

**REQUEST FOR RECORDS DISPOSITION 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  
Office Systems and Planning Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
MARILYN M. GASTON  
Management Analyst (Records)

5. TEL EXT  
FTS: 738-2282

LEAVE BLANK	
JOB NO	<u>NCI-334-83-1</u>
DATE RECEIVED	<u>11/29/82</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>6-29-83</u> Date	<u>[Signature]</u> 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 4 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	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>16 Nov 82</u>	<u>Marilyn M. Gaston</u>	<u>Management Analyst (Records)</u>				
			<u>1</u>	<u>102-01 Reading or Chronological Files</u>  An extra copy of correspondence, originated in your office, and used as a reading or reference file. The Executive Office, HQ AAFES, offices of OES commanders and region chiefs may keep a reading file of selected correspondence originated by subordinate staff elements.  <del>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff or when reference value has been exhausted, whichever is sooner.</del>		<u>Item 1 With- drawn</u>
			<u>2</u>	<u>201-01 Executive Management Records</u>  a. Record copy of outgoing correspondence originated by the Commander, Deputy Commander, Assistant to the Commander, Chief of Staff or commanders of OES headquarters.  <del>Permanent. Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff. Offer to NARS 15 years after cutoff.</del>		<u>Item 2a With- drawn</u>

115-107

Mass data change sheet required. Copy of job sent to NNM by RAW on 7/1/83. Copy to agency as enclosure to NCD's letter of July 21, 1983.

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

16 items

All FRC's sent by DMU on 8-1-83. (NCD 83-179)

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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><del>b. Record copy of outgoing correspondence signed by the Commander, Assistant to the Commander, Chief of Staff, Deputy Commander or heads of OES headquarters, but originated at subordinate staff level.</del></p> <p><del>Temporary. Cut off at close of fiscal year. Transfer to RHA or FRC 2 years after cutoff. Destroy 4 years after cutoff.</del></p>		Item 2b Withdrawn
3	<p><u>201-02 Committee Files</u></p> <p>Delete. See 1604-15.</p>		
4	<p><u>201-03 Committee Management Files</u></p> <p>Delete. See 1604-16.</p>		
5	<p><u>201-06 Host-Tenant Support Agreements</u></p> <p>Delete. See 1604-<sup>-12</sup>ANC1-334-82-2)</p>		
6	<p><u>201-09 Commander AAFES Trip Files</u></p> <p>Documents accumulated in planning trips conducted by the Commander, AAFES to installations in the CONUS and oversea areas. Included are topics of interest submitted by HQ AAFES division and office directors, itineraries, and after action reports.</p> <p>a. Record Copy.</p> <p>Temporary. Cut off at close of fiscal year. Screen the files for historical data to be transferred to AAFES Organization History Files (501-01). Destroy remaining files in CFA 1 year after end of the Commander's tour.</p> <p>b. Other Copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cut off or when no longer needed for reference, whichever is sooner.</p>	new	
7	<p><u>303-02 Incoming and Outgoing Message Files</u></p> <p>Copies of incoming and original authenticated copies of outgoing messages maintained by telecommunications unit and other centralized filing facilities. (GRS-12-3). Temporary. Cut off monthly. Destroy 60 days after cutoff.</p>	<p>303-02a (1 year) +</p> <p>303-02b (90 days) GRS 12/3B (2 months)</p>	

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8	<p><u>311-03 Publication Background Files</u></p> <p>Delete. See 311-04 (NC1-334-82-1).</p>	<p>Clarification of NC1-334- 81-4, Item 13.</p>	
9	<p><u>1604-15 Committee Files</u></p> <p>Files consist of but are not limited to directives, charters, or correspondence establishing official long-term boards and committees and all other short-term committees; committee/work group reports; minutes of meetings and other papers relating to establishment, revision, or termination of individual studies and/or projects. Those committees considered "long-term" in nature would include: Master Planning Board, Civilian Advisory Board, Development Planning Committee, Armed Forces Exchange Coordinating Committee, etc. Other committees established for a specific, one-time purpose, to be disestablished after that purpose has been accomplished, are considered "short-term" committees.</p> <p>a. Long-Term Committee Files. <i>Arranged alphabetically by name of committee.</i></p> <p>(1) Record copy.</p> <p>Permanent. Cut off at close of fiscal year. Maintain in office of record two years after cutoff, then microfilm. Transfer hard copy to FRC. Offer to NARS when <sup>hard copy</sup> 20 <sup>^</sup> 15 Years old.</p> <p>(2) Microfilm Copy.</p> <p>Temporary. Cut off at close of fiscal year. Maintain in office of record until no longer needed for reference and destroy.</p> <p>(3) Other Hard Copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy two years after cutoff or when no longer needed for reference.</p> <p>b. Short-Term Committee Files</p> <p>Temporary. Cut off at close of fiscal year in which committee is terminated. Destroy two years after cutoff or when no longer needed for reference.</p>	<p>201-02 (perm. per NC-334- 75-2, Item 1)</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
10	<p><u>1604-16 Committee Management Files</u></p> <p>Documents created in reviewing and coordinating the establishment, continuance and dissolution of committees, including councils, boards, commissions, panels, task/work groups, etc. The coordination and review is to prevent overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to committees. Included are committee establishment proposals, approvals, papers reflecting changes in committee membership, committee charters, reports on establishment and composition, and related papers.</p> <p>Temporary. Cut off at close of FY following discontinuance or disapproval of establishment of committee. Destroy 2 years after cutoff.</p>	201-03 a + b (disposable)	
11	<p><u>1204-08 Contractors' Payroll Files</u></p> <p>Delete. See 1204-03b.</p> <p>[Job amended by R. Wire per M. Gaston, 6/15/83]</p>		