

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-AU-00-15	DATE RECEIVED 3-22-00
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command			
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	DATE 1-15-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
50.	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p>		

SA 1/22/02 sent to Army, NARA, NR

30

FOOD PROGRAM

Prescribing Directives

AR 30-1--The Army Food Service Program

AR 30-5--Food Cost and Feeding Strength Summary

AR 30-7--Operational Rations

AR 30-16--Food Service Data Feedback Program

AR 30-18--Army Troop Issue Subsistence Activity Operating Procedures

AR 30-19--Army Commissary Store Operating Policies

AR 30-21--Army Field Feeding Procedures

Description: These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations. NOTE: These files have undergone a complete revision since the last MARKS regulation. Care must be taken in establishing new files.

FN: 30

Title: General food program correspondence files

Authority: NN-167-31 and NN-165-192

WITHDRAWN

Privacy Act: Not applicable

Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to the food program which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to food program that are received for information only, on which no action is required. These include cards, listings, indexes, appointment orders, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, cook status reports, and similar working papers gathered for preparation of an action.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-1a

Title: Cash receipts

Authority: NN-166-179

WITHDRAWN

Privacy Act: Not applicable

Description: Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and

~~payment of catered meals or unprepared subsistence, reports of investigation in accordance with AR 15-6, report of survey IAW AR 735-5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

3. **FN:** 30-1c
Title: Dining facility reviews
Authority: NN-166-179
Privacy Act: Not applicable
Description: Information relating to review or inspection of dining facility operations, administration, and sanitation; contractor performance evaluations; nutrition, requisition, and receiving procedures; security, inventory management, and meal card verification; and reports. Included are summary of account status review, quality deficiency reports (QDRs), equipment improvement reports (EIPs), Unsatisfactory Material Reports (UMRs), food service equipment replacement record, and related information on findings and recommendations.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

4. **FN:** 30-1d
Title: Dining facility operations
Authority: NC1-AU-80-54
Privacy Act: Not applicable
Description: Documents pertaining to operating the dining facility. Included are production schedules, headcount records, signature headcount sheets, kitchen requisitions, sensitive and high dollar item disposition, inventories with recap sheets, strength and feeder reports (field), and similar information. Not included are meal card management records; see file no. 600-38a.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

5. **FN:** 30-1e
Title: Ration request, issue, delivery, and account status files
Authority: NC1-AU-76-57
Privacy Act: Not applicable
Description: Dining facility information relating to issue, subsistence reports, ration requests, feeder reports, issue and turn-in slips not used for receipt of cash, delivery tickets, machine printouts, certificates of donation, dining facility account card, and transfer of subsistence between dining facilities.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

6. ~~**FN:** 30-1f
Title: Operational rations
Authority: NN-166-204~~

WITHDRAWN

~~Privacy Act: Not applicable~~

~~Description: Information relating to the operational ration/box lunch control sheets, ration control sheets, transfers of subsistence between field and garrison operations, inventories of subsistence received from the field, and related information pertaining to requisition, receipt, storage, inspection and issue of operational rations.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

7. FN: 30-1g
Title: Food program projects
Authority: NC1-AU-77-50
Privacy Act: A0030-AMC

Description: Information resulting from actions taken to evaluate and improve the overall Army Food Program. Included are staff studies, survey and test reports, coordinating actions, and similar information.

Disposition: Code KE6. Event: completion of the project. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

8. FN: 30-1h
Title: Food program reports
Authority: NC1-AU-77-51
Privacy Act: Not applicable

WITHDRAWN

Description: Reports used for supervision, rendering assistance and advice, and review and analysis of the food program. Included are food facility reports; subsistence supply and service reports; reports of progress accomplished in the food program; post food service supervisor's reports; and reports containing data relative to central billing for cross-servicing of meals furnished personnel of other services; Connelly program information, command logistic reviews, best dining facility awards, dining facility modernization plan, annual food plan, culinary arts information, food service summaries, and food service management plans; approved brunch menus, cook of the quarter, and related information maintained by food advisor and or supervisors.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

