

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED MAR 1 1976	JOB NO. NC1-AFU-76-27
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.	
4-15-76 <i>James B. Rhoads</i> (Date) 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.
756-2383

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.

20 Feb 76
Date

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">COMMISSARY AND COMMISSARY STORE RECORDS (Table 145-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add two new rules to Table 145-1. Proposed rule 20 would establish retention criteria for commissary fund trust revolving records and rule 21 would provide criteria for commissary equipment.</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p>	<p align="center">NN 170-33 171-119</p>	

Copy to Agency 4-9-76

10-427

16	establishment or disestablishment of commissary stores	report which is used as basis for establishment or disestablishment of commissary stores	at base or comparable level	destroy on receipt of next required report.
17			initial and final reports at HQ USAF	retire as permanent.
18	commissary selection committee records	minutes of meetings	recorder's copy	destroy after 2 years.
19			other than recorder's copy	destroy when no longer needed, or after 2 years, whichever is sooner.
*20	commissary trust revolving funds	records of budget requests, and allocation and expenditure of funds		destroy 3 years after end of fiscal year to which they pertain.
*21	commissary equipment	records of acquisition, maintenance, and disposition of equipment	at base or comparable level	destroy one year after final disposition of equipment.