INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-334-89-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by N1-334-08-001.
Item 2 was superseded by N1-334-09-004.

Date Reported: 09/24/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment) Army and Air Force Exchange Service

DATE RECEIVED 4/17/89

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

REQUESTED DISPOSITION AUTHORITY

Army and Air Force Exchange Service

Administration Division

Administrative Services Branch

NAME OF PERSON WITH WHOM TO CONFER Marilyn M. Gaston

TELEPHONE EXT (214) 780-2282

ARCHIVIST OF THE UNITED STATES 6/30/89

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 3/30/89

C SIGNATURE OF AGENCY REPRESENTATIVE MARILYN M. GASTON

D TITLE Records Management Officer

7 ITEM NO

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

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

1. 1701-03 CRIMINAL INVESTIGATION REPORT FILES

Reports prepared by military and civilian police agencies, military boards, etc., concerning their investigations of exchange losses resulting from housebreaking, robbery, fraud, customer or employee dishonesty and other felonies and misdemeanors. This includes interview records, cover sheets, transmittal sheets, lists of property stolen/recovered, recommendations for action to minimize recurrence and related papers. Arranged numerically by control number.

a. Record copy.

(1) Hard copy.

Temporary. Cut off at close of fiscal year in which case is closed and microfilm. Destroy hard copy after microfilm has been verified.

(2) Microfilm copy.

Temporary. Destroy in CFA when no longer needed for reference.
2. **1701-04 MEMORANDUM OF INQUIRY FILES**

Reports prepared by AAFES investigators concerning their investigations of exchange losses resulting from housebreaking, robbery, fraud, customer or employee dishonesty, and other felonies and misdemeanors. This includes Verbal Communication Records (HOTLINE), Memorandum of Inquiry (MOI), Electronic Surveillance Reports (ES), interview records, cover sheets, transmittal sheets, lists of property stolen/recovered, recommendations for action to minimize recurrence and related papers. Arranged organizationally, then numerically.

   a. Record copy.

      (1) Hard copy.

         Temporary. Cut off at close of fiscal year in which case is closed and microfilm. Destroy hard copy after microfilm has been verified.

      (2) Microfilm copy.

         Temporary. Destroy in CFA when no longer needed for reference.

   b. Other copies.

      Temporary. Cut off at close of fiscal year and destroy.