

**Information Management: Records  
Management**

# **The Modern Army Recordkeeping System (MARKS)**

**Headquarters  
Department of the Army  
Washington, DC  
26 February 1993**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 25-400-2

The Modern Army Recordkeeping System (MARKS)

This regulation combines all policy relative to the Army recordkeeping system. Specifically, this revision--

- o Provides for identification of recordkeeping requirements in prescribing directive.
- o Replaces machine readable records standards with standards for electronic and micrographic records.
- o Adds Privacy Act Systems Notices to applicable records.
- o Identifies the National Archives and Records Administration authority number for disposing of specific records.
- o Deletes appendixes C and D, Which cross-referenced the MARKS; and appendix E, Subject Index.
- o Authorizes local reproduction of DA Forms 543 and 1613. In addition, authorizes electroic generation of DA Forms 543 and 1613, and Standard Forms135 and 135A.

Effective 26 March 1993

Information Management: Records Management

The Modern Army Recordkeeping System (MARKS)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:

  
MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation governs the maintenance and disposition of information in the Army. It implements DOD Directive 5015-2.

**Applicability.** This regulation applies to the Active Army, Army National Guard, U.S. Army Reserve, Reserve Officers' Training

Corps instructor groups, contractors who create Army records, and DOD agencies for which the Department of the Army is the executive or operating agent. This regulation applies during partial and full mobilization.

**Proponent and exceptions.** The proponent of this regulation is the Director of Information Systems for Command, Control, Communications, and Computers. The Director has the authority to approve exceptions to this regulation which are consistent with controlling law and regulation. The Director may delegate this authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklist for conducting internal control reviews. The revised checklist will be published in a DA Circular 11-series.

**Supplementation.** Supplementation, of this regulation and establishment of command and local forms are prohibited without prior approval from the POLICY DEVELOPMENT DIV, ATTN: SAIS-IDP, HQDA,

THE PENTAGON, WASHINGTON DC 20310-0107.

**Interim changes.** Interim changes are not official unless authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Director for Information Systems Command, Control, Communication, and Computers. Users are invited to send comments and suggested improvements on DA Form 2028(Recommended changes to Publications and Blank Forms) directly to Commander, U. S.Army Information Systems Command, ATTN: ASOP, Fort Huachuca, AZ85613-5000.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2396, intended for command levels, A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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\*This regulation supersedes AR 25-400-2, 15 October 1986 and DA Pam 25-400-2, 1 January 1987. This regulation also rescinds DA Forms 1613-2, 1614, 1874, 4857-R, and 4857-1-R.

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## Chapter 1 Introduction

### 1-1. Purpose

The purpose of Army recordkeeping is to properly manage information, from its creation through final disposition, according to Federal laws and Army recordkeeping requirements. This regulation—

*a.* Establishes the Modern Army Recordkeeping System (MARKS) as a portion of the Army Information Resources Management Program (AIRMP). (See AR 25-1.)

*b.* Furnishes the only legal authority for destroying nonpermanent Army information.

*c.* Provides life cycle management instructions for the systematic identification, maintenance, storage, retirement, and destruction of Army information recorded on any medium (paper, microforms, electronic, or any other).

*d.* Ensures that the commander and staff have the information needed to accomplish the mission; that they have it when and where they need it; that they have it in usable format; and that it is created, maintained, used, and disposed of at the least possible cost.

*e.* Preserves those records needed to protect the rights and interests of the Army and its members and former members, and those that are of permanent value. (See AR 25-55 and AR 340-21.)

*f.* Ensures records related to matters involved in administrative or legal proceedings will be retained until the staff judge advocate or legal adviser authorizes resumption of normal disposition.

*g.* Provides for the systematic removal of less active records from office space to low-cost storage space.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Director of Information System for Command, Control, Communications, and Computers (DISC4) is the functional proponent (FP) for the MARKS. The DISC4 will promulgate policy on recordkeeping practices within the Army and for joint, unified and specified commands for which the Army has been designated the Executive Agent.

*b.* Principal Headquarters, Department of the Army (HQDA) officials are the proponents for all recordkeeping requirements necessary to conduct business in their functional areas. They will—

(1) Ensure that their recordkeeping requirements are accurate, essential, and current and are contained in the publications that govern how the Army conducts business in their functional areas.

(2) Ensure that recordkeeping requirements for their functional areas are provided to the ODISC4 in a timely manner.

*c.* The Director of the Army Staff will accomplish all the responsibilities assigned to the principal HQDA officials for the Office of the Chief of Staff of the Army.

*d.* The Commander, U.S. Army Information Systems Command (USAISC), will develop MARKS policy and procedures and maintain and administer the MARKS program for the DISC4.

*e.* Heads of HQDA agencies and commanders of major Army commands (MACOMs), installations, activities, and units will supervise and manage recordkeeping systems within their agencies and commands. In addition, those having elements in overseas areas will prepare written contingency plans that provide for the withdrawal or destruction of records in hostile or unstable areas.

### 1-5. Statutory authority

*a.* The Federal records Act of 1950, as amended, contains the statutory authority for the MARKS program. Government-wide responsibility for Federal recordkeeping is shared by the General Services Administration (GSA) and the National Archives and Records Administration (NARA). GSA portions of the Federal Records

Act of 1950 are implemented in the Federal Information Resources Management Regulations (FIRMR) located in 41 Code of Federal Regulations (CFR), Chapter 201; and NARA portions are implemented in 36 CFR, Chapter XII, subchapter B. These are, in turn, implemented by Army regulations.

*b.* Sections 3301-3314, title 44, United States Code (44 USC 3301-3314), establish the legal basis for the disposal of records of the U.S. Government. The U.S. Army Information Systems Command (USAISC), Fort Huachuca, AZ 85613-5000, develops retention and disposal authorizations that meet Army needs and obtains approval from the Archivist of the United States. Approval by the Archivist is legal authority for the retention and disposal of all Army records.

*c.* The maximum penalty for the willful and unlawful destruction, damage, removal, or alienation of Federal records is a \$2,000 fine, 3 years in prison, or both (18 USC 2071).

### 1-6. Application of MARKS

*a.* MARKS applies to—

(1) All unclassified Army records, including For Official Use Only (FOUO), regardless of media.

(2) All classified Army records through SECRET. Records that are TOP SECRET may be set up under MARKS or in any manner that will make accountability and control easier. Regardless of the arrangement used, however, the disposition instructions in this regulation will be applied to TOP SECRET records.

*b.* MARKS does not apply to—

(1) Record copies of international agreements covered under AR 550-51.

(2) Publications and blank forms stocked for filling requisitions.

(3) Reference materials and books in formally organized and officially designated libraries.

(4) Reproduction materials, such as stencils and multilith masters.

### 1-7. Principles of MARKS

*a.* Within the MARKS system, records are identified and filed under the number of the primary directive that prescribes those records be created, maintained, and used.

*b.* The file number is the key to MARKS. It identifies the records for filing and retrieval. MARKS numbers are made up by the prescribing directive number followed by an alpha suffix.

*c.* Within each record series there is a file number for "general correspondence." The general correspondence number is the applicable record series number, which is derived from the publication series number. These file numbers do not contain an alpha suffix, but are further divided between "ACTION" and "NONACTION" correspondence.

*d.* A distinction is made between retention periods in peacetime and during mobilization or the conduct of military operations, where this applies.

*e.* Privacy Act applicability is pinpointed where appropriate. (See AR 340-21.) NARA authority numbers that document the legal authority for the destruction of the records are provided. *f.* The "Office Administrative Housekeeping Files" deviate from this principle for convenience and accessibility. Housekeeping files are found in front of the I Administration series and are numbered 1a through 1oo. These are records that develop because an office exists, not why an office exists.

### 1-8. Unauthorized destruction, damage, or removal of records

In cases of accidental loss or destruction of records by fire or other cause—

*a.* Reconstruct as much of the lost or destroyed records as possible. A series can often be reconstructed from other copies of the information maintained in other elements of the Army.

*b.* Identify records that cannot be reconstructed on Standard Form (SF) 135 (Records Transmittal and Receipt) at the time that records of the same period are transferred to the records holding area

(RHA). At the time period for these records to be retired, RHA personnel will submit the SF 135 to the Federal Records Center.

### **1–9. State of war or threatened war**

*a.* During a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, records in the custody of the Army outside the territorial limits of the continental United States may be destroyed if it is determined that—

(1) Their retention would be prejudicial to the interest of the United States.

(2) They occupy space urgently needed for military purposes and are without sufficient administrative, legal, research, or other value (44 USC 3311).

*b.* Within 6 months of the destruction, forward the following information to HQDA (SAIS–IDP), Washington DC20310–0107, for notification to NARA:

(1) Description of the records.

(2) When and where the disposal was accomplished.

## **Chapter 2 Identifying Recordkeeping Requirements**

### **2–1. Prescribing directives**

*a.* Proponents of prescribing directives will ensure that Army regulations and DA pamphlets identify recordkeeping requirements. Army regulations or DA pamphlets which require users to create and maintain records must list the MARKS file numbers under which users will keep the records. Proponents will identify the recordkeeping requirements these publications prescribe and include a list of applicable file numbers in the reference paragraph or in appendix A to the publication.

*b.* Proponents will review new and revised directives for recordkeeping requirements and use this regulation to identify the file numbers under which the records will be kept. The activity information manager (IM) will assist in this review. Proponents will send requests for new or revised file numbers to HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613–5000.

### **2–2. Unidentified (unscheduled) files**

*a.* Unscheduled records are those records which do not have a disposition schedule approved by the NARA. The USAISC obtains NARA approval for disposing of records and publishing disposition instructions in appendix B of this regulation.

*b.* Records not identified or described in appendix B, will be brought to the attention of the IM who will assist in obtaining a valid file number. New file number requirements or changes to existing file numbers will be submitted to the proponent of the prescribing directive which created the need for the file number. Proponents will forward approved recommendations as specified in paragraph 2–1*b.*

*c.* Local IMs will establish a temporary file number based on the number of the prescribing directive and general format in appendix B. The disposition instructions will read, “Retain in CFA until disposition instructions are published in AR 25–400–2, MARKS.”

### **2–3. Contractor records**

Records management oversight of a contractor’s records is necessary to ensure that all long-term recordkeeping needs are met according to appendix B.

*a.* Contractors performing congressionally mandated program functions must create and maintain records to document these programs. The contract must include requirements for the delivery of all pertinent documentation of contractor program execution.

*b.* Many other types of contracts involve the creation of background data that may have value to the Government. Whenever appropriate, agency officials should require the delivery of such background data in addition to a final product. The contractor will

assign the appropriate file identification and disposition instructions to all records delivered to the Government. For example—

(1) Contracts to produce statistical analyses will specify the delivery of background data that may have value to the contracting agency or to other agencies.

(2) Contracts to produce reports that represent Army policy will specify the delivery of background data needed to verify assertions or justify conclusions.

(3) Research contracts will specify the delivery of background data that have value to the contracting Army agency.

*c.* Background electronic data and records specified for delivery to the contracting Army Agency must be accompanied by sufficient technical documentation to permit the Army to use the data.

*d.* A deferred ordering and delivery data clause should be included in the contract to acquire any data and records that may have value to the Army but were not identified in advance.

## **Chapter 3 Electronic Recordkeeping**

### **3–1. Overview**

*a.* Army records, regardless of media, must follow the disposition instructions identified in appendix B of this regulation and comply with the security requirements of AR 380–19. All electronic information generated by, or contained in, an automated information system(AIS) must be considered. This includes information contained in Standard Army Management Information Systems (STAMIS), command or installation unique systems, and systems maintained in the office environment.

*b.* Information recorded on any medium capable of being read by a computer satisfies the definition of an electronic record.

*c.* The disposition of electronic records must be determined as early as possible in the life cycle of the system. The functional value and program needs of electronic records dictate the retention period. The MARKS disposition instructions will be defined during the need justification phase, milestone 0, and reviewed in the revalidation phase of each milestone in the life cycle management of the system. (See AR25–1.)

### **3–2. Judicial use of electronic records**

*a.* Electronic records may be admitted as evidence in court proceedings if their authenticity, accuracy, and general trustworthiness are established. Unless system integrity is established by thoroughly documenting the system’s operation and the controls imposed on it, the record may be refused as evidence.

*b.* To establish the trustworthiness of the official records, implementation procedures that—

(1) Document that similar records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(2) Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure system protection.

(3) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage medium, and the disposition according to the MARKS file number in this regulation.

*c.* Coordinate implementation procedures for electronic records with the local legal staff.

### **3–3. Planning new or enhanced AIS**

*a. Records management requirements.* All new or enhanced AIS will include records management requirements when system planning is initiated and throughout subsequent milestones during the life cycle of the system.

*b. Evaluating potential systems.* At a minimum, Information Managers (IM) and FPs should evaluate potential systems to determine recordkeeping requirements. Questions designed to aid in this evaluation are at table 3–1.

*c. Data files.* Systems that produce, use, or store data files will comply with the requirements of this regulation. In addition, the appropriate disposition instructions for the data must be incorporated into the system's design.

*d. All other files.* Systems that maintain the official copy of documents on electronic media will, at a minimum:

(1) Provide a method for authorized users to retrieve documents, such as an indexing, key word, or text search system.

(2) Provide a level of security to ensure integrity of the documents.

(3) Provide a standard interchange format when necessary to permit the conversion or migration of electronic documents from one system to another.

(4) Provide for the disposition of the records during the creation of the record.

### 3-4. Documentation

Current documentation will be maintained on all AIS.

*a.* All electronic records must be accompanied by documentation sufficient to ensure that the information is accessible and usable. Minimum documentation consists of identification of the software programs and operating systems used to create the documents to the extent that the technical specifications, file arrangement, contents, coding and disposition requirements of the files can be determined. Programs and system documentation must be maintained for as long as the related information is retained.

*b.* Review documentation to determine if it—

(1) Adequately specifies all technical characteristics necessary for reading or processing the records.

(2) Identifies all inputs and outputs of the system.

(3) Provides an audit trail of changed or deleted information and the correct MARKS disposition of the informational content and use.

(4) Defines the contents of the files and records.

(5) Clearly states the purpose(s) and function(s) of the system.

*c.* The appropriate MARKS identification and disposition must be assigned to all electronic records at the time of creation.

*d.* Documentation for Army AIS that produce, use, or store data files will be maintained up-to-date in accordance with applicable technical bulletins and standards.

*e.* Minimum documentation of tapes being retired to a Federal Records Center (FRC) or NARA will include—

(1) A narrative description of the file(s).

(2) Physical file characteristics.

(3) Recording mode information, including the coding structure (code books), recording system information.

(4) A record layout. The record layout should break down the file by fields. Each field will have a name, size, starting position, and a description of the form of the data (alphabetic, zoned decimal, packed decimal, or numeric).

### 3-5. Retention standards

As with any other media, the originator of the record does not determine when to destroy the record. The office of record must ensure the retention of the electronic records and their documentation for as long as the Army needs them. This means that the IM must—

*a.* Apply the disposition standard in accordance with appendix B of this regulation.

*b.* In addition to the procedures for unidentified files in chapter 2, the FPs for AIS must submit the following information to HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613-5000, to fulfill NARA requirements—

(1) *Name of the system.* Indicate the commonly used name and acronym of the system. For example, Standard Army Finance System (STANFINS), Army Civilian Personnel System (ACPERS), and Standard Army Intermediate Level Supply System (SAILS).

(2) *System control number.* System Identification Code or internal number assigned to the system for control purposes.

(3) *Functional area.* Show the business process and Information

Requirements Study (IRS) to which the system relates and cite any statutory requirement(s) or directive(s) that prescribe the mission or program.

(4) *Proponent.* Show the Army or command functional and system design proponent and their respective addresses, telephone numbers, and location of the program personnel who can provide additional information about the program and system supporting it.

(5) *Purpose.* Indicate the reasons for the system and the requirements met by it.

(6) *Data/information input and sources.* Describe the primary input sources and providers of the data/information to the system. Provide the names of all systems from which this information system receives input.

(7) *Major output.* Show the system's products and the frequency of their preparation. For example, reports, charts, graphic displays, or correspondence — prepared weekly, monthly, or annually. Recommend retention periods for each of these products in light of the overall system. If the information is transferred to other systems, indicate the additional file retention requirements.

(8) *Other.* Indicate the main subject matter, inclusive dates, the update cycles or conditions and rules for adding, changing, or deleting information.

*c.* The FP responsible for AIS and IMs at MACOM level will validate retention periods of the information generated by, or contained in, information systems in accordance with appendix B of this regulation.

### 3-6. Disposition of electronically stored information

*a.* The disposition schedule for electronic records will be the same as those for other types of records as found in appendix B.

*b.* To simplify handling and storage, electronic records will be assigned to the following categories based upon approved dispositions in this regulation—

(1) *T = Temporary.* Records maintained for 2 years or less.

(2) *S = Short.* Records maintained for more than 2 years but less than 10 years.

(3) *M = Medium.* Records maintained for more than 10 years but less than 30 years.

(4) *L = Long.* Records with disposition schedules of more than 30 years but less than permanent.

(5) *I = Indefinite.* Records with a disposition schedule based on the occurrence of a special action and/or event.

(6) *P = Permanent.* Records that the Archivist of the United States has deemed to have sufficient value to warrant their continued preservation by the NARA.

*c.* Records will be reviewed at least annually. Those with disposition code categories of—

(1) Temporary, short, medium, and long-term which are eligible for destruction will be purged. Other records will be transferred onto the most economical storage medium appropriate for the respective disposition schedule. These records may be retired to an installation information processing facility (IPF) or FRC, as appropriate, in accordance with the provisions of this regulation.

(2) Indefinite will be reviewed to determine if the special action or event that established a finite destruction date for the particular record has occurred. When the event happens, the usefulness of the record has ended and the record can be destroyed. If the event is part of a combination time-event disposition schedule and the event has occurred, the disposition will be changed to the temporary, short, medium, or long disposition code category as appropriate.

(3) Permanent will be retired to the appropriate FRC as soon as the record becomes inactive or when the organization can no longer provide proper care and handling of the medium to guarantee its preservation. Permanent electronic records being accessioned directly into the National Archives require prior coordination through HQ, USAISC, ATTN:ASOP, Fort Huachuca, AZ 85613-5000, to HQDA (SAIS-IDP), WASH, DC20310-0107 to avoid any technical transfer problems.

### 3-7. Unidentified (unscheduled) electronic records

a. Electronic records unidentified (unscheduled) in this regulation will be brought to attention of the FP for further processing.

b. The procedure for obtaining authorized disposition instructions of electronic records is similar to scheduling any other media, such as paper or microform.

### 3-8. IPF master files of data systems

Master files traditionally stored on magnetic media in an IPF. These files are relatively long-lived computer files containing an organized and consistent set of complete and accurate data. Systems may contain two or more master files which represent the system's various output products. Each of the master files or output products may require different processing and different dispositions.

a. Statements giving the retention requirements of master files are usually expressed in terms of numbers of versions, cycles, or other periods of time which may be based on the occurrence of an event. The FP must propose the length of time data files should be kept. This time period must be consistent with the considered functional value and administrative needs. The proposal will, at a minimum, address—

(1) The last master file, that is, upon termination of its use or termination of the information system.

(2) Superseded data by cycles or versions.

(3) Duplicate files kept for security backup or historical value. If the data proves to have historical value or greater research utility than similar information scheduled in appendix B, the FP will follow the procedures established in paragraph 3-4.

b. Master files are addressed by three different categories—

(1) *Current Master File (CMF)*. The CMF is the system's most recent version. Examples of CMF are shown below—

(a) System "A" retains student enrollment information and is updated on an annual cycle. Each year student information is updated by additions, deletions, or address changes. The 1990 CMF of this system lists currently enrolled students and current home address, and other related information. This CMF does not reflect students enrolled in 1989; nor does it reflect a student's prior home address which was changed during the 1990 update. Thus, the CMF does not accumulate all transactions.

(b) System "B" retains a continuous accounting of supply items purchased by an organization; it is updated on a monthly cycle. Each month the system is updated by additions only. The September 1990 CMF of this system lists items purchased during the September 1990 and also prior month transactions. Although this CMF is updated monthly, it may be considered as a "add-on" data base which accumulates all prior transactions.

(2) *Prior Master File (PMF)*. The PMF is the previous iteration of the CMF. Normally, the PMF may be deleted after information has been transferred to the master file and verified unless there is a legal, audit, or compelling operational purpose. The FP determines the number of cycles critical to the retention of the previous master file. The retention period of this file may become extremely critical when equivalent information does not exist elsewhere. Examples are shown below—

(a) The PMF of System "A" (1989 student enrollment information) is destroyed upon each update cycle and is not retained elsewhere. Thus, 1989 and prior year student enrollment information has been lost through update processing.

(b) The PMF of System "B" is also destroyed upon each update cycle. However, because this system accumulates all prior month's transactions by "adding on to the CMF," no information has been lost.

(3) *Security back up or historical file*. This file duplicates the CMF and/or the PMF for audit, legal, compelling operational purposes, or as support to reconstruct a master file in the event data has been lost or damaged.

### 3-9. Selection of electronic storage media

This section addresses official records stored electronically. It does

not cover records that are created electronically only as a means of producing hard copy documents.

a. Requests to store information on optical media other than the Write-Once-Read-Many must be forwarded through command channels to HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613-5000 for approval.

b. Nonpermanent record material may be stored on optical media until their authorized disposal date. Unless there are legal, audit, or compelling operational restrictions, source documents of such temporary records may be destroyed after copying to optical disk. Media care procedures are addressed in paragraph 3-12.

c. Permanent records stored originally on optical disk must be converted to paper, microform, or magnetic tape prior to accessioning into NARA. Permanent source document records will not be destroyed after copying onto optical disk without prior approval from HQ, USAISC, ATTN: ASOP. Because of the hardware and software dependence of current optical disk systems and the absence of standards that ensure the portability of data from one system to another, NARA will not accept permanent records stored on optical disk.

d. Unless there are legal, audit, or compelling operational restrictions, permanent information may be stored on magnetic tape or disk. Permanent electronic records transferred to NARA or an FRC must comply with NARA requirements outlined in paragraph 3-13f.

e. Media and systems selected to store electronic records throughout their life cycle will meet the following requirements—

(1) Permit easy retrieval in a timely fashion.

(2) Distinguish between record and nonrecord material.

(3) Retain records in a usable format until their authorized disposition according to this regulation.

(4) Permit concurrent read-only multiple users.

(5) Allow permanent records to meet NARA requirements when they are retired to an FRC or NARA. Magnetic tape is the recommended electronic storage medium for permanent records.

f. Floppy disks will not be used for official records to be retained for longer than 2 years.

### 3-10. Records integration

a. Official electronic records may need to be integrated with those of other media. As far as possible, limit the use of media, for example, paper and floppy disks, for parts of the same record. Where similar records that would normally be grouped together, that is, case files, are on mixed media, provide for as much integration of the records as is possible or practical by converting all the records to a single media, either all paper or all electronic. Incoming paper records may be digitized by use of traditional optical character reader (OCR) if signature authentication is critical. Otherwise, they may be scanned using other appropriate scanners, for example, intelligent character recognition (ICR), raster, or bit-mapped. Merge scanned records with their related electronic records. If appropriate, electronic records may be printed on paper or converted to another medium.

b. When it is necessary to keep related records on different media, the records may be cross-referenced to the related stored records. Cross-referencing records on mixed media will provide easier retrieval of the entire record. Provide sufficient information for retrieval, such as: name of the record or file, security classification, file code, disposition grouping code to ensure correct disposition of the electronic record, type of media related record is on and its location, system and/or program name (including version number), name of the functional office, and office symbol. Ensure the File List identifies all electronic records and where they are located (see table 5-1).

### 3-11. Managing records stored on electronic media

a. Electronic records require the same levels of protection as any other media. Proper management provides for economic, efficient, and reliable maintenance, retrieval, preservation, storage, and scheduled disposition of the information. All personnel must comply with

the Army records retention schedule in this regulation when disposing or erasing media that stores the only copy or the official copy of the record.

b. Retrieval of information created and stored electronically relies heavily upon proper labels and indexing. Accurate and complete information is essential to ensure personnel can identify the contents of individual electronic media; retrieve information stored on them; and preserve the record from unintentional or illegal destruction.

(1) For external labels for floppy disks include the originating office symbol, title, disposition grouping code for the record, descriptive title of the contents, Privacy Act System Notice Number if appropriate, begin and end dates, classification, specific software and version used to create the information (for example, LOTUS 1-2-3, Release 2.01, Multimate Advantage II, version 1.0), and hardware on which it was produced (for example, 360k or 1.2m disk drive). The disposition instructions assigned to a diskette must reflect a disposition equal to that of the record stored with the longest retention period on the diskette. Include the disk density, type, and version of operating system and software used to create the information. If using the floppy disk as a working or reference copy of the official record that is stored elsewhere, indicate on the label that this is a reference copy only and the information can be erased when no longer needed. Before affixing the label to a disk, make sure it has sufficient information to identify the data, find it, and dispose of it.

(2) Specific guidance for external visual identification of magnetic tapes and similar media (for example, cassettes and cartridges) is prescribed in TB 18-107.

(3) Other external labels will be used, as required, on guide cards, containers for floppy disks, cassettes, tapes, or other physical media, as appropriate. Show the disposition grouping code on the label for the record copy.

(4) All electronic records require a unique name in order to retrieve the record. The design of each computer operating system determines how physical file names should be entered into that system. The common length for a file name is eight characters with extra characters for the extension. Some systems allow much longer file names, others do not use file name extensions, and still others are icon-based. Because of the variety of systems and software, activities should establish easily understandable and standardized file naming conventions, particularly where official records are in a multi-user environment.

(5) Whether an index is stored electronically or printed out, it should include, in sequential order, the abbreviated subject, the document identification, the addressee, the date finalized, and identification of the disk on which it is stored. An abstract of the document may be useful.

c. Army work processed on employee-owned computers is the property of the Army. The official copy of Army records will not be stored on personally-owned computers.

### 3-12. Media care and maintenance

a. Media care and maintenance is of paramount concern to ensure the long term preservation of electronic records. Because magnetic media is fragile, use extreme care to prevent the loss of information due to careless handling. Improper handling is the most common cause for magnetic media failure, either because of contamination or physical damage. Care and maintenance standards are as follows:

(1) Do not use floppy disks for official records to be retained for longer than 2 years. In addition to the manufacturer's instructions, the precautions below will be followed:

(a) Maintain a clean work environment. Contamination of the disk surface is a serious cause of loss of the record. Abrasive materials (such as dust, including paper dust), pencil eraser debris, and similar substances commonly cause contamination.

(b) Avoid finger contact with exposed media surfaces. Fingerprint oils and dirt can contaminate the media surface. Touching the exposed areas can erase or distort the record.

(c) Always return the diskette to its protective envelope after use. This prevents contamination and physical damage to the diskettes.

(2) Do not flex or fold diskettes. Avoid bending when loading and unloading the disks to or from the drive. Although the envelope may recover, the internal media may have permanent damage.

(3) Do not use rubber bands or paper clips on the diskette or its envelope. The rubber band may cause the disk to remain bent permanently after storage. The paper clip may emboss the media and cause permanent loss of the record. If manually labeling, always write on the external label before it is applied to the disk. If using the original label, use a soft, felt tipped pen with permanent ink. Ball point pens or pencils can emboss the surface and cause permanent surface defects and loss of the record.

(4) Never erase the external label. Erasures can be a source of contamination and the eraser particles could cause "head crashes." Use a felt tipped pen to cross out previous information. Remove and replace the label when it's full. Do not paste a new label over the old one. This can weight down one side of the disk in the drive. Do not cover the flexible disk holes with the new label.

(5) Keep magnets of any kind at least 1 foot away. Magnets will erase the records. These include, but are not limited to, magnetic watches, bar magnets found in offices and other work places, coat and picture hanger magnets, flashlight magnets, magnetized screwdrivers, telephones, and telephone wires.

(6) Store diskettes vertically in their jackets, preferably in a hard plastic container. Store at temperatures between 50 and 120 degrees Fahrenheit. Keep diskettes away from heat sources such as radiators, heaters, and window sills.

(7) Use only tabs supplied with the disks to cover the write-protect notch on the disk envelope. Do not use any tab material that leaves a sticky residue. Write-protect the record as required. Do this by attaching a tab at the notch of 5/4-inch diskettes and by moving the metal strip on 3 1/2-inch diskettes.

(8) Store the backup copy of a master diskette in an alternate location.

(9) When mailing or carrying diskettes in a briefcase, protect them from damage and temperature extremes by using special sturdy envelopes.

(10) Do not insert wet disks into the disk drive. Even when dried, the residue may cause damage by transferring foreign matter on to the drive heads which could damage future disks. Discard the damaged diskette and use the backup copy.

(11) On-line storage with hard disks — A good portion of the information resident on hard disks is in the form of software programs such as DOS, word processing, spreadsheets, or database. Because of the large volume of information on the hard disk, it is important to keep the software program and the records it creates separate. Hard disks require a certain amount of housekeeping, as well as management of the official records stored on the disk, which in this case is in the form of space management, indexing, and retention management.

(12) Hard disks in some microcomputers must be specially treated whenever the computer is moved (that is, a ship track must be done to allow the read/write head to rest safely on the disk). Also, disk failures may occur when the microcomputer receives a lot of vibration. Another area of concern is in reformatting the hard disk. Reformatting erases all data from a hard disk and prepares it for a new use. If a user mistakenly reformats the hard disk, everything on the hard disk is erased.

(13) When storing records on hard disk, always back them up on diskette, magnetic tape, an approved optical system, or removable hard disk each time the record is updated.

(14) Storage of records on a removable hard disk are subject to error or even deletion if anything having a magnetic force is placed near the hard disk. When processing or temporarily storing official electronic records on removable hard disks, provide external labels for them that contain the same information as diskettes. Use the more stringent or either the manufacturer's instructions or the procedures in TB 18-107 for immediate access storage (IAS) devices that will store the official record copies of electronic records. Immediate or direct access storage devices may include disks, removable hard disks, disk packs, drums, and diskettes.

b. Environmental requirements for storage and test areas for computer magnetic tapes containing official long-term, unidentified, and permanent records on magnetic tape are found in TB18-107. Storage and test areas for such tapes will, in addition to the requirements of TB 18-107, be kept according to National Institute of Standards and Technology (NIST) standards of a constant temperature of 62 to 68 degrees Fahrenheit; and a constant relative humidity of 35 to 45 percent.

c. Where official records on magnetic tape are maintained in office areas that do not conform to these temperatures and humidity standards, store the magnetic tapes at the correct temperature in a refrigerator or cooler.

d. The IMs will include these locations, as well as off-site storage areas, in their scheduled assistance visits.

e. Quality control of magnetic tapes that store records retained for 8 years or longer, unidentified (unscheduled) records, or records scheduled for permanent retention is essential.

(1) *Tape testing.* The IPF shall certify new magnetic computer tapes no more than 6 months prior to using them to store electronic records that are unidentified, long-term, or designated for permanent retention. This test should verify that the tape is free of permanent errors and complies with NIST or industry standards.

(2) *Rewinding.* Coordinate with the IPF to rewind, under controlled conditions, all tapes containing unidentified, long-term, or permanent electronic records every 3½ years.

(3) *Reading.* Read a 3 to 7 percent statistical sample of all reels of magnetic computer tape containing the official copy of these records to identify any loss of data and to discover and correct the causes of data loss. In tape libraries with 1800 or fewer reels, a 20 percent sample or a sample size of 50 reels, whichever is larger, should be read. In tape libraries with more than 1800 reels, a sample of 384 reels should be read. Tapes with ten or more errors should be replaced, and when possible, lost data shall be restored. All other tapes which might have been affected by the same cause (that is, poor quality tape, high usage, poor environment, improper handling), shall be read and corrected as appropriate. It may also be necessary to rewrite the information because of changing technology or aging of tapes.

(4) *Recopying.* Magnetic and optical media are not expected to retain data or information in a readable state any longer than 10 years. Information must be recopied onto tested and verified tapes before the end of the 10-year cycle.

### 3-13. Inventory of electronic records and information systems

To ensure systematic management of information as a resource, the Army must have accurate and comprehensive knowledge of scope, purposes and functions, uses, and legal, regulatory, or other external controls. Collecting, aggregating, and maintaining this information about electronic records and information systems constitutes an information systems inventory.

a. Army-wide or command unique systems will be reported in the Sustaining Base Software Application Inventory.

b. The IMs at all levels will use the Sustaining Base Software Applications Inventory as an aid in identifying information stored electronically for their command and provide records management oversight to ensure timely disposition.

c. The record copy of information stored electronically solely for use in a functional office will be identified on the office file list according to chapter 5.

### 3-14. Electronic records transfer and retirement

a. Information stored in or generated by information systems and electronic records stored in functional offices will be cutoff in accordance with the retention schedule in appendix B. Installation RHAs are not required to maintain temperature and humidity levels sufficient to meet NARA environmental standards. For that reason, magnetic and optical media will not be stored in Army RHAs. These records will be stored in an environmentally controlled area.

b. FRCs can provide proper environmental storage conditions for electronic media; however, they do not have specialized equipment to provide the maintenance needed to ensure the retention of data on magnetic tape.

c. Electronically stored information with a disposition of more than 2 years but less than permanent will be stored in the servicing IPF instead of the RHA for the length of time prescribed in appendix B. The IM retiring the records will oversee records labeling to ensure rapid retrieval to meet Freedom of Information and Privacy Act requests. Label identification must include—

(1) If applicable, the Privacy Act System of Records Notice Number from DA Pam 25-51 must be included.

(2) Name, title, and telephone number of the organization IM authorizing the retirement.

(3) Name and office symbol of the originating office.

(4) File title and applicable MARKS number.

(5) Month and year the records are to be deleted or erased.

d. When the organization can no longer provide proper care and handling of the tapes, they will be offered to NARA for direct accession. Permanent electronic records being accessioned directly into the National Archives require prior coordination through HQ, USAISC, ATTN: ASOP, with HQDA(SAIS-IDP) to avoid any technical transfer problems.

e. Documentation of tapes being accessioned directly into the National Archives must include as a minimum, a narrative description of the file(s), physical file characteristics, recording mode information, including the coding structure, recording system information, and a record layout. The record layout should break down the file by fields. Each field will have a name, size, starting position, and a description of the form of the data (alphabetic, zoned decimal, packed decimal, or numeric). Label tapes externally with the name of the organization responsible for the data, file title(s), dates of creation and coverage, the recording density, type of internal labels, and so forth. 36 CFR part 1220 contains further details on required documentation.

f. Currently, permanent electronic records being accessioned directly into the National Archives will be on one-half inch, seven or nine track tape reels, written in American National Standard Code for Information Exchange (ASCII) or Extended Binary Coded Decimal Interchange Code (EBCDIC), with all extraneous control characters removed from the data (except record length indicators for variable length records, or marks designating a datum, word, field, block, or file) blocked no higher than 30,000 bytes per block, at 800, 1600, or 6250 blocks per inch (bpi), or the NARA standard in effect at the time of accessioning.

g. The organization IM must coordinate with the installation IPF for detailed packing, file conversion, and shipping instructions to ensure adequate precautions are met.

**Table 3-1**  
**Questions to aid the IM and FP in establishing recordkeeping requirements**

Issue	Questions	Action
Purpose	<p>Will the information support the mission of the FP?</p> <p>Are there multiple purposes and, if so, will there be varying retention requirements?</p>	<p>Identify the prescribing directive(s) the information will support. Relate the prescribing directive(s) to the MARKS number in appendix B.</p>
Vital records	<p>Is the information in the system a vital record?</p>	<p>Ensure the system has mobility, effectiveness, survivability, continuity of operations and ensure the system capacity during peace, mobilization, and war is identified and documented.</p>
Inputs	<p>What inputs are needed and how long should they be retained?</p> <p>Are they needed for legal or audit purposes?</p>	<p>Ensure that the description under the associated MARKS number includes this input material and that the retention period is consistent with stated legal, audit, or operational requirements of the AIS. Input records have particular audit value which must be determined by the FP. Generally, input records are categorized as feeder reports for versions, cycles, or other time or event dispositions.</p>
On-line retention	<p>How long does the information need to be kept on line?</p> <p>Are on-line retention requirements shown on the unit records or data sets?</p>	<p>Ensure that the proposed retention period is reasonable and consistent with the stated functional or administrative value of the AIS. The assigned retention should reflect a time or event disposition. On-line electronically stored information is directly accessible for immediate processing.</p>
Off-line retention	<p>If the function no longer needs the information on-line, does it need to be retained off-line?</p> <p>For how long?</p>	<p>Based on a defined time or event or combination of both, the record will become inactive and the disposition must state whether the information will be retained permanently or be deleted after a specific length of time.</p>
System design integration	<p>Can requirements for retention and disposition of information be integrated with systems design and operations; for example, with update procedures, regular backup operations, creation of history files, subset files, and public use data sets?</p>	<p>Ensure that this requirement is included in the database specification as part of the applications software capability.</p>
Outputs	<p>What will happen to all the information (reports, tables, charts, graphic displays, catalogs, or correspondence) generated by the system?</p>	<p>Ensure that the output products are identified in the appropriate MARKS number, if not, the IM will assist the FP, as required, in identifying this requirement to HQ USAISC, ATTN: ASOP.</p>
Information integrity	<p>Are multiple copies of the information needed?</p> <p>Do all media need to be maintained for the same length of time?</p> <p>What will happen to the different media, and when?</p> <p>How will the integrity and authority of the information be assured?</p>	<p>Ensure that the disposition under the appropriate MARKS number identifies and distinguishes the action and information locations and specifies a deletion, transfer, or retirement period consistent with the functional or administrative value of the record.</p>
Privacy Act	<p>Is the system subject to the provisions of the Privacy Act?</p> <p>Is the system subject to inter-agency sharing under the provisions of the DODD 5400.11-R?</p>	<p>If yes, ensure the appropriate MARKS number reflects a Privacy Act System notice number. If a notice number is not indicated, or, the information is not included in the system notice, the IM will assist the FP in developing or altering an existing system notice according to AR 340-21.</p> <p>If yes, the IM will initiate coordination with the Privacy Act official to ensure the sharing is included in the routine use of the system notice. If the sharing is not identified, the IM will assist the FP in developing an altered system notice.</p>
Documentation	<p>Who is responsible for maintaining up-to-date authoritative documentation of the system and the information in an emergency situation?</p> <p>Where will the documentation be maintained?</p>	<p>Types of required managerial and technical documentation are identified in AR 25-3. Responsibility for preparation of each document type is identified early in the project life cycle. Some document types are the responsibility of the development group; others, the user group; and still others are prepared jointly. While both groups may work together on some document types, one the groups should be identified as having primary responsibility.</p> <p>Documentation will be maintained with the AIS throughout its life cycle. Disposition will be the same as the AIS in appendix B. Managerial and technical documentation not identified in appendix B will be brought to the attention of the FP for further processing.</p>
Long-term storage	<p>Which media containing the record must be preserved for long-term operational needs or for archival purposes?</p>	<p>Some electronic records may be integrated with records of other media during their active stage. When the information becomes inactive or the project is terminated, conversion to a single media; for example, all paper or all electronic, may be feasible. See paragraph 3-11 for additional guidance.</p>

## Chapter 4 Micrographic Records

### 4-1. Record copy microforms

Micrographic systems should be designed so the microform serves as the record copy. Exceptions are permitted if this is not practical or cost effective.

a. Identifying the record copy.

(1) *Records created from hard-copy source documents.* The original (first generation) microform becomes the record copy and the hard-copy original may be destroyed. Do not retain duplicate record copies. Ensure that the microforms are adequate substitutes for the original records and serve the purpose for which such the records were created or maintained. Copies must be complete and contain all information shown on the originals.

(2) *Records created without hard-copy source documents.* When microforms are created by computer output microfilm (COM) without hard-copy source documents, the original (first generation) microform becomes the record copy.

(3) *Reports media list (RML).* The RML includes STAMIS reports designated COM only. Their generation as dual media products is not authorized. Request for exceptions to this policy must be approved by the Program Manager, Computer Output Microform, ATTN:ASQB-IIS-P, Stop C-55, Fort Belvoir, VA 22060-5456.

b. When microforms are the record copy—

(1) Permanent information must be recorded on silver-halide microform that meets Federal Standard No. 125D. Other types of microform are not acceptable for permanent information. For records which do not have a permanent retention requirement, the original microform can be either dry silver or silver-halide, whichever is the more efficient and economical filming process.

(2) They must be an acceptable substitute for the original records and must meet prescribed archival quality standards. The Director of Information Management (DOIM) or local IM will ensure that film samples are tested locally or are forwarded to a central facility designated by the Army for testing.

(3) They must meet all legal requirements imposed on the records of the Federal Government and must adequately protect the rights and interests of both the Army and any soldiers, dependents, or employees that they affect. They must contain all of the recorded information shown on the original documents. Records made by photographic, photostatic, microfilm, microcard, or another process which accurately reproduces or forms a durable medium for reproducing the original are considered legal and may be admitted as evidence.

(4) Copies may be produced for daily use and reference purposes. Silver halide original and silver halide duplicate microforms serving as the record copy will not be used for reference purposes or as working copies.

### 4-2. Storage requirements

Permanent record microforms and record microforms with a retention period of 10 years or more must be stored under the following conditions—

a. Microforms stored in roll form will be wound on cores or reels made of noncorroding materials such as nonferrous metals or inert plastics. Other metals may be used if they are coated with a corrosion-resistant finish. Plastics and coated metals that may exude fumes during storage will not be used.

b. Storage containers for microforms will be made of inert materials such as metal or plastic. The containers will be closed to protect the microforms from environmental impurities and improper humidities. Containers will be arranged, identified, and indexed so that any record within the container can be found.

c. Microforms will not be stored in the same room with nonsilver gelatin films. Nonpermanent microform records can be safely stored under the same conditions as most paper records.

d. Depending on the type of microform being identified, a file

label will be placed on the container. Multiple microfiche documenting a single action would normally be put into a single microfiche envelope.

### 4-3. Inspections

a. *Permanent and unidentified (unscheduled) records.* Record custodians will inspect master films of permanent records when the records are 2 years old and every 2 years thereafter until they are transferred to an FRC or to the National Archives.

(1) Microforms cannot be accepted for deposit with the National Archives until the first inspection has been performed.

(2) Inspection will include determination of aging blemishes, rereading resolution targets, density remeasurement, and certification of environmental conditions in which microforms are maintained.

(3) Results of inspections will accompany records being transferred or retired, and will include—

(a) Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records).

(b) Date of inspection.

(c) Defects found and corrective action taken.

(d) Identification of deteriorating master microform that will be replaced with a silver duplicate. The duplicate film is then subject to the 2-year inspection requirement.

b. *Temporary records.* Inspection procedures described above are recommended.

### 4-4. Disposition of microforms and source information

a. *Permanent records.* One silver-halide microform set and one diazo or vesicular copy is either retired to the appropriate FRC for later offer to the National Archives or, in coordination with USAISC, ATTN: ASOP, offered directly to the National Archives. The disposition instructions for file numbers in this regulation give guidance in those cases where a direct offer to the National Archives is standard practice.

b. *Nonpermanent records.* Dispose of the microforms per the disposition instructions in the applicable file numbers in this regulation.

c. *Other microform copies.* Dispose of these microform copies when no longer needed for current operations or reference.

d. *Disposition of source information from which microforms are produced.*

(1) *Permanent records.* Instructions for destroying permanent source records converted to microform are found within applicable file numbers in this regulation. Permanent or unidentified(unscheduled) source documents may not be destroyed until approved by NARA. Coordinate further requests for recording mode information, including the coding structure, recording system information, and a record layout. The record layout should break down the file by fields. Each field will have a name, size, starting position, and a description of the form of the data(alphabetic, zoned decimal, packed decimal, or numeric). Label tapes externally with the name of the organization responsible for the data, file title(s), dates of creation and coverage, the recording density, type of internal labels, and so forth.

(2) *Nonpermanent records.* Dispose of nonpermanent source documents after verification that the microforms meet the appropriate quality standards.

e. *Indexes to record systems.* Dispose of indexes with the records to which they relate.

f. *Record copy microforms for transfer or retirement.* Because of their composition, record copy microforms require the following special care and protection when being transferred to an RHA or retired to an FRC—

(1) Do not mix one type of microform (silver halide, diazo, vesicular, or dry silver) with another type in the same box. Boxes used to retire the microforms must either be lined with an inert plastic material or must be of acid-free construction.

(2) Pack a partially filled box of record copy microforms with either an inert plastic material or acid-free paper. Do not mix record

copy microforms in the same box with paper records. Pack them separately.

(3) Specify on the SF 135 that records are on microform when transferring or retiring them. See chapter 9 for specific instructions for completing the SF 135 and shipping container specifications.

#### 4-5. Technical assistance

The U.S. Army Information Systems Software Center, ATTN:A-SBI-IS, Fort Belvoir, VA 22069-5456 is the USAISC organization tasked to provide technical support and guidance for implementing new or improving existing document imagery projects.

## Chapter 5 Filing Procedures

### 5-1. Maintaining information

Effective files maintenance and reference procedures are essential to document the Army's official business. This chapter contains procedures for maintaining Army information.

### 5-2. Inspecting records

Prior to filing, inspect the document to ensure all actions have been completed and eliminate unnecessary attached material, (such as used envelopes, routing slips which bear no essential information, and extra copies). Identify incomplete actions to ensure that they are followed up and that the file will not be prematurely cut off. If action is complete, but essential documentation is missing, try to obtain the missing documents. If unsuccessful, note the action taken to obtain the missing documents and file it with the incomplete action.

### 5-3. Assembling and fastening records

*a.* Remove all cover sheets (such as SF 703 (TOP SECRET Cover Sheet), SF 704 (SECRET Cover Sheet), and SF 705 (CONFIDENTIAL Cover Sheet)) before filing unless records are in suspense files or when cases are placed in file containers pending completion of the action.

*b.* Staple documents if possible. Other fasteners may be used when there are too many papers for stapling or physical characteristics prohibit stapling.

### 5-4. Marking the file number

As specified in AR 25-50, the action officer adds the MARKS file number when writing a document, or places the file number along the right-hand edge of documents not identified with a file number at the time of creation. When the physical characteristics of a document make it self-identifying for filing purposes, posting the file number to the document is unnecessary. Examples of documents not requiring the posting of a file number are reference copies of publications, mail control forms, and bills of lading.

### 5-5. Cross-references

*a.* DA Form 1613-R (Cross-Reference) is filed under one file number or subdivision to show the location of material filed elsewhere. DA Form 1613-R will be locally reproduced on 8½-inch by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Additionally, DA Form 1613-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 1613-R-E and the date will be the same as the date of the current edition of the printed form.

*b.* Prepare cross-references only when essential to retrieving information. They may be used when—

(1) A document is related to more than one action.

(2) A classified document has a direct relationship to unclassified material. Do not place classified information on cross-reference forms filed in unclassified files.

(3) Documents with various dates relate functions to other sub-functions or actions.

(4) Documents have been changed from one file number or subdivision to another file number or subdivision.

*c.* File bulky material in storage equipment suited to its size. This material may be maintained in file number, serial number, or date order. Keep a cross-reference to the bulky material in the regular office files. The cross-reference must identify the bulky material and related documents, and show storage locations and file numbers. A copy of the cross-reference prepared for the regular file can be attached to the bulky material to serve this purpose.

### 5-6. Recordkeeping supplies

MARKS supports the conservation and use of all files supplies and equipment in accordance with AR 700-9. Supplies available from the Federal Supply Schedule or an administrative self-service support center will be used to maintain records.

### 5-7. Use of guides and folders

*a.* Use guides to divide files and to identify subdivisions to ease filing and retrieval.

*b.* Use folders to consolidate, retrieve, and protect the records.

*c.* Stamp the file folder with the classification per AR 380-5.

### 5-8. Maintenance of records for multiple organizations

Officials who perform duties for more than one organization will identify the records created in each capacity and maintain them separately. Examples of situations requiring separate recordkeeping are a division commander who is also an installation commander, a command safety officer who is also the installation safety officer, or the chief of a staff section who is also secretary of a committee.

### 5-9. Arrangement of files

The filing arrangements described below are authorized for subdividing records under a file number. They may also be used for TOP SECRET records.

*a. Date arrangement.* Arrange records chronologically in the folder.

*b. Simple number arrangement.* Arrange records in simple numerical sequence, such as unit designation or project number.

*c. Alphabetical arrangement.* Arrange records by subject and name.

(1) *Subject.* Use subject titles arranged alphabetically.

