NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-334-82-03

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/24/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

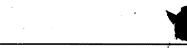
Item 1 was superseded by N1-334-86-001, item 10.

Item 2 was superseded by N1-334-86-001, item 53.

Item 3 was superseded by N1-334-86-001, item 53.

REQUEST FOR RECORDS POSITION AUTHORITY LEAVE BLANK (See Instructions on reverse) JOB NO NC1-334-82-3 TO: GEN ERA LSERVI ŒS A D MINSTRATION. NATIONAL ARCHIVES AND RECORD SSERVICE, WASHINGTON, DC 20408 DATE RECEIVED 1. FROM (AGENCY OR ESTABLISHMENT) July 😂 , 1982 Army and Air Force Exchange Service NOTIFICATION TO AGENCY 2. MAJOR SUBDIVISION In accordance with the provisions of 44 U.S.C. 3303a the disposal re-Administrative Services Division quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 3. MINOR SUBDIVISION Office Systems and Planning Branch 4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT. RONALD A. KNIGHT Program Analyst (Records Mgmt) FTS: 738-3127 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 \triangle 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. E. TITLE D. SIZNATUÂE OF AGENCY C. DATE REPRESENTATIVE Program Analyst (Records & Micro:) 10. ACTION TAKEN 8. DESCRIPTION OF ITEM SAMPLE OR ITEM NO. Inclusive Dates or Retention Periods) JOB NO. Listed below are proposed changes and additions to the Army and Air Force Exchange Service Manual 5-1, Records Management: 1 308-02 PARKING VIOLATION FILES Includes parking citations and related correspondence. Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff. WEEKLY APPLICATION OF AUDIT TIME 801-07 Document accumulative in capturing direct and indirect audit time. Includes AAFES Form 2200-10, Weekly Applications of audit time, edit runs and supporting documents. Weekly applications of audit time and supporting n ew 2 documents. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff. Edit Runs. Temporary. Destroy when AAFES Form 3 WILL 2200-10 has been corrected and approved. No mass data clauge shoot resumed STANDARD FORM 115 115-107 Revised April, 1975

Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4



Request for Records Disposition Authority – Continuation		JOB NO.		PAGE OF	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
£.	10 1306-∰8 VENDOR MASTER FILE (VMF) DATA BASE SOURCE DOCUMENT		<u>S</u>	,	
.4	Documents relating to establishment, deletion or changes to vendor name and address data in the VMF data base. \hat{E} Hard copy, destroy when microfilm has been verified.		hew		
5	(Microfilm). A Record Copy, Temporary. Cut off at close of fiscal year. Destroy 10 years after cutoff.		new		
g Ce	1306- IMPROVED MERCHANDISE MANAGEMENT CONTROL PROGRAM - ITEM MASTER FILE SOURCE DOCUMENT FILES		new		
	Source documents relating to assignment of item numb and item data cuts the IMMCP-IMF data base. Item da assignment includes all AAFES tangible assets.		4.		
	Temporary. Maintain on CFA and destroy upon en user data into the data base.	try of	v		*
7	1306-130 IMPROVED MERCHANDISE MANAGEMENT CONTROL PRO ITEM MASTER FILE (IMMCP-IMF)	GRAM -	new		
	Index of item in the Item Master File (Microfiche only).				
	Temporary. Cut off at close of fiscal year. Min CFA and destroy when 6 years old.	aintain			
8	1306- DISTRIBUTION ANALYSIS REPORT		new		
8	Correspondence and supporting documents regarding paschedules.	yment			•
	Temporary. Cut off at close of fiscal year. D 1 year after cutoff.	estroy			
9	702-63 VENDOR CODE BOOK FILES -				
1	Delete. (NOTE: This record is not stored at F	RC).			
	[Amended by R. Wire per M. Gaston, 12/8 and 1/4/83]	3/82			
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