

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

LEAVE BLANK	
JOB NO <b>NCI-334-82-1</b>	
DATE RECEIVED <b>February 3, 1982</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>5-28-82</b> Date	<i>[Signature]</i> Archivist of the United States

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 and Micrographics Section

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

5. TEL EXT  
FTS: 738-3127

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 7 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 20 Jan 82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Program Analyst(Records & Micrographics)
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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
1	<p><u>301-04 ACCESS REQUEST FILES</u></p> <p>Requests and authorizations for individuals to have access to classified files.</p> <p>Temporary. Cut off at close of fiscal year in which authorization has been terminated. Destroy two years after authorization expires.</p>	New GRS 18/7 (same)	<p>Note for record: AAFES has elected to use 1703-02 in lieu of 301-04. PA M, Gaston DW 1-3-84</p>
2	<p><u>302-02 ART WORK, JOB CONTROL OF PROJECT FILES</u></p> <p>a. Work Orders, AAFES FORM 3700-3, or Request for Graphics and Photo Services, AAFES FORM 3350-19, requestors' instructions, sketches and other related papers. Arranged by division and by month.</p> <p>Temporary. Cut off at close of fiscal year in which job is completed. Destroy 1 year after cutoff.</p>	302-02 GRS 13/3a (same)	25 items

*No mass data change sheet required. Copy of job sent to NNM by RAW, 6/2/82.  
Closed Out: 6-2-82: R.T.D.  
Copy to Agency*

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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>b. Log work containing job number and job history.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	<p>New GRS 13/4 (same)</p>	
3	<p><u>304-03 FORMS MANAGEMENT REPORTS</u></p> <p>Delete.</p>		
4	<p><u>305-01 LIBRARY ACQUISITION FILES</u></p> <p>Control records accumulated in procuring reading and reference materials. Includes requisitions, purchase orders, receiving reports, packing lists, invoices, and related documents.</p> <p>a. Record copy(Central Library or Controlling Office)</p> <p>Temporary. Cut off at close of fiscal year in which procurement action is terminated. Destroy 2 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	<p>305-01</p> <p>New</p>	
5	<p><u>305-02 ORGANIZATIONAL MEMBERSHIP FILES</u></p> <p>Documents accumulated in applying for and obtaining membership in various professional/civic/community organizations. Includes applications, justification, approvals, invoices, and related documents.</p> <p>a. Record copy(Central Library or Controlling Office)</p> <p>Temporary. Cut off at close of fiscal year in which membership is terminated. Destroy 2 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year, destroy 1 year after cutoff.</p>	<p>305-02</p> <p>New</p>	
6	<p><u>310-02 FORMS REQUISITION FILES</u></p> <p>AAFES FORM 3300-15, Forms Publications Requisition for forms and manuals and related documents.</p>	<p>310-02a+b</p>	<p>(Change)</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
7	<p>Temporary. Cut off quarterly. Destroy 90 days after cutoff.</p> <p><u>310-03 FORMS SUPPLY CONTROL FILES</u></p> <p>AAFES Forms/Publications Status Report-Forms and Forms Control Weekly Activity Listing, which are maintained to reflect the status of supply of blank forms.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	310-03a1b	(change)
8	<p><u>310-04 PUBLICATION OR FORMS SHIPPING ORDER FILES</u></p> <p>Delete.</p>		
9	<p><u>311-04 PUBLICATIONS DIRECTIVES RECORD SET</u></p> <p>Official file copy of each AAFES internal publication, staff memos, bulletins, manuals, supplements, and similar material, together with supporting case files, if any, maintained by the issuing/controlling office. OPRs should send with the Request for Reproduction, AAFES FORM 3350-10, all permanent directive background material to the issuing/controlling office for filing under this disposition standard. <u>Arranged alphabetically by publications title or numerically.</u></p> <p>Permanent. Cut off at close of fiscal year in which publications are rescinded or superseded. Transfer to FRC when 2 years old. Offer to NARS when 15 years old.</p>	311-04	(Instructions change only)
10	<p><u>311-05 PUBLICATION TYPEWRITER TAPES</u></p> <p>Change to:</p> <p><u>311-05 PUBLICATION TYPEWRITER TAPES AND TEXT WORD-PROCESSING DISKS</u></p> <p>Magnetic tapes and disks used in preparation of publications tapes and disks are revised or changed as necessary. Arranged by publication.</p> <p>Temporary. Maintain in active file until superseded and reuse.</p>	311-05	(change)
11	<p><u>311-06 PUBLICATIONS/FORMS REQUIREMENTS FILES</u></p> <p>Change to:</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><u>311-06 PUBLICATIONS REQUIREMENTS FILES</u></p> <p>Correspondence from AAFES elements to AD-M requesting changes/additions to the master distribution requirements for AAFES directives.</p> <p>Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.</p>	311-06	(change)
12	<p><u>311-07 PUBLICATION MASTER MATS</u></p> <p>Change to:</p> <p><u>311-07 PUBLICATION CAMERA READY-PENDING FILES</u></p> <p>Masters of the latest publications used for reproduction purposes. Arranged by publication.</p> <p>Temporary. Keep in CFA until publication is rescinded, superseded or obsolete, then destroy.</p>	311-07	(change)
13	<p><u>311-08 PUBLICATIONS PLANNING FILES</u></p> <p>Change to:</p> <p><u>311-08 DIRECTIVES PLANNING FILES</u></p> <p>Background matter relating to directives (ESMs and changes, SMs, ESBs, MILs, Command Letters, Retail Mark-up Manual, Pricing Manual for CONUS Exchanges) including drafts, research and history notes, and similar materials. This file is for OPRs to keep background material they need. Any material that should become a permanent part of the publication's history should be sent to the issuing/controlling office with the Request for Reproduction, AAFES FORM 3350-10, where it will be controlled under disposition standard 311-04.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>	311-08	(change)
14	<p><u>311-09 POLICY AND PROCEDURES CONTROL FILE</u></p> <p>Correspondence between Administrative Services Division and various HQ Divisions/Offices on incorporating policies and procedures into AAFES directives.</p> <p>Temporary. Cut off at close of fiscal year in which action has been completed. Destroy 1 year after cutoff.</p>	New	

