

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-89-5

DATE RECEIVED

12/14/85

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TELEPHONE EXT.

694-3527

DATE

4/17/89

ARCHIVIST OF THE UNITED STATES

Claudia J. ...

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

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

8. DATE

12 DEC 1988

9. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

10. TITLE

Grace T. Rowe
Chief, Records Mgmt Policy 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 GRS OR SUPERSEDED JOB CITATION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)

- | 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 GRS OR SUPERSEDED JOB CITATION | 10.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 (Table 145-1)
(Applicable Air Force-wide) | | |
| 1 | Rule 4. Changed the disposition of vendor files to "destroy when individual document is superseded by a new record or when vendor is removed from list of suppliers." This revised disposition is almost the same as Table 70-2, Rule 2; which current Rule 4 disposition references. In description, we deleted "order call registers" as they are now covered for disposition in added Rule 4.1. | N1-AFU-86-31 | |
| 2 | Rule 4.1. Added, to replace current NOTE, and also destroy commissary blanket order call registers 1 year after life of contract. We need the extra one year retention for reference purposes. | | |
| 3 | Rule 5.1. Added, to cover disposition of master stock lists within the mandatory sales program. We need to keep these lists only until they are superseded. | | |
| 4 | Rule 6.1. Added, to cover disposition of vendor coupon transmittals at commissary stores. The three year disposition is sufficient to meet Air Force needs. | | |

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
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9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
*(NARS USE
ONLY)*

- 5 Rule 8. Added, to cover disposition of meat tonnage reports. We only need to keep these reports for two years after next standards application is implemented.
- 6 NOTE. Delete, as this information is now added Rule 4.1.

N1-AFU-
86-31

TABLE 145-1

COMMISSARY RECORDS

R U L E	A If records are	B consisting of	C which are	D then
4	vendor files	*folders with merchandise orders, pricing copies, price lists, BDO/BPA consumption record, and related data	at regions, complexes, and commissary stores	*destroy when individual document is superseded by a new record or when vendor is removed from list of suppliers.
4 .1 *		commissary blanket order call registers (AF Form 521)		destroy 1 year after life of contract.
5	*mandatory sales program	*item presentation (AFCOMS Form 33), control logs, messages and related data	*at HQ AFCOMS, regions, complexes, and commissary stores	(no change)
5 .1 *		master stock lists		destroy when superseded.
6	vendor coupon transmittal (AF Form 2368)	forms used to transmit coupons	*at HQ AFCOMS/ACFC	(no change)
6 .1 *			at commissary stores	destroy after 3 years.
8 *	meat tonnage reports (AFCOMS Form 41)	data used to compute manning requirements	at HQ AFCOMS/XP	destroy 2 years after next standards application is implemented.

BDO/BPA: Blanket Delivery Order/Blanket Purchase Agreement

AFCOMS/ACFC: Air Force Commissary Service/Finance Office

AFCOMS/XP: Air Force Commissary Service/Plans and Programs Office