

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd 4/28*

LEAVE BLANK	
JOB NO NCL-334-80-4	
DATE RECEIVED 4-28-80	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-9-80 <i>Walter W. Stender</i> Date <i>acting</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 4 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 Apr 80	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.	<p><u>801-01 REPORT OF AAFES AUDIT FILES</u></p> <p>Consists of Volumes I and II of the audit workpapers. Contains the final report of audit, to include drafts, initial findings, quality assurance, audit schedules, cost summaries and correspondence relating to the audit.</p> <p>a. HQ AAFES Audit and Inspection Division. Temporary. Cut off at close of fiscal year in which audit is conducted. Transfer to FRC <del>when</del> 3 years <del>old</del>. Destroy <del>when</del> 5 years <del>old</del> after audit. <i>after audit</i></p> <p>b. Audited element. (Published report of audit, initial findings and replies thereto.) Temporary. Cutoff at close of fiscal year in which audit is conducted. Retain in CFA until next audit is conducted and destroy, or destroy when 5 years old, whichever is sooner.</p> <p>AAFES/R. Knight, concurs in changes herein. NARS-NCD/RCTage, 4/25/80</p>		<i>15 ITEMS</i>

*Consent. Copy to Agency, NIM*

## Request for Records Disposition Authority - Continuation

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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>c. Information copies of audit reports.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Destroy <del>when</del> <sup>WHEN</sup> 1 year after audit <del>or</del> administrative value has been served, whichever is sooner.</p>		
2.	<p><u>801-02 AUDIT WORKPAPERS</u></p> <p>All workpapers, except Volumes I and II, compiled by AAFES auditors conducting the audit.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted and transfer to FRC. Destroy <del>when</del> 5 years <del>or</del> after audit.</p>		
3.	<p><u>801-03 PREAUDIT WORKPAPER FILES</u></p> <p>Delete entire standard.</p>		
4.	<p><u>801-04 REPORTS OF CONTRACTED AUDITORS</u></p> <p>Audit reports made by CPA firms. Includes final report of audit, audit workpapers, and related papers.</p> <p>a. HQ AAFES Audit and Inspection Division.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Destroy <del>when</del> 5 years after audit. <del>or</del></p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which audit is conducted. Destroy <del>when</del> 2 years after audit. <del>or</del></p>		
5.	<p><u>801-05 GOVERNMENT AGENCY CASES</u></p> <p>Documents that accumulate from reviews of AAFES elements by Government agencies such as the General Accounting Office and Defense Audit Service. Includes correspondence, reports of audit, and related papers.</p> <p>a. HQ AAFES Audit and Inspection Division</p>		

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	<p>Temporary. Cut off at close of fiscal year in which case is closed. Destroy <del>when</del> 5 years <del>old</del> after closure.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed. Destroy <del>when</del> 1 year <del>old</del> after closure.</p>		
6.	<p><u>801-06 AUDIT SYSTEMS REVIEW REFERENCE FILES</u></p> <p>Includes system definition, descriptions, flowcharts, file layouts, technical reference materials, documents reflecting actual and/or proposed changes, test results, and other related documents.</p> <p>Temporary. Cut off when system is no longer used and there are no actions pending, then destroy.</p>		
7.	<p><u>802-01 COMMAND LEVEL INSPECTION COORDINATION FILES</u></p> <p>Documents accumulated in the review, control, coordination, and consolidation of planned inspections of AAFES elements by inspectors general of major/installation commands. Included are notifications of impending visits, itineraries, requests for changes, and related papers.</p> <p>Temporary. Cut off at close of fiscal year in which final action is taken. Destroy <del>when</del> 2 years <del>old</del> after final action.</p>		
8.	<p><u>802-02 DEPARTMENTAL LEVEL INSPECTIONS OF AAFES ELEMENTS</u></p> <p>Documents accumulated as the result of inspections of AAFES elements by Departmental level inspectors general. Included are copy of report with recommendations, replies of AAFES on corrective action taken, and supporting papers.</p> <p>a. HQ AAFES Audit and Inspection Division.</p> <p>Temporary. Cut off at close of fiscal year in which final action is taken. Destroy <del>when</del> 4 years <del>old</del> after final action.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in</p>		

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	<p>which final action is taken. Destroy <del>when</del> 2 years <del>old</del> after final action.</p>		
9.	<p><u>803-02 CLAIMS INVESTIGATION REPORTS FILES</u></p> <p>Delete entire standard.</p>		
10.	<p><u>803-03 AAFES INSPECTOR GENERAL COMPLAINT CASE FILES</u></p> <p>Documents accumulated from investigations of AAFES personnel complaints by the AAFES Inspector General. Included are complaints, investigative data, and related papers. Arranged by employee name.</p> <p>Temporary. Cut off at close of fiscal year in which case is closed. Destroy <del>when</del> 2 years <del>old</del> after closure.</p>		