

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-AFU-81-33
DATE RECEIVED	February 5, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Withdrawn	
Date	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

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER
Preston B. Speed

5. TEL EXT.
694-3494

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 6 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 29 JAN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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
	<p>COMMUNICATIONS-ELECTRONICS PROGRAMMING AND IMPLEMENTATION DOCUMENTS (Table 100-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise current disposal authorities for communications-electronics programming and implementation documents. The revision consolidates standards in Tables 100-3 and 100-4 of our records disposition schedule.</p> <p>Our proposed revision will simplify documentation maintenance and disposition at operational levels for the purposes of FPMR 101-11.404.1(a)(3). The retention periods will satisfy our current requirements.</p>	<p>NN 170-33 NN 173-41 NCI-AFU-77-44 NCI-AFU-79-19</p>	<p>21 items</p>

*Closed-Withdrawn: 8-24-81: R.F.D.
 Copy to Agency*

COMMUNICATIONS-ELECTRONICS PROGRAMMING AND IMPLEMENTATION DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	USAF program C-E (PC) documents	the basic document and related documentation that	at HQ USAF	destroy when no longer needed.
2		requests, approves or changes the basic	at MAJCOMs and major subordinate commands	destroy on receipt of supersed- ing document.
3	C-E programming and implementation documents	programming approval/disap- proval documents (statements of requirements (SORs), P-plans, statements of need, program action directives, etc., and related documents including C-E implementation plans (CEIPs) and directives (CEIDs), tactical require- ments, site concurrence letters (SCLs), and reports)	at organizations having approval authority	destroy when no longer needed.
4		program manager's (PM) project file (approved programming documents, CEIPs, and related documents such as scheme Tab A, SCLs, status reports, agreements, etc.)	at organizations having program management responsibility	destroy 1 year after facility commission.
5		program staff officer (PSO) and project action officer (PAO) project files (approved C-E programming and implemen- tation documents and related documents)	at organizations having PSO or PAO responsibili- ty	

TABLE 100-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	C-E programming and implementation docu- ments (con't)	base C-E programs office project file (approved pro- gramming documents, imple- mentation plans, schemes, SCLs, status reports, agree- ments, and related documents)	at host base C-E programs office	transfer selected data to plant-in-place documents (rule 19) on facility commissioning.
7		C-E scheme/project engineer- ing project file (original (Master) scheme package and related documents such as survey reports, evaluation of alternative sites or methods, systems analysis, calculations, predictions, performance parameters, management actions, requests for technical and site data, lists of materials, engineer- ing drawings, etc.)	at organizations having engineering responsibil- ity and at supply activities	destroy 1 year after completion or cancellation of the scheme, or when project information is no longer required, whichever is later.
8		workload/installation project file (schemes packages, changes and amendments, and other documents related to the implementation of the project)	at organizations having workload/installation responsibility	destroy 6 months after completion and acceptance or project cancel- lation.
9		cancelled programming and implementation documents and related documents	at organizations having programming or imple- mentation responsibility and all other activities	destroy 2 years after cancellation.

TABLE 100-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	C-E programming and implementation documents (con't)	controlled and uncontrolled reports including C-E contracting, budgetary, manpower, C-E status, engineering installations management systems (EIMS), and related correspondence		destroy after 6 months, or when superseded, whichever is later.
11	program communications support program (PCSP)	computer programs and related documents	at activities responsible for computer programming and office of primary responsibility	destroy when superseded, or when no longer required, whichever is sooner.
12		magnetic tapes	at originating activity	erase after third update cycle.
13			at MAJCOMs or organizations responsible for reproduction and distribution of workbook products and all other activities	transfer to originator on receipt of superseding tapes.
14		workbooks and administrative changes, transcript sheets, PCAM cards and listings, etc		destroy after 1 superseding cycle.
15		speciality documents		destroy when superseded, or when no longer required, whichever is later.
16	command and control communications requirements board (C3RB)	agenda, minutes of meetings, and related documents	at the office of primary responsibility	destroy after 2 years.
17			at all other activities	destroy after 1 year.
18	base communications-electronics plan (BCEP) and extracts	plans listing existing, programmed, and required C-E facilities and related documents		destroy 1 year after supersession

TABLE 100-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
19	plant-in-place records (PIPRs)	documents providing an audit trail on fixed C-E facilities and showing what, where, and how facilities were installed (including programming and implementation documents such as SORs, CEIPs, CEIDs, schemes and other engineering data, SCLs, test results, acceptance commissioning or removal certificates, drawing records, and related documents (Note)	at base C-E activities having management and maintenance responsibility (complete set)	transfer to gaining activity or agency when the C-E facility is transferred from AF jurisdiction; destroy individual documents when superseded or obsolete.
20		working copies at all other activities		destroy when superseded or obsolete.
21		master drawing records of installed fixed C-E facilities including site-adapted C-E drawings for inactive AF bases/sites	at activities responsible for preparation, reproduction, and distribution of drawing records	transfer to gaining activity or agency when the C-E facility is transferred from AF jurisdiction; destroy individual documents when superseded or obsolete.
	Note: See Table 100-19 for maintenance documents.			