

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 334
11 items

LEAVE BLANK	
DATE RECEIVED 10/9/73	JOB NO 1742066
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 "with-drawn" in column 10	
1-30-74 Date	James B. Rhoads Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
HQ Army & Air Force Exchange Service, Dallas, Texas

2 MAJOR SUBDIVISION
Administrative Services Division

3 MINOR SUBDIVISION
Records Management Office

4. NAME OF PERSON WITH WHOM TO CONFER
FRED D AVERY Records Mgmt Officer

5 TEL EXT
330-2173

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

25 SEP 73 (Date) [Signature] (Signature of Agency Representative) RECORDS MANAGEMENT OFFICER (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Below are changes and additions to Exchange Service Manual 5-1 AAFES Records Management.		
	ADD		
1.	403-12 Oversea Processing Records		
✓	Records pertaining to transfer of personnel to oversea location, such as passport applications, visa applications, travel orders, physical and immunization papers, and related documents.		
	Cutoff when employee departs U. S. Destroy after one year.		
	CHANGE.		
2.	205-05 Strength Report		
	Which reads:		
	Periodic tabulations, tables, or other documents compiled to report actual or projected personnel strength by organizational units.		
	a. HQ AAFES office of primary interest.		
	Permanent. Cutoff at close of fiscal year.		
	b. Reporting units.		
	Cutoff at close of fiscal year. Destroy after 2 years.		
	Is changed to read:		
✓	205-05 Strength Report		

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>Periodic tabulations, tables, or other documents compiled to report actual or projected personnel strength by organizational units.</p> <p>a. HQ AAFES office of primary interest. 1. Permanent. <i>Permanent. Cutoff at close of fiscal year. Destroy after 20 years.</i> 2. <i>Other reports, Destroy when no longer needed.</i></p> <p>b. Reporting units. Cutoff at close of fiscal year. Destroy after 4 years.</p>	<p><i>Off to National Archives after 20 years,</i></p> <p><i>J.L.W. 28 Nov 1973</i> <i>28 Jan. 1974</i></p>	
<p>3.</p> <p>✓</p>	<p>701-03 Capital Expenditure Execution Files</p> <p>Which reads:</p> <p>Documents relating to the implementation of the Capital Expenditure Program, accumulated by offices responsible for fund allocations, allotments and obligations. Included are: Capital expenditure approvals, project approvals, fund diversion reports, supplementary allotment requests and related documents. Arranged numerically by exchanges.</p> <p>a. HQ AAFES Permanent. Cutoff at close of fiscal year.</p> <p>b. Information copies in other offices. Cutoff at close of fiscal year. Destroy after 2 years.</p> <p>Is changed to read: 701-03 Capital Expenditure Execution Files Documents relating to the implementation of the Capital Expenditure Program, accumulated by offices responsible for fund allocations, allotments and obligations. Included are: Capital expenditure approvals, project approvals, fund diversion reports, supplementary allotment requests and related documents. Arranged numerically by exchanges.</p> <p>a. HQ AAFES Permanent. <i>Permanent. Cutoff at close of fiscal year. Destroy after 10 years.</i></p> <p>b. Other offices. Cutoff at close of the five-year reporting period. Destroy after 2 years.</p>	<p><i>J.L.W. 27 Nov 1973</i></p>	

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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
4.	<p>408-01 Training Program Planning and Review Files</p> <p>Which reads:</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 These files include documents pertaining to the preparation, review and interpretation of general instructions concerning employee training.</p> <p>Cutoff at close of fiscal year. Destroy after 5 years or upon supersession, obsolescence, whichever is sooner.</p>		
5.	<p>408-03 Training Report Files</p> <p>Which reads:</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>		

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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>408-03 Training Report Files</p> <p>These files include quarterly, semi-annual, or annual reports of training accomplishments, and related papers.</p> <p>Cutoff at close of fiscal year. Destroy after 5 years.</p>		
6.	<p>410-03 Teleticketing Service Files</p> <p>Which reads:</p> <p>Documents showing airline tickets furnished to employee travelers, but not those used for accounting purposes. Includes agent coupons, machine listings, copies of authorizations, and related papers. Arranged as appropriate.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>Is changed to read:</p>		
✓	<p>410-03 Teleticketing Service Files</p> <p>Documents showing airline tickets furnished to employee travelers, e.g., agent coupons, machine listings, copies of authorizations, and related papers.</p> <p>Cutoff at close of fiscal year. Destroy after 2 years.</p>		
7.	<p>702-07 Working Fund Files</p> <p>Which reads:</p> <p>702-07 Working Fund Files (ASC)</p> <p>Documents used in accounting and fund transfer, including the following: copies of daily bank deposits at local banks (with adding machine tapes); copies of checks issued by exchanges with supporting documents; discrepancy notices; deposit transfer to exchange account; working fund report; working fund check listing; schedule of dishonored checks; and other related papers.</p> <p>Cutoff semi-annually. Destroy after 3 years.</p> <p>Is changed to read:</p>		
✓	<p>702-07 Working Fund Files</p>		

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	<p>Documents used in accounting and fund transfer, including the following: copies of daily bank deposits at local banks (with adding machine tapes); copies of checks issued by exchanges with supporting documents; discrepancy notices; deposit transfer to exchange account; working fund report; working fund check listing; schedule of dishonored checks; and other related papers.</p> <p>a. Copies of checks and supporting documents. Cutoff at close of fiscal year. Destroy after 6 years.</p> <p>b. All other documents, including deposit slips, discrepancy notices, deposit transfers, check listings, working fund report, schedule of dishonored checks, and other papers. Cutoff at close of fiscal year. Destroy after 3 years.</p>		
8.	<p>1501-03 Freight Bill Audit Files</p> <p>Which reads:</p> <p>Audit reports on paid freight bills forwarded by exchange elements for verification of charges. Included are copies of audit contracts, amounts overcharged, requests for disbursement, amounts reimbursed, and directly related papers.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>Is changed to read:</p>		
✓	<p>1501-03 Freight Bill Audit Files</p> <p>Audit reports on paid freight bills forwarded by exchange elements for verification of charges. Included are copies of audit contracts, amounts overcharged, requests for disbursement, amounts reimbursed, and directly related papers.</p> <p>Cutoff at close of fiscal year. Destroy after 5 years.</p>		