

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000133

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/24/2021.

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1 and 2 were instructions to delete earlier items.

Item 3 was superseded by N1-334-86-001, item 107.

Items 4 through 8 were superseded by GRS 4.1, item 020 (DAA-GRS-2013-0002-0007).

Item 9 was superseded by N1-334-86-001, item 13.

Item 10 was superseded by N1-334-86-001, item 14.

Item 16 was superseded by NC1-334-81-04, item 6.

Item 24 was superseded by N1-334-86-001, item 35.

Item 26 was superseded by N1-334-86-001, item 38.

Item 27 was superseded by N1-334-86-001, item 39.

Item 28 was superseded by N1-334-86-001, item 40.

Item 33 was superseded by N1-334-86-001, item 57.

Item 36 was superseded by N1-334-86-001, item 58.

Item 37 was superseded by N1-334-86-001, item 68.

Item 38 was superseded by N1-334-86-001, item 85.

Item 39 was superseded by N1-334-86-001, item 92.

Item 41 was superseded by GRS 9, item 1, which was superseded by N1-334-97-001, which was superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001).

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

44 items

RF 334

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

LEAVE BLANK	
DATE RECEIVED JAN 8 3 1974	JOB NO NC 174-133
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 stamped "disposal not approved" or "with-drawn" in column 10	
Date <i>3-6-74</i> <i>Nathaniel Robinson</i> <i>Acting</i> Archivist of the United States	

1 FROM (AGENCY OR ESTABLISHMENT)
HQ ARMY & AIR FORCE EXCHANGE SERVICE

2 MAJOR SUBDIVISION
ADMINISTRATIVE SERVICES DIVISION

3 MINOR SUBDIVISION
RECORDS MANAGEMENT SECTION

4 NAME OF PERSON WITH WHOM TO CONFER
FRED D. AVERY 214 - 5 TEL EXT. 2214
330-2173

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

16 Jan 74 *[Signature]* Records Management Officer
(Date) (Signature of Agency Representative) (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Listed below are several (42) file standards currently listed in Exchange Service Manual 5-1 as "Permanent" which may be reduced to temporary, with destruction permitted after period of years indicated.</p> <p>The first two standards may be deleted in their entirety as described records are no longer created by this organization.</p> <p>DELETE</p>		
1.	1402-04 Automotive Management Analysis Files		
2.	703-04 Individual Earnings and Service Record Cards REDUCE FROM "PERMANENT"		
3.	202-06 Operating Policy Regulations Background Files Cutoff at close of fiscal year. Destroy after 10 years.		
4.	202-07 Command Directive Control Files Cutoff at close of fiscal year. Destroy after 10 years.		
5.	207-01a Records Management Statistical Reports Cutoff at close of fiscal year. Destroy after 5 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	207-03a Files Maintenance and Disposition Plans Cutoff when superseded. Destroy after 2 years		
7.	207-04 Disposition Authorizations Copy with signature of National Archivist: transfer to Publication Background Files; other copies: destroy when superseded.		
8.	207-05 Records Disposition Campaigns Destroy after next comparable campaign or 5 years, whichever is sooner.		
9.	208-01a Reports Control Case Files HQ AAFES office with reports control authority: Cutoff when report is discontinued. Destroy after 5 years.		
10.	208-04 Reports Management Accomplishment Reports Consolidated reports prepared by HQ AAFES OPR: Cutoff at close of fiscal year. Destroy after 5 years.		
11.	401-01a Personnel Statistical Reports Cutoff at close of fiscal year in which report is completed. Destroy after 10 years.		
12.	401-09a Personnel Program Inspection Files Cutoff at close of fiscal year in which superseded by another inspection. Destroy after 10 years.		
13.	405-04a Employee Conduct and Discipline Policy Files Cutoff at close of fiscal year. Destroy after 10 years.		
14.	406-08a Pay Administration Assistance Files Cutoff at close of fiscal year. Destroy after 10 years.		
15.	502-04a Morgue Files Cutoff when no longer required for reference purposes, then transfer to AAFES Organization History Files (501-01).		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
16.	502-05 News Releases Cutoff when no longer required for reference purposes, then transfer to AAFES Organization History Files (501-01)		
17.	502-06a Ceremony Files Cutoff when no longer required for reference purposes, then transfer to AAFES Organization History Files (501-01)		
18.	502-07a Speech Files Cutoff when no longer required for reference purposes, then transfer to AAFES Organization History Files (501-01)		
19.	601-04 Tax Case Files Cutoff at close of fiscal year in which case is closed. Destroy after 10 years.		
20.	601-07 Financial Management Legal Files Cutoff at close of fiscal year in which case is closed. Destroy after 10 years.		
21.	602-04a Litigation Case Files Cutoff at close of fiscal year in which case is closed. Destroy after 10 years. DELETE 602-04b		
22.	603-01a Legislative Administrative Files Cutoff at close of fiscal year. Destroy after 10 years.		
23.	603-04a Congressional Investigation Files Cutoff at close of fiscal year in which investigation is closed. Destroy after 10 years.		
24.	603-05a Congressional Visit Reports Cutoff at close of fiscal year. Destroy after 10 years.		
25.	605-08 Procurement Legal Determinations Cutoff at close of fiscal year in which closed. Destroy after 10 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
26.	701-01a Budget Development Files Cutoff at close of fiscal year. Destroy after 10 years.		
27.	701-03a Capital Expenditure Execution Files Cutoff at close of fiscal year. Destroy after 10 years.		
28.	701-05a Capital Expenditure Fund Transfers Cutoff at close of fiscal year in which completed. Destroy after 10 years.		
29.	702-46 Drawback Register Files Cutoff at close of fiscal year in which final entry is made. Destroy after 15 years.		
30.	704-03 Self Insurance Fund Files Cutoff at close of fiscal year. Destroy after 10 years.		
31.	901-01a ADP Management Reports Cutoff at close of fiscal year. Destroy after 7 years.		
32.	903-01 Systems Operating Specifications and Procedures Destroy when the particular system is terminated.		
33.	1003-01a Capital Expenditure Program Files Cutoff at close of fiscal year in which project is completed. Destroy after 10 years.		
34.	1003-02a Exchange Master Plans Destroy when superseded.		
35.	1003-03 Standards and Criteria Planning Files Cutoff at close of fiscal year in which superseded or obsolete. Destroy after 10 years.		
36.	1004-01 Space Criteria and Staff Study Files Cutoff at close of fiscal year in which incorporated in a publication. Destroy after 20 years.		

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7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
37.	1301-01 Retail Development and Research Projects Cutoff at close of fiscal year. Destroy after 7 years.		
38.	1405-02a Vending Research and Development Projects Cutoff at close of fiscal year. Destroy after 4 years. DELETE 1405-02b		
39.	1503-02 Export Freight Movement Statistical Files Cutoff at close of fiscal year. Destroy after 10 years.		
40.	1504-01 Policy and Entitlement Files Cutoff at close of fiscal year. Destroy after 6 years.		
41.	1504-02 Personal Property Shipment Files Cutoff at close of fiscal year. Destroy after 6 years.		
42.	1504-03 Personal Property Storage Files Cutoff at close of fiscal year in which final payment is made. Destroy after 6 years.		
43.	1604-45 Claims Register Cutoff at close of fiscal year in which logged claims are closed. Destroy after 3 years.		
44.	1605-09a Exchange Facility Master Plans Destroy when superseded. DELETE 1605-09b.		