REOUEs. AUTHORITY TO DISPOSE OF RECORDS

LEAVE BLANK

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the dis-

posal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-

DATE RECEIVED

NC1

JOB NOJUN 3 0 M

(See In typic tion son Reverse) 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

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

K. E. Bayro

5. TEL. EXT. 330-2283

drawn" in column 10.

rchivist of the United

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 _ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

HO AAFES Records Officer 9 Jun Date ture of Agency Repres (Title) 8. DESCRIPTION OF ITEM (With Imc_ousive Dates or Retention Periods) 9. SAMPLE OR JOB NO. 7. ITEM NO. 10. ACTION TAKEN Listed below are proposed additions/deletions/amendments to Army and Air Force Exchange Service Manual 5-1, Records Management: ADD

1. 201-07 WEEKLY ACTIVITY REPORT

> Reports provided to commanders or high level management officials to keep them abreast of significant events/ happenings within their area of responsibility. Arranged chronologically.

Cutoff monthly. Destroy after 90 days

ADD

2. Section 8

LIBRARY FILES

The files described in this section pertain to Library Acquisition Records and Organizational Membership Files.

308-01 LIBRARY ACQUISITION FILES

Control records accumulated in procuring reading and reference materials. Includes requisitions, purchase orders, receiving reports, packing lists, invoices, and

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const to All PRCS, XINMA