

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 1/2/78 ✓

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JOB NO
NO 1334-79 2
 DATE RECEIVED **JAN 1979**
 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
3-13-79 *James B. Rhoads*
 Date Archivist of the United States

NRM
 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
LTC Jan R. Moore
 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 3 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
21 DEC 78	<i>Jan R. Moore</i>	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.	Listed below is a proposed amendment to Army and Air Force Exchange Service Manual 5-1, Records Management: 1302-10 INVENTORY INVESTMENT FILES. Documents relating to the monitoring of the inventory investment by the retail group in order to maintain adequate stock levels, reduce excess stock by transfer action, and to provide required monitorship of replenishment authority (RA). Included are requisitions, RA transmittal reports, procurement instructions, branch inventory requirements forecasts (BIRFs), correspondence and related papers. Arranged alphabetically by location or sequentially by month and date of preparation. Cutoff at close of fiscal year. Destroy after 1 year.		
2.	1609-12 REPLENISHMENT AUTHORITY FORECAST/CONTROL FILES. a. Inventory Requirements Forecast. Records of available RA and expenditures for branches which is based on inventories, due-in shipments, projected sales, and budgetary considerations may be allocated by higher exchange headquarters on a monthly basis. Destroy when superseded or cancelled.		

7 items

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~~Copy sent to Agency 1/2/79~~
 Agency copy Already sent by Jerry N.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Control logs used by branches to facilitate maintaining daily or weekly status of RA balances for merchandise handled under the open-order/direct delivery system. Arranged chronologically by fiscal month.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p>		
3.	<p>102-16 DELEGATIONS/DESIGNATIONS OF AUTHORITY AND ADDITIONAL DUTY ASSIGNMENTS.</p> <p>Correspondence, forms, orders, and other documents delegating or assigning duties and responsibilities to individuals, such as Records Liaison Officers, Privacy Act Liaison Officers, Forms Management Representatives, Fire Wardens, Signature Authorizations to authenticate/certify papers, and similar additional duty assignments which are not covered elsewhere in this manual. (Example: See Records Disposition Standard 1203-03 for Certificates of Appointment for Contracting Officers, Contracting Officer Representatives, and ordering agents).</p> <p>Destroy when revoked, superseded, or obsolete.</p>		
4.	<p>207-01 RECORDS MANAGEMENT STATISTICAL REPORTS.</p> <p>That portion which reads "Destroy after 2 years" is amended to read "Destroy after 1 year".</p>	GRS16/6	
5.	<p>207-03 FILES MAINTENANCE AND DISPOSITION PLANS.</p> <p>Change disposition for all copies to read "Destroy when superseded, obsolete or no longer needed".</p>	GRS16/11	
6.	<p>1602-10 RECORDS MANAGEMENT STATISTICAL REPORTS.</p> <p>That portion which reads "Destroy after 5 years" is amended to read "Destroy after 1 year".</p>	GRS16/6	
7.	<p>1602-12 FILES MAINTENANCE AND DISPOSITION PLANS.</p> <p>That portion which reads "Cutoff when superseded: Destroy after 2 years" is amended to read "Destroy when superseded, obsolete or no longer needed."</p>	GRS16/11	
8.	<p>102-04 ALPHABETICAL NAME INDEX.</p> <p>Delete.</p>		
9.	<p>206-04 FORMS REPRESENTATIVE DESIGNATIONS FILES.</p> <p>Delete.</p>		
10.	<p>207-06 RECORDS LIAISON OFFICER DESIGNATIONS.</p> <p>Delete</p>		

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Four copies, including original, to be submitted to the National Archives

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Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

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11.	1301-02 RETAIL "IMPACT" PROJECT FILES. Delete.		
12.	1602-08 WORK ORDERS OR REQUESTS FOR MAINTENANCE OR SERVICE. Delete.		

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