

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-334-81-3</i>	
DATE RECEIVED 4/23/81	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-12-81 <i>Date</i>	<i>Robert W. Way</i> <i>Archivist of the United States</i>

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
Records Management Officer

5. TEL EXT
FTS:738-2281

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 7 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 17 Apr 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald A. Knight</i>	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Listed below are proposed changes and additions to the Army and Air Force Exchange Service Manual 5-1, Records Management: <u>703-01 AAFES TIME CARDS</u> Change to: <u>703-01 CASUAL LABOR TIME CARDS</u> Time cards used for non-recurring wage payments. a. Record copy. Maintained by HQ AAFES Payroll Branch. Temporary. Cut off at close of calendar year. Destroy 3 years after cutoff. b. Other copies. Temporary. Used as support for working fund disbursement checks. Transfer to 702-01 for disposition thereunder.	<i>703-01 (change)</i>	
2	<u>703-02 PAYROLL ALLOTMENT FILES</u> Files pertaining to individual authorization records for employee organization dues, credit union/savings plan and other miscellaneous pay deductions to include Union Dues	<i>703-02 (change)</i>	<i>35 items</i>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Deduction Register, Combined Federal Campaign Deduction Register, Other Deduction Registers, Miscellaneous Deduction Register, Employee Association Dues Register, Savings Allotment Register and Match Reject Allotments.</p> <p>a. Microfiche record copy. Temporary. Maintain in microfiche storage area 3 years after cutoff and destroy.</p> <p>b. Paper copies and duplicate microfiche copies. Temporary. Cut off at close of calendar year. Destroy 1 year after cutoff.</p>		
3	<p><u>703-05 PERSONNEL ACTION FILES</u></p> <p>Delete.</p>		
4	<p><u>703-06 MISCELLANEOUS PAYROLL CHANGE FILES</u></p> <p>Change to:</p> <p><u>703-06 MISCELLANEOUS PAYROLL CORRESPONDENCE FILES</u></p> <p>Consists of miscellaneous correspondence pertaining to individual employee pay, leave balances and related papers.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	703-06 (change)	
5	<p><u>703-17 GERMAN PAYROLL REPORTS</u></p> <p>Includes the monthly and annual German payroll reports (Stammkarten).</p> <p>a. Microfiched record copy (HQ AAFES). Temporary. <i>Temporary.</i> Cut off at end of calendar year and maintain in microfiche storage <i>for 60 years and destroy.</i></p> <p>b. Other ^{duplicate microfiche} copies. Temporary. Cut off at end of calendar year. Destroy when no longer needed for reference.</p>	NEW	
6	<p><u>703-18 REQUEST FOR AUTHORIZATION OF OVERTIME</u></p> <p>Request for overtime (AAFES FORM 1400-8) which includes employee name and requested overtime hours. Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.</p>	NEW	

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7	<p><u>703-19 PAYROLL HOURS WORKING REPORTS</u></p> <p>Consists of Accepted Hours Records, Missing Hours Records and LWOP/Missing Hours Reports.</p> <p>a. Microfiche. Record copy. Temporary. Cut off at close of fiscal year. Maintain in microfiche storage area for 2 years and destroy.</p> <p>b. Other ^{duplicate microfiche} copies. Temporary. Cut off at close of fiscal year. Maintain in CFA 2 years after cutoff and destroy or when administrative value has been served, whichever is sooner.</p>	NEW	
8	<p><u>703-20 QUARTERLY WAGES BY EMPLOYEES</u></p> <p>Report of gross quarterly earnings by employees.</p> <p>a. Microfiche record copy. Temporary. Cut off at close of calendar year. Maintain in microfiche storage area 4 years after cutoff and destroy.</p> <p>b. Other ^{duplicate microfiche} copies. Temporary. Cut off at close of calendar year. Maintain in CFA 2 years after cutoff and destroy or when administrative value has been served, whichever is sooner.</p>	NEW	
9	<p><u>703-21 MONTHLY DOLLAR PAYROLL STATISTICS</u></p> <p>Personnel costs by Exchange provided to Financial Management for budgetary purposes.</p> <p>a. Microfiche record copy. Temporary. Cut off at close of fiscal year. Maintain in microfiche storage area 5 years after cutoff and destroy.</p> <p>b. Other microfiche copies. Temporary. Cut off at close of fiscal year. Maintain in CFA 2 years after cutoff and destroy or when administrative value has been served, whichever is sooner.</p> <p>c. Hard copy. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	NEW	
10	<p><u>704-04 GROUP INSURANCE CARD FILES</u></p> <p>Delete.</p>		

