

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**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 ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
PRESTON B. SPEED

5. TEL. EXT.
767-4479

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 6 MAR 1978 <i>NCI AFU 27</i>	JOB NO. 27
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.	
3-9-78 <i>James B. Rhoads</i> (Date) <i>Archivist of the United States</i>	

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

24 FEB 1978

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
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">TRANSPORTATION RECORDS (76-Series) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposal authorities for Traffic Transfer Receipts and to establish disposal authorities for Unit Capability Measurement System (UCMS) reports and vehicle status reports.</p> <p>Our proposed revisions on Traffic Transfer Receipts (Table 76-1, Rule 4 and Table 76-3, Rule 3) reduces retention requirements to one year. These documents are used to control shipments of classified and sensitive items in our transportation system.</p> <p>UCMS reports are used to evaluate an aerial port unit's ability to perform under sustained surge conditions. Vehicle status reports provide current status information on assigned assets and are used to identify problems in maintenance and relocation. We propose disposal on both after one year.</p> <p>These disposal authorities will satisfy our current requirements.</p>	<p>NN 170-33</p>	

3 items

sent to agency - 3/13/78

TABLE 76-1

AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4	traffic transfer receipts			destroy after 1 year.
23	equipment status reports	on hand/assigned vehicles, Materials Handling Equipment (MHE) and associated aerial port equipment		destroy after 1 year.
24	unit capability measurement system (UCMS) reports	correspondence, messages and related documents		

TABLE 76-3

LOGAIR AIRLIFT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3	traffic transfer receipts			destroy after 1 year.