

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 13 OCT 1977	JOB NO. NC1 AF4 78 5
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-3-78 (Date)	<i>(Signature)</i> Archivist of the United States

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

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. Neil Vandergraaf

5. TEL. EXT.

767-4495

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

30 SEP 1977

Date

(Signature)
Herbert G. Geigel

(Signature of Agency Representative)

HERBERT G. GEIGEL, Chief
Documentation Systems Division
Directorate of Administration

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANNING, AND REPORTING RECORDS AND COLLATERAL DATA (T 100-8)</p> <p align="center">(Applicable Air Force-wide)</p> <p>The attached new table 100-8 contains recommended changes to disposition criteria of above documentation as indicated by an asterisk in the appropriate column.</p> <p>Retention period in rule 1 has been reduced from permanent to 25 years. Rule 2 retention has been reduced from 5 to 2 years. Delete old rule 3. Old rules 4,5,6,7, and 8 are renumbered. New rules 8 and 9 are additions; documentation is not now covered in our manual. New rules 10 through 14 were previously in table 100-7, but belong more appropriately under this table.</p> <p>A copy of the current table 100-8 is provided for your ease of reference.</p> <p>The above recommended changes to disposition criteria adequately meets Air Force requirements.</p>	NN-171-126	

14 items

Send ^{copy} to Agency and NNM.

TABLE 100-8

COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANNING, AND REPORTING RECORDS AND COLLATERAL DATA

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	*COMSEC surveillance projects	*survey reports (CSSR), normally identified and accounted for by a COMSEC project designator and/or title	at AFCOMSECCEN WITHDRAWN	*retire to USAFSS Special Intelligence Records Center after 2 years where it will be retained an additional 23 years (see note). WITHDRAWN
2			*USAFSS COMSEC OPR and all other units	*destroy after 2 years. (EXCEPTION: Cancelled projects will be destroyed after 1 year.
*3	interim reports	reports (status, interim, message, advisory) that provide timely information and/or recommendations concerning COMSEC activities which are not accounted for by a COMSEC project designator, COMSEC mission guides, and related correspondence	at AFCOMSECCEN and COMSEC units	
*4			at AF units other than in rule 3	destroy after 1 year.
*5	report background file	drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports		destroy 90 days after publication of hard copy reports.

TABLE 100-8 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*6	collateral data	reference publications, digest, diagrams, summaries, brief descriptions of USAF communications systems, and related data used to plan, equip, and operate COMSEC activities		destroy when superseded, obsolete, or when no longer needed, whichever is sooner.
*7	transcripts and recordings	recorded telephone conversations and transcripts thereof	at AFCOMSECEN and other USAFSS COMSEC activities	destroy 90 days after publication of associated COMSEC surveillance reports.
*8	COMSEC surveillance services	correspondence of requested services, proposed projects, or other planning data which are not accounted for by a COMSEC project designator		destroy 2 years after action is completed, or when it is determined no further action is required (NOTE: On assignment of a COMSEC project designator, refile according to rule 1 or 2, as applicable.)
*9	national COMSEC/EMSEC policy, guidance and planning (EMSEC = Electro-Magnetic Security) WITHDRAWN	directives, plans, and memorandums issued by national level agencies such as the National Security Council, United States Communications Security Board, Joint Chiefs of Staff, and related correspondence and documents	formal statements of policies, objectives, criteria and procedures pertaining to COMSEC/EMSEC matters WITHDRAWN	destroy when superseded, obsolete, or no longer needed WITHDRAWN

TABLE 100-8 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*10	annual COMSEC status report	reports prepared and submitted according to AFR 100-45	at HQ USAF and originating commands	destroy after 2 years, or when purpose has been served, whichever is later.
*11			at HQ USAFSS	destroy 2 years after preparation of biennial report.
*12	biennial status reports		at HQ USAF	destroy 2 years after receipt of next biennial report.
*13			at HQ USAFSS	destroy 2 years after preparation of next biennial report.
*14	communications security education program (CSEP)	documents that reflect accomplishment of CSEP objectives to include records of briefings given, films shown, personnel attendance, security tests administered and scores, and status reports to higher headquarters		retain in accumulating office and destroy after 2 years.
<p>NOTE: USAFSS is the office of record for records of permanent or longtime retention because the classification and sensitivity of these records prevent their being retired to the National Archives or to GMA records centers.</p>				
<p>NOTE: USAFSS has been designated the office of record for records of longtime retention value. Records appraised as permanent will be offered to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research. <i>Amended by R.A. Wire per Neil Vandergraaf 11/29/77</i></p>				