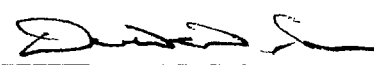



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-334-88-2	DATE RECEIVED 12-9-87
1. FROM (Agency or establishment) Army and Air Force Exchange Service		NOTIFICATION 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Administrative Services Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Marilyn M. Gaston Records Management Officer	5. TELEPHONE EXT (714) 780-2282	DATE 7/4/88	ARCHIVIST OF THE UNITED STATES 
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 _____ 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 DEC 87	C. SIGNATURE OF AGENCY REPRESENTATIVE  Marilyn M. Gaston	D. TITLE Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Listed below are proposed changes and additions to the Army and Air Force Exchange Operating Procedures (EOP) 5-1, Records Management:</p> <p>401-01 PERSONNEL STATISTICAL/REPORT FILES</p> <p>Records created in the preparation, coordination and consolidation of regular and special personnel reports. Included are reports on civilian employment, labor turnover and labor statistics, analyses and forecasts, minority group studies, retirement projections, handicapped persons and other comparable reports concerning various aspects of personnel management activities. Arranged by name of report or project.</p> <p>a. Record Copy.</p> <p>(1) Study projects concerning significant statistical research and which contribute toward policy changes or revisions. (File under Personnel Policy and Precedent Files, 401-03c.)</p> <p>(2) Recurring reports and routine one-time reports on projects.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff. (401-170-71)</p>	<p>401-170-71 401-174-138 (Change)</p>	<p>12 Dec 87</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

PAGE

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
2.	<p>(3) Working papers, drafts, charts, feeder materials and similar material used for preparing (2).</p> <p>Temporary. Cut off after final action on report. Destroy 6 months after cutoff. If no final action is taken on report, destroy 3 years after cutoff. (NN-170-71)</p> <p>b. Oversea exchange system headquarters or similar personnel offices with centralized responsibility. (File under 401-01a or 401-01c, as applicable.)</p> <p>c. Other Copies (paper or microfiche).</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p><u>401-03 PERSONNEL POLICY AND PRECEDENT FILES</u></p> <p>Original documents accumulated by office responsible for establishing personnel policy and procedures throughout AAFES. Includes decisions, rulings, interpretations, study projects, statistical studies and other documents created in formulating and directing the administration of policies regarding employment practices, regulations, instructions, etc. Arranged subjectively. (NC1-334-81-4, Item 3)</p> <p>a. Files created in FY 1980 and earlier.</p> <p>Permanent. Cut off at close of fiscal year in which superseded or obsolete. Offer to NARA in five-year blocks when 20 years old.</p> <p>b. New policy, changes and exceptions to existing policy.</p> <p>Permanent. Cut off at close of fiscal year. Offer to NARA in five-year blocks when 20 years old.</p> <p>c. Other documents, including study projects concerning significant statistical research and which contribute toward policy changes or revisions.</p> <p>Temporary. Cut off at close of fiscal year in which completed. Destroy 10 years after cutoff.</p> <p>d. Working papers, drafts, charts, feeder materials, and similar material used for preparing c.</p> <p>Temporary. Cut off after final action. Destroy 6 months after cutoff. If no final action is taken, destroy 3 years after cutoff.</p>	NC1-334-81-4 ITEM 3 (Change)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 3 OF 4
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)
3.	<p><u>401-06 CENTRAL PROMOTION BOARD ADMINISTRATIVE FILES</u></p> <p>Documents created and accumulated specifically in Human Resources Directorate, HQ AAFES relating to the administration of the Central Promotion Boards. Files consist of appointments of board members, guidelines, statistics, announcements and related papers.</p> <p>a. Hard Copy.</p> <p>Temporary. Cut off at close of fiscal year. Keep in CFA 3 years, then microfilm. Destroy hard copy when microfilm has been verified.</p> <p>b. Microfilm Copy.</p> <p>Temporary. Destroy in CFA when no longer needed for reference.</p>	NEW	
4.	<p><u>403-06 PERSONNEL TEST FILES</u></p> <p>Documents created at HQ AAFES in the coordination of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, including actions such as preparation and issue of tests, test items, test aids, test announcements, development of norms for specific tests, etc. Arranged by name or title of test.</p> <p>a. Individual Test Results.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Statistical Validation Studies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p>	NEW	
5.	<p><u>405-01 EMPLOYEE COMPLAINT AND INQUIRY FILES</u></p> <p>Correspondence created in responding to active and former employee complaints, except EEO complaints, and inquiries regarding AAFES personnel policies, procedures, management, etc. Included are correspondence with active/former employees and field offices, investigations, documents substantiating the employee's allegations or management's compliance with personnel policy and procedures, corrective action taken and other related papers. Filed alphabetically. (Documents pertaining to appeals or grievances will be filed under 405-03, Appeals and Grievance Case Files.)</p> <p>a. Record Copy.</p> <p>Temporary. Cut off at close of fiscal year in which final action is taken. Destroy 3 years after cutoff.</p> <p>b. Other Copies.</p> <p>Temporary. Cut off at close of fiscal year in which final action is taken. Destroy 1 year after cutoff.</p>	NEW	covered under GRS 1, Item 31(2) J. Perrell

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 4 OF 4
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)
6.	<p><u>405-15 PRE-RETIREMENT COUNSELING PROGRAM FILES</u></p> <p>Documents created in planning, coordinating and directing a pre-retirement counseling program. Included are reports on eligible employees, statistics, instructions, listing of counselors and related correspondence.</p> <p>a. Record Copy. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Other Copies. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	NEW	
7.	<p><u>407-07 STRENGTH REPORT FILES</u></p> <p>Periodic printouts compiled to report actual personnel strength by organizational units.</p> <p>a. Record Copy (HQ AAFES) Temporary. Cut off at close of fiscal year. Destroy 10 years after cutoff.</p> <p>b. Other Copies. Temporary. Destroy when no longer needed for reference.</p>	NN-174-066 Item 2 (Change)	
8.	<p><u>408-17 HPP EMPLOYEE UPWARD MOBILITY PROGRAM FILES</u></p> <p>Documents created in skills identification and development and in career development planning. Includes UA referral rosters and Referral Roster Nomination, AAFES FORM 1200-19, and Employee Career Development Plan, AAFES FORM 1200-63.</p> <p>Temporary. Destroy upon separation of employee or when obsolete or superseded.</p>	NEW	
9.	<p><u>411-01 EMPLOYEE IDENTIFICATION FILES</u></p> <p>a. Employee identification cards or credentials and related application, listings and similar documents. Temporary. Destroy 3 months after return to an issuing authority.</p> <p>b. Identification Card Control, AAFES FORM 3100-79. Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p>	GRS 11, Item 4b (Deviation)	