

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-334-81-2	
DATE RECEIVED	
December 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-18-80 Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Army and Air Force Exchange Service

2. MAJOR SUBDIVISION
Administrative Services Division

3. MINOR SUBDIVISION
Records Management Office

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald A. Knight

5. TEL EXT
330-2281

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 4 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
21 Nov 80	<i>[Signature]</i> RONALD A. KNIGHT	Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>1205-01 <u>FOOD IN-STORAGE INSPECTION FILES</u></p> <p>Correspondence and related reports pertaining to military inspections of AAFES food stored in warehouses.</p> <p style="padding-left: 40px;">Temporary. Cut off at close of fiscal year.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p>		
2	<p>1205-02 <u>FOOD INSPECTION FILES</u></p> <p>Reports of inspections made to determine fat content, moisture content, age, packaging, presence of additives, adequate refrigeration, quality, etc. The inspections are conducted at shipping ports and AAFES receiving points by military food inspectors to assure that AAFES specifications are met. Includes Subsistence Inspection Report, AAFES Form 6500-20, correspondence, and supporting documents.</p> <p>a. Record copy (office with AAFES contracting responsibility).</p>		

13 items

*Closed Out: 12-22-80: K.T.D.
Copy sent to Agency, INE, NNM*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 4
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Temporary. File in Contract and Purchase Order Transactions, 1204-03b, for disposition thereunder.</p> <p>b. Other copies. Temporary. Cut off at close of fiscal year. Destroy when 1 year old.</p>		
3	<p><u>1205-03 MILITARY SANITATION REPORT FILES</u></p> <p>Documents relating to the sanitation inspections of food facilities by military personnel. Includes Report of Unsatisfactory Sanitation in AAFES Facilities (RCS: AAFES 1252).</p> <p>Temporary. Cut off at close of fiscal year. Destroy when 1 year old.</p>		
4	<p><u>1205-04 VETERINARY LABORATORY REPORT FILES</u></p> <p>Test reports on food items conducted by military food testing laboratories or inspectors. Reports are used as a basis for accepting or rejecting foods or to obtain price adjustment.</p> <p>a. Record copy (office with AAFES contracting responsibility). Temporary. File in Contract and Purchase Order Transactions, 1204-03b, for disposition thereunder.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which report is completed. Destroy when 1 year old.</p>		
5	<p><u>1205-05 GOVERNMENT/VENDOR RECALL ACTION FILES</u></p> <p>Correspondence, messages, and notices pertaining to the recall of merchandise.</p> <p>Temporary. Cut off at close of fiscal year. Destroy when two years old.</p>		
6	<p><u>1205-06 APPROVED FOOD SOURCES FILES</u></p> <p>Correspondence and reports updating the <u>U.S. Army Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement.</u></p> <p>Temporary. Cut off each calendar quarter.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 of 4
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
7	<p>Destroy when 6 months old.</p> <p><u>1205-07 GOVERNMENT AGENCY/VETERINARY COORDINATION FILES</u></p> <p>Includes correspondence reports and related papers with regulatory and/or advisory agencies.</p> <p>Temporary. Cut off at close of fiscal year.</p> <p>Destroy when 1 year old.</p>		
8	<p><u>1205-08 MILITARY MEDICAL COORDINATION FILES</u></p> <p>Correspondence with and reports rendered by military agencies whose activities affect AAFES operations.</p> <p>Temporary. Cut off at close of fiscal year.</p> <p>Destroy when 2 years old.</p>		
9	<p><u>1205-09 PEST MANAGEMENT PROGRAM FILES</u></p> <p>Correspondence and reports relating to facility inspections, procurement, storage and sale of pesticides.</p> <p>Temporary. Cut off at close of fiscal year.</p> <p>Destroy when 2 years old.</p>		
10	<p><u>1205-10 VETERINARY QUARTERLY ACTIVITIES REPORT FILES</u></p> <p>Correspondence and related papers used in compiling joint report to the Special Assistant to the Surgeon General for Veterinary Affairs, USAF; Chief, U.S. Army Veterinary Corps; Chief, Preventive Medicine Division, Department of the Army; and Commander, USA Health Services Command.</p> <p>This report summarizes the work done during the quarter by the AAFES-Europe and AAFES-Pacific veterinarians as well as the Headquarters Staff Veterinarian. Included in the report are records of staff assistance visits, liaison and coordination activities, current problem areas and future programs.</p> <p>Temporary. Cut off at close of fiscal year.</p> <p>Destroy when 2 years old.</p>		

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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
11	<p><u>1205-11 VENDOR APPRAISAL FILES</u></p> <p>Documents relating to performance of vendors and their products including specific information regarding quality standards, deviations, summaries of product tests and evaluations, plant inspections, quality problems, and related correspondence with vendors.</p> <p>Temporary. Cut off at close of fiscal year in which appraisal is completed. Destroy when no longer needed for reference.</p>		