

**REQUEST FOR 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**

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

LEAVE BLANK	
DATE RECEIVED <i>JAN 23 1974</i>	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>Neil R. Robinson</i> Archivist of the United States

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
(Date)

[Signature]
(Signature of Agency Representative)

Records Management Officer
(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6.	207-03a Files Maintenance and Disposition Plans Cutoff when superseded.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).		

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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
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.		

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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
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.		

FILES MAINTENANCE AND DISPOSITION PLAN

OFFICE SYMBOL OF OFFICE OF RECORD OR UNIT DESIGNATION

2. PREPARED BY (Name of records custodian)

Q AAFES, AD

Sharon White

RECORD NAME AND POSITION TITLE OF RECORDS OFFICER

4 SIGNATURE OF RECORDS OFFICER

Right Record, Chief, Administrative Branch

Wright Record

FILES PLAN

TITLE OR DESCRIPTION OF RECORDS SERIES

DISPOSITION
(Insert number of applicable records disposition standard from ESM 5-1, Part IV, and complete disposition instructions including cut off, retirement, or destruction actions. If standard cannot be found, enter "None.")

B

C

Files Maintenance and Disposition Plan

207-03. Destroy when revised, discontinued or superseded.

Records Shipment Lists

207-02. Destroy after all records listed thereon have been destroyed.

Routine Transitory Files

102-09. Cutoff monthly, destroy after 90 days.

Suspense Files

102-02a. Destroy after action is taken.

Leading Files

102-01. Cutoff monthly, destroy after six months.

Office Administrative Files (includes folder on office management, office finance, office supply, and office facilities)

101-01. Cutoff at close of fiscal year. Destroy after one year.

General Correspondence Files (Policy) Color-coded labels

300-01a. Permanent. Cutoff at close of FY. (Hold 2 years in CFA and retire to RHA. Hold in RHA 2 years and retire to FRC.)

BGS Building and Grounds

COM Communications

COM 6 Telephones

PAP 8 Records Disposition

PRP Printing and Reproduction

General Correspondence Files (Program).

300-01b. Cutoff at close of FY. Destroy after 3 years. (Hold in CFA one year after cutoff and retire to RHA. Hold in RHA for 2 additional years and destroy.)

BGS Building and Grounds

BGS 9 Security and Protection

BGS 10 Space Assignment and Utilization

COM Communications

COM 2 Mail

COM 6 Telephones

COM 6-3 Toll Calls - Long Distance

PAP 3 Document and Information Security

PRP 7 Methods and Processes.

AAFES Publications-Reference Copies. (Bookcase unit in Mr. Adam's office)

102-05. Destroy when superseded, obsolete or no longer needed.

Security Inspection Case Files. Arranged by location.

306-08. Cutoff at close of FY. Destroy after one year.

Personnel Security Case Files. Includes papers on investigations and clearances of employees. Arranged by name.

306-12. Cutoff at close of FY in which employee is separated. Destroy after 2 years.

Personnel Security Status Files. Roster book on top of cabinet.

306-13. Cutoff after issuance of new roster, Destroy 9 months after cutoff.

