

2019

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-334-88-1</b>	DATE RECEIVED <b>11-10-87</b>
1 FROM (Agency or establishment) <b>Army and Air Force Exchange Service</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Administration Division</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION <b>Administrative Services Branch</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Marilyn M. Gaston</b> <b>Records Management Officer</b>	5 TELEPHONE EXT <b>(214) 780-2282</b>	DATE <b>1/25/88</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <b>29 Oct 87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Marilyn M. Gaston</i>	D TITLE <b>Records Management Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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.	<p><b>702-67 INDIVIDUAL ACCOUNTS RECEIVABLE FILES</b></p> <p>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.</p> <p>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.</p> <p><i>[in which case is closed]</i></p>	<b>NEW</b>	<i>See Note</i>
2.	<p><b>702-68 CREDIT CARD RETRIEVAL REQUEST FILES</b></p> <p>Requests from credit card processors for original documents, including charge slips, credit slips, etc.</p> <p>Temporary. Cut off at close of fiscal month. Destroy one year after cutoff.</p>	<b>NEW</b>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.3.	<p>Proposed addition to EOP 5-1-1, Records Management for Base and Post Exchanges (also printed in Appendix 22, EOP 5-1):</p> <p><u>2218-34 INDIVIDUAL ACCOUNTS RECEIVABLE FILES</u></p> <p>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.</p> <p>a. Paid Files</p> <p>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.</p> <p>b. Uncollectible Files <i>in which case is closed</i></p> <p>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).</p> <p><i>Pen and ink changes made pursuant to conversation with Marilyn M. Gaston, 11/16/87.</i></p> <p><i>J. A. Russell</i></p> <p><i>Note: New entry 702-67 will replace current entries 702-23 and 702-66; new entry 2218-34 will supersede current entries 2218-10, 2218-11, and 2218-33.</i></p>		<i>NEW See Note</i>