

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-AU-94.15	
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED 4.21.94	
2. MAJOR SUBDIVISION HQ, US 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (ASOP-MP)	5. TELEPHONE (602) 538-8414	DATE	ARCHIVIST OF THE UNITED STATES
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 Feb 94	SIGNATURE OF AGENCY REPRESENTATIVE JAY A. RASCHKE <i>Kathy Edwards</i>		TITLE CHIEF, INFORMATION REQUIREMENTS DIVISION
ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	BACKGROUND: AR 25-11, (Information Management: Telecommunications - Record Communications and the Privacy Communications System) superseded AR 105-31 on 8 Aug 77. The proponent of AR 25-11 has approved a recommended request to incorporate proposed changes and records created by AR 25-11 into AR-25-400-2. The following file numbers are either new or modifications to numbers previously approved by NARA. In the latter case we have cited the current NARA approval number. FN: 25-11a Title: Message files Privacy Act: Not applicable. Description: Incoming and outgoing General Service (GENSER), Privacy Communications Systems (PCOMS), All Army Activities (ALARACT), and Joint General-Service series, messages in numerical or chronological order for reference purposes in offices,	1-AU-85-58 NN-166-204	Withdrawn 6/1/2000

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Special Security Offices (SSO), and Privacy Communications System Offices (PCOMS), Telecommunications Centers (TCC), message centers, and official mail rooms.</p> <p>NOTE: The office of origin, or office assigned action on an incoming message is responsible for filing the record copy of the message under the appropriate subjective file number in this regulation.</p> <p>Disposition:</p> <p>a. Pentagon Consolidated Telecommunications Center (PCTS):</p> <p>(1) Messages: Permanent. Retire one silver halide microform set and one diaso or vesicular duplicate to the WNRC after 1 year.</p> <p>(2) Distribution lists: Destroy when no longer needed for current operations.</p> <p>b. Other telecommunications centers:</p> <p>(1) Original authenticated outgoing messages: Destroy after 1 year. Earlier disposal is authorized.</p> <p>(2) Reference copies of incoming messages: Destroy after 30 days.</p> <p>c. Offices: Destroy after 1 year.</p> <p>d. PCOMS Officers: Destroy after 30 days.</p> <p>e. Sensitive Compartmented Information Facility (SCIF): Authorized user and/or recipient; review every 30 days and destroy when no longer needed.</p> <p>f. ALARACT and Joint Service messages: Destroy on termination date or when superseded or canceled.</p>		
2.	<p>FN: 25-11b</p> <p>Title: PCOMS message access files</p> <p>Privacy Act: Not applicable.</p> <p>Description: Information pertaining to access and authorized users of PCOMS messages. Included are request for exception and waiver of procedures for handling messages designated EYES ONLY, requests, approvals, investigative or judicial proceedings, and related documents.</p> <p>Disposition:</p> <p>a. HQDA, DAS: Approvals; Destroy 5 years after termination of access. Disapprovals; Destroy after 1 year.</p> <p>b. DSSCS, SSO, and Other Offices: Destroy when no longer needed for current operations.</p>		
3.	<p>FN: 25-11c</p> <p>Title: Service and analysis reports</p> <p>Privacy Act: Not applicable.</p> <p>Description: Information reflecting service and performance data on message transit time and the speed of handling messages by telecommunications centers, cryptographic, multiple call processing units, relay, and terminal processing stations. Included are incoming and outgoing service messages relating to traffic handling or operational irregularities, reports, related information.</p>	<p>NN-166-204</p>	

115-205

Two copies, including original, to be submitted STANDARD FORM 115-A (REV. 3-91) to the National Archives and Records Administration

Prescribed by NARA
36 CFR 1228

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4.	<p>NOTE: File service messages correcting transmission with the related message under file number 25-11a. Disposition: a. Office having Army-wide responsibility: Destroy after 1 year. b.. Other offices: Destroy after 6 months. c. Service messages: Withdraw and destroy after 30 days.</p> <p>FN: 25-11e Title: Message tapes files Privacy Act: Not applicable. Description: Tapes used in transmitting messages including monitor reel tapes providing a temporary record of tracer actions. Disposition: Withdraw and destroy after 30 days. Transmission tapes may be destroyed daily if adequate records identifying each transmission are maintained.</p>	NN-166-204	

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2. MAJOR SUBDIVISION HQ, US ARMY INFORMATION SYSTEMS COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION INFORMATION REQUIREMENTS DIVISION, DCSOPS		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.	
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Attachment 3

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NOTE: File service messages correcting transmission with the related message under file number 25-11a.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 1 year.
- b. Other offices: Destroy after 6 months.
- c. Service messages: Withdraw and destroy after 30 days.

FN: 25-11e

Title: Message tapes files

Privacy Act: Not applicable.

Description: Tapes used in transmitting messages including monitor reel tapes providing a temporary record of tracer actions.

Disposition: Withdraw and destroy after 30 days. Transmission tapes may be destroyed daily if adequate records identifying each transmission are maintained.

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