

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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|---|--------------------------------|
| LEAVE BLANK | |
| JOB NO NCI-334-84-4 | |
| DATE RECEIVED 3/2/84 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Withdrawn 4-18-84 | |
| Date | 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:738-2282

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.

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| C. DATE 24 Feb 84 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i> | E. TITLE Management Analyst (Records Mgt 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>1501-05 <u>RATES AND CHARGES NEGOTIATION FILES</u></p> <p>Documents relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of merchandise and supplies. Includes letters of intent, proposals from carriers, proposals from vendors to use their trucks and/or pool cars, study data, tariff and tender documents, and related papers.</p> <p>a. Approved proposals and supporting documents. Cut off at close of fiscal year in which cancelled or superseded. Destroy 2 years after cutoff.</p> <p>b. Disapproved proposals and related papers. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> | <p>NN-172-009 ITEM 18</p> | <p>11 items</p> |

No mass data changed required. Copy of job sent to agency as enclosure to NCI's 44-18-84 withdrawal letter. FAW

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 3 2 |
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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>1502-01 <u>FREIGHT ROUTING AND MOVEMENT FILES</u></p> <p>Records relating to routing and movement of merchandise and supplies from point to point. Includes correspondence pertaining to Standard Point Location Code (SPLC) numbers and lead times, and commercial shipment messages.</p> <p>a. Correspondence and related papers (excluding commercial shipment messages).</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Commercial shipment messages.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 90 days after cutoff.</p> | NN-172-009 Item 19 | |
| 3. | <p>1502-12 <u>TRAFFIC MANAGEMENT FILES</u></p> <p>Records relating to traffic management. Includes proposed shipping schedules and routes; modes of transportation; timeframe studies/cost analysis; and correspondence regarding terms, conditions, pickup and backhaul of merchandise.</p> <p>a. Record copy (HQ AAFES)</p> <p>Temporary. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>b. Other copies.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> | NEW | |
| 4. | <p>1505-04 <u>MOTOR VEHICLE REQUIREMENTS FILES</u></p> <p>Documents relating to vehicle requirements. Includes copies of procurement requests, justifications, purchase orders, and all associated correspondence.</p> <p>Temporary. Cutoff at close of fiscal year. Transfer to FRC 2 years after cutoff. Destroy 5 years after cutoff. (EXCEPTION: Hard copies of microfilmed records are destroyed after editing film. Maintain microfilm in CFA 5 years and destroy.)</p> | NN-172-009 ITEM 37 | |

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 3 3 |
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| 5. | <p>1505-11 <u>MOTOR VEHICLE/MHE SPECIFICATION REVIEW AND DEVELOPMENT FILES</u></p> <p>Record sets of AAFES specifications with technical backup documents, revisions to manufacturer's technical data books, and replies to requests for vendor's annual review of proposed future specifications.</p> <p>Temporary. Destroy when superseded, obsolete or no longer needed for reference.</p> | NEW | |
| 6. | <p>1505-12 <u>VEHICLE/MHE AUTHORIZATION/DISPOSITION FILES</u></p> <p>Contains initial and changes to vehicle/MHE allowances. Records consist of documents pertaining to transfer/disposal of excess vehicles and MHE, including excess parts for vehicle/MHE disposition, retention/replacement requests and justification for additional vehicles(s)/MHE.</p> <p>Temporary. Cut off at close of fiscal year in which superseded or cancelled. Destroy 2 years after cutoff.</p> | NEW | |
| 7. | <p>1505-13 <u>VEHICLE/MHE CAPITAL EXPENDITURE PROGRAM PLANNING AND EXECUTION FILES</u></p> <p>Documents pertaining to cash flow, budgeting allocation and expenditure of funds for replacement/additional vehicles/equipment. Includes Vehicle Request Worksheets (TM10P301), Regional Current Status Reports (TM10P401), correspondence and memoranda regarding the annual vehicle/MHE procurement programs.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 5 years after cutoff.</p> | NEW | |