

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

LEAVE BLANK

JOB NO.

NI-AF4-87-30

DATE RECEIVED

7/20/87

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20400**

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

10-6-87

ARCHIVIST OF THE UNITED STATES

*Frank A. Bunker*

**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; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

6. DATE

JUL 02 1987

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt. Section  
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION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)

FOOD SERVICE RECORDS (Table 146-1)  
(Applicable Air Force-wide)

- 1 Rule 5. Disposition of dining hall food service production log is changed to 1 month vice destroy after 2nd menu cycle use. Reason is that the log is used to prepare the next log for the same menu in the next 30 day menu cycle; thus is not needed for no more than 1 month.
- 2 Rule 11. Description is changed to include only the RAMPS basic daily food allowance component list computation. The remaining records are now disposed of in proposed Rule 11.2.
- 3 Rule 11.2. Added, to include four of the five RAMPS records formerly disposed of in Rule 11. These records serve no purpose after 1 month.

copy to agency 10-13-87  
TRT

TABLE 146-1

FOOD SERVICE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	dining hall food control	food service production log	(no change)	*destroy after 1 month.
11	Recipe and Menu Pricing System (RAMPS)	*RAMPS basic daily food allowance component list computation	(no change)	destroy after 1 year.
11.1		monthly update card deck/ tape	(no change)	(no change)
11.2 *		RAMPS portion price index, RAMPS error audit list, ALACS item pricing, ALACS price reduction record		