

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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:

LEAVE BLANK	
DATE RECEIVED <b>5 DEC 1977</b>	JOB NO. <b>NC1 AF4 78 16</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>12-12-77</u> (Date)	<u>James B. Rhoads</u> 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**30 NOV 1977**

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

**HERBERT G. GEIGER, 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 align="center"><b>MILITARY AFFILIATE RADIO SYSTEM (MARS) RECORDS</b> <b>(TABLE 100-10)</b></p> <p align="center">(Applicable Air Force-wide)</p> <p>The purpose of the attached submission is to update current MARS documentation.</p> <p>Changes are indicated by an asterisk and are mostly minor language changes. Following are major changes:</p> <ul style="list-style-type: none"> <li>a. Rule 3 - delete.</li> <li>b. Rule 8 - delete and replace with new records.</li> <li>c. Rule 17 - delete and replace with new records.</li> <li>d. Rules 18, 19, 20, and 21 - delete.</li> </ul> <p>The deleted rules pertain to documentation no longer applicable to the MARS system.</p> <p>The proposed changes in disposition criteria will adequately meet Air Force requirements.</p>	<p>NN 170-33</p>	

*8 items*

*115-106 sent to agency. - 12/13/77*

TABLE 100-10

## MILITARY AFFILIATE RADIO SYSTEM (MARS) RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1				*destroy on each renewal or 1 year after termination of mem- bership.
2	no change			
3	*(RESERVED)			
4	no change			
5	no change			
6	no change			
7	*MARS personnel notification	no change	*	*destroy on reassignment or termination of membership.
*8	Air National Guard/ United States Air Force Reserves (ANG/USAFR) High Frequency (HF) radio training partici- pation data	summaries of weekend ANG/ USAFR unit training data		destroy after 3 months.
9	no change			
10	*MARS member station questionnaires	no change	*transcribed to data cards or magnetic tape	no change
11			*not transcribed to data cards or magnetic tape	* destroy when superseded, when member is transferred, or when membership is terminated, whichever is sooner.

TABLE 110-10 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	no change	no change	no change	* destroy when superseded, or obsolete.
13		*printout listings		*destroy when obsolete or after 1 year, whichever is sooner.
14	*MARS messages		*at MARS stations	no change.
15	no change	no change		no change
16	*MARS quarterly activi- ty report	*hours of MARS membership participation	*used as a basis for determining eligibility for continued MARS membership and issue of excess/surplus equipment	*destroy after 1 year.
*17	appointment of base MARS Director	letters of appointment or special orders		destroy upon change of base MARS Director.
*18	(RESERVED)			
*19	(RESERVED)			
*20	(RESERVED)			
*21	(RESERVED)			
22	MARS broadcast			no change
23 thru 26	no changes			