General				
B-05-001- 01a	Employee License and Permit Files			
Description:	Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.			
	a. Firearms Registration Files.			
Disposition:	Destroy when 2 years old.			
DispAuthNo:	NN-169-86, item 1a	Date Edited:	4/1/1999	
B-05-001- 01b	Employee License and Permit Fil	es		
Description:	Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.			
	b. All Other Permit and License Files.			
Disposition:	Destroy when at least 6 months, but not more than 2 years old, depending on post operating needs.			
DispAuthNo:	NN-169-86, item 1b	Date Edited:	4/1/1999	
B-05-001-02	Vehicle Registration Files (U.S. Government employee privately-owned)			
Description:	Records of registration of private automobiles, including issuance of license plates, accident information, auto insurance.			
Disposition:	Destroy 2 years after departure of employee from post.			
DispAuthNo:	II-NNA-3, item 21	Date Edited:	4/1/1999	
B-05-001-03	Gratuity Records			
Description:	Consists of names and titles of host government employees who perform services for the Embassy, including description of gift, cost, etc.			
Disposition:	Destroy when 1 year old.			
DispAuthNo:	NN-169-86, item 2	Date Edited:	4/1/1999	

B-05-001- 04a	Safety, Health and Environmental	Records	
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.		
	a. Records documenting employee asbestos, radiation, etc.); medical m material inventory; and all policies, p information promulgated by the Depa the post.	onitoring information; annual haza rocedures, cables and other safe	ardous ty and health
Disposition:	Retire to RSC when 10 years old for old.	transfer to WNRC. Destroy when	n 75 years
DispAuthNo:	N1-84-94-3, item 1a	Date Edited:	4/1/1999
B-05-001- 04b	Safety, Health and Environmental	Records	
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.		
	b. Records documenting post initiated inspections, assessment, findings and reports (i.e., related to safety, health, or environmental hazards); hazard condition notifications and requests to investigate hazardous conditions.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	N1-84-94-3, item 1b	Date Edited:	4/1/1999
B-05-001- 04c	Safety, Health and Environmental	Records	
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.		
	c. Records of Mishap Investigation Analysis Boards, Mishap Forms (DS-1663), Motor Vehicle Accident Forms (SF-91 and SF- 91a); training records; and safety and health planning analyses.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	N1-84-94-3, item 1c	Date Edited:	4/1/1999

B-05-001- 04d	Safety, Health and Environmental	Records	
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.		
	d. Material Safety Data Sheets (MSI	DS).	
Disposition:	Retain as long as product is used, then destroy.		
DispAuthNo:	N1-84-94-3, item 1d	Date Edited:	4/1/1999

# Chapter 05: General Services

#### **Motor Vehicles**

B-05-002- 01a	Vehicle Registration Files - U.S. Government-owned		
Description:	Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.		
	a. One-time registrations.		
Disposition:	Destroy 3 years after disposal of ve	nicle.	
DispAuthNo:	NC1-84-80-7, item 1a	Date Edited:	4/1/1999
B-05-002- 01b	Vehicle Registration Files - U.S. G	overnment-owned	
Description:	Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.		
	b. Renewal registrations.		
Disposition:	Destroy when superseded, except la vehicle.	ast one destroy 3 years after disp	osal of
DispAuthNo:	NC1-84-80-7, item 1b	Date Edited:	4/1/1999
B-05-002-02	Accident Files		
Description:	Records relating to motor vehicle accidents involving U.S. Government-owned vehicles, including accident reports, statements of witnesses and investigating officers' claims, etc.		
Disposition:	Destroy 6 years after case is closed.		
DispAuthNo:	GRS 10, item 5	Date Edited:	4/1/1999
B-05-002-03	Vehicle Acquisition and Dispositi	on Files	
Description:	Includes bids, sales agreements, ce	rtificates of award, etc.	
Disposition:	Destroy 4 years after vehicle leaves	agency custody.	
DispAuthNo:	GRS 10, item 6	Date Edited:	4/1/1999

