

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 (AD-F)

4. NAME OF PERSON WITH WHOM TO CONFER
**MARILYN M. GASTON
Records Officer**

5. TEL EXT
**FTS:
738-2282**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
JOB NO	NCI-334-83-2
DATE RECEIVED	4 / 2 / 83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-21-83 <small>Date</small>	 <small>Archivist of the United States</small>

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
23 Mar 83		Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Listed below are proposed changes and additions to the Army and Air Force Exchange Service Manual 5-1, Records Management:</p> <p>ADD: 706-01 Internal Control Checklists and Affirmations Files Contains Internal Control Checklists (AAFES FORMs 3900-65 through 3900-84) covering various fiscal and operating elements of AAFES facilities for adherence to internal controls. Includes Affirmation of Established Internal Controls (AAFES FORMs 3900-87, 3900-88, 3900-89 and 3900-64).</p> <p>a. Checklists. Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> <p>b. Affirmations. Temporary. Cut off at close of fiscal year following reassignment of the management official. Destroy 1 year after cutoff.</p>		

No mass data change sheet required. copy of job sent to NNM and the agency by FAW, 7-28-83.

9 items

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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
2.	<p><u>1406-01 Motion Picture Booking Files</u> Correspondence and reports relating to the releasing of motion pictures in AAFES theaters. Includes CONUS program releases, overseas booking releases, screening evaluations and booking request/confirmation.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>		
3.	<p><u>1406-02 Print Control Files</u> Correspondence and reports relating to the control and disposition of motion picture film. Includes certificates of disposition, film inspection reports, certificates of loss, and annual print reconciliation and inventory.</p> <p>Temporary. Cut off at close of fiscal year in which disposition of prints is made. Destroy 2 years after cutoff.</p>		
4.	<p><u>1406-03 Theater Operations Report Files</u> Correspondence and reports concerning the operation of theaters. Includes unannounced headcounts, booking notice and box office reports, booking notice and attendance reports, performance and personnel authorizations, and free theater revalidation requests:</p> <p>a. Documents such as performance authorizations and personnel authorizations which are valid until superseded.</p> <p>Temporary. Cut off at close of fiscal year in which superseded. Destroy 2 years after cutoff.</p> <p>b. All other documents.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>		
5.	<p><u>1406-04 Motion Picture Statistical Report Files</u> Feature earnings reports, audience reaction reports, feature earnings analysis, and similar statistical reports.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p>		

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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
6.	<p>CHANGE 1604-08 to read: <u>1604-08 Operations Research Study Files</u> Special studies and related correspondence accumulated at the staff level in the planning and forecasting of exchange activities that will have substantial impact on the AAFES organization or manpower, or on operational and policy obligations. Research may involve analyses of internal and external economic factors, resource commitments, ^{and} other trends and forecasts that affect the AAFES Master Plan. Also included is research on appropriated- and nonappropriated-fund issues that reflect military regulations regarding acquisition authorities and funding for the operation of AAFES facilities. Arranged by type or title of study and thereunder by subject.</p> <p>a. Record Copy.</p> <p>Permanent. Cut off at close of fiscal year in which study is is completed. Transfer to FRC 2 years after cutoff. Offer to NARS when is ²⁰ years old.</p> <p>b. Other Copies.</p> <p>Temporary. Cut off at close of fiscal year in which study is is completed. Destroy when no longer needed for reference.</p> <p>[Job amended by R. Wire per M. Gaston, 5/23/83]</p>	NCI-334-80-1, Item 13	