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
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

E TITLE
JAMES E. DUGWELL
Documentation Management Branch
Information Management and Resources Div

7 ITEM NO

8 DESCRIPTION OF ITEM
(MWith Inclusive Dates or Retention Periods)
MAIL ACCEPTANCE AND DELIVERY
(TABLE 182-2)
(Applicable Air Force-wide)

The purpose of this submission is to extend the retention period for directory cards to 12 months after permanently assigned personnel have departed.

This extension is required to bring the Air Force into compliance with the guidelines set forth by United States Postal Service and Military Postal Service Agency.

This recommended change has been coordinated with GAO.

9 SAMPLE OR JOB NO

NCI-AFU-80-12

10 ACTION TAKEN

NCI-AFU-82-48
DATE RECEIVED
April 19, 1982

ARCHIVIST OF THE UNITED STATES

STANDARD FORM 113
Revised Apr 1975
Reduced by General Services Administration
FPMR (41 CFR) 101-11-4

Copy to Agency

Closed Out: 5-5-82: D. D.
<table>
<thead>
<tr>
<th>RULE</th>
<th>IF DOCUMENTS ARE OR PERTAIN TO</th>
<th>CONSISTING OF</th>
<th>WHICH ARE</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>RULES 1 THRU 4 NO CHANGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>POSTAL DIRECTORY</td>
<td>DIRECTORY CARDS FILED ALPHABETICALLY WITHOUT REGARD TO STATUS</td>
<td>MAINTAINED FOR EACH PERSON ASSIGNED A POSTAL SERVICE CENTER (PSC) LOCK BOX OR AUTHORIZED TO RECEIVE MAIL THROUGH GENERAL DELIVERY</td>
<td>DESTROY 12 MONTHS AFTER PERMANENTLY ASSIGNED PERSONNEL DEPART, OR 3 MONTHS AFTER TRANSIENT PERSONNEL DEPART.</td>
</tr>
</tbody>
</table>

RULES 6 THRU 12 NO CHANGE.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>appointment of unit mail clerk or mail orderly</td>
<td>appointment forms/letters</td>
<td>accumulated in connection with postal functions</td>
<td>destroy 2 years after cancellation.</td>
</tr>
<tr>
<td>2</td>
<td>accountable mail</td>
<td>dispatch and delivery receipts</td>
<td></td>
<td>destroy after 2 years (note).</td>
</tr>
<tr>
<td>3</td>
<td>allocation of block numbers</td>
<td></td>
<td></td>
<td>destroy on issuance of new numbers.</td>
</tr>
<tr>
<td>4</td>
<td>mail call or hours of collection</td>
<td>notices</td>
<td>posted in UMR lobby</td>
<td>destroy when new forms are posted.</td>
</tr>
<tr>
<td>5</td>
<td>postal directory</td>
<td>directory cards filed alphabetically without regard to status</td>
<td>maintained for each person assigned a Postal Service Center (PSC) lock box or authorized to receive mail through general delivery</td>
<td>destroy 6 months after permanently assigned personnel depart, or 3 months after transient personnel depart.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>(RESERVED)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>change of address</td>
<td>new mailing address information</td>
<td>at postal service centers</td>
<td>destroy when no longer needed.</td>
</tr>
<tr>
<td>8</td>
<td>mail change notice</td>
<td>temporary mail routing and holding instructions</td>
<td>at PSC or UMR</td>
<td>destroy after recording first entry on a new form, indicating box reissued.</td>
</tr>
<tr>
<td>9</td>
<td>issuing lock boxes</td>
<td>issuance form</td>
<td>at PSC or UMR</td>
<td>destroy 2 years after cancellation.</td>
</tr>
<tr>
<td>10</td>
<td>individual status request</td>
<td>requests</td>
<td>at postal service centers</td>
<td>destroy when no longer needed.</td>
</tr>
<tr>
<td>11</td>
<td>standing delivery order</td>
<td>mail delivery authorizations</td>
<td></td>
<td>destroy 2 years after cancellation.</td>
</tr>
<tr>
<td>12</td>
<td>recall of mail</td>
<td>applications</td>
<td>processed by a USAF postal activity</td>
<td>destroy after 1 year.</td>
</tr>
</tbody>
</table>