

RY334

3 items

Standard Form No. 115
Revised November 1951,
Prescribed by General Services
Administration
GSA Reg. 3-IV-106
115-103

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 13 1973	JOB NO.
DATE APPROVED	MM- 173-175
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
3-21-73 DATE	<i>James E. O'Neill</i> ARCHIVIST OF THE UNITED STATES
<i>acting</i>	

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1 FROM (AGENCY OR ESTABLISHMENT)

Army & Air Force Exchange Service

2 MAJOR SUBDIVISION

Administrative Services Division

3 MINOR SUBDIVISION

Records Management Office

4 NAME OF PERSON WITH WHOM TO CONFER

Fred D. Avery

5 TEL. EXT

2173

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated ("X" only one)

A The records have
ceased to have sufficient
value to warrant
further retention.

B The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occurrence
of the event specified.

8 MAR 73
(Date)

Fred D. Avery
(Signature of Agency Representative)

Records Mgmt Officer
(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Changes for AAFES Records Management Manual, ESM 5-1		
	Change 705-01, which reads:		
1.	705-01 Fixed Assets Purchases Files These files contain papers documenting the approval and purchase of fixed assets. Included are purchase orders, receiving reports, voucher checks, invoices and similar documents. These files used to document purchase and for posting to appropriate accounts. Cutoff at close of fiscal year. Destroy after 6 years. Is changed to read: 705-01 Fixed Assets Purchases Files These files contain papers documenting the approval and purchase of fixed assets. Included are purchase orders, receiving reports, voucher checks, invoices and similar documents. These files used to document purchase and for posting to appropriate accounts. Cutoff at close of fiscal year in which item is sold or otherwise disposed of. Destroy after 6 years.		

DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Change 1605-01, which reads:</p> <p>1605-01 Fixed Assets Purchase Files</p> <p>Contain papers documenting the approval and purchase of fixed assets. Included are purchase orders, receiving reports, voucher checks, invoices and similar documents. These files used to document purchase and for posting to appropriate accounts.</p> <p>Cutoff at close of fiscal year in which all documents have been cleared and data returned to data project file. Destroy after 6 years.</p> <p>Is changed to read:</p> <p>Contain papers documenting the approval and purchase of fixed assets. Included are purchase orders, receiving reports, voucher checks, invoices and similar documents. These files used to document purchase and for posting to appropriate accounts.</p> <p>Cutoff at close of fiscal year in which item is sold or otherwise disposed of. Destroy after 6 years.</p>		
3.	<p>Change 302-02, which reads:</p> <p>302-02 Postal Records</p> <p>Consists of Forms and supporting papers such as receipts for registered and certified mail, insured mail, reports of loss, etc. Includes such documents as POD FORM 434 (Record of Accountable Mail), POD FORM 3877 (Firm Mailing Book Record). Arranged chronologically.</p> <p>Cutoff monthly or quarterly depending on volume. Destroy after 2 years.</p> <p>Is changed to read:</p> <p>302-02 Postal Records</p> <p>Consists of Forms and supporting papers such as receipts for registered and certified mail, insured mail, reports of loss, etc. Includes such documents as POD FORM 434 (Record of Accountable Mail), POD FORM 3877 (Firm Mailing Book Record). Arranged chronologically.</p> <p>Cutoff monthly. Destroy after 6 years.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>