

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NC

Rec. 1/3/79

LEAVE BLANK

JOB NO
NC1-334-79-3

DATE RECEIVED
10 JAN 1979

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-8-79 *James B. [Signature]*
Date Archivist of the United States

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

5 TEL EXT

LTC Jan R. Moore

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
22 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.	207-06 RECORDS MANAGEMENT SURVEY FILES. Documents accumulated in planning and conducting records surveys. Included are AAFES Form 3250-17, records management checklist, correspondence coordinating/scheduling visits and other directly related documents. a. Files of surveying office. Cutoff at end of fiscal year. Destroy after 2 years. b. Files of offices or activities visited. Destroy after next comparable survey.	GRS 16, Item 11	

Note: This new disposition authority replaces FN207-06 of ESM 5-1 (Records Liaison Officer Resignations), which AAFES wishes to delete.

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Copy sent to Agency: *336-79* *3/2/79*