

Revised NCO 30 Jun 78

REQUEST 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) HQ 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. 330-2283

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK DATE RECEIVED NC1 334 78 5 JOB NO JUN 30 1978 NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request... 8-25-78 James E. O'heill (Date) acting 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

19 Jun 78 Date Signature of Agency Representative: Kyle Bayro Title: HQ AAFES Records Officer

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Contains two entries: 1. 201-07 WEEKLY ACTIVITY REPORT and 2. Section 8 LIBRARY FILES. Includes handwritten notes like '3 items' and 'sent to all PRC's'.