

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

211/87 ✓

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
RONALD A. KNIGHT
Records Management Officer

5. TEL EXT
FTS:738-2281

LEAVE BLANK	
JOB NO	NC1-334-81-4
DATE RECEIVED	July 1, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8/12/81 <i>Date</i>	<i>Ronald Knight</i> <i>Archivist of the United States</i>

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 5 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
25 June 1981	<i>Ronald Knight</i>	Records Management Officer

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 changes and additions to the Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p><u>201-01 EXECUTIVE MANAGEMENT RECORDS</u></p> <p>a. Chronological files of (1) outgoing correspondence signed by the Commander, his top-level staff, or heads of OES headquarters, and (2) copies of significant letters dispatched at lower levels but sent for personal information of the executive office.</p> <p>Temporary. Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff. Destroy 4 years after cutoff.</p>		
2	<p><u>201-05 ER CONFERENCE REPORT FILES</u></p> <p>Change to:</p> <p><u>201-05 CONFERENCE REPORT FILES</u></p> <p>Includes minutes of conferences and resultant actions to include agendas, new policies, financial reports, plans and programs. <i>Mass Data Change Sheet Attached to NCD 81-144 & sent to all FRC's</i></p>		

Closed Out: 9-2-81: K.T.D
Copy to NNM, NNB, Agency & ALL FRC's

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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
3	<p>a. Record copy. Temporary. Cut off at close of fiscal year in which all actions are completed. OPR will screen the file after cutoff and transfer items of historical significance to AAFES Organizational History File (501-01). All other documents will be destroyed when administrative value has been served.</p> <p>b. Other copies. Temporary. Cut off at the close of fiscal year in which final action has been completed. Destroy when no longer needed for reference.</p> <p><u>401-03 PERSONNEL POLICY AND PRECEDENT FILES</u></p> <p>Original documents accumulated by the office responsible for establishing personnel policy and procedures throughout AAFES. Includes decisions, rulings, interpretations, other documents created in formulating and directing the administration of policies regarding employment practices, regulations, instructions, etc. Arranged subjectively.</p> <p>a. Files created in FY 1980 and earlier. Permanent. Cut off at close of fiscal year in which superseded or obsolete. Offer to NARS in 5 year blocks when 20 years old.</p> <p>b. New policy, changes and exceptions to existing policy. Permanent. Cut off at close of fiscal year. Offer to NARS in 5 year blocks when 20 years old.</p> <p>c. Other documents. Temporary. Cut off at close of fiscal year. Destroy when 10 years old.</p>		
4	<p><u>501-02 HISTORICAL JOURNAL FILES</u></p> <p>Documents reflecting a chronological record of events affecting AAFES during a period of time. Included are journals and documents necessary to support the journal entries such as copies of orders, periodic reports of the AAFES, personnel reports, and similar documents.</p> <p>Permanent. Cut off at close of fiscal year. Maintain until organization is discontinued. Offer to NARS in 5 year blocks when 20 years old.</p>		
5	<p><u>502-02 BIOGRAPHICAL FILES</u></p> <p>Biographies, photographs, newspaper clippings, and related items pertaining to leading military and civilian personalities of AAFES.</p>		

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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
6	<p>a. Record copy. Temporary. Cut off upon death, retirement, separation of individual. Destroy 15 years after cutoff.</p> <p>b. Other copies. Temporary. Destroy when no longer needed for reference.</p> <p><u>502-05 NEWS RELEASES</u></p> <p>Documents created by the releasing offices in coordinating and disseminating information to any public communications media. Included are drafts, clearance actions, copies of the formal press releases, and related papers.</p> <p>(a) Temporary <u>Formal Press Releases</u>. Cut off when no longer required for reference purposes and then transfer to 501-01, AAFES Organization History File. (b) Destroy all other documents.</p>		
7	<p><u>601-01 LEGAL OPINIONS ESTABLISHING PRECEDENT</u></p> <p>Documents relating to legal opinions establishing precedent, policies, and procedures regarding laws, regulations, directives, and decisions, and their effect on AAFES. Included are requests for opinions, background material and citations of authority used in preparation of opinions, copies of the opinions rendered and related papers. Excluded are informal opinions which are filed with the related case files and do not establish precedent.</p> <p>a. Record copy. Maintained by General Counsel. Permanent. Cut off at close of fiscal year in which obsolete. Offer to NARS in 5 year blocks when 20 years old.</p> <p>b. Other copies. Cut off at close of fiscal year in which purpose is served. Destroy when 2 years old.</p>		
8	<p><u>604-02 LABOR RELATIONS DIRECTIVE INTERPRETATION FILES</u></p> <p>These files result from decisions and interpretations on the AAFES position relative to Executive Order 11491 as amended, Title VII of the Civil Service Reform Act of 1978, regulations and directives. These decisions originate in the office of the General Counsel.</p> <p>a. Record copy. Temporary. Cut off at close of fiscal year in which obsolete. Destroy when 50 years old or when no longer needed for administrative purposes, whichever is sooner.</p>		

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9	<p>b. Other copies. Temporary. Cut off at close of fiscal year in which purpose is served. Destroy when 2 years old.</p> <p><u>604-03 EMPLOYEE ORGANIZATION RECOGNITION FILES</u></p> <p>Documents created in receiving requests for, granting, or denying recognition of employee organizations. Included are copies of requests for recognition, accordances, letters of recognition, or withdrawals of recognition requests; copies of the contract, decisions, interpretations; elections, appeals, investigations, and final decisions regarding recognition denials or withdrawals; arbitration decisions on unit and majority representation; and related papers. Arranged by location, thereunder by contract or agreement.</p> <p>a. Recognized organizations. Temporary. Cut off at close of fiscal year in which organization is no longer recognized. Destroy when 50 years old or when no longer needed for reference, whichever is sooner.</p> <p>b. Recognitions denied or withdrawn. Temporary. Cut off at close of fiscal year in which final decision is made.</p>		
10	<p><u>702-50 AAFES INCOME AND EXPENSE OPERATING STATEMENT FILES</u></p> <p>These files consist of a consolidated, worldwide Income and Expense Operating Statement prepared on computer stockpaper. Statement is a breakdown of sales for Retail, Food, Services, and Vending for the current month and year-to-date totals.</p> <p>a. Paper copy. Temporary. Destroy after 1 year.</p> <p>b. Record microfiche copy. Destroy when no longer needed for reference.</p> <p>c. Other copies. Temporary. Cut off at close of fiscal year. Destroy when 3 years old.</p>		
11	<p><u>702-52 INDIVIDUAL INCOME AND EXPENSE OPERATING STATEMENT FILES</u></p> <p>These files consist of printed operating statements for each exchange. Statements show a monthly breakdown of sales for each exchange operation. Totals are for the current period and year-to-date.</p>		

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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
12	<p>a. Paper copy. Temporary. Cut off at close of fiscal year. Destroy after one year old.</p> <p>b. Record microfiche copy. Temporary. Destroy when no longer needed for reference.</p> <p>c. Other copies. Temporary. Cut off at close of fiscal year. Destroy when 3 years old.</p> <p><u>1601-01 EMERGENCY PLANNING CASE FILES</u></p> <p>Documents accumulated by office responsible for preparation and issue of emergency plans, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans from higher and lower echelons, changes to plans, coordinating actions, and other related documents. Arranged by title or type of plan or directive.</p> <p>Temporary. Destroy when superseded or obsolete.</p>	GZS 18, ITEM 28 DEVIATION	
13	<p><u>311-03 PUBLICATION BACKGROUND FILES</u></p> <p>Delete.</p>		