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|--|---------------------------------|---|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)                      |                                 | LEAVE BLANK   |  |
| TO GENERAL SERVICES ADMINISTRATION<br>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408      |                                 | JOB NO<br>NI-334-87-1   | DATE RECEIVED<br>7-13-87                               |
| 1 FROM (Agency or establishment)<br>Army and Air Force Exchange Service                                |                                 | NOTIFICATION TO AGENCY  |  |
| 2 MAJOR SUBDIVISION<br>Administration Division   |                                 | In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>Administrative Services Branch  |                                 |   |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>MARILYN M. GASTON<br>Management Analyst (Records Mgmt Officer) | 5 TELEPHONE EXT<br>FTS:738-2282 | DATE<br>7-20-87   | ARCHIVIST OF THE UNITED STATES<br><i>Frank A. Bunk</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 4 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<br>13 May 87                | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Marilyn M. Gaston</i><br>MARILYN M. GASTON   | D TITLE<br>Management Analyst (Records Mgmt. Officer) |                                  |
|------------------------------------|--|---|----------------------------------|
| 7 ITEM NO                          | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9 GRS OR SUPERSEDED JOB CITATION                      | 10 ACTION TAKEN (INARS USE ONLY) |
| 1.                                 | <p><u>401-05 EMPLOYEE SERVICE RECORD CARD FILES</u></p> <p>Official summaries of employment history. These cards provide a concise chronology of personal and service data for employees. Arranged alphabetically by employee.</p> <p>Temporary. Cut off at close of fiscal year in which employee is separated or transferred. Destroy 15 years after cutoff, or when no longer needed for reference, whichever is sooner, but not earlier than 3 years after cut off.</p> <p>Proposed change to be published in EOP 5-1-1, Records Management for Base and Post Exchanges:</p> | GRS 1, Item 2b (deviation)                            |                                  |
| 2.                                 | <p><u>2253-02 EMPLOYEE SERVICE RECORD CARD FILES</u></p> <p>Official summaries of employment history. These cards provide a concise chronology of personal and service data for employees. Arranged alphabetically by employee.</p> <p>Temporary. Cut off at close of fiscal year in which employee is separated or transferred. Destroy 15 years after cutoff, or when no longer needed for reference, whichever is sooner, but not earlier than 3 years after cut off.</p>   | GRS 1, Item 2b (deviation)                            |                                  |
| copies to agency, GRS file 7-21-87 |  |   |                                  |

1 item