

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 N1-334-89-1	DATE RECEIVED 2/15/89
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 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8/7/89	ARCHIVIST OF THE UNITED STATES 
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 20 Jan 89	C. SIGNATURE OF AGENCY REPRESENTATIVE  MARILYN M. GASTON	D TITLE Records Management 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (INARS USE ONLY)
1.	<u>316-01 VIDEO PRODUCTION FILES</u> Listed below are proposed additions to the Army and Air Force Exchange Operating Procedures (EOP) 5-1, Records Management Video production files that document origin, development and distribution of video programs for marketing and sales support, employee training and customer information. Temporary. Cut off when program is obsolete. Destroy when no longer needed.	GRS 21 Item 28 (deviation)	
2.	<u>316-02 VIDEOTAPE MASTERS - CURRENT PROGRAMS</u> AAFES video programs intended for worldwide distribution. Programs are used for marketing and sales support, employee training and customer information. Temporary. Cut off when program is obsolete. Destroy when no longer needed.	GRS 21 Item 17 (deviation)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 2 OF 2
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>
3.	<p><u>316-03 VIDEOTAPE MASTERS - HISTORICAL PROGRAMS</u></p> <p>Programs that document ceremonies, seminars, change of command, etc. Also includes AAFES spot announcements.</p> <p>Temporary. Cut off when no longer needed for reference. Transfer videotape that has continuing historical significance to AAFES Organization History Files (501-01). Destroy remaining videotape.</p>	NEW	
4.	<p><u>316-04 VIDEO FOOTAGE FILES</u></p> <p>Videotape shot at various locations to be used in AAFES programs.</p> <p>Temporary. Cut off when no longer needed and destroy.</p>	NEW	