

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES JOB NUMBER 71-334-02-1	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11-29-01	
1. FROM (Agency or establishment) Army and Air Force Exchange Service (AAFES)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION NAF		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Financial Management & Accounting Directorate			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret Cole Records Management Officer colem@aafes.com	5. TELEPHONE (214) 312-3118	DATE 2-18-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 19Nov 01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret Cole</i>	TITLE Margaret Cole Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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>704-15 INDIVIDUAL RETIREMENT FILES</p> <p>Records (including card index) maintained for each employee, including active, terminated, retired and deceased, containing information on Qualified Domestic Relations Order, individual retirement benefits, annuity payment schedules and payments made. Arranged by social security number. Imaged documents, electronic copies created on electronic mail and word processing systems will be deleted after record keeping copy has been produced and no longer needed for reference, updating, revision or dissemination.</p> <p>Temporary. Cut off at close of fiscal year following termination of AAFES involvement. Maintain in CFA. Destroy 6 years after cutoff.</p> <p><i>Record Keeping copy: Media Neutral</i></p> <p><i>agency concurrence</i></p> <p><i>tcw 12/20/01</i></p>	NN-171-124, Item 6	

Agency, NARA, NR

NA-131-124

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>b. Overseas Exchange Activities: Cutoff when access is terminated for any reason, then transfer to designated Security Control Officer <i>for maintenance under the appropriate file standard for "Debiting Disbursement."</i></p> <p>406-07a WAGE SURVEYS, SCHEDULES AND RATE FILES. Description: No change. <i>The appropriate file standard</i> Cutoff at close of fiscal year. Destroy after three years.</p>		<p><i>2</i></p> <p>3. DISPOSAL APPROV</p>
4.	<p>702-01 PAID DISBURSEMENT FILES Delete "other than payroll checks" from description. Cutoff at close of fiscal year. Destroy after 6 years. (Exception: Hard copies of microfilmed checks are destroyed six months after filming) Microfilm is destroyed after 7 years.</p>		<p>4. DISPOSAL APPROV</p>
5.	<p>704-05 RETIREMENT CARD FILES Index cards for each employee eligible for retirement benefits, listing payment accumulation and amounts deducted from paychecks. Arranged by certificate number, SSN, or alphabet, according to employee dates of participation. Cutoff at close of fiscal year following termination of AAFES involvement. Destroy after 6 years.</p>		<p>5. DISPOSAL APPROV</p>
6.	<p>704-15 INDIVIDUAL RETIREMENT FILES Records (other than card files described in 704-05) maintained for each employee, including active, terminated, retired or deceased, containing information on individual retirement benefits, annuity payment schedules, and payments made. Arranged by Social Security Number. Cutoff at close of fiscal year following termination of AAFES involvement. Destroy after 6 years.</p>		<p>6. DISPOSAL APPROV</p>