

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NCL-AFU-85-16</i>	DATE RECEIVED <i>2-21-85</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF			
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Ms L. S. Sienuta	5 TELEPHONE EXT. 694-3527	DATE <i>6-13-85</i>	ARCHIVIST OF THE UNITED STATES <i>Frank S. Brubaker</i>
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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>2-14-85</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Inace T Row</i>	D TITLE GRACE T. ROWE Records Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	TABLE 182-1 (Revised) ADMINISTRATION OF POSTAL ACCOUNTS		
	The revised Table 182-1 identifies the form records specifically to simplify recognition of each records series at postal activities. All the rules of Table 182-1 are shown so that we may obtain one NARS' job number to cover the records described in this table.		
1.	<u>Rule 1:</u> disposal standard continues as below except it now shows the NOTE, that was at the end of the table, as an EXCEPTION: destroy after 2 years (EXCEPTION: destroy verification copy after verification or completion of corrective action).	NCL-AFU-82-47, 3 May 82, item 1.	
2	<u>Rule 2:</u> disposal standard continues as: destroy after 2 years.	NCL-AFU-82-47, 3 May 82 item 1.	
3	<u>Rule 3:</u> (formerly rule 4): change to: destroy after 6 months. from: destroy after 2 years.	GRS 12, item 6c NCL-AFU-82-47, 3 May 82, item 1.	

18 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

4	<p><u>Rule 4:</u> (formerly part of rule 4): disposal standard continues as:</p> <p style="padding-left: 40px;">destroy upon completion of next audit.</p>	<p>NCl-AFU-80-47, 3 May 82, item 1.</p>	
5	<p><u>Rule 5:</u> new rule; request approval of disposal standard:</p> <p style="padding-left: 40px;">destroy 1 year after completion of form.</p>		
6	<p><u>Rule 6:</u> new rule: request approval of disposal standard:</p> <p style="padding-left: 40px;">destroy when credit is received from source of supply.</p>		
7	<p><u>Rule 7:</u> (formerly rule 11): change to:</p> <p style="padding-left: 40px;">destroy 90 days after transaction completed.</p> <p>from:</p> <p style="padding-left: 40px;">destroy after 1 year.</p>	<p>NC-174-160, 29 Mar 74, item 1.</p>	
8	<p><u>Rule 8:</u> (formerly rule 12): disposal standard continues, slightly reworded, as:</p> <p style="padding-left: 40px;">return to HQ USAF/DAQA(S) when postage meter operation is relocated or terminated.</p>		
9	<p><u>Rule 9:</u> (formerly rule 13): disposal standard continues as:</p> <p style="padding-left: 40px;">forward terminated license to US Postal Service (USPS).</p>		
10	<p><u>Rule 10:</u> (formerly part of rule 6): request approval of disposal standard that continues as follows to meet USPS requirements:</p> <p style="padding-left: 40px;">destroy 2 years after date of final entry.</p> <p>from:</p> <p style="padding-left: 40px;">destroy 2 years after form completed or 2 years after date of final entry, whichever is later.</p> <p>(prior to the above 2-year period that met USPS requirements, a 1-year period had been specified in this instruction)</p>	<p>NCl-AFU-80-44, 26 Aug 84, item 1.</p>	
11	<p><u>Rule 11:</u> (formerly part of rule 6): request approval of disposal standard that continues as:</p> <p style="padding-left: 40px;">destroy 2 years after date of final entry.</p> <p>(prior to the above 2-year period that met USPS requirements, a 1-year period had been specified for this disposal standard)</p>	<p>NCl-AFU-80-44, 26 Aug 84, item 1.</p>	

