

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Lituan*

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 Office

4. NAME OF PERSON WITH WHOM TO CONFER  
 K. E. Bayro

5. TEL. EXT.  
 330-3873

LEAVE BLANK	
DATE RECEIVED 25 MAR 1977 NC-1	JOB NO. 334 77 1
DATE APPROVED	

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3305a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-7-77 *James E. O'Neil*  
 Date Acting 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.

16 MAR 77 *Kay E. Bayro*  
 (Date) (Signature of Agency Representative)

*C/AD-A/P*  
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	702-23 Check-Cashing Privilege Files. That portion which reads "Destroy after 3 years," is amended to read "Destroy after 6 years." This file is required to provide identification/reconciliation capability of dishonored check system up to five years after checks were originally cashed.		
2.	<i>fraudulent check files</i> 704-24 Bank Reconciliation Files. That portion which reads "Destroy after 3 years," is amended to read "Destroy after 6 years." This file is required to provide identification/reconciliation capability of dishonored check system up to five years after checks were originally cashed.		

*sent to agency and 7 NC - 4/11/77 to*