

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 3/15/79

LEAVE BLANK

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

JAN R. MOORE, LTC, USA

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	F. SAMPLE OR JOB NO	G. ACTION TAKEN
5 MAR 79		Records Management Officer		
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
	Listed below are proposed deletions and additions to Army and Air Force Exchange Service Manual 5-1, Records Management:			
	<u>DELETE</u>			
1.	101-01	OFFICE ADMINISTRATIVE FILES Delete entire standard.		
2.	200-01	GENERAL CORRESPONDENCE FILES Delete entire standard.		
3.	300-01	GENERAL CORRESPONDENCE FILES Delete entire standard.		
4.	400-01	GENERAL CORRESPONDENCE FILES Delete entire standard.		
5.	500-01	GENERAL CORRESPONDENCE FILES Delete entire standard.		
6.	600-01	GENERAL CORRESPONDENCE FILES Delete entire standard.		

Note: NCO will carry out a mass data change to convert the deleted disposal authorities to FN 100-01.

5-31-79
S-31-79
Revised April 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
NMM, MIB 5/30/79 per conversation with Dennis Meurer

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JOB NO

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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
7.	700-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
8.	800-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
9.	900-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
10.	1000-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
11.	1100-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
12.	1200-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
13.	1204-01 PRICE AGREEMENT CONTRACT FILES Delete entire standard.		
14.	1300-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
15.	1400-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
16.	1500-01 GENERAL CORRESPONDENCE FILES Delete entire standard.		
17.	1600-01 GENERAL CORRESPONDENCE FILES (PROGRAM) Delete entire standard.		
ADD			
18.	100-01 GENERAL CORRESPONDENCE FILES Letters, indorsements, memorandums of record, messages, telegrams, and other media used in lieu of the foregoing. Note: Reports, other than recurring reports, not appropriate for filing with other record series may be maintained in this file if the established retention period meets the needs of the maintaining office. a. Permanent Correspondence Files Files accumulated under any major subject category, other than office administration, by HQ AAFES and overseas		

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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
	<p>exchange system headquarters offices of primary responsibility that document policy-making, planning and management instructions, and/or significant program management functions.</p> <p>Permanent. Cutoff at close of fiscal year. Offer NAKS 15 years after cutoff.</p> <p>b. Temporary Correspondence Files</p> <p>Files accumulated under any major subject category by any AAFES organization element which document the basic responsibilities, operations, and administration of planning and management functions.</p> <p>Cutoff at close of fiscal year. Destroy after 2 years.</p>		<i>4/3/28/79 with AAFES concurrent per conversation with Ron Knight</i>