

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-AFU-80-45**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Superseded by N1-AFU-89-023.

Date Reported: 9/25/2024

NC1-AFU-80-45

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**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

LEAVE BLANK

JOB NO

**NCI-AFU-80-44**

DATE RECEIVED

**August 22, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**8-26-80** *James E. O'Neill*  
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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

12 AUG 1980

*Herbert G. Geiger*

**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

71

ADMINISTRATION OF POSTAL ACCOUNTS  
(TABLE 182-1, Applicable Air Force-wide)

The purpose of this submission is to clarify rules 6 and 6.1. Rule 6 covers individually completed forms used in postage meter operations as well as meter record books. The individually prepared forms may be destroyed 1 year after completion. The meter record book may be destroyed 1 year after final entry in the book.

Rule 6.1 covers individually completed forms showing mailings with permit imprint. These forms may be destroyed one year after date of mailing.

NCI-AFU-  
80-23

*2 items*

*Copy sent to agency: 8-29-80: E.T.J.  
NMM*

TABLE 182-1 Administration of Postal Accounts

| R<br>U<br>L<br>E | A                                      | B   | C                         | D   |
|------------------|--|---|---------------------------|---|
|                  | If documents are<br>or pertain to      | consisting of   | which are                 | then  |
| 6<br>*           | records of postage<br>meter operations | Postal Service and Air<br>Force forms used to<br>administer postage<br>meters | not covered by rule<br>14 | destroy 1 year after form<br>is completed, or date of<br>final entry, whichever is<br>later |
| 6.1<br>*         | permit imprint<br>mailing statements   | Postal Service forms<br>used to document<br>mailings with permit<br>imprint   |                           | destroy 1 year after date<br>of mailing   |
|                  |  |   |                           |   |