

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

*N1-334-89-2*

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

DATE RECEIVED

*3-23-89*

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Army and Air Force Exchange Service

2 MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Administration Division

3 MINOR SUBDIVISION

Administrative Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

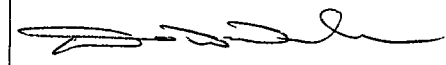
DATE

ARCHIVIST OF THE UNITED STATES

Marilyn M. Gaston

(214) 780-2282

*8/7/89*



Records Management Officer

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 2 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

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

*16 Feb 89*

*Marilyn M. Gaston*  
MARILYN M. GASTON

Records Management 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SUPERSEDED  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)

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

401-06 CENTRAL PROMOTION BOARD FILES

Documents created in planning, coordinating and conducting a central promotion board.

a. Ranking list with raw scores.

Temporary. Cut off after announcement.  
Destroy 2 years after cutoff

b. Administrative papers such as appointment letters, members oaths, alphabetical control lists, numeric control lists, voting cards, variance sheets, mini profiles, verifying sheets, ranking list by career cone, ranking list by organizational elements and ranking list by EE0.

Temporary. Cut off and destroy when selection is made by Commander.

c. Recommendations by Chairman.

Temporary. Cut off after Commander makes decision on recommendations. Destroy 30 days after cutoff.

*N1-334-89-2*  
*Item 3*

*9 items*

*Copy sent to agency, 8/9/89*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

2 OF 2

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>
	<p>d. Announcements. HQ AAFES messages sent worldwide announcing names of promotees, members of board and date of board.</p> <p>(1) Record copy (hard copy).</p> <p>Temporary. Cut off after Commander's selection. Destroy 10 years after cutoff.</p> <p>(2) Other copies.</p> <p>Temporary. Destroy when no longer needed.</p> <p>e. Text processing/PC disks.</p> <p>(1) When used to produce hard copy of central promotion board documents.</p> <p>Temporary. Delete when no longer needed to create a hard copy. (See exceptions in (2) below.)</p> <p>(2) Alpha list, verifying sheet and ranking list with raw scores.</p> <p>Temporary. Delete 2 years after announcement.</p> <p><u>401-07 CENTRAL PROMOTION BOARD STATISTICAL FILES</u></p> <p>Statistics compiled by Human Resources Directorate after the Commander makes his selections.</p> <p>Temporary. Cut off after Commander's selection. Destroy 10 years after cutoff.</p>	<p>GRS 23 Item 2a (deviation)</p> <p>N1-334-88-2 Item 3</p>	