

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-AFU-84-25	
DATE RECEIVED 3/19/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-8-84 Date	<i>Patricia Ware</i> 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

Jon 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 8 MAR 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	E. TITLE GRACE T. ROWE Documentation Mgt Branch
------------------------------	---	---

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>This submission amends one rule and adds three new rules.</p> <p>Rule 5 is amended to tie disposition to the dining hall menu cycle.</p> <p>Rules 11 and 11.1 are added to support the Recipe and Menu Pricing System (RAMPS) which establishes prices for the A La Carte System.</p> <p>Rule 18 provides disposition for subsistence standardization files.</p> <p>The retention periods proposed in the attached decision logic table will meet administrative and legal requirements.</p>		

No mass data change sheet required. Copy of job sent to NNS and NNM by RAW on 6-12-84. Copy of job sent to agency as enclosure to NCD's 6-13-84 letter.

4 items

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
Item 1 5	dining hall food control	food service production log	used to ensure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food service personnel in controlling food issued in dining halls, or related to the financial status of the dining hall account	destroy after the 2nd menu cycle (84 days)
Item 2 11	Recipe and Menu Pricing System (RAMPS)	RAMPS portion price index, RAMPS error audit list, RAMPS basic daily food allowance computation, ALACS item pricing, ALACS price reduction record	used to establish menu item prices in ALACS operations	destroy after 1 year
Item 3 11.1		monthly update card deck/tape	used to update data base	destroy after 60 days
Item 4 18	USAF subsistence standardization files	subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and other related correspondence	used by dietitians, quality assurance specialists, and statistical support staff at Air Staff level to develop or refine subsistence standardization documents	destroy 1 year after intended purpose is served