

2334

2 items

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

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)
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
FEB 27 1973

DATE APPROVED

JOB NO
NN-173-160

NOTIFICATION TO AGENCY

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

3-6-73 *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 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.

23 Feb 73 (Date) *Fred D. Avery* (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>Listed below are a change and several deletions to the file standards in Part Four, ESM 5-1, AAFES Records Management.</p> <p>CHANGE: Which reads</p> <p>406-11 Mechanized Time and Attendance Registers</p> <p>Time and attendance registers listing functional area, activity number, employee's name and SSN, hours worked, sick/annual leave taken and bearing each employee's signature. Includes full-time, temporary, casual labor and other employees. Arranged chronologically and maintained at HQ and ER level.</p> <p>Cutoff at close of fiscal year. Destroy after 4 years.</p> <p>Is changed to read:</p> <p>406-11 Time and Attendance Registers</p> <p>Time and attendance registers listing functional area, activity number, employee's name and SSN, hours, worked, sick/annual leave taken and bearing each employee's signature. Includes full-time, temporary, casual labor and other employees. Arranged chronologically and maintained at HQ and ER level.</p> <p>a. Time and Attendance Registers</p>		<p style="text-align: center;">DISPOSAL APPROVED</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
	Cutoff at close of fiscal year. Destroy after 4 years. b. Leave Slips Cutoff after employee signs Time and Attendance Register. Destroy after 30 days. DELETE		<i>h</i> DISPOSAL APPROVED
2.	305-01 Administrative Procurement Case Files		
3.	305-02 Proposal Files		
4.	305-03 Source List or Card Files		
5.	305-04 Vendors Reference Material Files		
6.	305-05 Stockroom or Warehouse Receiving Files		
7.	1404-02 Services Concessionaire Contract Files		
8.	1404-03 Services Concessionaire Inspection Files		
9.	1505-02 Leased Vehicle Contract Files		