

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 <i>FROM (Agency or establishment)</i>		JOB NO <i>NC1-BFU-85-17</i>	DATE RECEIVED <i>2-21-85</i>
DEPARTMENT OF THE AIR FORCE MAJOR SUBDIVISION Directorate of Administration, HQ USAF		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
MINOR SUBDIVISION Records Management Branch		DATE <i>2-24-86</i>	ARCHIVIST OF THE UNITED STATES <i>Frank B. Bink</i>
NAME OF PERSON WITH WHOM TO CONFER Ms L. S. Sienuta	TELEPHONE EXT. 694-3527		

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 6 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.

GAO concurrence is attached, or is unnecessary

DATE <i>2-14-85</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	TABLE 182-2 (Revised) MAIL ACCEPTANCE AND DELIVERY The revised Table 182-2 identifies the form records specifically to simplify recognition of each records series at postal activities. All the rules of Table 182-2 are shown so that we may obtain one NARS' job number to cover the records described in this table.		
1	Rule 1: disposal standard continues as: destroy 2 years after cancellation.	NC-174-160, 29 Mar 74, item 1.	
2	Rule 2: new rule; request approval of disposal standard: destroy 2 years after the last entry on log has been revoked.		
3	Rule 3: disposal standard continues as: destroy after 2 years (see note).	NC-174-160, 29 Mar 79, item 1.	
4	Rule 4: disposal standard continues as: destroy when new forms are posted.	NC 174-160, 29 Mar 79, item 1.	<i>21 items</i>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 6
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>
5	<u>Rule 5:</u> disposal standard clarified with no change in retention periods: destroy 1 year after permanently assigned personnel depart, or if person was TDY or in student status 6 months or less, destroy 3 months after such transient departs.	NCL-AFU-82-48, 3 May 82,	item 1
6	<u>Rule 6:</u> new rule: destroy when 1 year old.	GRS 12,	item 5c.
7	<u>Rule 7:</u> new rule; request approval of disposal standard below; it provides for an 8-year retention period stipulated in US Postal Service Administrative Support Manual, Section 213.6, paragraph 85 (see page 6 of 6); <u>destroy after 8 years.</u>		
8	<u>Rule 8:</u> (formerly rule 7): disposal standard continues as: destroy when no longer needed.	NC-174-160, 29 Mar 74,	item 1.
9	<u>Rule 9:</u> (formerly rule 8): disposal standard continues as: destroy when no longer needed.	NC-174-160, 29 Mar 74,	item 1.
10	<u>Rule 10:</u> (formerly rule 9): disposal standard continues as: destroy after recording first entry on a new form, indicating box reissued.	NC-174-160, 29 Mar 74,	item 1.
11	<u>Rule 11:</u> (formerly rule 10): disposal standard continues as: destroy when no longer needed.	NC-174-160, 29 Mar 74,	item 1.
12	<u>Rule 12:</u> (formerly rule 11): disposal standard continues as: destroy 2 years after cancellation.	NC-174-160, 29 Mar 74,	item 1.
13	<u>Rule 13:</u> (formerly rule 12): disposal standard continues as: destroy after 1 year.	NC-174-160, 29 Mar 74,	item 1.
14	<u>Rule 14:</u> (formerly rule 13): disposal standard reworded, but continues to provide 2 years retention: destroy after 2 years when used as an intransit receipt by the Base Information Transfer System, distribution office or other messenger (EXCEPTION: destroy suspense copy of receipt after return of signed receipt). ..	NC-174-160, 29 Mar 74,	item 1.
Former Rules 14, 15 deleted from Table 182-2.			

