

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*2 items*  
TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

LEAVE BLANK	
DATE RECEIVED <b>MAR 7 1974</b>	JOB NO. <b>NC 174-159</b>
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.	
<i>4-8-74</i> Date	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE, HQ USAF**
2. MAJOR SUBDIVISION  
**Directorate of Administration**
3. MINOR SUBDIVISION  
**Documentation Systems Division**
4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. K.J. Bilek**
5. TEL. EXT.  
**11/29209**
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**6 MAR 1974**

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<b>AEROSPACE SYSTEMS SECURITY RECORDS (207-1) (Applicable Air Force-Wide)</b>  See attached table 207-1, rules 2 and 3 which provide disposition for subject documentation. The permanent retention of these reports is necessary due to the possibility of the historical information they contain. This information may be needed to determine trends developing over the years in the effectiveness and efficiency of the electronic systems utilized in missile security. These reports would be the only record of past history from which the needed information could be gathered. The Air Force is currently investigating the performance data which could not be accomplished without the above documentation.	DLT 207-1 Rules 2 & 3	

207. **Aerospace Systems Security.** This table covers documentation relating to general policies and procedures governing philosophy, principles, and policy for protection of AF weapon systems, designated support systems, warning, and command/control systems against enemy clandestine operations, attack by hostile groups, and other ground threats. Also includes aerospace security system planning, emergency security procedures, internal control procedures, restricted areas, facilities and equipment, nuclear weapon security, and security standards for individual weapon systems.

TABLE 207-1

AEROSPACE SYSTEMS SECURITY RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	test, survey, and inspection reports	documents concerning evaluation of aerospace security operations	used to determine the effectiveness of installation security systems operations, and general security alertness of military and civilian personnel	destroy after 2 years.
2 ★	security system performance data	reports submitted by security police units concerning performance of electronic/mechanical intrusion detection alarm systems; surveillance systems	originals maintained by MAJCOMs	retire as permanent.
3 ★			copies below MAJCOMs	destroy after 1 year.
4	records of visitors	retained copies of request for visit or access approval	used to request entry to restricted areas	destroy 3 months after completion of the visit(s).
5		correspondence between contractors and AF activities requesting authorization for contractor representatives to visit MAJCOM HQ and subordinate echelons in connection with classified matters		destroy 1 month after termination of authorization.
6	aerospace security plan (OPLAN 207( ))		master plan	destroy 1 year after superseded by new plan.
7			other than master plan	destroy on receipt of superseding OPLAN (207( )).

119-01

207. Aerospace Systems Security. This table covers documentation relating to general policies and procedures governing philosophy, principles, and policy for protection of AF weapon systems, designated support systems, warning, and command/control systems against enemy clandestine operations, attack by hostile groups, and other ground threats. Also includes aerospace security system planning, emergency security procedures, internal control procedures, restricted areas, facilities and equipment, nuclear weapon security, and security standards for individual weapon systems.

TABLE 207-1

AEROSPACE SYSTEMS SECURITY RECORDS

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
1	test, survey, and inspection reports	documents concerning evaluation of aerospace security operations	used to determine the effectiveness of installation security systems operations, and general security alertness of military and civilian personnel	destroy after 2 years.	260208
2	individual identification folders			see table 30-2.	260204
3	personnel identification credentials				260205
4	records of visitors	retained copies of request for visit or access approval	used to request entry to restricted areas	destroy 90 days after completion of the visit(s).	260206a
5		correspondence between contractors and AF activities requesting authorization for contractor representatives to visit MAJCOM HQ and subordinate echelons in connection with classified matters		destroy 30 days after termination of authorization.	260206c
6	aerospace security plan (OPLAN 207( ))		master plan	destroy 1 year after superseded by new plan.	260210a
7			other than master plan	destroy on receipt of superseding OPLAN (207( )).	260210b

10-611

1 October 1969

AFM 12-50