

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-77-073

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

Date Reported: 7/23/2024

NC1-AFU-77-073

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

1 item
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

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

MR. K. J. Bilek

767-5321

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 1977	JOB NO.
NC 1 - AFH - 77 78	
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 "with-drawn" in column 10.	
2-9-77	<i>James B. Rhoads</i>
(Date)	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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

18 JAN 1977

Herbert G. Geiger

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION CONTROL DOCUMENTATION (10-2) (Applicable Air Force-wide) See attached table 10-2, rule 8 which reduces the retention period from 2 years to read 1 year. It has been determined that 1 year is sufficient length of time to retain a document receipt in case the container receipt has not been returned. Tracer action is always initiated 30 days after package has been dispatched and is resolved within the current year. This retention period will adequately serve all administrative, legal requirements of the Air Force.	NB 170-33	

sent to agency - 2/14/77

TABLE 10-2

ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION CONTROL DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	communications distribution	forms or similar media	used to determine distribution made of incoming communications	destroy when purpose has been served, or after 3 months, whichever is sooner, except rules 1.1 and 2
1.1			prepared for subject routing of terminated message traffic by the message distribution function of Telecom Centers	destroy when superseded or obsolete
2		message registers/logs		destroy when purpose has been served, or after 6 months, whichever is sooner.
3	administration communication reviews, time surveys and results of time surveys	message/correspondence review/improvement check-lists, communication transit time surveys, and similar documents	used to review message or correspondence management and to determine average transit time of dispatched communications to other organizations or bases	destroy when purpose has been served.
4	[RESERVED]			
5	suspense control	<i>extra copies</i> of communications, forms, notes, etc.	reminders that on a given date an action is required or a reply to an action is expected	destroy when reply is received or action is completed.
6		<i>file copies</i> of transitory communications		destroy when purpose has been served, or file with transitory material per table 10-1.
7		<i>file copies</i> of nontransitory communications		incorporate and retain with appropriate record series per other tables.
8	accountable communications control (see note)	accountable container receipts	used to obtain a receipt for accountable containers dispatched/received via registered mail	* destroy on return of signed document receipt, or after 1 year when used as a intransit receipt by the base information transfer system, distribution office or other messenger.
9			used to obtain a receipt for accountable containers dispatched/received via other than registered mail or inter-office distribution	destroy on return of signed document receipt, or after 1 year when used as an intransit receipt by the base information transfer system, distribution office or other messenger.
10			used to obtain a receipt for accountable containers in pouches or other consolidated mailings	destroy after 1 year.

10-20.1