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 3 of 6
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)
15	<p><u>Rule 15:</u> (formerly rule 16): disposal standard for the duplicate copies continues as:</p> <p>destroy after 90 days or when no longer needed, whichever is later.</p>		
16	<p><u>Rule 16:</u> (formerly rule 17): disposal standard continues as follows to meet USPS requirements:</p> <p>destroy after 2 years.</p> <p>(a prior disposal standard was in AFM 12-50 (Change 16), Table 10-2, rule 8, as follows:</p> <p>destroy on return of signed document receipt, or after 1 year when used as an intransit receipt by the base information transfer system, distribution office or other messenger.)...</p>	NCL-AFU-77-33, 9 Feb 77,	item 1.
17	<p><u>Rule 17:</u> (formerly rule 18): disposal standard continues as:</p> <p>destroy after 1 year.</p> <p>(a prior disposal standard was in AFM 12-50 (Change 16), Table 10-2, rule 9, as follows:</p> <p>destroy on return of signed document receipt, or after 1 year when used as an intransit receipt by the base information transfer system, distribution office or other messenger.) ...</p>	NCL-AFU-77-73, 9 Feb 77,	item 1.
18	<p><u>Rule 18:</u> (formerly rule 19): disposal standard continues as:</p> <p>destroy on return of signed document receipt.</p>	NN-172-91, 11 Jan 72,	item 1.
19	<p><u>Rule 19:</u> (formerly rule 20): disposal standard continues as:</p> <p>destroy 1 year after termination of the WSP service.</p>	NN-174-080, 9 Nov 73,	item 1.
20	<p><u>Rule 20:</u> (formerly rule 21): disposal standard continues as:</p> <p>destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner.</p>	NN-174-080, 9 Nov 73,	item 1.
21	<p><u>Rule 21:</u> (formerly rule 22): request approval of the following disposal standard that replaces the one in prior rule 22:</p> <p>destroy after 6 months.</p> <p>(prior rule 22 specified: destroy when no longer needed.)</p>		

TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

R U L E	A If the documents are or pertains to	B consisting of	C which are	D then
1	appointment of unit mail clerk or mail orderly	* DD 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	* at postal activities, unit mail rooms and official mail activities	destroy 2 years after cancellation.
2	*	DD 2260, Unit Mail Clerk/ Mail Orderly Appointment Log		destroy 2 years after the last entry on log has been revoked.
3	* dispatch and delivery receipts on accountable mail	* PS 3806, Receipt for Registered Mail; PS. 3849A, Delivery Notice or Receipt; PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail; PS 3883, Firm Delivery Book—Registered, Certified and Numbered Insured Mail; DD 1384, Transportation Control and Movement Document		destroy after 2 years (see note).
4	mail call or hours of collection notices	* DD 1115, Mailroom; USPS Label 55, Mail Collection Times		destroy when new forms are posted.
5	postal directory	directory cards/printouts on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery		*destroy 1 year after permanently assigned personnel depart, or if person was TDY or in student status 6 months or less, destroy 3 months after such transient departs.
6	* mail seizure reports	documents pertaining to the seizure of mail	at postal activities	destroy after 1 year.
7	* mail covers	records, including reports, resulting from mail covers		destroy after 8 years.
8	change of address	new mailing address information	at PSCs	destroy when no longer needed.
9	mail change notice	* DD 2258, Temporary Mail Disposition Instructions		
10	issuing postal receptacles	* DD 2262, Receptacle	at PSCs or unit mail rooms	destroy after recording first entry on a new form, indicating box reissued.
11	status of PSC customers	notifications to units	at PSCs	destroy when no longer needed.
12	standing delivery order	* PS 3801, Standing Delivery Order		destroy 2 years after cancellation.
13	recall of mail	* PS 1509, Senders Application for Recall of Mail	at postal activities	destroy after 1 year.

Rule Table 182-2, AFR 12-50, 14 May 84

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TABLE 182-2 —Continued

R U L E	A		B	C	D
	If the documents are or pertain to		consisting of	which are	then
13	14	* accountable container receipts	* receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution, and in pouches or other consolidated mailings	at postal activities	* destroy after 2 years when used as an intransit receipt by the Base Information Transfer System, distribution office or other messenger. (EXCEPTION: destroy suspense copy of receipt after return of signed receipt).
16	15		unsigned duplicate copies used for tracer or control purposes		destroy after 90 days or when no longer needed, whichever is later.
17	16	Application for Registration or Certification of Official Mail	* AF Form 627 used to obtain a receipt for sealed accountable containers being dispatched via registered mail		destroy after 2 years.
18	17		* AF Form 627 used to obtain a receipt for sealed accountable containers being dispatched via other than registered mail		destroy after 1 year.
19	18		* AF Form 627 used in place of an accountable container receipt		destroy on return of signed document receipt.
20	19	weapons system pouch (WSP) service	correspondence, including letters of authority, to establish and discontinue WSP service	at MAJCOMs	destroy 1 year after termination of the WSP service.
21	20			at requesting activities	destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner.
22	21	* postal analyses and summaries	analysis/summary documents from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts; and Container Receipt Summaries	at postal activities	destroy after 6 months.

