

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO. *N1-33491-1*

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

DATE RECEIVED *2-20-91*

1. FROM (Agency or establishment)  
**Army and Air Force Exchange Services**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT.

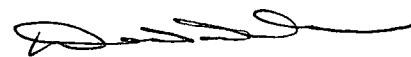
DATE

ARCHIVIST OF THE UNITED STATES

*Marilyn M. Gaston*

*(214) 780-2282*

*6/14/91*



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<br><i>14 Feb 91</i> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Marilyn M. Gaston</i><br>Marilyn M. Gaston | D. TITLE<br>Records Management Officer |
|-----------------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1.          | <p><del>703-10 EMPLOYER'S FEDERAL TAX RETURN FILES</del></p> <p>Consists of Treasury Department Form 941 and related papers to include detail YTD reg/tax report and summary YTD register showing reported wages and taxes withheld from employees and the banking payment thereof.</p> <p>Temporary. Cut off at close of calendar year. Destroy 11 years after cutoff.</p> <p style="text-align: right;"><del>WITHDRAWN</del></p>  | GRS 2-18c (deviation)             |                                  |
| 2.          | <p><del>703-12 PAYROLL ADJUSTMENT AND DISBURSEMENT FILES</del></p> <p>These files include US Payroll Earnings Adjustment, AAFES Form 1550-4; U.S. Savings Bond Adjustments, AAFES FORM 1550-13; Retroactive Pay Adjustment, AAFES FORM 1550-25; One Time Payroll Adjustment, AAFES FORM 1550-1 and Check Flow Sheet, AAFES FORM 7200-20.</p> <p>Temporary. Cut off at close of calendar year. Destroy 11 years after cutoff.</p> <p style="text-align: right;"><del>WITHDRAWN</del></p> | GRS 2-15a (deviation)             |                                  |

*Copies sent to agency, 6/19/91*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 3.          | <p>703-22 STATE AND CITY TAX REPORT FILES</p> <p>Consists of various state and local government reports to include biweekly group insurance deductions, Panamanian group insurance--biweekly deductions, Panamanian withholding tax, Panamanian educational insurance tax, Panamanian social security tax and Panama 13th-month payroll deduction.</p> <p>Temporary. Cut off at close of calendar year. Destroy 11 years after cutoff.</p> <p style="text-align: right;"><i>WITHDRAWN</i></p> | GRS 2-18c (deviation)             |                                  |
| 4.          | <p>704-17 EMPLOYEE BENEFITS STATEMENT FILES</p> <p>Annual statements of employee benefits. Includes group insurance participation, life insurance, accidental death and dismemberment, dependent life insurance, projected disability benefits and projected retirement estimates. Maintained on microfiche in CFA. Arranged numerically by social security number.</p> <p>Temporary. Cut off at close of calendar year. Destroy when no longer needed for reference.</p>                     |                                   |                                  |