

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

602 items
TO: *Air Force Unit*
GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED MAR 7 1974	JOB NO. NC 174-160
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.	
3-29-74 <i>James B. Rhoads</i> Date Archivist of the United States	

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
Mr. R. J. Norman

5. TEL. EXT.
11-29239

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6 MAR 1974
(Date)

Herbert G. Geiger
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">POSTAL AND COURIER OPERATIONS (182) (Applicable Air Force-wide)</p> <p>The attached 182-series tables to AFM 12-50 completely realigns existing tables to group documents by function rather than by type of forms and adds and changes some disposition standards. Only those items preceded by a star includes significantly changed or added material. However, because of the complete realignment of present tables, with the renumbering of rules, request approval of the attached tables to supersede all previous approvals under NARS Job No. 170-33 (tables 182-1 thru 182-6; NN 171-48; and NN 172-1.</p>		

★ 182. Postal and Courier Operations. These tables cover disposition of documentation pertaining to policies, procedures, and instructions governing worldwide postal and courier operations, including postal finance services and transmission systems for mail and courier material, operational instructions for air post offices (APO), aerial mail terminals (AMT), postal service center (PSC), unit mail rooms (UMR), special pouch systems, mobile distribution centers mail directories, courier transfer stations, and transportation system. (Note: See table 10-2 for accountable communications control documents at base information transfer system and distribution offices.)

★ TABLE 182-1

ADMINISTRATION OF POSTAL ACCOUNTS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	money orders	reports	★accumulated in connection with postal functions	destroy after 1 year.
2		records of money order forms and funds transactions		★ destroy 1 year after all entries are complete.
3	daily record of stamp sales	stamps, stamped paper, non-postal stamps on hand		★ destroy 1 year after superseding records are prepared.
4	★ stamp stock	requisitions		destroy 6 months after date requisition is filled.
5	trust fund account	records of postal funds on hand or withdrawn		★ destroy 1 year after reassignment of individual.
6	daily postage meter receipts	PS Form 3602PO		destroy after 1 year.
7	audits	APO audit summaries		destroy after 6 months.
8		fixed credit audit sheets		
9		fixed credit inventory record		
★10		fixed credit for stamp vending machine		
★11	funds and purchase order	unit mail clerk's receipt		destroy after 6 months.
			destroy after 1 year.	

★ TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	appointment of unit mail clerk or mail orderly	★ appointment forms/letters	★ accumulated in connection with postal functions	destroy 2 years after cancellation.
2	accountable mail	records		★ destroy after 2 years (notes 1,2,&3.)
3	allocation of block numbers			★ destroy on issuance of new numbers.
4	mail call or hours of collection	notices	posted in UMR lobby	destroy when new forms are posted.
5	★ postal directory	★ directory cards	for permanently assigned personnel	destroy 6 months after individual departs.
6			for transient personnel, such as students at schools, TDY personnel who have departed for home station, and individuals processed at processing units	destroy 1 month after individual departs.
★ 7	change of address	new mailing address information	at postal service centers	destroy when no longer needed.
8	mail change notice	temporary mail routing and holding instructions		
9	issuing lock boxes	issuance form	at PSC or UMR	destroy after first entry indicating reissue of the box on a new form.
★ 10	individual status request	requests	at postal service centers	destroy when no longer needed.
11	standing delivery order	mail delivery authorizations		destroy 2 years after cancellation.
12	recall of mail	applications	processed by a USAFPCS activity	destroy after 1 year.

★Notes: 1. When an APO or Aerial Mail Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Units).

2. See table 10-2 for accountable communications control documents for official mail prescribed by AFM 10-5.

3. Documents in rule 2 above and in rules 8, 9, 11 & 11.1 in table 10-2 with the same retention period may be filed together in one file if more convenient for maintenance and disposition.

★ TABLE 182-3

MAIL MOVEMENT RECORDS

R U L E	A	B	C	D		
	If documents are or pertain to	consisting of	which are	then		
1	receipt and dispatch of mail (see note)	mail manifests (AV-7s; Alaskan Air Mail Dispatch Record; Transportation Control Movement Document (TCMD); AV-7 and Transportation Control Number (TCN) log forms filed with basic documents; and similar forms, or mechanical substitutes)	for registered mail	destroy after 2 years.		
2			for nonregistered mail	destroy after 1 year.		
3			mail manifest	used for movement of mail by organizational aircraft, rail or vehicle	destroy after 3 months.	
★ 4			daily mail dispatch data	at USAFPCS activities	destroy after 1 year.	
5			irregular make-up and dispatch of mail	documents		★ destroy 6 months after remedial action is completed.
6			irregular handling of mail		at HQ USAFPCS	destroy after 2 years.
7					at originating activity	destroy after 6 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 Units).