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

.80 Except for fugitive cases, no mail cover shall remain in force when the subject has been indicted for any cause. If the subject is under investigation for further criminal violations, a new mail cover order must be requested, consistent with these regulations.

213.6 Records

.81 All requests for mail covers, with records of action ordered thereon, and all reports issued pursuant to them, are deemed to be within the custody of the Chief Postal Inspector. However, the physical location of this data shall be at the discretion of the Chief Postal Inspector.

.82 The postal inspectors in charge shall promptly submit copies of all requests for mail covers and the determination made of them to the Chief Postal Inspector or designee for review.

.83 If the Chief Postal Inspector or designee determines a mail cover was improperly ordered by a postal inspector in charge or designee, all data acquired while the cover was in force must be destroyed, and the requesting authority notified of the mail cover discontinuance and the reasons therefor.

.84 Any data concerning mail covers must be made available to any mail cover subject in any legal proceeding through appropriate discovery procedures.

✓ .85 The retention period for files and records pertaining to mail covers is 8 years.

213.7 Reporting to Requesting Authority

Once a mail cover has been duly ordered, authorization may be delegated to any officer in the Postal Service to transmit mail cover reports directly to the requesting authority. If at all possible, the transmitting officer should be a postal inspector.

213.8 Review

.81 The Chief Postal Inspector or designee shall review all actions taken by postal inspectors in charge or their designees, upon initial submission of a report on a request for mail cover.

.82 The Chief Postal Inspector's determination in all matters concerning mail covers shall be final and conclusive and not subject to further administrative review.

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	money orders	reports	at postal activities	destroy after 2 years (see note)	
2		records of money order forms and funds transactions		destroy after 2 years	
*3	(RESERVED)				
4	stamp stock	requisitions		destroy after 2 years (window clerk copies—destroy upon completion of next audit).	
5	(RESERVED)				
6	record of postage meter operations (not covered by rule 14)	Postal Service and AF forms used to administer postage meters		destroy 2 years after form completed or 2 years after 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 2 years.	
8		fixed credit audit sheets		destroy after 1 year.	
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	unit stamp and money order purchases	unit mail clerk's receipts		destroy after 1 year	
12	license to use official postage meters	PS Form 3601-A		at offices using postage meters	return to HQ USAF/DAQA(S) upon relocation or termination of postage meter operation.
13				at HQ USAF/DAQA(S)	forward terminated licenses to USPS
14	Quarterly Postage Expenditure Report	AF Form 1394		destroy after 1 year or when no longer needed, whichever is later	

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

Current 182 Table Series

TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	appointment of unit mail clerk or mail orderly	appointment forms/letters		destroy 2 years after cancellation.
2	accountable mail	dispatch and delivery receipts		destroy after 2 years (see note).
3	allocation of block numbers			destroy on issuance of new numbers.
4	mail call or hours of collection	notices		destroy when new forms are posted.
5	postal directory	directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery		destroy 1 year after permanently assigned personnel depart, or 3 months after transient personnel depart.
6	(RESERVED)			
7	change of address	new mailing address information	at PSCs	destroy when no longer needed.
8	mail change notice	temporary mail routing and holding instructions		
9	issuing postal receptacles	issuance form	at PSCs or unit mail rooms	destroy after recording first entry on a new form, indicating box reissued.
10	status of PSC customers	notifications to units	at PSCs	destroy when no longer needed.
11	standing delivery order	mail delivery authorizations		destroy 2 years after cancellation.
12	recall of mail	applications processed	at postal activities	destroy after 1 year.
13	accountable communications control	accountable container receipts	used to obtain a receipt for accountable containers dispatched/received via registered mail	destroy on return of signed document receipt, or after 2 years when used as an intransit receipt by the Base Information Transfer System, distribution office or other messenger.
14			used to obtain a receipt for accountable containers dispatched/received via other than registered mail or via inter-office distribution	destroy after 1 year.
15			used to obtain a receipt for accountable containers in pouches or other consolidated mailings	destroy after 1 year.
16			unsigned duplicate copies used for tracer or control purposes	destroy after 90 days or when no longer needed, whichever is later.
17		application for registration or certification of official mail	used to obtain a receipt for sealed accountable containers being dispatched via registered mail	destroy after 2 years
18			used to obtain receipt for sealed accountable containers being dispatched via other than registered mail	destroy after 1 year.
19			used in place of an accountable container receipt	destroy on return of signed document receipt
20	weapons system pouch (WSP) service	correspondence, including letters of authority, to establish and discontinue WSP service	at MAJCOMs	<i>destroy 1 year after termination of the WSP service.</i>
21			at requesting activities	destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner.
22	transit time surveys and results			destroy when no longer needed.

