

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

DW 1-25-84 OK 1/8/84

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 & Planning Branch

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

5. TEL EXT
ETS: 738-2282

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

JOB NO
NCI-334-84-2

DATE RECEIVED
1/27/84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Withdrawn 1-8-85
Date Archivist of the United States

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 8 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 Jan 84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i>	E. TITLE Management Analyst (Records)
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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>Listed below are proposed changes and additions to the Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p><u>1701-03 REPORTS OF INVESTIGATION FILES</u></p> <p>Reports prepared by military and civilian police agencies, military boards, etc., concerning their investigations of exchange losses resulting from house-breaking, robbery, fraud, customer or employee dishonesty, and other felonies and misdemeanors. This includes interview records, cover sheets, transmittal sheets, lists of property stolen/recovered, recommendations for action to minimize recurrence and related papers.</p> <p>a. Reports of Investigation pertaining to UA employees and vendors.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed. Destroy 10 years after cutoff.</p>		<p>Job With- drawn 1-8- 85</p> <p>36 items</p>

No mass data change sheet required. Copy of job sent to agency as enclosure to NITR's 1-8-85 letter.

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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
2	<p>b. All other Reports of Investigation.</p> <p>(1) Record copy.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed. Destroy 2 years after cutoff.</p> <p>(2) Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed. Destroy 1 year after cutoff or when administrative purpose has been served, whichever is sooner.</p> <p><u>1701-05 CRIMINAL INVESTIGATION REPORT CONTROL LOG</u></p> <p>Includes type of case, case number, location, dates, etc., relating to criminal investigation reports.</p> <p>Temporary. Cut off at close of fiscal year in which all cases are closed. Destroy 3 years after cutoff.</p> <p><u>1701-06 ELECTRONIC SURVEILLANCE FILES</u></p> <p>File includes Reports of Operation concerning closed circuit television, Target Analysis, MICOM Summary Operations Report, electronic surveillance operations and other supporting documents.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of fiscal year in which surveillance is conducted. Destroy 5 years after final action. (GRS 18-10)</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which surveillance is conducted. Destroy 1 year after final action.</p>	<p>NCI-334-80-3 (ITEM 2)</p> <p>NCI-334-80-3 (ITEM 3)</p>	<p>Job with- drawn</p>

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4	<p>1701-08 <u>INCIDENT REPORT FILES</u></p> <p>Reports of shoplifting, employee theft, etc., that do not qualify as serious incidents. Includes Incident Report, AAFES FORM 3900-14 and Incident Record, AAFES FORM 3900-16. Also includes reports of action taken against shoplifters.</p> <p>a. Record copy (SSFOS, AAFES-EUR-SS, AAFES-PAC-SS).</p> <p>Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off monthly. Destroy 1 year after cutoff.</p>	<p>NCJ-334-80-3 (ITEM 5)</p>	<p>Job with- drawn</p>
5	<p>1701-09 <u>LOSS AND CRIME PREVENTION SURVEY FILES</u></p> <p>Includes copies of Loss and Crime Prevention Surveys, checklists and other related documents.</p> <p>Temporary. Cut off at close of fiscal year in which final action is taken. Destroy 2 years after cutoff.</p>	<p>NCJ-334-80-3 (ITEM 6)</p>	
6	<p>1701-10 <u>KEY CONTROL RECORDS</u></p> <p>Inventory records and forms relating to key control.</p> <p>Temporary. Cut off at close of fiscal year in which keys are released. Destroy 1 year after cutoff.</p>	<p>NCJ-334-82-7</p>	
7	<p>1701-11 <u>MEMORANDUM OF INQUIRY FILES</u></p> <p>Reports prepared by AAFES investigators concerning their investigations of exchange losses resulting from housebreaking, robbery, fraud, customer or employee dishonesty, and other felonies and misdemeanors. This includes Verbal Communication Record (HOTLINE), Memorandum of Inquiry (MOI), interview records, cover sheets, transmittal sheets, lists of property stolen/recovered, recommendations for action to minimize recurrence and related papers.</p>	<p>NEW</p>	

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8	<p>a. Record copy. Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p> <p>b. Other copies. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>1701-12 <u>HOTLINE ACTIVITY FILES</u></p> <p>Includes initial transcriptions of calls and letters of complaints <u>not</u> pertaining to Fraud, Waste and Abuse (FWA), and FWA Statistical Reports.</p> <p>a. Non-FWA Reports. (1) Record copy. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff. (2) Other copies. Temporary. Destroy after 90 days or when administrative purpose has been served, whichever is sooner.</p> <p>b. FWA Statistical Reports. (1) Record copy. Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff or when no longer needed for reference, whichever is sooner. (2) Other copies. Temporary. Destroy after 90 days or when administrative purpose has been served, whichever is sooner.</p>	NEW	Job with- drawn

