

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items *RG 834*
TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
HQS Army & Air Force Exchange Service

2 MAJOR SUBDIVISION
Administrative Services Division

3 MINOR SUBDIVISION
Records Management

4 NAME OF PERSON WITH WHOM TO CONFER
FRED D. AVERY

5 TEL EXT
2214

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED APR 5 1974	JOB NO NC 174-200
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	
<u>4-12-74</u> Date	<u>James B Rhoads</u> 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

[Signature]

27 Mar 74 (Date) FRED D. AVERY (Signature of Agency Representative) RECORDS MGT OFFICER (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>1602-03 Postal Records</p> <p>which reads:</p> <p>Consists of forms and supporting papers such as receipts for registered and certified mail, insured mail and special delivery receipts and forms, reports of loss, etc. Includes such documents as POD FORM 434 (Records of Accountable Mail), POD FORM 3877 (Firm Mailing Book), POD FORM 3883 (Firm Delivery Book Record). Arranged chronologically.</p> <p>Cutoff monthly or quarterly depending on volume. Destroy after 2 years.</p> <p>Is changed to read:</p> <p>1602-03 Postal Records</p> <p>Consists of forms and supporting papers such as receipts for registered and certified mail, insured mail and special delivery receipts and forms, reports of loss, etc. Includes such documents as POD FORM 434 (Records of Accountable Mail), POD FORM 3877 (Firm Mailing Book), POD FORM 3883 (Firm Delivery Book Record). Arranged chronologically.</p> <p>Cutoff monthly or quarterly depending on volume. Destroy after 6 years.</p>		

Copy sent to agency 4/18/74

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
2.	<p>302-04 Mailroom Receipts</p> <p>which reads:</p> <p>Record of or receipts for mail and packages received through the mail and messenger service, such as Senders Receipt, AAFES FORM 3200-5. Arranged chronologically.</p> <p>Cutoff monthly. Destroy after 6 months.</p> <p>Is changed to read:</p> <p>302-04 Mailroom Receipts</p> <p>Record of or receipts for mail and packages received through the mail and messenger service, such as Senders Receipt, AAFES FORM 3200-5. Arranged chronologically.</p> <p>Cutoff monthly. Destroy after 2 years.</p>		