

**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 and Air Force Exchange Service

2. MAJOR SUBDIVISION  
 NAF

3. MINOR SUBDIVISION  
 Human Resources Directorate, Career Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
 Margaret Cole  
 Records Management Officer

5. TELEPHONE  
 (214) 312-3118

**LEAVE BLANK (NARA use only)**

JOB NUMBER *W1-334-97-1*

DATE RECEIVED *10-7-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *for 10/23/96* ARCHIVIST OF THE UNITED STATES  
*James W. 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 \_\_\_\_\_ 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 <i>20 Aug 96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret Cole</i> MARGARET COLE	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>EOP 5-1            410-08 PERSONAL PROPERTY SHIPMENT FILES</p> <p>Documents related to receiving, crating, shipping and storing (when incidental to transportation) employees' household goods, privately owned vehicles, or mobile homes pursuant to travel orders. Included are applications for shipment, travel orders, bills of lading, purchase orders, shipment orders, delivery orders, one-time manual rate tenders, insurance papers, accessorial service statements, inventories, receipts, loss and damage claims, payment and collection vouchers, and related documents. Also includes closed Personal Property Storage Files. Arranged in calendar year groups alphabetically by employee name.</p> <p>a. Issuing office copy of domestic shipments.</p> <p>Temporary. Cut off at close of calendar year.            Destroy <del>6</del><sub>10</sub> years after cutoff.</p> <p>b. Issuing office copy of international shipments.</p> <p>Temporary. Cut off at close of calendar year.            Destroy <del>6</del><sub>10</sub> years after cutoff.</p> <p>Maintain in agency space.</p>	GRS 9, ITEM 1a	