

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-334-88-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/24/2021.

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2 remains active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-334-12-001, item 1.

Item 3 was superseded by N1-334-12-001, item 1.

219

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-334-88-1

DATE RECEIVED

11-10-87

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Army and Air Force Exchange Service

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Administration Division

3 MINOR SUBDIVISION

Administrative Services Branch

4 NAME OF PERSON WITH WHOM TO CONFER

Marilyn M. Gaston  
Records Management Officer

5 TELEPHONE EXT

(214) 780-2282

DATE

1/25/88

ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE C SIGNATURE OF AGENCY REPRESENTATIVE D TITLE

29 Oct 87

Marilyn M. Gaston *Marilyn M. Gaston*

Records Management Officer

7 ITEM NO 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 9 GRS OR SUPERSEDED JOB CITATION 10 ACTION TAKEN (NARS USE ONLY)

1.

Listed below are proposed additions to the Army and Air Force Exchange Operating Procedures (EOP) 5-1, Records Management:

702-67 INDIVIDUAL ACCOUNTS RECEIVABLE FILES

Case files relating to debts owed by individuals, including dishonored checks, deferred payment plans, home layaways, salary/travel advances, pecuniary liability claims and credit cards. These files include all correspondence to the debtor/his or her commander, notices from banks concerning indebtedness, originals or copies of returned checks, envelopes showing attempts to contact the debtor, payment documentation, pay adjustment authorizations, deferred payment plan applications, charges and statements of accounts and home layaway cards. Filed by individual's social security number.

Temporary. Cut off at close of fiscal year in which case is closed or debt is determined uncollectible or, where office space doesn't permit, cut off at end of quarter, and retire to RHA or FRC. Destroy 10 years after cutoff.

*in which case is closed*

2.

702-68 CREDIT CARD RETRIEVAL REQUEST FILES

Requests from credit card processors for original documents, including charge slips, credit slips, etc.

Temporary. Cut off at close of fiscal month. Destroy one year after cutoff.

*NEW See Note*

NEW

*Copies sent to agency, NCF*

*1-26-88*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

PAGE

7  
ITEM  
NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

OF  
10 ACTION  
TAKEN  
(NARS USE  
ONLY)

1.3.

Proposed addition to EOP 5-1-1, Records Management for Base and Post Exchanges (also printed in Appendix 22, EOP 5-1):

2218-34 INDIVIDUAL ACCOUNTS RECEIVABLE FILES

Case files relating to debts owed by individuals, including dishonored checks, deferred payment plans, home layaways, salary/travel advances, pecuniary liability claims and credit cards. These files include all correspondence to the debtor/his or her commander, notices from banks concerning indebtedness, originals or copies of returned checks, envelopes showing attempts to contact the debtor, payment documentation, pay adjustment authorizations, deferred payment plan applications, charges and statements of accounts and home layaway cards. Filed by individual's social security number.

a. Paid Files

Temporary. Cut off at close of fiscal year in which case is closed or, where office space doesn't permit, cut off at end of quarter, and retire to RHA. Destroy 3 years after cutoff.

b. Uncollectible Files

Temporary. Cut off at close of fiscal month in which debt is determined uncollectible. Forward to HQ AAFES (CM-G-RI) for disposition under 702-67 (EOP 5-1). *in which case is closed*

*Pen and ink changes made pursuant to conversation with Marilyn M. Gasta, 11/16/87.  
J. H. Russell*

*Note: New entry 702-67 will replace current entries 702-23 and 702-66; new entry 2218-34 will supersede current entries 2218-10, 2218-1A, and 2218-33.*

*NEW See Note*