

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-334-86-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/24/2021.

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 5 was superseded by N1-334-09-001, item 1.

Item 50b was superseded by N1-334-87-002, item 6.

Item 116 was superseded by N1-334-09-002, item 1.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO

N 1-334-86-1

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

1 FROM (Agency or establishment)

Army and Air Force Exchange Service

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Administration Division

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

Publications Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER

MARILYN M. GASTON

5 TELEPHONE EXT

Management Analyst (Records Mgmt Officer)

FTS:738-2282

DATE

9-8-86

ARCHIVIST OF THE UNITED STATES

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 55 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE

2 May 86

C SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
MARILYN M. GASTON

D TITLE

Management Analyst (Records Mgmt. Officer)

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

1. 201-01 EXECUTIVE MANAGEMENT RECORDS

Listed below are proposed changes to the Army and Air Force Exchange Operating Procedures 5-1, Records Management:

a. Chronological files of (1) outgoing correspondence signed by the Commander, his top-level staff, or heads of OES headquarters, and (2) copies of significant letters dispatched at lower levels but sent for personal information of the executive office.

Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.

b. Policy and precedent files.

~~DELETED. (File under Policy and Precedent Files, 102-03.)~~

c. General correspondence.

~~DELETED. (File under General Correspondence Files, 101-01.)~~

NC1-334
84-1
ITEM 1

163
[Signature]
Items

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|-----------------|---|---|--|
| 2. | <p><u>201-09 COMMANDER AAFES TRIP FILES</u></p> <p>Documents accumulated in planning trips conducted by the Commander, AAFES to installations in CONUS and oversea areas. Included are topics of interest submitted by HQ AAFES division and office directors, itineraries and after action reports.</p> <p>a. Record Copy.</p> <p>Temporary. Cut off at close of fiscal year. Destroy in CFA after end of the Commander's tour of duty.</p> <p>b. Other Copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff or when no longer needed for reference, whichever is sooner.</p> | NC1-334 83-1 ITEM 6 | |
| 3. | <p><u>303-03 TELEPHONE TOLL TICKET FILES</u></p> <p>Toll tickets and reports of long distance calls used to indicate authorized use of telephone service as well as to audit commercial toll statements and bills. Arranged chronologically.</p> <p>Temporary. Cut off monthly. Destroy 6 months after cutoff.</p> | NN-170 71 (301-02) | |
| 4. | <p><u>303-06 TELEPHONE DIRECTORY FILES</u></p> <p>a. Record set of each published directory, with all background material including manuscript documents from which consolidated directory is compiled, and individual card authorizations pertaining to a specific person.</p> <p>Temporary. Destroy when superseded.</p> <p>b. Non-record copies of directories.</p> <p>See 102-05.</p> | | |
| 5. | <p><u>304-01 FORM REGISTERS</u></p> <p>Registers used to record and control the assignment of numbers and other identifying data to each form.</p> <p>Temporary. Destroy when superseded.</p> | NN-170 71 (206-05) | |

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| 6. | <p><u>305-01 LIBRARY ACQUISITION FILES</u></p> <p>Control records accumulated in procuring reading and reference materials. Includes requisitions, purchase orders, receiving reports, packing lists, invoices and related documents.</p> <p>a. Record copy (Central Library or controlling office).</p> <p>Temporary. Cut off at close of fiscal year in which procurement action is completed. Destroy 1 year after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NC1-334 82-1 ITEM 4 | |
| 7. | <p><u>305-02 ORGANIZATIONAL MEMBERSHIP FILES</u></p> <p>Documents accumulated in applying for and obtaining membership in various professional/civic/community organizations. Includes applications, justification, approvals, invoices and related documents.</p> <p>a. Record copy (Central Library or controlling office).</p> <p>Temporary. Cut off at close of fiscal year in which membership is terminated. Destroy 1 year after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NC1-334 82-1 ITEM 5 | |

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| 8. | <p><u>306-04 MAILROOM RECEIPTS</u></p> <p>Record of or receipts for mail and packages received through the mail and messenger service, such as Senders Receipt, AAFES FORM 3200-5. Arranged chronologically.</p> <p>Temporary. Cut off monthly. Destroy 1 year after cutoff.</p> | <p>NC-174 200 ITEM 2</p> | |
| 9. | <p><u>307-01 STOREROOM REQUISITIONS</u></p> <p>Requisitions for supplies and equipment from current inventory, such as Issue Slip used for requisiton receipt for supplies from stockroom.</p> <p>a. Stockroom or storeroom copy.</p> <p>Temporary. Cut off at close of fiscal year in which requisition has been completed or cancelled. Destroy 1 year after cutoff.</p> <p>b. All other copies.</p> <p>Temporary. Cut off monthly. Destroy 6 months after cutoff.</p> | <p>NN-170 71 (305-06)</p> | |
| 10. | <p><u>308-02 PARKING VIOLATION FILES</u></p> <p>Includes parking citations and related correspondence.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC1-334 82-3 ITEM 1</p> | |

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| 11. | <p><u>311-02 PERMANENT CHANGE OF STATION ORDERS (PCS)</u></p> <p>Administrative orders that involve a permanent change of station for AAFES employees. They include intra-and/or inter-exchange assignment where a move is involved. Arranged chronologically.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff or sooner if administrative usefulness has been served.</p> | NC1-334 80-1 ITEM 15 | |
| 12. | <p><u>311-12 MAJOR AAFES EVENTS CASE FILES</u></p> <p>Backup, requests for reproduction and printed copies of the monthly Major AAFES Events.</p> <p>a. Record copy. Issuing or controlling office.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 90 days after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Destroy 90 days after monthly cutoff.</p> | NC1-334- 82-1 ITEM 17 | |

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| 13. | <p><u>313-02 REPORTS CONTROL CASE FILES</u></p> <p>Case files maintained for each report created, cancelled or superseded. Documents reflect actions taken in evaluating the requirements for approving and controlling specific reports. Included are applications for approval of reports; copies of pertinent forms or descriptions of format; copies of the requiring directive; preparation instructions; documents relating to continuation, revision, or other change to the report; and other correspondence, evaluations and similar papers relating to the report.</p> <p>Temporary. Cut off at close of fiscal year in which report is discontinued. Destroy 2 years after cutoff.</p> | NC-174 133 ITEM 9 | |
| 14. | <p><u>313-04 REPORTS MANAGEMENT ACCOMPLISHMENT REPORTS</u></p> <p>Documents used in reporting accomplishments of the reports management program, such as reporting requirements eliminated, consolidated or revised; number of reports in which frequency has been changed; man-hours and dollar savings realized and similar information. Included are reports and directly related papers.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NC-174 133 ITEM 10 | |

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| 15. | <p>403-01 APPLICATIONS FOR EMPLOYMENT FILES</p> <p>Arranged alphabetically by name of applicant within position categories.</p> <p>a. Active Applications. Documents created in receiving applications, conducting interviews, making selections, and placing applicants qualified and available for employment. Included are applications for employment, qualification rating sheets, applicant referrals for interviews and related papers.</p> <p>(1) Reinstatement of eligible former employees.</p> <p>Temporary. Retain applications the balance of the 180 day reinstatement eligibility period or 90 days, whichever is longer. Destroy at the end of the period unless applicant renews application for an additional 90-day period. If assigned for duty, include the application in the Official Personnel Folder.</p> <p>(2) Other applicants.</p> <p>Temporary. Retain applications for 90 days. Destroy at the end of the period unless applicant renews application for an additional 90-day period. If assigned for duty, include the application in the Official Personnel Folder.</p> <p>b. Inactive Applications. Files established when decision is made that an applicant is not qualified, declines or will not be selected for appointment for other reasons. Included are applications for employment, letters of rejection and related papers.</p> <p>Temporary. Cut off monthly. Destroy 3 months after cutoff.</p> | <p>NN-170 122 ITEM 3</p> | |

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| 16. | <p><u>403-03 RECRUITMENT ADVERTISING FILES</u></p> <p>Documents created in preparing, reviewing, and clearing proposed advertisements and informational materials to attract prospective employees. Included are drafts, copies of advertisements and brochures, and related papers.</p> <p>a. Brochures.</p> <p>Temporary. Cut off at close of fiscal year in which superseded, canceled, or declared obsolete. Destroy 1 year after cutoff.</p> <p>b. Other papers.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 | |
| 17. | <p><u>403-04 COLLEGE RECRUITMENT FILES</u></p> <p>Documents created in planning, coordinating, and conducting recruitment of college graduates, including recruitment for college trainees and cooperative workstudy programs. Included are plans for visitation programs, surveys of college labor markets, and related papers.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 | |
| 18. | <p><u>403-07 APPOINTMENT FILES</u></p> <p>Correspondence, letters, and telegrams offering appointments to potential employees. Arranged alphabetically by name.</p> <p>a. Accepted appointments.</p> <p>Destroy upon entrance on duty of individual.</p> <p>b. Declined appointments.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 6 months after cutoff.</p> | NN-170 71 | |

