

Revised 3/26/07

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-334-06-1	
1. FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, AAFES		Date Received	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Jeanne Cortes	5. TELEPHONE 214 312-3118	DATE 4/17/07	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 <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 <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3/27/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanne 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 GRS OR SUPERSEDED JOB CITATION	10.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	702-71 SURPRISE/ROUTINE CASH COUNT FILES Completed salesclerk's daily reports or cash count and reconciliation forms indicating results of surprise cash counts. Completed Branch Funds (Vault) daily and monthly cash count reports for routine cash counts. a. Surprise Cash Receipt – Cash register counts. Temporary. Cut off at close of fiscal month. Destroy 6 months after cutoff. b. Surprise Vault – Branch funds. Temporary. Cut off at close of fiscal month in which counts was made. Destroy 6 months after cutoff. c. Branch fund daily counts. Temporary. Retain all daily counts. Cut off at end of fiscal month. Destroy 1 month after cutoff. d. Branch fund monthly counts. Temporary. Retain all monthly counts. Cut off end of fiscal year. Destroy 6 months after cutoff.		

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