

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(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  
RONALD A. KNIGHT

5. TEL. EXT.  
(214) 330-2281

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE-BLANK	
DATE RECEIVED 2-7-80	JOB NO. N1-334-80-1
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 "with-drawn" in column 10.	
(Date) <u>13-25-80</u> <u>James E O'Connell</u> Archivist of the United States	

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

31 Jan 80  
Date

*[Signature]*  
(Signature of Agency Representative)

Records Management Officer  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Rejustification of permanent disposition standards as identified by the Archivist (ESM 5-1, Records Management):</p> <p><u>102-01 READING OR CHRONOLOGICAL FILES</u></p> <p>a. HQ AAFES outgoing letters signed by Commander, Deputy Commander, Assistant to the Commander or Chief of Staff.</p> <p>Permanent. Cutoff at close of fiscal year. Transfer to FRC when 2 years old. Offer to NARS when 15 years old.</p> <p>b. Other offices. Extra copies of correspondence proposed and maintained by the originating office used solely as a reading or reference file for the convenience of personnel.</p> <p>Temporary. Cutoff at close of fiscal year. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
2.	<p><u>201-04 BOARD OF DIRECTORS MEETING FILES</u></p> <p>Minutes of BOD meetings and related papers such as agendas, motion items, capital expenditures, program status, financial status, legal matters, etc.</p> <p>Permanent. Cutoff at close of fiscal year. Maintain in active file until no longer needed</p>		49 items

*Inclusion 1  
C4 to NN, NN, NN 3/27/80. C.C.T.  
closed 4-2-80 JC*

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 10

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3.	<p>for reference purposes and transfer to Command and Public Relations Division for inclusion in AAFES Organization History Files.</p> <p><u>311-01 ADMINISTRATIVE ORDERS RECORD SETS</u></p> <p>Administrative orders announcing organizational activations, transfers, deactivations or related actions.</p> <p>a. Record copy - permanent. Cutoff at close of fiscal year. Transfer to FRC when 2 years old. Offer to NARS when 15 years old.</p> <p>b. Other copies - temporary. Cutoff at close of fiscal year. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
4.	<p><u>311-04 PUBLICATIONS DIRECTIVES RECORD SET</u></p> <p>Official file copy of each AAFES internal publication, staff memos, bulletins, manuals, and similar material, together with supporting case files, if any, maintained by the issuing or controlling office. Arranged alphabetically by publication title or numerically.</p> <p>Permanent. Cutoff at close of fiscal year in which publications are rescinded, superseded. Transfer to FRC when 2 years old. Offer to NARS when 15 years old.</p>		
5.	<p><u>501-01 AAFES ORGANIZATION HISTORY FILES</u></p> <p>These files consist of selected documents which reflect AAFES history. They are maintained by formally designated information office and include only significant records which document the history of the mission, development, and operation of the AAFES. Included are past organizational histories and supplements; minutes of staff level meetings; special studies, order and plans pertaining to activations, redesignations, reorganizations, and changes in operational policy and procedure; clippings, programs, other data relating to historical ceremonies, and special events; and similar documents with AAFES historical values. Arranged alphabetically.</p> <p>a. Record copy - permanent. Cutoff at close of fiscal year. Transfer to FRC when 5 years old. Offer to NARS when 15 years old.</p>	<p><i>PHOTOGRAPHS and to RCT Center RAK 3/20/80</i></p>	

