

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**
(See Instructions on Reverse)

*air Force Undifferentiated
Items*

LEAVE BLANK	
DATE RECEIVED <i>10/30/73</i>	JOB NO. 274-080
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.	
<i>11-9-73</i> Date <i>acting</i> <i>James E. O'Neil</i> <i>archivist of the United States</i>	

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. K.J. Bilek
5. TEL. EXT.
11/29209
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.

10 OCT 1973

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
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
1	<p align="center">ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION CONTROL DOCUMENTATION (10-2) (Applicable Air Force-wide)</p> <p>See attached table 10-2, rules 15 and 16 which provides disposition for weapons systems pouch service documentation. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	DLT 10-2 rules 15 & 16	

13		ARFCOS receipt to sender	used by agencies other than ARFCOS activities to obtain a receipt for accountable containers dispatched thru Armed Forces Courier Service	destroy on return of a signed document receipt or after 1 year when used as an intransit receipt.
14		ARFCOS delivery receipt	used by agencies other than ARFCOS activities as a receipt for incoming accountable containers thru ARFCOS used as an intransit receipt	destroy after 1 year.
15	weapons system pouch (WSP) service	correspondence, including letters of authority to establish and discontinue WSP service	accumulated by MAJCOMs in the monitoring and managing of the WSP program	destroy 1 year after termination of the WSP service.
16			requesting activity at any level	destroy 3 months after cancellation of the WSP service, or when purpose has been served, whichever is sooner.

10-20.2

Current Table

Rules 15 & 16 will be additions

TABLE 10-2

ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION CONTROL DOCUMENTATION

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	communications distribution	forms or similar media	used to determine distribution made of incoming communications	destroy when purpose has been served, or after 3 months, whichever is sooner, except for rule 2.	
2		message registers/logs		destroy when purpose has been served, or after 6 months, whichever is sooner.	
★ 3	administration communication reviews, time surveys and results of time surveys	message/correspondence review/improvement check-lists, communication transit time surveys, and similar documents	used to review message or correspondence management and to determine average transit time of dispatched communications to other organizations or bases	destroy when purpose has been served.	
4	[RESERVED]				
5	suspense control	<i>extra copies</i> of communications, forms, notes, etc.	reminders that on a given date an action is required or a reply to an action is expected	destroy when reply is received or action is completed.	
6		<i>file copies</i> of transitory communications		destroy when purpose has been served, or file with transitory material per table 10-1.	
7		<i>file copies</i> of nontransitory communications		incorporate and retain with appropriate record series per other tables.	
8	accountable communications control	accountable container receipts	used to obtain a receipt for sealed accountable containers being dispatched registered mail or inter-office distribution	destroy on return of a signed document receipt or after 1 year when used as an intransit receipt by the base distribution system, distribution office or other messengers.	
9			used to obtain a receipt for sealed incoming accountable containers		
10			used to obtain a receipt for accountable containers in pouches or other consolidated mailings	destroy after 1 year.	
11			application for registration or certification of official mail	used to obtain a receipt for dispatch of official registered or certified mail	
12				used in place of an accountable container receipt	destroy on return of a signed document receipt.

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13		ARFCOS receipt to sender	used by agencies other than ARFCOS activities to obtain a receipt for accountable containers dispatched thru Armed Forces Courier Service	destroy on return of a signed document receipt or after 1 year when used as an intransit receipt.
14		ARFCOS delivery receipt	used by agencies other than ARFCOS activities as a receipt for incoming accountable containers thru ARFCOS used as an intransit receipt	destroy after 1 year.

10-20.2