

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-334-89-3
1 FROM <i>(Agency or establishment)</i>		DATE RECEIVED	4/17/89
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER		5 TELEPHONE EXT	ARCHIVIST OF THE UNITED STATES
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE	
Army and Air Force Exchange Service		(214) 780-2282	8/7/89
Administration Division			
Administrative Services Branch			
Marilyn M. Gaston			
Records Management Officer			

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
3 Apr 89	 MARILYN M. GASTON	Records Management Officer

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p>1701-03 CRIMINAL INVESTIGATION REPORT FILES</p> <p>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.</p> <p>a. Record copy.</p> <p>(1) Hard copy.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed 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>	GRS 18 Item 14b (deviation)	4 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

M-334-89-3

PAGE

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7
ITEM
NO

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

B GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

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.~~

NEW