

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

*Rec. 6/4/79*  
LEAVE BLANK

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

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*

JOB NO  
**NCI-AU-79-56**

DATE RECEIVED  
**04 JUN 1979**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*6-20-79*  
Date *James B. Roads*  
Archivist of the United States

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 <i>30 May 79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
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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F.N.'s 928-02 (Veterinary Inspection Reporting Files), and 928-07 (Veterinary Statistical Reporting Files); is hereby withdrawn.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>		

115-107

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

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

*13 items*

**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.*

*In conversation with  
John Carson JTA60*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PROPOSED DISPOSITION: Destroy after 1 year.		
4	928-04 SURVEILLANCE INSPECTION REPORTING FILES. Documents reflecting class 5, 6, 7, and 9 veterinary inspections. Included are inspection reports, laboratory testing reports, recommendations for disposition of sub-standard lots of food products, DD Forms 1225 (Storage Quality Control Reports), ALFOODACT messages, and similar or related documents.  PROPOSED DISPOSITION: Destroy after 1 year.		
5	928-05 CONTRACTOR AGREEMENT FILES. Documents that reflect agreements with the contractor for veterinary inspection on subsistence contracts and evaluation of performance. Included are Plan for Inspection Job (PIJ), Contractor Inspection System (CIS), Inspection System Evaluation (ISE), correspondence, and similar or related documents.  PROPOSED DISPOSITION: Branch offices - PIJ, CIS, and ISE: Destroy 2 years after last entry. <del>Other offices - Destroy when superseded, obsolete, or 2 years after supersession or obsolescence for reference.</del> when no longer needed for reference.		
6	928-06 QUALITY HISTORY RECORDS. Documents reflecting the contractors' ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, reflect actual performance over a period of time, explanations of unusual amounts of rejections, reports of corrective actions taken, reclaims, and reports of pre-award or miscellaneous surveys (DD Form 1524-2, Part II). Included are quality history records, reports of sampling inspections (DD Form 745), procurement quality assurance for dairy product records, reports of test results (DD Form 1222), and similar or related documents.  PROPOSED DISPOSITION: Branch offices - Destroy after 2 years. Other offices - Destroy after 1 year.		

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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
7	928-07 VETERINARY STATISTICAL REPORTING FILES. Deleted.	Use 928-10.	
8	928-08 COMMUNICABLE DISEASE REPORTING FILES. Deleted - Use F.N. 929-05. <u>Withdrawn</u>		
9	928-09 FOOD SOURCE LISTING FILES. Documents reflecting approved sources of foods of animal origin determined by sanitary inspections of the sources. Included are documents or publications showing the name, location of establishment for which Army approval has been granted, code of inspecting office, and related documents.  PROPOSED DISPOSITION: Destroy 2 years after establishment has been removed from listing.		
10	928-10 VETERINARY ACTIVITIES REPORTING FILES. Documents used for determining workload of veterinary personnel engaged in activities in the office of the Deputy for Veterinary Activities, food inspection and animal medicine branches, and for resource management of these activities. Included are veterinary activity reports, documents reflecting the poundage of subsistence inspected, trends and related information, and similar or related forms and other documents.  PROPOSED DISPOSITION: The Surgeon General - Destroy after 10 years. Other offices - Destroy after 2 years.		
11	928-11 TECHNICAL TRAINING FILES. Documents that reflect technical training programmed and conducted to maintain unit proficiency. Included are technical training schedules, assignments of instruction personnel, lesson plans, reports of attendees and similar or related documents.  PROPOSED DISPOSITION: Destroy after 1 year.		