

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>NC1-AFU-85-19</i>	DATE RECEIVED <i>2-11-85</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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>2-4-86</i>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</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 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

A GAO concurrence is attached, or is unnecessary

B 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 <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">TABLE 182-4 (formerly Table 182-5) (Revised) POSTAL ADMINISTRATION</p> <p>The revised Table 182-4 identifies the form records specifically to simplify recognition of each records series at postal activities. All the rules of Table 182-4 are shown so that we may obtain one NARS' job number to cover the records described in this table.</p> <p><u>Rule 1:</u> request approval of disposal standard changed to:</p> <p style="padding-left: 40px;">destroy 1 year after final disposition or when no longer needed, whichever is sooner.</p> <p>from:</p> <p style="padding-left: 40px;">destroy after 1 year or when no longer needed, whichever is sooner.</p>	NC-174-160, 29 Mar 74 , item 1.	
2	<p><u>Rule 2:</u> (formerly rule 4, Table 182-5): disposal standard continues as:</p> <p style="padding-left: 40px;">destroy 2 years after case is closed.</p>	NC-174-160, 29 Mar 74 , item 1.	
3	<p><u>Rule 3:</u> (formerly rule 5, Table 182-5): disposal standard continues as:</p> <p style="padding-left: 40px;">destroy 3 months after case is closed.</p>	NC-174-160, 29 Mar 74 , item 1.	<i>20 items</i>

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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 rule 6, Table 182-5): disposal standard continues as:</p> <p>destroy after 1 year or when no longer needed, whichever is sooner.</p>	NC-174-160,	29 Mar 74, item 1.
5	<p><u>Rule 5</u> (formerly rule 7, Table 182-5): disposal standard continues as:</p> <p>destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual.</p>	NC-174-160,	29 Mar 74, item 1.
6	<p><u>Rule 6</u> (formerly rule 8, Table 182-5): disposal standard continues as:</p> <p>destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual.</p>	NC-174-160,	29 Mar 74, item 1.
7	<p><u>Rule 7</u> (formerly rule 9, Table 182-5): disposal standard continues as:</p> <p>destroy 3 months after limitation is withdrawn or on reassignment or separation of individual.</p>	NC-174-160,	29 Mar 74, item 1.
8	<p><u>Rule 8</u> (formerly rule 13, Table 182-5): disposal standard continues as:</p> <p>destroy after 2 years.</p>	NC-174-160,	29 Mar 74, item 1.
9	<p><u>Rule 9</u>: new rule; request approval of disposal standard:</p> <p>destroy 1 year after case closed or when no longer needed, whichever is later.</p>		
10	<p><u>Rule 10</u> (formerly rule 18): disposal standard continues as:</p> <p>destroy after 1 year.</p>	NC-174-160,	29 Mar 74, item 1.
11	<p><u>Rule 11</u> (formerly rule 14): request approval of disposal standard changed to following to meet USPS retention requirements:</p> <p>destroy after 2 years.</p> <p>from:</p> <p>destroy after 1 year.</p>	NC-174-160,	29 Mar 74, item 1.

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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)
✓ 12	<u>Rule 12</u> (formerly rule 19): disposal standard continues as: destroy 2 years after termination.	NC-174-160,	29 Mar 74, item 1.
✓ 13	<u>Rule 13</u> (formerly rule 20): disposal standard continues as: destroy after 2 years.	NC-174-160,	29 Mar 74, item 1.
- 14	<u>Rule 14</u> : (new) rule: request approval of disposal standard: destroy 30 days after verification of original.		
✓ 15	<u>Rule 15</u> (formerly rule 23): request approval of disposal standard changed to: destroy when superseded. from: destroy after 2 years.	NC-174-160,	29 Mar 74. item 1.
✓ 16	<u>Rule 16</u> (formerly rule 28): disposal standard for this nonrecord series continues as: destroy after 6 months and/or after bulletin matter entered in a USPS publication.		
✓ 17	<u>Rule 17</u> (formerly rule 30): disposal standard continues as: destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner.	NC-174-160,	29 Mar 74, item 1.
✓ 18	<u>Rule 18</u> (formerly rule 15): disposal standard continues as: destroy when superseded.	NC-174-160,	29 Mar 74, item 1.
✓ 19	<u>Rule 19</u> (formerly rules 12, 27, 29): disposal standard continues as follows, with addition of "whichever is later", and deletion of "when superseded": destroy after requisition is filled or when no longer needed, whichever is later.		
	Former rule 12 disposal standard was: destroy after requisition is filled or when no longer needed.	NC-174-160,	29 Mar 74, item 1.
	Former rule 27 disposal standard was: destroy when requisition is completely filled.	NC-174-160,	29 Mar 74, item 1.
	Former rule 29 disposal standard was: destroy when superseded.	NC-174-160,	29 Mar 74, item 1.