9. FN: 30-1i
Title: Ration requests
Authority: NN-166-204
Privacy Act: Not applicable

Description: Requests for motor convoy rations, consolidated ration requests, or comparable documents relating to requests for the issue of subsistence. Maintain these files on a fiscal year basis.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

10. FN: 30-1j2
Title: Menus development

Authority: NC1-AU-77-148

Privacy Act: Not applicable

Description: Records other than the record copy of the published menus: Information relating to the development, review, and approval of master and special menus. Included is information reflecting cost, dietary, nutritional information, and issue analyses, ration factor lists, copies of published menus, and copies of menu board minutes.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

11. **FN:** 30-1k
Title: Food facility establishment files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Office having Army-wide responsibility and responsibility for final approval: Information relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of cold storage facilities, bakeries, TISA, and similar food processing or storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Disposition: Code KE6. Event: discontinuance of the related facility. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

12. ~~**FN:** 30-5a
Title: Food cost and feeding strength reports~~

~~**Authority:** NC1-AU-80-54~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Reports used for the purpose of review and analysis of the food program containing data relative to central billing for cross-servicing of meals furnished personnel of other services. Included are food cost and feeding strength summary and subsistence data summary and similar information.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

13. **FN:** 30-7a
Title: War reserve/protectable levels

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to the establishment and status of war reserve and protectable levels of operational rations.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

14. ~~**FN:** 30-7b
Title: Disposition of operational rations~~

WITHDRAWN

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Information relating to the disposition of operational rations due to condemnation or transfer to other governmental agencies due to excess stocks.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

15.

FN: 30-7c

Title: Unit basic loads

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to the requisition, receipt, and inspection of all operational rations retained by Army units as part of their basic load.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

16.

FN: 30-7d

Title: Operational rations reports

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information pertaining to semiannual and other reports required for operational rations.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

17.

FN: 30-16a

Title: Unsatisfactory subsistence files

Authority: NC1-AU-85-45

Privacy Act: Not applicable

Description: Information on reporting of subsistence which is unsatisfactory for its intended use. Included are DA Form 1608-R (Unsatisfactory Material Report) or similar forms, coordination with veterinarians and Troop Issue Subsistence Activity, letters or other narrative reports, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

18.

FN: 30-18b

Title: TISA reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information constituting a part of the reporting system on TISA operations. Included are all required TISA reports and correspondence concerning TISA reports.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

19.

~~FN: 30-18c~~

WITHDRAWN

~~Title: TISA accounts~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Documents maintained by accountable and sales officers as the formal record of all transactions pertaining to the receipt, issue, sale, transfer, and inventory of supplies and services, and the receipt and deposit of funds. They include monthly voucher register and general control, inventory adjustment monetary account documents, statements of gains and losses, adjustment vouchers and documents that are filed as vouchers to the account and similar information.~~

~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

FN: 30-18d

20. Title: TISA BDFA, price list, and adjustment files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information maintained for basic daily food allowance (BDFA), price and adjustment. Included are registers of vouchers to a stock record account, BDFA computation sheets, price and stockage lists, TISA reports of survey, veterinary sample records and destruction certificates, subsistence discrepancy reports, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-18f

21. Title: TISA equipment replacement records

Authority: NN-166-104

Privacy Act: Not applicable

Description: Information on facility or equipment replacement budget request documents and responses, equipment replacement records, requests for equipment and maintenance request logs, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-18g1

22. Title: Item consumption files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Subsistence consumption cards: Subsistence consumption cards and documents maintained for the planning and controlling of stockage levels such as not-in-stock lists, operational ration control forms, menus and recapitulations, and similar information.

