

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-506-07-5</i>	
1 FROM (Agency or establishment) Defense Commissary Agency (DeCA)		DATE RECEIVED <i>9-27-2006</i>	
2 MAJOR SUB DIVISION Director, Headquarters Operations		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Operations		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5 TELEPHONE (804) 734-8841	DATE <i>1-26-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
<p>6 AGENCY CERTIFICATION</p> <p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>12</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached, or      <input type="checkbox"/> has been requested</p>			
DATE <i>9/27/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>		TITLE Records Officer, DeCA - East
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Operations Files (Series 40) "Recordkeeping Copy Media Neutral"		

OPERATIONS FILES  
Series 40  
Media Neutral  
(DRAFT PENDING COORDINATION)

**40 OPERATIONS** Records concern the policy and procedures on the day to day functional aspects of commissary grocery, meat, produce and front-end department operations to include Central Distribution Centers and Central Meat Processing Plant activities. Records apply to the management and accountability of government owned or contractor managed merchandise. Includes correspondence relating to safety, sanitation, and security controls, change fund management, equipment/operating supply accountability and financial liability. Addresses the identification of authorized commissary patrons and the training of government employees.

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**40-1 GENERAL OPERATIONS CORRESPONDENCE**

**40-1a GENERAL CORRESPONDENCE** Correspondence relating to commissary operations that cannot logically be filed with the detailed records to include plant, cost, and stores accounting operations.

**Disposition:**

GRS 8, Item 1

COFF: end of FY

DEST/DELETE: 3 years after COFF

**40-1b INFORMATIONAL DOCUMENTS.** Documents relating to commissary operations that are received for information only, on which no action is required.

**Disposition:**

Non-Record

DEST/DELETE: when no longer needed for current operations

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**40-2 SUPPLY INVENTORY MANAGEMENT.** *Concerns control of items of supply and equipment within the DeCA supply system area of responsibility, maintaining inventory data on quantity and condition, location, due-in, on-hand and due-out and to facilitate distribution and management of material.*

**40-2a PROPERTY OFFICER DESIGNATIONS** Documents/correspondence reflecting designation of property officers, hand receipt holders and their responsibilities. Included are letters, memorandums, and other media reflecting appointments, revocations, and disposition of account discrepancies.

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(1) Appointment letters and related correspondence

**Disposition:**

GRS 11, Item 4a

COFF: Upon termination of appointment

DEST/DELETE: 3 months after COFF

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(2) Letters and other correspondence related to revocations and disposition of account discrepancies

**Disposition:**

~~UNSCHEMULED (exception to GRS 11, Item 4a for longer retention)~~

~~COFF: Upon termination of appointment or revocation, corrective/adjustment actions, whichever is later  
DEST/DELETE: 2 years after COFF corrective/adjustment actions~~

~~40-2b PROPERTY BOOK AND SUPPORTING DOCUMENTS Documents/correspondence reflecting description, receipt, inventory and turn-in of accountable property for which the PBO is accountable and/or other designated individuals are responsible. Included are property books, receipts, turn-in slips, lateral transfers, inventory adjustment reports, and other documents supporting entries to the property book~~

~~Disposition:~~

~~( GRS 3, Item 9c (exception to GRS for longer retention)~~

~~COFF: Upon completion of full physical inspection~~

~~DEST/DELETE: 3 years after COFF except that open document numbers in the supporting document file will be transferred to the current fiscal/calendar year document file~~

2

~~40-2c PROPERTY RECORDS INSPECTIONS AND INVENTORY REPORTING FILES.~~

~~Information on inspections and inventories (including annual, special, change of PBO, cyclic) of property and property records. Included are reports, replies, inquiries, and related information~~

