

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-334-80-05

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/24/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 9 was superseded by N1-334-86-001, item 61.

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 NCI-334-80-5	
DATE RECEIVED September 5, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 9-12-80	Archivist of the United States <i>Joseph L. Lanck</i>

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	<i>Ronald A. Knight</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>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*

Request for Records Disposition Authority - Continuation

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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
2.	<p><u>1101-02 QUALITY ASSURANCE REPORT FILES</u></p> <p>Copies of Inspection Reports (AAFES Form 4700-9), quality summaries, requests for corrective action and related correspondence. Arranged alphabetically by vendor's name. Files may be purged annually only if there are no current problems with vendor.</p> <p style="padding-left: 40px;">Temporary. Maintain in CFA until no longer needed for reference and destroy.</p>		
3.	<p><u>1101-03 HAZARDOUS MERCHANDISE FILES</u></p> <p>Reports and correspondence relative to Hazardous Merchandise Program.</p> <p style="padding-left: 40px;">Temporary. Keep in active file until no longer needed for reference and destroy.</p>		
4.	<p><u>1101-04 ACCOUNTABILITY DOCUMENT FILES</u></p> <p>Documents involving receipts and shipment of merchandise at Quality Assurance Division for evaluation. Arranged chronologically.</p> <p style="padding-left: 40px;">Temporary. Cut off at close of fiscal year in which action is completed. XXXXXX XXXX XXXX Maintain in CFA and XX years and destroy when 3 years old.</p>		
5.	<p><u>1101-05 PRODUCT STANDARD FILES</u></p> <p>Documents relating to product standards, including military, Federal, commercial, and AAFES specifications/purchase descriptions, Consumer Report projects and other technical product data. Arranged alphabetically by product nomenclature.</p> <p style="padding-left: 40px;">Temporary. Maintain in CFA until no longer needed for reference and destroy.</p>		
6.	<p><u>1101-06 INSPECTION SUMMARY FILES</u></p> <p>Documents accumulated in the weekly performance of the inspection of AAFES procured merchandise. Included are weekly and monthly summaries of Central Inspection Points' activity, In-Plant activity and Gemological Laboratory activity; and Quality Assurance Activity Reports, AAFES Form 4700-33.</p> <p style="padding-left: 40px;">a. Original</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
	<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 XXXX 60 days XXXX 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 XXXX 6 months XXXX 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>SECTION 2</p> <p>APPRAISAL SERVICES FILES</p>		
10.	<p><u>1102-01</u> 1101-10 <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.		