

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

12 items

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

Preston B. Speed

5. TEL. EXT.

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 8 1976	JOB NO. NC 1-AEU-88-8
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>10-22-76</u> (Date)	<u>James B. Rhode</u> Archivist of the United States

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

5 OCT 1976

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

Date

(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">FOOD SERVICE RECORDS (Table 146-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise descriptive and/or disposition criteria for food service records created under the Subsistence and/or Monetary Credit Allowance Management Systems. Several other related record series are included in our proposed decision logic table.</p> <p>The Subsistence Credit Allowance Management System (SCAMS) is used for determining and managing the cost of subsistence for appropriated fund food service facilities. It is based on a signature headcount and a basic daily food allowance that determines an authorized monetary allowance. The monetary allowance establishes a credit for subsistence with a military commissary.</p> <p>The Monetary Credit Allowance Management System (MCAMS) is used for appropriated fund food service facilities at remote or isolated units that cannot economically or effectively obtain subsistence from a military commissary. It is also based on a signature headcount and a basic daily food allowance. However, under MCAMS, the monetary allowance is paid to the dining hall account by the supporting base accounting and finance officer. Although local purchase of subsistence is authorized, military commissary resources are used to the maximum extent possible.</p> <p>The retention periods proposed in the attached decision logic table will satisfy our current requirements.</p>	<p>NN 170-33</p>	

Copy to Agency 10-27-76

TABLE 146-1

FOOD SERVICE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Subsistence Credit Allowance Management System (SCAMS) or Monetary Credit Allowance Management System (MCAMS)	request for flight meals, request for issue or turn-in, cross-servicing signature sheet, register of cash collection sheets, cash collection record, cash collection voucher, voucher for transfer between appropriations and/or funds (disbursements), comparable forms or related records	used to insure funds are properly controlled	destroy 1 year after end of accounting period.
2		receipt for transfer cash and voucher		destroy after transaction.
3		ration strength report		destroy after 3 months.
4	MCAMS	dining hall financial statements, monetary credit Allowance ration return	a result of the MCAMS, under which AF dining facilities receive money to buy food in lieu of being issued food in bulk	destroy 1 year after end of accounting period.

TABLE 146-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
5	dining hall stock control	cook's worksheets	used to insure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food service personnel in controlling stock issued in dining halls, or related to the financial status of the dining hall account	destroy 1 month after end of accounting period.
6		inventory of class () , quartermaster supplies, senior cook's requisitions, field ration dining hall stock record, subsistence requests, tally in-out, inventory adjustment voucher, daily dining hall summary, monthly monetary record, basic daily food allowance computation		destroy 1 year after end of accounting period.
7	establishment and administration of meat-processing facilities	subsistence request, daily control sheet - meat processing plant record, request for issue or turn-in, and related records	accumulated in processing meat and rendering fat for issue to field ration activities	
8	food service report	food service operations report, menu utilization report, consumer level audit program, unsatisfactory subsistence report, report of progress in the food service program, and related records		

TABLE 146-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	medical certificate - food handler	certificates by the examining physician to indicate food handler is medically qualified		destroy when individual certificate is superseded by a new certificate, or when the individual is relieved of food handling duties, whichever is sooner.
10	flight feeding	register of cash collection sheets, request for flight meals, flight meal delivery and return receipt, flight meal orders and issues, stock and cost record of flight subsistence and meals, weekly summary of flight feeding subsistence request (duplicate copy)	at flight feeding facilities, and are used to record the number of flight meals requested and issued and monies collected or refunded for meals paid for by aircrews and passengers	destroy 1 year after end of accounting period.
11	meal cards			see table 35-13.
12	installation menu board committee minutes	minutes of meetings, monthly recapitulations, adjustment papers	used to revise, delete, and add to basic menu	destroy 1 year after completion of cycle.