

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
ARMY & AIR FORCE EXCHANGE SERVICE

2. MAJOR SUBDIVISION
ADMINISTRATION DIVISION

3. MINOR SUBDIVISION
ADMINISTRATION SERVICES BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
MARILYN GASTON

5. TELEPHONE
(214) 312-2282

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-334-93-1

DATE RECEIVED
4-12-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *4/28/93* ARCHIVIST OF THE UNITED STATES
Jamuel Moore

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,
 is not required; is attached; or has been requested.

DATE *10 Mar 93* SIGNATURE OF AGENCY REPRESENTATIVE *Marilyn Gaston* TITLE RECORDS MANAGEMENT OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>403-13 PERSONNEL STAFFING FILES</p> <p>Records relating to the promotion or assignment of an individual that document qualification standards, evaluation methods, selection procedures and evaluation of candidates. Includes Job Vacancy Announcement, AAFES Form 1200-94, Application for Job Vacancy/Referral for Interview, AAFES Form 1200-102, HPP Position Vacancy Referral Summary, AAFES Form 1200-93, and Career Management Worksheet/Assignment Sheet, AAFES Form 1200-56. Arranged numerically by control number.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 7 years after cutoff.</p>	<p>EOP 5-1 GRS 1 Item 32</p>	

Copies sent to agency NCF, GRS 5/19/93

Army & Air Force Exchange Service
P.O. Box 660202
Dallas, TX 75266-0202
(214) 312-2011

AD-A

24 MAR 1993

SUBJECT; Request for Records Disposition Authority

National Archives and Records Administration
Records Appraisal and Disposition Division
Washington, D. C. 20408

1. I'm enclosing Request for Records Disposition Authority, SF115 for Personnel Staffing Files, EOP 5-1/403-13 (GRS 1, Item 32).
2. We've proposed extending the retention period from two years to seven years. The records are often used when reviewing, hearing and disposing of employee grievances and replying to requests for information from the Office of Equal Employment Opportunity. Our General Counsel has advised that lawsuits may take up to seven years to be filed and/or completed.
3. The annual accumulation of Personnel Staffing Files will be about three cubic feet. We'll transfer the records to the Federal Records Center in Forth Worth, Texas.
4. Request approval to deviate from GRS 1, Item 32 as stated. If you have questions, please call me on (214) 312-2282.



MARILYN M. GASTON
Records Management Officer
Administrative Services Branch

1 Encl