(2) *Name.* Arrange by the names of persons, places, or organizations. This is mainly used in personnel records. The following are examples of arrangements by name:

*(a) Personal names.* Filed by last name, first name and middle initial, for example, Smith, John R. This arrangement is subject to the Privacy Act and the file label will show the Privacy Act System of Records Notice number from DA Pam 25-51.

*(b) Organization names.* File first by general name (such as arsenal, battalion, or depot), then file by specific name, for example, ARSENAL, Watervliet; DEPOT, Red River; MILITARY OCEAN TERMINAL, Bayonne.

*d. Arrangement restrictions.* Records not covered by a Privacy Act system notice will not be arranged to permit retrieval by personal identifier. Records covered by system notices published in DA Pam 25-51 may be arranged for retrieval by personal identifier. DA Pam 25-51 contains system notices prepared according to the Privacy Act and published in the Federal Register.

### 5-10. Classified documents

File classified documents and unclassified documents in separate containers. There are two exceptions to this instruction. First, documents may be stored together when the record of an action consists of both classified and unclassified documents and reference purposes require that both be filed together. Second, classified and unclassified documents may be stored in the same security container when a small volume of classified material is on hand and it is advantageous to use otherwise empty space for unclassified material. However, the classified material will be separated from the

unclassified material by guide cards or by placement in separate drawers. See AR 380-5.

### 5-11. Maintenance of records in libraries

Record copies of publications or other documents are permanent records as described in appendix B and will not be maintained as a part of library collections or manuscript collections in libraries or museums. When extra copies are maintained, they will be distinctly marked "LIBRARY COPY" or "MUSEUM COPY."

### 5-12. Suspense files

Suspense files are used as reminders that an action is required by a given date. File numbers need not be used on file folders or containers in which suspense documents are kept. Some samples of suspense files are as follows:

*a.* A note to submit a report or to take some other action. The note would be destroyed after the report is submitted or the action is taken.

*b.* An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

### 5-13. Lists of file numbers

*a.* Office personnel prepare lists of file numbers for the convenience of files personnel and action officers. These lists are also used by the IMs to ensure the records identify and document the business of the office, and to identify permanent and long-term records for transfer or retirement. These lists will contain the MARKS file number, description, the Privacy Act systems notice from DA Pam 25-51, and media identification (paper, tape, electronic, microform). (See table 5-1.)

*b.* Office personnel will keep the lists current by making changes as file numbers are added or deleted. IMs will review each list or change and approve the implementation of those that accurately identify the records of the office concerned.

**Table 5-1**  
**Sample of a list of file numbers**  
**Office or Unit: DPT, Training Division, Scheduling Branch**

File media number	Title/brief description	Privacy Act System Notice	Media
1c	Office Inspection and Survey IG Inspection Reports		Paper
1f	Office Organization Files TDA, personnel, manpower, other related information.		Paper
1aa	Supervisory or Manager Employee Record Files SF-7B for civilian personnel assigned to the branch.	OPM GOVT-1	Paper
1jj	Reference Publications Copies of ARs, Pams, and so forth.		Microform
350-1d	Training Operations Files Information on planning and conducting general training.		Tape
385-10g	Target Practice Safety Files Firing safety measures, area involved, and so forth.		Optical disk

## Chapter 6

### Labeling Procedures

#### 6-1. MARKS file numbers

The MARKS file numbers listed in appendix B of this regulation identify documents for filing, reference, and legal disposition authority. A file number corresponds to the number of the directive prescribing the creation and maintenance of that particular record. An alphabetical suffix is added to the file number to distinguish several records prescribed by a single directive. For example, records prescribed by AR 380-5, are identified by file numbers 380-5a, 380-5b, 380-5c, and so forth. The general correspondence number in each basic series is the only file number that does not contain an alphabetical suffix. These general correspondence numbers are identified only by the series number and documents are divided based on whether they are ACTION or NONACTION documents. Figure 6-1 illustrates the relationship between regulation numbers and file numbers for the administration of the Army safety program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, insuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accident prevention. Records on nuclear accidents and incidents, and some other elements on safety are placed in respective subject series.

#### 6-2. Labeling

*a.* Label all folders and containers used to store official records.

*b.* Labels will include the file number, file title, Privacy Act system notice number (if applicable), and the disposition instructions. Include the year of accumulation when a file is cut off after a time period. Do not include the year on a file with an event disposition or on the "ACTIVE" folder of a time-event file. See chapter 7 for an explanation of these types of files.

*c.* Enter the file number and file title on the label as they appear in appendix B. For the title of a file label, any abbreviation that will be understood by the custodian of the file may be used. For the disposition instructions, use abbreviations listed in the glossary of this regulation. See figure 6-2 for sample labels.

*d.* If there are several folders under one number, only the label on the first folder of the series must show all of the required label information. Labels on the other folders under that same file number will show the file number, a brief identification of material in the folder, and (if applicable) the year of the file. A "dummy" folder (secured shut) or guide card with a label containing required label entries may also be used. Do not use a "dummy" folder or guide card with full label instructions when there is only one file folder for the file year.

*e.* When one or more file containers have records with the same file number, posting the file number and other information to each folder label or document is not required. The documents in files of this volume usually bear a distinctive identification (for example, the name on a personnel records jacket or financial data records folder, the number on a voucher, contract number, and so forth). In

these instances, only the label on the first folder of the series and the label on the first container must show the required label information. Remaining folders, drawers, or other containers need only be identified by the name, number, or other feature identifying the contents. If there are several folders under one file number, you may use a "dummy" folder or 4 guide card which contains the full label entries. Subsequent folder labels need only show the file number, contents of the individual folder, and, where appropriate, the year of accumulation. (See fig 6-3.)

f. When written exceptions to disposition instructions have been granted, include a reference to the document authorizing the exception on the folder label after the disposition instructions. A simple way to do this is to serially number all exceptions received and then

include the appropriate exception number in parentheses on the label. Another way to record the authority for exception is to enter a reference to the authorizing document after the disposition instructions. In either case, maintain a copy of the document authorizing the exception in the office under file no. 25-400-2d.

g. No disposition is shown on labels for containers with two or more record series because it varies among the several record series stored in the container. The label entry for containers with only one record series, and holding all of that record series is identical to the folder label. The label entries for containers with only part of one record series show which part of the records are stored within the container. In figure 6-4, the "(A thru L)" and "(M thru Z)" represent an alphabetical file arrangement. If files are identified numerically use numbers instead of letters.

THIS IS THE PUBLICATION SERIES NUMBER AND TITLE	385 SAFETY																
THESE ARE THE PRESCRIBING DIRECTIVES FOR THIS SERIES	Prescribing Directive AR 385-10 Army Safety Program AR 385-11 Ionizing Radiation Protection AR 385-16 Systems Safety Engineering and Management AR 385-40 Accident Reporting and Records AR 385-55 Prevention of Motor Vehicle AR 385-64 Ammunition and Explosives Safety Standards AR 385-70 Unmanned Free Balloons, Moored Balloons and Kites, Unmanned Rockets, and Derelict Friendly Airborne Objects AR 385-95 Army Aviation Accident Prevention DA Pam 385-95 Aircraft Accident Investigation and Reporting																
THESE ARE SOME FILE NUMBERS (RECORDS) THAT ARE PRESCRIBED BY 385 SERIES REGULATIONS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Title</u></th> </tr> </thead> <tbody> <tr> <td>385</td> <td>General Safety Correspondence Files</td> </tr> <tr> <td>385-10a</td> <td>Safety liaison files</td> </tr> <tr> <td>385-10b</td> <td>Safety hazards</td> </tr> <tr> <td>385-11c</td> <td>Radiation SOPs</td> </tr> <tr> <td>385-16a</td> <td>System safety files</td> </tr> <tr> <td>385-40a</td> <td>Accident experiences</td> </tr> <tr> <td>385-95a</td> <td>Aviation safety statistics</td> </tr> </tbody> </table>	<u>Number</u>	<u>Title</u>	385	General Safety Correspondence Files	385-10a	Safety liaison files	385-10b	Safety hazards	385-11c	Radiation SOPs	385-16a	System safety files	385-40a	Accident experiences	385-95a	Aviation safety statistics
<u>Number</u>	<u>Title</u>																
385	General Safety Correspondence Files																
385-10a	Safety liaison files																
385-10b	Safety hazards																
385-11c	Radiation SOPs																
385-16a	System safety files																
385-40a	Accident experiences																
385-95a	Aviation safety statistics																

Figure 6-1. Relationship between file numbers and prescribing directives

File #	File Title	Year of Accumulation, where appropriate
	25-1c Information Management Plans (IMP) COFF 31 Dec 92, Trf RHA Jan 95, Ret WNRC Jan 96, Dest Jan 2003	(91)
Disposition Instructions		

Figure 6-2. Sample label showing the four elements of a file label

		614-162a Mason, Jay R. (91)
		614-162a Grombach, Simon (91)
		614-162a Friend, Marion A. (91)
	614-162a Special Forces Volunteer Applications PA Sys AO640-10cTAPC INACTIVE COFF 31 Dec 91, Dest Jan 93	(91)
		614-162a Westerman, Charles
		614-162a Howard, Leroy B.
		614-162a Eldridge, Stephen M.
	614-162a Special Forces Volunteer Applications PA Sys AO640-10cTAPC ACTIVE PIF after transfer or separation of the individual	
		(taped shut)

Figure 6-3. Sample label entries and use of "dummy" folder

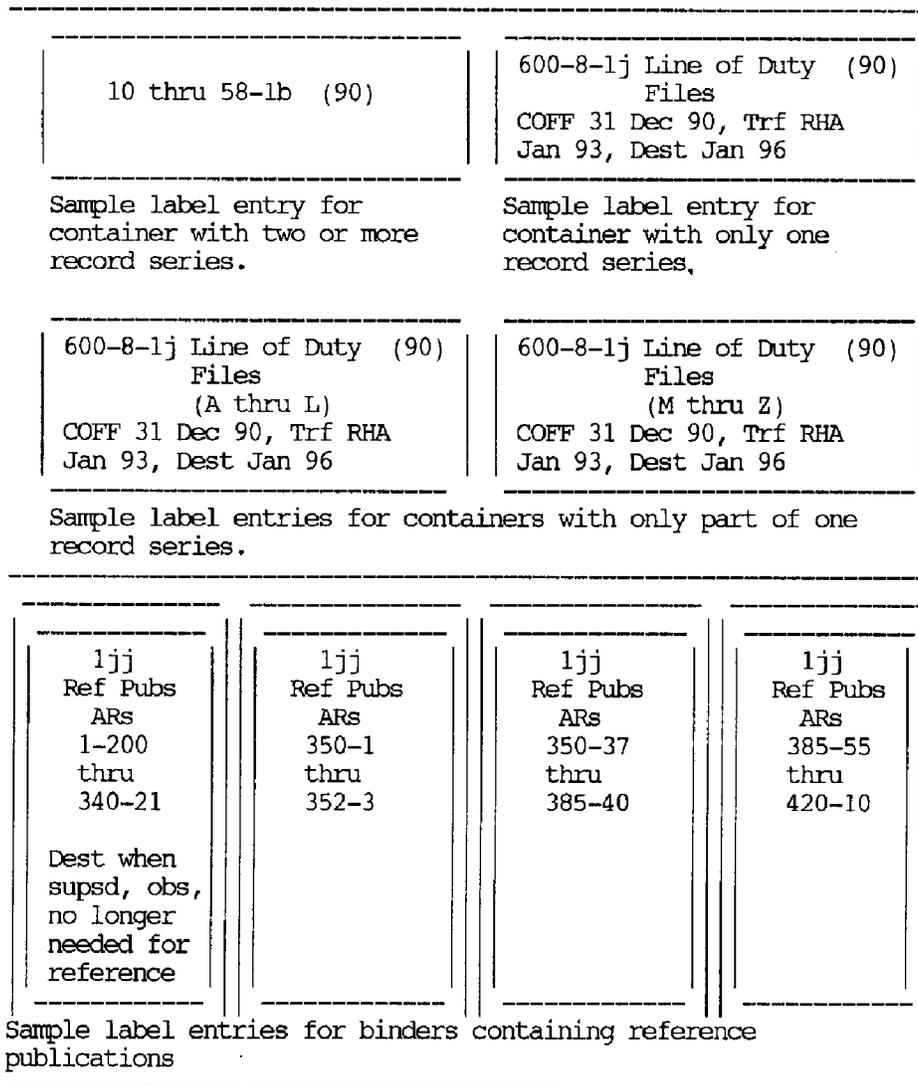


Figure 6-4. Sample file container and binder label entries

## Chapter 7 Applying Disposition Instructions

### 7-1. Disposition standards

a. For most records, the MARKS disposition gives only the generic retention period (that is, destroy after 2 years, destroy after 5 years, permanent, and so forth). In dispositions like these, use table 7-1 to determine and apply the exact cut off, transfer, retirement, and disposition dates.

b. For some records, the MARKS disposition also gives specific instructions for cut off, transfer, retirement, or establishment of inactive files, for example, "Permanent. Place in inactive folder (PIF) on completion of next inspection and cut off at the end of that year." In this example, the file remains among the currently used office files for however long it takes for the next inspection to occur. When the next inspection does occur, the file gains definite disposition instructions. At the end of the year in which the inspection occurred, the file is separated from the active files or "cut-off" and placed in a folder with the appropriate "permanent" disposition instructions on the label. This record will be transferred to the RHA and retired to the FRC after the proper periods of time. See paragraph 7-3c for more information on "time-event" dispositions.

### 7-2. Files cut off

Files with permanent retention or retention of a specific number of years are cut off at the end of the year in which action on the record has been completed. The retention period does not begin until the records have been cut off. Files with a continuing type of disposition, such as "Destroy when no longer needed for current operations," are not cut off. Review them annually, and remove and destroy individual records within such files when no longer needed.

### 7-3. Disposition instructions

There are three types of disposition instructions in MARKS based on "time," "event," and "time-event."

a. With a "time" disposition, a record is cut off at the end of the month for a 30-day disposition, at the end of the quarter for a 3 month disposition, semiannually for a 6-month disposition, or at the end of the year for a 1-year or more disposition, held for the specified period, and then destroyed. All such records which accumulate during the course of the year in which the files are developed are cut off at the end of the month, quarter, or year, and then the specified retention period begins. Examples of "time" dispositions and label entries are:

(1) *Destroy after 30 days.* Cut off at the end of the month, hold 1 month in the current files area, and then destroy. Label entry examples are as follows:

- (a) COFF 31 Jan 91, Dest Mar 91.
- (b) COFF 28 Feb 91, Dest Apr 91.
- (c) COFF 31 Mar 91, Dest May 91.
- (d) COFF 30 Apr 91, Dest Jun 91.
- (e) COFF 31 May 91, Dest Jul 91.
- (f) COFF 30 Jun 91, Dest Aug 91.
- (g) COFF 31 Jul 91, Dest Sep 91.
- (h) COFF 31 Aug 91, Dest Oct 91.
- (i) COFF 30 Sep 91, Dest Nov 91.
- (j) COFF 31 Oct 91, Dest Dec 91.
- (k) COFF 30 Nov 91, Dest Jan 92.
- (l) COFF 30 Dec 91, Dest Feb 92.

(2) *Destroy after 3 months.* Cut off at the end of the quarter, hold 3 months in the current files area, and then destroy. Label entry examples are as follows:

- (a) COFF 31 Mar 91, Dest Jul 91.
- (b) COFF 30 Jun 91, Dest Oct 91.
- (c) COFF 30 Sep 91, Dest Jan 92.
- (d) COFF 31 Dec 91, Dest Apr 92.

(3) *Destroy after 6 months.* Cut off semiannually as of 30 June and 31 December, hold 6 months in the current files area, and then destroy. Label entries would be "COFF 30 Jun 91, Dest Jan 92" or "COFF 31 Dec 91, Dest Jul 92."

(4) *Destroy after 1 year.* Cut off at the end of the calendar year (CY) or fiscal year (FY), hold 1 year in the current files area, and then destroy. Label entry would be "COFF 31 Dec 91, Dest Jan 93" for a calendar year or "COFF 30 Sep 91, Dest Oct 92" for a fiscal year.

b. With an "event" disposition, the records are destroyed upon or immediately after the specified event occurs. There is no waiting

period, as with the time disposition. As an example, consider the disposition instruction "Destroy after all corrections have been made and processed." When all corrections have been made and processed, remove the document from the file and destroy it. The disposition on the file label would read, "Dest when all corrections have been made and processed."

c. With a combination "time-event" disposition, a record is disposed of a certain period of time after an event takes place.

