

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK JOB NO. N1-374-89-18	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 4/3/89	
1. FROM (Agency or establishment) Defense Nuclear Agency		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Directorate for Command Services, Asst for Log & Engr		3. MINOR SUBDIVISION Support Services Division	
4. NAME OF PERSON WITH WHOM TO CONFER Pauline E. Korpanty		5. TELEPHONE EXT. 325-1162	DATE 6/20/89 ARCHIVIST OF THE UNITED STATES <i>Claudia J. Meier</i>
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 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE 28 Mar 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE DNA Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	1102 SIGNAL COMMUNICATIONS SERVICES FILES (See attached pages 2 - 5 of revised schedule.)	NC1-374-81-40, 1102 several added items	

Copy sent to agency 6/17/89

1102

SIGNAL COMMUNICATIONS SERVICES FILES. These files accumulate from the administration, use, and maintenance of signal communications facilities and equipment. The files are accumulated by the Headquarters DNA Communications Division and the FCDNA Logistics Directorate.
(NCL 374-81-40, 1102)

1102.01

TELEPHONE SERVICE WORK ORDER FILES. Documents used to request and authorize telephone service on Government-owned systems. Included are requests for telephone service, work orders, and related papers.
(NCL-374-81-40, 1102.01) (Exception to GRS 12, #2b)

DESTROY 1 YEAR AFTER COMPLETION OF WORK (i.e. WORK COMPLETED IN 89,
DESTROY IN JAN 91)

1102.02

COMMUNICATIONS ACCOUNTS FILES. Documents relating to telephone, teletype, and telegraph accounting. Included are vouchers, vendors invoices, and correspondence on communications accounts. (NCL-374-81-40, 1102.02) (Exception to GRS 12, #2d(1))

DESTROY WHEN 2 YEARS OLD (COFF 31 DEC 89; PIF; DEST JAN 92)

1102.03

COMMUNICATION EQUIPMENT RECORD FILES. Documents relating to the modification, test, and comparable action pertaining to individual items of equipment used in fixed communications systems. (NOTE: Inadvertently added to records schedule in previous printing without authorization from NARA)

Proposed Disposition

DESTROY ON DISPOSAL OF THE RELATED EQUIPMENT.

1102.04

COMMUNICATIONS CORRESPONDENCE, REPORTS, AND REFERENCE FILES (NEW)

a. Correspondence and related records pertaining to internal administration and operation. (proposed deviation from GRS 12, #2a)

Proposed Disposition

DESTROY AFTER 1 YEAR. (COFF 31 DEC 89; PIF; DEST JAN 91)

b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters. (GRS 12, #2b)

DESTROY WHEN 3 YEARS OLD. (COFF 31 DEC 89; PIF; DEST JAN 93)

c. Telephone statistical records including number, type of phone, type of line, and office installed.

Proposed Disposition

DESTROY WHEN SUPERSEDED OR OBSOLETE.

d. Message Routing Guide. This guide is used by Message Distribution Center to process messages addressed to Headquarters, DNA. This guide provides distribution instructions by AIG, office symbol, and number of copies required for each addressee.

Proposed Disposition

DESTROY WHEN SUPERSEDED OR OBSOLETE.

e. Telecommunications Service Requests (TSR). These records relate to installation, change, removal, and servicing of equipment.

Proposed Disposition

DESTROY 1 YEAR AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
(i.e. IF AUDITED IN 1989, DEST JAN 91; OR COFF 31 DEC 89; PIF; DEST JAN 93)

f. Copies of agreements with background data and other records relating to agreements for telecommunications services.

Proposed Disposition

DESTROY 2 YEARS AFTER EXPIRATION OR CANCELLATION OF AGREEMENT. (i.e. IF AGREEMENT CANCELLED IN 1989, DEST JAN 92)

1102.05 AUTOMATIC SECURE VOICE COMMUNICATIONS (AUTOSEVOCOM) TERMINAL FILES --
NO LONGER REQUIRED

1102.06 TRACER ACTION CASE FILES. This file contains messages and related correspondence pertaining to all actions taken to trace messages. (NEW)

Proposed Disposition

DESTROY AFTER 1 YEAR. (i.e. COFF 31 DEC 89; PIF; DEST JAN 91)

1102.07 OVERNIGHT STORAGE CONTROL FILES. Record of receipt and pickup for classified material and packages stored in the Telecommunications Center overnight. (NEW)

Proposed Disposition

DESTROY AFTER 2 YEARS. (i.e. COFF 31 DEC 89; PIF; DEST JAN 92)

1102.08 ADDRESS INDICATING GROUP (AIG) CASE FILES. This file contains a complete listing of AIGs used by Headquarters DNA. (NEW)

Proposed Disposition

DESTROY WHEN RECAPPED OR CANCELLED.

1102.09 GENERAL MESSAGE FILES. These are messages designed to meet the recurring requirements for the dissemination of information or instruction to a predetermined wide standard distribution. (NEW)

a. TCC General Messages. Messages addressed to and retained by TCC, i.e. JAF PUBS.

Proposed Disposition

DESTROY WHEN SUPERSEDED OR CANCELLED BY ISSUING AUTHORITY.

b. Customer Agency General Messages. Messages addressed to and used to provide distribution to customer agencies. (GRS 12, #3b)

DESTROY AFTER 2 MONTHS. (i.e. COFF 31 DEC 89; PIF; DEST MAR 90)

1102.10 TELECOMMUNICATIONS PERFORMANCE RECORD FILES. These files provide statistics and other information relative to station, circuit, traffic status, and operator performance. These documents may be used to evaluate and identify areas for corrective or improvement actions. These files consist of master station logs (DD Form 1753), message registers, shift supervisor checklists, daily traffic figures, traffic analysis documents, recovery documents, and similar documents. (GRS 12, #3a) (NEW)

DESTROY WHEN 6 MONTHS OLD. (i.e. COFF 31 DEC 89; PIF; DEST JUL 90)

1102.11 TELECOMMUNICATIONS OPERATIONAL FILES. These files provide a chronological record of events relating to the operation of a specific function within the Telecommunications Center. Files consist of service logs, service messages, and similar documents. (GRS 12, #3b) (NEW)

DESTROY WHEN 2 MONTHS OLD. (i.e. COFF 31 DEC 89; PIF; DEST MAR 90)

1102.12 ORIGINATED MESSAGE FILES. These files contain originator's message copy and the hard page copy of the transmitted message. In the DNA Telecommunications Center, these files are separated into the AUTODIN teletype message file and the telecopy message file. The telecopy messages are further separated into two categories, classified and unclassified, since these messages are transmitted over a classified circuit or an unclassified circuit depending upon their classification. (GRS 12, #3b) (NEW)

DESTROY WHEN 2 MONTHS OLD. (i.e. COFF 31 DEC 89; PIF; DEST MAR 90)

1102.13 **RECEIVED MESSAGE FILES.** These files contain hard page copies of received messages. In the DNA Telecommunications Center, these files are separated into AUTODIN received messages and those received via telecopy. Since telecopy messages are received on either a classified or an unclassified circuit, these messages are further separated by classification. (GRS 12, #3b) (NEW)

DESTROY WHEN 2 MONTHS OLD. (i.e. COFF 31 DEC 88; PIF; DEST MAR 89)

1102.14 **SERVICE MESSAGE FILES.** These are short concise messages used to exchange information and instructions concerning the conduct of communications. These messages expedite traffic, corrections, retransmissions, verifications, acknowledgements, tracer actions, and other matters relative to AUTODIN Telecommunications management and operations. Service messages are separated by the incoming and outgoing files. (GRS 12, #3b) (NEW)

DESTROY WHEN 2 MONTHS OLD. (i.e. COFF 31 DEC 89; PIF; DEST MAR 90)

1102.15 **MESSAGE HISTORY TAPE FILES.** This file contains history tapes of all AUTODIN teletype messages. History tapes are separated by those that are originated and those that are received. (GRS 12, #3b) (NEW)

DEGAUSS WHEN 2 MONTHS OLD. (COFF 31 DEC 89; PIF; DEGAUSS MAR 90)

1102.16 **COURIER SERVICE FILES.** Correspondence and related records pertaining to internal administration and operation. (NEW)

a. Signature Cards

Proposed Disposition

DESTROY WHEN SUPERSEDED OR OBSOLETE.

b. Receipts (Outgoing)

Proposed Disposition

DESTROY AFTER 1 YEAR. (COFF 31 DEC 89; PIF; DEST JAN 91)

c. Receipts (Incoming)

Proposed Disposition

DESTROY AFTER 1 YEAR. (COFF 31 DEC 89; PIF; DEST JAN 91)

d. Outgoing Control Number Log

Proposed Disposition

DESTROY AFTER 1 YEAR. (COFF 31 DEC 89; PIF; DEST JAN 91)