

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

**NI-334-87-2**

DATE RECEIVED

**9-28-87**

1 FROM (Agency or establishment)

**Army and Air Force Exchange Service**

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

**Administration Division**

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

**Administrative Services Branch**

4 NAME OF PERSON WITH WHOM TO CONFER

**Marilyn M. Gaston  
Records Management Officer**

5 TELEPHONE EXT

**(214)780-2282**

DATE

ARCHIVIST OF THE UNITED STATES

*12/29/87*  
*[Signature]*

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i> Marilyn M. Gaston	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (INARS USE ONLY)
1.	<p><b>602-05 POTENTIAL LEGAL CASES</b></p> <p>Documents relating to accidents, incidents, contracts, actions, or other matters which, although not in controversy, may result in litigation, suit, claim, appeal, or other proceedings. If and when proceedings arise, these documents become a part of the appropriate litigation case file. Disposal instructions below apply to papers not resulting in proceedings.</p> <p>Temporary. Cut off at close of fiscal year in which action is completed. Destroy <sup>6 years after cutoff</sup> when no longer needed for legal documentation, whichever is later.</p>	NN-170-71 (Change)	
2.	<p><b>702-41 POSTING MEDIA JOURNALS AND REGISTERS</b></p> <p>These files are the basic books of accounts which reflect original recordings of all classes of transactions. They consist of computer printouts and microfiche or microfilm of cash receipt journals, check registers, cash disbursement journals, TV summaries, price change accountability, purchase journals and other journals or registers which are used as posting or control media.</p>	NN-170-71 (Change)	<i>14 items</i>

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>a. Journals and Registers (Except Purchase Journals)</p> <p>(1) Computer Printouts.</p> <p>Temporary. Cut off at close of fiscal year. Keep one month, then destroy upon receipt of subsequent month hard copy.</p> <p>(2) Microfiche Copy.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 4 years after cutoff.</p> <p>b. Purchase Journals.</p> <p>(1) Computer Printouts.</p> <p>Temporary. Cut off at close of fiscal month, convert to microfilm, then destroy hard copy.</p> <p>(2) Microfilm Copy.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 7 years after cutoff.</p> <p><u>1102-12 AAFES BRAND HEALTH AND BEAUTY AIDS FILES</u></p> <p>Documents accumulated in the inspection of vendor plants and in the testing and evaluation of merchandise. Includes plant inspection reports, requests for and results of quality analyses and/or technical evaluations, laboratory test reports, accountability/transfer documents and related papers.</p> <p>Temporary. Cut off at close of fiscal year in which contract period ends. Destroy two years after cutoff.</p>	NEW	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
4.	<p><u>1203-06 CONTRACTORS' PERFORMANCE DATA</u></p> <p>a. Contractors' Effectiveness Files. Records maintained to document and monitor contractors' performance as required by Exchange Service Procurement Instructions. Files are categorized alphabetically by vendor/contractor into (1) Active Files--consisting of commodity and service contractors holding current contracts or on an active source list and (2) Inactive Files--consisting of vendors/contractors who have received past awards but who do not have an active contract, or are no longer on an active source list.</p> <p>Temporary. Cut off at close of fiscal year in which files become inactive. Destroy 6 years after cutoff.</p> <p>b. Contractors' Experience List. A monthly cumulative list showing cure and show-cause actions, terminations for default, determinations of nonresponsibility, and indebtedness involving CONUS concession, vending, support service and construction contractors.</p> <p>Temporary. Cut off at close of fiscal year. Destroy 6 years after cutoff.</p> <p>c. Contractors' Experience Data. Copies of cure and show-cause actions, terminations for default, indebtedness and other documents relating to contractor performance.</p> <p>Temporary. Cut off at close of fiscal year in which files become inactive. Destroy 2 years after cutoff.</p>	NN-173-119 Item 16 (Change)	
5.	<p><u>1605-02 MILITARY EXERCISE REPORT FILES</u></p> <p>Documents concerning individual military exercises held by US Armed Forces elements worldwide. Includes after-action reports and related correspondence pertaining to specific exercises. Maintained by military fiscal year (from 1 Oct of current year to 30 Sep of the next year).</p> <p>a. Record Copy (HQ AAFES)</p> <p>(1) Hard Copy.</p> <p>Temporary. Cut off at close of military fiscal year (30 Sep) in which exercise is completed. Keep in CFA 2 years, then microfilm. Destroy hard copy after verification.</p> <p>(2) Microfilm Copy.</p> <p>Temporary. Keep in CFA until no longer needed for reference, then destroy.</p> <p>b. Other hard copies.</p> <p>Temporary. Cut off at close of military fiscal year (30 Sep) in which exercise is completed. Destroy 2 years after cutoff or when no longer needed for reference, whichever is sooner.</p>	NEW	

## Request for Records Disposition Authority—Continuation

JOB NO

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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
	Proposed changes to be published in EOP 5-1-1, Records Management for Base and Post Exchanges (also printed in Appenidix 22, EOP 5-1):		
6.	<p><u>2219-14 INTERNAL MANAGEMENT REVIEW FILES</u></p> <p>These files contain copies of documents relating to inventory variances. Included are instructions for taking the official inventory, schedule of variances/differences, IMORs and IMTRs, explanatory correspondence and related papers.</p> <p>Temporary. Destroy 6 months after next inventory.</p>	CHANGE (See NI-334-86-1 Item 50b) (104-306)	
7.	<p><u>2262-02 MILITARY EXCERISE REPORT FILES</u></p> <p>Copies of documents concerning individual military exercises held by US Armed Forces elements worldwide. Includes after-action reports and related correspondence pertaining to specific exercises. Maintained by military fiscal year (from 1 Oct of current year to 30 Sep of the next year).</p> <p>Temporary. Cut off at close of military fiscal year (30 Sep) in which exercise is completed. Destroy 2 years after cutoff or when no longer needed for reference, whichever is sooner.</p>	NEW (See Item 5b)	