

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-81-34

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

Preston B. Speed

5. TEL EXT

694-3494

LEAVE BLANK

JOB NO

NC1-AFU-81-34

DATE RECEIVED

February 5, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-17-81
Date

[Signature]
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 4 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

29 JAN 1981

Herbert G. Geiger

**HERBERT C. GEIGER, Chief
Information Mgt and Resource Div**

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

**USAF HIGH FREQUENCY AERONAUTICAL STATION DOCUMENTS
(Table 100-2) (Applicable Air Force-wide)**

The purpose of this submission is to revise disposal authorities for documents accumulated by high frequency aeronautical stations.

The documents pertain to station and circuit operations. The proposed standards will satisfy our current requirements.

**NC1-AFU
78-57**

10 items

*Copy sent to MNM 3/25/81 D.W.
Closed Out: 3-26-81: K.T.D.
Copy to Agency*

USAF HIGH FREQUENCY (HF) RADIO STATION DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	master station logs	records of events within the station		destroy after 3 months.
2	air/ground or point-to- point logs	records of activity at the operating position		destroy after 30 days.
3	radio circuit operations documents	transcribed messages of air/ ground or point-to-point transmissions, flight follow- ing records, case files, en- crypted messages, command control messages, ICAO/air- ground-air teletype records, phone patch records, message/ contact number sheets, fre- quency monitor reports, net continuity logs, ATC clear- ances/advisories/requests, emergency action messages, FOXTROT messages, other broadcasts, morale and wel- fare messages and other air/ ground or point-to-point messages and forms used in circuit operations		
4	recorder tapes	recordings of air/ground or point-to-point communications by electrical means		erase after 30 days

TABLE 100-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	mission related documents	itineraries, special commun- ications support messages and communications alert/activa- tion messages		destroy after 30 days, or on completion of mission, whichever is later.
6	equipment/circuit outages	logs or forms	used to record equipment or circuit outages	destroy when equipment or circuit is returned to operations, or after 3 months, whichever is later.
7	station activity reports	records of station activity, traffic count/analysis, fre- quency usage and station personnel status	sent to higher head- quarters	destroy after 1 year.
8	aircraft accident or loss of human life	all documents described in rules 1 through 7 above	related to an aircraft accident or loss of human life	destroy on completion of inves- tigation, or after 6 months, whichever is later.
9	emergency, contingency or mobile HF operations documents		related to HF communica- tions support during natural disasters, out- ages to normal communica- tions systems, field and mobile exercises, MAJCOM contingency net opera- tions or other instances concerning HF communica- tions support in other than routine circum- stances	destroy on completion of after action report, or after 6 months, whichever is later.
10	HF communications train- ing for reserve forces		accumulated during unit training assemblies	destroy after 3 months.