

Request for Records Disposition Authority

Records Schedule Number **DAA-0334-2014-0001**

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 **1203-04 PROCUREMENT CUSTOMS CLEARANCE ENTRY FILES
AND DUTY DRAWBACK FILES**

Internal agency concurrences will
be provided **Yes**

Background Information **This schedule is submitted to revise a previously approved authority to add Drawback files to the description. The Exchange participates in the Customs Duty Drawback Program per Code of Federal Regulations (CFR Title19 Part 191). This relates to imported merchandise where customs duties and fees are paid to the US Treasury. The related customs duties and fees for merchandise subsequently exported to our overseas stores are available for refund under the duty drawback program. Customs regulations require records be available to substantiate drawback claims. The purpose of recordkeeping import customs documents is to provide an audit trail demonstrating Exchange duties paid on the imported merchandise. Drawback Timeframe: An export must be within 3 year after the importation of the merchandise. The drawback claim must then be filed within 3 years of exportation CFR19 §191.32 Drawback Recordkeeping Requirement: Records must be retained for at least 3 years after payment of the claim CFR19 §191.15. In summary, 3 years allowable to export previously imported merchandise, plus 3 years record maintenance after receiving the refund payment, and a 1 year allowance for our fiscal year cut off results in this request of a policy change to maintain import records for the 7 years.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0334-2014-0001

Sequence Number	
1	Procurement Customs Clearance and Entry Files
1.1	Procurement Customs Clearance Entry and Duty Drawback Files Disposition Authority Number: DAA-0334-2014-0001-0002

Records Schedule Items

Sequence Number					
1	Procurement Customs Clearance and Entry Files Documents relating to the Customs & Boarder Protection declarations and request of duty refunds.				
1.1	Procurement Customs Clearance Entry and Duty Drawback Files Disposition Authority Number DAA-0334-2014-0001-0002 Documents relating to the Customs & Boarder Protection declarations and request of duty refunds. Final Disposition Temporary 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? No <table border="1" data-bbox="375 1150 1513 1251"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>EOP 05-01</td><td>AAFES Records Retention Manual</td></tr></tbody></table> GRS or Superseded Authority Citation NN-173-119, Item 14 Disposition Instruction Cutoff Instruction Close of Fiscal Year from date of entry. Retention Period Destroy 7 year(s) after cutoff Additional Information GAO Approval Not Required	Manual Citation	Manual Title	EOP 05-01	AAFES Records Retention Manual
Manual Citation	Manual Title				
EOP 05-01	AAFES Records Retention Manual				

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
06/05/2014	Certify	Jeannie Hall	Records Officer For ms Supervisor	Strategic Planning and Partnerships - Corporate Policy
09/19/2014	Submit for Concur rence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
09/24/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
09/24/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
09/29/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist