

RY334 2 items

Standard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg. 3-2V-106
115-103

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 27 1973	JOB NO MN-173-159
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
3-6-73 DATE	<i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES

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

1 FROM (AGENCY OR ESTABLISHMENT)

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 AVery

5 TEL. EXT.

2173

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 2 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.

16 Feb 73
(Date)

Fred A Very
(Signature of Agency Representative)

Records Mgmt Officer
(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
1.	<p>Change: 1502-02, which reads</p> <p>1502-02 Freight Register Files</p> <p>Bound book recording receipts of merchandise on open end/direct delivery contracts, listing merchandise, weight, number of cases/pieces, receiving report number, carrier, bill of lading number, and date of delivery.</p> <p>Cutoff at close of fiscal year in which book is completed Destroy after 2 years.</p> <p>Is changed to read:</p> <p>1502-02 Freight Register Files</p> <p>Bound book recording receipts of merchandise on open end/direct delivery contracts, listing merchandise, weight, number of cases/pieces, receiving report number, carrier, bill of lading number, and date of delivery.</p> <p>Cutoff at close of fiscal year. Destroy after 6 years.</p>		DISPOSAL APPROVE
2.	<p>Add:</p> <p>1604-48 Freight Register Files</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Bound book recording receipts of merchandise on open end/ direct delivery contracts, listing merchandise, weight, number of cases/pieces, receiving report number, carrier, bill of lading number, and date of delivery.</p> <p>Cutoff at close of fiscal year. Destroy after 6 years.</p>		<p>DISPOSAL APPROVED</p>