

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

LEAVE BLANK

JOB NO. **NI-AFU-88-23**


DATE RECEIVED  
**3/21/88**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

ARCHIVIST OF THE UNITED STATES

DATE **5/26/88**



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 Information Management and Administration**

3. MINOR SUBDIVISION  
**Records Management Policy Section**

4. NAME OF PERSON WITH WHOM TO CONFER

**Grace T. Rowe**

5. TELEPHONE EXT.

**694-3494**

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 \_\_\_\_\_ 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

**MAR 10 1988**

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE **GRACE T. ROWE**

**Chief, Records Management Policy Section  
 Directorate Information Mgt & Administration**

7. ITEM NO

8. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

9. GRS OF SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**AFCOS OUTPUT DOCUMENTS (Table 145-4)  
 (Applicable Air Force-wide)**

This submission establishes a new table for AF Commissary computer output products. The rules are self explanatory. All are short term retention records. Request your approval.

*Copy sent to agency*

*6/2/88*

\* T145-4

## ACOS Output Documents

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	Batch Store File Maintenance, PCN: SD109-BSFM.1		at commissary stores	destroy 2 months after current month.
2	Late Due-In Vendor Report (DAYEND-2), PCN: SD109-STND.006)			
3	Daily Vendor Perform- ance Report (DAYEND- 2), PCN: SD109. STND-003			
4	Air Force Commissary Price Change Report (DAYEND-3), PCN: SD109.STND-002			
5	Out of Stock Report (DAYEND-3), PCN: SD109.STND-004			
6	Never Out Report (DAYEND-3), PCN: SD109.STND-005			
7	Air Force Commissary Anomaly Report (DAYEND-3), PCN: SD109.STDN-007			
8	PLU Maintenance Record (DAYEND-4)			
9	Troop Support IAV, PCN: SD109-TIAV.1			destroy 2 years after February inventory.
10	Vendor File Listing, PCN: SD109.VLIST-1			destroy 2 months after current month.
11	Summary Vendor Perform- ance Report, PCN: SD109-VNDP.1			
12	Local Patron Savings, PCN: SD109-PATR.1			

\* T145-4

ACOS Output Documents

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
13	Month-End Database Deletion Report, PCN: SD109-MAINT.1			
14	ACOS Database Exception Report , PCN:SD109-EXCP.1			destroy when no longer needed.
15	ACOS PLU Delete List, PCN: SD109.PLUD.1			
16	Call Number History Register Listing PCN: SD109-HIST.1			retain for life of contract.
17	Dead Item Report, PCN: SD109-DEDI.1			destroy when no longer needed.
18	No Mover Report PCN: SD109-NOMO.1			
19	Customer Account Report, PCN: SD109-11			
20	ACOS General Ledger Listing			
21	General Ledger Inquiry (Image Print)			
22	Close-Out Cards/ Diskettes/Tape Output (EOM)			destroy 1 year after February inventory.
23	Inventory Control Inspection Samples, PCN: SD109-VETS.1			destroy 2 months after end of accountability period to which they pertain.
24	Warehouse Pull Book PCN: SD109-PULL.1			destroy when no longer needed.
25	Inventory Control Special Price Reduction (PCN: SD109-VCMS.1)			destroy 60 days after collection action is complete.
26	Inventory Control Return to Vendor (PCN: SD109-VCMS.1)			

T145-4		ACOS Output Documents		
R U L E	A	B	C	D
		If the records are or pertain to	consisting of	which are
27	Daily/Frequent In-Checking Document			destroy when superseded.
28	Itemized Receiving Report (IRR), PCN: SD109.RECV.1			destroy 1 year after completion of February inventory.
29	Itemized Receiving Override Report, PCN: SD109.RECV.3			destroy when no longer needed.
30	Produce Receiving Report, PCN: SD001-PRODRCTS			destroy 1 year after completion of February inventory.
31	Daily Receipts Register, (DRR) DAYEND 2, PCN: SD109.STND-001			
32	DPSC Produce Daily Receipts Register (DAYEND-2), PCN: SD109-STND.008			
33	Summary Receiving Report, PCN: SD109-RSUM.1			
34	Summary of Receipts from DPSC Sources, PCN: SD109-SREC.1			
35	Monthly General Ledger Summary, PCN: SD109-GLME.1			
36	BDO/BPA Troop Price List & MILSTRIP Troop Price List, PCN: SD109-TSLT.1,.2,.3,.4,.5			