

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-334-79-06

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by GRS 2.4, item 030 (DAA-GRS-2019-0004-0002).

Date Reported: 09/24/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec 8/29/71 SEP REC'D

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 (214) 341-1234

6. CERTIFICATE OF AGENCY REPRESENTATIVE

DATE RECEIVED

8/29/79

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-27-79 Walter W. Stander
Date acting Archivist of the United States

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 1 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
16 AUG 79	<i>Julie Moore</i>	Records Management Officer
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	
<p>Listed below is a proposed amendment to Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p>1. LEAVE APPLICATION FILES</p> <p>Request for Leave/Maternity Absence, AAFES Form 1400-6, and supporting documents.</p> <p><u>Destroy</u> 90 days after the end of the pay period.</p> <p><u>Exemption to General Records Schedule (GRS) 2. Item 8a.</u> is needed for possible questions concerning:</p> <p>a. Amount of leave <u>taken</u> versus amount of leave approved.</p> <p>b. Amount of leave requested compared to the amount approved.</p> <p>c. Verification of doctors' certificates during periods of sick leave.</p>		9. SAMPLE OR JOB NO
		10. ACTION TAKEN

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-114