

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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

2. MAJOR SUBDIVISION  
 Administrative Services Division

3. MINOR SUBDIVISION  
 Records Management Office

4. NAME OF PERSON WITH WHOM TO CONFER  
 K. E. Bayro

5. TEL. EXT.  
 330-3177

LEAVE BLANK	
DATE RECEIVED MAY 1977	JOB NO.
DATE APPROVED 6-22-77	NC1-884 77 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-22-77 Date	James B. [Signature] Archivist of the United States
(Date)	(Signature)

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.

12 May 77  
 (Date)

*Kayla Bayro*  
 (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 are proposed amendments to Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p>403-08 Letters of Reference and Pre-employment Credit Report Files. Amend subsection a to read as follows:</p> <p>"a. Satisfactory references and credit checks.</p> <p>(1) UA-Employees - Probationary period 1 year. Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>(2) HPP-Employees - Probationary period 90 days. Cutoff at close of probationary period. Destroy after 90 days."</p> <p>This change is necessary so that the provisions of ESM 5-1 support those of paragraph 5-14b(1), AR 60-21/ AFR 147-15, Exchange Service Personnel Policies.</p>		

*Sent to agency - 6/24/77 TD*