

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-80-44	
DATE RECEIVED August 22, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 8-26-80	<i>James E. O'Neill</i> Archivist of the United States

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

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 2 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 12 AUG 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
71	<p align="center">ADMINISTRATION OF POSTAL ACCOUNTS (TABLE 182-1, Applicable Air Force-wide)</p> <p>The purpose of this submission is to clarify rules 6 and 6.1. Rule 6 covers individually completed forms used in postage meter operations as well as meter record books. The individually prepared forms may be destroyed 1 year after completion. The meter record book may be destroyed 1 year after final entry in the book.</p> <p>Rule 6.1 covers individually completed forms showing mailings with permit imprint. These forms may be destroyed one year after date of mailing.</p>	NCI-AFU-80-23	

2 items

*Copy sent to agency: 8-29-80: (T.J.)
NAM*

TABLE 182-1 Administration of Postal Accounts

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
6 *	records of postage meter operations	Postal Service and Air Force forms used to administer postage meters	not covered by rule 14	destroy 1 year after form is completed, or date of final entry, whichever is later
6.1 *	permit imprint mailing statements	Postal Service forms used to document mailings with permit imprint		destroy 1 year after date of mailing