

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

Rec 8/29/79 1 SEP RECD

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

JAN R. MOORE, LTC/USA

(214) 330-2281

LEAVE BLANK
JOB NO NCL-334-79-6
DATE RECEIVED 8/29/79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
9-27-79 <i>Walter M. Stender</i> Date acting Archivist of the United States

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
16 AUG 79	<i>JR 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.	<p>LEAVE APPLICATION FILES</p> <p>Request for Leave/Maternity Absence, AAFES Form 1400-6, and supporting documents.</p> <p>Destroy 90 days after the end of the pay period.</p> <p><u>Exception to General Records Schedule (GRS) 2, Item 8a,</u> is needed for possible questions concerning:</p> <p>a. Amount of leave taken versus amount of leave approved.</p> <p>b. Amount of leave requested compared to the amount approved.</p> <p>c. Verification of doctors' certificates during periods of sick leave.</p>	FPMR B-20	1 Item

*over sent to Agency NNM JE 10-1-79*