

Request for Records Disposition Authority

Records Schedule Number **DAA-0334-2013-0003**

Schedule Status **Approved**

Agency or Establishment **Army Air Force Exchange Service**

Record Group / Scheduling Group **Records of Interservice Agencies**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Strategic Planning & Partnerships**

Minor Subdivision **Corporate Policy**

Schedule Subject **1307-03 REFUNDS, REPAIRS AND STORE-OWNED FINE JEWELRY/WATCH MERCHANDISE**

Internal agency concurrences will be provided **No**

Background Information **Documents for customer diamond trade-ups, refunds, repairs and store owned jewelry/watch merchandise are currently held and maintained indefinitely in the Exchange Gem Lab and Exchanges since the official retention period is not addressed in EOP 5-1, Records Management This has resulted in storage of documents that are no longer required or relevant Merchandise cannot be retrieved after 14 months due to regularly scheduled "smelt" processing**

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0334-2013-0003

| Sequence Number | |
|-----------------|---|
| 1 | 1307-03 REFUNDS, REPAIRS AND STORE-OWNED FINE JEWELRY/WATCH M ERCHANDISE Disposition Authority Number DAA-0334-2013-0003-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>1307-03 REFUNDS, REPAIRS AND STORE-OWNED FINE JEWELRY/WATCH MERCHANDISE</p> <p>Disposition Authority Number DAA-0334-2013-0003-0001</p> <p>Included are the Transfer Voucher, Form 7350-006, ASAP Memo Exchange Invoice, Charge/Credit Voucher, Form 7250-005, and related correspondence</p> <p>Final Disposition Temporary</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at close of fiscal year Destroy two years after cut off</p> <p>Retention Period Destroy 2 year(s) after cut off of fiscal year</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |

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 |
|------------|------------------------|------------------|---|--|
| 07/30/2013 | Certify | Jeannie Hall | Records Officer Forms Supervisor | Strategic Planning and Partnerships - Corporate Policy |
| 11/26/2013 | Submit for Concurrence | Sebastian Welch | Appraiser | National Archives and Records Administration - Records Management Services |
| 11/27/2013 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 12/02/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 12/03/2013 | Approve | David Ferrero | Archivist of the United States | Office of the Archivist - Office of the Archivist |