

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AFU-88-36	DATE RECEIVED 6-8-88
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		In accordance with the provisions of 44 U.S.C. 3303a 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 RECORDS MANAGEMENT POLICY SECTION		DATE 8/24/88	
4 NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT 694-3527	ARCHIVIST OF THE UNITED STATES <i>Claudia M. ...</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 Two 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 02 JUN 1988	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE, Chief, Rec Mgt Policy Secti Directorate of Information Mgt and Admin
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1	<p>ADMINISTRATION OF POSTAL ACCOUNTS (TABLE 182-1, RULES 19, 20 & 21) (APPLICABLE AIR FORCE-WIDE)</p> <p>The purpose of this request is to add the disposition instructions for the Financial Adjustment Memorandum (FAM) at postal activities and at monitoring activities. The US Postal Service issues the FAMs for the Military Postal Service (MPS) financial accounting errors. The MPS personnel make corrections to the existing documentation, such as the PS Forms 1412-B, 3602-PO, 6019, etc.), but the FAM is the source document for the correction. The retention period for FAM corrections is the same as the forms being corrected. Request you approve these three additional rules.</p>		

TABLE 182-1

TITLE OF TABLE
ADMINISTRATION OF POSTAL ACCOUNTS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
19	financial adjustment memorandum (FAM)	PS Forms 1908, letters or memos used to identify/correct postage meter, money order, or stamp stock financial accounts/transactions	at postal activities	destroy after 2 years.
20			at monitoring activities	destroy after 1 year.
21		PS Form 1098 and letters for dishonored personal checks and other supporting records		destroy 3 months after resolution.