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20	<p><u>Rule 20</u>: new rule: request approval of disposal standard: transfer with unserviceable equipment to the accountable USPS postmaster.</p>		

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TABLE 182-4

POSTAL ADMINISTRATION

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	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 1 year after final disposition or when no longer needed, whichever is sooner.
4	2 postal offense case files	* postal offense reports, 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	3		at field activities	destroy 3 months after case is closed.
6	4 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		destroy after 1 year or when no longer needed, whichever is sooner.
7	5	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	6	revocations		destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual.
9	7	limitations		destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual.
13	8 claims paid by USPS and UPS	* claims forms: PS 542, Inquiry About a Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity-International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification; PS 3831, Receipt for Articles Damaged in Mail; PS 3841, Post Office Record of Claim		destroy after 2 years.
	9 * complaints and inquiries	customer comments: PS 4314-C, Customer Service Card; PS 4314-P, Customer Service Card		destroy 1 year after case closed or when no longer needed, whichever is later.
18	10 unit mail service inspection	checklists		destroy after 1 year.

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TABLE 182-4--Continued

R U L E	A		B	C	D
	If the documents are or pertain to		consisting of	which are	then
14	11	tracers	* processing records: PS 3830-A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill		* destroy after 2 years.
19	12	designation/termination of postal clerks	* DD 2257, Designation/Termination MPC-FPC-COPE-PFO (see note)		destroy 2 years after termination.
20	13	registry balance and inventory	* PS 2261, Registered Mail - Balance and Inventory	at postal activities	destroy after 2 years.
	14 *		duplicate copy	at MPO supervisor or designated representative/agency	destroy 30 days after verification of original.
23	15	postal operations proficiency training	* master Job Proficiency Guide	* at MAJCOM postal squadrons and postal activities	* destroy when superseded.
28	16	postal bulletins		at postal activities	destroy after 6 months and/or after bulletin matter entered in a USPS publication.
30	17	distribution and location listings	* mail distribution scheme, MPO location lists, and related documents		destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner.
15	18	* inventories of postal supplies and USPS equipment	* PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt	at postal activities	destroy when superseded.
1.) 27) 29)	19	* requisitions for USPS equipment, supplies, publications, coded tags and labels	* PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-A, Requisition for Large Labels; PS 1578-B, Requisition for Non-Standard Facing Slips or Labels; PS 1957-C, Request for Military Tags and Labels; PS 1957-D, Request for Tags and Labels; PS 4686-A, Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services or Equipment		destroy after requisition is filled or when no longer needed, whichever is later.
	20 *	repairs to postal equipment	equipment history - PS 4805, Work Record Sheet		transfer with unserviceable equipment to the accountable USPS postmaster.

NOTE: MPC--Military Postal Clerk; FPC--Fleet Postal Clerk; COPE--Custodian of Postal Effects; PFO--Postal Finance Officer.

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 If the documents are or pertain to	B consisting of	C which are	D 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.

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TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

R U L E	A If the documents are or pertain to	B consisting of	C which are	D 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	destroy 1 year after termination of the WSP Service. ✓
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).

[T 182-4 superseded by T 183-1 (same title) per NCI AFU-83-2-7]

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 If the documents are or pertain to	B consisting of	C which are	D 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 ac- countability 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 <i>ok</i>				
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.