

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

LEAVE BLANK	
JOB NO	NCL-334-82-3
DATE RECEIVED	July 8, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-9-83 <i>Date</i>	<i>Robert May</i> <i>Archivist of the United States</i>

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

4. NAME OF PERSON WITH WHOM TO CONFER  
RONALD A. KNIGHT  
Program Analyst (Records Mgmt)

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 2 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 <u>25 Jan 82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <u>Program Analyst (Records &amp; Micro:)</u>
-----------------------------	---	---

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><u>308-02 PARKING VIOLATION FILES</u></p> <p>Includes parking citations and related correspondence.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>	GRS 18, Item 15b (same)	
2	<p><u>801-07 WEEKLY APPLICATION OF AUDIT TIME</u></p> <p>Document accumulative in capturing direct and indirect audit time. Includes AAFES Form 2200-10, Weekly Applications of audit time, edit runs and supporting documents.</p> <p>a. Weekly applications of audit time and supporting documents. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	new	
3	<p>b. Edit Runs. Temporary. Destroy when AAFES Form 2200-10 has been corrected and approved.</p>	new	
<p><i>No mass data change sheet required.</i></p>			9 items

115-107

*Copy of ... sent to NNM by RAW, 3/11/83.*

*Copy to agency, 3-21-83; 88.*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<sup>10</sup> <del>1306-08</del> VENDOR MASTER FILE (VMF) DATA BASE SOURCE DOCUMENTS		
4	Documents relating to establishment, deletion or changes to vendor name and address data in the VMF data base. <sup>b</sup> Hard copy; destroy <del>it</del> when microfilm has been verified.	new	
5	<sup>(Microfilm)</sup> <sup>a</sup> Record Copy <sup>A</sup> Temporary. Cut off at close of fiscal year. Destroy 10 years after cutoff.	new	
6	<sup>11</sup> <del>1306-09</del> IMPROVED MERCHANDISE MANAGEMENT CONTROL PROGRAM - ITEM MASTER FILE SOURCE DOCUMENT FILES  Source documents relating to assignment of item numbers and item data cuts the IMMCP-IMF data base. Item data assignment includes all AAFES tangible assets.  Temporary. Maintain in CFA and destroy upon entry of user data into the data base.	new	
7	<sup>12</sup> <del>1306-10</del> IMPROVED MERCHANDISE MANAGEMENT CONTROL PROGRAM - ITEM MASTER FILE (IMMCP-IMF)  Index of item in the Item Master File (Microfiche only).  Temporary. Cut off at close of fiscal year. Maintain in CFA and destroy when 6 years old.	new	
8	<sup>13</sup> <del>1306-11</del> DISTRIBUTION ANALYSIS REPORT  Correspondence and supporting documents regarding payment schedules.  Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.	new	
9	702-63 VENDOR CODE BOOK FILES -  Delete. (NOTE: This record is not stored at FRC).  [Amended by R. Wire per M. Gaston, 12/8/82 and 1/4/83]		