REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

1 item

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

LEAVE BLANK	
DATE RECEIVED 28 JAN 1977	JOB NO. NC 1-AFU-77 73

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-9-77 (Date) James B. Rhoads, Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

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.: 767-5321

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

Date	(Signature of Agency Representative)	(Title)
18 JAN 1977	Herbert G. Geiger	HERBERT G. GEIGER, Chief, Documentation Systems Division, Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION CONTROL DOCUMENTATION (10-2) (Applicable Air Force-wide)		
1	See attached table 10-2, rule 8 which reduces the retention period from 2 years to read 1 year. It has been determined that 1 year is sufficient length of time to retain a document receipt in case the container receipt has not been returned. Tracer action is always initiated 30 days after package has been dispatched and is resolved within the current year. This retention period will adequately serve all administrative, legal requirements of the Air Force.	NN 170-33	

115-106

Sent to agency - 2/14/77

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TABLE 10-2

ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION CONTROL DOCUMENTATION

RULE	A If documents are or pertain to	B consisting of	C which are	D 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 rules 1.1 and 2
1.1			prepared for subject routing of terminated message traffic by the message distribution function of Telecom Centers	destroy when superseded or obsolete
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	*extra copies* 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		*file copies* of transitory communications		destroy when purpose has been served, or file with transitory material per table 10-1.
7		*file copies* of nontransitory communications		incorporate and retain with appropriate record series per other tables.
8	accountable communications control (see note)	accountable container receipts	used to obtain a receipt for accountable containers dispatched/received via registered mail	★destroy on return of signed document receipt, or after 1 year when used as a intransit receipt by the base information transfer system, distribution office or other messenger.
9			used to obtain a receipt for accountable containers dispatched/received via other than registered mail or inter-office distribution	destroy on return of signed document receipt, or after 1 year when used as an intransit receipt by the base information transfer system, distribution office or other messenger.
10			used to obtain a receipt for accountable containers in pouches or other consolidated mailings	destroy after 1 year.