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| 19. | <p><u>404-04 AWARD CEREMONY FILES</u></p> <p>Documents created in arranging and publicizing ceremonies for the presentation of awards. Included are posters, placards and other papers.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 | |
| 20. | <p><u>405-06 EMPLOYEE ORGANIZATION LIAISON FILES</u></p> <p>Documents accumulated by participating in, advising, assisting or otherwise acting as liaison between employee organizations and AAFES management or with the Department of the Army and Air Force or the Department of Labor after the recognition of the employee organization. Included are documents regarding negotiations of agreements, membership campaign papers, complaints of unfair labor practices and employment conditions, hearings reports, dues withholding documents, related papers.</p> <p>a. Negotiated agreements.</p> <p>Temporary. Cut off at close of fiscal year following termination of agreement. Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>b. Other documents.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 3 years after cutoff.</p> | NC1-330 80-3 ITEM 21a(1) | |
| 21. | <p><u>405-09 CHARITABLE CONTRIBUTION CAMPAIGN FILES</u></p> <p>Documents accumulated in managing and coordinating charitable contribution drives, such as the United Fund Campaign. Included are copies of notices of campaigns, communications concerning the campaigns, and similar papers.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 | |

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| 22. | <p><u>405-14 RETIREMENT PROGRAM FILES</u></p> <p>Documents created in providing instructions regarding retirement and interpretation of matters pertaining to retirement program, including benefits, eligibility, types of annuities and retirements.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 3 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 | |
| 23. | <p><u>406-02 POSITION CLASSIFICATION SURVEY FILES</u></p> <p>Documents created by performing systematic examination of the essential aspects of all positions and positions design and structuring within an area. Included are position survey reports, records of classification surveys, position review certification, recommendations, and related papers.</p> <p>Temporary. Cut off at close of fiscal year following completion of subsequent survey of each unit. Destroy 3 years after cutoff.</p> | NN-170 71 | |
| 24. | <p><u>408-01 TRAINING PROGRAM PLANNING AND REVIEW FILES</u></p> <p>These files include documents pertaining to the preparation, review and interpretation of general instructions concerning employee training.</p> <p>Temporary. Cut off at close of fiscal year. Destroy when obsolete or superseded.</p> | NC-174 066 ITEM 4 | |

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| 25. | <p><u>408-08 COURSE CRITIQUES AND EVALUATIONS</u></p> <p>Critique sheets from participants in classes. Arranged by type of course and specific class.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 | |
| 26. | <p><u>408-13 TUITION ASSISTANCE PROGRAM FILES</u></p> <p>Consists of correspondence, reports, and other documents regarding the general administration of the program. Includes information on university attended and special classes, courses, or seminars.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 | |
| 27. | <p><u>501-03 BRIEFING FILES</u></p> <p>Records accumulated from presentations regarding AAFES operations to visiting VIPs, including major military command officers, members of Congress and other dignitaries.</p> <p>Temporary. Destroy when superseded, obsolete or no longer needed for reference.</p> | NC1-334 80-1 ITEM 19 | |
| 28. | <p><u>502-02 BIOGRAPHICAL FILES</u></p> <p>Biographies, photographs, newspaper clippings and related items pertaining to leading military and civilian personalities of AAFES.</p> <p>a. Record copy.</p> <p>Temporary. Cut off upon death, retirement or separation of individual. Destroy 5 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Destroy when no longer needed for reference.</p> | NN-170 71 | |

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| 29. | <p><u>502-07 SPEECH FILES</u></p> <p>Documents created in the process of writing, reviewing, clearing and delivering speeches by AAFES officials. Included are copies of the speech, clearance actions and related papers.</p> <p>a. Speeches delivered by the Commander, AAFES, Deputy Commander, Assistant to the Commander, Chief of Staff or commanders of oversea exchange systems.</p> <p>Permanent. Cut off when no longer required for reference purposes; then transfer to AAFES Organizational History Files (501-01).</p> <p>b. Other speeches.</p> <p>Temporary. Cut off and destroy at close of fiscal year.</p> | NC1-334 80-1 ITEM 8 | |
| 30. | <p><u>601-03 LEGAL ASSISTANCE CASE FILES</u></p> <p>Documents pertaining to personal affairs of exchange personnel or their dependents. Included are correspondence, opinions of legal assistance officers and legal instruments prepared by legal assistance officers. Personal papers should be returned to the individual receiving assistance.</p> <p>Temporary. Deliver to individual if possible. If case file is not delivered to individual, cut off at close of fiscal year in which final action is completed and destroy.</p> | NN-170 71 | |
| 31. | <p><u>601-04 TAX CASE FILES</u></p> <p>Documents accumulated in the development and administration of programs concerning the exemption of AAFES from various city, state, Federal, territorial and foreign taxes and programs under which monies are recovered upon export of decisions rendered by General Counsel, and related replies and correspondence. File also includes copies of pertinent freight rates, ICC Regulations.</p> <p>Temporary. Cut off at close of fiscal year when action is completed. Destroy 6 years after cutoff.</p> <p style="text-align: right;"><i>orben</i> per AMEG 8-25-86 PMS</p> | NC-174 133 ITEM 19 | |

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| 32. | <p><u>601-10 AAFES FORMS LEGAL ADVICE FILES</u></p> <p>These files consist of copies of AAFES forms with comments by the legal staff on the proposed form.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170-71 | |
| 33. | <p><u>602-06 GENERAL AVERAGE CLAIM FILES</u></p> <p>Correspondence and documents relating to general average claims against cargo transported by the military sea transport service. Accumulated in connection with determination of the amount of cargo involved, cost thereof, extent of damage and expense incurred in preservation.</p> <p>Temporary. Cut off at close of fiscal year in which claim is closed. Destroy 6 years after cutoff.</p> | NN-17071 | |
| 34. | <p><u>603-03 CONGRESSIONAL CORRESPONDENCE FILES</u></p> <p>Documents relating to congressional inquiries on matters within the scope and activities of AAFES, such as quality of merchandise, services and similar non-fiscal items.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-17071 | |

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| 35. | <p><u>603-05 CONGRESSIONAL VISIT REPORT FILES</u></p> <p>Documents accumulated in reporting visits by members of congressional committees to any AAFES element. Included are initial and daily reports showing name of the committee, subject of the visit, and similar information and directly related papers.</p> <p>a. HQ AAFES and OES headquarters offices responsible for congressional liaison.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p> <p>b. Information copies in other offices.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NC-174 133 ITEM 24 | |
| 36. | <p><u>604-03 EMPLOYEE ORGANIZATION RECOGNITION FILES</u></p> <p>Documents created in receiving requests for, granting or denying recognition of employee organizations. Included are copies of requests for recognition, accordances, letters of recognition or withdrawals of recognition requests; copies of the contract, decisions, interpretations; elections, appeals, investigations and final decisions regarding recognition denials or withdrawals; arbitration decisions on unit and majority representation; and related papers. Arranged by location, thereunder by contract or agreement.</p> <p>a. Recognized organizations.</p> <p>Temporary. Cut off at close of fiscal year in which organization is no longer recognized. Destroy when 10 years old or when no longer needed for reference, whichever is sooner.</p> <p>b. Recognitions denied or withdrawn.</p> <p>Temporary. Cut off at close of fiscal year in which final decision is made. Destroy 10 years after cutoff.</p> <p>c. Other copies.</p> <p>Temporary. Destroy when superseded.</p> | NN-170 71 | |

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| 37. | <p><u>605-02 CONTRACT ADJUSTMENT AND CLAIM DETERMINATION FILES</u></p> <p>Documents accumulated by offices of general counsels or legal officers in making recommendations or determinations on adjustments of contracts and on contract claims asserted by a contractor against AAFES or by AAFES against a contractor. They also accumulate in reporting contractor bankruptcies so that, if appropriate, claims can be asserted against the bankrupt. Included are copies of contractor claims and adjustment requests, contracted documents containing justification or support for the claim or adjustment request; determinations; recommendations; memorandums of law; coordinating actions; bankruptcy reports and related documents.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed. Destroy 6 years after cutoff.</p> | NN-170 71 | |
| 38. | <p><u>701-01 BUDGET DEVELOPMENT FILES</u></p> <p>Documents accumulated in offices responsible for the preparation of budget programs submitted to higher headquarters for review and approval. Included are minutes of meetings, financial plans and forecasts, quarterly budgets, analyses, supporting documentary evidence, and related papers.</p> <p>a. HQ AAFES.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Copies in other offices.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NC-174 133 ITEM 26 | |

