

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

LEAVE BLANK	
JOB NO	
NC1-AU-80-54	
DATE RECEIVED	
September 5, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-23-80 Date	<i>Robert M. 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 ARMY

2. MAJOR SUBDIVISION  
The Adjutant General's Office

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
John G. Vos

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 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 20 18 Aug 80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
----------------------------	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The creation or amendment of the following record series is proposed based on a comprehensive review by the Deputy Chief of Staff for Logistics, DA, of functions for which that office is the proponent, concerning the operation of commissaries, clothing sales stores, and field ration accounts. In each of the following series, the retention period is based on the reference needs of the creating organization; in no case do these records have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention. All of these records will ultimately be destroyed in the current files area.		
1.	ACCOUNTABLE/RESPONSIBLE OFFICER DESIGNATION FILES (File Number 1424-13). Documents appointing the Troop Issue Subsistence Officer or the Commissary Officer, as an accountable sales officer.  Disposition: Destroy 2 years after termination of designation.		
2.	MENU FILES (File Number 1425-03). Copies of the Master Menu, cyclic menus, special menus, and proceedings of menu boards.  Disposition: Destroy when superseded.		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 OF 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p>DINING FACILITY OPERATION FILES (File Number 1425-05). Documents pertaining to operating a dining facility. Included are:</p> <ul style="list-style-type: none"> <li>a. Cooks' worksheets.</li> <li>b. Headcount records.</li> <li>c. Inventory.</li> </ul> <p>Disposition: Active Army: Destroy after 6 months. Reserve Components: Destroy after 1 year.</p>		
4.	<p>FIELD RATION ACCOUNT DESIGNATION FILES (File Number 1425-06). Documents reflecting designation of Ration Breakdown Officers, Dining Facility Officers, Control Officers, and their representatives. Included are appointing documents, Notice of Delegation of Authority-- Receipt for Supplies (DA Form 1687), and similar documents.</p> <p>Disposition: Destroy 2 years after termination of designation.</p>		