

RU 334 item

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
 HQ Army & Air Force Exchange Service

2 MAJOR SUBDIVISION
 Administrative Services Division

3 MINOR SUBDIVISION
 Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
 FRED D. AVERY

5. TEL. EXT
 2173

LEAVE BLANK

DATE RECEIVED JAN 24 1973	JOB NO
DATE APPROVED	NN-1734133

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED

2-8-73 *James B Rhoads*
 DATE ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

22 Jan 73 (Date) *[Signature]* (Signature of Agency Representative) **Records Management Officer, AAFES** (Title)

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 is a change of disposition instructions for Audit Workpapers, a standard in Chapter 8, Part Four, ESM 5-1, AAFES Records Management.</p> <p>801-02 Audit Workpapers which reads:</p> <p>Working papers compiled by persons conducting the audit including Report of Audit Findings; list of findings and recommendations; copy of the previous report for that particular element; copy of Surprise Cash Register Count; schedule of accruals, and other papers incident to the audit.</p> <p>Destroy on completion of the next audit or on discontinuance of the related account or fund, whichever is sooner.</p> <p>Is changed to read:</p> <p>801-02 Audit Workpapers</p> <p>Working papers compiled by persons conducting the audit, including Report of Audit Findings; list of findings and recommendations; copy of the previous report for that particular element; copy of Surprise Cash Register Count; schedule of accruals, and other papers incident to the audit.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p>		DISPOSAL APPROVED