

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO NC1 334 78 3	
DATE RECEIVED 8 MAY 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3306a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Agent of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Army and Air Force Exchange Service

2. MAJOR SUBDIVISION
Administrative Services Division

3. MINOR SUBDIVISION
Records Management Office

4. NAME OF PERSON WITH WHOM TO CONFER
K. E. Bayro

5. TEL EXT
330-2281

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3 Apr 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kayle Bayro</i>	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Listed below are proposed amendments to Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p>406-11 TIME AND ATTENDANCE REGISTERS amend to read as follows:</p> <p>"406-11 TIME AND ATTENDANCE REGISTERS</p> <p>Computer generated Time and Attendance Registers listing facility number, pay period ending dates, employee names and social security numbers, hours worked (including overtime, holiday and Sunday hours)- vacation/sick leave taken and bearing each employee's signature. Includes all employees on the U.S. payroll. Arranged chronologically and maintained as follows:</p> <p>a. Original (white) copy - Bearing employees signature. Maintained at HQ, ER and Area Exchange levels.</p> <p>Cutoff at close of fiscal year. Destroy after 4 years.</p> <p>b. Duplicate (yellow) copy. Cutoff at close of each pay period. Transfer to Payroll Branch, HQ AAFES, for maintenance and disposition.</p> <p>Cutoff monthly. Destroy after 6 months.</p>		<p>WITHDRAWN</p> <p><i>6 items</i></p>

*Closed as Withdrawn
4-24-80 JF*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
 Army and Air Force Exchange Service

2. MAJOR SUBDIVISION
 Administrative Services Division

3. MINOR SUBDIVISION
 Records Management Office

4. NAME OF PERSON WITH WHOM TO CONFER
 K. E. Bayro

5. TEL. EXT.
 330-2281

LEAVE BLANK		
DATE RECEIVED	JOB NO.	
DATE APPROVED		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO.	CONGRESS	DATE
	SESSION	
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
(Date)	Archivist's Representative.	

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3 Apr 78
 (Date)

Kayle Bayro
 (Signature of Agency Representative)

Records Management Officer
 (Title)

7. ITEM NO.	Page #2	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
		c. Triplicate (pink) copy. Cutoff at close of each pay period. Destroy after 1 year. d. Approved leave and overtime requests. Cutoff after employee signs time and attendance register. Destroy after 90 days.		
2.		703-01 CASUAL LABOR TIME AND ATTENDANCE FILES amend to read as follows: "703-01 CASUAL LABOR TIME AND ATTENDANCE FILES Document used in updating Casual Labor payroll records within the U.S. payroll system and in the support and preparation of related accounting reports. Arranged chronologically. a. Original, bearing employees signature. Cutoff at the close of each pay period, transfer to Payroll Branch, HQ AAFES for maintenance and disposition. Cutoff at close of fiscal year. Destroy after 4 years. b. Other copies. Cutoff at close of each pay period and transfer to Working Fund Files. (702.07b)."		
3.		DELETE THE FOLLOWING STANDARD "1604-24 MECHANIZED TIME AND ATTENDANCE REGISTERS (ER's)."		