

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 701-334-96-1	
1. FROM (Agency or establishment) HQ ARMY & AIR FORCE EXCHANGE SERVICE (HQ AAFES)		DATE RECEIVED 4-1-96	
2. MAJOR SUBDIVISION GENERAL COUNSEL (GC-Z) WORKER'S COMPENSATION BR		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER DEPUTY GC LT COL DAVID F. SHUTLER	5. TELEPHONE 214 312 3126	DATE 5/2/96	ARCHIVIST OF THE UNITED STATES James W. Moore
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 5 MAR 96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret Cole</i>	TITLE RECORDS MGMT OFFICER	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	EOP 5-1 704-10 AAFES Insurance Claims Files  Documents accumulated in processing claims related to on the job injuries by AAFES employees. Included are accident reports, medical reports, U.S. Department of Labor forms, legal documents, personnel records and information, medical bills, records of compensation payments, settlement paperwork, and other claim related documentation.  a. Record Copy  Temporary. Cut off at close of fiscal year in which claim is closed. Retire to FRC one year after cut off. Destroy 30 years after cut off.	NN-170-71	