

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

W 12312

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JOB NO. NCI-AFU-82-7	
DATE RECEIVED November 25, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-13-82 Date	Edward Weldon Acting Archivist of the United States

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, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5. TEL. EXT.
694-3527

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 17 Nov 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Maj, USAF Documentation Mgmt Br Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">AIR FORCE OPEN MESS PROGRAM (Table 215-6) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a <u>new</u> table to cover the Air Force open mess program. Documents are required for administration, management, and operation of Air Force open mess facilities and programs. As open messes have the unique requirement to operate a profitable business activity, managers must have both current and historical documentation readily available for reference in a manner that is logical and in sequence with their operational procedures. Documents are used daily to plan and operate programs at base, MAJCOM, and Air Force level.</p> <p>Reference rule 1, the open mess is established by the base commander, is approved by MAJCOM with final action being taking by Air Force Manpower and Personnel Center. The charter and related documents are needed for at least 2 years after the discontinuance of the open mess or 2 years after the instrumentality is dissolved to insure that all actions are completed incident to the operation and closing of the open mess. The minutes (rule 2) of the Nonappropriated Fund Council, the advisory committee and the general membership committees</p>		

20 items

*No Max Data Change Requested
Closed Out: 1-25-82: R.T.D.
Copy to Agency & NARA*

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	<p>present the members' views and advice to the open mess manager and the Chief, Morale, Welfare and Recreation. They recommend policies, rules for establishing membership requirements, recommend reinstatement of members, and other actions that impact on the open mess. These minutes may be destroyed 2 years after minutes no longer apply to, or impact on, the operation of the open mess. The files are needed for analysis, operation and control purposes. Rule 3 is self-explanatory. Reference rules 4 and 5, open mess employees attend local Air Force courses or courses at vocational or community adult education programs in food preparation, culinary arts, food service and other open mess-related subjects. All food handlers must also be trained by medical service personnel per AFR 163-8. The documents relating to training, the rosters of persons taking training or needing to take training, etc., are required for reference purposes for at least 2 years, when superseded or no longer needed. Rule 6, open mess managers must insure that open mess facilities operate according to sanitation rules and that employees meet personal hygiene standards. Any documentation related to the sanitation and housekeeping functions are required for operational purposes for at least 2 years. The in-house inspections are conducted once a week. The checklist used for this inspection is kept on file in the open mess for 90 days (rule 7). Rule 8 is self-explanatory; the 1-year retention period is normal for procurement of supply and equipment items (table 67-3, rule 1). Rule 9 covers repair, renovation, construction, etc., of the open mess facilities. The 3 years hold after fiscal completion is the same retention as for the regular construction projects (table 89-1, rule 6). Any problems arising from the work should be closed out 3 years after all claims are settled, all funds are paid, etc.</p> <p>The designation of the open mess by the commander as an essential feeding facility (rule 10) is needed for reference purposes for 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation. These records are needed for administrative reference and for insuring that actions on the facility are completed. Rules 11, 12, 13 are self-explanatory. In Rule 14, reports of inspections, audits, etc., are needed for 4 years or when superseded by a later audit/visit/inspection. Audits are generally made at every 3 years by Air Force auditors. The GAO does not audit nonappropriated funds activities. The documentation is used for comparisons, trend analysis and</p>		

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	<p>general reference. Rules 15 - 17 are administrative files that are required for control and operational use. Rule 18 - 20 are transferred from table 176-3, rules 25 and 26. Disposition remains the same.</p> <p>The disposition cited will adequately serve the administrative needs of the Air Force.</p>		

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TABLE 215-6 Air Force Open Mess Program

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	establishment	charter with related documents		destroy 2 years after discontinuance or 2 years after the instrumentality is dissolved,
2	meetings	minutes of Nonappropriated Funds Council, advisory committee, and general membership meetings		destroy 2 years after minutes the meeting no longer apply to or impacts on the operation of the open mess.
3	membership data or reports	membership applications, rosters, studies or reports used for planning or promotional purposes		destroy upon transfer of member or when no longer needed for managerial purposes.
4	training programs, workshops, or seminars	handouts, pamphlets, training aids, rosters, and related material		destroy after 2 years, when superseded or no longer needed, whichever is applicable.
5		documents related to planning, developing, or establishing training programs or policy		
6	sanitation and house-keeping	reports and related documents required to operate food and beverage programs		destroy after 2 years.
7		food service sanitation checklist		destroy after 90 days.

TABLE 215-6 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	supplies and equipment	forms, letters, lists, requisitions		destroy after 1 year.
9	facility maintenance, repair, improvement, or construction	work orders, service call logs, AF Forms 1391s, project booklets, letters and related documents		destroy 3 years after fiscal completion.
10	essential feeding	designation of an open mess as an essential feeding facility with related documents		destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation.
11	safety	bulletins, rosters, or visual aids needed to encourage safety programs		destroy when obsolete, superseded, or no longer needed.
12	awards program	letters, citations, certificates, background documents for the U.S. Air Force Meritorious Open Mess Manager award		see table 900-1.
13	advertising, promotions, publicity, public relations	posters, calendars, flyers, and planning documents		destroy after 1 year or when no longer needed.
14	reports of inspection, audits, or visit	reports, responses or related correspondence		destroy after 4 years, or when superseded by a later audit/visit/inspection.

TABLE 215-6 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	open mess operating continuity files	policy letters, operating instructions, messages and related information		destroy when superseded.
16	open mess management	letters, analyses, studies, and other related data used in planning the open mess programs		destroy after 1 year or when superseded.
17	working documents	papers, forms, tapes, scatter sheets, and other supporting documents used to develop policy or programs		destroy after 2 years or when no longer needed for administrative references, whichever is later.
18	open mess guest checks	accounts control copy which reflect on food and bever- age items purchased or charged by member or guest		destroy after 90 days provided account is clear.
19		for package liquor sales		destroy after 180 days.
20		kitchen copy of check		destroy when purpose has been served.