

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*air Force  
indifference here  
1/4/73*

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

**Mr. C. C. Ratcliffe**

5. TEL. EXT.

**11/29239**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>27 AUG 1973</b>	JOB NO. <b>174-047</b>
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 <b>9-7-73</b>	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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**23 AUG 1973**

*Ellis F. Villiard*

**ELLIS F. VILLIARD**  
Documentation systems Division  
Directorate of Administration

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>MATERIAL MOVEMENT RECORD (75-4)</b> (Applicable Air Force-wide)</p> <p>The attached addition to AFM 12-50, table 75-4 provides disposal criteria for copies of DD Forms 1907, Signature and Tally Record and RESHIP messages and tracer action messages on classified and sensitive items in the transportation system. As these forms and messages are designed to provide continuous responsibility for the custody of shipments in transit, they are of little value once shipment has reached its destination. The proposed disposition of destroying after 1 year is considered adequate.</p>	<p><b>NN-170-33</b> (T-75-4) In lieu of a sample chapter, 12 of pre-scribing directive (AFM 75-1) is attached with a copy of DD Form 1907.</p>	

TABLE 75-4

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of		then	
	Signature and Tally Record, REPSHIP messages and tracer actions on classi- fied or sensitive material.	Records constituting a system for receipt and tally and for control of classified and sensitive items in the transporta- tion system.	Retained by both origin and destina- tion transportation offices.	Destroy <del>after</del> 1 year <del>after</del> shipment has reached destination.  Change approved by Mr. Ratcliffe, 29 Aug. 1973 <u>J. R. W.</u>	