~~(1) HQ, REGION, FOA~~

~~Disposition:~~

~~UNSCHEMULED (exception to GRS 3, Item 9c for longer retention)~~

~~COFF: Upon completion of full physical inspection~~

~~DEST/DELETE: 3 years after COFF~~

3

~~(2) CDC, Commissaries~~

~~Disposition:~~

~~GRS 3, Item 9c~~

~~COFF: at end of FY~~

~~DEST/DELETE: 2 years after COFF unless needed as supporting document for determination of possible adverse personnel action~~

~~40-2d DOCUMENT REGISTER FILES. Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are registers for non-expendable and expendable/durable equipment or supplies and similar information~~

~~Disposition:~~

~~GRS 23, Item 8~~

~~COFF: at end of FY~~

~~DEST/DELETE: 2 years after COFF, except that open document numbers will be extracted into current fiscal/calendar year document register (first entries of new register) in original document number sequence~~

~~NOTE: At the end of the year, the register becomes inactive and a new register is started. The old register is held in the current files area for 2 years. During that 2 years, any open transactions which are completed are closed out (posted) on the old inactive register. At the end of the 2 year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old inactive register is then destroyed.)~~

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~~40-2e **HAND RECEIPT FILES** Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipt and listings~~

~~**Disposition:**~~

~~**GRS 18, Item 12**~~

~~**COFF:** upon turn-in or when superseded~~

~~**DEST/DELETE:** 3 months after turn-in (COFF) or other completed accounting for the property, or 3 months after revocation. Individuals may, at their discretion, request and receive the cancelled hand receipt for their own retention, in such cases, the cancelled hand receipt becomes the individual's personal property and ceases to be an official record~~

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~~40-2f **ACCESS CONTROLS** Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. Included are key Issue log, key and lock inventory records, and forms used to record entry into containers or vaults~~

~~1) Key control registers~~

~~**Disposition:**~~

~~**GRS 18, Item 16b**~~

~~**DEST/DELETE:** 6 months after turn-in of key~~

~~2) Key and lock inventory records~~

~~**Disposition:**~~

~~**GRS 3, Item 9a**~~

~~**DEST/DELETE:** 2 years from date of list~~

~~3) Forms used to record entry into containers or vaults~~

~~**Disposition:**~~

~~**UNSCHEDULED (exception to GRS 18, Item 7b for longer retention)**~~

~~**COFF:** at end of FY~~

~~**DEST/DELETE:** 1 year after COFF~~

4

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~~40-2g: **CAPITOL FUNDS EXPENDITURE FILES.** Information used to record financial transactions in accounting system general ledger accounts, appropriation allotments, and/or the supporting subsidiary property accountability records and/or systems pertaining to current, expired, and closed accounts, for PP&E transactions included are~~

- ~~• Final bid documents~~
  - ~~• Signed acceptance document by the government~~
  - ~~• Contract/Other Legal Instrument (i.e., lease)~~
  - ~~• Contract Modifications or Change Orders~~
  - ~~• Invoices to support the amount accumulated in the CIP account~~
  - ~~• Indirect Costs incurred internally by the gaining activity that relate to the new acquisition or capital improvement~~
  - ~~• "FY \_ Military Construction Project Data" (DD Form 1391) and work orders to include the design cost during the planning phase~~
  - ~~• Appraisal results for the donated assets~~
-

- Transfer documents for transferred assets
- "Material Inspection and Receiving Report" (DD Form 250)
- "Interim and final Transfer and Acceptance of Military Real Property" (DD Form 1354) document, and
- Collection voucher 6-13 DoD Financial Management Regulation

**Disposition:**

**GRS 7, Items 2 & 3 and N1-330-07-2**

**DEST/DELETE:** 6 years and 3 months after the closure of the appropriate account or liquidation of all obligations in the closed accounts, whichever is later.