(1) This disposition requires the creation of two folders, ACTIVE and INACTIVE. The ACTIVE folder label does not show a year of accumulation, because it contains (in the example given above) all records of a case that has not yet been completed. It is in the "event" phase of the disposition, and it may be several years before the case is completed. Once a case is completed, the information is moved to the INACTIVE folder. This folder label does show a year of accumulation, because the information is now in the "time" phase of the disposition. The INACTIVE folder need not be created until the "event" phase of the disposition has occurred and the "time" phase is starting.

(2) The event is the trigger that causes the record to become inactive. It is then cut off at the end of that year, held for the specified time period, then disposed of. For example, with the disposition instruction "Destroy 2 years after close of case," the record will remain in an ACTIVE file until the case is closed. At that time, move it from the ACTIVE to the INACTIVE file. The entire INACTIVE file will be cut off at the end of the year, held for 2 years, then destroyed. The ACTIVE file label would read, "ACTIVE. PIF on close of case." The disposition on the inactive label will read, "INACTIVE. COFF 31 Dec 92, Dest Jan 95."

**Table 7-1**  
**Disposition standards**

Rule	A If the file is accumulated by	B and the abbreviated disposition instructions are	C then the full disposition standard would be	D and disposition instructions on the file label would be (examples are calendar (CY) or fiscal year (FY), as applicable.)
1	Any element of the Army to which AR 25-400-2 applies	Destroy after 1 month	Cut off at the end of the month; hold 1 month in the current files area (CFA); then destroy	COFF 31 Jan 91, Dest Mar 91 COFF 28 Feb 91, Dest Apr 91 COFF 31 Mar 91, Dest May 91 COFF 31 Apr 91, Dest Jun 91
2		Destroy after 3 months	Cut off at the end of each quarter; hold 3 months in the CFA; then destroy	COFF 31 Mar 91, Dest Jul 91 COFF 30 Jun 91, Dest Oct 91 COFF 30 Sep 91, Dest Jan 92
3		Destroy after 6 months	Cut off twice a year, according to the CY or FY; hold 6 months in the CFA; then destroy	CY: COFF 30 Jun 91, Dest Jan 92 or COFF 31 Dec 91, Dest Jul 92 FY: COFF 31 Mar 91, Dest Oct 91 or COFF 30 Sep 91, Dest Apr 91
4		Destroy after 1 year	Cut off at the end of the CY or FY; hold for 1 year in the CFA; then destroy	CY: COFF 31 Dec 91, Dest Jan 93 FY: COFF 30 Sep 91, Dest Oct 92
5		Destroy after 2 years	Cut off at the end of the CY or FY; hold for 2 years in the CFA; then destroy	CY: COFF 31 Dec 91, Dest Jan 94 FY: COFF 30 Sep 91, Dest Oct 93
6		Destroy upon occurrence of a specific action or event	Destroy when superseded or obsolete. Destroy when no longer needed for current operations.	Destroy when superseded or obsolete. Destroy when no longer needed for current operations

**Table 7-1**  
**Disposition standards—Continued**

A Rule	B If the file is accumulated by and the abbreviated disposition instructions are	C then the full disposition standard would be	D and disposition instructions on the file label would be (examples are calendar (CY) or fiscal year (FY), as applicable.)
7	Destroy a certain time period after occurrence of a specific action or event	Destroy 2 years after transfer or separation of individual. Place in INACTIVE file on transfer or separation of individual; cut off INACTIVE file at end of year and hold 2 years in CFA; then destroy.	Example for a 2-year time-event file: ACTIVE: PIF after transfer or separation of individual INACTIVE: COFF 31 Dec 91, Dest Jan 94
8	Destroy after 3 or 4 years	Cut off at the end of the CY or FY; hold for 3 or 4 years in the CFA; then destroy.	Example for a 3-year file: CY: COFF 31 Dec 91, Dest Jan 95 FY: COFF 30 Sep 91, Dest Oct 94
9	HQDA Staff agencies and Army elements not serviced by an RHA	Destroy after 5 or more years (but not PERMANENT records)	Example for a 5-year file: CY: COFF 31 Dec 91, Ret Washington National Records Center (WNRC) Jan 94 Dest Jan 97 FY: COFF 30 Sep 91, Ret WNRC Oct 93, Dest Oct 96
10	PERMANENT	Cut off at the end of the CY or FY; hold for 2 years in the CFA; and then retire to the servicing FRC.	CY: COFF 31 Dec 91, Ret WNRC Jan 94, PERM FY: COFF 30 SEP 91, RET WNRC OCT 93, PERM
11	Army elements serviced by an RHA	Destroy after 3, 4, 5, 6, or 7 years	Example for a 5-year file: CY: COFF 31 Dec 91, Trf RHA Jan 94, Dest Jan 97 FY: COFF 30 Sep 91, Trf RHA Oct 92, Dest Oct 96
12	Destroy after more than 7 years (but not PERMANENT records)	Cut off at the end of the calendar or fiscal year; hold for 2 years in the CFA; then transfer to the RHA; hold for 1 year; then retire to the servicing FRC, where they will be destroyed when the retention period expires.	Example for a 10-year file: CY: COFF 31 Dec 91, Trf RHA Jan 94, Ret WNRC Jan 95, Dest Jan 2002 FY: COFF 30 Sep 91, Trf RHA Oct 93, Ret WNRC Oct 94, Dest Oct 2001
13	PERMANENT	Cut off at the end of the CY or FY; hold for 2 years in the CFA; then transfer to the records holding area; hold for 1 year; then retire to the servicing FRC.	CY: COFF 31 Dec 91, Trf RHA Jan 94, Ret WNRC Jan 95, PERM FY: COFF 30 Sep 91, Trf RHA Oct 93, Ret WNRC Oct 94, PERM

Notes:

<sup>1</sup> 1. For rules 1 through 7, apply appropriate standard in rules 8 through 13 if longer retention periods are specified.

**Chapter 8**  
**Reference Procedures**

**8-1. Records retrieval**

The procedures in this section are designed to provide rapid and efficient files reference services. These procedures apply to RHAs or large file room operations, and may be adapted to organize records retrieval in any size office.

**8-2. Submission of requests**

Requests to charge out files may be in memorandum format or the

forms listed in paragraph 8-3 below. The following information is needed to locate and charge-out the material—

- a. Identification of material and file classification, if known.
- b. Name of writer (organization or individual).
- c. Date of the document (specific or approximate).
- d. Requester's name, organization, location, and telephone number.

**8-3. Charge-out record**

A charge-out record will be made and substituted for documents

removed from a file for reference purposes. Charge-out forms are as follows:

a. Use DA Form 543-R (Request for Records) for documents charged out when suspense control is required. Attach the original to the file material to serve as a routing form and cover sheet. Retain a copy in the files area in a followup or suspense file. Attach a copy of the completed DA Form 543-R to Optional Form (OF) 23 (Chargeout Record), OF 24 (Shelf File Chargeout Record), or OF 282 (Microfiche Chargeout Record) in the filing location from which the file material is removed. DA Form 543-R will be reproduced locally on 8½-inch by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Additionally, DA Form 543-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 543-R-E and the date will be the same as the date of the current edition of the printed form. The electronic data base may be maintained in lieu of hard copy for record purposes.

b. OF 23, OF 24, or OF 282 may be used for documents charged out when suspense control is not desired.

#### **8-4. Charge-out suspense and followup**

a. The charge-out system using DA Form 543-R involves a suspense and followup procedure to control loaned records. A uniform followup time (usually 5 to 10 days) for charged out material should be established. The suspense file will consist of a copy of each DA Form 543-R representing charged out documents. This suspense copy of the DA Form 543-R will be used to trace records that have been charged out from the file area.

### **Chapter 9 Records Transfer and Retirement**

#### **9-1. Sending records out of the CFA**

a. Except in a few cases noted elsewhere in this regulation, the normal flow of records is from the office files, through the organizational and installation information management channels, to an RHA for a short period of storage, then ultimately to an FRC. Nonpermanent records are destroyed at specified dates in one of these locations according to their disposition instructions.

b. The SF 135 is the transmittal and tracking document for records sent out of the office files area. It is initially prepared by the office which created the records being transferred and accompanies the records until they are destroyed or become part of the National Archives. The RHA uses the SF 135 as a receiving document, as a receipt returned to the creating office, as an inventory tool showing where the records are located in the RHA, and to retire the records to an FRC. The originating office, information management officials, RHA manager, and higher headquarters in some cases, will retain copies of the SF 135 during the life cycle of the pertinent records in order to make retrieving them easier.

c. Files should be reviewed and purged of unnecessary documents before being sent out of the office CFA.

#### **9-2. Classified records**

This section outlines procedures for shipping classified records.

a. *Transfers.* Before transferring classified records, consult with your security manager and initiate the actions specified in AR 380-5, paragraph 3-402.

b. *TOP SECRET.* TOP SECRET records will not be retired to an FRC until downgraded to a lower classification, except those in overseas commands and those which are to be deposited with the Defense Investigative Service and in the U. S. Army Intelligence and Security Command (INSCOM) records center (see *c* below). When TOP SECRET records must be retired to an FRC, transmission and accountability will be in accordance with AR 380-5 and other applicable security management instructions.

c. *SECRET and CONFIDENTIAL.* Instructions for listing, receipting, and packing material with these classifications are the same as those for unclassified records except that unclassified titles will be used on the SF 135 to list the records, and additional receipts may be needed, such as DA Form 3964 (Classified Document Accountability Record). Wrapping and shipping material with these classifications will be in accordance with procedures described in AR 380-5, chapter 8, and later paragraphs of this regulation.

d. *Special Intelligence documents.* Special Intelligence documents, including TOP SECRET, will only be retired to the INSCOM records center. Transmission and accountability will be in accordance with AR 380-35.

e. *Restricted Data and Formerly Restricted Data.* Regardless of classification, Restricted Data and Formerly Restricted Data will not be intermingled with other information when being transferred to an RHA or retired to an FRC.

#### **9-3. For Official Use Only (FOUO) records**

Records with the FOUO protective marking will be packed as prescribed in this chapter for unclassified records.

#### **9-4. Preparing records for transfer or retirement**

a. The office which created the records being transferred is responsible for organizing, packing, receipting (using SF135), and sending the records to the RHA. The creating office remains the legal custodian of the records even when they are retired to an FRC and will maintain documentation to enable it to retrieve the records. To demonstrate this point, if the creating office receives a Freedom of Information Act request for records which have been transferred or retired, that office is responsible for locating the records and retrieving them for review.

b. IMs will assist record creating offices in processing their records for transfer and ensuring that this is done correctly. They will consolidate records transfers from the different record creating offices in their organization and sign SF 135s as liaison officials (see para 9-9).

c. Installation IMs maintain RHAs, store records therein, retire records to the FRC, fill out the SF 135 to document their actions, and distribute the SF 135 properly.

d. Do not transfer or retire records that are subject to the Privacy Act unless they are covered by a system notice in DA Pam 25-51.

(1) This regulation identifies the Privacy Act system notice number applicable to file numbers for records requiring protection. Cite the Privacy Act system notice number on SF 135s, files lists, and file labels.

(2) If the Privacy Act system notice number associated with a MARKS file number is incorrect, or newly created recordkeeping requirements lack Privacy Act protection, promptly notify HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613-5000 through information management channels. That office will arrange for preparation of an applicable system notice or give special maintenance and disposition instructions.

e. Do not transfer records on persons or organizations not affiliated with the Department of Defense. Handle any such records per the instructions in AR 380-13.

#### **9-5. Preparing SF 135 and SF 135-A**

SF 135 (Records Transmittal and Receipt) and SF 135-A (Records Transmittal and Receipt (Continuation)) will describe records in enough detail to permit quick retrieval of specific documents. See figures 9-1, 9-2, and 9-3 for examples.

a. Prepare a separate SF 135 for each records shipment. Use SF 135-A as a continuation sheet. SF 135 and SF 135-A may be electronically generated without exception approval by the General Services Administration, provided the electronic form matches, as closely as possible, the official printed edition of the form, including all data elements, instructions, and identifying information. The form number will not be altered to show -R or -E. The date of the form will be the same as the current edition of the printed form.

b. Make an original and one copy of each form when transferring records to an RHA or an Overseas Command Records Holding

Area(OCRHA). If the shipment contains records of a discontinued unit, include an additional copy which will be sent to the IM of the next higher headquarters(see paragraph 9–11b).

c. Specify on the SF 135 that records are on microform or other machine readable media when transferring or retiring them.

d. The IM or RHA manager should prepare new SF135s if, for example, nonpermanent records have been removed from boxes and replaced with permanent records to consolidate records for retirement.

e. Entries on SF 135 follow:

(1) *Item 1.* If transferring records to an RHA or an Army records center, cross out “Federal Archives and Records Center, General Services Administration” and enter the appropriate address. If retiring records to the FRC (normally from an RHA), enter the address of the FRC.

(2) *Item 2.* Enter name and title of the record creator or head of the organizational element transferring the records. That person will place his or her signature in this block and enter the current date.

(3) *Item 3.* Enter name and telephone number of the custodian of the records.

(4) *Item 4.* Completed by the RHA or FRC.

(5) *Item 5.* Enter name and address of organizational element transferring the records.

(6) *Items 6(a), 6(b), and 6(c).* These items are normally completed by the RHA or FRC. However, HQDA agencies in the National Capital Region retiring records to WNRC may also complete these items. Enter the accession number obtained in advance from the appropriate records official. The ODISC4 will allocate blocks of accession numbers to Army staff agencies assigned Records Group 319. Agency heads that have been assigned a Record Group number by the NARA other than 319 (such as 77, 112,153, 168, 203, 335, and 410) may assign accession numbers for their agencies without contacting ODISC4. When retiring records to centers other than WNRC, HQDA agencies will not complete items 6(a), 6(b), and 6(c).

(7) *Item 6(d).* Enter number of boxes in the shipment.

(8) *Item 6(e).* Enter the number of each records box in relation to the number of boxes in the record shipment(for example, 1 of 3, 2 of 3, 3 of 3).

(9) *Item 6(f).*

(a) If the records are subject to the Privacy Act, the first entry will show the Privacy Act System of Records Notice numberfrom DA Pam 25–51.

(b) Enter the name and location of the organization that created the records, for example: 4th Infantry Division, Fort Carson, CO, or U.S. Army Military District of Washington, Washington, DC, or Office of the Chief of Engineers, Washington, DC. The name of the organization may differ from that in item 5.

(c) Enter any background or historical information necessary to identify the organization that created the records, or to describe significant events documented by the records such as activation, names and locations of next higher headquarters, inclusive dates of command jurisdiction, transfer of functions, dual operating functions, redesignation, discontinuance, and inactivation. When records from multiple organizations are listed on the same SF 135, enter the historical data after the name and location of the organization.

(d) Enter the complete title of the organizational element that created the records; for example, “Training Division, Directorate of Plans and Training, or Personnel Administration Center, 2nd Battalion.”

(e) Enter any special classification, such as “Restricted Data” and “Formerly Restricted Data” not listed in the restriction codes on the back of the SF 135.

(f) Enter the file title and year the records were created. The title will be the same as that shown in this regulation and may include subtitles or other specific identification. If the files are contained in more than one box, show the contents of each box.

(10) *Item 6(g).* Enter the proper code to show any restriction on use of the records. The restrictions are listed and explained on the

reverse side of SF 135. Specify any other special restrictions in item 6(f).

(11) *Item 6(h).* Enter the MARKS file number for the records opposite the file title. If, due to revision of this regulation, the MARKS file number changes between the time the records are transferred to the RHA and retired to the FRC, the RHA manager should update the SF 135 before retiring the records. Cross out the old number, enter the new number, and inform the originating office of the change with its copy of the SF 135 (see para 9–13b(2)). File labels should also be updated in the same way.

(12) *Item 6(i).* Enter the month and year in which the records may be destroyed (such as, Jan 98, Oct 98, or 1/98,10/98). If the records are permanent, enter PERM.

(13) *Item 6(j), 6(k), 6(l), and 6(m).* These items are completed by the RHA or FRC. The RHA will mark box locations here. When retiring records to an FRC, the RHA manager will normally prepare a new SF 135, and the FRC will mark its box locations here.

