

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec. 6/4/79*

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

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JOB NO.	<b>NCI-AU-79-56</b>
DATE RECEIVED	<b>04 JUN 1979</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>6-20-79</i> Date	<i>James B. Roads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Army

2. MAJOR SUBDIVISION  
The Adjutant General Center

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
J. Carson

5. TEL EXT  
693-1937

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 <u>30 May 79</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> <u>GUY B. OLDAKER</u>	E. TITLE <u>Chief, Records Management Division</u>
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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><u>VETERINARY SUBSISTENCE SERVICE FILES, AR 340-18-9</u></p> <p>File descriptions and disposition instructions contained in the attached three pages reflect a total rewrite of the existing subfunctional category 928.</p> <p>That portion of SF 115 dated 6 Feb 78 (NARS Job #NCI-AU-78-49), which requests approval for permanent retention of F.N.'s 928-02 (Veterinary Inspection Reporting Files), and 928-07 (Veterinary Statistical Reporting Files); is hereby withdrawn.</p> <p>F.N. 928-08 (Communicable Disease Reporting Files), also listed in the above mentioned SF 115 (and awaiting approval for permanent retention), is deleted from this category, however is to be re-established, with no change, under subfunctional category 929 (Veterinary Animal Service Files), as F.N. 929-05.</p>		

*13 items*

*sent to NNM & AU FRC's  
6-27-79 MB*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 1 of 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>928-01 COMMERCIAL FOOD ESTABLISHMENT REPORTING FILES. Documents relating to sanitary inspections of commercial establishments engaged in the processing, handling and storage of food products. Included are reports indicating the source of raw products, processing facilities, ventilation, water supply, disposal of waste, cleaning, insect control, refrigeration, and determinations of the sanitary qualifications of the establishments, specific food products approved, correspondence with individual vendors and/or commercial food establishments relating to the reports, and similar or related documents.</p> <p>PROPOSED DISPOSITION: Destroy 5 years after date sanitary inspection was conducted, or 1 year after the establishment has been removed from the list of sanitarily approved sources; whichever is first.</p>		
2	<p>* 928-02 PROCUREMENT INSPECTION REPORTING FILES. Documents that reflect the requirements for an inspection, items to be inspected, and results of inspections, class 3, 4, and 8. Included are contracts, purchase orders, purchase descriptions, purchase agreements, reports of inspection (DD Forms 1232, 1234, 1237), product verification records (DD Form 1714), testing results (DD Form 1222), contractors' certificate of conformance, USDA Certifications, net weight examination records, vendor's manifests and similar or related documents.</p> <p>PROPOSED DISPOSITION: Branch offices - Destroy after 2 years. Other offices - Destroy after 1 year.</p> <p>(Documents in the cutoff files that require additional action or related to reopened cases should be brought forward for filing in the current file.)</p>		
3	<p>928-03 QUALITY DATA FEEDBACK FILES. Documents that reflect requests for, and results of, DLA quality audits, subsistence item surveys (SIS), consumer level quality audit program (COLEQUAP), special destination inspections, and similar or related documents.</p>		

*\* Note: Records already retired to records centers under 928-02 are now covered by FN 928-10.*