

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-AFU-86-36**

DATE RECEIVED **1/24/86**

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**

3. MINOR SUBDIVISION  
**RECORDS MANAGEMENT BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr Jon Updike**

5. TELEPHONE EXT. **694-3431**

DATE **4-28-86**

ARCHIVIST OF THE UNITED STATES  
*Frank G. Bink*

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 5 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE  
**21 JAN 1986**

C. SIGNATURE OF AGENCY REPRESENTATIVE  
*Grace T Rowe*

D. TITLE  
**GRACE T. ROWE  
Records Management Branch  
Directorate of Administration**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>Commissary Store Records (T145-2) (Applicable Air Force Wide)</p> <p><i>Agency copy sent 4/29/86</i></p>	<p>NC1-AFU-76-27</p>	<p><i>27 items</i></p>

JUSTIFICATION FOR CHANGE TO TABLE 145-1

This change completely revises Table 145-1 into three tables in order to fully describe and provide disposition standards for the records which are now being created by the Air Force Commissary Service. This new Table 145-2 retains 8 rules from the old Table 145-1.

SUMMARY OF CHANGES

New Rule

3	old rules 4, 5, 6 (combined & revised)
5	old rule 7 (revised)
6	old rule 14
13	old rule 13
20	old rule 21
22	old rule 1

New rules 1, 2, 4, 7-12, 14-19, 21, 23-33 are added.

T145-2

## Commissary Store Records

R U L E	A	B	C	D
1	If the records are or pertain to cash control records	consisting of audit tapes, records, and working papers generated as a result of performing cash sales transactions, and collecting funds from patrons and vendors	which are at customer service manager's office	then destroy 3 fiscal years after close of fiscal year in which final payment is effected, provided there are no discrepancies.
2			information copies retained elsewhere	destroy after 1 year or when no longer needed, whichever is sooner.
3	price lists	quarterly depot price lists and supplements thereto, single manager subsistence price lists and supplements, local purchase price lists		destroy after 1 year.
4	commissary voucher and control records	Single Store Commissary Voucher and Control Record (AF Form 2366) and supporting records	at the control office	destroy after 2 years.
5	cash and charge sales	abstract of receipts forms, slips with attached informal lists and other records relating to cash and charge sales		
6	informal inventories	gain and loss statements and inventory transaction statements used for summarizing and analyzing commissary operation		destroy after 1 year.
7	requisitioning, receiving and	stock status reports, purchase requests, BDOs/BPAs, requisitions, call number registers, advices of action, transfer of stock, tallies, and related data	used to support accountable officer's account	destroy 1 year after completion of February inventory (see note).
8	transfer records	the following computer-produced listings: itemized receiving report (PCN: SDO01-RECV.1,12) with adjustments; daily receipts register (PCN: SDO01-RECR.1,12); summary receiving report (PCN: SDO01-RSUM.1.2.,3)	not filed as voucher to accountable officer's account	destroy after 1 year.
9				

## T145-2 (continued)

## Commissary Store Records

R U L E	A if the records are or pertain to	B consisting of	C which are	D then
10	vendor credit memos	AF Forms 890	at commissary store administrative office and at regions	destroy 60 days after collection action is complete.
11	vendor credit register	AF Forms 891		destroy 90 days after collection action is complete.
12	accountable inventories	Report of Gains and Losses (AF Form 51), Inventory Control Log (AF Form 359), inventory certificates, contractors' letters on dollar value, and related material		destroy 2 years after February inventory (see note).
13	price adjustment records	documents supporting price adjustment vouchers		destroy after 2 fiscal years.
14	commissary sales reports	operating statements and related data		
15	dishonored checks	Pay Adjustment Authorization (DD Form 139), Cash Collection Voucher (DD Form 1139), and related documents	at commissary stores	destroy after 2 fiscal years.
16	spot-check log	used to verify shelf prices on a periodic basis	at commissary store administrative office	destroy after 6 months.
17	shipping discrepancies	documents concerning contractual discrepancies; improper, defective, or misdirected shipments; and related data		destroy 1 year after resolution.
18	damaged merchandise	Inventory Adjustment Monetary Account (DD Form 708), Tally In-Out (AF Form 129), and related documents	at commissary stores at control office	destroy 2 months after end of accountability period to which they pertain. destroy after 2 years.
19	subsistence consumption	Subsistence Consumption Record (AF Form 1331) and related documents		destroy after 1 year.
20	commissary equipment	records of acquisition, maintenance and disposition of equipment	at bases or comparable level	destroy 1 year after final disposition of equipment.
21	control of cigarette sales	Cigarette Purchase Certificate (AF Form 183)	at commissary stores	destroy when no sales have been recorded for six consecutive months.

## T145-2 (continued)

## Commissary Store Records.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
22	menu planning board	board minutes, menu recapitulation forms, veterinarian inspections of subsistence, and similar documents	at region, complex, or store level	destroy after 1 year.
23	War Reserve Materiel (WRM) and contingency ration requests	ration requests, consolidated ration requests, memoranda of field ration issues, and comparable or related data	at troop support stores	destroy 1 year after requirement is updated.
24	bakery, tobacco, deli, produce and meat department records	operational records and supporting documents		destroy after 1 year.
25	quality assurance evaluations	evaluation forms and related data		destroy with related contract.
26	file maintenance update book	computer listing for each item manager		at end of each month, where applicable, combine lists into one binder and retain for 2 years after current fiscal year. ↓
27	Vendor File Changes (PCN: SDO01-FM25.1)	computer-produced listing		destroy after review.
28	Create New Month Vendor File (PCN: SDO01-MSTR.1)		used to determine that the Vendor Create File was accomplished	
29	Vendor File Buildup of Spare Receipts (PCN: SDO01-FM30.1)		used to insert spare receipts for vendors	
30	Transaction File Recovery (PCN: SDO01-FIX 1.1)			
31	Authorized Item Order Form (AIOF)(PCN: SDO01-BUY1.1)			send original to AFO for payment. For daily and frequent delivery items, maintain current copy with vendor file.
32	Vendor Cross-Reference List (PCN: SDO01-XREF.1,.2,.3,.4)			destroy when new list is printed.
33	Warehouse Pull Control Worksheet (PCN: SDO01-PULL.1)			destroy after 1 year.

NOTE: These records will be maintained on an accountable year basis. The accountable year begins 1 March and ends on the last day of February.