

Request for Records Disposition Authority

Records Schedule Number DAA-0334-2013-0001
Schedule Status Approved

Agency or Establishment Army Air Force Exchange Service
Record Group / Scheduling Group Records of Interservice Agencies
Records Schedule applies to Major Subdivision
Major Subdivision Strategic Planning and Partnerships
Minor Subdivision Corporate Policy
Schedule Subject 1408-04 - Found Property Files
Internal agency concurrences will be provided No

Background Information Establishes worldwide procedures for disposing of money and lost, abandoned, or unclaimed personal property found on exchange premises. It doesn't apply in cases where the customer may have transferred ownership to the Exchange of uncalled for items, by virtue of signing a transfer statement contained on a claim ticket or service order. Nor does the chapter apply to military uniform articles which must be disposed of according to installation directives. Concessions will follow contracted requirements.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0334-2013-0001

Sequence Number	
1	1408-04 - Found Property Files Disposition Authority Number DAA-0334-2013-0001-0001

Records Schedule Items

Sequence Number	
1	<p>1408-04 - Found Property Files</p> <p>Disposition Authority Number DAA-0334-2013-0001-0001</p> <p>Records related to disposing of money and lost, abandoned, or unclaimed personal property found on Exchange premises as outlined in EOP 40-11, Special Retail Programs Included are Exchange form 6100-001, Record of Property Found, Exchange form 7200-007, Cash Receipts Voucher, and any related correspondence Maintained at facility level</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Temporary Cut off at close of FY in which case is closed Destroy 1 year after cutoff</p> <p>Retention Period Destroy 1 year(s) after cut off of FY in which case is closed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
05/14/2013	Certify	Jeannie Hall	Records Officer Forms Supervisor	Strategic Planning and Partnerships - Corporate Policy
11/26/2013	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
11/27/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/02/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/03/2013	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist