REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS  
(See Instructions on Reverse)

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 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.

Date  
18 DEC 1974

Herbert G. Kiefer

(Signature of Agency Representative)

7. ITEM NO.  
8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

FOOD SERVICES RECORDS  
(Table 146-1)

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.
<table>
<thead>
<tr>
<th>RULE</th>
<th>T 146-1</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>installation menu board'</td>
<td>minutes of meetings</td>
<td>used to revise, delete, and add to basic menu</td>
<td>destroy 1 year after completion of cycle.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>committee records</td>
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