

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
ARMY AND AIR FORCE EXCHANGE SERVICE

2. MAJOR SUBDIVISION

Administration

3. MINOR SUBDIVISION

Administrative Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Marilyn M. Gaston

(214) 312-2283

LEAVE BLANK (NARA use only)	
JOB NUMBER 11-334-94-1	
DATE RECEIVED 10-12-93	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES

6. 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 on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/5/93	Marilyn M. Gaston	Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>702-67 INDIVIDUAL ACCOUNTS RECEIVABLE FILES</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 office" copies of credit cards. These files include all correspondence to the debtor/commander, notices from banks concerning indebtedness, originals or copies of returned checks, envelopes showing attempts to contact the debtor, payment documentation, pay adjustment authorization, deferred payment plan applications, charges and statements of accounts and home layaway cards. Filed by individual's social security number.</p> <p>a. DPP, Dishonored Check and Credit Card Files.</p> <p>(1) PAID FILES. (DPP charge/credit tickets, payment receipts and credit card charge/credit slips are under this disposition.)</p> <p>Temporary. Cut off at close of fiscal year in which case is closed or, where office space doesn't permit retention, cut off at end of quarter in which case is closed and retire. Destroy 2 years after cutoff</p> <p>(2) UNCOLLECTED FILES - Army and Active Duty Dishonored Checks and DPP Microfiche. (DPP</p>		

microfiche of overdue and commander notices are under this disposition.)

Temporary. (After transfer to collection system, files supporting debt remain at field element.) Cut off at end of fiscal year or, where office space doesn't permit retention, cut off at end of quarter in which case is closed and retire. Destroy 10 years after cutoff.

(3) **UNPAID FILES** - All Other Non- Army Dishonored Check Files.

Temporary. Cut off at close of fiscal month in which debt is determined uncollectible. Forward to HQ AAFES (FA-O-R) for disposition under 702-67a(2).

b. All other Individual Accounts Receivable Files.

(1) **PAID FILES.**

Temporary. Cut off at close of fiscal year in which case is closed or, where office space doesn't permit retention, cutoff at end of quarter in which case is closed and retire. Destroy 2 years after cutoff.

(2) **UNCOLLECTED FILES.**

(a) Field Elements.

Temporary. Cut off at close of fiscal month in which debt is determined uncollectible. Forward to HQ AAFES (FA-O-R or FA-T as appropriate) for disposition under 702-67b(1) (b).

(b) HQ AAFES.

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 retention, cut off at end of quarter in which case is closed and retire. Destroy 10 years after cutoff.