TABLE 182-4

ARMED FORCES COURIER SERVICE (ARFCOS) DOCUMENTATION (see note)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	pouch and sack invoices	documents	pertinent to ARFCOS activities and operations	★ transfer 1 year after annual cutoff to ARFCOS Supply Center, Forrestal Bldg, Wash DC 20314.
2	delivery receipts			
3	officer courier designations			
4	classified mail receipts to senders			
5	identification cards			on revocation, forward to Director, ARFCOS.
6	pouch labels			destroy after 60 days, or when purpose has been served, whichever is sooner.
7	receipts for identification card (ID) AND Air Postal Service (APS) key		required when an ID card or APS key changes hands, and are used as local custody receipts within each courier station	destroy on relinquishment of ID card or APS key to issuing authority.
8	authorization documents			destroy after 1 year.
9	activities and travel costs of courier trips			
10	requests for supplies and equipment			
★ 11	courier station inventory and transfer documents		used by Air Force courier stations	

Note: Non-ARFCOS activities maintaining ARFCOS forms use table 205-1 for disposition instructions.

TABLE 182-5

ADMINISTRATION RECORDS

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	board of officers proceedings and reports of survey	★ documents on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail, and determining pecuniary or other responsibility	★ at HQ USAFPCS	★ destroy 2 years after final action.	
2 ★			at field activities	destroy after 1 year, or when purpose has been served, whichever is sooner.	
3	unit mail clerk tests			★ destroy when superseded by later test, or when individual is removed from mail clerk duties.	
4	postal offense case files	investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at HQ USAFPCS	destroy 2 years after case is closed.	
5			at field activities	destroy 3 months after case is closed.	
6	★ utilization of APO facilities	requests from persons or organizations, other than those authorized by AFM 182-1, to use the AF postal service	★ approved/disapproved	★ destroy after 1 year, or when purpose has been served, whichever is sooner.	
7 ★			withdrawals of use of APO privileges from individuals/organizations	suspensions	destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual.
8 ★				revocations	destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual.
9 ★				limitations	destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual.

TABLE 182-5 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10 ★	mail received, dispatched and on hand	documents showing mail received, dispatched and on hand		destroy after 1 year, or when purpose has been served, whichever is sooner.
11 ★	mail transit time	data records		destroy when no longer needed.
12	USPS equipment and supplies	requisitions		destroy after requisition is completely filled.
13	claims	postal claims	postal claims paid by the USPS	destroy after 2 years.
14	tracers	reports	processed by a USAFPCS activity	destroy after 1 year.
15	supply record	stock level and reorder controls		★ destroy when superseding records are prepared.
16	military mail dispatch	reports	at HQ USAFPCS	★ destroy when no longer needed.
17			at field activities	destroy after 1 year.
18	unit mail service inspection	checklists		
19	designation/termination of postal clerks	designation/termination documents		destroy 2 years after termination.
20	registry balance and inventory	inventories	used by USAFPCS activities	destroy after 2 years.
21	postal activity report		★ at HQ USAFPCS	★ see table 178-1.
22			★ at regions, districts; preparing activity	★ destroy after 1 year.
23 ★	postal operations proficiency training		at HQ USAFPCS, regions and districts	destroy after 2 years.
24	reports of APO mail dispatched by foreign rail		HQ USAFPCS copies	★ destroy when no longer needed.
25			★ at preparing activities	destroy after 1 year.
26			at regions and districts	destroy after 3 months.

TABLE 182-5 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
27	coded tags and labels	requisitions		★ destroy when requisition is completely filled.
28 ★	postal bulletins			destroy after 6 months.
29	equipment	control forms	used to receipt and acknowledge accountability for certain USPS equipment/supplies	destroy when superseding records are prepared.
30	distribution and location listings	mail distribution scheme, APO location lists, and related documents		destroy on receipt of a later revision, or an inactivation of using activity, whichever is sooner.