

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 334 78 2	
DATE RECEIVED 8 MAY 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-11-78 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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 330-2281
---	-------------------------------

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3 Apr 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kayser Bayro</i>	E. TITLE Records Management Officer
----------------------------	--	---

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>1604-11 CASH REGISTER REPORT FILES amend to read as follows:</p> <p>"1604-11. CASH REGISTER REPORT FILES</p> <p>Accumulation of all documents/documentation and recorded data indicating sales transactions of each cash register. Includes all cash register adjustment forms, cash register journal tapes, sales clerk's daily report, sales slips, and other supporting documentation.</p> <p>Cut-off daily. Transfer to Daily Cash and Sales Report Files (1604-41)."</p>		
2.	<p>1604-41. DAILY CASH AND SALES REPORT FILES amend to read as follows:</p> <p>"1604-41 DAILY CASH AND SALES REPORT FILES</p> <p>Consists of documentation from daily cash register report files of all cash registers. Arranged chronologically.</p> <p>Cutoff at close of fiscal year. Destroy after one year."</p>		

115-107 sent to agency 5/12/78 2 items