## 9–6. Special instructions for classified records

Do not disclose classified information on SF 135 or SF 135–A, use unclassified titles. Within the Army other receipts may be necessary.Consult with your security manager for specific information.

## 9–7. Distributing completed SFs 135 and 135–A when transferring records

a. Under circumstances other than discontinuance of an organization—

(1) For records transferred to RHAs—

(a) The originating office places an original and one copy in the first box of a records shipment sent to the RHA, and keeps one copy for its files.

(b) The RHA maintains one copy and returns one copy to the originator, with location information entered, as acknowledgment of receipt. The originating office keeps this copy and disposes of the former version.

(2) For records transferred to OCRHA—

(a) Originating office sends original SF 135 and one copy to the OCRHA 1 week prior to shipment as advance notice.

(b) Originating office puts one copy in the first box of the shipment, and keeps one copy for file. The OCRHA fills out location information and returns a copy of the SF 135 to the originating office as acknowledgment of receipt.

b. On discontinuance of an organization, distribute copies as above and send one additional copy to the IM of the creating organization’s next higher headquarters. Discontinued organizations reporting directly to HQDA will send the copy to USAISC–P(ASQNS–OP–F), Crystal Square 2, Suite 201, 1725 Jefferson Davis Highway, Arlington, VA 22202.

## 9–8. Distributing completed SFs 135 and 135–A when retiring records

a. Offices which create records will keep them in their area until they receive approval from their RHA to transfer them. The SF 135 and 135–A should be routed through organizational information management channels to the installation IM who operates the RHA. In turn, the RHA is normally the point from which records are retired to an FRC.

b. The RHA will obtain prior approval to retire records by sending an original SF 135 and two copies to the FRC in time to arrive approximately 4 weeks prior to desired date of shipment of the records. The RHA retiring the files will retain one copy. The FRC annotates the forms with an accession number, box locations, and a signature and returns two copies to the RHA, giving approval for retirement of the records.

(1) When the approved SF 135 is received from the FRC, continental United States (CONUS) activities have 90 days and overseas activities have 120 days to retire the records before the FRCs approval expires. If an approved SF 135 is not received within 30 working days, contact the FRC to resolve the problem.

(2) With a few exceptions, records accessioned into an FRC remain Army property and the originator of the records must know

their location. The FRC will provide a copy of the SF 135 showing the accession number to the office which created the records. If the office of origin no longer exists, the copy is sent to the next higher headquarters IM.

c. Records may be shipped in one or more boxes. If more than one box is used, put the SFs 135 in the first box of the shipment.

d. The RHA will send one copy of each approved SF135 listing records retired to an FRC to USAISC-P(ASQNS-OP-F) Crystal Square 2, Suite 201, 1725 Jefferson Davis Highway, Arlington, VA 22202. It will be included in the world-wide locator of Army records holdings.

e. When records of a discontinued unit are listed, send one copy of the SF 135 completed by the RHA or FRC to the IM of the discontinued organization's next higher headquarters.

### **9-9. Supplemental data when organizational status has changed**

Attach to the original SF 135 and 135-A a description or chart of the new organizational status, relationships to higher headquarters, and a list of all files sent to another organization in a transfer of functions or retired directly to an FRC, when applicable.

### **9-10. Receipts for SECRET documents**

Commanders or organization heads will decide if SECRET documents being retired must be identified individually on the SF 135. The FRC will sign the SF 135 but will not sign other types of classified document receipts. DA Form 3964 may be used in addition to the SF 135 when transferring records between Army organizations.

### **9-11. Transferring records to other organizations**

The procedures for packing records and preparing and distributing records transmittal lists when transferring records to organizations other than RHAs or FRCs are the same as those described above.

### **9-12. Shipping procedures**

a. *Special instructions for classified files.* The shipment of unretired unclassified material in classified shipments is prohibited.

(1) Place classified records in two packages of about equal size, one securely wrapped box or package inside the other. Do not indicate the classified nature of the contents on the outside box or package.

(2) Ship files classified SECRET or CONFIDENTIAL in accordance with instructions given in AR 380-5, chapter 8.

(3) Files containing cryptographic documents and messages will be shipped using the Defense Courier Service.

b. *Marking instructions.* Mark each records shipping box with the sender's destination address, accession number if applicable, and box number if shipping more than one. Show the box's contents on the SF 135 rather than on the box itself.

(1) *Box number.* Mark the upper right corner of each box of records being shipped to the RHA or FRC with a number. The number will relate to the box number shown in Item 6(e) of the SF 135 (for example, 1 of 2, 2 of 2).

(2) *Accession number.* A separate accession number is assigned by the FRC for each series of records listed on the SF 135. The RHA will place the accession number, as well as the box number, on each box being shipped to the FRC. The accession number goes on the upper left-hand corner of the front of the box.

c. *Stenciling or labeling boxes for mail or freight shipments.*

(1) *Freight shipments.*

(a) Each box will be stenciled or labeled clearly with an address label showing name and address of the receiving FRC, gross weight, outside cubic measurement of container, and the number of the box if there are more than one in the shipment.

(b) When stenciling is used on a fiberboard box, stencil the information given in (a) above over the top flap of the box.

(c) When a shipping label is used on a fiberboard box, put the information given in (a) above on the label and attach it firmly to the top of the box.

(2) *Mail shipments.* Label each box with a standard mailing label showing the address of the appropriate FRC when using the U.S. Postal Service. Ensure that special instructions for mailing classified information contained in AR 380-5, such as using registered mail for SECRET information, are followed.

### **9-13. Shipping containers**

a. Ship records by the most economical means, but ensure that multiple box shipments are not separated. For this reason, shipping records by rail or motor freight using Government Bills of Lading (GBL) within CONUS is preferred for unclassified information.

b. Use the standard records shipping boxes available from GSA to transfer records to the RHA and to retire records to FRCs. For shipping paper records and roll microfilm, use box National Stock Number (NSN) 8115-00-117-8249 with the dimensions 14¾ inches by 12 inches by 9½ inches. For shipping magnetic tape, use box NSN 8115-00-290-3379 with the dimensions 15 inches by 12 inches by 10 inches.

c. The GSA Supply Services Catalog includes containers for odd-size records such as maps and x-rays. Use the container which best protects the records being shipped.

d. Pack records shipped to FRCs from an outside continental United States (OCONUS) location in triple-wall (TRIWALL) type containers. The TRIWALL type container selected should have a capacity of no less than 10 boxes. Do not use container express (CONEX) containers.

e. Boxes used to retire microforms must either be lined with an inert plastic material or must be of acid free construction, or the film must be placed in an acid free container. Do not mix record copy microforms in the same box with paper records. Pack them separately. Microfiche boxes should be 14¾ inches by 6½ inches by 4½ or 5 inches.

### **9-14. Sealing**

Seal or band record shipping containers with any tape or strap that will adequately protect the contents and meets the carrier's requirements.

### **9-15. Organizing records for shipment**

a. Separate the records to be transferred into the following groups—

- (1) Classified permanent records.
- (2) Classified nonpermanent records.
- (3) Unclassified permanent records.
- (4) Unclassified nonpermanent records.
- (5) Restricted Data and Formerly Restricted Data.

b. The IM of an organization transferring records should consolidate them into a single annual shipment, if possible. Arrange the records into boxes by the criteria above, and creating office and MARKS number.

c. Pack classified records separately from unclassified records. Pack microform records separately from paper records. Under each of these groups, pack permanent records first, in MARKS number sequence, followed by nonpermanent records, also in MARKS number sequence.

### **9-16. Packing records for shipment**

a. Pack letter-size paper records in boxes so that the file folders are parallel with the end of the box. If a small number of legal-size documents are filed with the letter-size material, fold the bottom ends of the documents into the file folder to prevent tearing. Pack legal-size paper records in the boxes so that the file folders are parallel with the longer side of the box. Fill the boxes, but do not pack boxes so tightly that records cannot be easily removed and replaced in the containers.

b. Before transferring boxes to the RHA, enter the box number and total number of boxes in the shipment on the end of each box in the upper right corner.

c. Do not ship a partially filled box except as the last box of a multiple box shipment. Pack crumpled paper in the unused space so

that the contents do not shift in the box during shipment. If too few

records to fill a box are being transferred, the information management official should contact the RHA manager for guidance. The RHA manager may be able to consolidate small record transfers into full boxes.

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.		PAGE	CF	PAGES
1. TO		(Complete the address for the records center serving your area as shown in 36 CFR 1228.150)		1		
		Federal Records Center WASHINGTON, DC 20409				
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title) CHIEF, DCSIM OF DOIM	DATE				
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) Name of IMO or an appointed representative. Office & Telephone Number (Com'l & DSN).	DATE				
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE				

DOIM  
ATTN: (OFFICE SYMBOL)  
USAARMC  
STREET ADDRESS (IF ANY)  
FT KNOX, KY 40121-5000

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

**RECORDS DATA**

ACCESSION NUMBER	VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	LOCATION	COMPLETED BY RECORDS CENTER	
							RECEIVED	FILED
RG (a)	FY (b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
	3	(e)	These records are an addition to a records system previously retired to the records center; and the information previously submitted by Headquarters, Department of the Army is still applicable.  U.S. Army Armor Center and Fort Knox, Fort Knox, KY 40121-5000  Staff Judge Advocate  Article 139 Claims. Filed alphabetically. 1990 A thru G H thru M N thru Z	AR 25-	(f)	(g)	(h)	(i)

NSN 7540-00-634-4093  
135-107  
Standard Form 135 (Rev. 7-85)  
Prescribed by NARA  
36 CFR 1228.152

Figure 9-1. Sample SF 135 for a single series records retirement to a FRC. These are nonpermanent records.

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)

**Federal Records Center**  
WASH DC 20409

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

DOIM  
ATTN: (OFFICE SYMBOL)  
USAARMC  
STREET ADDRESS (IF ANY)  
FT KNOX, KY 40121-5000

2. AGENCY TRANSFER AUTHORIZATION  
TRANSFERRING AGENCY OFFICIAL (Signature and title) DATE  
CHIEF, DCSIM OR DOIM

3. AGENCY CONTACT  
TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) DATE  
Name of IMO or an appointed representative.  
Office & Telephone Number (Com'l & DSN)

4. RECORDS CENTER RECEIPT  
RECORDS RECEIVED BY (Signature and title) DATE

Fold Line

ACCESSION NUMBER				SERIES DESCRIPTION (With inclusive dates of records) (f)	AGENCY BOX NUMBERS (e)	VOLUME (cu. ft.) (d)	REGISTRATION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER		
RG	FY	NUMBER	DATE							LOCATION	PERSONNEL	DATE
(a)	(b)	(c)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)
				U.S. Army Armor Center and Fort Knox, Fort Knox, KY 40121-5000 Historical Data: (If any) Directorate of Personnel and Community Activities Mobilization Plans and Programs Filed numerically by plan. 1990 Civil Disturbance Reports. Filed chronologically. 1990 Permanent Order Record Sets. Filed numerically. 1990	MIXED SERIES 1/1 1/1 1/1	1	N N N	AR 25- 500-5a 500-50b 310-10c	Perm Perm Perm			

NSN 7540-00-534-4093

135-107

Standard Form 135 (Rev. 7-85)  
Prescribed by NARA  
36 CFR 1228.152

Figure 9-2. Sample SF 135 for a mixed series records retirement to a FRC. These are permanent records.

<b>RECORDS TRANSMITTAL AND RECEIPT</b>		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.		PAGE 1	OF 2 PAGES
1. TO <i>(Complete the address for the records center serving your area as shown in 36 CFR 122B.150)</i>		5. FROM <i>(Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)</i>			
RECORDS HOLDING AREA ATTN: (OFFICE SYMBOL) STREET ADDRESS (IF ANY) FT HUACHUCA, AZ 85613-0000		DIRECTORATE OF LOGISTICS ATTN: ASH-DOL U.S. ARMY GARRISON STREET ADDRESS (IF ANY) FT HUACHUCA, AZ 85613-6000			
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title) Joanne Miller Chief, Civilian Pay Section	DATE			
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) Marion L. Bobb, Support Services Office, (602) 538-5216, 879-5216	DATE			
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE			

RECORDS DATA						
ACCESSION NUMBER		SERIES DESCRIPTION <i>(With inclusive dates of records)</i>	DISPOSITION	DISPOSAL AUTHORITY <i>(Schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER
RG	FY					
(a)	(b)	(c)	(d)	(e)	(f)	(g)
			9	1/9		
			2/9			
		These records are an addition to a records system previously retired to the records center; and the information previously submitted by Headquarters, Department of the Army is still applicable.		AR 25-		
		U.S. Army Garrison, Resource Management Directorate, Finance and Accounting Division, Fort Huachuca, AZ				
		Civilian Pay Section				
		Payroll Substantiating Document Folders (FY 90) Filled alphabetically.		37-105q	Oct 95	

NSN 7540-00-634-4093 135-107 Standard Form 135 (Rev. 7-85)  
Prescribed by NARA  
36 CFR 122B.152

Figure 9-3. Sample SF 135 for a single series records transfer to a RHA, with continuation sheet

RECORDS TRANSMITTAL AND RECEIPT (Continuation)		This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.		TRANSFERRING AGENCY'S NAME		DATE	PAGE 2 OF 2	PAGES	
ACCESSION NUMBER		VOLUME (cu. ft)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER	
RG (a)	FY (b)	NUMBER (c)	(d)	(e)	(f)	(g)	(h)	LOCATION (i)	
								SHELF PLAN (k)	
								CONT. TYPE (l)	
								AUTO DISP. (m)	
				3/9	G thru I	N	37-105g		
				4/9	J thru L				
				5/9	M thru O				
				6/9	P thru R				
				7/9	S thru U				
				8/9	V thru X				
				9/9	Y thru Z				
							Oct 95		

NSN 7540-00-823-7952  
Previous edition usable

135-204  
\*U.S. GPO: 1991-303-049-94078

STANDARD FORM 135-A (Rev. 7-85)  
Prescribed by NARA  
36 CFR 1228.152

Figure 9-3. Sample SF 135 for a single series records transfer to a RHA, with continuation sheet—continued

## Chapter 10 Records Holding Areas and Federal Records Centers

### 10-1. Records holding areas

This chapter contains procedures for the approval, establishment, operation, and discontinuance of RHAs, identifies designated Army RHAs and FRCs, and identifies OCRHAs.

### 10-2. Reason to establish records holding areas

*a.* RHAs are established, when justified by volume, to maintain inactive records pending their destruction or transfer into the FRC system. An RHA uses less expensive space and equipment than a CFA to store records. Normally, records are not held in an RHA for more than 5 years. The installation IM ensures that long-term records (more than 5 years old) are sent to the appropriate FRC or other disposition center as specified in appendix B.

*b.* OCRHAs serve the same purpose as RHAs, however, they also consolidate and ship to CONUS records with long-term value.

### 10-3. Establishment of records holding areas

Space for RHA use will be limited to the minimum required for records holdings. The space selected must at least be weatherproof, free of rodents and insects, and have adequate light, ventilation, and heating. It also should be of fire resistant construction. The minimum acceptable files-to-space ratio is 2 linear feet of files to each square foot of floor space. A ratio of 3 or more linear feet of files to each square foot of floor space is possible under the best conditions. Steel shelving of the type manufactured by the Federal Prisons Industries, Incorporated (NSN7125-00-550-6015, Open Type "E," Class III, Metal Storage and Display Shelving) should be used.

*a. Offices of HQDA.* RHAs may be established within offices of HQDA where space is available and such an operation is cost effective.

*b. Installations and off-post activities.* One RHA will serve all activities located within the same geographical area. An installation or off-post activity will establish an RHA when—

- (1) It is not serviced by an existing RHA; and
- (2) It generates 100 or more linear feet of records annually with a retention period of 3 years or more.

*c. Overseas commands.* An OCRHA will be established in each major OCONUS command. The commander of each major OCONUS command will notify HQ, USAISC, ATTN: ASOP, Fort

Huachuca, AZ85613-5000, of the activation, change, or discontinuance, and the new address of any OCRHA within his or her command jurisdiction. See table 10-1 for a listing of the current OCRHAs and addresses.

### 10-4. Operation of records holding areas

*a.* RHA operators will ensure that eligible records are retired or destroyed at the proper time and that access for reference to stored records is available.

*b.* They will ensure that records removed from the RHA for reference or other actions are returned within a reasonable time frame. Use DA Form 543-R in a charge-out suspense system for this purpose.

