

**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 and Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER

Mrs Grace T. Rowe

5 TEL EXT

694-3527

LEAVE BLANK

JOB NO

NC19AFU-80-24

DATE RECEIVED

4-21-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-11-80 *James E O'Neill*  
Date *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 3 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 Div**

14 APR 1980

*Herbert G. Geiger*

7  
ITEM NO

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

9  
SAMPLE OR  
JOB NO

10.  
ACTION TAKEN

MAIL MOVEMENT RECORDS  
(Table 182-3, Applicable Air Force-wide)

1

The purpose of this submission is to add rule 5.1 for small parcel shipping records for material sent as a part of the Foreign Military Sales/Security Assistance Program (FMS/SAP). FMS/SAP countries are allowed a maximum of one year after date of shipment or billing to report discrepant shipments. The policy for submission of Report of Item Discrepancy (ROID), states that the supplier will retain the billing and/or shipping documentation for a minimum of two years following the billing and/or shipping date, whichever is later. In order for the Air Force Logistic Centers to be more responsive to the ROIDs and conduct the necessary research to validate customer complaints, the billing/shipping document must be retained for two years after the shipping/billing date.

Some editorial changes have been made to columns B and C of rule 5.

General Accounting Office concurs. See attached letter.

NC-174-160

*Rule 5.1  
deviates  
from GRS  
12, item  
6a.*

*2 item*

TABLE 182-3 Mail Movement Records

| R<br>U<br>L<br>E | A                                 | B                                     | C   | D   |
|------------------|-----------------------------------|---------------------------------------|---|---|
|                  | If documents are<br>or pertain to | consisting of                         | which are   | then  |
| 5                | small parcel<br>shipment records  | *billing or shipping<br>documentation | *generated by the<br>United Parcel<br>Service or any other<br>small parcel ship-<br>ping company  | <del>destroy after 1 year</del><br>[Withdrawn per Grace Rowe,<br>6/10/80. R.W.] |
| 5.1<br>*         |                                   |                                       | for material sent<br>as part of the<br>Foreign Military<br>Sales/Security<br>Assistance Program<br>(FMS/SAP) which may<br>be needed to answer<br>a Report of Item<br>Discrepancy (ROID) | destroy 2 years after<br>shipping/billing date,<br>whichever is later           |