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| 39. | <p><u>701-03 CAPITAL EXPENDITURE EXECUTION FILES</u></p> <p>Documents relating to the implementation of the Capital Expenditure Program, accumulated by offices responsible for fund allocations, allotments and obligations. Included are capital expenditure approvals, project approvals, fund diversion reports, supplementary allotment requests and related documents. Arranged numerically by exchanges.</p> <p>a. HQ AAFES, HQ AAFES-Europe, HQ AAFES-Pacific and CONUS Regions office of primary responsibility:</p> <p>Temporary. Cut off at close of fiscal year in which project is completed. Destroy 5 years after cutoff.</p> <p>b. Other offices.</p> <p>Temporary. Cut off at close of fiscal year in which project is completed or case closed. Destroy 2 years after cutoff.</p> | NC-174 133 ITEM 27 | |
| 40. | <p><u>701-05 CAPITAL EXPENDITURE FUND TRANSFER FILES</u></p> <p>Documents relating to the transfer of capital expenditure funds from one account to another as a result of transfers or mergers of exchanges, area support centers, etc. Included are fund tabulations, additional fund requirements, fund transfer proposals, similar papers, and related correspondence.</p> <p>a. HQ AAFES.</p> <p>Temporary. Cut off at close of fiscal year in which completed. Destroy 2 years after cutoff.</p> <p>b. Copies in other offices.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff. <i>also destroyed per AAFES</i></p> | NC-174 133 ITEM 28 | |
| 41. | <p><u>702-09 PRICE CHANGE VOUCHER FILES</u></p> <p>Machine and manual price change vouchers showing old price, new price, and extension. Batch tickets attached showing keypunch data. These vouchers are used to change dollar value of inventory.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 | 8-28-71 DWC |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRSOR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 42. | <p><u>702-13 CASH SALES AND MERCHANDISE DAILY REPORT FILES</u></p> <p>Records reflecting daily operations and including summary merchandise reports, report of branch/sales inventory, summary of direct delivery, standard transmittal, transfer voucher worksheet, transfer vouchers, discrepancy notice, deposit reconciliation, cash and sales transmittals, sales clerks daily report summaries, cash receipts vouchers, accounts receivable/customer deposit schedule, cash receipts variance schedule, daily branch cash report, monthly state gasoline report, cash and sales report, cash and sales report supplement, sales analysis by branch, and other similar documents.</p> <p>Temporary. Cut off quarterly, hold 6 months, and retire. Destroy 2 years after cutoff.</p> | <p>NN-172 9 ITEM 3</p> | |
| 43. | <p><u>702-14 ACCOUNT AUDIT/RECONCILIATION FILES</u></p> <p>These files are accumulated in reports audit function and are used to check the accuracy of fund and inventory accounting records for activities. The files consist of transfer vouchers, price change journal registers, cash and sales reports, document transmittal sheets, recap of cost inventories, discrepancy notices, schedule of inventory variances, and other documents resulting from the reports audit activity.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-172 9 ITEM 4</p> | |
| 44. | <p><u>702-27 BANKING REPORT FILES</u></p> <p>These files document changes to the general fund account. Included are wire transfers from banks, check stubs showing transfer of funds, exchange transfer drafts, logs of voided checks, daily bank balances and similar records.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-170 122 ITEM 12</p> | |
| 45. | <p><u>702-30 DAILY BANK CASH REPORT FILES</u></p> <p>Daily breakdown of bank transactions used to arrive at daily bank balance.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-170 71</p> | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 46. | <p><u>704-09 PERSONAL PROPERTY CLAIM FILES</u></p> <p>Documents relating to claims by employees for losses/damage to personal property during shipments on permanent change-of-station movements. Arranged alphabetically by employee name.</p> <p>Temporary. Cut off at close of fiscal year in which claim is closed. Transfer to FRC 2 years after cutoff. Destroy 4 years after cutoff.</p> | NN-170 71 | |
| 47. | <p><u>704-19 VESSEL CLAIMS FILES</u></p> <p>Documents relating to claims for merchandise and property lost/damaged during surface transport between CONUS and oversea areas. Included are claims reports, cargo outturn reports, claim acknowledgements, and related papers. Arranged numerically by claim number.</p> <p>Temporary. Cut off at close of fiscal year in which claim is closed. Transfer to FRC 2 years after cutoff. Destroy 4 years after cutoff.</p> | NN-170 71 | |
| 48. | <p><u>704-21 MARINE CLAIM FILES--OVERSEA, OFFSHORE AND ALASKA</u></p> <p>Documents relating to claims for merchandise and property lost/damaged while in transit to their final destinations. Includes claims report, vendor's invoice, purchase order, certificate of mailing, cargo manifest, claims acknowledgment and related papers. Arranged organizationally and numerically by claim number.</p> <p>a. Record copy (HQ AAFES).</p> <p>Temporary. Cut off at close of fiscal year in which claim is closed. Transfer to FRC 2 years after cutoff. Destroy 4 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which claim is closed. Destroy 3 years after cutoff.</p> | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 49. | <p><u>704-25 CONCESSIONAIRE INSURANCE FILES</u></p> <p>Documents include insurance certificates, premium audits, record of premium payments and related papers.</p> <p>Temporary. Cut off at close of fiscal year when AAFES involvement ends. Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff.</p> | | |
| 50. | <p><u>704-30 INTERNAL MANAGEMENT REVIEW FILES</u></p> <p>These files contain documents relating to inventory variances. Included are instructions for taking the official inventory, schedule of variances/differences, IMORs and IMTRs, explanatory correspondence and related papers.</p> <p>a. Record Copy.</p> <p>Temporary. Cut off at close of fiscal year in which investigation is completed. Transfer to FRC 1 year after cutoff. Destroy 3 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Destroy 6 months after next inventory.</p> | <p>NC1-334 81-3 ITEM 21</p> | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 51. | <p><u>801-01 REPORT OF AAFES AUDIT FILES</u></p> <p>Consists of Volumes I and II of the audit workpapers. Contains the published report of audit, to include drafts, audit observations, quality assurance, audit schedules, cost summaries and correspondence relating to the audit.</p> <p>a. HQ AAFES Audit Division.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Transfer to FRC 3 years after audit cutoff. Destroy 4 years after audit cutoff.</p> <p>b. Audited element. (Published report of audit, audit observations and replies.)</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Destroy 4 years after cutoff.</p> <p>c. Information copies of audit reports.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Destroy 1 year after audit or when administrative value has been served, whichever is sooner.</p> | NC1-334 80-4 ITEM 1 | |
| 52. | <p><u>801-02 AUDIT WORKPAPERS</u></p> <p>All workpapers, except Volumes I and II, compiled by AAFES auditors.</p> <p>Temporary. Cut off at close of fiscal year in which audit report is published. Transfer to FRC within 90 days after cutoff. Destroy 4 years after cutoff.</p> | NC1-334 80-4 ITEM 2 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 53. | <p><u>801-07 WEEKLY APPLICATION OF TOTAL AUDIT TIME FILES</u></p> <p>Documents accumulated in capturing direct and indirect audit time. Includes Weekly Application of Total Audit Time, AAFES FORM 2200-10, edit runs and supporting documents.</p> <p>a. Weekly Application of Total Audit Time and supporting documents.</p> <p>Temporary. Cut off at close of fiscal month. Destroy 90 days after cutoff.</p> <p>b. Edit runs.</p> <p>Temporary. Destroy when AAFES FORM 2200-10 has been corrected and approved.</p> | NC1-334 82-3 ITEM 2,3 | |
| 54. | <p><u>1002-01 EXCESS EQUIPMENT FILES</u></p> <p>Documents pertaining to transfer/disposal of excess/surplus equipment. Includes evaluation of excess/surplus equipment, authorization for donation and write-off, DOD forms as applicable and related papers.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-172 119 ITEM 6 | |
| 55. | <p><u>1002-03 EQUIPMENT PURCHASE CONTROL FILES</u></p> <p>Case files used to control the equipment purchases and monitor the status of shipment of equipment for areas requiring priority control. Consists of copies of requests for procurement, copies of purchase orders, and similar papers. Arranged by project number.</p> <p>Temporary. Cut off at close of fiscal year in which project is closed or equipment received. Destroy 2 years after cutoff. Earlier destruction authorized if AAFES involvement ends.</p> | NN-170 71 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 56. | <p><u>1002-04 REQUISITION ACTION LOG</u></p> <p>Master log of equipment purchases for area requiring priority control, showing status of equipment including the following: requisition number, item, quantity, destination and ETA requisition, PO number, vendor, amount, date ordered, SSD and type, actual SD, lift date, manifest number, ETA, date received, remarks. Log is used to monitor equipment shipping.</p> <p>Temporary. Cut off at close of fiscal in which last entry made. Destroy 2 years after cutoff.</p> | NN-170 71 | |
| 57. | <p><u>1003-01 CAPITAL EXPENDITURE PROGRAM EXECUTION FILES</u></p> <p>Documents requesting approval for purchase of new equipment, fixtures, and renovation, including related correspondence, resulting in approval or disapproval and coordination with other operational elements. These files document the authorization and funding for capital expenditures. The files consist of two types of cases: requests and approvals for less than \$10,000 and individual project folders for more than \$10,000, arranged by exchange. Project files over \$10,000 are kept open until the project is completed and are used to reflect status of the project.</p> <p>a. HQ AAFES, HQ AAFES-Europe, HQ AAFES-Pacific and CONUS Regions office of primary responsibility:</p> <p>Temporary. Cut off at close of fiscal year in which project is completed. Destroy 5 years after cutoff.</p> <p>b. Other offices:</p> <p>Temporary. Cut off at close of fiscal year in which project is completed or case closed. Destroy 2 years after cutoff.</p> | NC-174 133 ITEM 33 | |
| 58. | <p><u>1004-01 SPACE CRITERIA AND STAFF STUDIES FILES</u></p> <p>Documents accumulated by tests, investigations and studies necessary to the preparation of design criteria, manuals, or technical publications on space utilization.</p> <p>Temporary. Cut off at close of fiscal year in which incorporated in a publication. Destroy 15 years after cutoff.</p> | NC-174 133 ITEM 36 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 59. | <p><u>1005-01 REPAIR AND MAINTENANCE PROGRAM FILES</u></p> <p>Files relating to the establishment of equipment and facilities repair and maintenance program. Includes such items as copies of maintenance support contracts, turnover of central air-conditioning systems to installation engineers, relamping program, housekeeping, user maintenance programs, etc.</p> <p>Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC-174 067 ITEM 12</p> | |
| 60. | <p><u>1005-04 MAINTENANCE SERVICE REPORTS</u></p> <p>Correspondence and documents relating to the general administration of equipment, exchange-occupied buildings and grounds or other maintenance services. Included are maintenance service report forms, logs, issue slips and other such records or reports.</p> <p>Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC-174 067 ITEM 15</p> | |
| 61. | <p><u>1101-09 REJECTED SHIPMENTS FILES</u></p> <p>Documents accumulated in the rejection of shipments at central inspection points that require action by buyers. Also includes Rejected Shipments Log, AAFES FORM 4750-19.</p> <p>Temporary. Cut off at end of fiscal year in which final action has been taken. Destroy 1 year after cutoff.</p> | <p>NC1-334 80-5 ITEM 9</p> | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 62. | <p><u>1203-03 CERTIFICATES OF APPOINTMENT</u></p> <p>Documents and related correspondence reflecting the appointment and termination of contracting officers, contracting officer representatives and ordering agents, including specific procurement authority and limitations, and registers reflecting appointments and termination, and the supporting data as to appointee's qualifications.</p> <p>a. Certificates of appointment and termination letters.</p> <p>Temporary. Cut off at close of fiscal year in which appointment is terminated. Destroy 2 years after cutoff.</p> <p>b. Certificate of appointment registers.</p> <p>Temporary. Cut off when all listed appointments have terminated. Destroy 2 years after cutoff.</p> | NN-173 119 ITEM 13 | |
| 63. | <p><u>1203-07 SOURCE LIST APPLICATIONS</u></p> <p>a. Source list applications. Applications completed by firms interested in selling to AAFES as required in Exchange Service Procurement Instructions.</p> <p>Temporary. Destroy when the source is determined inactive.</p> <p>b. Source lists.</p> <p>DELETED. (File under Contract and Purchase Order Transactions, 1204-03b.)</p> | NC1-334 82-2 ITEM 1 | |
| 64. | <p><u>1203-09 CONTRACT CONTROL DATA</u></p> <p>Computer printouts, service control cards and medical examination cards for service-type contracts. Maintained by purchasing activities for all service, concession, agency and coin-operated machine activities to assure timely contract renewal or resolicitation, to insure continuous insurance coverage as required, and to flag requirements for periodic medical examinations of contractor's employees on specific contracts. Follow-up files are maintained by regional procurement management offices to assure timely action by the purchasing activity.</p> <p>Temporary. Destroy after expiration or termination of contract.</p> | NN-173 119 ITEM 19 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 65. | <p><u>1205-05 GOVERNMENT/VENDOR RECALL ACTION FILES</u></p> <p>Correspondence messages and notices pertaining to the recall of merchandise.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC1-334 81-2 ITEM 5</p> | |
| 66. | <p><u>1205-09 PEST MANAGEMENT PROGRAM FILES</u></p> <p>Correspondence and reports relating to facility inspections, procurement, storage and sale of pesticides.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC1-334 81-2 ITEM 9</p> | |
| 67. | <p><u>1205-10 VETERINARY QUARTERLY ACTIVITIES REPORT FILES</u></p> <p>Correspondence and related papers used in compiling joint report to the Special Assistant to the Surgeon General for Veterinary Affairs, USAF; Chief, U.S. Army Veterinary Corps; Army; and Commander, USA Health Services Command. This report summarizes the work done during the quarter by the AAFES-Europe and AAFES-Pacific veterinarians as well as the Headquarters Staff Veterinarian. Included in the report are records of staff assistance visits, liaison and coordination activities, current problem areas and future programs.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC1-334 81-2 ITEM 10</p> | |
| 68. | <p><u>1301-01 RETAIL DEVELOPMENT AND RESEARCH PROJECT FILES</u></p> <p>Documents relating to projects covering establishment or revision or retail operating systems and procedures. Included are coordinating actions, analyses, studies, standard operating and administrative procedures, projects requests, schedules, status reports, and related papers. Files are arranged numerically by project number.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p> | <p>NC-174 133 ITEM 37</p> | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 69. | <p><u>1301-04 REQUIREMENTS PROCUREMENT DATA FILES</u></p> <p>Documents relating to market sessions, seasonal programs, including statistical and narrative information on past sales of certain merchandise, which are required to review and validate future seasonal merchandise requirements furnished by ERs, and other subordinate exchange headquarters.</p> <p>Temporary. Cut off at close of fiscal year in which approved for procurement. Destroy 1 year after cutoff.</p> | NN-170 71 | |
| 70. | <p><u>1302-01 INVENTORY AGING SCHEDULE FILES</u></p> <p>Statistics on aged merchandise determined during inventories, maintained for transfer action and to justify additional markdown allowances requested by exchanges. Included are descriptions of merchandise by age, percentage of aged merchandise against entire inventory and related papers. Arranged chronologically.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 | |
| 71. | <p><u>1302-06 STOCK STRUCTURE EXCEPTION FILES</u></p> <p>Copies of documents received from DOD approving or disapproving requests by post/base commanders for exceptions to stock and sell merchandise not included in the approved stock structure. Includes indorsements by commands between originator and DOD.</p> <p>a. Approved requests.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Disapproved requests.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 | |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 72. | <p><u>1302-11 MERCHANDISE SAMPLE CONTROL FILES</u></p> <p>Documents accumulated in the receipt, storage, transfer and disposal of vendors' or contractors' merchandise samples, including food items, supplies, equipment or items relating to service or construction contracts. Included are vendors' memo invoices, transmittal documents, receipts, transfer vouchers, disposal certificates and sample registers.</p> <p>a. Files.</p> <p>Temporary. Cut off at close of fiscal year in which final disposition of sale is accomplished. Destroy 1 year after cutoff.</p> <p>b. Registers.</p> <p>Temporary. Cut off at close of fiscal year in which all disposition blocks are completed. Destroy 2 years after cutoff.</p> | <p>NN-170 71 (1203-10)</p> | |
| 73. | <p><u>1303-01 ER AND EXCHANGE CONTROL FILES</u></p> <p>Documents relating to the technical supervision of retail and warehousing operations worldwide. Included are operations, sales, personnel costs, stock structures, activation/deactivation, layout plans, pictures of facilities, space-matters, and staff visit reports covering adherence to established procedures, and related papers. Arranged alphabetically by location.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-170 71</p> | |
| 74. | <p><u>1303-05 STOCKROOM INSPECTION FILES</u></p> <p>Stockroom inspection documents relating to periodic inspection of stockroom operations, reflecting conditions, appearance and compliance with procedures. Arranged chronologically.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC1-334 78-4 ITEM 1</p> | |

