

AIR FORCE  
UNDIFFERENTIATED  
1 ITEM

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>1 JUN 1973</b>	JOB NO. <b>173-311</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303o the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date <b>6-18-73</b>	Signature <i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE AIR FORCE, HQ USAF**

2. MAJOR SUBDIVISION

**DIRECTORATE OF ADMINISTRATION**

3. MINOR SUBDIVISION

**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER

**MR. E. F. VILLIARD**

5. TEL. EXT.

**11-29239**

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**30 MAY 1973**

(Date)

*R. E. Reilly*  
(Signature of Agency Representative)

**R. E. REILLY, Chief  
Documentation Management Branch  
Directorate of Administration**

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>MILITARY AIRLIFT</b></p> <p>(Applicable Air Force-wide)</p> <p>The proposed addition to AFM 12-50, table 76-1, will provide a disposal standard for air cargo and passenger backlog documentation.</p> <p><u>JUSTIFICATION:</u></p> <p>This air cargo and troop backlog information is documented and consolidated for aircraft scheduling purposes, including contingency resupply operations and for training purposes. These records are used for reference in current operations for a period of six (6) months and then destroyed.</p> <p>A proposed draft of AFM 12-50, table 76-1, rule 23, including a sample report form is attached.</p>	<p>NN 170-33 (76-1)</p>	

TABLE 76-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
14	revenue traffic sales report	copy 2		destroy after 90 days.
15	release from injury or death certificate			see rules 5 and 6.
16	passenger information	booking cards		destroy after 30 days.
17	baggage identification tag	lower portion		destroy when purpose has been served.
18	special handling cover sheet			
19	rush baggage priority			
20	baggage room check			
21	confirmation of passenger reservations or air oversea travel		at base transportation offices	destroy after 3 months, or after purpose has been served, whichever is sooner.
22	not for personal gain statements	certifications that travel by military aircraft is not for personal gain or for any type of remuneration	rendered by retired military personnel, Congressional Medal of Honor holders, Red Cross and other welfare agents traveling by military aircraft	★ see rules 5 and 6.
23	* cargo and passenger scheduling	air cargo and troop backlogs		destroy after 6 months.

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