REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
   1947 ADMINISTRATIVE SUPPORT GROUP (HQ USAF)

3. MINOR SUBDIVISION
   INFORMATION MANAGEMENT AND RESOURCES DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   PRESTON B. SPEED

5. TEL. EXT
   767-4479

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. 

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

<table>
<thead>
<tr>
<th>C. DATE</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
<th>F. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>G. SAMPLE OR JOB NO</th>
<th>H. ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 SEP 1978</td>
<td>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</td>
<td>PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS (Table 75-3.1) (Applicable Air Force-wide)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The purpose of this submission is to establish disposition authorities for Carrier Evaluation and Reporting System (CERS) documents. The series is comprised of computer listings used to select carriers and record the performance of carriers throughout movement. The disposition criteria outlined in the attached decision logic table will satisfy our current requirements.

Table 75-3.1, Rule 4.1
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>n/c</td>
<td>n/c</td>
<td>n/c</td>
<td>n/c</td>
</tr>
<tr>
<td>4</td>
<td>quality control records</td>
<td>carrier performance files, facility inspection reports, except initial inspection reports, and quality control reports from members and destination traffic management offices</td>
<td>used in determining quality of service carriers offer and as supporting documents for corrective action</td>
<td>destroy after 2 years or when no longer needed, whichever is later.</td>
</tr>
<tr>
<td>4.1</td>
<td>Carrier Evaluation and Report-Systems (CERS) documents</td>
<td>used to select carriers, award of personal property shipments and record carriers performance throughout movement</td>
<td>n/c</td>
<td>n/c</td>
</tr>
</tbody>
</table>

**TABLE 75-3.1**

PERSONAL PROPERTY MOVE AND STORAGE RECORDS

- **A**: If documents are or pertain to
- **B**: consisting of
- **C**: which are
- **D**: then

- n/c: not applicable
- n/c: not communicated

### Notes
- Quality control records are used in determining the quality of service carriers offer and as supporting documents for corrective action. These records are destroyed after 2 years or when no longer needed, whichever is later.
- Carrier Evaluation and Report-Systems (CERS) documents are used to select carriers, award of personal property shipments, and record carriers' performance. These documents are destroyed 1 year after new listings are received or when no longer needed, whichever is later.