

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-334-09-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 7/15/09	
1. FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, AAFES		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Marketing and Advertising Branch		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Forms and Records			
4. NAME OF PERSON WITH WHOM TO CONFER Jeannie Cortes	5. TELEPHONE 214 312-3118	DATE 10-13-09 ARCHIVIST OF THE UNITED STATES Michael J. Kemp	
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 <u>1</u> page(s) are not needed now 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			
<input checked="" type="checkbox"/> is not required x <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7 July 09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeannie Cortes</i>	TITLE Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	1701-07 Serious Incident Report Files Telephonic reports of serious incidents relating to AAFES assets, property, or employees. a. Record copy. (1) Electronic copy. Temporary. Cut off at close of fiscal year in which incident is reported. Send to AAFES Electronic Content Management (ECM), Loss Prevention Archive. Destroy/delete 5 years after the SIR (Serious Incident Report) is electronically archived into ECM. (2) Hard copy. Temporary. Cut off at close of fiscal year in which incident is reported and scanned into ECM. Destroy hard copy after ECM has been verified. b. Other copies. Temporary. Cut off at close of fiscal year in which incident is reported. Destroy one year after COFF or when administrative value has been exhausted, whichever is sooner.	Superseded (N1-334-86-1, Item 116)	