B-05-002- 04a	Motor Vehicle Operating and Maintenance Files		
Description:	a. Summary data of operating and maintenance expenses including those relating to gas and oil consumption, repair charges (labor and parts), vehicle mileage, etc. Includes data used to prepare year-end report, other reports and all other items.		
Disposition:	Destroy when 3 months old.		
DispAuthNo:	GRS 10, item 2a	Date Edited:	4/1/1999
B-05-002- 04b	Motor Vehicle Operating and Main	tenance Files	
Description:	b. Source data of operating and mai service and repair work orders, Daily daily dispatch reports, etc.		
Disposition:	Destroy 3 years after date of report.		
DispAuthNo:	GRS 10, item 2b	Date Edited:	4/1/1999
B-05-002-05	Vehicle Inventory Report		
Description:			
Disposition:	Destroy 3 years after date of report.		
DispAuthNo:	GRS 10, item 2b	Date Edited:	4/1/1999
B-05-002- 06a	Motor Vehicles Program Files		
Description:	Correspondence between post and I disposition and other transactions.	Department regarding post fleet a	cquisition,
	a. Records of a policy and procedur	al nature.	
Disposition:	Retain at post until no longer needed	for reference purposes.	
DispAuthNo:	NC1-84-80-7, item 5a	Date Edited:	4/1/1999
B-05-002- 06b	Motor Vehicles Program Files		
Description:	b. Records pertaining to routine administrative matters.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NC1-84-80-7, item 5b	Date Edited:	4/1/1999

### Chapter 05: General Services

### **Building Construction and Maintenance**

-				
B-05-003-01	Building History Files			
Description:	Summary or narrative reports on specific U.S. Government buildings regarding such aspects as acquisition of sites, architectural design, cornerstone laying, cost of construction and furnishing, and utilization of space, with photographs of completed buildings.			
Disposition:	Retain permanently at post.			
DispAuthNo:	II-NNA-530, item 1	Date Edited:	4/1/1999	
B-05-003- 02a	Real Property Title Records			
Description:	Acquisition background information, agreements, amendments, appraisals, authorizations, correspondence, data, documentation, floor plans, freehold titles with associated documentation pertaining to U.S. Government properties, licenses, major construction information, maps, memorandums, original leasehold, photographs, recommendations, records, reports, sales contracts, surveys, and tasks.			
	a. Title Deeds to Property. Where local law DOES NOT require that originals be retained by the foreign country.			
	NOTE: Under NO circumstances should original titles, crown type lease deeds documentation, the equivalent substitute, or original issuance be held at post.			
Disposition:	Forward signed original title or crow country TO: A/FBO/OPS/RE/RPM.	n lease type deed documents is:	sued by host	
DispAuthNo:	N1-59-94-9, item 9a(1)	Date Edited:	4/1/1999	
B-05-003- 02b	Real Property Title Records			
Description:	b. Title Deeds to Property - Held at Post. Where local laws DO require that originals be retained by the foreign country.			
	NOTE: Retain originals in a file safe	Э.		
Disposition:	Forward 2 signed certified copies of title or crown lease type deed documents or equivalent that is recognized by the host government as well as the courts of the host country as having equal validity as proof of U.S. Government ownership as would an original deed TO: A/FBO/OPS/RE/RPM.			
DispAuthNo:	N1-59-94-9, item 9a(2) <b>Date Edited:</b> 4/1/1999			

B-05-003- 03a	Architectural Data Files			
Description:	Includes blueprints, floor plans, charts and other architectural data for U.S. Government-owned buildings abroad.			
	a. Master File.	a. Master File.		
Disposition:	Forward to Department, Attr	: FBO, when obsolete.		
DispAuthNo:	II-NNA-530, item 3	Date Edited:	4/1/1999	
B-05-003- 03b	Architectural Data Files			
Description:	b. All other files.			
Disposition:	Destroy when obsolete or of	no further value.		
DispAuthNo:	II-NNA-530, item 4	Date Edited:	4/1/1999	
B-05-003-04	Buildings - Contract Files (Maintained in the Budget & Fiscal Section)			
Description:	Consists of ORIGINAL contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents on construction, furnishing, maintenance or repair of U.S. Government-owned or leased quarters.			
Disposition:	Destroy 6 years and 3 montl satisfactorily resolved.	Destroy 6 years and 3 months after final payment if all claims have been satisfactorily resolved.		
DispAuthNo:	NC1-84-80-4, item 1	Date Edited:	4/1/1999	
B-05-003-05	Site Acquisition Files			
Description:	Includes correspondence, survey reports and photographs regarding the selection of sites and acquisition of property for the construction of U.S. Government-owned buildings and residences. Excludes title deeds (see item 050302).			
Disposition:	Destroy when 5 years old.			
DispAuthNo:	II-NNA-530, item 2	Date Edited:	4/1/1999	
B-05-003-06	Obligating Document Files	3		
Description:	Includes purchase orders, ve	ouchers, invoices and other oblig	ating documents.	
Disposition:	Destroy when 5 years old.			
DispAuthNo:	II-NNA-530, item 7	Date Edited:	4/1/1999	

