

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-AFU-86-031

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 145/1/4 was superseded by N1-AFU-89-005 / 145/1/4.

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The remaining items on this schedule were temporary items. The items match N1-AFU-90-003. This schedule was therefore superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-86-31

DATE RECEIVED

1/24/86

NOTIFICATION TO AGENCY

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

Mr Jon Updike

5. TELEPHONE EXT.

694-3431

DATE

4-28-86

ARCHIVIST OF THE UNITED STATES

James S. Burns

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 3 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 21 JAN 1986 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> | D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration | |
|-------------------------------|--|--|-----------------------------------|
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> Commissary Records (T145-1) (Applicable Air Force Wide) | 9. GRS OR SUPERSEDED JOB CITATION NC1-AFU-76-27 | 10. ACTION TAKEN (INARS USE ONLY) |
| | | | <i>4 items</i> |

JUSTIFICATION FOR CHANGE TO TABLE 145-1

This change completely revises Table 145-1 into three tables in order to fully describe and provide disposition standards for the records which are now being created by the Air Force Commissary Service. This new Table 145-1 retains 2 rules from the old table and adds four new rules

SUMMARY OF CHANGES

New Rule

| | |
|-----|-------------|
| 1 | old rule 16 |
| 2 | old rule 20 |
| 3-6 | added |

Old rules 1, 4, 5, 6, 7, 13, 14 and 21 are moved to new Table 145-2.

T145-1
Commissary Records

| R U L E | If the records are or pertain to | consisting of | which are | then |
|------------------|---|--|--|--|
| 1 | surveys of military commissary stores (RCS: DD-M(AR)1187) | documents used as basis to continue operating store | at HQ USAF, MAJCOMS, regions, complexes or bases | destroy after 6 years or when no longer needed, whichever is sooner. |
| 2 | commissary trust revolving funds | records of budget requests, allocations and expenditures of funds | at HQ AFCOMS/AC and commissary regions | destroy 3 years after end of fiscal year to which they pertain. |
| 3 | vendor files | folders with merchandise orders, pricing copies, order call registers, price lists, BDO/BPA consumption record, and related data | at regions, complexes, and commissary stores | see table 70-2, rule 2. (See note.) |
| 4 | AFCOMS Forms 14, Mandatory Offer Review & Approval, control logs, and messages retained under the mandatory sales program | maintained with vendor files | at HQ AFCOMS/DOM | destroy after 2 years |
| 5 | Vendor Coupon Transmittal, AF Form 2368 | forms used to transmit coupons | | destroy after 1 fiscal year. |
| 6 | coupon accounting records | manual or mechanized products | at HQ ACOMS/ACFC | see table 177-1, rule 1 and table 177-4. |

NOTE: Call number registers must be retained for life of contract.