

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 FROM (Agency or establishment)		JOB NO <i>NC-1-BFV-85-17</i>	
DEPARTMENT OF THE AIR FORCE MAJOR SUBDIVISION Directorate of Administration, HQ USAF		DATE RECEIVED <i>2-21-85</i>	
MINOR SUBDIVISION Records Management Branch		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
NAME OF PERSON WITH WHOM TO CONFER Ms L. S. Sienuta	TELEPHONE EXT. 694-3527	DATE 2-24-86	ARCHIVIST OF THE UNITED STATES <i>James S. Bink</i>
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 6 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

GAO concurrence ☐ is attached, or ☒ is unnecessary

DATE <i>2-14-85</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	TABLE 182-2 (Revised) MAIL ACCEPTANCE AND DELIVERY The revised Table 182-2 identifies the form records specifically to simplify recognition of each records series at postal activities. All the rules of Table 182-2 are shown so that we may obtain one NARS' job number to cover the records described in this table.		
1	<u>Rule 1:</u> disposal standard continues as: destroy 2 years after cancellation.	NC-174-160, 29 Mar 74, item 1.	
2	<u>Rule 2:</u> new rule; request approval of disposal standard: destroy 2 years after the last entry on log has been revoked.		
3	<u>Rule 3:</u> disposal standard continues as: destroy after 2 years (see note).	NC-174-160, 29 Mar 79, item 1.	
4	<u>Rule 4:</u> disposal standard continues as: destroy when new forms are posted.	NC 174-160, 29 Mar 79, item 1.	<i>21 items</i>

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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)
5	<u>Rule 5:</u> disposal standard clarified with no change in retention periods: destroy 1 year after permanently assigned personnel depart, or if person was TDY or in student status 6 months or less, destroy 3 months after such transient departs.	NCL-AFU-82-48, 3 May 82, item 1	
6	<u>Rule 6:</u> new rule: destroy when 1 year old.	GRS 12, item 5c.	
7	<u>Rule 7:</u> new rule; request approval of disposal standard below; it provides for an 8-year retention period stipulated in US Postal Service Administrative Support Manual, Section 213.6, paragraph 85 (see page 6 of 6); destroy after 8 years.		
8	<u>Rule 8:</u> (formerly rule 7): disposal standard continues as: destroy when no longer needed.	NC-174-160, 29 Mar 74, item 1.	
9	<u>Rule 9:</u> (formerly rule 8): disposal standard continues as: destroy when no longer needed.	NC-174-160, 29 Mar 74, item 1.	
10	<u>Rule 10:</u> (formerly rule 9): disposal standard continues as: destroy after recording first entry on a new form, indicating box reissued.	NC-174-160, 29 Mar 74, item 1.	
11	<u>Rule 11:</u> (formerly rule 10): disposal standard continues as: destroy when no longer needed.	NC-174-160, 29 Mar 74, item 1.	
12	<u>Rule 12:</u> (formerly rule 11): disposal standard continues as: destroy 2 years after cancellation.	NC-174-160, 29 Mar 74, item 1.	
13	<u>Rule 13:</u> (formerly rule 12): disposal standard continues as: destroy after 1 year.	NC-174-160, 29 Mar 74, item 1.	
14	<u>Rule 14:</u> (formerly rule 13): disposal standard reworded, but continues to provide 2 years retention: destroy after 2 years when used as an intransit receipt by the Base Information Transfer System, distribution office or other messenger (EXCEPTION: destroy suspense copy of receipt after return of signed receipt). ..	NC-174-160 29 Mar 74, item 1.	
Former Rules 14, 15 deleted from Table 182-2.			

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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)
15	<u>Rule 15:</u> (formerly rule 16): disposal standard for the duplicate copies continues as: destroy after 90 days or when no longer needed, whichever is later.		
16	<u>Rule 16:</u> (formerly rule 17): disposal standard continues as follows to meet USPS requirements: destroy after 2 years. (a prior disposal standard was in AFM 12-50 (Change 16), Table 10-2, rule 8, as follows: 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.)...	NCL-AFU-77-33, 9 Feb 77,	item 1.
17	<u>Rule 17:</u> (formerly rule 18): disposal standard continues as: destroy after 1 year. (a prior disposal standard was in AFM 12-50 (Change 16), Table 10-2, rule 9, as follows: 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.) ...	NCL-AFU-77-73, 9 Feb 77,	item 1.
18	<u>Rule 18:</u> (formerly rule 19): disposal standard continues as: destroy on return of signed document receipt.	NN-172-91, 11 Jan 72,	item 1.
19	<u>Rule 19:</u> (formerly rule 20): disposal standard continues as: destroy 1 year after termination of the WSP service.	NN-174-080, 9 Nov 73,	item 1.
20	<u>Rule 20:</u> (formerly rule 21): disposal standard continues as: destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner.	NN-174-080, 9 Nov 73,	item 1.
21	<u>Rule 21:</u> (formerly rule 22): request approval of the following disposal standard that replaces the one in prior rule 22: destroy after 6 months. (prior rule 22 specified: destroy when no longer needed.)		

TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	appointment of unit mail clerk or mail orderly	* DD 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	* at postal activities, unit mail rooms and official mail activities	destroy 2 years after cancellation.
		DD 2260, Unit Mail Clerk/Mail Orderly Appointment Log		destroy 2 years after the last entry on log has been revoked.
2	* dispatch and delivery receipts on accountable mail	* PS 3806, Receipt for Registered Mail; PS 3849A, Delivery Notice or Receipt; PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail; PS 3883, Firm Delivery Book—Registered, Certified and Numbered Insured Mail; DD 1384, Transportation Control and Movement Document		destroy after 2 years (see note).
4	mail call or hours of collection notices	* DD 1115, Mailroom; USPS Label 55, Mail Collection Times		destroy when new forms are posted.
5	postal directory	directory cards/printouts on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery		* destroy 1 year after permanently assigned personnel depart, or if person was TDY or in student status 6 months or less, destroy 3 months after such transient departs.
6	mail seizure reports	documents pertaining to the seizure of mail	at postal activities	destroy after 1 year.
7	mail covers	records, including reports, resulting from mail covers		destroy after 8 years.
8	change of address	new mailing address information	at PSCs	destroy when no longer needed.
9	mail change notice	* DD 2258, Temporary Mail Disposition Instructions		
10	issuing postal receptacles	* DD 2262, Receptacle	at PSCs or unit mail rooms	destroy after recording first entry on a new form, indicating box reissued.
11	status of PSC customers	notifications to units	at PSCs	destroy when no longer needed.
12	standing delivery order	* PS 3801, Standing Delivery Order		destroy 2 years after cancellation.
13	recall of mail	* PS 1509, Senders Application for Recall of Mail	at postal activities	destroy after 1 year.

Rule
Table 182-2,
AFR 12-50,
14 May 84

TABLE 182-2 —Continued

R U L E				
	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
13	14 * accountable container receipts	* receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution, and in pouches or other consolidated mailings	at postal activities	* destroy after 2 years when used as an intransit receipt by the Base Information Transfer System, distribution office or other messenger. (EXCEPTION: destroy suspense copy of receipt after return of signed receipt).
16	15	unsigned duplicate copies used for tracer or control purposes		destroy after 90 days or when no longer needed, whichever is later.
17	16 Application for Registration or Certification of Official Mail	* AF Form 627 used to obtain a receipt for sealed accountable containers being dispatched via registered mail		destroy after 2 years.
18	17	* AF Form 627 used to obtain a receipt for sealed accountable containers being dispatched via other than registered mail		destroy after 1 year.
19	18	* AF Form 627 used in place of an accountable container receipt		destroy on return of signed document receipt.
20	19 weapons system pouch (WSP) service	correspondence, including letters of authority, to establish and discontinue WSP service	at MAJCOMs	destroy 1 year after termination of the WSP service.
21	20		at requesting activities	destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner.
22	21 * postal analyses and summaries	analysis/summary documents from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts; and Container Receipt Summaries	at postal activities	destroy after 6 months.

NOTE: When an APO or Aerial Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

Administrative Support Manual

213.62

.50 Except for fugitive cases, no mail cover shall remain in force when the subject has been indicted for any cause. If the subject is under investigation for further criminal violations, a new mail cover order must be requested, consistent with these regulations.

213.6 Records

.51 All requests for mail covers, with records of action ordered thereon, and all reports issued pursuant to them, are deemed to be within the custody of the Chief Postal Inspector. However, the physical location of this data shall be at the discretion of the Chief Postal Inspector.

.52 The postal inspectors in charge shall promptly submit copies of all requests for mail covers and the determination made of them to the Chief Postal Inspector or designee for review.

.53 If the Chief Postal Inspector or designee determines a mail cover was improperly ordered by a postal inspector in charge or designee, all data acquired while the cover was in force must be destroyed, and the requesting authority notified of the mail cover discontinuance and the reasons therefor.

.54 Any data concerning mail covers must be made available to any mail cover subject in any legal proceeding through appropriate discovery procedures.

✓ .55 The retention period for files and records pertaining to mail covers is 8 years.

213.7 Reporting to Requesting Authority

Once a mail cover has been duly ordered, authorization may be delegated to any officer in the Postal Service to transmit mail cover reports directly to the requesting authority. If at all possible, the transmitting officer should be a postal inspector.

213.8 Review

.51 The Chief Postal Inspector or designee shall review all actions taken by postal inspectors in charge or their designees, upon initial submission of a report on a request for mail cover.

.52 The Chief Postal Inspector's determination in all matters concerning mail covers shall be final and conclusive and not subject to further administrative review.