

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

9/27/81  
LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

**NCI-334-81-5**

DATE RECEIVED

**September 22, 1981**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)  
Army and Air Force Exchange Service

2. MAJOR SUBDIVISION  
Administrative Services Division

3. MINOR SUBDIVISION  
Records and Micrographics Section

4. NAME OF PERSON WITH WHOM TO CONFER  
RONALD A. KNIGHT  
Program Analyst (Rcds & Micrographics)

5. TEL EXT  
FTS: 738-3127

12-2-81 *John H. Ware*  
Date 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 3 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 18 Sep 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald A. Knight</i>	E. TITLE Program Analyst (Records & Micrographics)
----------------------	--	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>201-08 PROTOCOL ADMINISTRATION FILES</u></p> <p>Documents created and accumulated in the administration of protocol assistance, to include itineraries of distinguished visitors to and from HQ AAFES, guest lists, dinner and luncheon arrangements, invitations, seating charts and other related documents.</p> <p>Temporary. Cut off at close of fiscal year. Destroy when two years old or when no longer needed for reference, whichever is sooner.</p>	(new)	
2	<p><u>203-01 MINORITY BUSINESS FILES</u></p> <p>Minority Business Utilization Reports files. Facts, figures and percentages pertaining to the utilization of minority business within AAFES, to include: contracts; payments made for resale merchandise, supplies and equipment; transportation services; and investments with minority financial institutions.</p> <p>a. Record copy. Temporary. Cut off at close of</p>	(new)	13 items

*Closed Out: 12-16-81: R.T.D.  
Copy to 7NC Agency. & NNM*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>fiscal year. Transfer to FRC when 3 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 no longer needed for reference value, whichever is sooner.</p>		
3	<p><u>902-04 COMPUTER SYSTEMS REVIEW REFERENCE FILES</u></p> <p>Includes system definition, descriptions, flow charts, file layouts, technical reference materials, documents reflecting actual and/or proposed changes, test results, and other related documents.</p> <p>Temporary. Cut off when system is no longer used and no actions pending, then destroy.</p>	(new)	
4	<p><u>903-04 SYSTEMS SECURITY CONTROL FILES</u></p> <p>These files are used to monitor and control activities affecting sensitive data files, data processing equipment, and data processing facilities.</p> <p>Temporary. Cut off when superseded. Destroy when no longer needed for reference.</p>	(new)	
5	<p><u>1403-04 MILITARY SANITATION REPORT FILES</u></p> <p>Delete (Duplicate of 1205-03)</p>		
6	<p><u>1403-08 FOOD OPERATIONS CONTROL AND INFORMATION SYSTEM (FOCIS) REPORTS</u></p> <p>Reports in this system provide food management cost and sales mix information and internal control audit trails from which operating trends can be analyzed.</p> <p>I. FOOD POINT OF SALE (FPOS) Menu analysis summary (PCN: SV50P333); FPOS Facility Item Consumption Listing (PCN: SV50P334).</p> <p>a. Record copy (Food Activity Level). Keep in CFA for 3 months. Cut off quarterly and retire to RHA. Destroy one year after cutoff.</p> <p>b. Other copies. Keep in CFA for 3 months and destroy.</p> <p>II. FPOS INPUT EDIT ERROR LISTING (SV 50P100); FPOS files</p>	(new)	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>maintenance update (SV50P150).</p> <p>Keep in CFA until files maintenance accuracy has been verified and destroy.</p> <p>III. FPOS MASTER ITEM FILE LISTING (PCN: SV50P250-2); FPOS Master Menu File Listing (PCN: SV50P250-3); FPOS Master Item/Menu Cross Reference Listing (PCN: SV50P250-4).</p> <p>Keep in CFA until superseded and destroy.</p> <p>IV. FPOS FACILITY ITEM FILE LISTING (PCN: SV50P250-5); FPOS Cost Card Preparation (PCN: SV50P250).</p> <p style="margin-left: 40px;">a. Record copy (Food Activity Level) . Keep in CFA until superseded and destroy.</p> <p style="margin-left: 40px;">b. Other copies (Requested for review purposes only). Destroy when no longer needed for reference.</p> <p>V. FPOS SALES/INVENTORY/CONSUMPTION ERRORS (PCN: SV50P320); FPOS Food Menu Analysis (PCN: SV50P331); Inventory Data as Received at HQ AAFES (PCN: SV50P301); FPOS Weekly Inventory Preprint (PCN: SV50P330-5).</p> <p style="margin-left: 40px;">a. Record copy (Food Activity Level). Keep in CFA for 3 months. Cut off quarterly and retire to RHA. Destroy 1 year after cutoff.</p> <p style="margin-left: 40px;">b. Other copies. Keep in CFA for 1 month and destroy.</p>		