

|  |                               |   |                           |
|--|-------------------------------|---|---------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)                          |                               | LEAVE BLANK   |                           |
| TO: <b>GENERAL SERVICES ADMINISTRATION<br/>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                               | JOB NO.<br>NI-AFU-89-3  | DATE RECEIVED<br>12/14/88 |
| 1. FROM (Agency or establishment)<br>DEPARTMENT OF THE AIR FORCE   |                               | NOTIFICATION TO AGENCY  |                           |
| 2. MAJOR SUBDIVISION<br>Directorate of Info Mgmt and Administration, SAF/AAD                               |                               | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. |                           |
| 3. MINOR SUBDIVISION<br>Information Management Policy Branch   |                               | ARCHIVIST OF THE UNITED STATES  |                           |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Mrs. Grace T. Rowe  | 5. TELEPHONE EXT.<br>698-3527 | DATE  |                           |

**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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

|                        |   |  |
|------------------------|---|--|
| B. DATE<br>12 DEC 1988 | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Grace T. Rowe</i> | D. TITLE<br>Grace T. Rowe,<br>Chief, Records Mgmt Policy Section<br>Directorate of Info Mgmt and Admin |
|------------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|------------|--|-----------------------------------|----------------------------------|
|            | <p><b>AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OUTPUT RECORDS (Table 145-4) (Applicable Air Force-wide)</b></p> <p>This is a new table.</p> <p>1 Rules 1-8. We are disposing of Batch Store File Maintenance Record, Late Due-In Vendor Report, Daily Vendor Performance Report, Air Force Commissary Price Change Report, Out of Stock Report, Never Out Report, Air Force Commissary Anomaly Report, and PLU Maintenance Record. Air Force only needs to keep these records for two months after current month.</p> <p>2 Rules 9-24. We are disposing of Troop Support IAV, Vendor File Listing, Summary Vendor Performance Report, Local Patron Savings Record, Month-End Database Deletion Report, ACOS Database Exception Report, ACOS PLU Delete List, Call Number History Register Listing, Dead Item Report, No Mover Report, DPSC Summary of Receipts, ACOS General Ledger Listing, General Ledger Inquiry, Close-Out Cards/Diskettes/Tape Output, Inventory Control Inspection Samples Report, and Warehouse Pull Book Record. Air Force only needs to keep these records until no longer needed.</p> |                                   |                                  |



\*TABLE 145-4

AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OUTPUT RECORDS

| R           | A  | B             | C                    | D                                     |
|-------------|--|---------------|----------------------|---------------------------------------|
| U<br>L<br>E | If the records are or pertain to   | consisting of | which are            | 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 performance 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 when no longer needed.        |
| 10          | Vendor File Listing  |               |                      |                                       |
| 11          | Summary Vendor Performance Report, PCN: SD109-VNDP.1                     |               |                      |                                       |
| 12          | Local Patron Savings, PCN: SD109-PATR.1                                  |               |                      |                                       |

TABLE 145-4. CONTINUED

| R<br>U<br>L<br>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              |               |           |  |
| 15               | ACOS PLU Delete List, PCN: SD109.PLUD.1                       |               |           |  |
| 16               | Call Number History Register Listing PCN: SD109-HIST.1        |               |           |  |
| 17               | Dead Item Report, PCN: SD109-DEDI.1                           |               |           |  |
| 18               | No Mover Report PCN: SD109-NOMO.1                             |               |           |  |
| 19               | DPSC Summary of Receipts, PCN: SD109-SREC.1                   |               |           |  |
| 20               | ACOS General Ledger Listing                                   |               |           |  |
| 21               | General Ledger Inquiry (Image Print)                          |               |           |  |
| 22               | Close-Out Cards/ Diskettes/Tape Output (EOM)                  |               |           |  |
| 23               | Inventory Control Inspection Samples, PCN: SD109-VETS.1       |               |           |  |
| 24               | Warehouse Pull Book PCN: SD109-PULL.1                         |               |           |  |
| 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)        |               |           |  |

TABLE 145-4. CONTINUED

| R<br>U<br>L<br>E | A   | B             | C         | D  |
|------------------|---|---------------|-----------|--|
|                  | If the records are or pertain to  | consisting of | which are | then   |
| 27               | Daily/Frequent In-Checking Document                                     |               |           | destroy 1 year after completion of February inventory. |
| 28               | Itemized Receiving Report (IRR), PCN: SD109.RECV.1                      |               |           |  |
| 29               | Itemized Receiving Override Report, PCN: SD109.RECV.3                   |               |           |  |
| 30               | Produce Receiving Report, PCN: SD001-PRODRCTS                           |               |           |  |
| 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 |               |           |  |

DPSC: Defense Personnel Support Center

BDO/BPA: Blanket Delivery Order/Blanket Purchase Agreement

MILSTRIP: Military Standard Requisitioning & Issue Procedures