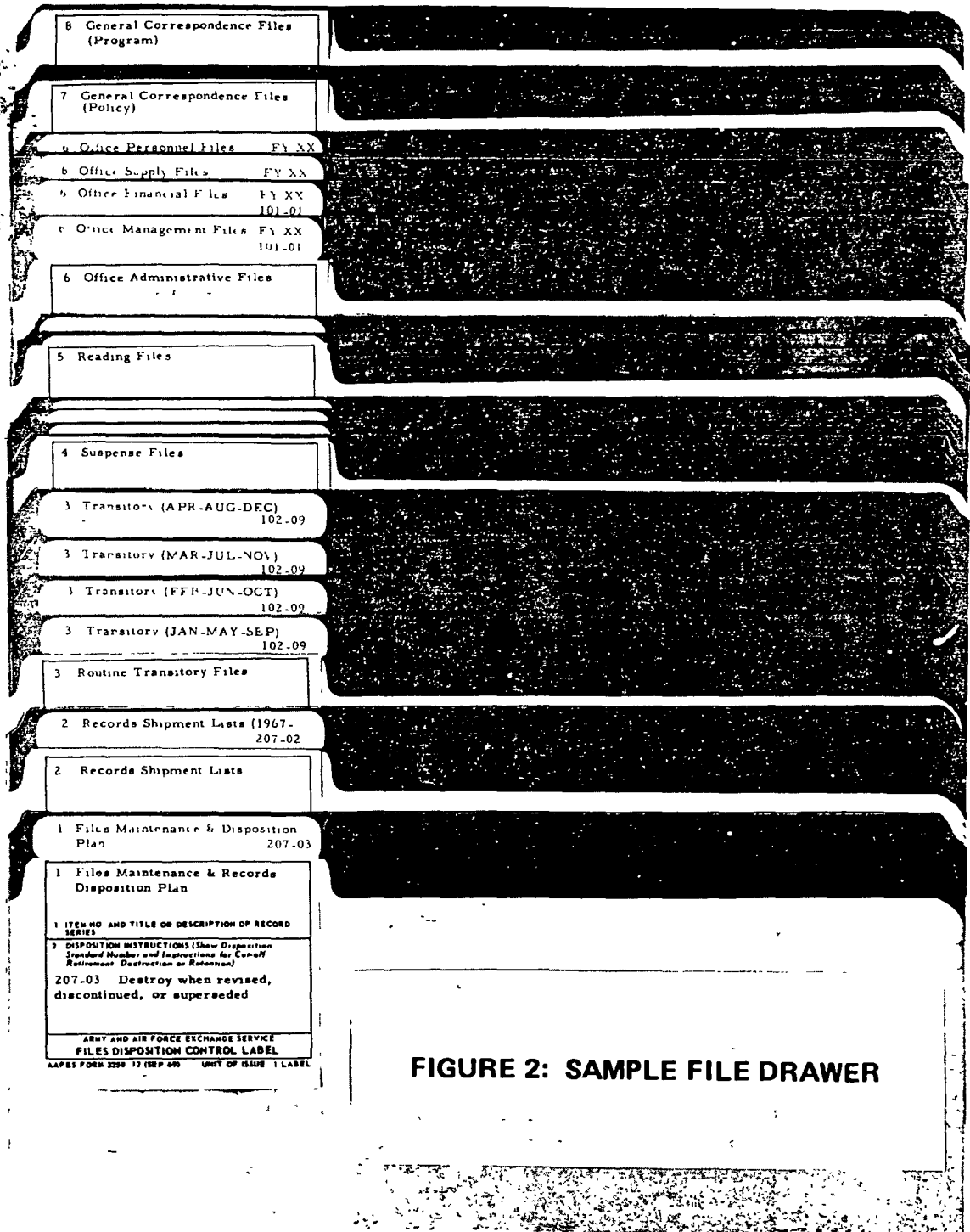


FIGURE 2: SAMPLE FILE DRAWER

201-05 ER CONFERENCE REPORT FILES

Includes minutes of meetings and resultant actions, reports of ER conferences including new policies, financial reports, agendas, plans and programs.

Permanent. Cutoff at close of fiscal year. When no longer needed for reference purposes, transfer to AAFES Organization History Files (501-01).

★ 201-06 HOST-TENANT SUPPORT AGREEMENTS

Agreements and related papers concerning agreements negotiated for military services providing various types of support services to include logistics, medical, fire protection/prevention, administrative, facilities, as required to military and civilian personnel assigned to AAFES elements.

Cutoff at close of fiscal year in which agreement is superseded or rescinded. Destroy after two years.

SECTION 2

PROGRAM PLANNING, REVIEW AND ANALYSES FILES

These files pertain to long-range organizational, and exchange activation/deactivation planning, military strength reports, customer strength reports, regulation background files, directive coordination and control files, and operations research files.

202-01 LONG-RANGE PLANNING FILES

Documents that accumulate from the process of developing long range or "Master" plans for AAFES operations. They involve the establishment of schedules to achieve the AAFES mission objectives, the formulation of new concepts and requirements for planning purposes, and similar matters. Included are a record copy of the master plan, forecasts documents reflecting the evaluation of these plans or forecasts, and documents contributing to the development of the plans.

HQ AAFES office responsible for preparation of the plan: Permanent. Cutoff at close of fiscal year in which plan is superseded.

Commenting or coordinating offices: Cutoff at close of fiscal year in which plan is superseded. Destroy after 2 years.

202-02 ORGANIZATION PLANNING FILES

Documents relating to the establishment of and changes in organization, functions, and relationships of AAFES when such actions affect, or may affect the management and operation of the exchange system. Included are staff studies, reports of working groups, minutes of committee meetings and staff conferences, documents relating to overall functions and mission, copies of published directives implementing establishment or change, and related or similar documents. Arranged as appropriate.

Permanent. Cutoff at close of fiscal year in which case is completed.

202-03 EXCHANGE PLANNING CASE FILES

Documents relating to the consolidation of exchanges, transfers of activities from one exchange to another or inactivation/activation of specific exchanges. Included are recommendations, coordination, documents, studies, and related papers. Arranged by exchange name.

Permanent. Cutoff at close of fiscal year in which case is completed.

202-04 MILITARY INSTALLATION PROGRAMMING FILES

These files include Departmental and DOD publications which project military strength and military installation usage and reflect planned deactivations and activations of posts/bases. Documents are superseded by updating editions at varying intervals.

Destroy when superseded or obsolete.