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| 75. | <p><u>1304-05 WAREHOUSE ACTIVITIES REPORT FILES</u></p> <p>Copies of monthly reports of warehouse activities prepared by warehouses and forwarded to higher headquarters. Includes manhours worked, sell price of merchandise received and shipped, MHE maintenance expense and similar information. Arranged chronologically.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 | | |
| 76. | <p><u>1305-02 WAREHOUSED MERCHANDISE PRICE CHANGE RECORDS</u></p> <p>Includes retail price change vouchers and warehoused food and expense price change notifications.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-172 120 ITEM 2 | | |
| 77. | <p><u>1305-03 REQUISITION RECORDS</u></p> <p>Requisitions and Extension Listings.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-173 108 ITEM 1 | | |
| 78. | <p><u>1305-12 MONTHLY TRANSFER SUMMARY</u></p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-172 120 ITEM 12 | | |
| 79. | <p><u>1306-03 MARKET REPORTS</u></p> <p>Market reports made by buyers before and after attending market sessions. Includes reports on current styles, colors, and trends for the coming season.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 (1202-03) | | |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
| 80. | <p><u>1306-06 BUYING PLANS</u></p> <p>Documents related to plans for seasonal merchandise procurement. Includes requirement placement sheets, requisition number, vendor name, copy of order showing quantities, sizes, styles by each item.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 (1202-06) | |
| 81. | <p><u>1401-02 SERVICES TECHNICAL ASSISTANCE FILES</u></p> <p>Documents accumulated in the technical assistance function provided facilities or exchanges by higher elements, including renovation suggestion reports, facility layout changes, technical inquiries and answers, promotions, and sales objectives, budgets, vendor contracts, and specifications (but exclusive of papers maintained in official contract files), and similar papers. Arranged by location.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 | |
| 82. | <p><u>1402-01 SERVICE STATION ACTIVITY REVIEW FILES</u></p> <p>Summaries of petroleum products contract data, construction, renovation, and equipment projects. Feeder reports prepared by exchanges are consolidated by headquarters elements.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 | |
| 83. | <p><u>1402-02 SERVICE STATIONS REPORT FILES</u></p> <p>Reports summarizing service station operations, including gasoline, oil and grease received and sold, personnel costs, service sales, and similar information. Arranged chronologically.</p> <p>a. HQ consolidated report.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Feeder reports.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-170 71 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) | |
| 84. | <u>1402-03 PRICE SURVEY FILES</u> Surveys of local service facilities to compare prices with current AAFES prices. Lists locality, brands offered, posted price, and requests for price changes. Arranged chronologically. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff. | NN-170 71 | | |
| 85. | <u>1405-02 VENDING RESEARCH AND DEVELOPMENT PROJECT FILES</u> Staff studies and reports accumulated in research and development activities of vending equipment and operations. Includes papers regarding new and proposed equipment, purchase and rental evaluations, test results. Arranged by project name. Study projects concerning significant statistical research and which contribute toward policy instructions or revisions. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff. | NC-174 133 ITEM 38 | | |
| 86. | <u>1405-03 VENDING OPERATIONS REPORT FILES</u> Records created in the coordination, consolidation, and preparation of recurring and special reports on vending operations. Included are consolidated reports on vending machine income and sales, machine utilization and performance, and other reports concerning vending machine activities. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff. | NN-170 71 | | |
| 87e | <u>1406-04 MOTION PICTURE STATISTICAL REPORT FILES</u> Feature earnings reports, audience reaction reports, feature earnings analysis, and similar statistical reports. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff. | NC1-334 83-2 ITEM 5 | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 88. | <u>1502-04 ITEM WITHDRAWAL TICKETS FILES</u> Tickets prepared from exchange requirements reports, listing items, purchase order number, quantites, sell price, destination, and shipping date. Used to prepare shipments prior to loading merchandise at warehouses. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff. | NN-170 71 | |
| 89. | <u>1502-08 CARRIER PERFORMANCE FILES</u> Documents relating to the evaluation of performance of commercial carriers. Includes complaints and related correspondence from exchange elements, vendors, shippers' associations and freight consolidators. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff. | NN-172 9 ITEM 21 | |
| 90. | <u>1502-11 AIR WAYBILL FILES</u> Air waybills for shipments by commercial air. Filed by carrier, by date, after completion of the freight audit. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff. | NN-172 9 ITEM 59 | |
| 91. | <u>1503-01 SPACE REQUIREMENTS REPORTS FILES</u> Monthly data summaries concerning tonnage shipped to oversea areas and space factor data, used for planning purposes in projecting cargo movements and reporting space requirements to Army and Air Force logistical commands. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff. | NN-170 71 | |
| 92. | <u>1503-02 EXPORT FREIGHT MOVEMENT STATISTICAL FILES</u> Records of actual tonnage shipped to oversea areas reflecting amount by various modes of transport, and related papers. Temporary. Cut off at close of fiscal year. Destroy 4 years after cutoff. | NC-174 133 ITEM 39 | |