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9	<p><u>1702-01 PROPERTY DAMAGE REPORT FILES</u></p> <p>Forms, reports, correspondence and investigative records relating to AAFES property damage including customer property damage, whether or not a claim for compensation was made, excluding copies kept as part of claim files covered under Appendix 7, Section 4, ESM 5-1.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of calendar year. Destroy 5 years after cutoff.</p> <p>b. Other copies (excluding copies for mechanized statistical report).</p> <p>Temporary. Cut off at close of calendar year. Destroy 2 years after cutoff.</p> <p>c. Copy for mechanized statistical report.</p> <p>Temporary. Destroy 90 days after data is entered into system.</p>		<p><i>Job with-drawn</i></p>
10	<p><u>1702-02 OCCUPATIONAL SAFETY AND HEALTH INSPECTIONS AND SURVEY FILES</u></p> <p>Documents pertaining to Occupational Safety and Health inspections and surveys including findings and recommendations for correction and related documents.</p> <p>a. Record copy (Exchange/Distribution Regions).</p> <p>Temporary. Cut off at close of calendar year in which correction is completed. Destroy 2 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of calendar year in which correction is completed. Destroy 1 year after cutoff.</p>	<p><i>ncj-334-80-3 (ITEM 7)</i></p>	

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11	<p>1702-03 <u>OSHA SAFETY AND HEALTH COMPLIANCE RECORD</u></p> <p>Deleted. File under Occupational Safety and Health Inspections and Survey Files, 1702-02.</p>	<p>NCL-334-80-3 (ITEM 8)</p>	<p>Job with- drawn</p>
12	<p>1702-04 <u>DOD CONSOLIDATED REPORT OF INJURIES, ILLNESSES AND PROPERTY DAMAGE FILES</u></p> <p>Reports and correspondence.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of calendar year. Destroy 5 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of calendar year. Destroy 1 year after cutoff.</p>	<p>NCL-334-80-3 (ITEM 9)</p>	
13	<p>1702-05 <u>INJURY AND ILLNESS REPORT FILES</u></p> <p>Forms, reports, correspondence and investigative records relating to on-the-job injuries/illnesses and customer injuries whether or not a claim for compensation was made, <u>excluding</u> copies filed in the Official Personnel Folder, and copies kept as part of claim files, covered under Appendix 7, Section 4, ESM 5-1.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of calendar year. Destroy 5 years after cutoff. (GRS 1-32)</p> <p>b. Other copies (excluding copy for mechanized statistics report).</p> <p>Temporary. Cut off at close of calendar year. Destroy 2 years after cutoff.</p> <p>c. Copy for mechanized statistical report.</p> <p>Temporary. Destroy 90 days after data entered into system.</p>	<p>NEW</p>	

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14	<p><u>1702-06 LOG AND SUMMARY REPORT OF FEDERAL OCCUPATIONAL INJURIES AND ILLNESS FILES</u></p> <p>Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries/illnesses whether or not a claim for compensation was made.</p> <p>a. Record copy.</p> <p>Temporary. Cut off at close of calendar year. Destroy 5 years after cutoff. (GRS 1-32)</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of calendar year. Destroy 2 years after cutoff.</p>	NEW	Job Withdrawn
15	<p><u>1702-07 EXPOSURE, MEDICAL AND ANALYSIS RECORD FILES</u></p> <p>Exposure and medical records, and analysis thereof, of employees exposed to toxic substances or harmful physical agents as defined in 29 CFR 1910.20.</p> <p>Temporary. Cut off at close of fiscal year in which employee is separated. Destroy 30 years after cutoff.</p>	NEW	
16	<p><u>1703-02 CLASSIFIED MATERIAL ACCESS FILES</u></p> <p>Documents maintained by control points or custodians of classified files that constitute authorization for individuals to have access to classified defense information or material. Authorizations contain individual's name and signature, level of access authorized, briefing acknowledgement, and signature of official authorizing access.</p> <p>a. In CONUS.</p> <p>Temporary. Cut off when access is terminated for any reason, then transfer to HQ AAFES-SS for maintaining under 1703-03.</p>		

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17	<p>b. Overseas.</p> <p>Temporary. Cut off when access is terminated for any reason, then transfer to designated security control office for maintaining under 1703-03.</p> <p>1703-03 <u>PERSONNEL SECURITY CLEARANCE CASE FILES</u></p> <p>Clearance-level forms, access authorizations, statements of personal history, and other documents relating to security clearance status.</p> <p>a. Record copy (HQ AAFES-SS).</p> <p>Temporary. Cut off at close of fiscal year in which employee retires or terminates. Destroy 2 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which employee retires or terminates. Destroy 2 years after cutoff or when administrative purpose has been served, whichever is sooner.</p>		Job With- drawn
18	<p>1803-06 <u>POSITION OF TRUST CASE FILES</u></p> <p>File includes National Agency Check, AAFES FORM 1100-23, statements of personal history and other documents relating to the status of a National Agency Check.</p> <p>a. Record copy (HQ AAFES-SS, AAFES-PAC-SS).</p> <p>Temporary. Cut off at close of fiscal year in which employee retires or terminates. Destroy 5 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which employee retires or terminates. Destroy 2 years after cutoff or when administrative purpose has been served, whichever is sooner.</p>	NEW	