


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-88-50	DATE RECEIVED 8-25/88
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY SECTION		DATE 12/9/88	ARCHIVIST OF THE UNITED STATES 
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527		

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 TWO 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 16 AUG 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE GRACE T. ROWE, Chief, Rec Mgt Policy Sect Directorate of Information Mgt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p align="center">FOOD SERVICE RECORDS (TABLE 146-1) (Applicable Air Force-wide)</p> <p>The purpose of this request is to add disposition instructions for the Service Information Management System (SIMS) and Site Automated System (SAS) records of the Food Service Squadrons. In Rule 11, we have added the SIMS and SAS pricing records to blend with the already existing Recipe and Menu Pricing System (RAMPS) records. Rule 19 is for SIMS and SAS computerized records and Rule 20 for hard copies of the same type of records. The office responsible for the creation of these records specifically recommended that the records on tape or disc used to support payments to the contractors be destroyed 6 years and 3 months after the period covered by the contract.</p> <p>Request you approve this change.</p>		

TABLE 146-1

TITLE OF TABLE
FOOD SERVICE RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*11	Recipe and Menu Pricing System (RAMPS) or SIMS or SAS pricing (Note 1)	portion price index, error audit list, basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record	used to establish menu item prices in ALACS operations	destroy after 1 year.
*19	Service Information Management System (SIMS) or Site Automated System (SAS)	tape or disc containing data of sales, daily dining facility summary, flight meal requests, register transactions	used to support payments to contractors at bases with food service contracts	destroy 6 years, 3 months after period covered by contract.
*20		hard copy reports which require signatures for validation including cook's requisition, food production log, operations report, monthly monetary record, inventory of subsistence, cash collection voucher, subsistence request, tally in-out	used to establish accountability for subsistence and monetary transactions	destroy 1 year after end of accounting period.

NOTES:

- * (1) File maintenance and disposition instructions listed in this table apply for computer tapes or discs generated under SIMS or SAS operations.
- (2) Subject to audit provisions of table 175-2.