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| 93. | <p><u>1503-03 OCEAN MANIFEST FILES</u></p> <p>Documents of detailed listings of cargo loaded onto vessels, and data necessary to identify the cargo.</p> <p>a. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> <p>Exceptions:</p> <p>b. Microfilmed records (hard copies) are destroyed after editing film.</p> <p>c. Microfilm is retained for 4 years, then destroyed.</p> | NN-172 9 ITEM 22 | |
| 94. | <p><u>1601-03 EMERGENCY TEST AND EXERCISE REPORT FILES</u></p> <p>Documents accumulated as a result of testing various emergency plans. Included are announcements concerning tests to be conducted, instructions to participating personnel, staffing assignments, test messages, estimates of simulated damages, estimates of available resources, critique sheets, reports and similar or related documents. Arranged by tests.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | NN-170 71 (203-04) | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 95. | <p><u>1602-02 MANAGEMENT IMPROVEMENT PROJECT CONTROL FILES</u></p> <p>Documents used in the general administration of the management improvement program. Included are reports to higher echelons on the status of projects; showing lists of projects, division or office making the study, subject, priority, project officer, estimated completion date, comments and other informational data.</p> <p>a. HQ AAFES office responsible for preparation.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NC-334 75-2 ITEM 3 | |
| 96. | <p><u>1602-03 MANAGEMENT IMPROVEMENT PROJECT SCHEDULES</u></p> <p>Documents used to identify, define, and schedule action on projects for improving and reducing the cost of operations within AAFES. Included are schedules of management improvement projects and papers related directly to them.</p> <p>Temporary. Cut off at close of fiscal year when project is closed. Destroy 1 year after cutoff.</p> | NN-170 71 (204-03) | |
| 97. | <p><u>1602-04 OPERATING PROGRAM PROGRESS REPORT FILES</u></p> <p>Cost and performance reports, statements of analysis, consolidated in-stock efficiency reports, special projects and other reports that reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals.</p> <p>a. Record copy.</p> <p>Permanent. Cut off at close of fiscal year. Transfer to FRC when 2 years old. Offer to NARA in 5-year blocks when 10 years old.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff or when no longer needed for reference.</p> | NN-170 71 (204-04) | <p>Withdrawn per AAFES 5/29/86</p> |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 98. | <p><u>1602-05 PAPERWORK MANAGEMENT SURVEYS</u></p> <p>Documents accumulated in auditing or surveying the supervision and execution of paper management programs, of staff offices, or elements thereof. Included are survey or audit reports, replies thereto, and related papers concerning correspondence management, publications, reports and forms management.</p> <p>a. Office responsible for AAFES-wide survey.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 3 years after cutoff.</p> <p>b. Other offices.</p> <p>Temporary. Destroy after next comparable survey.</p> | <p>NC-334 75-2 ITEM 5</p> | |
| 99. | <p><u>1603-01 REPORT OF MANPOWER SURVEY</u></p> <p>Reports created in conducting surveys of manpower requirements and utilization. Contains the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, and accomplishments.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year in which survey is completed. Destroy 1 year after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which superseded and destroy.</p> | <p>NC1-334 82-2 ITEM 3</p> | |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 100. | <p><u>1603-02 REPORT OF MANPOWER SURVEY WORKING PAPERS</u></p> <p>Includes such items as statistics on customer mix, historical data, sales transactions by time periods, troop strength; task lists of individual jobs; hourly breakdown of employee activities; personnel data; cash register transactions by time periods, troop strength; task lists of individual jobs; hourly breakdown of employee activities; personnel data; cash register transaction counts; organization charts; graphs; charts; draft of report; and related worksheets and back-up material.</p> <p>Temporary. Cut off after final action on project report. Destroy 1 year after cutoff.</p> | <p>NN-170 71 (205-02)</p> | |
| 101. | <p><u>1603-03 MANPOWER REQUIREMENTS AND CONTROL FILES</u></p> <p>These files are the result of determining the manpower resources necessary to achieve the AAFES mission, the distribution of these manpower resources, and the position classification for these resources.</p> <p>HQ AAFES and HQ OES offices of primary responsibility.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-172 147 ITEM 2</p> | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 102. | <p><u>1603-04 MANPOWER MANAGEMENT FILES</u></p> <p>Documents and supporting papers created in allocating manpower spaces to specific organizational segments. Included are authorization vouchers; manning documents; requests for change in organization, manning, position classification; or other documents that authorize, limit, increase, or decrease manning levels. File by organizational element.</p> <p>a. Record copy (HQ AAFES).</p> <p>(1) Hard copy.</p> <p>(a) Hard copy not microfilmed.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>(b) Hard copy to be microfilmed.</p> <p>Temporary. Cut off at close of fiscal year and microfilm. Destroy hard copy when microfilm has been verified.</p> <p>(2) Microfilm copy.</p> <p>Temporary. Destroy in CFA when no longer needed for reference.</p> <p>b. Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy when superseded.</p> | NC1-334 82-2 ITEM 4 | |

