

RY 334

1 item

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 15 1973	JOB NO. NN-173-180
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
<i>3 27 73</i> DATE/TIME <u>James P. O'Neil</u> ARCHIVIST OF THE UNITED STATES	

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

4 NAME OF PERSON WITH WHOM TO CONFER

Fred 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.

12 MAR 73 (Date) [Signature] (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
1.	<p>AAFES Records Management Manual, ESM 5-1, is changed as follows:</p> <p>702-62 which reads:</p> <p>702-62 Matched Document List Files</p> <p>Monthly printout which is a batch listing of matched invoices, receiving reports, and purchase orders. The list shows vendor name, number and address; date; merchandise amount; freight; discount; exchange number; account number; purchase order number, retail price; and net amount actually paid. These files used to reference paid items and lost documents.</p> <p>a. HQ AAFES accounting copies. Cutoff quarterly. Destroy after 3 years.</p> <p>b. ER copies. Cutoff quarterly. Destroy after 3 years.</p> <p>Is changed to read:</p> <p>702-62 Matched Document List Files</p> <p>Computer printout which is a batch listing of matched invoices, receiving reports, and purchase orders. The list</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>shows vendor name, number and address; date; merchandise amount; freight; discount; exchange number; account number; purchase order number, retail price; and net amount actually paid. These files used to reference paid items and lost documents.</p> <p>a. HQ AAFES Copies Cutoff quarterly. Destroy after 1 year.</p> <p>b. ER Copies Cutoff quarterly. Destroy after 90 days.</p>		<p><i>a.</i> DISPOSAL APPROVED</p> <p><i>b.</i> DISPOSAL APPROVED</p> <p><i>r</i></p>