

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

LEAVE BLANK	
JOB NO <b>NCI-334-84-3</b>	
DATE RECEIVED <b>2/15/84</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>Jan 25, 85</i> Date	<i>Robert H. May</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 & Planning Branch

4. NAME OF PERSON WITH WHOM TO CONFER MARILYN M. GASTON Management Analyst (Records)	5. TEL EXT FTS: 738-2282
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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 1 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 Management Analyst (Records Mgt 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
	<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>		<p><i>1 item</i></p>