

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="381 415 778 453"><b>1307-02 Diamond Trade Ups</b></p> <p data-bbox="381 468 1154 499">Disposition Authority Number      <b>DAA-0334-2013-0002-0001</b></p> <p data-bbox="381 520 1417 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="381 642 930 674">Final Disposition                      <b>Temporary</b></p> <p data-bbox="381 693 865 724">Item Status                                <b>Active</b></p> <p data-bbox="381 743 835 774">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="381 793 822 909">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="381 947 683 978"><b>Disposition Instruction</b></p> <p data-bbox="381 1003 1500 1066">Cutoff Instruction                        <b>Cut off at close of fiscal year Destroy two years after cut off</b></p> <p data-bbox="381 1092 1392 1123">Retention Period                         <b>Destroy 2 year(s) after cut off of at fiscal year</b></p> <p data-bbox="381 1161 678 1192"><b>Additional Information</b></p> <p data-bbox="381 1211 959 1243">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