

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec 2/10/80
LEAVE BLANK

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

JOB NO
NC1-AFU-80-12

1 FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED
3-10-80

DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

1947 Administrative Support Group (HQ USAF)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

Information Management and Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Mrs Grace T. Rowe

694-3527

3-25-80
James E. O'Neil
Date *Acting* Archivist of the United States

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.

A Request for immediate disposal.

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

C DATE 4 MAR 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center">MAIL ACCEPTANCE AND DELIVERY (Table 182-2, Applicable Air Force-wide)</p> <p>The purpose of this submission is to consolidate rules 5 and 6 and increase the retention period of directory cards for transient personnel from 1 month to 3 months. The 3-month period is more realistic. In a military environment, people serve temporary duty and attend school away from their home station. Often mail does not reach them for 1 month. The 3-month retention period will enable postal units to assure that mail is forwarded to the proper addressee.</p> <p>Reference the directory cards for permanently assigned personnel. Military personnel are continuously being reassigned to various locations throughout the world. Experience has proven that it takes a minimum of 6 months for them to relocate, secure a new mailing address, submit a change of address request and get their mail forwarded to them. We need the 6 month retention period to assure the proper delivery of mail.</p>	<p>NC-174-160</p> <p>GRS 12-6h <i>(deniation)</i></p>	<p align="right"><i>2 items</i></p>

*Copy to Agency
closed - 3-27-80 JL*

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
5 *	postal directory	directory cards filed alphabetically without regard to status	maintained for each person assigned a Postal Service Center (PSC) lock box or authorized to receive mail through general delivery	^a destroy 6 months after permanently assigned personnel departs, or ^b 3 months after transient personnel departs
6 *	Reserved			