*c.* They will establish a locator and disposition file. This file has copies of SF 135 prepared by offices placing records in the RHA or when records are retired to FRCs. This file makes it easier to locate records in the RHA and to retrieve records from FRCs.

### 10-5. Discontinuance of records holding areas

When the records storage requirements of organizations being serviced by an RHA drop below 100 linear feet annually, the RHA should be discontinued. Exceptions are permitted if this is not practical or cost effective. Records that cannot be destroyed upon discontinuance of the RHA will be retired to the appropriate FRC, if eligible. Otherwise, they will be returned to the office that placed them in the RHA.

### 10-6. Army records centers

There are three Army records centers for intelligence and criminal investigative records. These centers are listed in table 10-1.

### 10-7. Federal Records Centers

The National and Federal Records Centers listed in table 10-1 have been established in CONUS to receive and maintain records with long-term or permanent value, pending their ultimate destruction or accession into the National Archives. These centers furnish reference service for the records that they maintain.

*a.* Use OF 11 (Reference Request-Federal Records Centers) to secure the loan of, or gain access to, agency records that have been retired into the FRC system.

*b.* Use SF 127 (Request for Official Personnel Folder-Separated Employee) to request the return of retired Official Personnel Folders (Civilian) from the National Personnel Records Center.

*c.* Use SF 180 (Request Pertaining to Military Records) to request the return of retired Official Personnel Folders (Military) from the National Personnel Records Center.

**Table 10-1  
Records Centers and Major Records Storage Areas**

Center	Records
<b>National records centers and Federal records centers administered by the National Archives and Records Administration</b>	
Washington National Records Center WASH DC 20409 When retiring records by common carrier, use the following address: 4205 Suitland Road Suitland, MD 20746	Eligible organizational records from all Army elements except— <i>a.</i> Records for which specific instructions in this regulation specify otherwise. <i>b.</i> Corps of Engineers agencies located outside the District of Columbia, Maryland, Virginia, West Virginia, Europe, Middle East, Hawaii, and Pacific Ocean areas.
National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132	Records for which specific instructions in this regulation specify retirement to this center. These are primarily military personnel related records and certain medical treatment records in the 600-series and 40-series file numbers.
National Personnel Records Center (Civilian Personnel Records) 111 Winnebago Street St. Louis, MO 63118	<i>a.</i> Records for which specific instructions in this regulation specify retirement to this center. These are primarily civilian personnel related records and certain medical treatment records identified in the 690-series and 40-series file numbers. <i>b.</i> Nonpermanent records from Corps of Engineers agencies located in the greater St. Louis, MO, area, unless instructions in this regulation specify another center.
Federal Archives and Records Center 380 Trapelo Road Waltham, MA 02154	Records from Corps of Engineers agencies located in Connecticut, Maine, New Hampshire, Massachusetts, Rhode Island, and Vermont, unless specific instructions in this regulation specify another center.

**Table 10-1**  
**Records Centers and Major Records Storage Areas—Continued**

Center	Records
Federal Archives and Records Center Military Ocean terminal Building 22 Bayonne, NJ 07002	Records from Corps of Engineer agencies located in Jersey and New York, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 5000 Wissahickon Avenue Philadelphia, PA 19144	Records for Corps of Engineer Agencies located in Delaware and Pennsylvania, unless specific instructions in regulation specify another center.
Federal Archives and Records Center 1557 St. Joseph Avenue East Point, GA 30344	Records from Corps of Engineers agencies located in Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Mississippi, and Tennessee, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 7358 South Pulaski Road Chicago, IL 60629	Records from Corps of Engineers agencies located in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin, unless specific instructions in this regulation specify another center.
Federal Records Center 3150 Springboro Road Dayton, OH 45439-1883	Certain Finance and Fiscal records, identified in the 37-series of records, accumulated by the U.S. Army Finance and Accounting Center, Indianapolis, Indiana.
Federal Archives and Records Center 2312 East Bannister Road Kansas City, MO 64131	a. "Permanent" records from Corps of Engineer agencies located in the greater St. Louis, MO, area, unless specific instructions in this regulation specify another. b. Records from Corps of Engineers agencies located in Iowa, Kansas, Missouri(outside greater St. Louis area), and Nebraska, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center Building 1, Dock 1 4900 Hemphill Street Forth Worth, TX 76115	Records from Corps of Engineers agencies located in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 1000 Commodore Drive San Bruno, CA 94066	Records from Corps of Engineers agencies located in California(except southern California) and Nevada (except Clark County), unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 24000 Avila Road Laguna Niguel, CA 92677	Records from Corps of Engineers agencies located in Arizona, Clark County Nevada, and southern California (counties of San Luis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Orange, Louisiana, Riverside, Inyo, Imperial, and San Diego), unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 6125 Sand Point Way Seattle, WA 98115	Records from Corps of Engineers agencies located in Washington, Oregon, Idaho and Alaska, unless specific instructions in this regulation specify another center.
<b>Army Records Centers administered by the Commander, U.S. Army Intelligence and Security Command</b>	
Investigative Records Repository Fort George G. Meade, MD 20755-5995	Personnel security, counterintelligence, and intelligence records (other than Signal Security, Special Intelligence, and Signal Intelligence) that are described in this regulation.
U.S. Army Intelligence and Security Command Records Center ATTN: IASA-AR, Arlington Hall Station Arlington, VA 22212-5000	COMSEC material accounting, Signal Security, Special Intelligence, and Signal Intelligence records that are described in this regulation.
<b>Army Records Centers administered by the U.S. Army Criminal Investigation Command</b>	
U.S. Army Crime Records Directorate USACIDC, 2301 Chesapeake Avenue Baltimore, MD 21222-5325	Reports of criminal investigations, selected military police reports, and other related records described in this regulation.
<b>Army records storage and processing centers administered by the Chief, Army Reserve</b>	
U.S. Army Reserve Personnel Center 9700 Page Boulevard St. Louis, MO 63132-5200	Records for which specific instructions in this regulation specify retirement to this center. These are primarily individual military personnel related records described in the 40-, 350-, and 640-series file numbers.
<b>Army Overseas Command Records Holding area (OCRHA) administered by the commander of the appropriate major overseas command</b>	
Commander, 2d Signal Brigade, USAREUR Command Records Holding Area ATTN: ASQE-X-ISM-C APO New York 09069-5506	All records designated for transfer to an OCRHA under this regulation.
Overseas command records holding area, Korea, APO San Francisco 96259	All records designated for transfer to an OCRHA under this regulation.
USARJ overseas command records holding area APO San Francisco 96343	All records Designated for transfer to an OCRHA under this regulation.

## Appendix A References

### Section I Required Publications

#### AR 25-1

The Army Resources Management Program. (Cited in paras 1-1a and 3-1c.)

#### AR 25-50

Preparing and Managing Correspondence. (Cited in para 5-4.)

#### AR 25-55

The Department of Army Freedom of Information Act Program. (Cited in para 1-1e.)

#### AR 340-21

The Army Privacy Program. (Cited in paras 1-1e and 1-7e.)

#### AR 380-5

Department of the Army Information Security Program. (Cited in paras 5-7c, 5-10, 6-1, 9-2a, b, c, and 9-12c(2).)

#### AR 380-13

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations. (Cited in para 9-4e.)

#### AR 380-19

Information Systems Security. (Cited in para 3-1.)

#### AR 380-35

DA Communications Intelligence Security. (Cited in para 9-2d.)

#### AR 550-51

Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements. (Cited in para 1-6b(1).)

#### AR 700-9

Policies of the Army Logistic System. (Cited in para 5-6.)

#### DA Pam 25-51

The Army Privacy Program-System Notices and Exemption Rules. (Cited in paras 3-14c(1), 5-9c(1)(a), 5-9d, 5-13a, 9-4d, and 9-5e(9)(a).)

#### TB 18-107

Automatic Data Processing Equipment Operations Management. (Cited in para 3-12b.)

### Section II Related Publications

#### DA Pam 25-30

Consolidated Index of Army Publications and Blank Forms. (All Army Regulations, Army Pamphlets, Engineer Regulations, and other Army publications associated with the file numbers pamphlet in this pamphlet.)

### Section III Prescribed Forms

#### DA Form 543-R

Request for Records. (Prescribed in paras 8-3a, 8-4, and 10-4b.)

#### DA Form 1613-R

Records Cross Reference. (Prescribed in para 5-5a.)

#### OF 11

Reference Request-Federal Records Centers. (Prescribed in para 10-7a.)

#### OF 23

Charge-out Record. (Prescribed in para 8-3b.)

#### OF 24

Shelf File Charge-out Record. (Prescribed in para 8-3b.)

#### OF 282

Microfiche Charge-out Record. (Prescribed in para 8-3b.)

#### SF 135

Records Transmittal and Receipt. (Prescribed in paras 1-8b, 9-1b, 9-5a to d, 9-6 to 9-10, and figs 9-1 to 9-3.)

#### SF 135-A

Records Transmittal and Receipt (continuation). (Prescribed in paras 1-8b, 9-1b, 9-5a to d, 9-6 to 9-10, and figs 9-1 to 9-3.)

#### SF 180

Request Pertaining to Military Records. (Prescribed in para 10-7c.)

### Section IV Referenced Forms

#### DA Form 3964

Classified Document Accountability Record

#### SF 127

Request for Official Personnel Folder Separated Employee

#### SF 703

TOP SECRET Cover Sheet

#### SF 704

SECRET Cover Sheet

#### SF 705

CONFIDENTIAL Cover Sheet

### Section V Recordkeeping Requirements

This regulation requires the creation, maintenance, and use of the following specific records (see app B for file numbers (FNs), descriptions and dispositions).

#### FN 1a

Office file numbers

#### FN 1g

Office record transmittals

#### FN 25-400-2a

Record locator and dispositions

#### FN 25-400-2b

Chargeout suspenses

#### FN 25-400-2d

Records disposition standard exceptions

#### FN 25-400-2g

Records disposal authorizations

## Appendix B Records Disposition Standards

**B-1. File category 1: Office administrative housekeeping files**

a. *Prescribing directives.* None.

b. *Definition.* These files relate primarily to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. They accumulate because an office exists; they are not why an office exists. More specifically, these files accumulate because of the day-to-day administration of an office and its personnel. Housekeeping files must be maintained so they are distinguishable from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity. See table B-1.

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**Table B-1**  
**File category 1: Office administrative housekeeping operations**

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**FN: 1a****Title:** Office file numbers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Approved lists of file numbers.**Disposition:** Destroy when superseded.**FN: 1b****Title:** Office general management**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the administration of an office. This information covers the following internal office procedures that are not continuing such as hours of duty, individual duties, emergency evacuation procedures, parking, and traffic control; charitable affairs, such as blood donations and contributions to charity; public relations and information activities, such as open house programs and special events (but not articles, news releases, or similar items that promote or publicize the office's mission); office security, such as documents ensuring security and any covering the security classification system; office safety, such as minutes of safety meetings and safe and unsafe practice notes, forms, publications; and reports management, such as forms surveys and inventory reports (but not those relating to initiating forms, publications, and reports that pertain to the office's mission functions); routine use of automatic data processing (but not documents concerned with use of automatic data processing for mission functions).**Disposition:** Destroy after 1 year.**FN: 1c****Title:** Office inspections and surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to inspecting and surveying internal office administrative procedures. Included are extracts of Inspector General and command inspection reports, security inspection reports, safety inspection reports, comparable communications that pertain only to the performance of housekeeping operations within the office, including communications about pending inspections, and management survey reports and similar information applicable to internal office procedures, layout, workflow patterns, and comparable matters.**Disposition:** Destroy after the next comparable survey or inspection.**FN: 1d****Title:** Duty reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information prepared by duty officer of the day or by personnel on charge of quarters duty. Included are daily activity reports and related information.**Disposition:** Destroy after 6 months.**FN: 1e****Title:** Housekeeping instructions**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Memorandums or instructions dealing with the office's internal administrative procedures. (This file number does not apply to instructions concerning an office's functions or mission.)**Disposition:** Destroy when superseded or obsolete.**FN: 1f**

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**Table B-1****File category 1: Office administrative housekeeping operations—Continued**

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**Title:** Office organization files**Authority:** NC1-AU-75-19**Privacy Act:** Not applicable.**Description:** Information relating to the organization and functions of an office, such as copies of documents that are duplicated in the resource management or comparable office that determines the organization and functions of the agency. Included are functional charts and functional statements, copies of documents relating to office staffing and personnel strength, such as workforce surveys and authorization vouchers, tables of distribution and allowance (TDAs), documents showing minor changes in the office's organization, orientation briefings to newly assigned personnel, and similar information.**Disposition:** Destroy when no longer needed for current operations.**FN: 1g****Title:** Office record transmittals**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Copies of transmittal lists showing records transferred to RHAs or retired to FRCs.**Disposition:** Destroy when no longer needed for administrative or reference purposes.**FN: 1h****Title:** Information access files**Authority:** NN-166-204**Privacy Act:** AO380-07DAMI**Description:** Information received or prepared by an office that identifies individuals authorized access to official information, particularly classified information. Included are requests and approvals for access, rosters of those authorized access, and similar information.**Disposition:** Destroy when superseded or made obsolete by the authorization document, or when the individual has been transferred, separated, or relieved.**FN: 1i****Title:** Office classified document receipts**Authority:** II-NNA-804**Privacy Act:** Not applicable.**Description:** Receipts for classified documents issued or transferred. If the receipts are used concurrently as a register or control file, identify and dispose of them under FN 1j.**Disposition:** Destroy after 2 years.**FN: 1j****Title:** Office classified document register of controls**Authority:** II-NNA-804**Privacy Act:** Not applicable.**Description:** Information showing the identity and location of classified documents for which the office is accountable. Included are DA Form 455 (Mail and Document Register), and DA Form 3964 and similar forms used for control.**Disposition:** Destroy 2 years after all classified documents recorded have been transferred, destroyed, declassified, or entered on a new sheet.**FN: 1k****Title:** Office temporary internal receipts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to loan classified documents temporarily within the office. These loans are normally of short duration and documents are often returned the same workday.**Disposition:** Destroy on return of the classified document.**FN: 1m****Title:** Office nonregistered classified document destruction certificates**Authority:** NC1-AU-79-27**Privacy Act:** Not applicable.**Description:** Forms or other documents that show the destruction of classified documents.**Disposition:** Destroy after 2 years, or earlier when approved by HQDA(DAMI-CIS) WASH DC 20310.**FN: 1n**

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**Table B-1****File category 1: Office administrative housekeeping operations—Continued**

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**Title:** Office mail controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to controlling incoming and outgoing mail by offices other than official mailrooms and postal activities. Included are routing and suspense slips, records of messenger trips, mail receipts, and similar information.**Disposition:**

- a. Accountable mail receipts: Destroy after 2 years.
  - b. Other documents: Destroy after 3 months.
- 

**FN:** 1o**Title:** Office financial files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information that relates to office expenditures. Included are itineraries, travel estimates, and requests for travel funds, requests for long-distance telephone call funds, notices of available telephone funds, reports of long-distance telephone calls, and similar information.**Disposition:** Destroy after 1 year.**FN:** 1p**Title:** Office service and supply files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to an office's ordinary supplies and equipment, communications, transportation, custodial or other services required by an office, and to the general maintenance of an office. Included are authorizations, requests, and receipts for supplies, equipment, and similar papers, requests, and other documents about issuing keys and locks to an office; requests for publications and blank forms and other papers relating to supply and distribution of publications to an office; requests to install telephones, floor plans showing location of telephone extensions; requests for changes to telephone directories; and similar papers; information relating to local transportation and custodial services; office heating, lighting, ventilation, cooling, electrical, and plumbing systems, painting, partitioning, repairing, or other aspects of maintenance; and other logistical services required by an office.**Disposition:**

- a. DA Form 12 series: Destroy when superseded or obsolete.
  - b. Other information: Destroy upon completion of action or when no longer needed for current operations.
- 

**FN:** 1q**Title:** Office property records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Lists, receipts, or comparable information, showing accountable property charged to an office. (This does not include the formal supply accounting records described in the 710 series of this pamphlet.) Also included is information related to approval, use, repairs, and adjustments of office equipment such as copiers, word processors, miniaturization systems, or similar systems and equipment.**Disposition:** Destroy when superseded, obsolete, or when the property is turned in.**FN:** 1r**Title:** Office classified material inventories**Authority:** NN-166-204**Privacy Act:** A0001DAMI**Description:** Results of physical inventories conducted to assure all classified material is accounted for.**Disposition:** Destroy after next inventory.**FN:** 1s**Title:** Office security classification regrading files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information authorizing regrading of security classified documents. Included are DA Form 1575, (Request for/or Report of Regrading Actions), circulars, and related documents.**Disposition:** Destroy in CFA 3 years after all documents have been annotated.**FN:** 1t

