## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

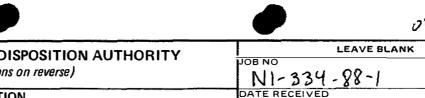
Item 2 remains active.

## SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 1 was superseded by N1-334-12-001, item 1.

Item 3 was superseded by N1-334-12-001, item 1.



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK		
		N1-33	4-88-1	
GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHI	NGTON, DC 20408	DATE RECEIV	ED	
1 FROM (Agency or establishment)		N	OTIFICATION TO AGENCY	
Army and Air Force Exchange Service  2 MAJOR SUBDIVISION		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		
Administration Division				
3 MINOR SUBDIVISION Administrative Services Branch		approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required		
Marilyn M. Gaston Records Management Officer	(214)780-2282	125/85	Deca	
6 CERTIFICATE OF AGENCY REPRESENTATIVE		<del>' /</del>		
I hereby certify that I am authorized to act for this agent that the records proposed for disposal in this Request of agency or will not be needed after the retention perior	f <u>2</u> page(s	s) are not no	w needed for the business of this	

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 XX is unnecessary

C SIGNATURE OF AGENCY REPRESENTATIVE

19 oct 87	Marilyn M. Gaston Management Of	fficer	
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)
	Listed below are proposed additions to the Army and Air Force Exchange Operating Procedures (EOP) 5-1, Records Management:		_
1.	702-67 INDIVIDUAL ACCOUNTS RECEIVABLE FILES	NEW See	Note
	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.		
2.	702-68 CREDIT CARD RETRIEVAL REQUEST FILES	NE₩	
	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.		

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REQUES	T FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		PAGE OF
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)
	Proposed addition to EOP 5-1-1, Records Management for Base and Post Exchanges (also printed in Appendix 22, EOP 5-1):		`
1.3.	2218-34 INDIVIDUAL ACCOUNTS RECEIVABLE FILES	DIEW SEE N	rete
,	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.	Ste N	OI C
	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).		
	Pen and ink changes made pursuant to conversation with marilyn M. Gasta.		
	11/16/87. J. St. Per el		
	Note: New entry 702-67 will replace current entries 702-23 and 702-66;		
	new entry 2218-34 will superale current estries 2218-10, 2218-14, and		
	2 218-33.		