

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED 17 JUN 1977	JOB NO.
DATE APPROVED NCI 334 77 3	
CONGRESSIONAL AUTHORIZATION NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3305a 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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	<i>James B. Rhoads</i> Archivist of the United States

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

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 _____ 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.

10 June 77 (Date) *K. E. 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.	Listed below are proposed amendments to Army and Air Force Exchange Service Manual 5-1, Records Management: Paragraph 703-15 - Payroll Salary Advance Reports, Correspondence and Trial Balance Schedule. These files include correspondence, monthly and quarterly salary advance schedules prepared by exchange activities, computer printouts of monthly mechanical reconciliations and related documents. Cutoff at close of fiscal year. Hold as office reference 1 year. Destroy after 2 years.		
2.	1604-37 - Payroll Salary Advance Reports, Correspondence and Trial Balance Schedules. These files include correspondence and manually prepared salary advance schedules prepared by exchange activities and related documents. Cutoff at close of fiscal year. Hold as office reference 1 year. Destroy after 2 years.		

Sent to agency - 6/24/77