

**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> Date <i>acting</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