

Rec'd NCD 19 Jun 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1AFU-78 40
DATE RECEIVED	JUN 19 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	8-15-78 <i>James E. Dagwell</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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 14 JUN 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. NAME OF AGENCY REPRESENTATIVE JAMES E. DAGWELL, Chief Documentation Management Br Directorate of Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANNING AND REPORTING RECORDS AND COLLATERAL DATA (T100-8) (Applicable Air Force-wide) Attached submission of new rule 9 to table 100-8 of Air Force Manual 12-50 is forwarded as agreed to during the processing of NARS Job Number NC1-AFU-78-5. Temporary retention is recommended. The Air Force Communications Security Center serves as the final reviewing authority on COMSEC/EMSEC policy within the Air Force. As such, they are responsible for the development, interpretation, and promulgation of this policy. The center either writes or assists in writing the implementing directives, which includes the following: (1) COMSEC publications such as AFKAGS, AFKAMS, etc. Record sets of these documents are maintained according to AFM 12-50, table 8-1, rule 8. (2) NSA publications pertaining to COMSEC policy. Records sets are retained in accordance with NSA directives. (3) Air Force COMSEC Objectives Plan. Record set is maintained under table 28-1,	NC1-AFU-78-5	1 item

Rest to Agency & NNM

Request for Records Disposition Authority - Continuation.

8 NO.

PAGE OF 2

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	<p>rule 1, and retired to the USAFSS repository. (4) Various other COMSEC/EMSEC plans and directives covered under tables 8-1 or 28-1.</p> <p>The Air Force Communications Security Center, in some cases, prepares a draft of the proposed directive and forwards it to the issuing activity. In other cases, they review and comment on drafts of national level documents through HQ USAF/KRC. The records retained by the center, as described in the proposed rule 9 of table 100-8, consist of copies of the background material and related source documents to a particular directive. The record copy of the background material will be retained by the issuing activity and disposed of according to the applicable table and rule (tables 5-1, 8-1, or 28-1).</p> <p>The proposed retention criteria adequately serve Air Force requirements.</p>		

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
*9	national COMSEC/EMSEC policy, guidance, and planning	copies of background material to 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 copies of related correspondence and documents [Amended by R. Wire per N. Vandergraaf, 6/26/78.]	maintained at the AF COMSEC Center	destroy when superseded, obsolete, or no longer needed.