Standard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg. 3–IV–106
115–163

nce

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

4. NAME OF PERSON WITH WHOM TO CONFER

I. L. METCALF

5. TEL. EXT.

214: 330-2212

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"withdrawn" in column 10.

5-6-76
Date

James E. O'Neil
Acting
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 ___2___ pages are proposed for disposal for the reason indicated: ("X" only one)

A ☐ The records have
ceased to have suffi-
cient 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 occur-
rence of the event specified.

30 Mar 76
(Date)

(Signature of Agency Representative)

Chief, Admin Mgt Branch
(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 changes, additions, and deletions for Exchange Service Manual 5-1, Records Management, for the Army and Air Force Exchange Service.		
	DELETE		
1.	704.17 CONUS Self Insurance Claims Files		
	Documents relating to claims arising under the self in-surance program. Includes vehicle damage, fire damage, theft, burglary, robbery and extended coverage.		
	Cutoff at close of fiscal year in which claim is closed. Destroy after 3 years.		
	CHANGE BELOW TO READ		
2.	406-01 Position Description Files	GRS-1	
	a. Master position descriptions: Cutoff at close of fiscal year in which position description is abolished or superseded. Destroy after 5 years.		
	b. Operating Unit Copy. Destroy upon supersession or abolishment of position.		
3.	704-16 All Risk Property Claims Files		
	Documents relating to claims arising under the exchange self insurance program. Includes claims for fire, collision and upset, theft, burglary, transit losses,	Copies to Agency & 7NC 5-11-76	

Standard Form No. 115a
Promulgated 0-1-49 by
General Services Administration
The National Archives

Job No. _____ Page __2__
of __2__ pages

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
	and extended coverage. Arranged numerically by claim number.		
	Cutoff at close of fiscal year in which claim is closed. Destroy after 5 years..		
4.	1610-10 Price Survey Files		
	Surveys of local service facilities to compare prices with current AAFES prices. Lists locality, brands offered, posted prices, and requests for price changes. Arranged chronologically.		
	Cutoff at close of fiscal year. Destroy after five years.		
	ADD		
5.	704-26 Public Liability Claims		
	Documents relating to claims under the self insurance coverage of third parties against AAFES arising out of personal injury, death, or property damage.		
	Cutoff at close of fiscal year in which claim is closed. Destroy after 10 years.		
6.	903-09 System Log	GRS-20	
	Computer printout containing beginning/ending times for each computer run, job number, job names, step numbers, system messages and ·codes, as well as unit numbers for all devices used by the system to process each job.		
	Destroy after six months.		
7.	903-10 Houston Automatic Spooling Program Logs (HASP)	GRS-20	
	Computer-generated files containing information pertinent to actual job processing providing a basis for job restart/ rerun. All data files processed are reflected in this log as well as normal/abnormal termination codes. Used to verify satisfactory completion of job processing.		
	Destroy after sixteen months.		
8.	1612-01f. Branch VRR Check List		
	Destroy after two months		