

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

Ms. L. S. Sienuta

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 4 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.

LEAVE BLANK	
JOB NO	NCI-AFU-83-84
DATE RECEIVED	3/17/83
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
Date	6-17-83
Archivist of the United States	<i>Robert W. Waver</i>

C DATE 8 MAR 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration
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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>ARMED FORCES COURIER SERVICE (ARFCOS) (Table 183-1) (Applicable Air Force-wide)</p> <p>Table 183-1 is a revised conversion of Table 182-4, same table title, plus the addition of three rules: 12, 13, 14; and a change in the retention period for records described in rules 2, 3, 4, 5. The conversion was required because, in the Air Force Publications Numbering System, a new publications subject-series number--183-- has been assigned for Courier Administration and Operations.</p> <p>Reference the following rules:</p> <p><u>Rules 2, 3, 4, 5:</u> the 6-year retention period before destruction is directed by the Armed Forces Courier Service Manual. This period will provide a better audit trail in courier operations and meet investigative reference requirements.</p> <p>The following new rules are added to provide disposition authority that will meet the operational needs of the Armed Forces Courier Service on other forms now in use:</p>	<p>NCI-AFU-80-14 (GRS 11, Item 4a deviation) (for rule 5, Table 182-4, now rule 9, Table 183-1)</p> <p>NN 170-33 12 Nov 70</p>	<p>15 items</p>

No mass data change required. Copy of job sent to NNMM by RAW, 6/22/83.

Agency Sent 6-27-83 by Dmw.

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
2	<u>Rule 12:</u> for ARFCOS Form 17, Statement of Refusal to Serve as Designated Courier, Courier Assistant.		
3	<u>Rule 13:</u> for ARFCOS Form 18, Allowance List, used to set level of ARFCOS forms on hand.		
4	<u>Rule 14:</u> for ARFCOS Form 20, Records Shipment List, used as a receipt for records shipped.		

Table 183-1 is a conversion of Table 182-4.

Rule numbers of Table 182-4 are listed below beside their counterparts.

183. Courier Administration and Operations. This table covers documentation accumulated in the administration and operation of the Armed Forces Courier Service, a triservice agency (Army, Navy, Air Force) of the Joint Chiefs of Staff.

★ TABLE 183-1

ARMED FORCES COURIER SERVICE (ARFCOS)

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
12	1	Receipt to Sender	ARFCOS Form 1, used as a receipt for ARFCOS material to sender	copies used by agencies other than ARFCOS activities to obtain a receipt for accountable containers dispatched thru ARFCOS	destroy on return of a signed receipt, or after 1 year when used as an intransit receipt.
4	2		at Armed Forces Courier Stations (ARFCOSTAs)	hold 1 year and send to ARFCOS Supply Center which will consolidate and send to WNRC; destroy <del>after 5 additional years.</del> when 6 years old. [Amended by R. Wire per L. Sienuka, 5/27/83]	
1	3	Pouch Invoice listing material	ARFCOS Form 3		
3	4	Courier Designation	ARFCOS Form 5, used to designate an escort for ARFCOS material between ARFCOSTAs		
2	5	Delivery Receipt for ARFCOS material from account	ARFCOS Form 4		
13	6			copies used by agencies other than ARFCOS activities as an intransit receipt for incoming accountable containers thru ARFCOS	destroy after 1 year.

7	7	Receipt for ARFCOS controlled items/equipment	ARFCOS Form 2	at ARFCOSTAs	destroy upon turn-in of accountable item.
10	8	request for ARFCOS supplies/equipment	ARFCOS Form 7		destroy after 1 year.
5	9	Identification Card for couriers/assistant couriers	ARFCOS Form 9, used to identify couriers/assistant couriers		destroy immediately upon relocation of courier/assistant courier, IAW ARFCOS Manual Ch 16, paragraph 1602h.
8	10	Authorization Record	ARFCOS Form 10, used for authorization of account and signature verification		destroy after 1 year.
9	11	Channel and Cost Report	ARFCOS Form 13, used for planning and budgeting at HQ USAF level		destroy after 1 year.
	12	Statement of Refusal to Serve as Designated Courier/Courier Assistant	ARFCOS Form 17, used for possible punitive action		destroy after 1 year.
	13	Allowance List	ARFCOS Form 18, used to set level of ARFCOS forms on hand		destroy when superseded.
	14	Records Shipment List	ARFCOS Form 20, used as a receipt for records shipped		destroy after disposal date of the records it forwarded.
11	15	ARFCOSTA Inventory	ARFCOS Form 23, used as an inventory and balance record		destroy after 1 year.

6....no entry required in Table 183-1 as pouch labels are not filed; destroyed upon removal from pouch.