**40-3 REQUISITION AND ISSUE OF SUPPLIES AND EQUIPMENT** *Policy and procedures pertaining to requisitioning and issue of items of supply and equipment*

**40-3a REQUISITION SUSPENSE AND STATUS FILES.** Documents maintained by the requisitioner which reflect the supply status of subsistence requisitions and supplies and equipment. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions

(1) Stockroom Copy

**Disposition:**

**GRS 3, Item 8a**

**DEST/DELETE:** 2 years after completion or cancellation of requisition

(2) All other copies

**Disposition:**

**GRS 3, Item 8b**

**DEST/DELETE:** Destroy when 6 months old

**40-3b RECEIPTING AUTHORITY FILES.** Notice of Delegation of Authority-Receipt for Supplies or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QSS), or similar activity

**Disposition:**

**~~UNSCHEDULED~~ (Exception to GRS 11, Item 4)**

**5 COFF:** Upon expiration/cancellation of delegation

**DEST/DELETE:** 3 months after COFF

**40-3c EQUIPMENT MAINTENANCE** Documents submitted to contracting officials to obtain maintenance on equipment. Included in this file are copies of contracts awarded for this service

**Disposition:**

**~~UNSCHEDULED~~ (Exception to GRS 11, Item 5 for longer retention)**

**6 DEST/DELETE:** 1 year after work is completed or cancelled

**40-4 PROPERTY ACCOUNTABILITY** *Relates to authority, policies, and procedures governing accounting for DeCA property in terms of both monetary value and quantity*

**40-4a SUBSISTENCE ACCOUNTABILITY APPOINTMENT/TRANSFER FILES** Documents

pertaining to the appointment/transfer to subsistence property accountability from one accountable/responsible officer to another. Included are certification of appointment/transfer, inventory lists, and related documents.

**Disposition:**

~~UNSCHEMULED~~ (Exception to GRS 11/4a for longer retention)

COFF: Upon termination of designation

DEST/DELETE: 2 years after COFF

7

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**40-4b PROPERTY RECORD ACCOUNTS** Documents covering DeCA owned and MOU/ISSA/contract property usage and disposition. Includes requests, purchasing documents, shipping, receipt, evaluations and turn-in receipts and records. Includes unserviceable property documentation and disposition guidance. These records are maintained by an accountable or responsible officer.

**Disposition:**

GRS 3, Item 8a

COFF: after turn-in, transfer, cancellation, or disposal

DEST/DELETE: 2 years after COFF

**NOTE:** No records will be destroyed before final approval is authenticated on appropriate adjustment documents and correspondence, such as equipment inventory adjustment reports and equipment reports of survey. Documents relating to equipment being tested within DeCA activities pertaining to CDC/commissary level usage will be destroyed 2 years after disposition of equipment being tested.)

**40-5 COMMISSARY OPERATIONS** Correspondence concerning the policy and procedures on the functional aspects of operations of the commissaries and central distribution centers. Areas covered are day-to-day operating procedures for the grocery, meat produce and troop support departments covered in DeCA 40 series directives.

**40-5a COMMISSARY ACTIVITIES STATISTICAL DATA** Documents that pertain to all historical and current data for each commissary CDC. These records, either in hard copy or computerized format, include data on commissary services provided to authorized customers. Data is used to evaluate and report on commissary/CDC operations and make management decisions. **NOTE: Includes, but is not limited to each department/sub-department operations, account status, hours of service, location, name and grade of commissary personnel and management indicators, etc., and may include financial data used to prepare reports under the financial management requirements that is necessary to evaluate daily operations. Data is normally used to provide all levels of commissary management with current and historical operating data. Specific Data includes: PDED Input Error Report, Inventory Results, PDED Error Listing and Inventory Worklist.**

- 1) Inventory Price Labels ~~(Withdrawn)~~

**Disposition:**

~~See Department of Air Forces: NI-AIU-89-6~~

DEST/DELETE: 1 year after the physical inventory process

GRS 3/9a

2

- 2) PDED Error Report and Listing

**Disposition:**

GRS 23, Item 7

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**DEST/DELETE:** after corrections are made or when no longer needed, whichever is appropriate

