Standard Form No. 115 Revised November 1951 Prescribed by General Services GSA Reg. 3-IV-106 115-103

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

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(See Instructions on Revers

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

DEC 3	1974	JOB NO.	
DATE APPROVED	NC-	334-75-	1

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amend-

ments, is approved except for items that may be stamped "disposal not approved" or

"withdrawn" in column 10.

2 4.DEU-1974

LEAVE RLANK

1. FROM (AGENCY OR ESTABLISHMENT)

HQ Army and Air Force Exchange Service 2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

Administrative Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Joseph M. Ivey

The records have ceased to have suffi-cient value to warrant

10.

ACTION TAKEN

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or pages are proposed for disposal for the reason indicated: ("X" only one)

ITEM NO.

2.

further retention.

The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

(Signature of Agency Representative)

8. DESCRIPTION OF ITEM

(WITH INCLUSIVE DATES OR RETENTION PERIODS)

SAMPLE OR JOB NO.

		 <u> </u>
	Below are proposed changes to Exchange Service Manual 5-1, AAFES Records Management.	
!	702-19 which reads:	
1.	702-19 Inventory Investigation Files These files contain documents relating to inventory investigations. Included are instructions for taking the official inventory, schedule of assets, schedule of differences, copies of working fund report, explanatory correspondence, and related papers.	
	Cutoff at close of fiscal year. Destroy after 5 years.	
	Change disposition standard to read:	
	Cutoff at close of fiscal year in which investigation	

801-01 which reads:

is complete. Destroy after 5 years.

801-01 Report of Audit Files Consists of the Final Report of Audit conducted by AAFES personnel and contains these or similar paragraphs: I Authority; II Scope and Opinion; III Findings and Recommendations; IV Exit Interview. Included are memos to each involved division requesting evaluation of the reply to the audit report; information copies of Report of Visit by other divisions; and other correspondence between base or post commanders and the audit office relating to a particular audit.

Four copies, including original, to be submitted to the Nation

Standard Form No. 115
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audit.

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(See Instructions on Reverse)

	LEAVE BLANK	
DATE RECEIVED	JOB NO.	
DATE APPROVED		
CONGRES	SIONAL AUTHORIZAT	ION
HOUSE REPORT NO.	CONGRESS	DATE
	SESSION	
NOTIF	ICATION TO AGENCY	7
CONGRESS HAS AUTH "DISPOSAL APPROVED"	ORIZED DISPOSAL OF	ITEMS MARKED

	RAL SERVICES ADMINISTRATION,	D.C. 20400			
	AL ARCHIVES AND RECORDS SERVICE, WASHINGTON, I	D.C. 20408	····	SSIONAL AUTHORI	
• –	CY OR ESTABLISHMENT)		HOUSE REPORT NO.	CONGRE	SS DATE
	and Air Force Exchange Service			SESSI	
2. MAJOR SUBD				IFICATION TO AGE	
Adminis 3. MINOR SUBD	trative Services Division		CONGRESS HAS AUT "DISPOSAL APPROVED	O" IN COLUMN 10.	OF ITEMS MARKED
	trative Management Branch				
	RSON WITH WHOM TO CONFER	5. TEL. EXT.			
Mr. Jose	eph M. Ivey	330-2212	(Date)	Archivist's	Representative.
	OF AGENCY REPRESENTATIVE:	1 000 2212			
	tify that I am authorized to act for the head of this agency is	n matters pertaining to th	ne disposal of records and	i that the records d	escribed in this list
	pages are proposed for disposal for the reason indicated: (*		ic disposal of records, and	that the records a	
A The re	cords have o have suffiue to warrant B The records will cease to have suffive warrant further retention on the contract of the period of time indicated or	fficient value			
,'h De	Ec H John M Laid (Signature of Agency Kep)	resentative)		un Mist.	Spe.
7.	8. DESCRIPTION O	DE ITEM		9.	10.
ITEM NO.	(WITH INCLUSIVE DATES OR R			SAMPLE OR JOB NO.	ACTION TAKEN
	a. Offices responsible for con	ducting the au	dit.		
	Cutoff at close of fiscal year in which audit is completed. Destroy after 3 years.				
	b. Other offices				
	Cutoff at close of fiscal y completed. Destroy after 2		udit is		
	Change disposition standard to read:				
	Cutoff at the completion of the next scheduled audit, when no further action is pending. Destroy after 3 years.				
	801-02 which reads:				
3.	801-02 Audit Workpapers Working papers compiled by perse including Report of Audit Findia				

recommendations; copy of the previous report for that particular element; copy of Surprise Cash Register Count; schedule of accruals, and other papers incident to the

Cutoff at close of fiscal year. Destroy after 1 year.

Change disposition standard to read:

Standard Form No. 115
Revised November 1951
Prescribed by General Services
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GSA Reg. 3-IV-106
115-103

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(See Instructions on Reverse)

NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

TO: GENERAL SERVICES ADMINISTRATION,

LI	EAVE BLANK	
DATE RECEIVED	JOB NO.	
DATE APPROVED		
CONGRESSI	ONAL AUTHORIZAT	TION
HOUSE REPORT NO.	CONGRESS	DATE
l [SESSION	
NOTIFIC	CATION TO AGENCY	′
CONGRESS HAS AUTHOR "DISPOSAL APPROVED"		ITEMS MARKED

1. FROM (AGENC	CY OR ESTABLISHMENT)		HOUSE REPORT NO.	CONGRE	SS DATE
HQ Army	and Air Force Exchange Service			SESSIC	ON
2. MAJOR SUBDI	VISION		NOT	FICATION TO AGE	NCY
	crative Services Division		CONGRESS HAS AUT "DISPOSAL APPROVED		OF ITEMS MARKED
3. MINOR SUBDI					
	rative Management Branch	1	_		
	SON WITH WHOM TO CONFER	5. TEL. EXT.	(Date)	Archivist's	Representative.
Mr. Jose	eph M. Ivey	330-2212	(Date)	71101117101 0	Ttopzosoma
	OF AGENCY REPRESENTATIVE:				
	ify that I am authorized to act for the head of this agency is		e disposal of records, and	that the records de	escribed in this list
	pages are proposed for disposal for the reason indicated: (*				
ceased to	ords have B The records will cease to have suffice to warrant further retention on the	ne expiration			
further re	of the period of time indicated or rence of the event specified,	on the occur-	1		
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16 (ect your Myney		form	2 N/37.	mic.
(Date)	(Signature of Agency Repr	esentative)	7	(Title)	D'
7.	8. DESCRIPTION C	F ITEM		9.	10.
ITEM NO.	(WITH INCLUSIVE DATES OR R	ETENTION PERIODS)		SAMPLE OR JOB NO.	ACTION TAKEN
4.	Cutoff at the completion of the Destroy after 3 years, when no 801-03 which reads: 801-03 Preaudit Workpaper File Background information document as a result of pre-audit studies organizational and functional classifications of operating process reference materials. Destroy on completion of the nest discontinuance of the related as Change disposition standard to Cutoff at the completion of the Destroy after 3 years, when no second complete the completion of the Destroy after 3 years, when no second complete the comple	further action s s accumulated h s. Includes contacts, regulation dures, and similar account, whichever read: next scheduled	is pending. by auditors ppies of ions, ilar ver is sooner.		