

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Army and Air Force Exchange Service

2. MAJOR SUBDIVISION

Administration Division

3. MINOR SUBDIVISION

Administrative Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Marilyn Gaston

(214) 312-2282

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-334-92-1

DATE RECEIVED

9-1-92

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DA E ARCHIVIST OF THE UNITED STATES

128 93

[Signature]

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ XX

is not required;

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is attached; or

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has been requested.

DATE

8/18/92

SIGNATURE OF AGENCY REPRESENTATIVE

Marilyn Gaston

TITLE

Records Management officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Listed below are proposed additions and revision to the Army and Air Force Exchange Operating Procedures (EOP) 5-1, Records Management:

1. 316-01 VEHICLE MANAGEMENT PROJECT FILES

Background materials, such as analyses, notes, drafts, charts, interim reports and other similar work papers generated during the project concerning acquisition, operation, maintenance, control and disposition of the AAFES vehicle fleet. Arranged alphabetically by title of project.

Temporary. Cut off at close of the fiscal year in which project is completed. Destroy 3 years after cutoff.

2. 903-12 COMPUTER ABUSE CONTROL FILES

Consists of Computer Abuse Control and Prevention Acknowledgement/Briefing Record, Form 3900-18. This is a record of employees' semiannual acknowledgement of AAFES computer abuse prevention policy as stated in ESR 60-2, Chapter 4. Record is kept by the local ADP Security Officer. Arranged chronologically.

Temporary. Cut off January for previous March signing and July for previous September signing by employees. Destroy after cutoff.

Copies sent to agency, NCF, NIA 2/9/93

3. 1801-01 MARKETING RESEARCH STUDIES/SURVEYS

Marketing research studies, surveys and correspondence relating to marketing research studies/surveys. Includes letters of request, questionnaires and analyses. Arranged alphabetically by title of study/survey.

NC1-334-81-1
ITEM 3

a. Record copy of final studies and surveys.

Temporary. Cut off at close of fiscal year in which studies/surveys are completed. Destroy 10 years after cutoff.