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## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>JUN 17 1976</b>	JOB NO.
DATE APPROVED <b>NC 1</b>	<b>334-76-2</b>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**HQ Army & Air Force Exchange Service, Dallas, Texas**

2. MAJOR SUBDIVISION  
**Administrative Services Division**

3. MINOR SUBDIVISION  
**Records Management Office**

4. NAME OF PERSON WITH WHOM TO CONFER  
**IRVING L. METCALF Records Mgmt Officer**

5. TEL. EXT.  
**330-3873**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**7-22-76** *James E. O'Heill*  
 Date *Adms* 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 1 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.

**7/6/76**  
 (Date)

*Irving L. Metcalf*  
 (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
1.	<p>Listed below is a proposed addition for file standard of Exchange Service Manual 5-1, Records Management:</p> <p><b>903-08</b> Inventory Control Data Recording Files</p> <p>Data processing cards relating to the monitoring of the inventory investment in order to maintain adequate stock levels, transfer action, open to buy allocations and fiscal current, budgeted and inventory account controls.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p>		

*Copy to Agency M-23760*