

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER A11-334-10-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 11-5-2009	
1 FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, AAFES		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION HQ Marketing and Advertising Branch		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Inspector General (IG)			
4 NAME OF PERSON WITH WHOM TO CONFER Jeannie Cortes	5 TELEPHONE 214 312-3118	DATE 2019 ARCHIVIST OF THE UNITED STATES 28 Oct 09	
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 11/2/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeannie Cortes</i>	TITLE <i>Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	802-01 Inspectors General of the Army and Air Force Joint Inspection Reports (formerly known as Command-Level Inspection Coordination Files) Record copies of final Joint Inspection Report Inspections of AAFES conducted by the joint command of the Army and Air Force Includes notifications of impending visits, MOA's, objectives, correspondence, briefings, recommendations and related papers Temporary Cut off at the end of the calendar year in which the report is complete, maintain in IG office. Destroy 20 years after COFF	Supersede (NC1-334-80-4, Item 7)	
2	802-02 HQ AAFES Inspector General Final Inspection Reports (formerly known as Departmental Level Inspections of AAFES Elements Files) Signed Final Inspection Reports Documents accumulated as the result of inspections of AAFES elements by departmental level inspectors general Included are copies of reports with recommendations, replies of AAFES on corrective action taken, and supporting papers	Supersede (NC1-334-80-4, Item 8)	

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		JOB CITATION	(NARA USE ONLY)
3	<p>TEMPORARY a Reports Cut off at the end of the calendar year in which the report is complete Destroy 10 years after COFF b Copies Cut off at the end of the end of the calendar year in which all recommendations are complete Destroy 1 year after COFF</p>		
4	<p>802-03 Inspection Procedures & Methods Review and Analysis Files.</p> <p>Documents created in the process of evaluating the outcome and impact of an AAFES inspection May include surveys conducted of Internal planning documents relating to inspections, and supporting documentation for final inspection report Surveys and Working</p> <p>TEMPORARY Cut off at the end of the calendar year in which evaluation is complete Destroy 10 years after CY cut off</p>	New Item	
5	<p>803-04 Administrative Routine Investigations/Inquiry Case Files.</p> <p>Complaint files, inquiries, replies, and other documents relating to investigation of non-criminal allegations of misconduct and mismanagement</p> <p>TEMPORARY Cutoff at end of CY in which case in complete Destroy 10 years after COFF</p>	New Item	
7	8	9	10
ITEM NO	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)

<p>6</p>	<p>PERMANENT Record Copy (paper) (1) Final Report Permanent cut off at the end of CY in which the inspection is complete Transfer to the National Archives in 5 Year blocks when most recent record is 10 years old (2) Working papers and background material (paper) Permanent cut off at the end of CY in which the inspection is complete Transfer to the National Archives in 5 year blocks when most recent is 10 years old</p> <p>803-06 Hotline Files</p> <p>Complaints categorized as 1 minute IGARS Correspondence, memoranda of telephone conversation pertaining to complaints received by the AAFES IG HOTLINE File includes anonymous or vague allegations not warranting an investigation, inquiries, or documented calls not deemed IG appropriate</p> <p>TEMPORARY Recordkeeping copy (paper) Cutoff at end of CY in which complaint is made Destroy after 2 years</p>	<p>New Item</p>	
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