Disposition: Code KE6. Event: new card is initiated or discontinuance of the related item, whichever is first. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

23. **FN:** 30-18g2
Title: Item consumption files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Other than subsistence consumption cards: Subsistence consumption cards and documents maintained for the planning and controlling of stockage levels such as not-in-stock lists, operational ration control forms, menus and recapitulations, and similar information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

24. **FN:** 30-18h
Title: TISA inventory records
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information pertaining to disinterested individual appointment orders and all inventory and inventory related records of the TISA except the book inventory maintained on the voucher register general control.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

25. **FN:** 30-18i
Title: TISA requisitions
Authority: NN-166-204
Privacy Act: Not applicable
Description: Requisitions, document registers, direct vendor delivery requests, local purchase requests, discrepancy reports, other records of requisitions for the TISA but exclusive of such documents when filed with with vouchers to the account.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

26. **FN:** 30-18j
Title: TISA due-in documents
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information maintained as a record of shipments due-in. Included are shipping documents and similar papers.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

27. **FN:** 30-18k
Title: TISA receipt records
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information maintained as a record receipt, turn-in, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

28.

FN: 30-18l

Title: TISA issue records

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information maintained as a record issue, direct vendor delivery tickets machine printouts, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

29.

FN: 30-18m

Title: TISA charge sales

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information pertaining to charge customer requests, charge sales abstracts, charge sales receipts, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to charge sales, but exclusive of such documents files as vouchers to the account.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

30.

FN: 30-18n

Title: Garrison ration accounts

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to unit ration requests, feeder reports, dining facility account cards and correspondence relating to the status of accounts maintained under the Army Ration Accounting System. Included are notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

31.

FN: 30-18o

Title: Field ration accounts

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information maintained under the Army Field Feeding System. Included are unit ration requests, feeder reports, account records and correspondence such as notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

32. **FN:** 30-18p
Title: IDTAS ration accounts
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information pertaining to the Inactive Duty Training System (IDTAS). Included are unit ration requests, feeder reports, account records and correspondence, notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustment to accounts, and related information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

33. **FN:** 30-18q
Title: Medical treatment facility issues
Authority: NN-166-204
Privacy Act: Not applicable
Description: Issue slips used for the request and issue of subsistence items to fill the menu requirements for dining facilities within medical treatment facilities. Included are facility slips and worksheets.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

34. ~~**FN:** 30-19a
Title: Commissary accountability
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information pertaining to the commissary accountability and backup to support the voucher register and general control entries, such as receipts, sales, charge sales, transfer of subsistence, inventory results, price lists with adjustments and deposit of, or receipt of, funds. Similar information affecting the account includes statements of gains and losses, store block control journal, summary audit log, and receiving document logs; vendor coupons and refunds; food stamps; women, infants, and children (WIC) transactions, billing, and receipt documentation; food donations, container deposits, check collection fees; and disposition of damaged salvaged items and reports of survey.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

35. ~~**FN:** 30-19b1
Title: Commissary activity plans
Authority: NN-166-204
Privacy Act: Not applicable
Description: Item consumption files: Information maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, not-in-stock lists, and similar information.~~

WITHDRAWN

~~**Disposition:** Code KE6. Event: initiation of a succeeding record for that item or discontinuance of the related item, whichever is first. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.~~

36.

~~**FN:** 30-19b2~~

~~**Title:** Commissary activity plans~~

~~WITHDRAWN~~

~~**Authority:** NN-166-204~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Other than item consumption files: Information maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, not-in-stock lists, and similar information.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

37.

~~**FN:** 30-19c~~

~~**Title:** Commissary reports~~

~~WITHDRAWN~~

~~**Authority:** N1-AU-90-17~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Documents correspondence and follow-up data and information constituting a part of the reporting system on commissary operations. Included are standard reports, interim reports, and additional one-time reports that are not filed in a required area.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

38.

~~**FN:** 30-19d~~

~~**Title:** Commissary sales registers~~

~~WITHDRAWN~~

~~**Authority:** NN-166-204~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Registers maintained to control and identify sales orders and entries in registers bearing such information as sales order number, date, location of item sold, sales number, purchaser, description of item, amount of order, and similar information.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

39.

