

OK to Agg, DAD 1-13-84

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-334-84-1</b>	
DATE RECEIVED <b>1/16/84</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>1-17-84</b> Date	<i>[Signature]</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  
**Office Systems & Planning Branch**

4. NAME OF PERSON WITH WHOM TO CONFER  
**MARILYN M. GASTON**  
**Management Analyst (Records)**

5. TEL EXT  
**FTS: 738-2287**

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 \_\_\_\_\_ 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 <b>9 Jan 84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i>	E. TITLE <b>Management Analyst (Records)</b>
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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
Item 1	<p>Listed below for approval is change to the Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p>201-01 <u>EXECUTIVE MANAGEMENT RECORDS</u></p> <p>a. No change.</p> <p>b. Policy and precedent files. DELETED. (File under Policy and Precedent Files, 102-03.)</p>	<b>NCI-334-84-4 (ITEM 1)</b>	
Item 2	<p>c. General correspondence. DELETED. (File under General Correspondence Files, 101-01.)</p>		
<p>No mass data change sheet required. Copy of job sent to agency by RAW on 1-23-84.</p>			<b>2 items</b>