

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-334-82-2	
DATE RECEIVED Apr: 13, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-30-82 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
Office Systems and Planning Branch/Records Mgmt.

4. NAME OF PERSON WITH WHOM TO CONFER
**RONALD A. KNIGHT
Records Management Officer**

5. TEL EXT
**738-3127
FTS: ~~7382251~~**

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 **46** 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 30 Mar 82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Records Management Officer
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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>Change 1203-07 to read:</p> <p>SOURCE LIST APPLICATIONS AND SOURCE LISTS</p> <p>a. <u>Source List Applications</u>. Applications completed by firms interested in selling to AAFES as required in Exchange Service Procurement Instructions. Temporary. Cut off at close of fiscal year in which (1) the application was received, (2) the source was removed from the source list, (3) determined inactive, or (4) the last contract with the source expired or was terminated, whichever is later.</p> <p>1. Service related applications. Destroy 6 years after cutoff.</p> <p>2. Other Applications. ^(a) Destroy 6 years after cutoff if there was a contract with the service, ^(b) otherwise, destroy 2 years after cutoff.</p> <p>b. <u>Source Lists</u>. Lists established by all AAFES purchasing activities for merchandise, equipment, supplies, construction and services, including direct or support services as required in Exchange Service Procurement</p>	(new)	(203-07)

115-107

*Mass data change sheet attached to manual page change (annotated).
Copy of job to NNM by RAW, 9/19/82.
Closed out: 9-14-82: CM
Copy to Agency
[unclear] of the annotated page to All FRCs.*

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

28 items

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	<p>Instructions. Lists consist of all interested sources determined qualified to receive solicitations. Source lists for services and construction are developed for each specific service or project and become an integral part of the solicitation/contract file. Temporary. Cut off at close of fiscal year in which source list is reaccomplished or superseded. Destroy 2 years after cutoff when superseded or obsolete.</p> <p>ADD: [Amended by R. Wire per R. Knight, 6/23/82]</p>	GRS 3/ 6 d (same)	
2	<p>1203-10 <u>New Car Sales Representative Files</u>. Documents and related correspondence regarding area clearance, issuance and revocation of travel orders, performance of the sales representative and register to control travel order numbers. Arranged alphabetically by new car sales contractor.</p> <p>a. Sales Representative Files. Temporary. Cut off at close of fiscal year in which the sales representative terminates employment with new car sales contractor. Destroy 2 years after cutoff.</p> <p>b. Sales Representative Travel Order Register. Temporary. Cut off long sheets at end of fiscal year in which all travel orders listed thereon expire/or are revoked. Destroy 2 years after cutoff.</p> <p>Change 1603-01 to read:</p>	(new)	
3	<p>1603-01 <u>Report of Manpower Survey</u>. Reports created in conducting surveys of manpower requirements and utilization. Contains the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, and accomplishments.</p> <p>a. <u>Record Copy</u>. Temporary. Cut off at close of fiscal year in which survey is completed. Keep in CFA for 4 years after cutoff and destroy.</p> <p>b. <u>Other Copies</u>. Temporary. Cut off at close of fiscal year in which superseded and destroy.</p>	1603-01a 1603-01b	
4	<p>1603-04 <u>MANPOWER MANAGEMENT FILES</u>. Documents and supporting papers created in allocating manpower spaces to specific organizational segments. Included are manpower authorization vouchers; manning documents; requests for change in organization, manning, position classification; or other</p>		

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	<p>documents that authorize, limit, increase or decrease manning levels to be filed by organizational elements.</p> <p>a. Record Copy (HQ AAFES).</p> <p>(1) Hard copy.</p> <p>(a) Hard copy not microfilmed. Temporary. Cut off at close of FY. Retire to FRC 2 years after cutoff. Destroy 15 years after cutoff.</p> <p>(b) Hard copy to be microfilmed. Temporary. Cut off at close of FY. Retain in active files for 2 years, then microfilm. Destroy hard copy when microfilm has been verified.</p> <p>(2) Microfilm copy. Temporary. Destroy in CFA when no longer needed for reference.</p> <p>b. Other Copies. Temporary. Cut off at close of FY. Destroy when superseded.</p>	(1603-04a)	
5	<p><u>1603-06 LADDER DIAGRAM FILES.</u></p> <p>Copies of currently authorized diagrams for each occupational group of positions showing grades, job codes, titles and abbreviations for titles.</p> <p>a. Record Copy.</p> <p>(1) Hard copy. Temporary. Cut off at close of FY. Retain in active files for 2 years, then microfilm. Destroy hard copy when microfilm has been verified.</p> <p>(2) Microfilm copy. Temporary. Destroy in CFA when no longer needed for reference.</p> <p>b. Other Copies. Temporary. Cut off at close of FY. Destroy when superseded or no longer needed for reference.</p>	(1603-04b)	
6	<p><u>1603-07 MANNING MASTER REPORT FILES</u></p> <p>Microfiche copies of reports taken from the Manning Master Report (PMO-10100) which reflect authorized strength and statistical data relative to occupational groupings, grades, job codes, titles, etc., used for analysis purposes. Includes the following reports:</p> <p>Manning Masters (PMO-10100) Authorized Positions by Grade (PMO-191) Job Ladder Diagrams/Worldwide (PMO-170) Authorized Positions by Career Area/Grade (PMO-134)</p>	(new)	

