

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

LEAVE BLANK

JOB NO.

NI-AFU-89-13

DATE RECEIVED

2/24/89

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

3/22/89

ARCHIVIST OF THE UNITED STATES



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

14 FEB 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE

GRACE T. ROWE, Chief, Rec Mgt Policy Sect  
Directorate of Information Mgt and Admin

7. ITEM NO	B. 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 GRS OR SUPERSEDED JOB CITATION	10.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"><b>FOOD SERVICE RECORDS</b> (TABLE 146-1, RULES 14-15 &amp; 20) (APPLICABLE AIR FORCE-WIDE)</p> <p>The purpose of this request is to clarify the wording in Rules 14 and 15 and change the disposition instructions in Rule 14. Column A includes now "computer generated equivalent forms". Column B has been expanded to include the wording that was previously in Column C. Also the new Column C specifies a cut-off as such: "pages or forms with all entries completed". And finally Column D of Rule 14 deletes "unit-wide reissue of meal cards" because the office responsible for the creation of these records feels that it is no longer necessary. The disposition instructions for Rule 15 have not changed.</p> <p>2 There is a slight change in Rule 20, Column B. The "food production log" is deleted because it already appears in Rule 5 (Column B) and it was overlooked when the original table was prepared.</p> <p>Request you approve these changes.</p>		

TABLE 146-1  
FOOD SERVICE RECORDS

R. U. L. E	A If the records are or pertain to	B consisting of	C which are	D then
*14	meal card control register or computer generated equivalent forms	numbered registers, including related inspection forms, receipts of accountable forms, and correspondence; used to account issued, reissued, withdrawn, lost, or destroyed meal cards, entries on ration strength reports, and list of meal card holders	pages or forms with all entries completed	destroy <sup>AFTER</sup> 1 year after or on inactivation of unit, whichever is sooner (see note 2).
*15				at units where annual meal card recall is waived, register will run continuously, pages retired when outdated and destroyed after 1 year (see note 2).
*20		hard copy reports which require signatures for validation including cook's requisition, 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.