202-05 CUSTOMER STRENGTH REPORT FILES

Includes Departmental and DOD publications reflecting actual military and dependent strength by location and command. Used as a reference aid for special studies, budget and operational planning and in preparation of operational reports.

Cutoff at close of fiscal year. Destroy after 2 years or upon supersession, whichever is sooner.

202-06 OPERATING POLICY REGULATION BACKGROUND FILES

Drafts and workpapers on AR 60 and AFR 147 series. Includes drafts, revisions, final changes, background papers, and related correspondence. Arranged by number or title of regulation, thereunder chronologically.

Permanent. Cutoff at close of fiscal year in which superseded or obsolete.

202-07 COMMAND DIRECTIVE COORDINATION AND CONTROL FILES

Documents created as a result of coordination and clearance of changes to AAFES general and operating policies, or similar directives, issued by the DA and/or DAF. Includes clearance requests, concurrences, backup papers, record of actions, and copy of final issuance by the DA and/or DAF. Arranged by control number.

Permanent. Cutoff at close of fiscal year in which publication is superseded or declared obsolete.

202-08 OPERATIONS RESEARCH STUDY FILES

Special studies accumulated at the staff level in the planning and forecasting of exchange activities and which have a substantial impact on exchange service policy or operational plans. Research may involve analysis of internal and external economic factors, resource commitments, other trends and forecasts which affect the AAFES master plan. Arranged by type or title of study, thereunder by subject.

HQ AAFES office with primary AAFES-wide responsibility: Permanent. Cutoff at close of year in which study is completed.

Other staff office at the oversea exchange or regional office level: Cutoff at close of fiscal year in which study is completed. Destroy after 5 years.

207-03 FILES MAINTENANCE AND DISPOSITION PLANS

Documents retained by records management officials and which reflect file categories, disposal instructions and other information about the files accumulated in individual file stations, and related papers.

Copies retained in HQ AAFES office with primary responsibility for Records Management: Permanent. Cutoff at close of fiscal year.

Office copies: Destroy on receipt of a revised plan or on discontinuance of the plan.

207-04 DISPOSITION AUTHORIZATIONS

Documents created only by the HQ AAFES Records Management Office in requesting authority from GSA-NARS or DOD authorities for the disposal of records. Included are Standard Form 115, Request for Authority to Dispose of Records or similar forms, correspondence and related papers.

Permanent. Cutoff at close of fiscal year.

207-05 RECORDS DISPOSITION CAMPAIGN FILES

Documents accumulated in planning, conducting, and providing special reports on record disposition drives or campaigns. Included are copies of orders or notices announcing and publicizing the campaigns, reports reflecting disposition accomplishments, and related papers, but not record volume and activity reports described elsewhere in this section.

Records Management Office responsible for directing campaign: Permanent. Cutoff at close of fiscal year following completion of the drive or campaign.

Records liaison offices: Cutoff at close of fiscal year. Destroy after 1 year.

207-06 RECORDS LIAISON OFFICER DESIGNATIONS

Documents reflecting name and information about individuals designated to perform records management duties in a specific organizational entity of AAFES.

Destroy when superseded, obsolete, or no longer needed.

SECTION 8

REPORTS MANAGEMENT FILES

These files pertain to reports control case files, control record cards, reporting requirement registers, and reports management accomplishments.

208-01 REPORTS CONTROL CASE FILES

Case files maintained for each report created, cancelled or superseded. Documents reflect actions taken in evaluating the requirements for approving and controlling specific reports. Included are

CHAPTER 7

FINANCIAL MANAGEMENT RECORDS

Records described in this chapter reflect the development, operation, and the exercise of management control over all budgeting, disbursing, collecting, and internal accounting of AAFES funds, including payroll activities.

700-01 GENERAL CORRESPONDENCE FILES

Correspondence, reports, forms, and other records pertaining to the administration and operation of the AAFES financial management activities, but excluding files, described elsewhere in this chapter. Arranged according to subject classification system.

a. Policy Correspondence Files.

Files accumulated by HQ AAFES or oversea exchange system headquarters' offices of primary responsibility which document policy-making financial management instructions and/or significant program management functions.

Permanent. Cutoff at close of fiscal year.

b. Program Correspondence Files.

Files accumulated by any organizational element which document the basic responsibilities, operations, and administration of the financial management function.

Cutoff at close of fiscal year. Destroy after 3 years.

SECTION 1

BUDGET AND CAPITAL EXPENDITURE FILES

The files in this section accumulate as a result of preparing the Annual Financial Plan, analyzing the plan, and monitoring the Capital Expenditure Program.

701-01 BUDGET DEVELOPMENT FILES

Documents accumulated in offices responsible for the preparation of budget programs submitted to higher headquarters for review and approval. Included are minutes of meetings, financial plans and forecasts, quarterly budgets, analyses, supporting documentary evidence, and related papers.

a. HQ AAFES.

Permanent. Cutoff at close of fiscal year.