

RG 334 26 items

Standard Form No. 115
 Revised November 1951
 Prescribed by General Services
 Administration
 GSA Reg. 3-1V-106
 115-103

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <i>10/12/73</i>	JOB NO. <i>174-067</i>
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
<i>11-20 73</i> DATE	<i>James B Rhoads</i> 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 the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 8 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.

5 OCT 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
	Listed below are deletions, changes, and additions to Exchange Service Manual 5-1, AAFES Records Management.		
	DELETE		
1.	1003.08 Fixed Assets Purchase Files		
	Contain papers documenting approval and purchase of fixed assets. Included are purchase orders, receiving reports, voucher checks, invoices and similar documents. These files are used to document purchase and for posting to appropriate accounts.		
	Cutoff at close of fiscal year in which all documents have been cleared and returned to data project file. Destroy after 6 years.		
	CHANGE		
2.	702-12 which reads:		
	702-12 Cash Register Report Files		
	Copies of cash register audit report envelopes reflecting cash and sales transactions for each cash register and the cash and sales audit thereof. Supporting documents include sales slips, cash register adjustment voucher, sales clerk's daily report, and cash register tapes. These files arranged chronologically and maintained at exchanges.		
	Cutoff semi-annually, hold 6 months, and destroy.		

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
3.	<p>Is changed to read:</p> <p>702-12 Cash Register Report Files</p> <p>Copies of cash register audit report envelopes reflecting cash and sales transactions for each cash register and the cash and sales audit thereof. Supporting documents include sales slips, cash register adjustment voucher, sales clerk's daily report, and cash register tapes. These files arranged chronologically and maintained at exchanges.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>1001-01 Which reads:</p> <p>1001-01 Lease Files</p> <p>Copies of leases and related papers which are used by elements of engineering offices for approving/disapproving requests for space.</p> <p>Destroy upon termination or completion.</p> <p>Is changed to read:</p> <p>1001-01 Lease Files</p> <p>Leases and related papers, including original lease documents, and other papers which are incidental to approving/disapproving requests for space, lease amendments, and correspondence.</p> <p>Cutoff at close of fiscal year in which lease terminates. Destroy after 6 years.</p>		<p>2.</p> <p>DISPOSAL APPROVED</p>
4.	<p>1003-02 Which reads:</p> <p>1003-02 Exchange Master Plans</p> <p>Documents prepared at exchange level consisting of descriptions of physical facilities including maps; customer strength analyses; plans for future development; and similar papers. Plans are updated yearly by exchange general manager.</p> <p>a. Original maintained by installation to which the plan pertains.</p>		<p>3.</p> <p>DISPOSAL APPROVED</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>Permanent. Cutoff when superseded. Hold in current files 10 years and retire.</p> <p>b. Copies held by HQ AAFES office responsible for facilities planning, construction and renovation.</p> <p>Cutoff when superseded. Destroy after 1 year.</p> <p>c. Other information copies.</p> <p>Destroy when superseded.</p> <p>Is changed to read:</p> <p>1003-02 Exchange Master Plans</p> <p>Documents prepared at exchange level consisting of descriptions of physical facilities including maps; customer strength analysis; plans for future development, and similar papers. Plans are updated yearly by exchange general manager.</p> <p>a. Copies held by HQ AAFES office responsible for facilities planning, construction and renovation.</p> <p>Cutoff when superseded. Destroy after 1 year.</p> <p>b. Other copies.</p> <p>Destroy when superseded.</p>		<p><i>4a.</i> DISPOSAL APPROVED</p> <p><i>4b.</i> DISPOSAL APPROVED</p>
