

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-AFU-97-6
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	2-10-97
2 MAJOR SUBDIVISION DCS/COMMUNICATIONS & INFORMATION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION DIRECTORATE OR MISSION SYSTEMS		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5 TELEPHONE 703-695-7612	DATE	ARCHIVIST OF THE UNITED STATES <i>Job withdrawn</i>

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>3 Feb 97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE ROBERT E. CARR, JR, Col, USAF Chief, Infrastructure Division
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><b>FOOD SERVICES RECORDS</b></p> <p>Air Force proposes changes to Table 34-10</p> <p>Currently the regulation does not adequately address the disposition of all food service records. Table 34-10 will incorporate everything pertaining to Troop Support from the 145 series.</p> <p>See attached table format showing how we want to describe the retention of the new records</p> <p><del>NO PRIVACY ACTION</del></p>		<p><i>Job withdrawn</i></p> <p><i>3-17-97</i></p>

TABLE 34-10		FOOD SERVICE		
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
16	Food service receipts/billings	direct vendor delivered (DVD) BDO/BPA receipts, prime vendor delivery tickets, DPSC prime vendor 1080 billings	used to verify BDO/BPA and prime vendor 1080 billings	destroy 1 year after life of contracts AUTH
22	Troop Support Contracts	contracting information, such as blanket delivery orders and blanket purchase agreements (BDO's/BPA's) for local purchase items, DPSC contracts and related data, plus computer produced reports	at food service facilities, PC Troop operator or AF management activities	destroy 1 year after contract expiration AUTH
27	Troop Support Financial Records	financial reports, such as PC troop record of operation, DFAS trial balance, and SMAS data printouts (these records are maintained on an accountable year basis)	at food service facilities, PC Troop operator or AF management activities	destroy 2 years after 30 September Inventory AUTH
28	Troop Support Transfer Records	transfer of stocks base to base (DD Form 1149) transfer of stocks between accounts Tally In/Out (AF Form 129), and other related data or computer produced lists	at food service facilities, PC Troop operator or AF management activities	destroy 2 years after 30 September Inventory AUTH N1-AFU-89-6
29	Troop Support Issue Documents	AF Forms 287 or computer generated AF Form 287	at food service office, PC Troop operator or AF management activities	destroy 2 years after 30 September inventory AUTH N1-AFU-89-6
30	Salvage, & Public Health Samples	DD Form 1222, AF Form 129	at food service office, PC Troop operator or AF management activities	Destroy 2 years after 30 September Inventory AUTH
31	Troop Support Reports	AF Form 28 War Reserve Materiel (WRM) Ration Report, AF Form 29, Troop Ration Report and WRM Ration Funded Level Documents/Letter	at food service office, PC Troop Operator or Whs, SVS Sq Admin MAJCOM and AFSVA	destroy after 1 year (these records are maintained on a fiscal year basis) AUTH
35	Troop Support Record of Operation	data pertaining to the overall operational status of the troop support activity for the month	PC Troop operator, food service facilities, SVS Sq, MAJCOM and HQ AFSVA/SVF	destroy after 2 years (these records are maintained on a fiscal year basis) AUTH
38	Computer Back-up Data Base, Index, End of Day, End of Month, On Order and Financial Files	Computer Diskettes pertaining to the overall Troop Support PC Troop Operation	PC Troop operator, SVS Sq Admin office, food service facilities, MAJCOM and HQ AFSVA/SVOST	Diskettes may be reused after 90 Days AUTH

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