

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>NE BLANK (NARA use only)</b>	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-334-01-1	DATE RECEIVED 5-22-01
1. FROM (Agency or establishment) Army and Air Force Exchange Service (AAFES)		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION NAF			
3. MINOR SUBDIVISION Human Resources Directorate			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret Cole Records Management Officer colem@aafes.com	5. TELEPHONE (214) 312-3118	DATE 1-15-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 17 May 01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret Cole</i>	TITLE Margaret Cole Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>EOP 5-1</p> <p>401-04 OFFICIAL PERSONNEL FOLDERS (OPFs)</p> <p>Case files documenting the service and official employment history of employees Maintained according to AAFES personnel policies and instructions in EOP 15-10 Arranged alphabetically by employee name.</p> <p>a. Official Personnel Folder for all employees.</p> <p>Temporary. Place in inactive file on separation of employee, hold 1 year then send to the National Personnel Records Center (NPRC), 111 Winnebago St., St. Louis, MO 63118. Inactive OPFs may be retired to the NPRC 3 months after separation by AAFES elements when the volume of inactive OPFs creates a storage problem. The NPRC will destroy <del>75 years after birth date of 60 years after the date of the earliest document in the folder if the date of birth can't be ascertained, provided the employee has been separated for at least 5 years.</del></p> <p>b Folders for aliens, foreign nationals or local nationals employed outside the U.S.</p> <p>Temporary. Cut off at close of fiscal year in which employee is separated. Destroy 5 years after cutoff.</p> <p>Exceptions: If host government agreements require longer retention, overseas regions will issue supplementary instructions to extend the retention period. OPFs that may be used to certify federal employment for admitting</p>	NC1-334-80-1, Item 16	<p>65 years after latest separation from NAF Service.</p> <p>agency concurrence tcs 9/21/01</p>

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1	<p>refugees into the United States will be offered to the Department of State at the end of the retention period. (The AAFES Records Management Officer will contact the Records Management Office, Department of State, Washington, D.C.)</p> <p><del>c. Career Management Personnel Folders. Maintained by HQ AAFES. Serve as skeleton personnel file on all management personnel worldwide.</del></p> <p>Temporary. Cut off at close of fiscal year in which employee is separated. Destroy 3 years after cutoff.</p> <p><del>d. Temporary materials. Maintained in Official Personnel Folders.</del></p> <p>Temporary. Destroy upon transfer or separation of employee or when 2 years old, whichever is earlier.</p> <p>e. Convenience Personnel Folders. Maintained at regions for all management personnel assigned under the jurisdiction of the region VP. Files include copies of documents concerning training, promotion, assignments, commendations, disciplinary actions and so forth.</p> <p>Temporary. Retain as long as employee is assigned under the jurisdiction of the U. S. region (USR). Transfer with OPF if employee is transferred to HQ AAFES or overseas. Transfer to gaining USR if assignment is to another USR. Cut off at close of fiscal year in which employee is separated. Destroy 1 year after cutoff.</p> <p><del>f. Electronic Official Personnel Folders. AAFES will maintain limited paper documents to include Merged Record Personnel Folders. All other active and inactive files will be maintained as electronic records. AAFES will convert electronic records to paper upon request from other agency.</del></p> <p>f. Temporary. Electronic copies created on electronic mail and word processing systems will be deleted after record keeping copy has been produced and no longer needed for reference, updating, revision or dissemination.</p>	<p>NARA approval not needed</p> <p>NARA approval not needed</p> <p>Instructions - NARA approval not needed</p>	