

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-86-31

DATE RECEIVED

1/24/86

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT BRANCH

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 J. Burt

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; 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.

6. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Commissary Records (T145-1) (Applicable Air Force Wide)	NC1-AFU-76-27	4 items

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 145-1 retains 2 rules from the old table and adds four new rules

SUMMARY OF CHANGES

New Rule

1	old rule 16
2	old rule 20
3-6	added

Old rules 1, 4, 5, 6, 7, 13, 14 and 21 are moved to new Table 145-2.

T145-1

Commissary Records

R U L E	If the records are or pertain to	consisting of	which are	then
1	surveys of military commissary stores (RCS: DD-M(AR)1187)	documents used as basis to continue operating store	at HQ USAF, MAJCOMS, regions, complexes or bases	destroy after 6 years or when no longer needed, whichever is sooner.
2	commissary trust revolving funds	records of budget requests, allocations and expenditures of funds	at HQ AFCOMS/AC and commissary regions	destroy 3 years after end of fiscal year to which they pertain.
3	vendor files	folders with merchandise orders, pricing copies, order call registers, price lists, BDO/BPA consumption record, and related data	at regions, complexes, and commissary stores	see table 70-2, rule 2. (See note.)
4	AFCOMS Forms 14, Mandatory Offer Review & Approval, control logs, and messages retained under the mandatory sales program	maintained with vendor files	at HQ AFCOMS/DOM	destroy after 2 years
5	Vendor Coupon Transmittal, AF Form 2368	forms used to transmit coupons		destroy after 1 fiscal year.
6	coupon accounting records	manual or mechanized products	at HQ ACOMS/ACFC	see table 177-1, rule 1 and table 177-4.

NOTE: Call number registers must be retained for life of contract.