

## Request for Records Disposition Authority

Records Schedule Number           DAA-0334-2014-0001

Schedule Status                     Approved

  

Agency or Establishment           Army Air Force Exchange Service

Record Group / Scheduling Group   Records of Interservice Agencies

Records Schedule applies to       Agency-wide

Schedule Subject                    1203-04 PROCUREMENT CUSTOMS CLEARANCE ENTRY FILES  
AND DUTY DRAWBACK FILES

Internal agency concurrences will  
be provided                         Yes

Background Information            This schedule is submitted to revise a previously approved authority to add Drawback files to the description. The Exchange participates in the Customs Duty Drawback Program per Code of Federal Regulations (CFR Title 19 Part 191). This relates to imported merchandise where customs duties and fees are paid to the US Treasury. The related customs duties and fees for merchandise subsequently exported to our overseas stores are available for refund under the duty drawback program. Customs regulations require records be available to substantiate drawback claims. The purpose of recordkeeping import customs documents is to provide an audit trail demonstrating Exchange duties paid on the imported merchandise. Drawback Timeframe: An export must be within 3 year after the importation of the merchandise. The drawback claim must then be filed within 3 years of exportation CFR 19 § 191.32 Drawback Recordkeeping Requirement: Records must be retained for at least 3 years after payment of the claim CFR 19 § 191.15. In summary, 3 years allowable to export previously imported merchandise, plus 3 years record maintenance after receiving the refund payment, and a 1 year allowance for our fiscal year cut off results in this request of a policy change to maintain import records for the 7 years.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0334-2014-0001

Sequence Number	
1	Procurement Customs Clearance and Entry Files
1.1	Procurement Customs Clearance Entry and Duty Drawback Files Disposition Authority Number: DAA-0334-2014-0001-0002

### Records Schedule Items

Sequence Number						
1	<b>Procurement Customs Clearance and Entry Files</b> Documents relating to the Customs & Boarder Protection declarations and request of duty refunds.					
1.1	<b>Procurement Customs Clearance Entry and Duty Drawback Files</b> Disposition Authority Number      DAA-0334-2014-0001-0002 <b>Documents relating to the Customs &amp; Boarder Protection declarations and request of duty refunds.</b>					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>EOP 05-01</td> <td>AAFES Records Retention Manual</td> </tr> </tbody> </table>		Manual Citation	Manual Title	EOP 05-01	AAFES Records Retention Manual
Manual Citation	Manual Title					
EOP 05-01	AAFES Records Retention Manual					
	GRS or Superseded Authority Citation	NN-173-119, Item 14				
	<b>Disposition Instruction</b>					
	Cutoff Instruction	Close of Fiscal Year from date of entry.				
	Retention Period	Destroy 7 year(s) after cutoff				
	<b>Additional Information</b>					
	GAO Approval	Not Required				

## 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
06/05/2014	Certify	Jeannie Hall	Records Officer For ms Supervisor	Strategic Planning and Partnerships - Corporate Policy
09/19/2014	Submit for Concur rence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
09/24/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
09/24/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
09/29/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist