

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="384 409 784 451">1307-02 Diamond Trade Ups</p> <p data-bbox="384 462 1156 504">Disposition Authority Number DAA-0334-2013-0002-0001</p> <p data-bbox="384 514 1420 619">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</p> <p data-bbox="384 630 933 672">Final Disposition Temporary</p> <p data-bbox="384 682 867 724">Item Status Active</p> <p data-bbox="384 735 834 777">Is this item media neutral? Yes</p> <p data-bbox="384 787 826 913">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 data-bbox="384 934 685 976">Disposition Instruction</p> <p data-bbox="384 987 1503 1071">Cutoff Instruction Cut off at close of fiscal year Destroy two years after cut off</p> <p data-bbox="384 1081 1395 1123">Retention Period Destroy 2 year(s) after cut off of at fiscal year</p> <p data-bbox="384 1144 685 1186">Additional Information</p> <p data-bbox="384 1197 966 1249">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
07/30/2013	Certify	Jeannie Hall	Records Officer For ms Supervisor	Strategic Planning and Partnerships - Corporate Policy
11/26/2013	Submit for Concur rence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
12/04/2013	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
12/05/2013	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
12/06/2013	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist