

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

10 items

AFU

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

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

PRESTON B. SPEED

5. TEL. EXT.

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED APR 16 1976	JOB NO.
NC1-AFU-76-38	
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 "with-drawn" in column 10.	
4-23-76	<i>James B. Rhoads</i>
(Date)	Archivist of the United States

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

9 APR 1976

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>FREQUENCY MANAGEMENT RECORDS, TABLE 100-1. (Applicable Air Force-wide)</p> <p>The purpose of this submission is to update records descriptions for frequency management activities.</p> <p>The changes are required to reflect current procedures.</p>	<p>NN 170-33</p>	

Copy to Agency 4-30-76 CR

TABLE 100-1

FREQUENCY MANAGEMENT RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	radio frequencies	listings of radio frequency authorizations (RFAs) and joint frequency panel (JFP) assignment messages *	at HQ USAF and MAJCOMs	destroy when superseded or cancelled
5.1			at major subordinate commands and communications-electronics (C-E) stations	transfer to gaining command on transfer of C-E station or destroy when superseded or cancelled
2		interim assignment messages *	at HQ USAF and MAJCOMs	destroy when purpose has been served
2.1			at major subordinate commands and C-E station	transfer to gaining command on transfer of C-E station or destroy when purpose has been served
3		data relating to activation, and deletion, and requests therefor, and to proposals, interference and engineering		destroy when purpose has been served
4*	propagation records	studies and related data on a particular path		destroy when no longer needed.
5 *	radio frequency utilization reports	punched cards or listings of usage data	at HQ USAF	destroy after 2 years
5.1*			at MAJCOMs	destroy after 1 year
6*	circuit files	correspondence, electrical messages, and related data of an historical nature pertaining to a particular circuit or activity using frequencies	at frequency management offices at major subordinate commands and above	destroy 5 years after deactivation of circuit or inactivation of using activity
7*			at frequency management offices below major subordinate command	destroy on deactivation of circuit, or when no longer needed whichever is sooner