

### Request for Records Disposition Authority

Records Schedule Number: DAA-0334-2013-0002  
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 & Partnerships  
Minor Subdivision: Corporate Policy  
Schedule Subject: 1307-02 Diamond Trade Ups  
Internal agency concurrences will be provided: No

Background Information: Documents for customer diamond trade-ups, refunds, repairs and store owned jewelry/watch merchandise are currently held and maintained indefinitely in the Exchange Gem Lab and Exchanges since the official retention period is not addressed in EOP 5-1, Records Management. This has resulted in storage of documents that are no longer required or relevant. Merchandise cannot be retrieved after 14 months due to regularly scheduled "smelt" processing.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0334-2013-0002

Sequence Number	
1	1307-02 Diamond Trade Ups Disposition Authority Number DAA-0334-2013-0002-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="384 415 781 447"><b>1307-02 Diamond Trade Ups</b></p> <p data-bbox="384 468 1158 499">Disposition Authority Number <b>DAA-0334-2013-0002-0001</b></p> <p data-bbox="384 520 1419 625"><b>Included are the Cherish Collection Guarantee and Trade-Up Registration Certificate, Form 4700-037, Transfer Voucher, Form 7350-006, ASAP Memo Exchange Invoice and related correspondence</b></p> <p data-bbox="384 646 931 678">Final Disposition <b>Temporary</b></p> <p data-bbox="384 699 865 730">Item Status <b>Active</b></p> <p data-bbox="384 751 839 783">Is this item media neutral? <b>Yes</b></p> <p data-bbox="384 804 822 909">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b></p> <p data-bbox="384 951 683 982"><b>Disposition Instruction</b></p> <p data-bbox="384 1003 1500 1066">Cutoff Instruction <b>Cut off at close of fiscal year Destroy two years after cut off</b></p> <p data-bbox="384 1087 1394 1119">Retention Period <b>Destroy 2 year(s) after cut off of at fiscal year</b></p> <p data-bbox="384 1161 683 1192"><b>Additional Information</b></p> <p data-bbox="384 1213 964 1245">GAO Approval <b>Not Required</b></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
07/30/2013	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
12/04/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/05/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/06/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist