

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(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

1947 Administrative Support Group (Hq USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Preston B. Speed

5. TEL. EXT.

694-3495

JOB NO

NCI-AFU-79-49

DATE RECEIVED

Aug. 23, 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

OCT 4 1979

Date *Walter N. Stender*  
ACTING Archivist of the United States

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.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

HERBERT G. GEIGER, Chief

Information Mgt and Resource Dir

16 AUG 1979

*Herbert G. Geiger*

7.  
ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO.

10.  
ACTION TAKEN

PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS  
(Table 75-3.1) (Applicable Air Force-wide)

The purpose of this submission is to establish disposal authority for tonnage distribution rosters.

Tonnage distribution rosters are fundamental documents reflecting the conduct of our traffic management offices with commercial moving companies. They provide an audit trail showing whether shipments were distributed among all carriers equitably and in accordance with pertinent regulations.

The proposed disposition standard will satisfy current requirements. The General Accounting Office has concurred.

CC: NAM 10/5/79

3 items

TABLE 75-3.1

## PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4	quality control/ tonnage distribution records	carrier performance files, facility inspection reports, except initial inspection reports, and quality control reports from members and destination traffic manage- ment offices	used for determining <sup>in</sup> the quality of service that carriers offer and as supporting documents for corrective action	destroy after two years, or when no longer needed, which- ever is later.
4.1		carrier evaluation and reporting system (CERS) documents other than tonnage distribution rosters	used to select carriers; award personal property shipments, and record carrier performance throughout movement	destroy one year after new listings are received, or when no longer needed, whichever is later.
4.2		tonnage distribution rosters	maintained by traffic management offices	destroy 6 years after closeout.