

Request for Records Disposition Authority

Records Schedule Number DAA-0334-2014-0002
Schedule Status Appraiser Working Version

Agency or Establishment Army Air Force Exchange Service
Record Group / Scheduling Group Records of Interservice Agencies
Records Schedule Applies to Agency-wide
Schedule Subject 1702-01 Accident Report Files
Internal agency concurrences will be provided Yes

Background Information The owner request to change the previously approved authority to meet OSHA regulations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0334-2014-0002

Sequence Number	
1	1702-01 ACCIDENT REPORT FILES
1.1	1702-01 Accident Report Files (Record Copy) Disposition Authority Number: DAA-0334-2014-0002-0001
1.2	1702-01 Accident Report Files (Other Copies) Disposition Authority Number: DAA-0334-2014-0002-0002

Returned Without Action

Records Schedule Items

Sequence Number					
1	<p>1702-01 ACCIDENT REPORT FILES Includes documents pertaining to accidents involving Exchange employees or property including statistical reports.</p>				
1.1	<p>1702-01 Accident Report Files (Record Copy) Disposition Authority Number DAA-0334-2014-0002-0001 Includes documents pertaining to accidents involving Exchange employees or property including statistical reports. Final Disposition Temporary Item Status Pending 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</p> <table border="1" data-bbox="381 1177 1518 1278"> <thead> <tr> <th data-bbox="381 1177 948 1220">Manual Citation</th> <th data-bbox="948 1177 1518 1220">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1220 948 1278">EOP 05-01</td> <td data-bbox="948 1220 1518 1278">AFES Records Retention Manual</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation 1702-01, Item a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close of calendar year.</p> <p>Retention Period Destroy 5 year(s) after cut-off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	EOP 05-01	AFES Records Retention Manual
Manual Citation	Manual Title				
EOP 05-01	AFES Records Retention Manual				
1.2	<p>1702-01 Accident Report Files (Other Copies) Disposition Authority Number DAA-0334-2014-0002-0002 Includes documents pertaining to accidents involving Exchange employees or property including statistical reports Final Disposition Temporary</p>				

Required Without Action

Item Status Pending
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

Manual Citation	Manual Title
EOP 05-01	AAFES Records Retention Manual

Superseded Authority Citation 1702-01, Item b
Disposition Instruction
Cutoff Instruction Close of calendar year.
Retention Period Destroy 1 year(s) after cutoff
Additional Information
GAO Approval Not Required

Returned Without Action

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
06/10/2014	Certify	Jeannie Hall	Records Officer For ms Supervisor	Strategic Planning and Partnerships - Corporate Policy

Returned Without Action