

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>N1-334-09-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>1/30/09</i>	
1 FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, AAFES		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Chief of Staff, Administrative Services Branch		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Forms and Records			
4 NAME OF PERSON WITH WHOM TO CONFER Jeannie Cortes	5 TELEPHONE 214 312-3118	DATE <i>20 Jan 09</i>	ARCHIVIST OF THE UNITED STATES <i>Edward C. Cummings</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies			
<input checked="checked" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>22 Jan 09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeannie Cortes</i>	TITLE <i>Records Officer + Forms Supervisor</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	304-01 Forms Registers Registers used to record and control the assignment of numbers and other identifying data to each form (N1-334-86-1, Item 5) a Record copy. (1) Electronic copy Temporary Transfer to CD quarterly Destroy one year after COFF (2) Hard copy Destroy when superseded	Superseded (N1-334-86-1, Item 5)	