

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NCI-APV-85-18
		DATE RECEIVED	2-21-85
1 FROM (Agency or establishment) <b>DEPARTMENT OF THE AIR FORCE</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Directorate of Administration, HQ USAF</b>		In accordance with the provisions of 44 U.S.C. 2202, the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>Records Management Branch</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Ms L. S. Sienuta</b>	5 TELEPHONE EXT <b>694-3527</b>	DATE <b>1-31-86</b>	ARCHIVIST OF THE UNITED STATES <i>Frank B. Bure</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>2-14-85</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE <b>GRACE T. ROWE Records Management Branch</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<b>TABLE 182-3 (Revised) MAIL MOVEMENT</b>		
	The revised Table 182-3 identifies the form records specifically to simplify recognition of each records series at postal activities. All the rules of Table 182-3 are shown so that we may obtain one NARS' job number to cover the records described in this table.		
1	<u>Rule 1:</u> disposal standard continues as:  destroy after 2 years (except "(see note)" was added to it) .....	NC-174-160,	29 Mar 74, item 1
2	<u>Rule 2:</u> disposal standard continues as:  destroy after 1 year. ....	NC-174-160,	29 Mar 74, item 1
3	<u>Rule 3:</u> disposal standard continues as:  destroy after 3 months. ....	NC-174-160,	29 Mar 74, item 1.
4	<u>Rule 4:</u> request approval in change in disposal standard to:  destroy 60 days after message report is submitted.  from: destroy after 1 year. ....	NC-174-160,	29 Mar 74,

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
5	<p><u>Rule 5:</u> disposal standard continues as:</p> <p>destroy after 1 year or as specified in contract, whichever is later. (except last word was changed to "later" from "longer.") .....</p>	<p>NC1-AFU-82-49, 3 May 82, item 1.</p>	
6	<p><u>Rule 5.1:</u> disposal standard continues as:</p> <p>destroy 2 years after shipping/billing date or as specified in delivery service contract, whichever is later. (except "UPS contract" was changed to "delivery service contract," and last word changed to "later" from "longer.") .....</p>	<p>NC1-AFU-82-49, 3 May 82, item 1.</p>	
7	<p><u>Rule 6:</u> disposal standard continues as:</p> <p>destroy 6 months after remedial action is completed. ....</p>	<p>NC-174-160, 29 Mar 74, item 1.</p>	
8	<p><u>Rule 6.1:</u> request approval of disposal standard that continues as:</p> <p>destroy after 6 months.</p> <p>(was not previously submitted to NARS for approval)</p>		
9	<p><u>Rule 7:</u> request approval for change in disposal standard to:</p> <p>destroy after 2 years or when no longer needed, whichever is later.</p> <p>from:</p> <p>destroy after 2 years. ....</p>	<p>NC-174-160, 29 Mar 74, item 1.</p>	
10	<p><u>Rule 8:</u> request approval for change in disposal standard to:</p> <p>destroy after 1 year.</p> <p>from:</p> <p>destroy after 6 months. ....</p>	<p>NC-174-160, 29 Mar 74, item 1.</p>	
11	<p><u>Rule 9:</u> request approval of disposal standard that continues as:</p> <p>destroy after 3 months.</p> <p>(was not previously submitted to NARS for approval.)</p>		

**TABLE 182-3**  
**MAIL MOVEMENT**

R U L E	A  If the documents are or pertain to	B  consisting of	C  which are	D  then
1	receipt and dispatch of mail	* mail manifests: PS 2900, US Military Mail by US Commercial Air Carriers Dispatch Record; Alaskan Air Mail Dispatch Record; PS 2942-A, AV-7 Delivery List; PS 3830-A, Registry Dispatch Record; DD 1384, Transportation Control and Movement Document; DD 1385, Cargo Manifest; Transportation Control Number log forms; Government Bills of Lading; DD 878, Military Mail Dispatch Report	for registered mail	destroy after 2 years (see note).
2			for nonregistered mail	destroy after 1 year.
3		* DD 1372, Mail Manifest	at postal activities	destroy after 3 months.
4		* PS 2277, Transit Time Information System for Military Mail Daily Work Sheet		* destroy 60 days after message report is submitted.
5	small-parcel shipment billing or shipping documents	documents generated by small-parcel shipping companies		destroy after 1 year or as specified in contract, whichever is later.
5.1		documents for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy		destroy 2 years after shipping/billing date or as specified in delivery service contract, whichever is later.
6	irregular makeup and dispatch of mail	* DD 2273, Irregularities in Makeup and Dispatch of Mail	at cited postal activities	destroy 6 months after remedial action is completed.
6.1			at other than cited postal activities	destroy after 6 months.
7	irregular handling of mail	* PS 2759, Report of Irregular Handling of Mail	at MAJCOM postal squadrons	* destroy after 2 years or when no longer needed, whichever is later.
8			at originating stations	* destroy after 1 year.
9	incoming command pouch	log used to record pouch number	* at receiving station	destroy after 3 months.

NOTE: When an APO or Aerial Mail Terminal is closed, records of registered mail on USPS forms are mailed to serving postmaster (Military Records Unit).