

*Air Force undifferentiated  
# 142 files*

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>1 JUN 1973</b>	JOB NO. <b>03-312</b>
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 "with-drawn" in column 10.	
6-18-73 Date	<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**

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

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

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS</b></p> <p align="center">(Applicable Air Force-wide)</p> <p>This proposed addition to AFM 12-50 provides an up-to-date disposal criteria for both standard and automated personal property movement and storage (household goods) records.</p> <p><u>JUSTIFICATION:</u></p> <p>Additional disposal standards are needed to cover modified and new documentation created in the management of the automated household goods non-temporary storage accounts.</p> <p>A proposed draft of AFM 12-50, table 75-3.1, is attached. A draft copy of the prescribing directive, AFR 75-17, is also attached; see chapter 5 on disposition.</p> <p>(Retirement of certain household goods records to FRC for indefinite retention can be discontinued when the Justice Department "hold" on those records is lifted.)</p>	<p>NN 170-33 (75-3.1) formerly under 75-3</p>	

## PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS

\* denotes change

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	personal property (household goods, unaccompanied baggage, and mobile home) shipments	* alphabetical case files containing outbound shipping documents (Government bills of lading, transportation freight warrants, or local purchase orders) applications for shipment, travel orders or other fund citing authority and other pertinent documents	* dated after 30 Sep 1970	* destroy after <sup>3</sup> years.
2			* dated after 1 Jan 1960 and before 1 Oct 1970	* retain 3 years then retire to Regional FRC for indefinite retention (Also see table 75-3. rule 16).
3		inbound shipments(alphabetical files containing inbound copies of Government bills of lading, or other shipping documents, copies of applications for shipment or storage, and travel orders or other fund citing authority	for advance notification of location of storage lots, furnishing member with non-temporary storage information and furnishing member with documents to support a claim for loss or damage	
4	* quality control records	carrier performance files, facility inspection reports, except initial inspection reports and quality control reports from members and destination traffic management offices	*used for determining quality of service carriers offer and as supporting documents for corrective action	destroy after 2 years or
5	letters of intent of approved carriers	letters of intent filed with transportation officers by carriers desiring to participate in DOD traffic	no longer approved by HQ MTMTS-PP	return to carrier.
6	shipment of privately owned vehicles(POV)	POV shipping documents, affidavits, certificates, and powers of attorney or informal letters of authority	*required for payment of transportation charges and determining shipping entitlements	destroy 3 years after date of shipment.

Table 75-3:1-(Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	household goods nontemporary storage accounts system (NOTEMPS)	alphabetical case files consisting of storage documents (service orders, applications for nontemporary storage, travel orders or other fund citing authority, and other pertinent documents	used in the management of the automated household goods nontemporary accounts	retain in inactive storage files 3 years then retire to Regional FRC for indefinite retention (also see table 75-3, rule 16).
8		transaction edit lists	for auditing transactions entered in the system during the month and for verification of updates	destroy after 6 months.
9		invalid card identification-transaction type listings.	used for auditing unidentifiable card inputs	destroy upon correction and resubmission of corrected transactions.
10		system rate files(basic agreement/Gov't rate spread list, Gov't/commercial cost comparison list and related papers	used for auditing contractor current rates and for effecting cost comparisons between contractors	retain in inactive files 2 years then retire to Regional FRC for indefinite retention.
11		master record lists and expiration date lists	used for annotating actions and determining dates nontemporary storage entitlements expire	destroy after 2 years.
12		'as required' transaction punch cards	for reference until all verifications of monthly and quarterly processing is complete	destroy 6 months after the quarter accumulated.
13		rate transaction punch cards	the records of all transactions in the computer	retain "GT" and "PI" cards in active files with latest 2 rate changes of "RT" cards; destroy "RN" cards and superseded "RT" cards after 6 months.

Table 75-3.1 (Continued)

R U L E	A	B	C	D
If documents are or pertain to	consisting of	which are	then	
* 14		consolidated monthly and quarterly invoices/annual service order renewal listings	used for payment of the storage accounts	retain 3 years then retire to Regional FRC for indefinite retention(also see table 75-3, rule 16).
* 15		contractor facility files	records of all transactions with the contractors which no longer have basic agreements with DOD	