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7 ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
12	<u>Rule 12:</u> disposal standard continues as: destroy 1 year after date of mailing.	NCL-AFU-80-44, 26 Aug 80, item 2.	
13	<u>Rule 13:</u> new rule; request approval of disposal standard: destroy after 2 years.		
14	<u>Rule 14:</u> disposal standard continues as: destroy after 1 year or when no longer needed, whichever is later.	NCL-AFU-80-23, 20 Jun 80, item 3.	
15	<u>Rule 15:</u> (formerly rule 7): change to: destroy after 6 months. from: destroy after 2 year. (prior to above 2-year period, a 1-year period had been specified in this instruction)	NC-174-160, 29 Mar 74, item 1.	
16	<u>Rule 16:</u> new rule; request approval of disposal standard: destroy upon completion of next audit.		
17	<u>Rule 17:</u> (formerly rule 9): change to: destroy 1 year after account is withdrawn. from: destroy 1 year after reassignment of individual inventoried.	NC-174-160, 29 Mar 74, item 1.	
18	<u>Rule 18:</u> (formerly rule 10): change to: destroy when superseded or upon reassignment of individual, whichever is sooner. from: destroy when the fixed credit is turned in.	NCL-AFU-80-23, 20 Jun 80, item 2.	

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	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	1 money orders	* PS Form (PS) 6019, Military Post Office (MPO) Report of Money Order Business, and supporting documents	at postal activities	destroy after 2 years (EXCEPTION: destroy verification copy after completion of corrective action).
2	2	* records of money order forms and fund transactions— DD Form (DD) 885, Money Order Control Record; PS 6990, Invoice Money Order Form; the PS Form 17, Stamp Requisition used to requisition money orders		destroy after 2 years.
4	3 stamp stock	* PS 17, Stamp Requisition	custodian of postal effects' (COPE) copies at postal activities	* destroy after 6 months.
4	4		window clerk's copies at postal activities	destroy upon completion of next audit.
	5 *	PS 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps Issued and Received; PS 3958, Main Stock Transaction Record	at postal activities	destroy 1 year after completion of form.
	6 *	PS 3220, Claim for Stamped Envelope Discount		destroy when credit is received from source of supply.
11	7 unit stamp and money order purchases	* DD 1118, Unit Mail Clerk's Receipt for Funds and Purchase Record	at unit mail room	* destroy 90 days after transaction completed.
12	8 * official postage meter licenses	* PS 3601-A, License to Use Postage Meters	* at offices using official postage meters	return to HQ USAF/DAQA(S) when postage meter operation is relocated or terminated.
13	9		at HQ USAF/DAQA(S)	forward terminated license to US Postal Service (USPS).
6	10 postage meter operations (not covered in rule 14)	* PS 3602-PO, Report of Meter Setting, and supporting documents	at postal activities and offices using official postage meters	* destroy 2 years after form completed.
6	11	PS 3602-A, Daily Record of Meter Register Readings; PS 3603, Receipt for Postage Meter Settings; PS 3610, Record of Postage Meter Settings; PS 3533, Application and Voucher for Refund of Postage and Fees		* destroy 2 years after date of final entry.
6.1	12 permit imprint mailing statements	* PS 3602, Statement of Mailing With Permit Imprints; PS 3602-PC, Statement of Mailing Bulk Rates; PS 3605, Statement of Mailing Bulk Zone Rate	at official mail activities	destroy 1 year after date of mailing.

Rules,
Table 182-1,
AFR 12-50,
14 May 84

TABLE 182-1-Continued

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
13	daily financial report	PS 1412-B, Daily Financial Report, and supporting documents	at postal activities	destroy after 2 years.
14	postage expenditure reports	* PS 3612, Official Mail Postage Meter Quarterly Report; AF Form 1394, Quarterly Postage Expenditure Report	* at official mail activities, MAJCOM or SOA/DAA, and HQ USAF/DAQA(S)	destroy after 1 year or when no longer needed, whichever is later.
7	audits	* audit summary--DD 2259, Report of Audit of Postal Accounts	* at COPE at postal activities	* destroy after 6 months.
16	*		at window clerk at postal activities	destroy upon completion of next audit.
9	17	* audit record--PS 3368, Stamp Credit Examination Record	at postal activities	* destroy 1 year after account is withdrawn.
10	18	fixed credit receipts PS 3367, Fixed Credit Receipt; PS 3369, Stamp Credit Receipt		* destroy when superseded or upon reassignment of individual, whichever is sooner.