3) Inventory Reports and supporting documentation

**Disposition:**

**GRS 6, Item 1a**

**COFF:** at end of FY

**DEST/DELETE:** after 6 years and 3 months after COFF

4) Price Adjustment Inventory

**Disposition:**

**GRS 6, Item 1a**

**COFF:** at end of FY

**DEST/DELETE:** 6 years and 3 months after COFF

5) Price Verification Report

**Disposition:**

**GRS 23, Item 7**

**DEST/DELETE:** when no longer needed

6) Supplemental Price List

**Disposition:**

**GRS 6, Item 1a**

**COFF:** at end of FY

**DEST/DELETE:** 6 years and 3 months after COFF

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**40-5b COMMISSARY OPERATIONAL AND FUNCTIONAL REPORTS** Documents and correspondence supporting reporting requirements of HQ, region and that is used to review and evaluate commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc. **NOTE: This will include reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto.**

1) CDC working copy of reports to include Call Register/Summary, Case and Tonnage, Shipping List, Container Status, Distressed/Reduced Items, Excess Items Listing. Accountable copy filed under DeCA Job Number N1-506-07-4, Item 70-6a (GRS 6, Item 1a)

**Disposition:**

~~**UNSCHEДУLED**~~

**DEST/DELETE:** 1 year after all actions have been completed

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2) Location Surveys/Missing Status Reports & NSN Roll-Over Reports

**Disposition:**

**GRS 23, Item 7**

**DEST/DELETE:** when no longer needed

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3) Order Confirmation Reports (Withdrawn, accountable covered under Job Number N1-506-07-4, Item 70-6a (GRS 6, Item 1a)).

Disposition:

~~UNSCHEDED~~

9

COFF: at the end of the FY

DEST/DELETE: when no longer needed

4) OSD Vendor/Reject/Order Listing (~~Withdrawn, non-record~~)

Disposition:

~~Non-Record~~

DEST/DELETE: when no longer needed

5) Recommended Item List (~~Withdrawn, non-record~~)

Disposition:

~~Non-Record~~

DEST/DELETE: when no longer needed

6) Analysis Reports (~~Withdrawn, report no longer exist~~)

Disposition:

GRS 23, Item 5b

DEST/DELETE: when no longer needed

7) Requisition Analysis Reports (~~Withdrawn, report no longer exist~~)

Disposition:

DEST/DELETE: after next reporting cycle

8) Master File Report

Disposition:

GRS 20, Item 12 & GRS 20, Item 16

DEST/DELETE: when replaced by new report

9) Warehouse Reports

Disposition:

COFF: GRS 3, Item 9

DEST/DELETE: after 2 years with the exception of ~~No Stock Listing and Price Extended Listing.~~

10) Warehouse/Pull/Shipping/Label Report

per e-mail  
C. Chambliss  
12/8/08

See FN  
70-6a

Disposition:

GRS 23, Item 7

DEST/DELETE: when no longer needed

40-5c DAILY COMMISSARY/CDC OPERATIONS. Documents relating to the day-to-day operation of the commissary facilities such as grocery meat, produce, deli, bakery, customer assistance, etc  
NOTE: Will include documents on work assignments, work schedule and local directions on operation of each department/sub-department or CDC as required by DeCA directives and policy

letters. Documents that establish policy and procedures are not included. Copies of records kept for information only.

Disposition:

~~UNSCHEDULED~~

10

COFF: end of FY

DEST/DELETE: 3 years after COFF

**40-5d COMMISSARY LOCATION STORES.** Documentation and reports pertaining to the operation of commissary type support as part of the Navy Exchange System. Included are required reporting data IAW DeCA directives and MOU/ISSA (~~Withdrawn~~, accountable covered under Job Number N1-506-07-4, Item 70-6a (GRS

Disposition:

~~WITHDRAWN~~

11

DEST/DELETE: when superseded or obsolete

**40-5e BEST COMMISSARY AWARDS** Required reports and evaluation correspondence on commissary operations recommended and awarded recognition for best commissary operation