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

TABLE 182-3

MAIL MOVEMENT

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	receipt and dispatch of mail (see 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 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 billing or shipping documents	documents generated by small-parcel shipping companies		destroy after 1 year or as specified in contract, whichever is longer
5.1		documents 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.
6	irregular makeup and dispatch of mail	USPS forms	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 activities	destroy after 6 months.
9	incoming command pouch	log used to record pouch number		destroy after 3 months.

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).

IT 182-4 superseded by T 183-1 (same title) per NCI-ATC-85-0-7

TABLE 182-5

POSTAL ADMINISTRATION DOCUMENTATION

R U L E	A If the documents are or pertain to	B consisting of	C which are	D then
1	board of officers proceedings and reports of survey	documents on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail, and determining pecuniary or other responsibility	at field activities	destroy after 1 year or when no longer needed, whichever is sooner
*2	(RESERVED)			
*3	(RESERVED)			
4	postal offense case files	investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at MAJCOM postal squadrons	destroy 2 years after case is closed
5			at field activities	destroy 3 months after case is closed
6	utilization of APO facilities	approved/disapproved requests from persons or organizations, other than those authorized by DOD 4525 6M, to use the Military Postal Service (MPS)		destroy after 1 year or when no longer needed, whichever is sooner
7		suspensions	withdrawals of use of APO privileges from individuals/organizations	destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual.
8		revocations		destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual.
9		limitations		destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual.
10	mail received, dispatched and on hand	documents showing mail received, dispatched and on hand		destroy after 1 year or when no longer needed, whichever is sooner.
11	mail transit time for MPS use	data records		destroy when no longer needed.
12	USPS equipment and supplies	requisitions		destroy after requisition is filled or when no longer needed.
13	claims	postal claims paid by the USPS and UPS		destroy after 2 years.
14	tracers	reports processed by AF activities through USPS and UPS		destroy after 1 year.
15	supply record	stock level and reorder controls		destroy when superseded
*16	(RESERVED)			
*17	(RESERVED)			
18	unit mail service inspection	checklists		destroy after 1 year.
19	designation/termination of postal clerks	designation/termination documents		destroy 2 years after termination.
20	registry balance and inventory	inventories	at postal activities	destroy after 2 years.
*21	(RESERVED)			
*22	(RESERVED)			
23	postal operations proficiency training		at postal squadrons, detachments	destroy after 2 years
*24	(RESERVED)			
*25	(RESERVED)			
*26	(RESERVED)			
27	coded tags and labels			destroy when requisition is completely filled.

TABLE 182-5—Continued

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
28	postal bulletins			destroy after 6 months and/or after bulletin matter entered in a USPS publication.
29	USPS equipment/supplies	forms used to receipt and acknowledge accountability for certain USPS equipment/supplies		destroy when superseded.
30	distribution and location listings	mail distribution scheme, APO location lists, and related documents		destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner.

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

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ARMED FORCES COURIER SERVICE (ARFCOS)

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
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 signed receipt, or after 1 year when used as an intransit receipt.
2			at Armed Forces Courier Stations (ARFCOSTAs)	hold 1 year and send to ARFCOS Supply Center which will consolidate and send to WNRC; destroy when 6 years old.
3	Pouch Invoice listing material	ARFCOS Form 3		
4	Courier Designation	ARFCOS Form 5, used to designate an escort for ARFCOS material between ARFCOSTAs		
5	Delivery Receipt for ARFCOS material from account	ARFCOS Form 4		
6			copies used by agencies other than ARFCOS activities as an intransit receipt for incoming accountable containers thru ARFCOS	destroy after 1 year.
7	Receipt for ARFCOS controlled items/equipment	ARFCOS Form 2	at ARFCOSTAs	destroy upon turn-in of accountable item.
8	request for ARFCOS supplies/equipment	ARFCOS Form 7		destroy after 1 year.
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.
10	Authorization Record	ARFCOS Form 10, used for authorization of account and signature verification		destroy after 1 year.
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.
15	ARFCOSTA Inventory	ARFCOS Form 23, used as an inventory and balance records		destroy after 1 year.