

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	ADMINISTRATIVE ORDERS Disposition Authority Number: DAA-0334-2016-0001-0001
2	PUBLICATIONS DIRECTIVES RECORD SET Disposition Authority Number: DAA-0334-2016-0001-0002

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GRS or Superseded Authority Citation NC1-334-82-1, Item 9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Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after publications are rescinded or suspended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