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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
15	<p><u>311-10 PUBLICATIONS HISTORY CONTROL FILES</u></p> <p>History of all AAFES directives (ESMs, ESM changes, ESBs, SMS, AOs, Ops Plans, Contingency Plans, MILs, Command Letters, Master Plans, Retail Markup Manual, Pricing Manual for CONUS Exchanges, HQ Circulars) including title and date of publication, OPR, date received in AD-M, number of pages, print quantity, date sent to AD for signature, date sent to print plant, date distributed, date camera-readys sent to Europe, date camera-readys returned from print plant and supersession/recision information.</p> <p>Temporary. Keep in active files until no longer needed for reference and destroy.</p>	New	
16	<p><u>311-11 HQ CIRCULAR CASE FILES</u></p> <p>a. Controlling Office. This file contains background material, requests for reproduction and surplus printed copies of HQ Circulars.</p> <p>Temporary. Cut off at end of calendar year. Destroy after 1 year.</p> <p>b. Other Offices.</p> <p>Temporary. Destroy when no longer needed for reference.</p>	New	
17	<p><u>311-12 MAJOR AAFES EVENTS CASE FILES</u></p> <p>This file contains the backup, requests for reproduction and printed copies of the monthly Major AAFES Events.</p> <p>a. Record copy. Issuing or controlling office.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Destroy 90 days after monthly cutoff.</p>	New	
18	<p><u>311-13</u></p> <p><u>NON-DIRECTIVE PUBLICATION RECORD SETS</u></p> <p>Record sets of Copies of non-directive publications, record sets. OPRs should screen for applicable historical information and transfer to the history file (501-01a).</p>	New	

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19	<p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff or when superseded, whichever is sooner.</p> <p><u>312-03 RECORDS DISPOSITION CAMPAIGN FILES</u></p> <p>Delete. Note: None of the records are stored in Federal Records Centers.</p>		
20	<p><sup>05</sup> <u>902-04 DATA SYSTEMS EQUIPMENT REFERENCE FILES</u></p> <p>These documents include specific hardware, software and telecommunications back-up materials and related correspondence for projects. Included are detailed configurations by AAFES location and current operational requirements.</p>	New	
21	<p>Temporary. Cut off at close of fiscal year in which the system is terminated. Destroy 5 years after cutoff.</p> <p><u>1306-08 VENDOR REGISTRATION FILES</u></p> <p>Consists of AAFES FORM 3900-58, Visitors Registration, AAFES FORM 3900-56, Notice of Appearance before Exchange Activity and AAFES FORM 3900-57, Notice of Appearance before Exchange Activity Continuation Sheet.</p>	New	
22	<p>Temporary. Cut off at close of fiscal year. Transfer to FRC or RHA (as applicable) 1 year after cutoff. Destroy 10 years after cutoff.</p> <p><u>1306-09 SELECTION COMMITTEE FILES</u></p> <p>Records of the Merchandise Selection Committee, including voting records and approved documents pertaining to the committee recommendations.</p>	New	
23	<p>Temporary. Cut off at close of fiscal year. Keep in CFA for 2 years and retire to FRC or RHA, as applicable. Destroy 6 years after cutoff.</p> <p><u>1701-10 KEY CONTROL RECORDS</u></p> <p>Includes inventory records and forms relating to key control. Arranged chronologically.</p> <p>Temporary. Cut off at close of fiscal year in which records are initiated. Destroy one year after cutoff.</p>	New	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
24	<p><u>702-23 CHECK-CASHING PRIVILEGE FILES</u></p> <p>Change to:</p> <p><u>702-23 CHECK-CASHING PRIVILEGE FILES</u></p> <p>Case files relating to advancing, revoking or suspending, restoring, and general supervision of check-cashing privileges. Included are letters to the individual about the individuals, notices to and from banks concerned, copies of the returned checks, envelopes showing attempts to contact the passer, reimbursement receipts, and other related papers. <u>the bad check, letters to post/base commanders about</u></p> <p>Temporary. Cut off at close of fiscal year in which case is closed, <del>or where office space doesn't permit, cut off quarterly in which case is closed and retire to FRC or RHA.</del> Destroy 6 years after cutoff.  <i>[Amended by R. Wire per R. Knight, 3/17/82]</i></p>	702-23	(Disposition wording clarified)
25	<p><u>702-66 DEFERRED PAYMENT PLAN FILES</u></p> <p>Case files concerning repayment obligations resulting from the purchase of merchandise on a credit plan. Included are Deferred Payment Plan applications, Deferred Payment Plan Charge Tickets, Deferred Payment Plan Statements of Accounts, letters to the individual about the debt, letters to post/base commanders about the individuals, Pay Adjustment Authorization, reimbursement receipts and other related papers.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed, <del>or where office space doesn't permit, cut off at end of quarter in which case is closed, and retire to FRC or RHA.</del> Destroy 6 years after cutoff.</p> <p><i>[Job amended by R. Wire per R. Knight, 2/12 + 3/17/82]</i></p>	New	