

Air Force Undifferentiated

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS** / item

(See Instructions on Reverse)

| | |
|---|--|
| LEAVE BLANK | |
| DATE RECEIVED <i>10/19/73</i> | JOB NO. <i>AN-174-071</i> |
| 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 "with-drawn" in column 10. | |
| <i>11-5-73</i> Date | <i>James B. Rhoads</i> Archivist of the United States |

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF
2. MAJOR SUBDIVISION
Directorate of Administration
3. MINOR SUBDIVISION
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K.J. Bilek
5. TEL. EXT.
11/29209
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10 OCT 1973

Herbert G. Geiger

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

(Date)

(Signature of Agency Representative)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|---------------------------------------|------------------|
| 1 | <p>VETERINARY RECORDS (163-1) (Applicable Air Force-wide)</p> <p>See attached table 163-1, rules 2.1 and 2.2 which provides disposition for food inspection stamp records used to record issue, turn in, and destruction of food inspection stamps. DD Form 1740 is used primarily for this purpose. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p> <p><i>changes agreed to by Mr. C.J. Phillips, 25 Oct. 1973. j.h.k.</i></p> <p><i>And the 1050 CR sheets</i></p> | DLT 163-1 rules 2.1 & 2.2 | |

163. **Veterinary Service.** This table covers documentation pertaining to veterinary services and programs, including veterinary food inspection, research, and health service.

| TABLE 163-1 | | | | |
|--------------------|--|---|--|--|
| VETERINARY RECORDS | | | | |
| R U L E | A | B | C | D |
| | If documents are or pertain to | consisting of | which are | then |
| 1 | food inspection | daily and monthly records of food inspections | | destroy after 3 years. (<i>Exception:</i> Records of local purchases with nonappropriated funds may be destroyed after 3 months.) (See note.) |
| | | sanitary histories of vendor's establishments | at responsible supervisory veterinary inspection office in the active file while vendor remains on approved list | destroy 7 years after removal from approved list (see note). |
| 2.1 | food inspection stamp records | form records of issue/turn in or destruction | at activity having possession of stamp | destroy 2 years after new form is prepared or stamp is destroyed. |
| 2.2 | | forms, messages, statements, or correspondence documenting action taken upon loss or theft of stamp | at any level | destroy 2 years after investigation is completed. |
| 3 | veterinary activities | monthly reports | | destroy after 2 years, or sooner if their contents have been incorporated into the veterinary history of the unit or installation. |
| 4 | medical food service facility sanitation | reports of inspection of sanitary conditions conducted by base or support base veterinarian | inspection copies | destroy after 6 months, or when all deficiencies described in the report have been corrected. |
| 5 | | | at inspected activity | destroy when all reported deficiencies have been corrected. |
| 6 | veterinary laboratory and examination report records | report forms combining requests for and reports of veterinary food examination | the basis, in some instances, for accepting or rejecting foods at time of purchase | destroy after 1 year. |

10-455

163. **Veterinary Service.** This table covers documentation pertaining to veterinary services and programs, including veterinary food inspection, research, and health service.

10 December 1971

Current Disposition of the Data may include food inspection Stamp records

AFM 12-50 (C7)

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| R U L E | A | B | C | D |
| | If documents are or pertain to | consisting of | which are | then |
| 1 | food inspection | daily and monthly records of food inspections | | destroy after 3 years. (<i>Exception:</i> Records of local purchases with nonappropriated funds may be destroyed after 3 months.) (See note.) |
| 2 | | sanitary histories of vendor's establishments | at responsible supervisory veterinary inspection office in the active file while vendor remains on approved list | * destroy 7 years after removal from approved list (see note). |
| 3 | veterinary activities | monthly reports | | destroy after 2 years, or sooner if their contents have been incorporated into the veterinary history of the unit or installation. |
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