

**REQUEST FOR RECORDS DISPOSAL 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  
Ronald A. Knight  
RONALD A. KNIGHT

5. TEL EXT.  
214-330-2281

LEAVE BLANK	
JOB NO	<u>NCL-334-80-5</u>
DATE RECEIVED	<u>September 5, 1980</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <u>9-12-80</u>	<u>Joseph Lander</u> 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 \_\_\_\_\_ 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
14 Aug 80	<u>Ronald A. Knight</u>	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>Listed below are proposed changes and additions to the Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p style="text-align: center;">APPENDIX 11</p> <p style="text-align: center;">QUALITY ASSURANCE RECORDS</p> <p style="text-align: center;">SECTION 1</p> <p style="text-align: center;">MERCHANDISE INSPECTION AND TESTING FILES</p> <p><u>1101-01 TECHNICAL EVALUATIONS</u></p> <p>Documents accumulated in the testing and evaluation of merchandise. Includes request for and results of quality analyses and/or technical evaluations, laboratory test reports, accountability/transfer documents and related papers. Arranged alphabetically by vendor's name.</p> <p>Temporary. Cut off at end of fiscal year in which evaluation is completed. Maintain in current file area until no longer needed for reference and destroy.</p>		11 items

Changes made herein concurred in by R. A. Knight, AAFES, on 9/08/80, RCTagge, NARS/NCD.

*Copies to NANA Agency.  
Closed 9-22-80*



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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Temporary. Cut off at close of fiscal year. Destroy when 2 years old.</p> <p>b. Copies</p> <p>Temporary. Cut off at close of fiscal year. Destroy when 1 year old.</p>		
7.	<p><u>1101-07 INSPECTION REPORT LOG FILE</u></p> <p>Documents accumulated by individual inspectors in the assignment of inspection report numbers for use on Inspection Reports, AAFES Form 4700-9. To include Inspection Report Log, AAFES Form 4700-52.</p> <p>Temporary. Cut off at close of fiscal year. Destroy <del>when</del> 60 days <del>XXX</del> thereafter.</p>		
8.	<p><u>1101-08 VENDOR CONTACT FILE</u></p> <p>Documents accumulated in contacting vendors to set up In-Plant inspections. To include Vendor Contact Forms, AAFES Form 3200-29, and related correspondence from buyers requesting In-Plant inspections.</p> <p>Temporary. Cut off at end of FY. Destroy <del>when</del> 6 months <del>XXX</del> thereafter.</p>		
9.	<p><u>1101-09 REJECTED SHIPMENTS FILE</u></p> <p>Documents accumulated in the rejection of shipments at Central Inspection Points that require action by buyers. Also includes Rejected Shipments Log, AAFES Form 4750-19.</p> <p>Temporary. Cut off at end of fiscal year in which final action has been taken. Maintain in CFA until 3 years old and destroy.</p>		
	<p style="text-align: center;">SECTION 2</p> <p style="text-align: center;">APPRAISAL SERVICES FILES</p>		
10.	<p><u>1102-01</u> <del>1101-10</del> <u>JEWELRY INSPECTION AND APPRAISEMENT FILES</u></p> <p>DELETED</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	SECTION 3  FOOD INSPECTION AND SANITATION FILE		
11.	<u>1103-01 FOOD INSPECTION AND SANITATION FILES</u>  DELETED		
12.	<u>1103-02 VETERINARY LABORATORY FOOD INSPECTION REPORT FILES</u>  DELETED		
13.	<u>1103-03 FOOD FACILITIES SANITATION REPORT FILES</u>  DELETED		
14.	<u>801-03 PREAUDIT REFERENCE FILES</u>  Reference files for each of the nine major organizational elements audited biennially and for each functional area within an OPR. Includes prior reports of audit and replies, abstracts of Management Assistance Team Reports, pertinent abstracts of reports of audit from external audit agencies and external independent auditors, AAFES management suggestions/recommendations, postaudit review memorandum, semi-annual ranking of exchanges by "Management Statistics Reports," organizational charts, last survey, data flow diagrams, master list of facilities, past audit cost summaries and itineraries, operating statements by exchange, and any other pertinent information.  HQ AAFES Audit and Inspection Division.  Temporary. Cut off when preparation begins for the next audit and transfer to Volume I, Report of AAFES Audit Files, 801-01a, for disposition thereunder.		