

Wallace

NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-AFU-82-47
DATE RECEIVED	April 19, 1982
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the disposal request including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
5/3/82 Date	<i>[Signature]</i> Archivist of the United States

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
DIRECTORATE OF ADMINISTRATION (HQ USAF)

3 MINOR SUBDIVISION
DOCUMENTATION MANAGEMENT

4 NAME OF PERSON WITH WHOM TO CONFER
MR. D. F. SHUELL

5. TEL EXT
43527

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.

C. DATE 15 APR 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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
	<p>ADMINISTRATION OF POSTAL ACCOUNTS (TABLE 182-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the disposition of documentation pertaining to money order business and stamp sales. The change is required to comply with United States Postal Service (USPS) administrative guidelines for documentation maintained by military post offices.</p> <p>This recommended change has been coordinated with GAO.</p> <p>The recommended time limits will meet Air Force and United States Postal Service requirements.</p>	NCI-AFU-80-44	

Closed Out: 5-5-82: K.T.D.
Copy to Agency

No MAP Data Change

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
1	money orders	reports	accumulated in connection with postal functions or for verification	destroy after 2 years (Note) *
2		records of money order forms and funds transactions		destroy after 2 years *
3	daily record of stamp sales	stamps, stamped paper, non-postal stamps on hand		
4	stamp stock	requisitions		* destroy after 2 years (Window clerk copies - destroy upon completion of next audit.)
* 5	(RESERVED)			* (RESERVED)
	RULES 6 THRU 14 NO CHANGE			

182. *Postal Operations and Official Mail Management. These tables cover disposition of documentation pertaining to policies, procedures and instructions governing worldwide postal operations, postal finance services, and official mail management and accountability; include operational instructions for air post offices (APOs), aerial mail terminals, base information transfer centers, mobile distribution systems, mail directories, and transportation systems.

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	
1	money orders ✓	reports	accumulated in connection with postal functions or for verification	destroy after 2 years (note).	
2		records of money order forms and funds transactions		destroy 2 years after all entries are complete.	
3	daily record of stamp sales ✓	stamps, stamped paper, non-postal stamps on hand		destroy 1 year after superseding records are prepared.	
4	stamp stock ✓	requisitions		destroy 6 months after date requisition is filled: <i>(Min. 2 years - (Min. 1 year after date of requisition is filled - 1 year or 1 year after audit))</i>	
5	trust fund account	records of postal funds on hand or withdrawn		destroy 1 year after reassignment of individual	
6	record of postage meter operations (not covered by rule 14)	Postal Service and Air Force forms used to administer postage meters		destroy 1 year after form is completed, or date of final entry, whichever is later.	
6.1	permit imprint mailing statements	Postal Service forms used to document mailings with permit imprint		destroy 1 year after date of mailing.	
7	audits	APO audit summaries		destroy after 1 year.	
8		fixed credit audit sheets		destroy after 6 months.	
9		fixed credit inventory record		destroy 1 year after reassignment of individual inventoried.	
10	fixed credit receipt(s)	fixed credit receipt forms		destroy when the fixed credit is turned in.	
11	funds and purchase order	unit mail clerk's receipt		destroy after 1 year.	
12	license to use official postage meters	PS Form 3601-A		at offices using postage meters	return to HQ USAF/DAA(S) upon relocation or termination of postage meter operation.
13				at HQ USAF/DAA(S)	forward terminated licenses to USPS.
14	Quarterly Postage Expenditure Report	Quarterly Postage Expenditure Report forms	destroy after 1 year, or when no longer needed for reference, whichever is later.		

NOTE: Destroy verification copy after verification or completion of corrective actions.

10-573

AFM 12-50 (C20)