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11	<p><u>704-05 RETIREMENT CARD FILES</u></p> <p>Change to:</p> <p><u>704-05 RETIREMENT FISCAL REPORTS</u></p> <p>Includes Retirement Redeposit Report, Permanent Retirement Refund Check Register, Retirement Refund Report. (Due to frequent reference, hard copies of the Retirement Refund Report are kept in CFA for 2 years and destroyed.)</p> <p>a. Microfiche record copy. Permanent. ^{TEMPORARY.} Cut off at close of fiscal year. Maintain in microfiche storage area ^{for 25 years and destroy.}</p> <p>b. Other microfiched copies. Temporary. Cut off at close of fiscal year. Maintain until no longer needed for reference.</p>	704-05 (change)	
12	<p><u>704-06 GROUP INSURANCE PRINTOUT FILES</u></p> <p>Printouts of employees covered by group insurance sent to the insurance carrier. Included are Dependent Wife Insurance Report, Group Personal Accident Insurance, and related reports. Microfiched.</p> <p>a. Microfiche record copy. Temporary. Cut off at close of fiscal year. Maintain in microfiche storage area for 6 years after cutoff ^{then destroy.}</p> <p>b. Other ^{duplicate microfiche and textual} copies. Temporary. Cut off at close of fiscal year. Destroy when no longer needed for reference.</p>	704-06 (change)	
13	<p><u>704-11 SHORT/LONG TERM DISABILITY FILES</u></p> <p>Documents accumulated on histories of non-job-connected disabling injuries or illnesses, including medical reports, records of weekly payments received, and related papers. Disabilities are placed in the long term category after 6 months. These are case files, arranged alphabetically by name, and are retained in active files until employee returns to work, or in the long term category, when employee reaches the age of 62 years.</p> <p>a. Short term. Temporary. Cut off at close of fiscal year in which employee returns to work. Destroy 2 years after cutoff.</p>	704-11 (change)	

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14	<p>b. Long term. Temporary. Cut off at close of fiscal year in which employee returns to work or retires. Transfer to FRC 2 years after cutoff. Destroy 6 years after cutoff.</p> <p><u>704-12 MISCELLANEOUS EMPLOYEES CLAIM FILES</u></p> <p>Documents accumulated on the group insurance program, including death benefits, hospitalization, out-patient medical treatment, payments made, disputed claims, and related papers, not included in other categories of this program. Case files arranged alphabetically by employee name.</p> <p>Temporary. Cut off at close of fiscal year in which claim is closed. Transfer to FRC 2 years after cutoff. Destroy 3 years after cutoff.</p>	704-12	(change)
15	<p><u>704-14 WAIVER OF PREMIUMS FILES</u></p> <p>Documents accumulated on employees who have been disabled for more than 9 months and whose hospitalization and life coverage premiums have been waived by the carrier. Case files arranged alphabetically by employee name.</p> <p>Temporary. Cut off at close of fiscal year in which employee returns to work or no longer eligible for coverage. Transfer to FRC 2 years after cutoff. Destroy 4 years after cutoff.</p>	704-14	(change)
16	<p><u>704-22 SHORT PACK CLAIMS FILES</u></p> <p>Change to:</p> <p><u>704-22 GENERAL AVERAGE CLAIM FILES</u></p> <p>Documents relating to General Average declared on vessels containing AAFES cargo. Includes notice of general average cargo manifests, purchase orders, vendor's invoices, requisitions, transfer vouchers and related cargo shipping documents.</p> <p>a. Record copy (HQ AAFES). Temporary. Cut off at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 6 years after cutoff.</p> <p>b. Other ^{Textual} copies. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	704-22	(change)

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17	<p><u>704-24 FRAUDULENT CHECK FILES</u></p> <p>Delete.</p>		
18	<p><u>704-27 ACCEPTED/REJECTED AETNA SAVINGS PLAN APPLICATIONS</u></p> <p>Listing by name and social security number of employees making application to enroll in the AAFES Savings Plan administered by Aetna.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>	NEW	
19	<p><u>704-28 PAYROLL DEDUCTION/LUMP SUM CONTROL (AETNA SAVINGS PLAN)</u></p> <p>Bi-weekly report of employee contributions to the savings plan.</p> <p>a. Microfiche record copy. Temporary. Cut off at close of fiscal year. Maintain in microfiche storage area for 6 years and destroy.</p> <p>b. Other ^{duplicate microfiche} copies. Temporary. Cut off at close of fiscal year. Maintain in CFA for 3 years and destroy or when administrative value has been served, whichever is sooner.</p> <p>c. Hard copy. Temporary. Cut off at close of fiscal year. Maintain in CFA for 1 year (frequent reference) after cutoff and ^{then} destroy.</p>	NEW	
20	<p><u>704-29 AETNA ACTIVITY REPORT - AAFES EMPLOYEE SAVINGS PLAN</u></p> <p>Bi-weekly and monthly reports provided by Aetna on the savings plan.</p> <p>a. Temporary. Destroy when a new report is provided by Aetna except for the final year-end report.</p> <p>b. Year-end Report. Temporary. Cut off at end of calendar year. Maintain in CFA for 6 years and destroy.</p>	NEW	

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21	<p><u>704-30 INTERNAL MANAGEMENT REVIEW FILES</u></p> <p>These files contain documents relating to inventory variances. Included are instructions for taking the official inventory, schedule of variances/differences, IMORs and IMTRs, explanatory correspondence, and related papers.</p> <p>Temporary. Cut off at close of fiscal year in which investigation completed. Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41CFR 101-11.506.</p>	NEW	