

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

11/23/82

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

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JOB NO <b>NCI-AFU-82-11</b>
DATE RECEIVED <b>November 25, 1981</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<b>1-13-82</b> <i>Edward Welden</i> Date Act, Archivist of the United States

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 \_\_\_\_\_ 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	CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES (TABLE 215-5) (APPLICABLE AIR FORCE-WIDE)  The purpose of this submission is to establish a new table for the control, procurement and sale of alcoholic beverages on Air Force bases. In rule 1, the request to establish package outlets are sent through command channels, to the Air Force Manpower and Personnel Center (AFMPC) and thence to the Secretary of the Air Force for approval. This request and approval must be maintained at the facility. They may be destroyed 2 years after discontinuance of the instrumentality. Normally, all actions pertaining to the operation and closing of the outlet are completed within 2 years after the deactivation of operations.  Reference rule 2, AFMPC issues policy on the control, procurement, sale and use of alcoholic beverages. Base commanders control and supervise the outlets. Major commands and separate operating agencies issue supplements which include instructions for the sale, possession and use of alcoholic beverages. Supplements also conform to the state and local laws, etc. The documentation may be destroyed when obsolete, superseded or no longer needs for reference. Rule 3, the		

8 items

No Mass Data Charge Required  
Closed Out: 1-25-82: E.T.D.  
Copy to Agency & NNM

**Request for Records Disposition Authority - Continuation**

JOB NO

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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
	<p>information on pricing of alcoholic beverage needs to be retained for 1 year to make comparisons on prices, show trends, and for general reference purposes. Rules 4 and 5 are self explanatory. Rule 6, covers management documentation for alcoholic beverage facility. The documentation is required for planning programs, general administration, management and operation of the alcoholic beverage facilities. The documentation may be destroyed after 2 years or when no longer needed for reference, whichever is applicable. Rule 7 is transferred from table 176-3, rule 43. Rule 8 is transferred from table 176-3, rule 43.1. Retention periods for rules 7 and 8 remain the same as when placed in table 176-3.</p>		

## CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	establishment	letters and supporting documents used as a basis to establish an alcoholic beverage function		destroy 2 years after discontinuance or instrumentality is dissolved.
2	controls on sale and use	letters, messages, operating instructions, etc.		destroy when obsolete superseded or no longer needed for reference.
3	pricing	information on pricing, surveys, etc., used to price merchandise		destroy after 1 year.
4	procurement	policy documents, guidance, laws, statutes used to determine procurement procedures		destroy when superseded.
5	permits, stamps, taxation	applications, forms, correspondence as required by law		destroy upon renewal or replacement.
6	management documentation	correspondence, records of purchases and related data used to plan programs		destroy after 2 years, or when longer needed for reference, whichever is applicable.
7	packaged alcoholic beverages sales slips	sales slips/purchase register	at established alcoholic beverage outlets	destroy after 1 year.
8	sales slip book log	used to record the issue, use, and destruction of sales slips		destroy 1 year after last entry.