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
3 10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p><del>501-04 HISTORICAL PHOTOGRAPH FILES</del> (DELETE)</p> <p><del>Still photographs, slide sets, filmstrips, posters, original artwork, and other pictorial records...on special events of historical importance, operating activities, ceremonies, new facilities. Arranged chronologically and/or subjectively.</del></p> <p><del>(1) Black and white photography - the original negative and a captioned print.</del></p> <p><del>(2) Color photography - the original color transparency or color negative.</del></p> <p><del>a. Record copy - permanent. Cut off close of fiscal year. Transfer to FRC when 5 years old. Offer to NARS when 10 years old. (GRS 21-1).</del></p> <p><del>b. Other copies - temporary. Cutoff at close of fiscal year. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</del></p>	<p><i>to RCT Concur RAK 3/20/80</i></p> <p><i>G MS, N. Runyan, AAFES 3/27/80.</i></p>	
7.	<p><u>502-03 EXCHANGE NEWSPAPER RECORD SETS</u></p> <p>One copy of each edition of employee newspapers, newsletters, or other house organ publications. Arranged chronologically.</p> <p>Permanent. Cutoff at close of fiscal year. Transfer to FRC when 5 years old. Offer to NARS when 15 years old.</p>		
8.	<p><u>502-07 SPEECH FILES</u></p> <p>Documents created in the process of writing, reviewing, clearing and delivering speeches by AAFES officials. Included are copies of the speech, clearance actions, and related papers.</p> <p>a. Speeches delivered by the Commander, AAFES, Deputy Commander, Assistant to the Commander, Chief of Staff or Commanders of oversea exchange systems.</p> <p>Permanent. Cutoff when no longer required for reference purposes; then transfer to AAFES</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
4 10

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	<p>Organization History Files (501-01).</p> <p>b. Other speeches.</p> <p>Temporary. Cutoff at close of fiscal year. Transfer to FRC when 2 years old. Destroy after 5 years.</p>		
9.	<p><u>1602-04 OPERATING PROGRAM PROGRESS REPORT FILES</u></p> <p>Cost and performance reports, statements of analysis, consolidated in-stock efficiency reports, special projects and other reports which reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals.</p> <p>a. Record copy - permanent. Cutoff at close of fiscal year. Transfer to FRC when 2 years old. Offer to NARS when 15 years old.</p> <p>b. Other copies - temporary. Cutoff at close of fiscal year. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
10.	<p><u>1604-01 LONG RANGE PLANNING FILES</u></p> <p>Documents that accumulate from the process of developing long-range or master plans for AAFES operations. They involve the establishments of schedules to achieve the AAFES mission objectives, the formulation of new concepts and requirements for planning purposes, and similar matters. Included are a record copy of the master plan, forecasts documents reflecting the evaluation of these plans or forecasts, and documents contributing to the development of the plans.</p> <p>a. Record copy - permanent. Cutoff at close of fiscal year in which plan is superseded. Transfer to FRC when 2 years old. Offer to NARS when 15 years old.</p> <p>b. Other copies - temporary. Cutoff at close of fiscal year. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
11.	<p><u>1604-02 ORGANIZATION PLANNING FILES</u></p> <p>Documents relating to the establishment of and changes in organization, functions, and relationships of AAFES when such actions affect, or may affect the management and</p>		

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF  
5 10

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	<p>operation of the exchange system. Included are staff studies, reports of working groups, minutes of committee meetings and staff conferences, documents relating to overall functions and mission, copies of published directives implementing establishment or change, and related or similar documents.</p> <p>a. Record copy - permanent. Cutoff at close of fiscal year in which case is completed. Transfer to FRC when 2 years old. Offer to NARS when 15 years old.</p> <p>b. Other copies - temporary. Cutoff at close of fiscal year in which case is completed. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
12.	<p><u>1604-03 EXCHANGE PLANNING CASE FILES</u></p> <p>Documents relating to the consolidation of exchanges transfers of activities from one exchange to another or inactivation/activation of specific exchanges. Included are recommendations, coordination, documents, studies, and related papers. Arranged by exchange name.</p> <p>a. Record copy - permanent. Cutoff at close of fiscal year in which case is completed. Transfer to IRC when 2 years old. Offer to NARS when 15 years old.</p> <p>b. Other copies - temporary. Cutoff at close of fiscal year in which case is completed. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
13.	<p><u>1604-08 OPERATIONS RESEARCH STUDY FILES</u></p> <p>Special studies accumulated at the staff level in the planning and forecasting of exchange activities and which have a substantial impact on AAFES policy or operational plans. Research may involve analysis of internal and external economic factors, resource commitments, other trends and forecasts which affect the AAFES master plan. Arranged by type or title of study, thereunder by subject.</p> <p>a. Record copy - permanent. Cutoff at close of fiscal year in which case is completed. Transfer to NARS when 2 years old. Offer to NARS when 15 years old.</p> <p>b. Other copies - temporary. Cutoff at the close of</p>		

