

Wallace

NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AFU-82-49</b>	
DATE RECEIVED <b>April 19, 1982</b>	
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
<b>5-3-82</b> Date	<i>Edwin V. [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

5 TEL EXT

MR. D. F. SHUELL

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 <b>15 APR 1982</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE <b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div</b>
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO 10. ACTION TAKEN
	<p><b>MAIL MOVEMENT RECORDS (Table 182-3) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to change the retention period for billing and shipping documents generated by United Parcel Service (UPS) to allow for the variance in retention periods required by UPS contracts. The extension is also required for processing claims against the UPS.</p> <p>This recommended change has been coordinated with GAO.</p>	<p><b>NCI-AFU-80-24</b></p>

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

*No More Data Required*

## MAIL MOVEMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	small-parcel shipment records	billing or shipping docu- mentation	generated by the United Parcel Service or any other small-parcel shipping company	destroy after 1 year, or as specified in UPS contract, which- ever is longer.
5.1			for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy	destroy 2 years after shipping/ billing date, or as specified in UPS contract, whichever is longer.

**TABLE 182-3**

**MAIL MOVEMENT**

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	receipt and dispatch of mail (note)	mail manifests (PS Form 2900, AV-7, Alaskan Air Mail Dispatch Record, Transportation Control Movement Document (TCMD), AV-7 and Transportation Control Number (TCN) log forms filed with basic documents; and similar forms, or mechanical substitutes)	for registered mail	destroy after 2 years.	
2			for nonregistered mail	destroy after 1 year.	
3			mail manifest	used for movement of mail by organizational aircraft, rail or vehicle	destroy after 3 months.
4			daily mail dispatch data	at postal activities	destroy after 1 year.
5	small-parcel shipment records	billing or shipping documentation	generated by the United Parcel Service or any other small-parcel shipping company	destroy after 1 year, or as specified in USPS contract, whichever is longer.	
5.1			for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy	destroy 2 years after shipping/billing date, whichever is later.	
6	irregular make-up and dispatch of mail	documents	at cited postal activities	destroy 6 months after remedial action is completed	
6.1			at other than cited postal activities	destroy after 6 months.	
7			irregular handling of mail	at MAJCOM postal squadrons	destroy after 2 years
8			at originating activity	destroy after 6 months	
9	incoming command pouch	simple control log	used to record pouch number	destroy after 3 months.	

10-575

*- increase?  
- RAO come  
- USPS req.*

AFM 12-50 (C20)

Note: When an APO or Aerial Mail Terminal is closed, records of registered mail on USPS forms are mailed to serving postmaster (Military Records Unit).