

RG 334

Standard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg. 41 V-106
115-103

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

| LEAVE BLANK | |
|-------------------------------------|--|
| DATE RECEIVED 16 MAY 1973 | JOB NO 173-300 |
| DATE APPROVED JUL 10 1973 | ARCHIVIST OF THE UNITED STATES <i>James B. Rhoads</i> |

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

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

1 FROM (AGENCY OR ESTABLISHMENT)
Hqs 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 D. Avery Records Mgt Officer

5. TEL. EXT.
330-2173

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 5 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.

7 MAY 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>Below are changes, additions and deletions to ESM 5-1, AAFES Records Management.</p> <p>408-01, which reads</p> <p>408-01 Training Program Planning and Review Files</p> <p>Documents reflecting the planning, development and evaluation of AAFES-wide programs for technical and management training and general employee development, but excluding files described elsewhere in this section. These files include documents regarding the preparation, review, issuance and interpretation of directives or instructions concerning employee training.</p> <p>HQ AAFES OPR: Permanent. Cutoff at close of fiscal year.</p> <p>Other offices: Cutoff at close of fiscal year. Destroy after 5 years or upon supersession or obsolescence, whichever is sooner.</p> <p>Is changed to read:</p> <p>408-01 Training Program Planning and Review Files</p> <p>Documents reflecting the planning, development and evaluation of AAFES-wide programs for technical and management training and general employee development, but excluding files described elsewhere in this section. These files include documents regarding the preparation, review,</p> | | |

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>issuance and interpretation of directives or instructions concerning employee training.</p> <p>Cutoff at close of fiscal year. Destroy after 5 years or upon supersession or obsolescence, whichever is sooner.</p> <p>408-03, which reads:</p> <p>408-03 Training Report Files</p> <p>Documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes quarterly, semi-annual, or annual reports of training accomplishments; summary reports, special training reports; ADP listings and reports of employees trained; study reports; and coordinating actions.</p> <p>HQ AAFES OPR: Permanent; however, when consolidated or summarized, the feeder reports will be destroyed and only the consolidation or summary will be permanent. Cutoff at close of fiscal year.</p> <p>Other offices: Cutoff at close of fiscal year. Destroy after 5 years.</p> <p>Is changed to read:</p> <p>408-03 Training Report Files</p> <p>Documents reflecting actual training progress and accomplishments. Along with directly related papers, this file includes quarterly, semi-annual, or annual reports of training accomplishments; summary reports, special training reports; ADP listings and reports of employees trained; study reports; and coordinating actions.</p> <p>Cutoff at close of fiscal year. Destroy after 5 years.</p> | | DISPOSAL NOT APPROVED |
| 3. | <p>408-07, which reads:</p> <p>408-07 Training Courses and Program Files</p> <p>Record copies of documents relating to the development and establishment of specific technical, management or specialized training programs and courses of instruction for employees. These files are accumulated by personnel offices and include such documents as course outlines, program of instruction, handout material, tests, contracts, and agreements with outside agencies or organizations,</p> | | DISPOSAL NOT 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 |
|----------------|---|---------------------------|---------------------------------|
| | <p>records of meetings, and related papers. Arranged by type of course or program or otherwise as appropriate.</p> <p>Personnel division of office with primary responsibility: Permanent. Cutoff at close of fiscal year, or on supersession or obsolescence of course.</p> <p>Other offices: Cutoff at close of fiscal year. Destroy after 5 years.</p> <p>Is changed to read:</p> <p>408-07 Training Courses</p> <p>Records & copies of documents relating to the development and establishment of specific technical, management or specialized training programs and courses of instruction for employees. These files are accumulated by personnel offices and include such documents as course outlines, program of instruction, handout material, tests, contracts and agreements with outside agencies or organizations, records of meetings, and related papers. Arranged by type of course or program or otherwise as appropriate.</p> <p>Cutoff at close of fiscal year. Destroy after 5 years.</p> | | |
| 4. | <p>1101-01, which reads:</p> <p>1101-01 Quality Inspection Case Files</p> <p>Documents accumulated in the examination, sampling and testing of merchandise to verify or evaluate quality standards. Includes requests for evaluation or inspection, records of complaints, shipping and transfer documents, reports or laboratory tests and analysis, findings, referrals to consultant inspectors, and related papers. Arranged by test or job number.</p> <p>Cutoff at close of fiscal year in which action is completed. Destroy after 3 years.</p> <p>Is changed to read:</p> <p>1101-01 Quality Inspection Case Files</p> <p>Documents accumulated in the examination, sampling and testing of merchandise to verify or evaluate quality standards. Includes requests for evaluation or inspection,</p> | | <p>DISPOSAL APPROVED</p> |

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 |
|---------------|--|--------------------------|---|
| | <p>Is changed to read:</p> <p>1604-08 Price Change Vouchers</p> <p>Machine and manual price change vouchers showing old price, new price, and extensions.</p> <p>a. Exchange Office copy. Cutoff at close of fiscal year. Destroy after 3 years.</p> <p>b. Store/branch copy. Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>ADD</p> | | <p>a. DISPOSAL APPROVED</p> <p>b. DISPOSAL APPROVED</p> |
| 7. | <p>1505-10 Management Surveys - Motor Vehicle/Distribution</p> <p>Documents accumulated as a result of inspections of AAFES elements by distribution management specialists. Included are copies of reports, replies of corrective action, and related papers.</p> <p>Cutoff at close of fiscal year in which final action is taken. Destroy after next comparable inspection.</p> <p>DELETE</p> | | |
| 8. | <p>1604-37 Price Change Voucher Files</p> <p>Store or branch copies of price change vouchers received from higher headquarters announcing price changes on listed merchandise. Documents may be either manually or machine prepared. Branches inventory their stock of listed items and extend vouchers to record total credit/debit for accountability changes by accounting office. Arranged chronologically.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p> | | <p>DISPOSAL APPROVED</p> |