Disposition:

~~UNSCHEDULED~~

12

COFF: end of FY

DEST/DELETE: 3 years after COFF

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~~**40-5f OPERATIONAL GUIDANCE** Includes documents pertaining to the proposals, replies and methods of operation for the Frequent Delivery System, Transportation/air lift Program, Management of Vehicles, Grocery, Meat and Produce Departments and Sub-departments and Central Distribution Centers and other aspects of commissary operations~~

Disposition:

GRS 16, Item 14a

DEST/DELETE: destroy when superseded

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**40-5g COMMISSARY CUSTOMER SERVICE SURVEY** Customer satisfaction survey of store services completed by customers at each location

(1) HQ

Disposition:

~~UNSCHEDULED~~

13

COFF: at end of FY

DEST/DELETE: 3 years after COFF

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(2) CDC, Commissaries

Disposition:

Non-Record

COFF: at end of FY

DEST/DELETE: copies after 1 year

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**40-6 REPORT OF SURVEY FILES** Reports that describe the circumstances, and recommended action, concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.

(1) HQ, REGIONS PECUNIARY FILES:

Disposition:

**UNSCHEDULED** (exception to GRS 3, Item 9c for longer retention period for pecuniary files)

COFF: upon final action

DEST/DELETE: 3 years after COFF

14

(2) HQ, REGIONS NON-PECUNIARY FILES:

Disposition:

GRS 3, Item 9c (~~with exception, longer retention period for pecuniary files~~)

COFF: at end of FY

DEST/DELETE: 2 years after COFF

per C. Chambliss  
email, 12/8/08

(3) ALL OTHER OFFICES:

Disposition:

GRS 3, Item 9c

COFF: at end of FY

DEST/DELETE: copies after 2 years

**40-7 REPORT OF SURVEY CONTROL REGISTERS** Registers and related documents maintained to control reports of survey (manual or automated)

Disposition:

**UNSCHEDULED** (Exception to GRS 3, Item 9c for longer retention)

COFF: at end of FY

DEST/DELETE: 3 years after COFF

15

**40-8 MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING**

**40-8a MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING** Documents maintained for planning and control of item stockage to include information on item presentations and proposed/planned promotions for special sales in the commissary. Also includes information on item presentation, such forms as DeCA Form 40-33, item movement data and analysis and similar information.

Disposition:

**UNSCHEDULED**

COFF: at end of FY

DEST/DELETE: 3 years after COFF

16

**40-8b PROMOTIONAL MATERIAL**. Documents relating to promotional activity for merchandise buying by regions and commissaries to include correspondence from HQ DeCA

Disposition:

**UNSCHEDULED**

17

**COFF:** at end of FY  
**DEST/DELETE:** 3 years after COFF

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**40-8c PRICING** Documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU)

**Disposition:**

**GRS 6, Item 1a**

**COFF:** at end of FY

**DEST/DELETE:** 6 years and 3 months after COFF

**40-8d PRODUCE PRICING SYSTEM** System used by Commissary employees to perform produce item maintenance activities, Ordering/Catalog Interface, maintain summary general ledger information and conduct produce inventory

- 1) Inputs Source data retrieved from contractor websites

**Disposition:**

**N1-506-08-1**

**COFF:** at end of FY

**DEST/DELETE:** 6 years and 3 months after COFF

- 2) Master data file Stored data in Produce Pricing system relational databases

**Disposition:**

**N1-506-08-1**

**DELETE:** when superseded, obsolete or no longer needed

- 3) Outputs

- a) Inventory Reports and Supporting Documentation FN 40-5a(3) Reports of inventory generated by EDI or manually generated on hard copy forms at each Commissary

**Disposition:**

**N1-506-08-1**

**DEST/DELETE:** after entered into DeCA Electronic Records Management and Archives System (DERMAS) and verified or when 6 years and 3 months old, whichever is sooner