## Request for Records Disposition Authority - Continuation

JOB NO\*

PAGE OF  
6 10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14.	<p>fiscal year in which study is completed. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p> <p><u>311-02 PERMANENT CHANGE OF STATION ORDERS (PCS)</u></p> <p>These consist of record sets of administrative orders which involve a permanent change of station for AAFES employees. They include intra- and/or inter-exchange assignment where a move is involved. Arranged chronologically.</p> <p>a. Record copy - temporary. Cutoff at end of fiscal year. Transfer to FRC when 2 years old. Destroy when 5 years old.</p> <p>b. Other copies - temporary. Cutoff at end of fiscal year. Destroy when 2 years old or sooner if administrative usefulness has been served.</p>		
15.	<p><u>312-02 DISPOSITION AUTHORIZATIONS</u></p> <p>Basic documentation regarding records description and disposition programs. Included are Standard Form 115, Request for Authority to Dispose of Records, Standard Form 135, Records Transmittal and Receipt and related documentation.</p> <p>a. Record copy, - temporary. Destroy when related records are destroyed or when no longer needed for administrative or reference purposes (GRS 16-3).</p> <p>b. Other copies - temporary. Destroy when no longer needed for reference.</p>		
16.	<p><u>401-04 OFFICIAL PERSONNEL FOLDERS (OPF)</u></p> <p>Case files documenting the service and official employment history of employees. Maintained according to AAFES personnel policies and instructions. Arranged alphabetically by employee name.</p> <p>a. Official Personnel Folder for all UA and HPP employees.</p> <p>Temporary. Place in inactive file on separation of employee, hold 1 year then forward to the National Personnel Records Center (Civilian), 111 Winebago St., St. Louis, MO, 63118. Inactive</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
7 10

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>OPF may be retired to the NPRC 3 months after separation by AAFES elements when the volume of inactive OPF creates a storage problem. The NPRC will destroy 75 years after birth date or 60 years after the date, of the earliest document in the folder of the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years <del>(CRS 1-2)</del>. Deleted in NLT AAFES change.</p> <p>b. Folders for aliens, foreign nationals or local nationals employed outside the U. S.</p> <p>Cut off at close of fiscal year in which employee is separated. Destroy after 5 years. (Exception: If host government agreements require longer retention, oversea exchange system will issue supplementary instructions to provide for extension of retention period or other special requirements.)</p> <p>c. Career Management Personnel Folders. Maintained by HQ AAFES. Serve as skeleton personnel file on all UA and college trainees, worldwide.</p> <p>Cut off at close of fiscal year in which employee is separated. Destroy after 3 years.</p> <p>d. Temporary materials. Maintained in Official Personnel Folders.</p> <p>Destroy upon transfer or separation of employee or when 2 years old, whichever is earlier.</p>	9-18-81. RCT	
17.	<p>408-11 <u>TECHNICAL TRAINING MANUALS AND TRAINING MATERIALS FILES</u></p> <p>Record copies of training materials created and developed by AAFES. Used in training courses for exchange operations and procedures on general employee development for worldwide use. Included are galleys, masters, handouts, instruction sheets, visual aids, tests and similar papers. Arranged alphabetically by title.</p> <p>a. Record copy - temporary. Cut off when superseded and destroy.</p> <p>b. Other copies - temporary. Cut off when superseded and destroy.</p>		
18.	408-16 CAREER MANAGEMENT PROGRAM FILES		

## Request for Records Disposition Authority - Continuation

JOB NO'

