

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NC1-AFU-85-19</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>2-11-85</i>	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Ms L. S. Sienuta	5 TELEPHONE EXT. 694-3527	DATE <i>2-4-86</i>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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 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

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE <i>2-14-85</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	TABLE 182-4 (formerly Table 182-5) (Revised) POSTAL ADMINISTRATION The revised Table 182-4 identifies the form records specifically to simplify recognition of each records series at postal activities. All the rules of Table 182-4 are shown so that we may obtain one NARS' job number to cover the records described in this table.		
1	Rule 1: request approval of disposal standard changed to: destroy 1 year after final disposition or when no longer needed, whichever is sooner. from: destroy after 1 year or when no longer needed, whichever is sooner.	NC-174-160, 29 Mar 74, item 1.	
2	Rule 2: (formerly rule 4, Table 182-5): disposal standard continues as: destroy 2 years after case is closed.	NC-174-160, 29 Mar 74, item 1.	
3	Rule 3: (formerly rule 5, Table 182-5): disposal standard continues as: destroy 3 months after case is closed.	NC-174-160, 29 Mar 74, item 1.	20 items

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JOB NO.

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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)
4	<u>Rule 4</u> (formerly rule 6, Table 182-5): disposal standard continues as: destroy after 1 year or when no longer needed, whichever is sooner.	NC-174-160,	29 Mar 74, item 1.
5	<u>Rule 5</u> (formerly rule 7, Table 182-5): disposal standard continues as: destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual.	NC-174-160,	29 Mar 74, item 1.
6	<u>Rule 6</u> (formerly rule 8, Table 182-5): disposal standard continues as: destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual.	NC-174-160,	29 Mar 74, item 1.
7	<u>Rule 7</u> (formerly rule 9, Table 182-5): disposal standard continues as: destroy 3 months after limitation is withdrawn or on reassignment or separation of individual.	NC-174-160,	29 Mar 74, item 1.
8	<u>Rule 8</u> (formerly rule 13, Table 182-5): disposal standard continues as: destroy after 2 years.	NC-174-160,	29 Mar 74, item 1.
9	<u>Rule 9</u> : new rule; request approval of disposal standard: destroy 1 year after case closed or when no longer needed, whichever is later.	NC-174-160,	29 Mar 74, item 1.
10	<u>Rule 10</u> (formerly rule 18): disposal standard continues as: destroy after 1 year.	NC-174-160,	29 Mar 74, item 1.
11	<u>Rule 11</u> (formerly rule 14): request approval of disposal standard changed to following to meet USPS retention requirements: destroy after 2 years. from: destroy after 1 year.	NC-174-160,	29 Mar 74, item 1

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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)
✓ 12	<u>Rule 12</u> (formerly rule 19): disposal standard continues as: destroy 2 years after termination.	NC-174-160, 29 Mar 74, item 1.	
✓ 13	<u>Rule 13</u> (formerly rule 20): disposal standard continues as: destroy after 2 years.	NC-174-160, 29 Mar 74, item 1.	
- 14	<u>Rule 14</u> : (new) rule: request approval of disposal standard: destroy 30 days after verification of original.		
✓ 15	<u>Rule 15</u> (formerly rule 23): request approval of disposal standard changed to: destroy when superseded. from: destroy after 2 years.	NC-174-160, 29 Mar 74. item 1.	
✓ 16	<u>Rule 16</u> (formerly rule 28): disposal standard for this nonrecord series continues as: destroy after 6 months and/or after bulletin matter entered in a USPS publication.		
✓ 17	<u>Rule 17</u> (formerly rule 30): disposal standard continues as: destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner.	NC-174-160, 29 Mar 74, item 1.	
✓ 18	<u>Rule 18</u> (formerly rule 15): disposal standard continues as: destroy when superseded.	NC-174-160, 29 Mar 74, item 1.	
✓ 19	<u>Rule 19</u> (formerly rules 12, 27, 29): disposal standard continues as follows, with addition of "whichever is later", and deletion of "when superseded": destroy after requisition is filled or when no longer needed, whichever is later. Former rule 12 disposal standard was: destroy after requisition is filled or when no longer needed. Former rule 27 disposal standard was: destroy when requisition is completely filled. Former rule 29 disposal standard was: destroy when superseded.	NC-174-160, 29 Mar 74, item 1. NC-174-160, 29 Mar 74, item 1. NC-174-160, 29 Mar 74, item 1.	

