

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-334-08-1

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

Date Received  
9/12/07, revised 2/4/08

1. FROM (AGENCY OR ESTABLISHMENT)  
Army and Air Force Exchange Service, AAFES

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Loss Prevention

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER  
Jcannie Cortes

5. TELEPHONE  
214 312-3118

DATE  
6/7/08

ARCHIVIST OF THE UNITED STATES  
*Alta W...*

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 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

is not required  is attached; or  has been requested.

DATE <i>4 Feb 2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jcannie Cortes</i>	TITLE <i>Records Officer</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>1701-03 CRIMINAL INVESTIGATION REPORT FILES</p> <p>Reports prepared by military and civilian police agencies, military boards, and so forth, concerning their investigations of exchange losses resulting from employee dishonesty, and other felonies and misdemeanors. This includes interview records, cover sheets, transmittal sheets, lists of property stolen/recovered, recommendations for action to minimize recurrence and related papers. Arranged numerically by control number. <del>Media Neutral</del></p> <p>a. Record copy.</p> <p>(1) Electronic copy. <b>Temporary.</b> Cut off at the close of the fiscal year case is closed. Destroy/Delete 10 years after cut off.</p> <p>(2) Hard copy. <b>Temporary.</b> Cut off at close of fiscal year in which case is closed and microfilmed or scanned.</p> <p>(3) Microfilm copy. (obsolete format) <b>Temporary.</b> Destroy in CFA when no longer needed for reference, but no longer than 10 years.</p>	Superseded (N1-334-89-3, Item 1)	

b. Other copies (Security Facility Officer's and Security Officer's)

**Temporary.** Cut off at close of fiscal year and destroy when no longer needed, but do not maintain longer than 10 years.