

**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 & Planning Branch**

4. NAME OF PERSON WITH WHOM TO CONFER <b>MARILYN M. GASTON Management Analyst (Records)</b>	5. TEL EXT <b>FTS: 738-2282</b>
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JOB NO <b>NCI-334-84-3</b>
DATE RECEIVED <b>2/15/84</b>
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>
<i>Jan 25, 85</i> <i>Robert Nas</i> <small>Date Archivist of the United States</small>

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 <b>2 Feb 84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i>	E. TITLE <b>Management Analyst (Records Mgt Officer)</b>
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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>Listed below is a proposed change to the Army and Air Force Exchange Service Manual, ESM 5-1, as requested by NARS letter of July 21, 1983 (Inclosure 1). Request part "a" be deleted and the disposition be as follows:</p> <p><u>102-01 Reading or Chronological Files</u></p> <p>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.</p> <p>Temporary. Cut off at close of fiscal year. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
	<p><i>No mass data change sheet required. Copy of job sent to agency and to NAIM by RAW on 1-30-85!</i></p>		<i>1 item</i>