

4 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)

| | |
|--|---|
| LEAVE BLANK | |
| DATE RECEIVED APR 12 1973 | JOB NO. 173-215 |
| DATE APPROVED | NN- 173-215 |
| NOTIFICATION TO AGENCY | |
| IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED. | |
| <u>4-26-73</u> DATE | <u>James B. [Signature]</u> ARCHIVIST OF THE UNITED STATES |

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

1 FROM (AGENCY OR ESTABLISHMENT)
Headquarters, 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.
330-2173

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.

9 APR 73
 (Date)

[Signature]
 (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 |
|------------|---|---------------------|-------------------|
| | Below are additions and changes for Exchange Service Manual 5-1, Records Management. | | |
| | <u>ADDITIONS</u> | | |
| 1. | 307-06 Parking Permit Control Records Vehicle Registration form, identifying car, owner, and decal number, which supports issuance of decal authorizing employee to park in AAFES parking areas. Destroy upon separation/non-local transfer of owner or disposal of registered car. | | DISPOSAL APPROVED |
| 2. | 403-12 Overseas Processing Records Documents related to transfers of personnel from CONUS to oversea activities of the Exchange Service. Cutoff when employee departs the US. Destroy after 1 year. | | DISPOSAL APPROVED |
| 3. | 704-12 Concessionaire Insurance Files Documents include insurance certificates, premium audits, record of premium payments and related papers. Cutoff when AAFES involvement ends. Destroy after 6 years. | | DISPOSAL APPROVED |

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 |
|--------------|--|--------------------------|---------------------------------|
| 4. | <p><u>Change 410-03 which reads:</u></p> <p>410-03 Teleticketing Service Files</p> <p>Documents showing airline tickets furnished to employee travelers, but not those used for accounting purposes. Includes agent coupons, machine listings, copies of authorizations, and related papers. Arranged as appropriate.</p> <p>Cutoff at close of fiscal year. Destroy after 1 year.</p> <p>Is changed to read:</p> <p>410-03 Teleticketing Service Files</p> <p>Documents showing airline tickets furnished employee travelers, including agent coupons, authorizations and related papers.</p> <p>Cutoff at close of fiscal year. Destroy after 2 years.</p> | | <p>DISPOSAL APPROVED</p> |