

With Joint Written Authority & Retention

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF
2. MAJOR SUBDIVISION
Directorate of Administration
3. MINOR SUBDIVISION
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER
E.F. Villiard
5. TEL. EXT.
11/29239
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE-BLANK	
DATE RECEIVED 12 JUL 1973	JOB NO. 174-009
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.	
Date 7-23-73	Archivist of the United States <i>James B. Rhoads</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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11 JUL 1973
(Date)

R. E. Reilly
(Signature of Agency Representative)

R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>WATER MOVEMENT RECORDS (Applicable Air Force-wide)</p> <p>This proposal will change the document title from Master Marine Log to Marine Masters Operation and Maintenance Log and reduce the retention period of the log from 10 years to 5 years.</p> <p><u>JUSTIFICATION:</u> The log, AFTO Form 17, has been revised and the title changed slightly. Also, based upon experience and use of the log, a shorter retention is indicated. Reduction of the retention period from 10 years to 5 years is proposed.</p> <p>A draft of the revised AFM 12-50, table 75-5, rule 8, is attached.</p>	<p>NN-170-33</p> <p>T75-2</p>	

TABLE 75-5

WATER MOVEMENT RECORDS

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
1	vessels	forms used by port air officers to record shipping data on material shipped by surface transportation	duplicate of information contained in ship's manifests and shipping documents	destroy after 6 months.	290118
2	ocean passenger traffic	passenger invoice recapitulation, shipper destination summary sheet, berthing plan, port identification and recapitulation sheet, passenger list recapitulation, certificate of health, and related documents	information copies retained by air port officer	destroy after 2 years.	290307a
3		manifest covering passengers loading or unloading at a port			290307b
4	ocean cargo manifests	manifests, shipping documents, hatch tallies, disposition sheets, security cargo receipts, cargo discharge reports, delivery tallies, discrepancy reports, and related documents	at ports of embarkation and activities that control and are directly responsible for ocean shipping	destroy after 10 years. (<i>Exception:</i> Those involved in claims, litigation, or investigations are destroyed after completion of such action, but not before 10 years.)	290309a
5			at a headquarters and are used for advance planning, diversion, or control purposes	destroy after 1 year.	290309b

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TABLE 75-5 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then	Supersedes AFM 181-5, 1 Dec 66, paragraph
6	harbor craft	boat dispatch sheets	not covered in rule 7	destroy after 3 months.	290305
7		records pertaining to harbor craft involved in acts of misuse or abuse resulting in disciplinary action, or that pertain to craft involved in accidents or other unusual situations		destroy with the case file of which they become a part.	
8	master marine logs- marine masters operation and maintenance log	marine master record logs, or logs for boats dropped from accountability		destroy after 10 years. destroy after 5 years.	200308

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