B-05-003-07	Buildings - Program Files		
Description:	Includes correspondence, COPIES of contracts and related documents, reports, and specifications relating to the construction of, furnishing of, actual maintenance of, repair of, and sale of U.S. Government-owned buildings and residences.		
	(For ORIGINAL contracts see item 050304).		
Disposition:	Retain at post specifications and as all other records 2 years after final paresolved.		
DispAuthNo:	NC1-84-80-4, item 2	Date Edited:	4/1/1999
B-05-003-08	Buildings Maintenance - Procuren	nent Files	
Description:	Correspondence, and COPIES of co procurement - of materials, labor, su maintenance of U.S. Government-ov	pplies, and equipment that will be	e used in the
	(For ORIGINAL contracts see item 050304).		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 24	Date Edited:	4/1/1999
B-05-003-09	Inspection and Testing Files		
Description:	Correspondence pertaining to inspection and testing of construction materials; daily or other periodic inspection reports, photographs and charts regarding U.S. Government-owned buildings and residences.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-530, item 10	Date Edited:	4/1/1999
B-05-003-10	Bid Files		
Description:	Correspondence regarding invitation for the construction or repair of U.S.		
	(For ORIGINAL contracts see item 0	50304).	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-530, item 11	Date Edited:	4/1/1999
B-05-003-11 Description:	Delivery Sheets for Contractor or	Warehouse	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-530, item 13	Date Edited:	4/1/1999

B-05-003-12	Lease - Contract Files		
Description:	Lease contracts (COPIES), Contractor Evaluation Statement (DS-1771), close out memorandums, related bills, floor plans, advertising pamphlets, and communications.		
	(For ORIGINAL contract	s see item 050304).	
Disposition:	Destroy 3 years after year in which premises are vacated; litigation, if any, is concluded; local laws no longer apply to the contract; and the statute of limitations period has expired.		
DispAuthNo:	II-NNA-3183	Date Edited:	4/1/1999

### Chapter 05: General Services

# Procurement and Supply

B-05-004-01	Procurement - Contract Fi	iles		
Description:	Contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents for equipment, services, and supplies; and related correspondence; sales literature; specifications; bids; and other material.			
Disposition:	Destroy 3 years after final p	Destroy 3 years after final payment.		
DispAuthNo:	GRS 3, item 3a(2)	Date Edited:	4/1/1999	
B-05-004- 02a	Non-Expendable Property	Inventory Files		
Description:	inventories. Included are th Comprehensive Report, Vis	a. Inventory Reconciliation Files. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Reconciliation Report (OF-127, OF-132).		
Disposition:	Destroy 3 complete fiscal ye	Destroy 3 complete fiscal years after completion of inventory.		
DispAuthNo:	N1-84-94-5, item 1a	Date Edited:	4/1/1999	
B-05-004- 02b	Non-Expendable Property Inventory Files			
Description:	b. Individual Property Recor	b. Individual Property Record Cards (OF-129)		
Disposition:	Destroy 2 years after prope	rty has been sold or otherwise dis	sposed of.	
DispAuthNo:	GRS 3, item 9b	Date Edited:	4/1/1999	
B-05-004- 02c	Non-Expendable Property Inventory Files			
Description:	c. Composite Property Reco	ord Cards (OF-128)		
Disposition:	Destroy 2 years after stock	balance has been transferred to	new card.	
DispAuthNo:	GRS 3, item 9b	Date Edited:	4/1/1999	
B-05-004-03	Expendable Stock Contro	I Record Card (OF-131)		
Description:				
Disposition:	Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.			

