
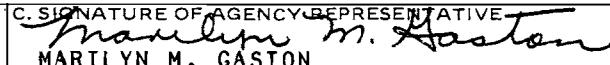


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-33489-1</b>	DATE RECEIVED <b>2/15/89</b>
1 FROM (Agency or establishment) <b>Army and Air Force Exchange Service</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Administration Division</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Administrative Services Branch</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Marilyn M. Gaston</b> <b>Records Management Officer</b>	5 TELEPHONE EXT <b>(214) 780-2282</b>	DATE <b>8/7/89</b>	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 2 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 <b>20 Jan 89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE  <b>MARILYN M. GASTON</b>	D TITLE <b>Records Management Officer</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (INARS USE ONLY)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.	<b>316-01 VIDEO PRODUCTION FILES</b>  Video production files that document origin, development and distribution of video programs for marketing and sales support, employee training and customer information.  Temporary. Cut off when program is obsolete. Destroy when no longer needed.	GRS 21 Item 28 (deviation)	
2.	<b>316-02 VIDEOTAPE MASTERS - CURRENT PROGRAMS</b>  AAFES video programs intended for worldwide distribution. Programs are used for marketing and sales support, employee training and customer information.  Temporary. Cut off when program is obsolete. Destroy when no longer needed.	GRS 21 Item 17 (deviation)	

*Copies sent to Agency, P/O (cc)*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO

PAGE

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p><u>316-03 VIDEOTAPE MASTERS - HISTORICAL PROGRAMS</u></p> <p>Programs that document ceremonies, seminars, change of command, etc. Also includes AAFES spot announcements.</p> <p>Temporary. Cut off when no longer needed for reference. Transfer videotape that has continuing historical significance to AAFES Organization History Files (501-01). Destroy remaining videotape.</p>	NEW	
4.	<p><u>316-04 VIDEO FOOTAGE FILES</u></p> <p>Videotape shot at various locations to be used in AAFES programs.</p> <p>Temporary. Cut off when no longer needed and destroy.</p>	NEW	