

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
DIRECTORATE OF ADMINISTRATION (HQ USAF)

3 MINOR SUBDIVISION
DOCUMENTATION MANAGEMENT

4 NAME OF PERSON WITH WHOM TO CONFER
MR. D. F. SHUELL

5 TEL EXT
43527

LEAVE BLANK
JOB NO NCI-AFU-82-48
DATE RECEIVED April 19, 1982
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10
5-3-82 Date <i>Wallace</i> Archivist of the United States

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 3 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
15 APR 1982

D SIGNATURE OF AGENCY REPRESENTATIVE
James E. Dagwell

E TITLE **JAMES E. DAGWELL**
Documentation Management Branch
Information Mgmt and Resources Div

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>MAIL ACCEPTANCE AND DELIVERY (TABLE 182-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to extend the retention period for directory cards to 12 months after permanently assigned personnel have departed.</p> <p>This extension is required to bring the Air Force into compliance with the guidelines set forth by United States Postal Service and Military Postal Service Agency.</p> <p>This recommended change has been coordinated with GAO.</p>	NCI-AFU-80-12	

*Closed Out: 5-5-82: R.T.D.
Copy to Agency*

No More Parts
Wallace
STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	RULES 1 THRU 4 NO CHANGE			
5	postal directory	directory cards filed alphabetically without regard to status	maintained for each person assigned a Postal Service Center (PSC) lock box or auth- orized to receive mail through general de- livery	* destroy 12 months after perm- anently assigned personnel de- part, or 3 months after tran- sient personnel depart.
	RULES 6 THRU 12 NO CHANGE			

TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	appointment of unit mail clerk or mail orderly	appointment forms/letters	accumulated in connection with postal functions	destroy 2 years after cancellation.
2	accountable mail	dispatch and delivery receipts		destroy after 2 years (note).
3	allocation of block numbers			destroy on issuance of new numbers.
4	mail call or hours of collection	notices	posted in UMR lobby	destroy when new forms are posted.
5	postal directory	directory cards filed alphabetically without regard to status	maintained for each person assigned a Postal Service Center (PSC) lock box or authorized to receive mail through general delivery	destroy ¹² months after permanently assigned personnel depart, or 3 months after transient personnel depart.
6			(RESERVED)	
7	change of address	new mailing address information	at postal service centers	destroy when no longer needed.
8	mail change notice	temporary mail routing and holding instructions		
9	issuing lock boxes	issuance form	at PSC or UMR	destroy after recording first entry on a new form, indicating box reissued.
10	individual status request	requests	at postal service centers	destroy when no longer needed.
11	standing delivery order	mail delivery authorizations		destroy 2 years after cancellation.
12	recall of mail	applications	processed by a USAF postal activity	destroy after 1 year.

AFM 12-50 (C20)

*increase
- 2 AD covers
- USPS requires
month*

10-574