

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-AFU-86-54**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
7-17-86

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

Directorate of Administration

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Neil Vandergraaf

694-3494

10-7-86

Frank A. Bunker

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 5 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

09 JUL 1986

Grace T. Rowe

GRACE T. ROWE
Records Management Branch
Directorate of Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR) (T76-1) (Applicable Air Force-wide)</p> <p>The attached proposed changes to table 76-1 are submitted for your review and approval.</p>	<p>N ACI-AFU-80-26</p>	

NNM 10/22/86, Emb.

TABLE 76-1

AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR)

RULE	A	B	C	D
2.1	transportation control and movement for cargo and mail			destroy after manifest listings are made.
3.1	registered mail manifest	registered mail manifest and DD Form 1348, Transportation Control and Movement Record used for airlift service industrial fund (ASIF) traffic	at originating and terminating stations	destroy after 1 year.
6.2	truck manifest	truck manifest and local release forms used to document the release of terminating cargo and mail from the airlift system		destroy after 6 months.
6.3	aerial port control log	manifests and forms used to show date and purpose of the Airlift Control Control Element (ALCE) and aid in completion of required reports		destroy after 2 months. EXCEPTION: in event of accident, destroy after 5 years.
7.1	baggage irregularity files	inventories, tracer actions, baggage identification tags, rush baggage tags, and related correspondence	at HQ MAC Baggage Service Center	destroy after 2 years.
9	RESERVED			
10	RESERVED			
13	application for air travel	passenger booking cards		destroy after 3 months.
14	RESERVED			
15	RESERVED			

17.1	Document Control Center (DCC) transaction requests	records used to establish an order of priority by job type		destroy weekly or when no longer needed.
17.2	bumped cargo/mail worksheets or load pull sheets	records used to remove planned and manifested (preload or final) cargo/mail from the manifest and return to the port management level		destroy after 1 month.
18.1	fleet service equipment	records used to inventory expendable/nonexpendable equipment		destroy after 3 months.
24.1	foreign military sales (FMS) cargo processing charges	RCS: MAC-TRK(AR)8301 and supporting records used to substantiate cargo processing charges		destroy after 1 year.
24.2	phase II data	records used to document load planning qualifications and currency		destroy when no longer needed.
25.1	frustrated cargo report	records used for cargo/mail that cannot be accepted or movement continued in the airlift system due to irregularity		destroy after 6 months.
25.2	report of shipment	records used to provide security to secret and firearms shipments in the Defense Transportation System		destroy after 3 months.
25.3	tie-down equipment and nuclear shoring kit accountability	tie down equipment checklists, C-130 and C-141 special equipment receipts and temporary issue receipts		destroy after 3 months.
27	cash collection receipts	receipts used as supporting records for the preparation of financial records	station copies	destroy after 60 days.

28

deviations

forms, logs, and related material pertaining to approval of deviations in moving passengers with hazardous cargo

destroy after 1 year.

29

hazardous materials information file

records concerning the packaging, handling, loading, and airlift of hazardous cargo used to maintain consistent hazardous cargo inspection procedures

destroy when superseded or obsolete.

JUSTIFICATION TO ACCOMPANY PROPOSED CHANGES TO TABLE 76-1

The proposed changes to table 76-1 are needed to update terminology, to add rules to cover records that are not now covered in AFR 12-50 and to refine some of the wording in the columns to make the job easier for offices of record that maintain these records. The following explanations apply:

- rule 2.1 - separate the cargo and mail records from rule 1 with a shorter retention period.
- rule 3.1 - add this rule to cover registered mail records.
- rule 6.2 - add this rule to cover truck manifests.
- rule 6.3 - add this rule to cover the aerial port control log.
- rule 7.1 - add this rule to cover the baggage irregularity records.
- rule 9 - delete this rule. No longer required.
- rule 10 - delete this rule. No longer required.
- rule 13 - increase the retention of these records from 1 month to 3 months.
- rule 14 - delete this rule. No longer required.
- rule 15 - delete this rule. No longer required.
- rules 17.1, 17.2, 18.1, 24.1, 24.2, 25.1, 25.2, 25.3, 27, 28, and 29 - add these rules to cover records not now covered in the table.

The proposed disposition for all these records is adequate to satisfy Air Force requirements.