B-05-004- 04a	Requisition Files		
Description:	Requisitions for supplies, equipment or services; estimated office requirements for supplies; and monthly reports of supplies distributed.		
	a. Expendable Stock.		
Disposition:	Destroy 1 year after issue of item.		
DispAuthNo:	N1-84-94-5, item 3a	Date Edited:	4/1/1999
B-05-004- 04b	Requisition Files		
Description:	b. Non-expendable Property.		
Disposition:	Destroy 2 years after completion or	cancellation of requisition.	
DispAuthNo:	GRS 3, item 8a	Date Edited:	4/1/1999
B-05-004-05	Purchase Order Files		
Description:	Purchase orders for supplies or equipment procured locally, and related correspondence. (Transactions of \$25,000 or less and construction under \$2,000).		
Disposition:	Destroy 3 years after final payment.		
DispAuthNo:	GRS 3, item 3a(2)	Date Edited:	4/1/1999
B-05-004-06	Property Disposal Files		
Description:	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.		
Disposition:	Destroy 2 years after final disposition action is taken. If sale was part of the disposal action, keep until 2 years after final settlement.		
DispAuthNo:	N1-84-94-5, item 4	Date Edited:	4/1/1999
B-05-004-07	Reserved for future use		
Description:			
Disposition:			
DispAuthNo:	Reserved	Date Edited:	4/1/1999
B-05-004-08	Reserved for future use		
Description:			
Disposition:			
DispAuthNo:	Reserved	Date Edited:	4/1/1999

B-05-004-09 Description:	Residence Inventory List		
Disposition:	Destroy after outgoing inver resolved.	ntory has been taken and all discre	epancies have been
DispAuthNo:	N1-84-94-5, item 5	Date Edited:	4/1/1999
B-05-004-10	Receiving Files		
Description:		f purchase orders, transfer docume ing and other documents accumul	
Disposition:	Destroy 3 complete fiscal ye	ears after the final delivery has bee	en made.
DispAuthNo:	N1-84-94-5, item 6	Date Edited:	4/1/1999

Publications a	nd Map Procurement		
B-05-005-01	Map Procurement Corres	pondence Files	
Description:	Correspondence regarding Government agencies.	the procurement of maps for the D	epartment or other
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NN-169-85, item 1	Date Edited:	4/1/1999
B-05-005-02	Publications Record Files	;	
Description:	Cards or other records of p	ublications transmitted to the Depa	rtment.
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NN-169-85, item 2	Date Edited:	4/1/1999
B-05-005-03	Purchase Order Files		
Description:	Copies of purchase orders maintained in the post Budg	and invoices for publications procu get and Fiscal Section.	red, excluding copies
Disposition:	Destroy 1 year after termina	ation or completion.	
DispAuthNo:	GRS 3, item 3c	Date Edited:	4/1/1999
B-05-005-04	Foreign Publications Corr	respondence Files	
Description:	other posts regarding the p	epartment, foreign organizations a rocurement of foreign publications to I U.S. Government libraries.	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 35	Date Edited:	4/1/1999

# Chapter 05: General Services

# **Travel and Transportation**

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B-05-006- 01a	Official Travel Records		
Description:	<ul> <li>Requests, authorizations, order transportation requests and author</li> </ul>		elated papers, local
Disposition:	Destroy when 1 year old.		
DispAuthNo:	NN-169-86, item 8	Date Edited:	4/1/1999
B-05-006- 01b	Official Travel Records		
Description:	b. Issuing office copies of U.S. Gov	vernment Transportation Requ	iest (SF-1169).
Disposition:	Destroy 6 years after the period of	the account.	
DispAuthNo:	GRS 9, item 1c	Date Edited:	4/1/1999
B-05-006-02	Travel Program Files		
Description:	Communications regarding travel a departures of travelers, information conference details, assignment of companies and hotels regarding tra and card indexes to the travel corre	n on travel orders, hotel accom space; correspondence with tr avel and accommodations for	modations, ansportation
Disposition:	Destroy when 1 year old.		
DispAuthNo:	NN-169-86, item 9	Date Edited:	4/1/1999
B-05-006-03	Passenger Lists		
Description:	Includes ship and air schedules an ships and planes.	d lists of official passengers a	board incoming
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 9, item 4a	Date Edited:	4/1/1999
B-05-006-04	Arrival and Departure Lists		
Description:	List of persons arriving and departi	ng from posts.	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 9, item 4a	Date Edited:	4/1/1999

