

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

23 items (See Instructions on Reverse)

AFU

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

LEAVE BLANK	
DATE RECEIVED SEP 12 1975	JOB NO. NC - AFU - 76 - 3
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.	
<i>9-19-75</i> (Date)	<i>James B. Rhoads</i> 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 C. J. PHILLIPS

5. TEL. EXT.
756-2383

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

10 SEP 1975

Herbert G. Geiger
(Signature of Agency Representative)

**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
	<p>AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR) (Table 76-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to update disposition criteria for documentation accumulated within the Air Force relating to transportation of cargo, passengers, and personal property via Military Airlift Command (MAC) aircraft. Proposed table will supersede present Table 76-1 appearing on pages 10-245 and 10-246, AFM 12-50, Change 13, dtd 1 Aug 74. Numbers appearing in the left margin of the proposed table reflect those currently appearing in Table 76-1.</p> <p>REQUEST EXPEDITED HANDLING</p>	<p>NN 170-33</p> <p>173-311 NC-AFU- 75-17</p>	

Copy to Agency 9-23-75

76. Military Airlift. These tables prescribe disposition instructions for documentation relating to the transportation of cargo, passengers, and personal property via MAC airlift (both MAC military and commercial augmentation), LOGAIR, and other non-MAC military aircraft.

TABLE 76-1

AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR) ^{1~}

Current

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	MAC transportation authorizations, travel orders and transportation control and movement documents for passengers, cargo and mail.		For Airlift Service Industrial Fund (ASIF) traffic at originating stations.	Destroy after 2 years.
1.1 2	* 2		For revenue traffic other than Rule 1 and non-Airlift Service Industrial Fund (non-ASIF) traffic at originating stations.	Destroy after 6 months.
3	Cash collection vouchers.			Destroy after 2 years.
4	Traffic transfer receipts.			Destroy after 2 years.
5	Passenger, cargo, mail or rush baggage manifests, release from claim for property damage or personal injury and not for personal gain statement.		For Airlift Service Industrial Fund (ASIF) traffic at originating and terminating stations	Destroy after 1 year. Exception: In event of accident, destroy after 5 years.

TABLE 76-i (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6			For revenue traffic other than Rule 5 and non-Airlift Service Industrial Fund (non-ASIF) traffic at originating and terminating stations.	Destroy after 6 months.
New 6.1 *			All copies other than Rules 5 and 6.	See Rule 19.
8.9 *	Baggage irregularity files.	Inventories, tracer actions, related correspondence.		Destroy after 1 year.
10 13 *	Reports of transportation discrepancies relating to passengers, cargo and mail.	Reports pertaining to traffic irregularities, frustrated cargo, packaging and handling deficiencies, over/short/asray or lost cargo and mail correspondence.	Used to reconcile records pertaining to shipments of cargo, passenger and mail and to provide notification of deficiencies within the airlift system.	Destroy after 1 year.
11 *	Revenue traffic sales report.	Copy 2.		Destroy after 90 days.

TABLE 76-1 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12 *	Revenue ticket, refund certificate.	Copy 3.		Destroy after 90 days.
15 *	Air transportation agreement.	Release from claims for property damage or personal injury resulting from travel by military controlled aircraft.		See Rules 5 and 6.
22 *	Flight certificate.	Certifications that travel by military aircraft is not for personal gain or for any type of remuneration.	Rendered by retired military personnel traveling by military aircraft.	See Rules 5 and 6.
16 *	Application for air travel.	Passenger booking cards.		Destroy after 30 days.
17 *	Baggage identification tag.	Lower portion.		Destroy when purpose has been served.
19 *	Rush baggage tag.			Destroy when purpose has been served.
18 *	Special handling/data certification.			See Rules 5 and 6.

TABLE 76-1 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
New *	17 Port management level listings.	Inventories/tabulations pertaining to passengers, cargo or mail awaiting shipment	Used to program onward movement or determine transportation status.	Destroy after 30 days.
New *	18 Fleet service arrival/departure worksheet.	Fleet service checklists, aircraft interior cleaning checklists and related documents.	Used to record all ground handling fleet service operations.	Destroy after 90 days.
New *	19 Aircraft ground handling worksheets.	Inbound/outbound advisory messages, load planning worksheets, passenger, cargo and mail (other than originating or terminating) manifests, originating, terminating passenger manifests, human remains messages and other related documents pertaining to specific mission.	Used to provide a continuous record of ground handling.	Destroy after 90 days.
New *	20 Manifest control number registers.			See Rules 5 and 6.

TABLE 76-1 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21	Confirmation of passenger reservations or air overseas travel.		At base transportation offices.	Destroy after 3 months, or after purpose has been served, whichever is sooner.
23	* Cargo and passenger scheduling.	Air cargo and troop backlogs.		Destroy after 6 months.