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|--|---|--|--|--|---|-------------------------------|--|----------------------------|-----------------------------|-----------------------------|--|---------------------------|--|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) | | | | | | | | | | |
| 103. | <p><u>1603-07 ORGANIZATION MASTER FILES</u></p> <p>Microfiche copies of reports taken from the Manning Master Report (PM0-10100) that reflect authorized strength and statistical data relative to occupational groupings, grades, job codes, titles, ect., used for analysis. Includes the following reports:</p> <table border="0"> <tr> <td>Manning Master (PM0-10100)</td> <td>Authorized Positions by Grade (PM0-191)</td> </tr> <tr> <td>Job Ladder Diagrams/World wide (PM0-170)</td> <td>Authorized Positions by Career Area/Grade (PM0-134)</td> </tr> <tr> <td>Job Ladder Diagrams (PM0-178)</td> <td>Authorized Positions by Grade, Career Area (PM0-133)</td> </tr> <tr> <td>Job Code Tables (PM30X002)</td> <td>Job Family Analysis (PM-72)</td> </tr> <tr> <td>Facility Tables (PM030X003)</td> <td></td> </tr> </table> <p>a. Microfiche record copy.</p> <p>Temporary. Cut off at close of fiscal year. Keep in microfilm storage area until 5 years after cutoff and destroy.</p> <p>b. Other microfiche copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | Manning Master (PM0-10100) | Authorized Positions by Grade (PM0-191) | Job Ladder Diagrams/World wide (PM0-170) | Authorized Positions by Career Area/Grade (PM0-134) | Job Ladder Diagrams (PM0-178) | Authorized Positions by Grade, Career Area (PM0-133) | Job Code Tables (PM30X002) | Job Family Analysis (PM-72) | Facility Tables (PM030X003) | | NC1-334 82-2 ITEM 6 | |
| Manning Master (PM0-10100) | Authorized Positions by Grade (PM0-191) | | | | | | | | | | | | |
| Job Ladder Diagrams/World wide (PM0-170) | Authorized Positions by Career Area/Grade (PM0-134) | | | | | | | | | | | | |
| Job Ladder Diagrams (PM0-178) | Authorized Positions by Grade, Career Area (PM0-133) | | | | | | | | | | | | |
| Job Code Tables (PM30X002) | Job Family Analysis (PM-72) | | | | | | | | | | | | |
| Facility Tables (PM030X003) | | | | | | | | | | | | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 104. | <p><u>1604-01 LONG-RANGE PLANNING FILES</u></p> <p>Documents that accumulate from the process of developing long-range or master plans for AAFES operations. They involve the establishment of schedules to achieve the AAFES mission objectives, the formulation of new concepts and requirements for planning purposes, and similar matters. Included are a record copy of the master plan, forecasts documents reflecting the evaluation of these plans or forecasts, and documents contributing to the development of the plans.</p> <p>a. Record copy.</p> <p>Permanent. Cut off at close of fiscal year in which plan is superseded and microfilm. Transfer hard copy to FRC. Offer to NARA in 5-year blocks when 10 15 years old.</p> <p>b. Microfilm copy.</p> <p>Temporary. Retain in CFA until no longer needed for reference, then destroy.</p> <p>c. Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff or when reference value has been exhausted, whichever is sooner.</p> | <p>NC1-334 80-1 ITEM 10</p> | <p>per conversation w/ AAFES 8/29/86 GF</p> |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 105. | <p><u>1604-02 ORGANIZATION PLANNING FILES</u></p> <p>Documents relating to the establishment of and changes in organization, functions, and relationships of AAFES when such actions affect, or may affect the management and operation of the exchange system. Included are staff studies, reports of working groups, minutes of committee meetings and staff conferences, documents relating to overall functions and mission, copies of published directives implementing establishment or change, and related or similar documents.</p> <p>a. Record copy.</p> <p>Permanent. Cut off at close of fiscal year in which case is completed and microfilm. Transfer hard copy to FRC. Offer to NARA in 5-year block when 10 15 years old.</p> <p>b. Microfilm copy.</p> <p>Temporary. Retain in CFA until no longer needed for reference, then destroy.</p> <p>c. Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year in which case is completed. Destroy 2 years after cutoff or when reference value has been exhausted, whichever is sooner.</p> | <p>NC1-334 80-1 ITEM 11</p> | <p>per conversation with AAFES 8/29/86 GF</p> |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRSOR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 106. | <p><u>1604-03 EXCHANGE PLANNING CASE FILES</u></p> <p>Documents relating to the consolidation of exchanges, transfers to activities from one exchange to another or inactivation/activation of specific exchanges. Included are recommendations, coordination, documents, studies, and related papers. Arranged by exchange name.</p> <p>a. Record copy.</p> <p>Permanent. Cut off at close of fiscal year in which case is completed and microfilm. Transfer hard copy to FRC. Offer to NARA in 5-year blocks when 10 years old. 15</p> <p>b. Microfilm copy.</p> <p>Temporary. Retain in CFA until no longer needed for reference, then destroy.</p> <p>c. Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year in which case is completed. Destroy 2 years after cutoff or when reference value has been exhausted, whichever is sooner.</p> | <p>NC1-334 80-1 ITEM 12</p> | <p>per conversation w/ APRES 8/22/86 GF</p> |
| 107. | <p><u>1604-06 OPERATING POLICY REGULATION BACKGROUND FILES</u></p> <p>Drafts and workpapers on AR 60 and AFR 147 series. Includes drafts, revisions, final changes, background papers, and related correspondence. Arranged by number or title of regulation, thereunder chronologically.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after policy is implemented by the Departments.</p> | <p>NC-174 133 ITEM 3</p> | |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 108. | <p><u>1604-07 COMMAND DIRECTIVE COODINATION AND CONTROL FILES</u></p> <p>Documents created as a result of coordination and clearance of changes to AAFES general and operating policies, or similar directives, issued by the DA and/or DAF. Includes clearance requests, concurrences, backup papers, record of actions, and copy of final issuance by the DA and/or DAF. Arranged by control number.</p> <p>a. Record copy.</p> <p>(1) Hard copy.</p> <p>Temporary. Cut off at close of fiscal year and microfilm. Destroy hard copy after microfilm has been verified.</p> <p>(2) Microfilm copy.</p> <p>Temporary. Destroy in CFA when no longer needed for reference.</p> <p>b. Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year and destroy.</p> | NC1-334 82-2 ITEM 7 | |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 109. | <p><u>1604-08 RESEARCH AND SPECIAL STUDY FILES</u></p> <p>Special studies and related correspondence accumulated at the staff level in the planning and forecasting of exchange activities that will have substantial impact on the AAFES organization or manpower, or on operational and policy obligations. Research may involve analyses on internal and external economic factors, resource commitments, and other trends and forecasts that affect the AAFES Master Plan. Also included is research on appropriated and nonappropriated fund issues that reflect military regulations regarding acquisition authorities and funding for the operation of AAFES facilities. Arranged by type or title of study and thereunder by subject.</p> <p>a. Record copy.</p> <p>Permanent. Cut off at close of fiscal year in which study is completed and microfilm. Transfer hard copy to FRC. Offer to NARA in 5-year blocks when 10 years old. 20</p> <p>b. Microfilm copy.</p> <p>Temporary. Destroy in CFA when no longer needed for reference.</p> <p>c. Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year in which study is completed. Destroy when no longer needed for reference.</p> | NC1-334 83-2 ITEM 6 | per conversation w/ AAFES 8/25/86 GF |
| 110. | <p><u>1604-10 TECHNICAL ASSISTANCE VISIT FILES</u></p> <p>Reports and related papers concerning technical assistance visits made to any exchange element by representatives of higher headquarters. These files will normally accumulate at HQ AAFES, OES headquarters, ERs and regional/area headquarters. These files include papers pertaining to management analysis statistics, operating data, implementation of new or revised programs and procedures, cost comparisons, personnel adjustments, performance evaluations or special subjects developed by the concerned activity.</p> <p>Temporary. Cut off at close of fiscal year in which action is completed. Destroy 1 year after cutoff.</p> | NN-170 71 (202-10) | |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
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| 111. | <p><u>1604-11 SUPPORT OF MILITARY EXERCISES FILES</u></p> <p>Correspondence and related documents concerning logistics support, personal services, resale merchandise, etc., provided to U.S. Armed Forces elements deployed for exercise maneuvers.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year in which no longer needed for reference. Screen the files for historical data that is to be transferred to the AAFES Organization History Files (501-01). Keep other information in CFA for 2 years after cutoff and destroy.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which exercise is completed . Destroy 1 year after cutoff.</p> | NC1-334 82-2 ITEM 8 | |
| 112. | <p><u>1604-12 MEMORANDUMS OF UNDERSTANDING, SUPPORT AND TRANSFER AGREEMENT FILES</u></p> <p>Agreements and related papers concerning various types of support services to include utilities, logistics, medical, fire protection/prevention, security administrative facilities, as required to appropriated and nonappropriated support elements.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year in which superseded or rescinded. Screen the files for historical data that is to be transferred to the AAFES Organization History Files (501-01). Destroy remaining files in CFA 2 years after cutoff or when no longer needed for reference.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which agreement is superseded or rescinded and destroy.</p> | NC1-334 82-2 ITEM 9 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 113. | <p><u>1604-14 MANAGEMENT CONSULTANT SERVICES FILES</u></p> <p>Documents concerning consultant services provided AAFES by individuals in the hierarchy of their respective organizations in the fields of merchandising, marketing, retailing, etc. Documents may include biographies of individuals, charters, research papers, reports and recommendations.</p> <p>a. Record copy.</p> <p>(1) Hard copy.</p> <p>Temporary. Cut off at close of fiscal year and microfilm. Destroy hard copy after verification.</p> <p>(2) Microfilm copy.</p> <p>Temporary. Destroy in CFA when no longer needed for reference.</p> <p>b. Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year and destroy.</p> | <p>NC1-334 82-2 ITEM 11</p> | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRSOR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 114. | <p><u>1604-15 COMMITTEE FILES</u></p> <p>Files consist of, but are not limited to: directives, charters or correspondence establishing official long-term boards and committees and all other short-term committees; committee/work group reports; minutes of meetings and other papers relating to establishment, revision or termination of individual studies or projects. Those committees considered "long-term" in nature would include: Master Planning Board, Civilian Advisory Board, Development Planning Committee, Armed Forces Exchange Coordinating Committee, etc. Other committees established for a specific, one-time purpose, to be disestablished after that purpose has been accomplished, are considered "short-term" committees.</p> <p>a. Long-term Committee Files. Arranged alphabetically by name of committee.</p> <p>(1) Record copy.</p> <p>Permanent. Cut off at close of fiscal year and microfilm. Transfer hard copy to FRC. Offer hard copy to NARA in 5-year blocks when 10 20 years old.</p> <p>(2) Microfilm copy.</p> <p>Temporary. Cut off at close of fiscal year. Maintain in office of record until no longer needed for reference and destroy.</p> <p>(3) Other hard copies.</p> <p>Temporary. Cut off at close of fiscal year in which committee is terminated. Destroy 1 year after cutoff or when no longer needed for reference.</p> <p>b. Short-Term Committee Files.</p> <p>Temporary. Cut off at close of fiscal year in which committee is terminated. Destroy 1 year after cutoff or when no longer needed for reference.</p> | <p>NC1-334 83-1 ITEM 9</p> | <p>per conversation w/ Marjorie Gaston, NARS 5/29/82 6F</p> |

