REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. J. E. Updike

5. TEL. EXT.
694-3431

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.

☐ A Request for immediate disposal.

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

C. DATE
14 SEP 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. ADDRESS
MARK H. COON, Major, USAF
Acting Chief, Documentation Management
Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

COMMISSARY AND COMMISSARY STORE RECORDS
(Table 145-1)
(Applicable Air Force-wide)

The purpose of this submission is to combine two rules in Table 145-1 and provide for disposition of records which are now listed as permanent. This change provides for orderly disposal of triennial surveys used to recertify the need for individual commissaries based on adequacy and proximity of commercial facilities and reasonableness of local prices.

SAMPLE OR JOB NO
NC1-AFU-76-27

ACTION TAKEN

115-107

by RAW, 12/3/82

Copy mailed to Agency 1-18-83
Closed out 1-18-83

STANDARD FORM 115
Revised April, 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101.114
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>16</td>
<td>Surveys of Commercial Facilities and Commissary Stores (RCS: DD-M(AR) 1187)</td>
<td>surveys and reports</td>
<td>at HQ USAF, MAJCOM, Complex, Region or base level</td>
<td>destroy after six years or when no longer needed for reference purposes whichever is sooner</td>
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<td>17</td>
<td>(RESERVED)</td>
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