PAGE OF

8 10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Documents created in formulating and directing a planned system for the overall progressive development of employees and to provide a source of input to meet continuing staffing requirements within designated career occupational fields.</p> <p>a. Record copy - temporary. Cut off at close of fiscal year in which project is completed. Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>b. Other copies. Cut off at close of fiscal year in which project is completed. Destroy when 2 years old or when reference value has been completed, whichever is sooner.</p>		
19.	<p><u>501-03 VIP BRIEFING FILES</u></p> <p>Records accumulated from presentations regarding AAFES operations to visiting VIPs including major military command officers, congressmen and other dignitaries.</p> <p>a. Record copy - temporary. Cut off at close of fiscal year. Transfer to FRC when 2 years old. Destroy when 10 years old.</p> <p>b. Other copies - temporary. Cut off at close of fiscal year. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
20.	<p><u>502-04 MORGUE FILES</u></p> <p>AAFES newspaper clipping arranged by subject classifications, including special series of stories and photographs and feature articles.</p> <p>a. Record copy - temporary. Cut off at end of fiscal year when no longer required for reference purposes. Transfer to FRC when 7 years old. Destroy when 6 years old.</p> <p>b. Other copies. Destroy when 2 years old or no longer needed for reference, whichever is sooner.</p>		
21.	<p><u>606-01 PRIVACY PROGRAM GENERAL ADMINISTRATIVE FILES</u></p> <p>Official records relating to the general implementation of the Privacy Act including notices, memoranda, routine correspondence and related records. Arranged chronologically.</p> <p>Temporary. Cut off at close of fiscal year. Destroy</p>		



## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
9 10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
22.	<p>when 2 years old or sooner if no longer needed for administrative use. (GRS 14-30)</p> <p><u>703-07 PAYROLL REGISTER FILES</u></p> <p>Computer printouts for each pay period arranged by location, showing social security number, employee name, leave record, pay information, deductions, year-to-date totals, and similar information. Arranged chronologically.</p> <p>a. Record copy - temporary. Cut off at close of fiscal. Hold 2 years, and retire to NPRC. Destroy when 56 years old. (GRS 2-1)</p> <p>b. Other copies. Cut off at close of fiscal year. Destroy after 1 year or when administrative value has been served, whichever is sooner.</p>		
23.	<p><u>1003-06 CONSTRUCTION PROJECT FILES</u></p> <p>Documents accumulated in connection with the planning, design, and construction of specific projects. Includes contract documents, shop drawings, correspondence, authorizations, obligations and payments--building and improvement, ancillary equipment, progress reports and schedules, photographs, reports of visits which provide a construction history of each project in supervision planning, and development of projects in relation to the construction history of each project in supervision planning, and development of projects in relation to the construction program. Arranged by project number.</p> <p>a. Files selected for architectural, historical and technological significance. Permanent. Cutoff at close of fiscal year in which project is completed. Transfer to FRC when 2 years old. Offer to NARS when 25 years old. (GRS 22-1a)</p> <p>b. Other project files. Temporary. Cutoff at close of fiscal year in which project is completed. Destroy when no longer needed for administrative purposes. (GRS 22-2b)</p>		
24.	<p><u>1003-07 CONSTRUCTION SPECIFICATIONS FILES</u></p> <p>Preliminary work papers and drafts, and final specifications and drawings created in connection with renovation and re-fixturation projects. Arranged by project number.</p> <p>a. Files selected for architectural, historical and</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
10 10

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	<p>technological significance. Permanent. Cutoff at close of fiscal year in which project is completed. Transfer to FRC when 2 years old. Offer to NARS when 25 years old. (GRS 22-1a)</p> <p>b. Other specification files. Temporary. Cutoff at close of fiscal year in which project is completed. Destroy when no longer needed for administrative purposes. (GRS 22-2b)</p>		
25.	<p><u>1603-04 MANPOWER MANAGEMENT FILES</u></p> <p>Documents and supporting papers created in allocating manpower spaces to specific organizational segments. Included are authorization vouchers; manning documents; requests for change in organization, manning, position classification; or other instruments which authorize, limit, increase, or decrease manning levels. Arranged alphabetically by organizational element.</p> <p>a. Record copy - temporary. Cutoff at close of fiscal year. Transfer to FRC when 2 years old. Destroy when 15 years old.</p> <p>b. Other copies - temporary. Destroy when superseded.</p>		
26.	<p><u>1703-01 DEBRIEFING ACKNOWLEDGEMENT FILES</u></p> <p>Delete.</p>		
27.	<p><u>403-06 PERSONNEL TEST FILES</u></p> <p>Delete.</p>		