

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-334-86-2	DATE RECEIVED 5/20/86
1 FROM (Agency or establishment) Army and Air Force Exchange Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Administration Division		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Publications Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER MARILYN M. GASTON Management Analyst (Records Mgmt Officer)	5 TELEPHONE EXT FTS:738-2282	DATE 8/25/86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Brude</i>
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 15 May 86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i> MARILYN M. GASTON	D TITLE Management Analyst (Records Mgmt. Officer)
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>601-09 TRANSPORTATION CONTRACT ADVICE</u></p> <p>Documents accumulated in connection with evaluation of transportation agreements or contracts. Includes copies of the contract or agreement and copies of decisions rendered by General Counsel, and related replies and correspondence. Files also include copies of pertinent freight rates, ICC Regulations.</p> <p>Temporary. Cut off at close of fiscal year when action is completed. Destroy 6 years after cutoff.</p>	<p>NN-170 71</p>	<p>3 items</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
2.	<p><u>702-42 PERSONNEL TRAVEL FILES</u></p> <p>Record copies of documents relating to the travel of employees, prospective employees, dependents, or transport of employees' possessions. Included are expense vouchers, invoices, receipted bills, copies of travel orders, travel authorizations, letters of credit, and supporting documents.</p> <p>a. Temporary Duty (TDY).</p> <p>Temporary. Cut off at close of fiscal year. Destroy 3 years after cutoff.</p> <p>b. Permanent Change of Station (PCS).</p> <p>Temporary. Cut off at close of fiscal year. Destroy 8 years after cutoff.</p>	<p>NN-170 71</p>	
3.	<p><u>1003-05 DESIGN ANALYSIS AND COST ESTIMATES</u></p> <p>Specifications; drawings; cost estimates; studies; electrical, mechanical, and structural calculations; and similar documents prepared by AAFES architects or commercial architectural and engineering firms.</p> <p>a. HQ AAFES, office responsible for construction.</p> <p>(1) Hard copy.</p> <p>Temporary. Cut off at close of fiscal year in which project is completed and accepted, then microfilm. Destroy hard copy after microfilm has been verified.</p> <p>(2) Microfilm copy.</p> <p>Temporary. Keep in CFA until no longer needed for reference and destroy.</p> <p>b. Other offices.</p> <p>Temporary. Cut off at close of fiscal year in which project is completed. Destroy 2 years after cutoff.</p>	<p>NN-170 71</p>	<p><i>Withdrawn Agency has concurred in this change</i></p> <p><i>Withdrawn Agency has concurred in this change</i></p>