

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 3/15/79

LEAVE BLANK

JOB NO

NCI-334-79-4

DATE RECEIVED

15 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-10-79 *James B. Rhoads*
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
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 <i>Jan R Moore</i>	E. TITLE Records Management Officer
---------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Listed below are proposed deletions and additions to Army and Air Force Exchange Service Manual 5-1, Records Management: <u>DELETE</u>		
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 100-0/ sent to 41 FRO's NMM, NRS 5-31-79 per conversation with Dennis Meurer		2 items

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
2 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7.	700-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
8.	800-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
9.	900-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
10.	1000-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
11.	1100-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
12.	1200-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
13.	1204-01 PRICE AGREEMENT CONTRACT FILES Delete entire standard.		
14.	1300-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
15.	1400-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
16.	1500-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
17.	1600-01 GENERAL CORRESPONDENCE FILES (PROGRAM) Delete entire standard.		
	<u>ADD</u>		
18.	100-01 GENERAL CORRESPONDENCE FILES 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		

Request for Records Disposition Authority - Continuation		B NO	PAGE OF 3 of 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>exchange system headquarters offices of primary responsibility that document policy-making, planning and management instructions, and/or significant program management functions.</p> <p>Permanent. Cutoff at close of fiscal year. <i>offer NARS</i> <i>15 years after cutoff.</i></p> <p>b. Temporary Correspondence Files</p> <p>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.</p> <p>Cutoff at close of fiscal year. Destroy after 2 years.</p>		<p><i>on 3/28/79</i> <i>with</i> <i>AAFES</i> <i>convenience</i> <i>per conversation</i> <i>with Ron</i> <i>Knights</i></p>