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7	<p>Job Ladder Diagrams (PM0-178) Authorized Position by Grade/ Job Code Tables (PM30X002) Career Area (PM0-133) Facility Tables (PM30X003) Job Family Analysis (PM-72)</p> <p>a. Microfiche Record Copy. Temporary. Cut off at close of fiscal year. Retain in microfilm storage area and destroy when 15 years old.</p> <p>b. Other Microfiche Copies. Temporary. Cut off at close of fiscal year. Keep in CFA until 4 years after cutoff and destroy.</p> <p>Change 1604-07 to read:</p> <p><u>1604-07 COMMAND : DIRECTIVE COORDINATION AND CONTROL FILES.</u></p> <p>Documents created as a result of coordination and clearances of changes to AAFES general and operating policies, or similar directives, issued by the DA and/or DAF. Includes clearance requests, concurrences, backup papers, record of actions, and copy of final issuance by the DA and/or DAF. Arranged by control number.</p> <p>a. Office of Record. <i>Record Copy.</i></p> <p>(1) <u>Hard Copy.</u> Temporary. Cut off at close of fiscal year. Maintain in office of records for 2 years, then microfilm. <i>(1604-07)</i> Destroy hard copy after microfilm has been verified.</p> <p>(2) <u>Microfilm Record Copy.</u> Temporary. Maintain in CFA until no longer needed for reference and destroy.</p> <p>b. Other Offices. <i>Copies.</i></p> <p>Hard Copy. Temporary. Cut off at close of fiscal year. Destroy 2 years after cut off.</p>		
8	<p><u>1604-11 SUPPORT OF MILITARY EXERCISES. FILES.</u></p> <p>Correspondence and related documents concerning logistics support, personal services, resale merchandise, etc., provided to US Armed Forces elements deployed for exercise maneuvers.</p> <p>a. Record Copy Temporary. Cut off at close of fiscal year in which no longer needed for reference purposes. Screen</p>	<i>(new)</i>	

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	<p>the files for historical data which is to be transferred to the AAFES Organization History Files (501-01). Maintain other information in CFA for 2 years after cutoff and retire to FRC. Destroy 5 years after cutoff.</p> <p>b. Other copies: Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>		
9	<p><u>1604-12 MEMORANDUMS OF UNDERSTANDING, SUPPORT AND TRANSFER AGREEMENTS.</u></p> <p>Agreements and related papers concerning various types of support services to included utilities, logistics, medical, fire protection/prevention, security administrative facilities, as required to appropriated and nonappropriated support elements.</p> <p>a. Record Copy. Permanent. ^{Temporary.} Cut off at close of fiscal year in which superseded or rescinded. Maintain in CFA until no longer needed for reference purposes then transferred to AAFES Organization History Files (501-01). Destroy remaining files in CFA 10 years after cutoff or when no longer needed for reference. ^{Screen the files for historical data to be}</p> <p>b. Other copies. Temporary. Cut off at close of fiscal year in which agreement is superseded or rescinded. Destroy after ² years after cutoff.</p>	(new)	
10	<p><u>1604-13 LEGISLATIVE CASE FILES.</u></p> <p>Correspondence and related papers pertaining to inquiries, studies and subjects of interest to elements of the federal government such as the House Armed Services Committee, Nonappropriated Fund Panel, and other legislative committees.</p> <p>a. Record Copy. Permanent. ^{Temporary.} Cut off at close of fiscal year in which case is closed. When no longer needed for reference purposes, transfer to AAFES Organization History Files (501-01). Destroy remaining files in CFA 10 years after cutoff or when no longer needed for reference. ^{Screen the files for historical data to be}</p> <p>b. Other Copies. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>	(new)	
11	<p><u>1604-14 MANAGEMENT CONSULTANT SERVICES. FILES.</u></p> <p>Documents concerning consultant services provided AAFES by individuals in the hierarchy of their respective organizations in the fields of merchandising, marketing, retailing, etc.</p>	(new)	

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	<p>Documents may include biographies of individuals, charters, research papers, reports and recommendations.</p> <p>a. Record Copy. Temporary. Cut off at close of fiscal year. Retain in CFA for 20 years and transfer to FRC. Destroy 5 years after cutoff.</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, whichever is sooner.</p> <p>[Job amended by R. Ware per R. Knight, 6/23/82]</p>		