REQUEST FOR RECORDS DISPOSITION AUTHORITY

(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
   JAN R. MOORE, LTC USA

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
   5 MAR 79

   D. SIGNATURE OF AGENCY REPRESENTATIVE
   JAN R. MOORE

   E. TITLE
   Records Management Officer

    8. DESCRIPTION OF ITEM
    (With Inclusive Dates or Retention Periods)

    9. SAMPLE OR ITEM NO (With Inclusive Dates or Retention Periods)

    10. ACTION TAKEN

Listed below are proposed deletions and additions to Army and Air Force Exchange Service Manual 5-1, Records Management:

DELETE

1. 101-01 OFFICE ADMINISTRATIVE FILES
   Delete entire standard.

2. 200-01 GENERAL CORRESPONDENCE FILES
   Delete entire standard.

3. 300-01 GENERAL CORRESPONDENCE FILES
   Delete entire standard.

4. 400-01 GENERAL CORRESPONDENCE FILES
   Delete entire standard.

5. 500-01 GENERAL CORRESPONDENCE FILES
   Delete entire standard.

6. 600-01 GENERAL CORRESPONDENCE FILES
   Delete entire standard.

Note: NCO will carry out a mass data change to convert the deleted disposal authorities to FN 100-01.

5-31-79 3 items

2 items

STANDARD FORM 115
Revised 4/1/73
Prepared by General Services Administration
FPMR (41 CFR) 101-11 4
### Request for Records Disposition Authority - Continuation

<table>
<thead>
<tr>
<th>ITEM NO</th>
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<tbody>
<tr>
<td>7.</td>
<td>700-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>8.</td>
<td>800-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>9.</td>
<td>900-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>10.</td>
<td>1000-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>11.</td>
<td>1100-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>12.</td>
<td>1200-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>13.</td>
<td>1204-01 PRICE AGREEMENT CONTRACT FILES Delete entire standard.</td>
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<td>14.</td>
<td>1300-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>15.</td>
<td>1400-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>16.</td>
<td>1500-01 GENERAL CORRESPONDENCE FILES Delete entire standard.</td>
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<td>17.</td>
<td>1600-01 GENERAL CORRESPONDENCE FILES (PROGRAM) Delete entire standard.</td>
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<td>ADD</td>
<td>18. 100-01 GENERAL CORRESPONDENCE FILES</td>
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Letters, indorsements, memorandums of record, messages, telegrams, and other media used in lieu of the foregoing. Note: Reports, other than recurring reports, not appropriate for filing with other record series may be maintained in this file if the established retention period meets the needs of the maintaining office.

a. Permanent Correspondence Files

Files accumulated under any major subject category, other than office administration, by HQ AAFES and overseas.
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<td>exchange system headquarters offices of primary responsibility that document policy-making, planning and management instructions and/or significant program management functions.</td>
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<td></td>
<td>Permanent. Cutoff at close of fiscal year. <strong>Offer NARS</strong></td>
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<td>15 years after cutoff.</td>
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<td></td>
<td>b. Temporary Correspondence Files</td>
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<td></td>
<td>Files accumulated under any major subject category by any AAFES organization element which document the basic responsibilities, operations, and administration of planning and management functions.</td>
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<td></td>
<td>Cutoff at close of fiscal year. Destroy after 2 years.</td>
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Four copies, including original, to be submitted to the National Archives