- b) Commissary Operational and Functional Reports FN 40-5b(1) Reports, documents and correspondence supporting requirements of HQ and regions for reviewing and evaluating commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc NOTE This includes reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto Reports include call registers/summary, case and tonnage, charge sale shipping list, recommended order list, Contract Master File (CMF) compare, container status, contract headers, distressed/reduced items, excess items listings, excess transfers high dollar/quantity order list, diverted shipment, and diverted shipment error report

**Disposition:**

**N1-506-08-1**

**COFF:** at end of FY

**DEST/DELETE:** 1 year after COFF

c) Produce Pricing Supplemental Price Changes and Pricing provided to scanning operations

**Disposition:**

**N1-506-08-1**

**COFF:** at end of FY

**DEST/DELETE:** 1 year after COFF

**40-8e SUPPLEMENTAL PRICING CHANGES** Supplemental documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU) for all store departments in CONUS and OCONUS, to include meat, deli, grocery, and produce

**Disposition:**

**GRS 6, Item 1a**

**COFF:** at end of FY

**DEST/DELETE:** 6 years and 3 months after COFF

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**40-9 TRANSPORTATION, DISTRIBUTION AND VEHICLE MANAGEMENT**

**40-9a DISTRIBUTION.** Documents maintained for planning and administering all distribution centers (CDC) to include warehousing, ordering and transportation procedures. Includes storage/product layout plans, operating plans and space requirements, freight routes, and transportation cost analysis information

**Disposition:**

**UNSCHEDULED**

**COFF:** at end of FY

**DEST/DELETE:** 3 years after COFF

18

**40-9b VEHICLE MANAGEMENT** Documents maintained for planning and administering all vehicle requirements (DeCA owned and borrowed/leased). Includes requirements for analysis of expenses associated with use of vehicles supporting DeCA operations

**Disposition:**

**UNSCHEDULED**

**COFF:** at end of FY

**DEST/DELETE:** 3 years after COFF

19

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**40-9c TRANSPORTATION.** Routine documents maintained in support of transportation movement of commissary goods overseas. Included are copies of transportation control and movement documents (TCMD), copies of DIBS orders from overseas

**Disposition:**

**GRS 9, Item 4b**

**COFF:** at end of FY

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**DEST/DELETE:** 1 year after COFF unless needed for litigation then transfer the records to file number 80-11, Litigation Case Files

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**40-10 QUALITY ASSURANCE**

**40-10a PREVENTIVE MEDICINE INQUIRIES** Documents related to furnishing routine technical information on preventive medicine matters to individuals and activities. Included is correspondence on such matters as handling, storage, and disposition of hazardous materials, safe levels of microwave radiation, toxicity of chemical substances and materials in military use, control of insects and rodents, waste disposal, and other preventive medicine matters.

**Disposition:**

**N1-506-02-4**

**COFF** end of FY

**20 DEST/DELETE:** 5 years after COFF

**40-10b QUALITY ASSURANCE RECORDS** Documents reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and the actual performance over a period of time. Includes reports of non-conformance and corrective actions to be taken and/or taken, sampling inspections and records of tests that were conducted.

**Disposition:**

**N1-506-02-4**

**COFF** end of FY

**21 DEST/DELETE:** 2 years after COFF

**40-10c MILITARY FOOD REPORTS** Documents relating to the sanitary inspections of military and commercial facilities engaged in processing, handling, storage, and sale of subsistence items. Included are sanitary inspection reports, correspondence with facility managers, and supervisors or commanders, relating to inspection reports and similar documents.

**Disposition:**

**N1-506-02-4**

**COFF** end of CY

**22 DEST/DELETE:** 1 year after COFF

**40-10d ALFOODACTS AND RELATED CORRESPONDENCE** Inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, ALFOODACT messages and similar or related documents.

