

nc

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 13 1976	JOB NO.
DATE APPROVED NCI	304-76-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-6-76 James P. O'Neil
 Date 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 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.

30 Mar 76
 (Date)

[Signature]
 (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
1.	704.17 CONUS Self Insurance Claims Files Documents relating to claims arising under the self insurance 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.		
2.	406-01 Position Description Files a. Master position descriptions: Cutoff at close of fiscal year in which position description is abolished or superseded.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.	GRS-1	
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,		Capele Agency + 7NR 5-11-76

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 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.	GRS-20	
7.	903-10 Houston Automatic Spooling Program Logs (HASP) 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.	GRS-20	
8.	1612-01f. Branch VRR Check List Destroy after two months		