

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 12 OCT 1977	JOB NO.
DATE APPROVED NOV 1 1977	

**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 KAY E. BAYRO	5. TEL. EXT. 330-2283
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NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3505a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-17-77 James E. 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 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- | | |
|---|---|
| <p>A The records have ceased to have sufficient value to warrant further retention.</p> <input type="checkbox"/> | <p>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.</p> <input checked="" type="checkbox"/> |
|---|---|

5 OCT 77
(Date)

Kay E. Bayro
(Signature of Agency Representative)

AAFES RECORDS MANAGEMENT Office
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Listed below are proposed amendments to Army and Air Force Exchange Service Manual 5-1, Records Management:		
1.	903-09 SYSTEM LOG. That portion which reads "Destroy after 6 months" is amended to read "Destroy after 90 days." This file has no value after the 90 day period expires.		
2.	705-02 FIXED ASSET WRITEOFF FILES. That portion which reads "Destroy after 2 years" is amended to read "Destroy after 4 years." These files contain supporting documents for accounting transactions and are periodically required by AAFES auditors.		
3.	705-06 FIXED ASSET OFFICIAL INVENTORY FILES. That portion of subsection a (HQ AAFES files) which reads "Destroy after 4 years." be amended to read "Destroy after 2 years." These files are of no value to the AAFES after a period of two years.		

Sent to agency - 10/18/77 ¹⁰ 3 items