

Request for Records Disposition Authority

Records Schedule Number DAA-0334-2019-0005
 Schedule Status Submitted For Certification

Agency or Establishment Army Air Force Exchange Service
 Record Group / Scheduling Group Records of Interservice Agencies
 Records Schedule applies to Agency-wide
 Schedule Subject Accident and Incident Investigations
 Internal agency concurrences will be provided No

Background Information Accidents and Incidents are now collected in the Asset Protection Information System that includes the entire case from the date the accident/incident occurs to case transfer or closure; as such the disposition must be updated based in the following regulations/laws: 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 2481, Defense Commissary and Exchange Systems: Existence and Purpose; Army Regulation 215-8/AFI 34-211(I), Army and Air Force Exchange Service Operations; Title 29 CFR, Part 1960, Basic Program Elements for Federal Employee OSHA and Related Matters; E.O. 12196, Occupational Safety and Health Programs for Federal Employees; Public Law 104-191, "Health Insurance Portability and Accountability Act of 1996; Federal Claims Collection Act of 1966 (Pub.L 89-508, as amended); Debt Collection Act of 1982 (Pub.L. 97-365, as amended), as amended by the Debt Collection Improvement Act of 1996 (Pub.L. 104-134, section 31001); 31 CFR 285.11, Administrative Wage Garnishment; DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 13 and Volume 16; and E.O. 9397 (SSN).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0334-2019-0005

Sequence Number	
1	1701-01 Accident/Incident Investigation Files Disposition Authority Number: DAA-0334-2019-0005-0001
2	1701-05 Analysis of Incidents and Trends Disposition Authority Number: DAA-0334-2019-0005-0002

Records Schedule Items

Sequence Number					
1	<p>1701-01 Accident/Incident Investigation Files</p> <p>Disposition Authority Number DAA-0334-2019-0005-0001</p> <p>Records of investigations pertaining to accidents and incidents of Exchange assets; including injuries, shoplifting, employee theft, property damage, and fraud. Records include reports; messages; statements of witnesses, subjects and victims; photographs; laboratory reports; data collection reports; investigations; lists of stolen/recovered property; corrective action; monetary recovery paid to the Exchange; and other related documents. Records pertain to Exchange associates, vendors, patrons, guests, visitors and other persons on or at an Exchange property/activity; or outside of those areas in cases where the Exchange is a or may be a party of interest.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>EOP 05-01</td> <td>Records Management</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-334-09-002 / 1/A/1 N1-334-09-002 / 1/A/1 N1-334-89-003, Item 2 NC1-80-03, Item 5 N1-334-09-003 DAA-GRS-2017-0006-0013</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year (CY) in which incident occurs.</p> <p>Retention Period Destroy 25 year(s) after cutoff.</p> <p>Additional Information</p>	Manual Citation	Manual Title	EOP 05-01	Records Management
Manual Citation	Manual Title				
EOP 05-01	Records Management				

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GAO Approval **Not Required**

1701-05 Analysis of Incidents and Trends

Disposition Authority Number **DAA-0334-2019-0005-0002**

Summaries, charts, graphs and statistical data reflecting trends in accidents, incidents, asset protection, and other criminal activity.

Final Disposition **Temporary**

Item Status **Pending**

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? **Yes**

Manual Citation	Manual Title
EOP 05-01	Records Management

GRS or Superseded Authority Citation **NC1-334-80-03, Item 2**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the CY.**

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

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
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Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0