~~**FN:** 30-19e~~

~~**Title:** Commissary price lists~~

~~WITHDRAWN~~

~~**Authority:** NN-166-204~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Lists and supplements reflecting current prices for commissary store items.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

40.

~~**FN:** 30-19f~~

~~**Title:** Commissary cash and charge sales~~

~~WITHDRAWN~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.~~

~~Disposition: Code KE6. Event: after audit. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.~~

41.

FN: 30-19g

Title: Commissary requisitions

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: Requisitions submitted to Defense Personnel Support Center and other supplying depots and agencies, advices of actions, and other papers retained as a record of the requisition of supplies for the commissary store, but exclusive of such documents when filed with vouchers to the account.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

42.

FN: 30-19h

Title: Commissary due-in documents

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information maintained as a record of shipments due-in used to plan warehouse space utilization. Included are shipping documents, requisitions, and similar information.

Disposition: Code KE6. Event: on receipt of shipment or on completion of planned space utilization, as applicable. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

43.

FN: 30-19i

Title: Commissary accountable/responsible officer designations

WITHDRAWN

Authority: NC1-AU-80-54

Privacy Act: Not applicable

Description: Information appointing the commissary officer or other commissary staff member as an accountable and responsible sales officer.

Disposition: Code KE6. Event termination of duty. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

44.

FN: 30-19k

Title: Commissary program projects

WITHDRAWN

Authority: N1-AU-90-17

Privacy Act: Not applicable

Description: Office having Army-wide responsibility: Information resulting from actions taken to evaluate and improve the overall Army Commissary Program. Included are

~~studies, market basket survey reports, independent research, survey and test results, coordinating actions, and related information and data to review or evaluate commissary programs and initiatives.~~

~~**Disposition:** Code KE6. Event: completion of the project. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.~~

45. **FN:** 30-19l

Title: Commissary marketing/stockage program

WITHDRAWN

Authority: N1-AU-90-17

Privacy Act: Not applicable

Description: Office having Army-wide responsibility: Information establishing policies and correspondence pertaining to authorized stockage of items, vendor stocked items, contract stockage, merchandising, promotions, item master file including changes, item descriptions, not-in-stock reports, Universal Product Code correspondence, and similar information.

Disposition: Code KE6. Event is supersession or obsolescence. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

46. **FN:** 30-19m

Title: Commissary establishment files

WITHDRAWN

Authority: N1-AU-90-17

Privacy Act: Not applicable

Description: Information relating to the review and approval of recommendations for the establishment or discontinuance of commissary facilities and storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notification of establishment or discontinuance.

Disposition: Code KE6. Event: discontinuance of related facility. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

47. **FN:** 30-21b

Title: Field kitchen review files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to the review of field kitchen administration, sanitation, supplies, equipment, and reports. Included are quality deficiency reports (QDRs), equipment improvement reports (EIRs), unsatisfactory material reports (UMRs), and related information on findings and recommendations.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

48. **FN:** 30-21c

Title: Field ration request, production, control sheet, and feeder report files

Authority: NC1-AU-76-57

Privacy Act: Not applicable

Description: Information relating to strength and feeder reports; ration control sheets; ration requests; issues, turn-ins, and transfers; machine printouts; production schedules; and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

32

CLOTHING AND TEXTILE MATERIEL

Prescribing Directive

AR 32-5--Introduction of New Clothing and Textile (C&T) Items into the Department of Defense (DOD) Supply System

Description: Functions and procedures regarding the integrated supply management of clothing and textile material items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. This excludes descriptions and wearing of items of the uniform which are contained in the 670-series.

49. ~~FN: 32~~

~~**Title:** General clothing and textile material correspondence files~~

~~**Authority:** NN-167-31 and NN-165-192~~

WITHDRAWN

~~**Privacy Act:** Not applicable~~

~~**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to clothing and textile material which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to clothing and textile material that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.~~

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~
