

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NI-AF4-88-26**

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

DATE RECEIVED
3/11/88

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Directorate of Information Management and Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION
Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Grace T. Rowe

694-3494

3/28/90



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 3 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 MAR 9 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Management Policy Section Directorate Information Mgt & Administration
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>PLANNING AND ARCHITECTURE (Table 700-1) (Applicable Air-Force Wide)</p> <p>The functions of communications-computer systems merged. The resulting consolidation of the 100- and 300- series into the 700- series directives requires revision of tables in AFR 12-50, Volume II.</p> <p>1. Rule 1 covers the Air Force Communications Computer Systems Planning and Architecture Guidance (P&AG). This covers the overall guidance document for the communications program and includes related background records. The P&AG synthesizes DOD, JCS, and Air Force doctrine, policy, and guidance. It focuses on the mission and provides broad goals, objectives, strategies and guidance for planning future combat capabilities and readiness. It is published in January following the publication of the Defense Guidance (published every other year). The record copies and related background records at HQ USAF are of historical significance and are permanent records. This rule is an extract of former Tables 100-4, Rules 15-17 and 300-1, Rules 1 and 2. We do not know the volume of records on hand or the annual accumulations. The volume is small. Offer to National Archives in 5 year blocks 25 years after supersession.</p> <p>2. Rule 2 is a new rule and covers copy of P&AG at MAJCOM level with disposition "destroy 1 year after superseded".</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	Rule 3 and 4 are extracts from former Tables 100-4, Rules 15 and 17, and 300-1, Rules 1 and 2. Rule 3 covers the plan and records used in the preparation and distribution of the MAJCOM communications-Computer Systems Plan (MCSP) at HQ USAF and base level. Disposition is destroy 1 year after superseded. Rule 4 covers the record copy at MAJCOM level and is a permanent record. This is a published plan. Estimate on hand and annual accumulation is not available. The publication is less than 100 pages and we expect annual accumulation not to exceed 100 copies. Offer to National Archives in 5 year blocks 25 years after supersession.		
4.	Rule 5 covers the Base Communications-Computer Assessment. This is a listing of all existing communications-computer (C-C) facilities and plans to change facilities or acquire new C-C capabilities prepared by the base C-C. The CommunicationsComputer Requirement Board (CSRB) considers the listing at their annual meeting. The rule is an extract from Table 100-4, Rule 14. The record copy at host base is a permanent record. Offer to National Archives in 5 year blocks 25 years after supersession. The volume is small. We can not give volume on hand or annual accumulation.		
5.	Rule 6 revises former Table 100-4, Rule 15. It updates the nomenclature of the plan. Column D changes to add "when no longer needed, whichever is sooner."		
6.	Rule 7 is extract from former Table 100-4, Rule 16. The disposition changes to "destroy 1 year after superseded".		
7.	Rule 8 is from former Tables 100-11, Rule 1 and 300-1, Rule 1, disposition was "retire as permanant." After careful consideration, the revised Rule 8 takes the disposition of the former Table 100-11, Rule 1. Columns A and B update the language.		
8.	Rule 9 is update of Table 100-11, Rule 4.		
9.	Extract from AFR 700-2, Communications-Computer Systems Planning and Architectures describe many of the records in this table in detail.		

700. Communications-Computer Systems. These tables cover documentation pertaining to policies, procedures, standards, and operational doctrine for overall direction, planning, management, procurement, and operations functions of communications-computer systems. This includes radio frequencies, management of aircraft and missile control and warning ground environment, navigational and air traffic control ground environment, electronic warfare equipment (air and ground), automatic data processing, computer software, and the AF Military Affiliate Radio System (MARS). (These tables do not apply to media containing Privacy Act or classified information. Use the appropriate 12-series or 205-series tables.)

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TABLE 700-1.

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PLANNING AND ARCHITECTURE .

R	A	B	C	D
U				
L	If the documents are			
E	or pertain to	consisting of	which are	then
1	Air Force Communications-Computer Systems Planning and Architecture Guidance (AFCSPPG) (P & AG)	documentation used in the preparation and distribution of the AFCSPPG	at HQ USAF	retire as permanent 2 years after superseded,
2			at MAJCOM	destroy 1 year after superseded
3	MAJCOM Communications-Computer Systems Plan (MCSP)	documentation used in the preparation and distribution of the MCSP	at HQ USAF and base level	destroy 1 year after superseded
4			at MAJCOM	retire as permanent 3 years after superseded,
5	Base Communications-Computer Assessment (BCA)	documentation used in the preparation and distribution of the BCA	at the host base	retire as permanent 3 years after superseded,
6			at MAJCOM and activities other than those in rules 5 and 7	destroy 1 year after all existing, programmed, and projected requirements are validated and reflected in the MCSP or when no longer needed, whichever is sooner,
7			at servicing AFCC E-1 activity	destroy 1 year after superseded
8	communications-computer systems studies	studies resulting in the initiation, revision or deletion of an operation, system, or facility	at MAJCOM and above	destroy 3 years after all actions have been completed, study has been cancelled, or when no longer needed,
9			below MAJCOM	destroy after 1 year or when no longer needed, whichever is later.