5.	<p>1604-11 Which reads:</p> <p>1604-11 Cash Register Report Files</p> <p>Copies of cash register audit report envelopes reflecting cash and sales transactions for each cash register and the cash and sales audit thereof. Supporting documents include sales slips, cash register adjustment voucher, sales clerk's daily report, and cash register tapes. These files arranged chronologically and maintained at exchanges.</p> <p>Cutoff semi-annually, hold 6 months, and destroy.</p> <p>Is changed to read:</p> <p>1604-11 Cash Register Report Files</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
6.	<p>Copies of cash register audit report envelopes reflecting cash and sales transactions for each cash register and the cash and sales audit thereof. Supporting documents include sales slips, cash register adjustment voucher, sales clerk's daily report, and cash register tapes. These files arranged chronologically and maintained at exchanges.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>1605-08 Which reads:</p> <p>1605-08 Capital Expenditure Program Execution Files</p> <p>Documents requesting approval for purchase of new equipment, fixtures, and renovation; resulting in approval or disapproval and coordinations with other operational elements. The files consist of two types of cases: Requests and approvals for less than \$5,000, and individual project folders for more than \$5,000, arranged by project number.</p> <p>Cutoff at close of fiscal year in which fully depreciated. Destroy after 1 year.</p> <p>Is changed to read:</p> <p>1605-08 Capital Expenditure Program Execution Files</p> <p>Documents requesting approval and purchase of new equipment, fixtures, and renovation; resulting in approval or disapproval and coordinations with other operational elements. The files consist of two types of cases: Requests and approvals for less than \$5,000, and individual project folders for more than \$5,000, arranged by project number.</p> <p>Cutoff at close of fiscal year in which fully depreciated. Destroy after 2 years.</p> <p>ADDITIONS</p>		<p>5.</p> <p>DISPOSAL APPROVED</p>
7.	<p>1001-02 Contraction/Deactivation Files</p> <p>Correspondence related to contraction/deactivation of exchange facilities, including proposed disposition plans and related reviews and approvals.</p> <p>Cutoff on deactivation. Destroy after 1 year.</p>		<p>7.</p> <p>DISPOSAL APPROVED</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
8.	<p>1002-03 Equipment Warranty Files</p> <p>Lists of warranted equipment, copies of warranties and reports of unsatisfactory equipment.</p> <p>Destroy when superseded.</p>		<p>8. DISPOSAL APPROVED</p>
9.	<p>1002-04 Utility Support Agreements</p> <p>Documents related to payment of utility services. Filed by exchange.</p> <p>Cutoff at end of fiscal year. Destroy after one year or when superseded.</p>		<p>9. DISPOSAL APPROVE</p>
10.	<p>1003-08 Status of Projects Files</p> <p>Monthly and quarterly reports indicating status of expenditures.</p> <p>Cutoff at end of fiscal year. Destroy after one year.</p>		<p>10. DISPOSAL APPROVED</p>
11.	<p>1004-03 Facility Improvement Survey Files</p> <p>Documents prepared annually outlining proposed improvements to all facilities.</p> <p>Destroy when superseded</p>		<p>11. DISPOSAL APPROVI</p>
SECTION 5			
REPAIR AND MAINTENANCE PROGRAM FILES			
<p>The files described in this section pertain to the administration of various programs related to the accomplishment of repair and maintenance of facilities and equipment, excluding vending machines and organic vehicles.</p>			
12.	<p>1005-01 Repair and Maintenance Program Files</p> <p>Files relating to the establishment of equipment and facilities repair and maintenance program. Includes such items as copies of Maintenance Support Contracts, turnover of central air conditioning systems to installation engineers, relamping program, housekeeping, user maintenance programs, etc.</p> <p>Cutoff at end of fiscal year. Destroy after 2 years.</p>		<p>12. 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
13.	<p>1005-02 Work Orders (or Requests for Maintenance Service) (Excluding fiscal copies) Arranged numerically by control or work order number.</p> <p>Cutoff at close of fiscal year in which work is completed. Destroy after one year.</p>		<p><u>13.</u> DISPOSAL APPROVED</p>