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| 115. | <p><u>1604-16 COMMITTEE MANAGEMENT FILES</u></p> <p>Documents created in reviewing and coordinating the establishment, continuance and dissolution of committees, including councils, boards, commissions, panels, task/work groups, etc. The coordination and review is to prevent overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to committees. Included are committee establishment proposals, approvals, papers reflecting changes in committee membership, committee charters, reports on establishment and composition, and related papers.</p> <p>Temporary. Cut off at close of fiscal year following discontinuance or disapproval of establishment of committee. Destroy 1 year after cutoff.</p> | NC1-334 83-1 ITEM 10 | | |
| 116. | <p><u>1701-07 SERIOUS INCIDENT REPORTS</u></p> <p>Telephonic reports of serious incidents relating to AAFES assets, property or employees.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year in which incident is reported. Destroy 1 year after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which incident is reported. Destroy 1 year after cutoff or when administrative value has been exhausted, whichever is sooner.</p> | NC1-334 80-3 ITEM 4 | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 117. | <p><u>1801-01 MARKETING RESEARCH STUDIES/SURVEYS</u></p> <p>Marketing research studies, surveys and correspondence relating to marketing research studies/surveys; that is, letters of request, questionnaires and analyses. Arranged alphabetically by title of study/survey.</p> <p>a. Record copy of final studies and surveys.</p> <p>Permanent. Offer to NARA in five-year blocks when 10-15 years old.</p> <p>b. Other files.</p> <p>Temporary. Cut off at close of fiscal year in which study is completed. Destroy 1 year after cutoff or when reference value has been exhausted, whichever is sooner.</p> | NC1-334 81-1 ITEM 3 | |
| 118. | <p><u>1801-02 MARKETING RESEARCH REFERENCE FILES</u></p> <p>Copies of printed publications used to provide input to marketing research surveys and/or studies. May be one-time reports or periodicals and maintained by file or library as appropriate.</p> <p>a. Periodicals.</p> <p>Temporary. Cut off at close of fiscal year in which superseded or information becomes obsolete. Destroy 1 year after cutoff.</p> <p>b. Marketing Research Status/Surveys.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NC1-334 81-1 ITEM 4 | |

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| 119. | <p><u>2205-01 TELEPHONE TOLL TICKET FILES</u></p> <p>Toll tickets and reports of long distance calls used to indicate authorized use of telephone service as well as to audit commercial toll statements and bills. Arranged chronologically.</p> <p>Temporary. Cut off monthly. Destroy 6 months after cutoff.</p> | NN-170 71 (301-02) | |
| 120. | <p><u>2206-03 FORMS REGISTERS</u></p> <p>Registers used to record and control the assignment of numbers and other identifying data to each form.</p> <p>Temporary. Destroy when superseded.</p> | NN-170 122 ITEM 34 | See <u>303-03</u> |
| 121. | <p><u>2208-04 ACCOUNTABLE FORMS RECEIPT AND ISSUE FILES</u></p> <p>Listings, requisitions, receipt cards, or registers, showing the receipt or issue of blank accountable forms which are subject to special control by reason of monetary value of the forms, such as transportation requests, identification cards, bills of lading, tax exemption cards, charge sales slips, cash sales slips, meal tickets, and related correspondence.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NN-172 9 ITEM 61 | See <u>304-01</u> |

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| 7. ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
| 122. | <p><u>2214-01 REPORT OF AAFES AUDIT FILES</u></p> <p>Published report of audit, initial findings, replies and related correspondence.</p> <p>a. Audited element.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Destroy 4 years after cutoff.</p> <p>b. Information copies of audit reports.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Destroy 1 year after audit or when administrative value has been served, whichever is sooner.</p> | <p>NC1-334 80-4 ITEM 1</p> <p>See <u>801-01</u></p> | |
| 123. | <p><u>2218-01 STANDARD TRANSMITTALS</u></p> <p>Copies of AAFES forms used to transmit certain accountable documents to higher headquarters.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NN-171 124 ITEM 21</p> | |
| 124. | <p><u>2218-04 PRICE-CHANGE VOUCHER FILES</u></p> <p>Machine and manual price-change vouchers showing old price, new price, and extensions.</p> <p>a. Supporting accounting office copy.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Store/branch copy.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NN-170 71</p> <p>SEE <u>702-09</u></p> | |

