

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

3/18/80

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

5. TEL EXT

Mrs. Grace T. Rowe

694-3527

LEAVE BLANK	
JOB NO	NCL-AFU-80-14
DATE RECEIVED	3-18-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>3-26-80</i>	<i>James E. O'Keefe</i> 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
11 MAR 1980	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	ARMED FORCES COURIER SERVICE (ARFCOS) DOCUMENTATION (Table 182-4, Applicable Air Force-wide) The purpose of this submission is to request an exception to General Records Schedule 11, item 4a and change column D of rule 5, Armed Forces Courier Service identification cards. Instead of returning the cards, after their revocation, to the Director, ARFCOS, the cards are now destroyed in the presence of the Armed Forces Courier Station Commander/Chief and the individual immediately upon turn-in by the individual. There is no requirement to hold the card beyond the turn-in date.	NC-174-160 <i>GRS 11, Item 4a (deviation)</i>	<i>1 item</i>

*Copies to NAM, Henry, Agency
closed 4-2-80*

TABLE 182-4 Armed Forces Courier Service (ARFCOS) Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	identification cards		pertinent to ARFCOS activities and operations	<p><i>immediately in accordance with</i> *upon revocation, destroy per chapter 4, ARFCOS manual.</p> <p>[Amended by R. Wire per. G. Rowe, 3/24/80]</p>