

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*AFU*

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

LEAVE BLANK	
DATE RECEIVED <b>FEB 11 1976</b>	JOB NO. <b>NC1-AFU-76-16</b>
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.	
3-4-76 (Date)	<i>James B. Rhodes</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**21 Jan 76**  
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><b>AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR)</b> <b>(Table 76-1)</b></p> <p>The purpose of this submission is to revise rules 5 and 6.1 of Table 76-1 approved by NARS on 19 Sep 75 (NARS Job #NC-AFU-76-3) to meet present needs and requirements. Records are accumulated within the United States Air Force and document transportation of cargo, passengers, and personal property by Military Airlift Command (MAC) aircraft.</p> <p><b>REQUEST EXPEDITED HANDLING</b></p>	<p><b>NC-AFU</b> <b>76-3</b></p>	

*Copy to Agency 3/9/76 CR*

TABLE 76-1 AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
5	*cargo/passenger manifests representing billable revenue for transportation, aeromedical evacuation, and Special Airlift Assignment Airlift Missions (SAAM), mail or rush baggage manifests, release from claim for property damage or personal injury and not for personal gain statements		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.) (See rule 19 for patient manifests.)
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.
6.1	*cargo/passenger manifests other than those covered by rules 5 and 6.			*destroy after 30 days. (Exception: In event of accident, destroy after 5 years.)
	*Denotes change from NC-AFU-76-3 approval.			