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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO NI-334-87-2 | DATE RECEIVED 9-28-87 |
| 1 FROM <i>(Agency or establishment)</i> Army and Air Force Exchange Service | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Administrative Services Branch | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Marilyn M. Gaston Records Management Officer | 5 TELEPHONE EXT (214)780-2282 | DATE 12/29/87 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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

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| B DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i> Marilyn M. Gaston | D TITLE Records Management Officer | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | | 9 GRS OR SUPERSEDED JOB CITATION |
| 1. | Listed below are proposed changes to the Army and Air Force Exchange Operating Procedures (EOP) 5-1, Records Management: <u>602-05 POTENTIAL LEGAL CASES</u> Documents relating to accidents, incidents, contracts, actions, or other matters which, although not in controversy, may result in litigation, suit, claim, appeal, or other proceedings. If and when proceedings arise, these documents become a part of the appropriate litigation case file. Disposal instructions below apply to papers not resulting in proceedings. Temporary. Cut off at close of fiscal year in which action is completed. Destroy ^{6 years after cutoff or} when no longer needed for legal documentation, whichever is later. | | NN-170-71 (Change) |
| 2. | <u>702-41 POSTING MEDIA JOURNALS AND REGISTERS</u> These files are the basic books of accounts which reflect original recordings of all classes of transactions. They consist of computer printouts and microfiche or microfilm of cash receipt journals, check registers, cash disbursement journals, TV summaries, price change accountability, purchase journals and other journals or registers which are used as posting or control media. | | NN-170-71 (Change) |