studies, and other steps necessary to implement a system. Much of these activities are performed by the Defense Communications Agency and/or Component Commanders. These documents relate to evaluation and coordination of systems design, and approval or disapproval, depending on meeting the standards and proper integration into the overall system.</p>	<p>Permanent. Transfer to WNRC when 5 years old.</p>
<u>1103-05</u>	<p>Teleprocessing:</p> <p>a. Policy on the computer science aspect of teleprocessing. Data terminal standards and operational procedures. MODEM or Data Set criteria and selection. Networking (the technique of optimizing service through the intelligent linking of remote stations by communication lines).</p> <p>b. Informal Liaison with Teleprocessing Industry. (See ADP Chapter for additional information). Technical literature, pamphlets, price lists, and similar data. Informal correspondence generally of an inquiry nature.</p>	<p>a. Permanent. Transfer to WNRC when cancelled or obsolete.</p> <p>b. Destroy when no longer needed for reference. Informal correspondence not of a contract, or proposed type destroy 1 year after cutoff.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1104-01</u>	Policy and Operations:	
	<p>a. Documents which establish DoD policy with respect to overall aspects of telecommunications besides WWMCCS. This includes such telecommunications matters as camp, post, base, and station telecommunications; fixed and/or transportable non-DCS telecommunications not organic to military forces, telecommunications security (COMSEC), radio navigation, and special cases.</p>	<p>a. Permanent. Transfer to WNRC when superseded or obsolete.</p>
	<p>b. These files are located in an office which is the central point of contact on telecommunications matters with organizations external to DoD such as the FCC. These documents include such matters as assignment of frequencies, interference, availability of commercial networks, policy and procedures for national communications and similar matters.</p>	<p>b. Permanent. Transfer to WNRC when 5 years old.</p>
	<p>c. Reviews, evaluations, and coordination of DoD operations plans and programs in all areas of telecommunications.</p>	<p>c. Permanent. Transfer to WNRC when 5 years old.</p>