

## Request for Records Disposition Authority

Records Schedule Number      DAA-0334-2016-0001  
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                Permanent Electronic Records - Publications  
Internal agency concurrences will be provided    No

Background Information        These item was previously scheduled permanent records and are now being kept electronically per the Managing Government Records Directive.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0334-2016-0001

Sequence Number	
1	<b>ADMINISTRATIVE ORDERS</b> Disposition Authority Number: DAA-0334-2016-0001-0001
2	<b>PUBLICATIONS DIRECTIVES RECORD SET</b> Disposition Authority Number: DAA-0334-2016-0001-0002

## Records Schedule Items

Sequence Number								
1	<p><b>ADMINISTRATIVE ORDERS</b></p> <p>Disposition Authority Number      DAA-0334-2016-0001-0001</p> <p><b>Official file copy of administrative orders announcing organizational activations, transfers, deactivations or related actions.</b></p> <p>Final Disposition                      Permanent</p> <p>Item Status                                Active</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> <p>GRS or Superseded Authority Citation      NC1-334-80-1, Item 3a</p> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply      Electronic Records</p> <p>Cutoff Instruction                        Permanent. Cut-off at close of fiscal year. Offer to NARA when 15 years old.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after close of fiscal year</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown We only have these records from 2009 in electronic format. We will not be transferring to NARA until 2024.</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">2.34 GB</td> <td style="text-align: center;">390 MB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	2.34 GB	390 MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	2.34 GB	390 MB						

Paper		
Microform		
Hardcopy or Analog Special Media		

2

**PUBLICATIONS DIRECTIVES RECORD SET**

Disposition Authority Number      DAA-0334-2016-0001-0002

Official file copy of each Exchange internal publication, bulletin, directive, supplement, and similar material, together with supporting case files, if any, maintained by the issuing or controlling office. Arranged alphabetically by publication title or numerically. OPRs should send with Form 3350-010, Request for Publication/Reproduction, and all permanent directive background material to the issuing/controlling office for filing under this disposition standard.

Final Disposition                      Permanent

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

GRS or Superseded Authority Citation      NC1-334-82-1, Item 9

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply      Electronic Records

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after publications are rescinded or suspended

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1980 To 2000

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	286 MB	30 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
12/18/2015	Certify	Shanna Jones	Electronic Content Librarian	Strategic Planning - Policy
03/21/2016	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/22/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/23/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/24/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist