

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 N1-334-09-4	
1 FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, AAFES		Date Received 7/15/09	
2 MAJOR SUBDIVISION HQ Marketing and Advertising Branch		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION HQ 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Jeannie Cortes	5 TELEPHONE 214 312-3118	DATE 29 Apr 09	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 ___ 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 x <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 7 Jul 09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	1701-04 Memorandum of Inquiry Files Reports prepared by AAFES investigators concerning their investigations of exchange losses resulting from housebreaking, robbery, fraud, customer or employee dishonesty, and other felonies and misdemeanors. This includes Verbal Communication Records (HOTLINE), Memorandums of Inquiry (MOIs), Electronic Surveillance (ES) Reports, interview records, cover sheets, transmittal sheets, lists of property stolen/recovered, recommendations for action to minimize recurrence, and related papers. Arranged organizationally, then numerically. a Record copy (1) Electronic copy Temporary. Cut off at close of fiscal year in which case is closed. Send to AAFES Electronic Content Management System (ECM), Loss Prevention Archive. Destroy/delete 20 years after the MOI is electronically archived into ECM (2) Hard copy Temporary. Cut off at close of fiscal year in which case is closed and scanned into ECM. Destroy hard copy after ECM has been	Superseded (N1-334-89-3, Item 2)	

	verified		
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	<p>b. Other copies Temporary Cut off at close of fiscal year and destroy</p> <p>c. Routine surveillance video recordings (GRS 2, Item 18) Temporary Destroy when no longer needed</p>		