

### Request for Records Disposition Authority

Records Schedule Number: DAA-0334-2014-0003  
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: DOD Safety Report Files  
Internal agency concurrences will be provided: Yes

Background Information: Records owner requests 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0334-2014-0003

Sequence Number	
1	1702-04 DOD SAFETY REPORT FILES
1.1	1702-04 DoD Safety Report Files (Record copy) Disposition Authority Number: DAA-0334-2014-0003-0001
1.2	1702-04 DoD Safety Reports (Feeder Reports) Disposition Authority Number: DAA-0334-2014-0003-0002

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Records Schedule Items

Sequence Number					
1	<p>1702-04 DOD SAFETY REPORT FILES Reports submitted to DOD pertaining to safety- related matters.</p>				
1.1	<p>1702-04 DoD Safety Report Files (Record copy)</p> <p>Disposition Authority Number      DAA-0334-2014-0003-0001</p> <p>Consolidated reports developed by Exchange HQ office worldwide responsibility</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Pending</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s), other than e-mail and word processing?            Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                            Yes</p>				
<table border="1"> <thead> <tr> <th data-bbox="391 1095 966 1138">Manual Citation</th> <th data-bbox="966 1095 1538 1138">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 1138 966 1196">EOP 05-01</td> <td data-bbox="966 1138 1538 1196">AAFES Record Retention Manual</td> </tr> </tbody> </table>		Manual Citation	Manual Title	EOP 05-01	AAFES Record Retention Manual
Manual Citation	Manual Title				
EOP 05-01	AAFES Record Retention Manual				
<p>GRS or Superseded Authority Citation      NC1-334-80-3, Item 9a</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>					
1.2	<p>1702-04 DoD Safety Reports (Feeder Reports)</p> <p>Disposition Authority Number      DAA-0334-2014-0003-0002</p> <p>Feeder Reports for DoD Consolidated reports.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Pending</p> <p>Is this item media neutral?            Yes</p>				

Returned Without Action

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? Yes

Manual Citation	Manual Title
EOP 05-01	AAFES Records Manual

Superseded Authority Citation NC1-334-80-3, Item 9b

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