

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

3/21/80 ✓

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| LEAVE BLANK | |
| JOB NO NC1-334-80-3 | |
| DATE RECEIVED 3-21-80 | |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| Date 5-9-80 | Signature <i>Walter W. Stender</i> Archivist of the United States |

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Army and Air Force Exchange Service

2. MAJOR SUBDIVISION
Administrative Services Division

3. MINOR SUBDIVISION
Records Management Office

4. NAME OF PERSON WITH WHOM TO CONFER
RONALD A. KNIGHT

5. TEL. EXT.
 (214) 330-2281

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|--------------------|---|--|
| C. DATE 15/2/80 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald Knight</i> | E. TITLE RECORDS MANAGEMENT OFFICER |
|--------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| | Listed below are proposed changes to Appendix 17, Army and Air Force Exchange Service Manual 5-1, Records Management: | | |
| 1. | <u>1701-04 SECURITY VIOLATION FILES</u> (Superseded by 1701-03 CRIMINAL INVESTIGATION REPORTS FILES). | | |
| 2. | <u>1701-05 CRIMINAL INVESTIGATION REPORT CONTROL LOG</u> Includes type of case, case number, location, dates, etc., relating to criminal investigation reports. Temporary. Cutoff at close of calendar year in which case is closed. Transfer to FRC when 2 years old. Destroy when 3 years old. | NEW | |
| 3. | <u>1701-06 ELECTRONIC SURVEILLANCE FILES</u> File includes survey reports concerning closed circuit television and electronic surveillance operations and other supporting documents. Arranged chronologically. a. Record copy. Temporary. Cutoff at close of fiscal year in which survey is conducted. Transfer to FRC when 2 years old. Destroy when 3 years old. (GRS 18-10) b. Other copies. Temporary. Cutoff at close of fiscal year in which survey is conducted. Destroy when 1 year after end of fiscal year in which survey | NEW | |

16 ITEMS

Copy to agency, NARA

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| 4. | <p>is conducted.</p> <p><u>1701-07 SERIOUS INCIDENT REPORTS</u></p> <p>Telephonic reports of serious incidents relating to AAFES assets, property or employees.</p> <p>a. Record copy. Temporary. Cutoff at close of fiscal year in which incident is reported. Destroy after 2 years OLD, WHEN</p> <p>b. Other copies. Temporary. Cutoff at close of fiscal year in which incident is reported. Destroy in 1 year or when administrative value has been exhausted, whichever is sooner.</p> | <p>NEW</p> <p>Z. K/AAFES ZLS/NAARS - NCD 5/05/80</p> | |
| 5. | <p><u>1701-08 INCIDENT REPORTS</u></p> <p>Reports of shoplifting, employee theft, etc., which do not qualify as serious incidents. Also includes reports of action taken against shoplifters.</p> <p>a. Record copy (initiating office). Temporary. Cutoff at close of fiscal year. Destroy WHEN 2 years OLD.</p> <p>b. Other copies. Temporary. Cutoff monthly. Destroy when 90 days old.</p> | <p>NEW</p> <p>Z. K/AAFES ZLS/NAARS - NCD 5/05/80</p> | |
| 6. | <p><u>1701-09 LOSS PREVENTION SURVEYS</u></p> <p>Includes copies of loss prevention surveys, checklists and other related documents relating to loss prevention.</p> <p>Temporary. Cutoff at close of fiscal year in which final action is taken. Transfer to FRC when 2 years old. Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner. (GRS 18-10)</p> | <p>NEW</p> | |
| 7. | <p><u>1702-02 OSHA INSPECTION SURVEY FILES</u></p> <p>Documents pertaining to OSHA inspections and surveys including findings and recommendations for corrective actions and related documents.</p> <p>a. Record copy. Temporary. Cutoff at close of fiscal year in which survey is conducted. Destroy when 3 years old if corrective action has been</p> | <p>NEW</p> | |

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| | <p>accomplished or upon completion of corrective action if over 3 years old.</p> <p>b. Other copies. Temporary. Cutoff at close of fiscal year in which survey is conducted. Destroy when 2 years old.</p> | | |
| 8. | <p><u>1702-03 OSHA SAFETY AND HEALTH COMPLIANCE RECORD</u></p> <p>Documents pertaining to actions taken by AAFES to achieve compliance with OSHA standards.</p> <p>a. Record copy. Temporary. Cutoff at close of fiscal year. Destroy when 2 years old.</p> <p>b. Other copies. Temporary. Cutoff at close of fiscal year. Destroy when 1 year old.</p> | NEW | |
| 9. | <p><u>1702-04 DOD SAFETY REPORTS</u></p> <p>Reports submitted to DOD pertaining to safety related matters.</p> <p>a. Record copy. Temporary. Consolidated reports developed by HQ AAFES office with worldwide responsibility. Cutoff at close of fiscal year. Destroy when 2 years old.</p> <p>b. Feeder reports. Temporary. Cutoff at close of fiscal year. Destroy when 1 year old.</p> | NEW | |
| 10. | <p><u>1703-04 PERSONNEL SECURITY STATUS FILES</u></p> <p>Rosters or computer listings pertaining to security clearance status of AAFES employees.</p> <p>Temporary. Destroy roster/list when superseded.</p> | ESM S-1, ^{AUG} 29, 1703-04 | |