

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>N1-334-09-5</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>9/23/2009</i>	
1 FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, AAFES		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Marketing, Marketing and Advertising		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request, including amendments is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10	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 d Forms and Records			
4 NAME OF PERSON WITH WHOM TO CONFER Jeannie Cortes		5 TELEPHONE 214 312-3118	
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>1d</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 type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>23 Sep 09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeannie Cortes</i>	TITLE <i>Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>1302-13 -- Sample Merchandise Receiving Notification (SMRN system)</p> <p>The Sample Merchandise Receiving Notification (SMRN system) is used to track the life of accountable sample merchandise sent to AAFES for buyer reviews, fashion shows, stock assortment selection, QA testing, area manager meetings, weekly sales tabloids, and AAFES catalogs. It is supported by a Microsoft sequel server, and backed up by IT-D.</p> <p>Workflow information:</p> <p>Initial Sample Receipt – Warehouse Staff logs an entry in to the system. A freight number is created and saved to the system</p> <p>Initial Action and Disposition – The buyer responds to the receipt notification with sample action and disposition information.</p> <p>Internal Issue of Sample - Staff selects the merchandise to be issued and logs the detail in the Sample Warehouse System.</p> <p>Internal Return of Issued Sample – Staff matches the returned merchandise to the open issue and enters the details of the returned merchandise.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Issue Sample to Photographer - Staff selects merchandise to be issued and logs detail in the Sample Warehouse System. The issue will follow the format of internal issue. Issue will state "Promotion Sample to Photographer." The photograph is sent to MK and is scheduled under 302-02a, NC1-334-82-1, Item 2, and is not superseded by this SF115.</p> <p>Return Sample From Photographer – Staff matches the returned merchandise to the open issue and logs merchandise returned to the Sample Warehouse.</p> <p>Return to Vendor Disposition – Staff selects the merchandise ready to return and prints packing slip of samples being returned.</p> <p>Destroy Sample – Staff selects merchandise to be destroyed and signs the Certificate of Disposal (AAFES form 6450-17) electronically. Destructions of samples is scheduled under 1302-11 a, N1-334-86-1, Item 72, and is not superseded by this SF115</p> <p>Abandoned Property – Staff selects merchandise to be abandoned. The organization that handles abandoned property will sign and stamp the Certificate of Disposal (AAFES form 6450-17)</p>		

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	<p>a. Master File – contains information tracking samples received from vendors from receipt through return to the vendor or disposal including date received, vendor, sample description, action taken, date of last action.</p> <p>Temporary: Cut off at the end of the FY in which last is action taken. Maintain information in the system. Delete six years after cut off.</p> <p>b. Inputs</p> <ol style="list-style-type: none"> 1) Merchandise Receipt 2) Certificate of Disposal (AAFES form 6450-17) <p>Temporary. Cut off at the end of the FY in which entered into the system. Destroy one year after cut off</p> <p>c. Outputs.</p> <ol style="list-style-type: none"> 1) The system generates various reports used to track status of merchandise including: Receiving Report, Open/ Closed files Report, Buyer Report, Vendor Report, QA Report, Location Report, Carrier Report, Suspense Report, Charity Report, Inventory Checklist <p>Temporary. Cut off at the end of the FY report is generated. Destroy one year after cut off</p> <p>2) Abandoned Property Report.</p> <p>Temporary: Cut off at end of FY in which property is considered “abandoned”. Destroy 3 years after cut off.</p>	<p>New Item</p> <p>Supersedes N1-334-86-1, Item 72</p> <p>New Item</p>	