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| 125. | <p><u>2218-07 CASH-REGISTER REPORT FILES</u></p> <p>Accumulation of all documents/documentation and recorded data indicating sales transactions of each cash register. Includes all cash-register adjustment forms, cash-register journal tapes, salesclerk's daily reports, sales slips, and other supporting documentation.</p> <p>Temporary. Cut off daily. Transfer daily cash register detail tapes to Daily Cash Register Detail Tape Files (2218-32). Transfer all other documents to include cash register drawer readings, summaries and final register readings to Daily Cash and Sales Report Files (2218-26).</p> | <p>NC1-334 78-2 ITEM 1</p> | |
| 126. | <p><u>2218-32 DAILY CASH REGISTER DETAIL TAPES FILES</u></p> <p>Consists of all daily cash register detail tapes showing each transaction rung on registers. Arranged chronologically and numerically by register.</p> <p>Temporary. Cut off monthly. Destroy 6 months after cutoff.</p> | | |
| 127. | <p><u>2234-02 MAINTENANCE SERVICE REPORTS</u></p> <p>Correspondence and documents relating to the general administration of equipment, exchange-occupied buildings and grounds or other maintenance services. Included are maintenance service report forms, logs, issue slips and other such records or reports.</p> <p>Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.</p> | <p>NC-174 067 ITEM 15</p> <p>See <u>1005-04</u></p> | |

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| 128. | <p><u>2243-05 STOCK STRUCTURE EXCEPTION FILES</u></p> <p>Copies of documents received from DOD approving or dis-approving requests by post/base commanders for exceptions to stock and sell merchandise not included in the approved stock structure. Includes indorsements by commands between originator and DODe</p> <p>a. Approved requests.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Disapproved requestse</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | <p>NN-170 71</p> <p>See <u>1302-06</u></p> | |
| 129. | <p><u>2244-02 RETAIL PRICE CHANGE VOUCHERS, AND FOOD AND EXPENSE PRICE CHANGE NOTIFICATIONS</u></p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoffe</p> | <p>NN-172 120 ITEM 15</p> | |
| 130. | <p><u>2251-03 EMPLOYEE ORGANIZATION LIAISON FILES</u></p> <p>Documents accumulated by participating in, advising, assisting, or otherwise acting as liaison between employee organizations and management or with HQ AAFES, Departments of the Army and Air Force or the Department of Labor after the recognition of the employee organization. Included are documents regarding negotiations of agreements, membership campaign papers, complaints of unfair labor practices and employment conditions, hearing reports, dues withholding documents, and other related papers.</p> <p>Temporary. Cut off at close of fiscal year following termination of agreement. Destroy when superseded, obsolete, or no longer needed for reference.</p> | <p>NC1-330 80-3 ITEM 21a(1)</p> <p>See <u>405-06</u></p> | |

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| 131. | <p><u>2252-01 APPLICATIONS FOR EMPLOYMENT FILES</u></p> <p>Arranged alphabetically by name of applicant within position categories.</p> <p>a. Active Applications. Documents created in receiving applications, conducting interviews, making selections, and placing applicants qualified and available for employment. Included are applications for employment, qualification rating sheets, applicant referrals for interviews and related papers.</p> <p>(1) Reinstatement of eligible former employees.</p> <p>Temporary. Retain applications the balance of the 180 day reinstatement eligibility period or 90 days, whichever is longer. Destroy at the end of the period unless applicant renews application for an additional 90-day period. If assigned for duty, include the application in the Official Personnel Folder.</p> <p>(2) Other applicants.</p> <p>Temporary. Retain applications for 90 days. Destroy at the end of the period unless applicant renews application for an additional 90-day period. If assigned for duty, include the application in the Official Personnel Folder.</p> <p>b. Inactive Applications. Files established when decision is made that an applicant is not qualified, declines or will not be selected for appointment for other reasons. Included are applications for employment, letters of rejection and related papers.</p> <p>Temporary. Cut off monthly. Destroy 3 months after cutoff.</p> | <p>NN-170 122 ITEM 3</p> <p>See <u>403-01</u></p> | |
| 132. | <p><u>2261-04 SUPPORT OF MILITARY EXERCISES FILES</u></p> <p>Correspondence and related documents concerning logistics support, personal services, resale merchandise, etc., provided to U.S. Armed Forces elements deployed for exercise maneuvers.</p> <p>Temporary. Cut off at close of fiscal year in which exercise is completed. Destroy when no longer needed for reference.</p> | <p>NC1-334 82-2 ITEM 8</p> <p>See <u>1604-11</u></p> | |

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| 133. | <p><u>2261-05 COMMITTEE FILES</u></p> <p>Documents created by committees established for a specific, one-time purpose. Files consist of work group reports, minutes of meetings and other related papers.</p> <p>Temporary. Cut off at close of fiscal year in which committee is terminated and destroy.</p> | <p>NC1-334 83-1 ITEM 9</p> <p>See <u>1604-15b</u></p> | |
| 134. | <p><u>2266-03 PROCUREMENT REGISTER AND LOG FILES</u></p> <p>Registers and logs used to record and control the assignment of numbers to solicitations, contracts, purchase orders and requisitions, or similar-type documents, and to record other data relative to maintaining numeric controls and processing of procurement actions.</p> <p>Temporary. Cut off at close of fiscal year in which final entries are made. Destroy 2 years after cutoff.</p> | <p>NN-173 119 ITEM 38</p> | |
| 135. | <p><u>2267-01 CERTIFICATES OF APPOINTMENT</u></p> <p>Documents and related correspondence reflecting the appointment and termination of contracting officers, contracting officer representatives and ordering agents, including specific procurement authority and limitations, and registers reflecting appointments and termination, and the supporting data as to appointee's qualifications.</p> <p>a. Certificates of appointment and termination letters.</p> <p>Temporary. Cut off at close of fiscal year in which appointment is terminated. Destroy 2 years after cutoff.</p> <p>b. Certificate of appointment registers.</p> <p>Temporary. Cut off when all listed appointments have terminated. Destroy 2 years after cutoff.</p> | <p>NN-173 119 ITEM 13</p> <p>See <u>1203-03</u></p> | |

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| 136. | <p><u>2271-06 SERIOUS INCIDENT REPORTS</u></p> <p>Telephonic reports of serious incidents relating to AAFES assets, property or employees.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year in which incident is reported. Destroy 1 year after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which incident is reported. Destroy 1 year after cutoff or when administrative value has been exhausted, whichever is sooner.</p> | <p>NC1-334 80-3 ITEM 4</p> <p>See <u>1701-07</u></p> | |
| 137. | <p><u>2277-01 SERVICE STATION ACTIVITY REVIEW FILES</u></p> <p>Summaries of petroleum products contract data, construction, renovation, and equipment projects.</p> <p>Temporary. Cut off at close of fiscal year. Destroy <u>2</u> year after cutoff. <i>changed per AFM 8-29-12 DMC</i></p> | <p>NN-171 018 ITEM 10</p> <p>See <u>1402-01</u></p> | |
| 138. | <p><u>2279-02 PRICE SURVEY FILES</u></p> <p>Surveys of local service facilities to compare prices with current AAFES prices. Lists locality, brands offered, posted price, and requests for price changes. Arranged chronologically.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-170 71</p> <p>See <u>1402-03</u></p> | |
| 139. | <p><u>2280-01 VENDING OPERATIONS REPORT FILES</u></p> <p>Records created in the coordination, consolidation, and preparation of recurring and special reports on vending operations. Included are consolidated reports on vending machine income and sales, machine usage and performance and other reports concerning vending machine activities.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-170 71</p> <p>See <u>1405-03</u></p> | |

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| 140. | <p data-bbox="257 336 959 370"><u>2284-01 MARKETING RESEARCH STUDIES/SURVEYS</u></p> <p data-bbox="257 406 1202 534">Marketing research studies, surveys and correspondence relating to marketing research studies/surveys; that is, letters of request, questionnaires and analyses. Arranged alphabetically by title of study/survey.</p> <p data-bbox="406 597 1252 725">Temporary. Cut off at close of fiscal year in which study is completed. Destroy 1 year after cutoff or when reference value has been exhausted, whichever is sooner.</p> | <p data-bbox="1281 336 1397 434">NC1-334 81-1 ITEM 3</p> <p data-bbox="1281 470 1397 534">See <u>1801-01</u></p> | |