

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED SEP 9 1976	JOB NO.
DATE APPROVED NC 1- 334-76-3	

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

SEP 13 1976
 Date *James P. Rhoads*
 Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Army & Air Force Exchange Service

2. MAJOR SUBDIVISION
Administrative Services Division

3. MINOR SUBDIVISION
Records Management Office

4. NAME OF PERSON WITH WHOM TO CONFER
I. L. METCALF

5. TEL. EXT.
330-3873

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.

30 Aug 76 (Date) *I. L. Metcalf* (Signature of Agency Representative) C/AD-A (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Listed below is proposed amendment to Army and Air Force Exchange Service Manual 5-1, Records Management: ² 702-09 Paid Check List Files. That portion which reads "Destroy after 3 years", is amended to read "Destroy after 6 years." This file is required to reconcile outstanding checks which are microfilmed after the month of issuance.		

Copy to Agency 9-14-76