

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| LEAVE BLANK | |
|---|---------------------------------|
| DATE RECEIVED MAY 4 3 1977 | JOB NO. NC1 AFU 77 86 |
| 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 "with-drawn" in column 10. | |
| NC1 | 77 86 |
| 6-6-77 | <i>James E. O'Hair</i> |
| (Date) | Archivist of the United States |

1 item
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

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mr. K.J. Bilek

767-4496

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5 MAY 1977

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1 | VETERINARY RECORDS (163-1) (Applicable Air Force-Wide) See attached table 163-1, rule 33 which has been added to provide disposition instructions for copies of veterinary origin (Class 3) inspection files accumulated by Air Force Veterinarians. In view of the original record being maintained by the Defense Personnel Support Center, Philadelphia, Pennsylvania, the 1 year retention is adequate to serve all legal and administrative requirements of the Air Force. | NC1- AFU- 76-9 | |

Sent to agency 4/8/77

TABLE 163-1

VETERINARY RECORDS

| R U L E | A | B | C | D |
|------------------|--|---|---|--|
| | If documents are or pertain to | consisting of | which are | then |
| 33 * | veterinary origin (Class 3) inspection files | reports, worksheets, forms and related correspondence generated in the examination and inspection of subsistence (food) in support or origin inspection activities (red meat, seafood, dairy, fruits, and vegetables, etc.) | for subsistence transactions over \$2500, except utility contracts accomplished at responsible supervisory veterinary inspection unit or office which has possession of DOD complete stamp made by inspector (enlisted, officer, or civilian employee) which consist of the inspection results. Include information copies as distributed to appropriate agencies concerned with results, maintaining quality history on products and references for updating specifications and establishing policies to the field | destroy 1 year after contract is closed as provided by Defense Personnel Support Center Subsistence Inspection Manual 4155.6, Subsection 225.9, Para. VIII Exception: Original of contract maintained by OPR (DPSC Contracting Agency which let contract) should be destroyed 6 years after contract is closed, as provided in Part 5, ASPR Sup 2. Exception: Office of Primary Responsibility (OPR) for negotiating and administering subsistence contracts. |