14.	<p>1005-03 Maintenance Requests Registers</p> <p>Documents used to record and control maintenance work, normally in the form of register.</p> <p>Cutoff at close of fiscal year in which the last entry on the page or in the bound register is entered. Destroy after 1 year.</p>		<p><u>14.</u> DISPOSAL APPROVED</p>
15.	<p>1005-04. Maintenance Service Reports</p> <p>Correspondence and documents relating to the general administration of equipment, exchange occupied buildings and grounds or other maintenance services. Included are Maintenance Service Report Forms, logs, issue slips and other such records or reports.</p> <p>Cutoff at close of fiscal year. Destroy after 2 years.</p>		<p><u>15.</u> DISPOSAL APPROVED</p>
16.	<p>1605-11 Repair and Maintenance Program Files</p> <p>Documents relating to establishment of the equipment and facilities repair and maintenance program, including Maintenance Support Contracts, turn-over of central air conditioning systems to installation engineers, relamping program, hosuekeeping, user maintenance programs and administration of E & F workforce (work order summaries, schedules, etc.).</p> <p>Cutoff at close of fiscal year. Destroy after 2 years.</p>		<p><u>16.</u> DISPOSAL APPROVED</p>
17.	<p>1605-12 Maintenance Service Report Files</p> <p>Correspondence and documents relating to the general administration of equipment, exchange occupied buildings and grounds or other maintenance services. Included are Maintenance Service Reports, logs, issue slips and other such records or reports.</p> <p>Cutoff at close of fiscal year. Destroy after 2 years.</p>		<p><u>17.</u> DISPOSAL APPROVED</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
18.	<p>1605-13 Work Orders or Requests for Maintenance or Services (Excluding fiscal copies). Arranged numerically by control or work order number.</p> <p>Cutoff when work is performed or requisition is cancelled, hold 3 months, and destroy.</p>		<p>18. DISPOSAL APPROVED</p>
19.	<p>1605-14 Maintenance Requests Register Files</p> <p>Documents used to record and control maintenance work, normally in the form of register.</p> <p>Cutoff at close of fiscal year in which the last entry on the page or in the bound register is entered. Destroy after 1 year.</p>		<p>19. DISPOSAL APPROVED</p>
20.	<p>1605-15 Facility Improvement Survey Files</p> <p>Documents prepared annually outlining proposed improvements to all facilities.</p> <p>Destroy when superseded.</p>		<p>20. DISPOSAL APPROVED</p>
21.	<p>1605-16 Equipment Warranty Files</p> <p>List of warranted equipment, copies of warranties and unsatisfactory equipment reports.</p> <p>Cutoff at close of fiscal year in which warranty expires. Destroy after 1 year.</p>		<p>21. DISPOSAL APPROVED</p>
22.	<p>1605-17 Utility Support Agreement Files</p> <p>Documents related to payment of utility services.</p> <p>Cutoff at end of fiscal year in which agreement expires. Destroy after 1 year.</p>		<p>22. DISPOSAL APPROVED</p>
23.	<p>1605-18 Space Layout Files</p> <p>Drawings showing existing facility floor plans and equipment layouts.</p> <p>Destroy when superseded.</p>		<p>23. DISPOSAL APPROVED</p>
24.	<p>1605-19 Space Allocation and Utilization Files</p>		

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25.	<p>Documents created by offices responsible for the allocation, use and release of internal space. Included are requests for space, record of assignments, reports, surveys, records used for internal space planning, requests for adjustments, space layouts and floor plans, and related data.</p> <p>Cutoff at close of fiscal year in which assignment is terminated, when lease is cancelled, or when plans are superseded or become obsolete. Destroy after 2 years.</p> <p>1605-20 Contraction/Deactivation Files</p> <p>Correspondence related to contraction/deactivation of exchange facilities, including proposed disposition plans and related reviews and approvals.</p> <p>Cutoff on deactivation. Destroy after 1 year.</p>		<p><i>24.</i> DISPOSAL APPROVED</p> <p><i>25.</i> DISPOSAL APPROVED</p>