

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-38	
DATE RECEIVED February 13, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-17-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 4 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 9 FEB 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 align="center">TELECOMMUNICATIONS CENTER/MANUAL OR AUTOMATED COMMUNICATIONS OPERATIONS DOCUMENTS (Table 100-14) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise current standards for the disposal of documents accumulated by telecommunications centers.</p> <p>Our proposed revision would expand the applicability of current standards to include telecommunications centers operating in an automated mode.</p>	<p>NN 173-223</p>	<p><i>4 items</i></p>

TABLE 100-14

TELECOMM CENTER/MANUAL OR AUTOMATED COMMUNICATIONS TERMINAL (TRIB) OPERATIONS DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	operations control	operator number sheets, message registers, performance reports, interference/trouble reports, maintenance work orders, high precedence messages, equipment performance reports, service logs, documents on multiple and book messages processed, circuit status logs, intercept logs, service messages and logs, on line/off line work request control logs, magnetic tape library inventories, shift supervisor checklists, high precedence message logs, message and channel number sheets, circuit number sheets, service interruption messages, auxiliary line equipment reports, and similar documents		destroy immediately after files have been retained for 1 month (Note 4).
9		documents on channel loads, speed of service reports, frequency logs, daily load reports, daily traffic figures, traffic analysis documents, recovery documents, and similar documents		destroy after 6 months.
9.1		alternate routing plans, routing indicator listings, channel parameter listings, and similar documents		destroy when superseded, or when no longer needed, whichever is later.

TABLE 100-14 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
18	magnetic tape library documentation	magnetic tapes not covered elsewhere in this table	at telecommunications centers	see table 100-16.