

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-334-09-03	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 7/15/09	
1. FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, AAFES		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ Marketing and Advertising 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 HQ Loss Prevention			
4. NAME OF PERSON WITH WHOM TO CONFER Jeannie Cortes	5. TELEPHONE 214 312-3118	DATE 6 Jul 09	ARCHIVIST OF THE UNITED STATES Susan R. Cummings 10/8/2009 Acting Director, NWM
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 1 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="" type="checkbox"/> is not required x <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7 Jul 09	SIGNATURE OF AGENCY REPRESENTATIVE Jeannie Cortes		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	1701-03 Criminal Investigation Report Files Reports prepared by military and civilian police agencies, military boards, and so forth, concerning their investigations of exchange losses resulting from housebreaking, robbery, fraud, customer or employee dishonesty, and other felonies and misdemeanors. This includes interview records, cover sheets, transmittal sheets, lists of property stolen/recovered, recommendations for action to minimize recurrence, and related papers. Arranged numerically by control number. a. Record copy. (1) Electronic copy. Temporary. Cut off at the close of the fiscal year in which case is closed. Send to AAFES Enterprise Content Management (ECM), Loss Prevention Archive. Destroy/Delete 5 years after report is archived into ECM. (2) Hard copy. Temporary. Cut off at close of fiscal year in which case is closed and microfilmed or scanned into ECM. Destroy after verification of ECM image. b. Other copies (Safety and Security Field Officers [SFOs] and Safety and Security Officers [SOs]) regardless of format. Temporary. Cut off at close of fiscal year and	Superseded (N1-334-09-03-1 Item 1.)	

	destroy when no longer needed, but do not maintain longer than two years.		
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