

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**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**

Mrs Grace T. Rowe

**5 TEL EXT**

694-3527

<b>LEAVE BLANK</b>	
JOB NO  NCL-AFU-80-23	
DATE RECEIVED 4-21-80	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-20-80 Date	<i>James E. O'Neil</i> 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 3 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.**

<b>C DATE</b> 14 APR 1980	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Herbert G. Geiger</i>	<b>E. TITLE</b> <b>HERBERT G. GEIGER, Chief</b> <b>Information Mgt and Resource Div</b>
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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">ADMINISTRATION OF POSTAL ACCOUNTS (Table 182-1, Applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 6.1 for daily permit mailings, change rule 10 and add rule 14, quarterly postage expenditure report. Reference rule 6.1, each day the postage meter is operated, the using activity enters the figures appearing in the ascending and descending register in the meter record book. The book is required for reference for 1 year after the final entry is made. It may then be destroyed.</p> <p>The present rule 10 is deleted and a new item added to cover fixed credit receipt forms. The forms may be destroyed after the fixed credit is turned in.</p> <p>Rule 14, quarterly postage expenditure report includes meter expenditure and total costs of permit imprint mailings for the reporting period. The information is used to verify reimbursement requests received from the US Postal Service and as background reference to forecast budget requirements. It must be kept for a least 1 year and as needed to meet the requirements of the various offices.</p> <p>General Accounting Office concurs. See attached letter.</p>	NC-174-160	3 items

*Copies to NMA, a agency*

TABLE 182-1 Administration of Postal Accounts

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
6.1 *	permit mailing receipts	records of daily permit mailings		destroy 1 year after date of final entry
10	*fixed credit receipt	*fixed credit receipt forms		*destroy when the fixed credit is turned in
14 *	Quarterly Postage Expenditure Report	Quarterly Postage Expenditure Report forms		destroy after 1 year, or when no longer needed for reference, whichever is later