

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

5 items

RE 334

LEAVE BLANK	
DATE RECEIVED APR 14 1975	JOB NO.
DATE APPROVED	NC - 334 - 75 - 2
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>6-25-75</i> Date	<i>James P. O'Neill</i> Archivist of the United States

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

4. NAME OF PERSON WITH WHOM TO CONFER
JOSEPH M. IVEY

5. TEL. EXT.
214: 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 2 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.

8 Apr 75 (Date) *Joseph M. Ivey* (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
	Listed below are five (5) 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.		
	REDUCE FROM "PERMANENT"		
1.	201-02 Committee Files Cutoff upon completion of committee action or termination of committee, as appropriate. Destroy after ten years. <i>Permanent. Offer to National Archives after 15 years.</i>		
2.	201-03 Committee Management Files HQ AAFES: Cutoff at close of fiscal year following discontinuance or disapproval of establishment of committee. Destroy after ten years. Other Offices: Cutoff at close of fiscal year. Destroy after two years.		
3.	204-02 Management Improvement Project Control Files HQ AAFES office responsible for preparation. Cutoff at close of fiscal year. Destroy after ten years. Other offices: Cutoff at close of fiscal year. Destroy after two years.		

*Copies to Agency
 WNRC & H. North
 6/30/75 ON*

6/17/75 Changes with approval of J. Ivey (PC)
 Four copies, including original, to be submitted to the National Archives and Records Service

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
4.	<p>204-04 Operating Program Progress Reports</p> <p>HQ AAFES office responsible for the analysis of project. Cutoff at close of fiscal year. Destroy after ten years.</p> <p>Other offices: Cutoff at close of fiscal year. Destroy after three years.</p>	<p><i>Item 4 is with - drawn at PL - quest of 149 AAFES 6/17/75 (PL)</i></p>	
5.	<p>204-05 Paperwork Management Surveys</p> <p>Cutoff annually. Office responsible for AAFES-wide surveys: Cutoff at close of fiscal year. Destroy after ten years.</p> <p>Other offices: Destroy after next comparable survey.</p>		