

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NCI-AU-85-50</i>	DATE RECEIVED <i>4-25-85</i>
1 FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION The Adjutant General Center		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Jean Carson	5 TELEPHONE EXT 325-0440	DATE <i>7-31-85</i>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 4 Apr 85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	D TITLE JOHN HENRY HATCHER, PhD Army Records Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Food AR 340-18 (APP "J")</p> <p><u>F.N. 928-01 (Commercial Establishment Reporting Files)</u> 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 establishment, correspondence with individual vendors and/or commercial food establishments relating to the reports, and similar or related documents.</p> <p><u>PROPOSED DISPOSITION:</u></p> <p>a. Office performing Army-wide responsibility: Destroy after 15 years in CFA.</p> <p>b. Other offices: Destroy in CFA 5 years after date sanitary inspection was conducted, or 1 year after the establishment has been removed from the list of sanitarly approved sources; whichever is first.</p> <p><u>JUSTIFICATION:</u> Disposition instructions have been updated to extend the retention time period from 5 to 15 years. Five year maintenance of sanitary inspection reports of commercial food establishments does not provide adequate quality history upon which to base information to the Defense Personnel Supply Center for the purpose of awarding future contracts.</p> <p style="text-align: center;"><i># 85-48</i></p>		<i>2 items</i>