

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO.

NI-AFW-91-3

DATE RECEIVED

10-11-90

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management

3. MINOR SUBDIVISION

Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

703-614-3494

DATE

12/20/90

ARCHIVIST OF THE UNITED STATES

[Signature]

In accordance with the provisions of 44 USC 3305- 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 5 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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence. is attached, or is unnecessary

B. DATE 10 OCT 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>DEFENSE COURIER SERVICE (Table 205-6) (Applicable Air Force-wide)</p> <p>This is a new table.</p> <p>The Defense Courier Service (DCS) is a joint activity established by the Secretary of Defense in 1987. The Air Force is designated as the Executive Agent for DCS with the Commander in Chief, Military Airlift Command, exercising command and oversight authority. DCS moves qualified material for all federal agencies and cleared contractors, over 8500 customers. DCS replaced the tri-service Armed Forces Courier Service (ARFCOS), its records currently disposed of per Table 183-1. Accordingly, all references to ARFCOS (including forms) have changed to DCS.</p> <p>We will delete Table 183-1 (Armed Forces Courier Service (ARFCOS)) upon Table 205-6 approval.</p> <p>Rule 1. We are destroying Receipt to Sender (DCS Form 1) after 2 years. This form is used to enter qualified material into DCS and is the first link in the chain of accountability between the originator and addressee.</p>	GRS 18, Item 2	

*Copy sent to agency
12/21/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
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)
2	Rule 2. We are destroying Authorization Record (DCS Form 10) at DCS Stations after 2 years. This form is used to certify persons authorized to represent an organization in DCS transactions. It is renewed annually and DCS Stations need to retain it for two years for security reasons.		
3	Rule 3. We are destroying Authorization Record (DCS Form 10) at agencies when superseded, as the record is also retained at DCS Stations, per Rule 2.		
4	Rule 4. We are destroying Transfer Form (DCS Form 32) after 2 years. This form is used to invoice, transfer, or deliver DCS material. As an invoice, the form lists the contents of a consolidated shipment. When used as a transfer receipt, the form designates a qualified individual to escort DCS material. When used as a delivery receipt, the form lists material for delivery to an addressee.	GRS 18, Item 2	
5	Rule 5. We are destroying Courier Credential (DCS Form 9) at their expiration or upon courier transfer from DCS. They are no longer needed at the end of this period of time.		
6	Rule 6. We are destroying scheduled itineraries for the transportation of material when superseded. When an itinerary (route) changes, the superseded one is no longer needed.		
7	Rule 7. We are destroying administrative and operational data in the Defense Courier Automated Management System (DCAMS) computer when entry is no longer valid. This DCAMS data consists of Rules 1 and 4 records.	GRS 23, Item 3	
8	Rule 8. We are destroying administrative and operational data in DCAMS on computer tape when no longer needed.	GRS 23, Item 3	
9	Rules 9 and 10. We are destroying DCAMS data printouts for administrative and operational records when no longer needed.	GRS 23, Item 3	

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10	Rule 11. We are destroying Worldwide Master Account (WWMA) Data (DCS Form 25), consisting of account information of DCS's 8500 customers, after three months. DCS Stations complete this form using Rule 2 records and send it to HQ DCS. We only need to keep this form for three months since the data is entered into the WWMA computer system.		
11	Rule 12. We are destroying account identification and service information data in the WWMA computer when entry is no longer valid.	GRS 20, Item 4	
12	Rules 13 and 14. We are destroying WWMA data printouts for account identification and service information records after 2 years. This disposition meets Air Force needs.		

205. Security. *These tables cover records relating to general policies and procedures governing identification, classification, and safeguarding classified information; reproducing, disseminating, storing, and destroying classified matter; reporting and investigating losses and other incidents involving the compromise of classified information; investigating and clearing personnel for handling classified information; protecting classified information in the hands of US industry and in educational research institutions; assuring the security of qualified material transported and delivered by the Defense Courier Service, etc.

*TABLE 205-6				
DEFENSE COURIER SERVICE (DCS)				
R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	receipt to sender	Receipt to Sender (DCS Form 1)	at DCS Stations and agencies	destroy after 2 years.
2	authoriza- tion record	Authorization Record (DCS Form 10)	at DCS Stations	
3			at agencies	destroy when superseded.
4	transfer form	DCS Transfer Form (DCS Form 32)	at DCS Stations and agencies	destroy after 2 years.
5	credentials	Courier Credential (DCS Form 9)	at HQ DCS and DCS Stations	destroy at expiration or courier transfer from DCS.
6	DCS routes	scheduled itineraries for the transportation of material	at DCS Stations and agencies	destroy when superseded.

TABLE 205-6. CONTINUED

R U L E	A	B	C	D
	If records are	consisting of		
7	administrative and operational	data in computer in the Defense Courier Automated Management System (DCAMS)	at HQ DCS and DCS Stations	destroy (delete) when entry is no longer valid.
8		data on computer tape in DCAMS	at HQ DCS	destroy when no longer needed.
9		DCAMS data printouts (administrative records)	at HQ DCS and DCS Stations	destroy when no longer needed.
10		DCAMS data printouts (operational records)	at HQ DCS	
11	account identification and service	DCS Worldwide Master Account (WWMA) Data (DCS Form 25)	at HQ DCS and DCS Stations	destroy after 3 months.
12	information	data in the WWMA Data Base	at HQ DCS	destroy (delete) when entry is no longer valid.
13		WWMA data printouts (account identification)	at HQ DCS and DCS Stations	destroy after 2 years.
14		WWMA data printouts (service information)	at DCS Stations	