

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

AFU

1 item

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

LEAVE BLANK	
DATE RECEIVED DEC 20 1974	JOB NO. NC - AFU-75 -28
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 stamped "disposal not approved" or "with-drawn" in column 10.	
1-8-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. Phillips

5. TEL. EXT.
11-29232

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

18 DEC 1974

Herbert G. Geiger

**Herbert G. Geiger, Chief
Documentation Systems Division
Directorate of Administration**

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>FOOD SERVICES RECORDS (Table 146-1)</p> <p>The purpose of this submission is to establish disposition criteria for installation menu board committee meeting minutes used to revise, delete, and add to basic menu. The initial menu is compiled and distributed world-wide by AF. Boards at base level make minor revisions to the basic menu. Information accumulated at base level is considered insignificant after the completion of a menu cycle.</p>		

COPY to Agency 1-10-75

R U L E	T 146-1 A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13 *	installation menu board committee records	minutes of meetings	used to revise, delete, and add to basic menu	destroy 1 year after com- pletion of cycle.