B-05-006-05	Shipment Files, Official Supplies a	nd Equipment	
Description:	Correspondence and forms regarding the shipment of materials to and from the post, including bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NN-169-86, item 10	Date Edited:	4/1/1999
B-05-006-06	Household and Personal Effects -	Shipment Files	
Description:	Correspondence and forms regarding the shipment of materials to and from the post and related card records regarding shipment; bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.		
Disposition:	Destroy 2 years after employee is rea	assigned or transferred.	
DispAuthNo:	NN-169-86, item 11	Date Edited:	4/1/1999
B-05-006- 07a	Bills of Lading Files		
Description:	Includes airway bills and related doc transportation of official supplies or p		ne
	a. Shipment of official supplies and	equipment.	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NN-169-86, item 12a	Date Edited:	4/1/1999
B-05-006- 07b	Bills of Lading Files		
Description:	b. Shipment of household and personal effects.		
Disposition:	Destroy 2 years after reassignment or transfer of employee.		
DispAuthNo:	NN-169-86, item 12b	Date Edited:	4/1/1999
B-05-006-08	Shipping Requests		
Description:	Requests made to American firms to	ship goods to an overseas post.	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 27	Date Edited:	4/1/1999

B-05-006- 09a	Free Entry Permits		
Description:	a. Copies bearing Foreign C	Office approval.	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 26	Date Edited:	4/1/1999
B-05-006- 09b	Free Entry Permits		
Description:	b. All other copies.		
Description: Disposition:	<ul> <li>b. All other copies.</li> <li>Destroy when 6 months old.</li> </ul>		

# Chapter 05: General Services

# Commissary

B-05-007-01	Procurement Files		
Description:	Commissary orders and relate of supplies for the commissar	ed correspondence with firms re y.	egarding the purchase
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 86	Date Edited:	4/1/1999
B-05-007-02	Order Files		
Description:	Correspondence with custome supplies through the commiss	ers and with other posts regard ary.	ing their orders for
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 87	Date Edited:	4/1/1999
B-05-007-03	Price Lists		
Description:	Lists sent to other posts order	ing from the commissary.	
Disposition:	Retain one copy of each list a	nd destroy all other copies whe	en new list is issued.
DispAuthNo:	II-NNA-3, item 88	Date Edited:	4/1/1999
B-05-007- 04a	Stock Record Cards		
Description:	a. Merchandise stock record	cards reflect the movement of s	stock.
Disposition:	Destroy after monthly invento	ry is verified.	
DispAuthNo:	II-NNA-3, item 89	Date Edited:	4/1/1999
B-05-007- 04b	Stock Record Cards		
Description:	<ul> <li>b. Warehouse stock cards co warehouse.</li> </ul>	nsisting of a daily running inver	ntory of stock in the
Disposition:	Destroy after yearly audit.		
DispAuthNo:	II-NNA-3, item 90	Date Edited:	4/1/1999

B-05-007- 04c	Stock Record Cards		
Description:	c. Office stock record cards reflectin long range consumption figures, and		balances,
Disposition:	Destroy when 3 years old.		
DispAuthNo:	II-NNA-3, item 92	Date Edited:	4/1/1999
B-05-007- 05a	Tally Records		
Description:	In and out tallies indicating quantity, received.	condition, and other data regardir	ng supplies
	a. Warehouse and stock record cop	ies.	
Disposition:	Destroy after yearly audit.		
DispAuthNo:	II-NNA-3, item 91	Date Edited:	4/1/1999
B-05-007- 05b	Tally Records		
Description:	b. Accounting copy.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NNA-3, item 91	Date Edited:	4/1/1999
B-05-007-06	Issue Slips		
Description:	Issue slips documenting the transfer sales floor.	of merchandise from the wareho	use to the
Disposition:	Destroy after yearly audit.		
DispAuthNo:	II-NNA-3, item 93	Date Edited:	4/1/1999
B-05-007-07	Inventory Reports		
Description:			
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 94	Date Edited:	4/1/1999

B-05-007- 08a	Customer Records		
Description:	a. Application for an account with the commissary.		
Disposition:	Destroy 2 years after account has b	become inactive.	
DispAuthNo:	II-NNA-3, item 95	Date Edited:	4/1/1999
B-05-007- 08b	Customer Records		
Description:	b. Customer's Index Card.		
Disposition:	Destroy when account is closed.		
DispAuthNo:	II-NNA-3, item 98	Date Edited:	4/1/1999
B-05-007- 08c	Customer Records		
Description:	c. Customer's Account Card.		
Disposition:	Destroy 2 years after account is closed.		
DispAuthNo:	II-NNA-3, item 97	Date Edited:	4/1/1999
B-05-007- 08d	Customer Records		
Description:	<ul> <li>d. Eligibility Files. Interoffice memory eligibility of personnel for commissa accounts.</li> </ul>		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 97	Date Edited:	4/1/1999
B-05-007- 08e	Customer Records		
Description:	e. Purchase Authorizations. Individual authorizations for eligible employees to make purchases at the commissary.		
Disposition:	Destroy 2 years after customer's account has become inactive.		
DispAuthNo:	II-NNA-3, item 96	Date Edited:	4/1/1999
B-05-007-09	Sales Receipts for Merchandise	ourchased from Commissary	on account
Description:			
Disposition:	Destroy 1 year after posting to cust		
DispAuthNo:	II-NNA-3, item 100	Date Edited:	4/1/1999

