

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

10/15/80 22 REC REC'D

LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION,**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408** <sup>n</sup>

JOB NO

NC1-334-81-1

DATE RECEIVED

October 16, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

3-5-81

Date

*R. H. [Signature]*  
Archivist of the United States

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

7 Oct 80

D. SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

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 and additions to the Army and Air Force Exchange Service Manual 5-1, Records Management:

APPENDIX 18

MARKETING RESEARCH

SECTION 1

1801-01 Marketing RESEARCH STUDY FILES

(new)

Study/project files created as a result of operations research activities. Files to include documentation as to statistics, analysis and final reports and recommendations resulting from varied types of operational studies for staff and/or operations elements. Arranged by type or title of study in alphabetical order.

*Withdrawn*

a. Record copy.

Temporary. Cut off at close of fiscal year in which case is completed. Transfer to 1801-02b for disposition thereunder.

8 items

115-107

*change made with AAFES approval  
9/27/81  
Withdrawn/Checked Out: 2-10-81: R.L.D.  
C/O [unclear] [unclear] [unclear]*

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>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year in which study is completed. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>		
1	<p>1801-01 Marketing RESEARCH STUDY REFERENCE FILES</p> <p>Printed publications used to provide input to operations research studies. May be one-time reports or periodicals.</p> <p>a. Periodicals. Temporary. Cut off at close of fiscal year in which superseded or information becomes obsolete. Maintain in CFA until 2 years old and destroy.</p> <p>b. Operations Research Study Files. Temporary. Maintain in CFA until 2 years old and destroy.</p>	(new)	Withdrawn
2	<p>1801-01 MARKETING RESEARCH STUDIES/SURVEYS</p> <p>Marketing research studies and surveys and correspondence relating to marketing research studies/surveys, i.e., letters of request, questionnaires and analysis. Arranged alphabetically by title of study/survey.</p> <p>a. Record copy of <i>final studies and surveys. Permanent. offer NARS in 5 year blocks when 10-15 years old.</i></p> <p><del>Temporary. Cut off at close of fiscal year in which survey is completed. Transferred to 1801-04b for disposition thereunder.</del></p> <p>b. Other <del>copies.</del> <i>files</i></p> <p>Temporary. Cut off at close of fiscal year in which study is completed. Destroy when 2 years old or when reference value has been exhausted, whichever is sooner.</p>	(new)	
3	<p>1801-02 MARKETING RESEARCH REFERENCE FILES</p> <p>Copies of printed publications used to provide input to marketing research surveys and/or studies. May be one-time reports or periodicals and maintained by file or library as appropriate.</p>	(new)	

**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>a. Periodicals. Temporary. Cut off at close of fiscal year in which superseded or information becomes obsolete. Maintain in CFA until 2 years old and destroy.</p> <p>b. Marketing Research Status/Surveys. Temporary. Maintain in CFA until 2 years old and destroy.</p>		