

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>N1-334-121</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>5/1/12</i>	
1 FROM (AGENCY OR ESTABLISHMENT) Army and Air Force Exchange Service, The Exchange		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION HQ Marketing and Advertising Branch		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Jeannie A Hall	5 TELEPHONE 214 312-3118	DATE <i>01-07-2013</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. Ward</i> CRO
6 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 on the attached <u>1</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies  <input type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 27 Mar 2012	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeannie A. Hall</i>		TITLE Records Officer & Forms Supervisor
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
I	<b>702-67 INDIVIDUAL ACCOUNTS RECEIVABLE FILES</b>  Case files relating to debts owed by individuals, including dishonored checks, MILITARY STAR®, THT, ESSO, salary/travel advances, pecuniary liability claims and "credit office" copies of credit cards These files include all correspondence to the debtor/his or her commander, notices from banks concerning payment documentation, pay adjustment authorizations, MILITARY STAR®, THT and ESSO applications, charges and statements of accounts Filed by individual's social security number MEDIA NEUTRAL  a HQ EXCHANGE Temporary Cut off at close of fiscal year in which case is paid in full ONLY Destroy 10 years after cutoff  b All other elements  Paid accounts Temporary Cut off at close of fiscal year in which case is paid in full ONLY Destroy 10 years after cutoff  <b>Note: All applications originating in the field should be mailed to HQ EXCHANGE FA-E.</b>	Superseded (N1-334-88-1, Items 1 and 3)	