REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

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

2 MAJOR SUBDIVISION
Chief of Staff, Administrative Services Branch

3 MINOR SUBDIVISION
Forms and Records

4 NAME OF PERSON WITH WHOM TO CONFER
Jeanne 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 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


7 ITEM NO
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
304-01 Forms Registers

Registers used to record and control the assignment of numbers and other identifying data to each form (N1-334-86-1, Item 5)

   a Record copy.
      (1) Electronic copy
          Temporary Transfer to CD quarterly Destroy one year after COFF
      (2) Hard copy Destroy when superseded

9 GRS OR SUPERSEDED

Superseded (N1-334-86-1, Item 5)

10 ACTION TAKEN

Superseded (N1-334-86-1, Item 5)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-334-09-1

Date Received
1/30/09

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
2/2/09

SIGNATURE OF AGENCY REPRESENTATIVE
Jeanne Cortes

TITLE
Records Officer + Forms Supervisor

PREVIOUS EDITION NOT USABLE
STANDARD FORM 115 (REV 3-91)
PRESCRIBED BY NARA 26 CFR 1228