

Request for Records Disposition Authority

Records Schedule Number DAA-0334-2015-0001
 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 and Partnerships
 Minor Subdivision Policy
 Schedule Subject POS Transaction Logs - containing PCI data
 Internal agency concurrences will be provided Yes

Background Information This was item was previously approved under GRS 7-4.a with a 3 year retention, however, due to the GRS revision the item is now under GRS 1.1 with a 6 years retention. These records contain sensitive information that could be damaging to our business if the information were kept longer that regulatory or business needs.

The Exchange is a retail organization that provides goods and services to active and retired military and their family. As a sales based interservice agency we collect transaction records of all of the sales made at registers. Transaction logs record all transactions that take place at a given store, items, price, date, time, discounts, authorizations, refunds, layaways, payments, and credit card information of customers.

There is a high risk associated with holding on to customer credit card records. According to CFR 1026.25.Z a creditor is only required to hold credit card information for 2 years. Which is the retention we are requesting.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001

Outline of Records Schedule Items for DAA-0334-2015-0001

Sequence Number

1

1408-03 POS T-Logs

Disposition Authority Number: DAA-0334-2015-0001-0001

Records Schedule Items

Sequence Number						
1	1408-03 POS T-Logs					
	Disposition Authority Number	DAA-0334-2015-0001-0001				
	Transaction Log (TLOG) created daily at all Point-of Sale (POS) sites; including food, retail, gas, and small store. The TLOG is an ASCII file, stored in zipped form, showing all transactions that took place at a given store for discounts, payments, authorizations, refunds, layaways, etc. At each end of the business day a binary transaction file is converted to the ASCII TLOG and sent to the mainframe for processing and back-up.					
	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?	Yes				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>EOP 05-01</td> <td>Records Management</td> </tr> </table>		Manual Citation	Manual Title	EOP 05-01	Records Management
Manual Citation	Manual Title					
EOP 05-01	Records Management					
	Disposition Instruction					
	Cutoff Instruction	a. Electronic Temporary. Cut-off at the close of the FM. Destroy 2 years after cut-off. b. Paper Temporary. Cut-Off at the close of the FM. Destroy 2 years after cut-off.				
	Retention Period	Destroy 2 year(s) after end of the fiscal month				
	Additional Information					
	GAO Approval	Required and Received				

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
03/04/2015	Certify	Shanna Jones	Electronic Content Librarian	Strategic Planning - Policy
09/23/2015	Submit for Concurrence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist