

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Hittuna

RG 334

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

24 DEC 1974

LEAVE BLANK	
DATE RECEIVED DEC 30 1974	JOB NO.
DATE APPROVED	NC - 334-75-1

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

5. TEL. EXT. 214-330-2212

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-14-75 *James B. Rhoads*
 Date Archivist of the United States

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 schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B 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.

16 Dec 74 (Date) *Joseph M. Ivey* (Signature of Agency Representative) *Form Mgt. Spec.* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Below are proposed changes to Exchange Service Manual 5-1, AAFES Records Management.</p> <p>702-19 which reads:</p> <p>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.</p> <p>Cutoff at close of fiscal year. Destroy after 5 years.</p> <p>Change disposition standard to read:</p> <p>Cutoff at close of fiscal year in which investigation is complete. Destroy after 5 years.</p>		
2.	<p>801-01 which reads:</p> <p>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.</p>		

COPY to Agency & Ft. Worth 11/7/75
1/8/75 - PL NOT REQUIRED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK		
DATE RECEIVED	JOB NO.	
DATE APPROVED		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO.	CONGRESS	DATE
	SESSION	
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
(Date)	Archivist's Representative.	

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

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

5. TEL. EXT.

330-2212

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 schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B 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.

16 Dec 54
 (Date)

Joseph M. Ivey
 (Signature of Agency Representative)

Thomas M. J. Speer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>a. Offices responsible for conducting the audit.</p> <p style="padding-left: 20px;">Cutoff at close of fiscal year in which audit is completed. Destroy after 3 years.</p> <p>b. Other offices</p> <p style="padding-left: 20px;">Cutoff at close of fiscal year in which audit is completed. Destroy after 2 years.</p> <p>Change disposition standard to read:</p> <p style="padding-left: 20px;">Cutoff at the completion of the next scheduled audit, when no further action is pending. Destroy after 3 years.</p> <p>801-02 which reads:</p> <p>801-02 Audit Workpapers Working papers compiled by persons conducting the audit including Report of Audit Findings; list of findings and 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 audit.</p> <p style="padding-left: 20px;">Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>Change disposition standard to read:</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

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

5. TEL. EXT.

330-2212

LEAVE BLANK		
DATE RECEIVED	JOB NO.	
DATE APPROVED		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO.	CONGRESS	DATE
	SESSION	
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
(Date)	Archivist's Representative.	

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 schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B 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.

16 Dec 54
 (Date)

Joseph M. Ivey
 (Signature of Agency Representative)

Thomas M. J. Speer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>Cutoff at the completion of the next scheduled audit. Destroy after 3 years, when no further action is pending.</p> <p>801-03 which reads:</p> <p>801-03 Preaudit Workpaper Files Background information documents accumulated by auditors as a result of pre-audit studies. Includes copies of organizational and functional charts, regulations, descriptions of operating procedures, and similar reference materials.</p> <p>Destroy on completion of the next audit or on discontinuance of the related account, whichever is sooner.</p> <p>Change disposition standard to read:</p> <p>Cutoff at the completion of the next scheduled audit. Destroy after 3 years, when no further action is pending.</p>		