**Disposition:**

**N1-506-02-4**

**COFF** end of CY

**23 DEST/DELETE:** 1 year after COFF

**40-10e REGULATORY AND SAFETY FOOD REQUIREMENTS** FDA, USDA, USDC, and Military Standards pertaining to food safety and quality assurance.

**Disposition:**

**N1-506-02-4**

**24 DEST/DELETE:** when superseded, obsolete, or when no longer needed for reference, whichever is later

40-10g PEST MANAGEMENT Monitoring, evaluation and coordination of pest related inspections conducted in the commissary by all agencies concerned with pest control

**Disposition:**

N1-506-02-4

25 COFF end of FY  
DEST/DELETE: 2 years after COFF

40-10h HAZARDOUS ANALYSIS Documents related to the Critical Control Point Program (HACCP). An operator driven program having favorable impact on the sanitary conditions at commissaries which is a major interest of FDA

**Disposition:**

N1-506-02-4

26 COFF end of FY  
DEST/DELETE: 2 years after COFF

40-10i TEMPERATURE LOGS Temperature logs reflecting the daily recording of temperature for meat, dairy, and other temperature controlled food items

**Disposition:**

~~UNSCHEDULED~~

27 COFF: at the end of the month  
DEST/DELETE: 1 year after COFF

40-16 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) (Withdrawn items to be submitted separately)

40-17 Base Realignment and Closure Files (BRAC). Relates to DeCA facilities and operational closures due to BRAC

40-17a BRAC CASE FILES. Case files pertaining to the closure of DeCA facilities affected by BRAC. Included are DoD guidance and Agency guidance, plans, reports, and non-disclosure statements

**Disposition:**

~~UNSCHEDULED~~

28 COFF end of FY  
TRANSFER: to FRC after 4 years  
DEST/DELETE: 10 years after COFF

40-17b BRAC Data Call Files. Statistical files by commissary locations pertaining to services, personnel, and other vital information

**Disposition:**

~~UNSCHEDULED~~

29 COFF end of FY  
DEST/DELETE: 3 years after COFF

**40-18 EMERGENCY PLANNING RECORDS** Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions

**40-18a EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES**  
Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule

**Disposition:**

**GRS 18, Item 26**

**COFF:** end of FY

**DEST/DELETE:** 2 years after COFF

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for emergency programs ]

**40-18b EMERGENCY PLANNING CASE FILES** [See notes after this item ] Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files

**Disposition:**

**GRS 18, Item 27**

**COFF:** end of FY

**DEST/DELETE:** 3 years after issuance of a new plan or directive

**40-18c EMERGENCY OPERATIONS TESTS FILES**. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports

**Disposition:**

**GRS 18, Item 28**

**COFF:** end of FY

**DEST/DELETE:** when 3 years old.

**40-19 HURRICANE KATRINA FILES** Hurricane Katrina files pertaining to the impact of Agency operations. Records include responses from all departments as a result of necessary actions taken to protect personnel and recover operations ~~(Withdrawn)~~.

**Disposition:**

**WITHDRAWN** (copies of all documents pertaining to Hurricane Katrina were forwarded to OSD for lessons learned and maintenance.) *Copies retained at DeCA are disposed of in accordance with the dispositions for the files where they are filed. Instruction*

**Permanent**

~~COFF:~~ end of FY

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~~Transfer: to ERC after 4 yrs~~

~~**40-20 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES**~~

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.~~

~~**Disposition:**~~

~~**GRS 20, Items 13 & 14**~~

~~**DEST/DELETE:** within 180 days after the recordkeeping copy has been produced~~

~~b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~**Disposition:**~~

~~**GRS 20, Items 13 & 14**~~

~~**DEST/DELETE:** when dissemination, revision, or updating is complete.~~

~~\*UNSCHEDULED cannot be approved for destruction until National Archives approval is announced. Records can be transferred to the Records Holding Area until destruction authorization is announced. Expected wait time for National Archives approval is 3-6 months.~~

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