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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)
20	<p><u>Rule 20</u>: new rule: request approval of disposal standard:</p> <p>transfer with unserviceable equipment to the accountable USPS postmaster.</p>		

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TABLE 182-4

POSTAL ADMINISTRATION

R U L E	A		B	C	D
	If the documents are or pertain to		consisting of	which are	then
	1	board of officers proceedings and reports of survey	documents on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail, and determining pecuniary or other responsibility	at field activities	* destroy 1 year after final disposition or when no longer needed, whichever is sooner.
4	2	postal offense case files	* postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at MAJCOM postal squadrons	destroy 2 years after case is closed.
5	3			at field activities	destroy 3 months after case is closed.
6	4	utilization of APO facilities	approved/disapproved requests from persons or organizations, other than those authorized by DOD 4525.6M, to use the Military Postal Service		destroy after 1 year or when no longer needed, whichever is sooner.
7	5		suspensions	withdrawals of use of APO privileges from individuals/organizations	destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual.
8	6		revocations		destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual.
9	7		limitations		destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual.
13	8	claims paid by USPS and UPS	* claims forms: PS 542, Inquiry About a Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity-International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification; PS 3831, Receipt for Articles Damaged in Mail; PS 3841, Post Office Record of Claim		destroy after 2 years.
	9	complaints and inquiries	customer comments: PS 4314-C, Customer Service Card; PS 4314-P, Customer Service Card		destroy 1 year after case closed or when no longer needed, whichever is later.
18	10	unit mail service inspection	checklists		destroy after 1 year.

rules, 182-5,
AFR 12-50,
4 May 84

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TABLE 182-4--Continued

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
14	11 tracers	* processing records: PS 3830-A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill		* destroy after 2 years.
19	12 designation/termination of postal clerks	* DD 2257, Designation/Termination MPC-FPC-COPE-PFO (see note)		destroy 2 years after termination.
20	13 registry balance and inventory	* PS 2261, Registered Mail - Balance and Inventory	at postal activities	destroy after 2 years.
	14 *	duplicate copy	at MPO supervisor or designated representative/agency	destroy 30 days after verification of original.
23	15 postal operations proficiency training	* master Job Proficiency Guide	* at MAJCOM postal squadrons and postal activities	* destroy when superseded.
28	16 postal bulletins		at postal activities	destroy after 6 months and/or after bulletin matter entered in a USPS publication.
30	17 distribution and location listings	* mail distribution scheme, MPO location lists, and related documents		destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner.
15	18 * inventories of postal supplies and USPS equipment	* PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt	at postal activities	destroy when superseded.
14) 27) 29)	19 * requisitions for USPS equipment, supplies, publications, coded tags and labels	* PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-A, Requisition for Large Labels; PS 1578-B, Requisition for Non-Standard Facing Slips or Labels; PS 1957-C, Request for Military Tags and Labels; PS 1957-D, Request for Tags and Labels; PS 4686-A, Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services or Equipment		destroy after requisition is filled or when no longer needed, whichever is later.
	20 * repairs to postal equipment	equipment history - PS 4805, Work Record Sheet		transfer with unserviceable equipment to the accountable USPS postmaster.

NOTE: MPC--Military Postal Clerk; FPC--Fleet Postal Clerk; COPE--Custodian of Postal Effects; PFO--Postal Finance Officer.