B-05-007-10	Cash Sales Control Slips		
Description:			
Disposition:	Destroy after monthly audit.		
DispAuthNo:	II-NNA-3, item 101	Date Edited:	4/1/1999
B-05-007-11	Daily Cash/Bank Receipts a	nd Disbursement Forms	
Description:			
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NNA-3, item 102	Date Edited:	4/1/1999
B-05-007-12	Journal Vouchers		
Description:			
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NNA-3, item 103	Date Edited:	4/1/1999
B-05-007-13	Cigarette Ration Card		
Description:			
Disposition:	Destroy 3 months after comple	etion of card or after card beco	mes inactive.
DispAuthNo:	II-NNA-3, item 104	Date Edited:	4/1/1999
B-05-007-14	Coal Order Card with related	d correspondence	
Description:			
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 105	Date Edited:	4/1/1999
B-05-007-15	Gasoline Cards and related	data	
Description:			
Disposition:	Destroy 1 year after card becc	omes inactive.	

B-05-007-16	Personnel Files		
Description:	Personnel records and related data pertaining to salaries and taxes for commissary employees ONLY in case of those commissaries operated independently of post funds.		
Disposition:	Destroy 2 years after separation of employee.		
DispAuthNo:	II-NNA-3, item 107	Date Edited:	4/1/1999

# Chapter 05: General Services

#### Restaurant

B-05-008-01	Restaurant Program Files		
Description:		supplying necessary food, merch tion of restaurant or cafeteria.	andise and equipment
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 75	Date Edited:	4/1/1999
B-05-008- 02a	Inventory Records		
Description:	a. Daily report on food supp	olies on-hand.	
Disposition:	Destroy after monthly report	t is prepared.	
DispAuthNo:	II-NNA-3, item 76	Date Edited:	4/1/1999
B-05-008- 02b	Inventory Records		
Description:	b. Monthly report of food purchased from Commissary, Army PX, or local market		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NNA-3, item 77	Date Edited:	4/1/1999
B-05-008- 03a	Restaurant Records		
Description:	a. Daily report on restauran	nt or cafeteria receipts.	
Disposition:	Destroy when monthly state	ement of accounts is verified.	
DispAuthNo:	II-NNA-3, item 79	Date Edited:	4/1/1999
B-05-008- 03b	Restaurant Records		
Description:	b. Monthly Statements on r	estaurant or cafeteria account.	
Disposition:	Retain one record set indefinitely and destroy all other copies after 3 months.		
DispAuthNo:	II-NNA-3, item 80	Date Edited:	4/1/1999
B-05-008-04	Cash Vouchers for Payme	ent or Receipt of Funds	
Description:			
Disposition:	Destroy when 5 years old.		

B-05-008-05	<b>Requisitions Files</b>		
Description:	Requisitions for supplies,	equipment or services.	
Disposition:	Destroy when 1 year old.		
DispAuthNo:	II-NNA-3, item 82	Date Edited:	4/1/1999
B-05-008-06	Personnel Records		
Description:	Personnel files for restauration the facility is operated inde	ant or cafeteria employees ONLY ir ependently of post funds.	n those cases where
Disposition:	Destroy 2 years after emp	loyee is separated.	
DispAuthNo:	II-NNA-3, item 83	Date Edited:	4/1/1999
B-05-008-07	Working schedules or of employee	ther assignment data for restaura	ant or cafeteria
Description:			
Disposition:	Destroy when new schedu	le or assignment data is prepared.	
DispAuthNo:	II-NNA-3, item 84	Date Edited:	4/1/1999
B-05-008-08	Time and Attendance Re	ports	
Description:		orts for restaurant or cafeteria emp operated independently of post fun	
Disposition:	Destroy when 6 years old.		
	GRS 2, item 7	Date Edited:	4/1/1999