

UKim

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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:

LEAVE BLANK	
DATE RECEIVED 9 MAY 1978	JOB NO.
NC1 334 78 4	
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 "with-drawn" in column 10.	
<u>5-23-78</u> (Date)	<u>James B. Rhoads</u> Archivist of the United States

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.

2 May 78 Kyle Bayro
Date (Signature of Agency Representative)

C/Records Management Section
(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 is a proposed amendment to Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p style="text-align: center;">ADD</p> <p>1303-05 STOCKROOM INSPECTION FILES.</p> <p>Stockroom inspection documents relating to periodic inspection of stockroom operations; reflecting conditions, appearance and compliance with procedures. Arranged chronologically.</p> <p>Cutoff at close of fiscal year. Destroy after two years.</p>		

1 item

*Sent to agency. NINN, NCM, all FRCs
5/25/78*