

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

6 Feb 80
 (Date)

Ronald A. Knight
 (Signature of Agency Representative)

Records Management Officer
 (Title)

2/20/80 ✓

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JOB NO

NCI-334-80-2

DATE RECEIVED
 February 20, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-2-80 *Walter N. Stender*
 Date Acting Archivist of the United States

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Listed below are proposed additions to Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p style="text-align: center;">SECTION 7</p> <p style="text-align: center;">CATALOG SALES FILES</p> <p><u>1307-01 CATALOG ORDER CORRESPONDENCE FILES</u></p> <p>Correspondence relating to customer inquiries regarding catalog order problems. File consists of correspondence, catalog sales order, order status preprint, and other supporting documents. (Source documents (hard copies) microfilmed are destroyed after editing of film.) Arranged alphabetically. Files maintained at HQ AAFES Catalog Sales Center (CSC) only.</p> <p>a. Cases which are resolved without claim action.</p> <p>Temporary. Cutoff at close of fiscal year in which case is closed. Destroy when 3 years old or when administrative value has been exhausted whichever is sooner.</p> <p>b. Cases which result in claim action.</p> <p>Temporary. Cutoff at close of fiscal year. Destroy when 6 years old.</p>		
2.	<p><u>1307-02 CATALOG SALES ORDER, AAFES FORM 4150-120</u></p> <p>Catalog Sales Order, AAFES Form 4150-120, is used by</p>		<p>9 items</p> <p>Copies to NNM - AAFES</p>

Request for Records Disposition Authority - Continuation

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	<p>authorized customers to place orders for catalog merchandise. (Source documents (hard copies) microfilmed are destroyed after editing of film.) Document is reviewed as part of processing procedures in responding to customer inquiry or processing of claim. Files maintained at HQ AAFES CSC only.</p> <p>Temporary. Cutoff at close of fiscal year. Destroy when 6 years old.</p>		
3.	<p><u>1307-03 CATALOG ORDER SHIP TICKET</u></p> <p>Address/Customs/Shipping Label, AAFES Form 4150-119, the information thereon is entered in the automated catalog sale file. Files maintained at HQ AAFES CSC and CSC warehouse.</p> <p>Temporary. Cutoff monthly. Destroy when <i>when R.K./AAFES R.C./NAAS-NCS 4/25/80</i> 90 days old,</p>		
4.	<p><u>1307-04 SCHEDULE OF CUSTOMER DEPOSITS</u></p> <p>Preprints used to reconcile fiscal account 143-02. Source documents (hard copies) microfilmed are destroyed after editing of film. Files maintained by HQ AAFES CSC only. Arranged alphabetically.</p> <p>Temporary. Cutoff at close of fiscal year. Destroy when 1 year old.</p>		
5.	<p><u>1307-05 SIGNATURE CARD - MAIL ORDER CATALOG</u></p> <p>Remote Location Authorized Signature Card, AAFES Mail Order Catalog, AAFES Form 4500-14, is used by Commanders in remote locations to designate an official responsible for insuring that catalog orders are only initiated by authorized customers. Files maintained at HQ AAFES CSC only. Arranged alphabetically.</p> <p>Temporary. Cutoff when superseded and destroy.</p>		
6.	<p><u>1307-06 ACS ORDER STATUS REPORT</u></p> <p>Customer order status is maintained in the computer file and released on an individual basis as requested. Every 9 months the file is purged and all completed order data is produced from the computer in microfilm format. Files maintained at HQ AAFES CSC only.</p> <p>Temporary. Cutoff at close of fiscal year.</p>		

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7.	<p style="text-align: center;">Destroy when 6 years old or when administrative value has been exhausted, whichever is sooner.</p> <p><u>1307-07 ACS CROSS-REFERENCE TABLE</u></p> <p>Quarterly computer printout in Alpha sequence by customer's name listing all catalog orders processed during that period. (Source documents (hard copies) microfilmed are destroyed after editing of film.) Files maintained by HQ AAFES CSC only.</p> <p style="text-align: center;">Temporary. Cutoff at close of fiscal year. Destroy when 6 years old or when administrative value has been exhausted, whichever is sooner.</p>		
8.	<p><u>1307-08 FILE MAINTENANCE FOR ACS ORDER MASTER</u></p> <p>Catalog System Order Master File Maintenance RC 44 only, AAFES Form 6200-37, is used to update customer order and record receipt of delayed partial payment. Files maintained at HQ AAFES CSC only.</p> <p style="text-align: center;">Temporary. Cutoff at close of fiscal year. Destroy when 1 year old.</p>		