REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
NI-AFU-89-6

DATE RECEIVED
12-14-86

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

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION
Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5. TELEPHONE EXT.
694-3527

DATE
4/7/89

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 ___4___ 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
12 DEC 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE
Grace T. Rowe
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	COMMISSARY STORE RECORDS (Table 145-2) **(Applicable Air Force-wide)**		
1	Rule 3. Deleted "local purchase price lists," as these records are now disposed of in added Rule 3.1.	N1-AFU-86-30	
2	Rule 3.1. Added, to cover disposition of base-generated local purchase price lists and supplements, currently disposed of in Rule 3. Air Force needs to keep these records for only 3 months vice 1 year after inventory.		
3	Rules 7 and 8. Combined the requisitioning, receiving and transfer records of these rules into Rule 7; deleted Rule 8; and deleted "call number registers" in Rule 7, disposing of them instead in added Rule 8.	N1-AFU-86-30	
4	Rule 8. Added, to cover disposition of commissary blanket order call register, currently disposed of in Rule 7 and Note 2. We need to keep these registers for 1 year after life of contract vice destroying them immediately after life of contract.		

7. ITEM NO	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
5	Rule 10. Changed the disposition of commissary vendor credit register to destroy 1 year after completion of the register vice 90 days after collection action is complete. This is a more realistic retention period.	N1-AFU-86-30	
6	Rule 25. Delete, as quality assurance evaluations are a part of the contract file, thus rule is not needed.	N1-AFU-86-30	
7	Rule 25. Added, to cover disposition of excessive purchase statements. Air Force only needs to keep these statements for one year.		
8	Rule 26. Changed the disposition of file maintenance update book to destroy when listing (computer listing) is superseded vice destroy combined monthly lists 1 year after fiscal year. Since the books (listings) are not used as pricing documents, we can destroy them when superseded.	N1-AFU-86-30	
9	Rules 30 and 31. Deleted, as transaction file recovery records (Rule 30) and authorized item order forms (Rule 31) are no longer produced.	N1-AFU-86-30	
10	Rule 33. Changed the disposition of warehouse pull control worksheet to destroy after 3 months vice 1 year. This shortened disposition is sufficient to meet Air Force needs.	N1-AFU-86-30	
11	Note 2. Delete, as commissary blanket order call registers are now disposed of in Rule 8.	N1-AFU-86-30	
12	Note 4. Added, to state that the Administrative Office at commissary stores is the control office for Table 145-2, Rules 4 and 18 records where Automated Commissary Operations System is implemented.		

TABLE 145-2

COMMISSARY STORE RECORDS

RULE	A — If records are	B — consisting of	C — which are	D — then
3	price lists	*quarterly depot price lists, single-manager subsistence price lists, and supplements	*at store administrative office	(no change)
3.1*		base-generated local purchase price lists and supplements		destroy after 3 months.
4	commissary voucher and control records	(no change)	*at control office (note 4)	(no change)
7	requisitioning, receiving, and transfer records	*stock status reports, purchase requests, BDOs/BPAs, requisitions, advices of action, transfer of stock, tallies, related data and following computer-produced lists: itemized receiving report, PCN: SD001-RECV.1,.2 with adjustments; daily receipts register, PCN: SD001-RECR.1,.2; summary receiving report, PCN: SD001-RSUM.1,.2,.3; suggested order, PCN: SD109.SUGG ORD	*at store administrative office or overseas control office	(no change)
8*		commissary blanket order call registers (AF Form 521)		destroy 1 year after life of contract.
10	*commissary vendor credit register (AF Form 891)		*at store administrative office	*destroy 1 year after completion of the register.
18	damaged merchandise	(no change)	*at control office (note 4)	(no change)

R U L E	A	B	C	D
	If records are	consisting of	which are	then
25 *	excessive purchase statements			destroy after 1 year (note 1).
26	file main- tenance update book	computer listing for each item manager		*destroy when listing is superseded.
30	*computer- produced	(RESERVED)		
31	listings	(RESERVED)		
33		warehouse pull control worksheet, PCN: SD001-PULL.1		*destroy after 3 months.

TABLE 145-2. CONTINUED

NOTES:

2. *RESERVED

*4. At stores where Automated Commissary Operations System (ACOS) is implemented, the administrative office is the control office.