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**Table B-1****File category 1: Office administrative housekeeping operations—Continued**

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**Title:** Office space assignments**Authority:** GRS 11, Item 2**Privacy Act:** Not applicable.**Description:** Information showing administrative space assigned to an office. Included are space assignment records and related information.**Disposition:** Destroy when superseded or obsolete.**FN:** 1u**Title:** Office privacy disclosure accounts**Authority:** GRS 14, Item 23**Privacy Act:** AO340-21AIS**Description:** Documents used in accounting for and recording the date, nature, and purpose of each disclosure made from a system of records pursuant to the Privacy Program. The accounting consists of a description of the record disclosed, the name and address of the agency or person to whom the disclosure was made, and the name and position title of the person making the disclosure. Included are forms, correspondence and other papers used for accounting, statements of mass disclosures, disclosure consent authorizations, and related documents. Whenever possible, file the disclosure accounting with the record from which the disclosure was made.**Disposition:** Destroy with the record from which the disclosure was made, or destroy after 5 years, whichever is longer.**FN:** 1v**Title:** Access controls**Authority:** NC1-AU-82-22**Privacy Act:** Not applicable.**Description:** Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. This information is used in the physical security of conventional arms, ammunition, explosives, medically sensitive material, and other Government property. Included are key control registers, key and lock inventory records, forms used to record entry into vaults or containers, and similar information.**Disposition:**

- a. Appointment documents, access rosters, and local control procedures: Destroy when superseded.
  - b. Key and lock control registers: Destroy after 90 days. Cut off when page is filled.
  - c. Forms used to record entry into vaults or containers: Destroy upon completion of first entry on new form (except forms involved in an investigation will be kept until the investigation is completed).
  - d. Other information: Destroy after 1 year.
- 

**FN:** 1w**Title:** Office general personnel files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the daily administration of military and civilian personnel. Included are notices about athletic events and employee unions, notifications and lists of employees to receive Government medical services, including x-rays and immunizations, notices and lists of individuals to receive training, and related information.**Disposition:** Destroy after 1 year.**FN:** 1x**Title:** Office civilian personnel time and attendance files**Authority:** NC1-AU-81-10**Privacy Act:** AO037-105aSAFM**Description:** Copies of Time and Attendance cards and information which supports entries to time and attendance reports. Included are applications for leave (SF 71s) and supplemental time and attendance records such as overtime requests, and sign-in and sign-out sheets used for time recording under flextime systems.**Disposition:** Destroy after 6 years.**FN:** 1y**Title:** Office personnel registers**Authority:** II-NNA-194**Privacy Act:** A0001aTAPC**Description:** Information used to account for office personnel and to control office visitors. Included are registers showing personnel arrival, departure, leave, and temporary duty travel. Does not include official

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**Table B-1****File category 1: Office administrative housekeeping operations—Continued**

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personnel registers used to prepare input to Standard Installation Division Personnel System (SIDPERS).

**Disposition:** Destroy after 6 months.

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**FN:** 1z

**Title:** Office personnel locator

**Authority:** NN-166-204

**Privacy Act:** A600DAIM

**Description:** Information providing the name, address, telephone number, and similar information for each member assigned to an office.

**Disposition:** Destroy when superseded, obsolete, or when person is separated or transferred.

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**FN:** 1aa

**Title:** Office supervisory or manager employee records

**Authority:** NN-166-204

**Privacy Act:** OPM GOVT-1

**Description:** Information pertaining to each civilian employee, covering essentially the same actions as those in the Official Personnel Folder maintained in the civilian personnel office. These records are filed by employee name and contain complete employee information such as ongoing personnel actions (included are SF 7B (Service Record) and DD Form 1435 (Cryptographic Maintenance Training and Experience Record), when required, notices of persons cleared for access to classified material and other personal security documents, reports, information relating to individual injuries, letters of appreciation and commendation, training records, information showing assigned responsibilities of individuals, positions held, performance appraisals and counseling, as well as other duplicate forms filed in the Official Personnel Folder.

**Disposition:**

- a. Send to the servicing personnel office when the employee is transferred or separated. There it will be checked for documents that should be permanently filed in the Official Personnel Folder.
  - b. Withdraw and place in Separation for Military Service File (1cc) for employees separated to enter military service who have restoration rights.
  - c. Send to gaining official for employees transferred within the same authority on an installation.
  - d. When employees are separated or transferred to an installation having different appointing authority, destroy the file (except that DD Form 1435 will be sent to the gaining authority within the Federal Government).
  - e. Review at end of each year and destroy documents when superseded or no longer applicable.
- 

**FN:** 1bb

**Title:** Office job descriptions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents describing positions in an office. Included are DA Form 374 (Job Description) for civilian personnel and comparable job description forms for military personnel.

**Disposition:** Destroy when position is abolished, job description is superseded, or when no longer needed for reference.

---

**FN:** 1cc

**Title:** Office separations for military service

**Authority:** NN-166-204

**Privacy Act:** OPM GOVT-1

**Description:** SF 7 (Service Record) used to consider employees, who are separated for military service, for civilian positions in absentia.

**Disposition:** Return to active file (1aa) if employee is restored at end of obligation period. Destroy if not restored.

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**FN:** 1dd

**Title:** Office pending requests

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Operating official's or suspense copies of SF 52 (Request for Personnel Action) requesting accessions, position changes, rate-of-pay changes, and separations.

**Disposition:** Destroy when requested personnel action is complete.

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**FN:** 1ee

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**Table B-1****File category 1: Office administrative housekeeping operations—Continued**

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**Title:** Duty rosters

**Authority:** NN-166-204

**Privacy Act:** AO001bTAPC; OPM GOVT-1

**Description:** Documents used to record routine duties performed by employees, plus special duties performed on a rotating basis.

**Disposition:** Destroy 3 months after last entry.

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**FN:** 1ff

**Title:** Office standards of conduct files

**Authority:** NN-166-204

**Privacy Act:** AO001bTAPC; OPM GOVT-1

**Description:** Documents relating to procedures to ensure that all personnel fully understand the standards of conduct required of them.

**Disposition:** Destroy after the next periodic application of the procedure, or 1 year after the procedure is obsolete.

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**FN:** 1gg

**Title:** Office security awareness

**Authority:** NN-166-204

**Privacy Act:** ot applicable.

**Description:** Documents that concern compliance with security regulations by all personnel.

**Disposition:** Destroy after the next periodic application.

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**FN:** 1hh

**Title:** Office temporary duty travel

**Authority:** NN-166-204

**Privacy Act:** AO037-107bSAFM

**Description:** Requests and authorizations for office personnel for temporary duty (TDY) and related documents.

**Disposition:** Destroy after 1 year.

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**FN:** 1ii

**Title:** Office military personnel files

**Authority:** II-NNA-436

**Privacy Act:** A0001bTAPC

**Description:** Information concerning supervising military personnel. Included are papers pertaining to classification, promotion, orders, sponsors, indebtedness, leave, enlistment, waivers, statements of service, bonuses, evaluations, identification, group life insurance, application for appointment, application for outside employment, academic and individual training reports, instructional evaluations, and related information.

**Disposition:** Destroy 1 year after transfer or separation of individual.

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**FN:** 1jj

**Title:** Reference publications

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Publications from any Army element, other Government agencies, and nongovernmental organizations kept for reference in an office.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to supply channels.

---

**FN:** 1kk

**Title:** Technical material references

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Technical material, such as motion pictures, sound recordings, still photographs, transparencies, magnetic cards, tapes, or floppy disks, maps, and charts retained for reference purposes.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

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**FN:** 1mm

**Title:** Reading files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Copies of outgoing communications, arranged by date, for periodic review by staff members.

**Disposition:** Destroy after 1 year, or when no longer needed for reference, whichever is sooner.

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**FN:** 1nn

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**Table B-1**  
**File category 1: Office administrative housekeeping operations—Continued**

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**Title:** Office message references

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Incoming and outgoing messages in numerical or chronological order for reference purposes in offices other than signal communications centers, message centers, and official mail rooms. Official record copies of messages must be filed in the office's subjective MARKS files.

**Disposition:** Destroy after 1 year.

---

**FN:** 100

**Title:** Policies and precedents

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Extra copies of policy or precedent documents for future and continuing action. Normally, these files are maintained at the operating level. Included are standing operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in office files.

**Disposition:** Destroy each document when superseded or obsolete. Destroy entire file on discontinuance of organizational element to which it relates.

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**B-2. File category 1: Administration***a. Prescribing directives.*

(1) AR 1-1, Planning, Programing, and Budgeting within the Department of the Army.

(2) AR 1-20, Legislative Liaison.

(3) AR 1-21, Administrative Space Management.

(4) AR 1-33, Memorial Programs.

(5) AR 1-100, Gifts and Donations.

(6) AR 1-201, Army Inspections Policy.

(7) AR 1-211, Attendance of Military and/or Civilian Personnel at Private Organization Meetings.

(8) ER 1-1-23, Technical Assistance to and Exchanges with Foreign Governments.

*b. Description.* These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically provided for in other series. See table B-2.

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**Table B-2**  
**File category 1: Administration**

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**FN:** 1

**Title:** General administration correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to administration which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to administration that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated in supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

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**Table B-2**  
**File category 1: Administration—Continued**

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b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 1-1a

**Title:** TDA, CTA, and TAADS files (Rescinded; use FN 310-49b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1-1b

**Title:** Program and budget guidance

**Authority:** NC1-AU-76-1

**Privacy Act:** Not applicable

**Description:** Information on developing, reviewing, approving, and issuing program and budget guidance by all echelons of the Army. Included are program objectives, summary budgets, and directives requiring DA Staff preparation, revision, or updating of program and budget guidance to operating agencies (essentially extracts from the DA Five Year Development Plan (FYDP) reflecting those resources programed for allocation to operating agencies by DA together with statements of policies, priorities, standards, and workloads), operating agency and lower echelon program and budget guidance to subordinates (may be issued in the form of markup to operating budgets), coordinating actions, operating schedules, and similar information.

**Disposition:**

a. Offices of the DA Staff responsible for preparation, approval, and issue: Permanent. Cut off at end of current FY.

b. Operating agencies:

(1) Guidance prepared by the operating agency and issued to subordinates: Destroy after 6 years.

(2) Guidance received: Destroy on incorporation in the command 5-year program or on supersession or rescission, as applicable.

c. Other offices: Destroy 1 year after end of FY to which it pertains.

---

**FN:** 1-1c

**Title:** Annual funding program files

**Authority:** GRS 7, Item 3

**Privacy Act:** Not applicable.

**Description:** Information used to authorize operating agencies to incur obligations necessary to permit operation while Congress and OMB complete appropriation and apportionment of funds for the new FY. Included are annual funding programs and documents directly related to them.

**Disposition:** Destroy 6 years and 3 months after close of the FY involved.

---

**FN:** 1-1d

**Title:** Operating agency 5-year programming files

**Authority:** NC-AU-81-28

**Privacy Act:** Not applicable.

**Description:** Information relating to preparing, reviewing, issuing, and changing the operating agency's 5-year programs. These programs reflect in detail the planned application of resources (programed by DA for availability) toward accomplishment of the assigned mission, goals, and workloads of the operating agency. DA program guidance amplified, extended, and published by operating agencies constitutes the 5-year programs.

**Disposition:**

a. Offices responsible for preparation and issue: Permanent. Cut off background information at end of current FY. PIF pages or parts of program document when superseded, rescinded, or deleted and retain in CFA. Retire consolidated program document at the end of 5 FYs.

b. Other offices: Destroy program documents when no longer needed for current operations, and destroy other information after 2 years.

---

**FN:** 1-1e

**Title:** Operating budgets

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information relating to preparing and submitting budget estimates and Command Operating Budgets (COBs). Lower order estimates and COBs are progressively incorporated into higher order estimates and COBs. The final incorporations (accomplished by general and special operating agencies receiving program and budget guidance directly from DA) are forwarded to DA for staff use in preparing and

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**Table B-2****File category 1: Administration—Continued**

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defending the Army budget, the President's budget, and apportionment requests. Included are Command Budget Estimates (formerly Commander's Statement and Budget Summary), draft and final COBs (formerly Operating Budget and Summary), Military Assistance Program operating budgets, comparable budgets and budget estimates, minutes of program budget advisory committees, and related information.

**Disposition:**

a. Preparing offices of general and special operating agencies:

(1) Agency-wide estimates, COBs, and related information: Permanent. Cut off at the end of the target FY.

(2) Copies of lower order COBs, estimates, and related information: Destroy 1 year after end of target FY.

b. Other preparing offices:

(1) Final published COBs: Permanent. Cut off at end of target FY.

(2) Other records: Destroy after 3 years.

c. Other offices: Destroy at the end of target FY.

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**FN:** 1-1f. Not used.

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1-1g

**Title:** DA program development files

**Authority:** NC1-AU-78-37

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, coordination, approval, and issue of the DA Five-Year Defense Program or comparable DA program document that translates the objectives established by the DA plans into time-phased schedules of accomplishment. These program documents are approved by the Secretary of the Army and the Secretary of Defense and thereafter serve as the basis for development, by the DA Staff, of the more detailed program and budget guidance to operating agencies. Included are summary and descriptive data sheets, program change requests, subject issues, manpower memorandums, minutes of meetings of review committees, coordinating actions, approvals, summary tables, force lists, shopping lists for materiel items, and related information.

**Disposition:**

a. Offices responsible for preparation: Permanent. Cut off at end of the current FY.

b. Other offices: Destroy after 3 years.

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**FN:** 1-1h

**Title:** DA program documents

**Authority:** NC1-AU-78-37

**Privacy Act:** Not applicable.

**Description:** Record and reference copies of the published DA Five-Year Force Structure and Financial Program or comparable DA program document, including page changes and revisions thereto. Note: The Office of the Chief of Staff is responsible for maintenance and retirement of record copies.

**Disposition:**

a. Record copies: Permanent. Cut off at the end of the current FY.

b. Other copies: Destroy when superseded, obsolete, or no longer needed for reference.

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**FN:** 1-1i

**Title:** DA budget estimates

**Authority:** NC1-AU-78-29

**Privacy Act:** Not applicable.

**Description:** Information created in the DA Staff preparation, review, and consolidation of budget estimates and in their submission to the Office of the Secretary of Defense for incorporation in the DOD budget. Included are budget estimates prepared by DA Staff agencies for their functional areas of responsibility, minutes of budget committee meetings, consolidated Army budget estimates, approvals, Defense markups (subject and issues) upon which the President's budget is based, briefings, and presentations on the budget estimates for review

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**Table B-2****File category 1: Administration—Continued**

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offices in DOD and the Office of Management and Budget (OMB), and related information.

**Disposition:**

a. Offices responsible for preparation, consolidation, and approval: Permanent.

b. Other offices: Destroy after 2 years.

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**FN:** 1-1j

**Title:** Congressional budget justifications

**Authority:** NC1-AU-78-29

**Privacy Act:** Not applicable.

**Description:** Information accumulated by DA Staff agencies and to a lesser extent by operating agencies in defending DA budget estimates before Congress and congressional committees. Included are copies of opening statements, documents reflecting expected questions and answers thereto, prepared testimony, coordinating actions, resumes of congressional hearings and related information. (Similar documents accumulated in nonprogramming and budgeting channels, that is, offices responsible for staff supervision of the process or item being justified to the Congress, should be filed in the appropriate functional files for that item or process.)

**Disposition:**

a. Office of the Comptroller of the Army and office responsible for presenting the justification or testimony: Permanent.

b. Other offices: Destroy after 2 years.

---

**FN:** 1-1k

**Title:** Program and budget inputs

**Authority:** NC1-AU-78-29

**Privacy Act:** Not applicable.

**Description:** Information relating to the furnishing of data for Army program and budget guidance, formulation, and execution. These files accumulate in Army staff offices and in offices of general and special operating agencies. They reflect data for the various program elements, such as research and development, training and education, communications, materiel, construction, maintenance, transportation and housing. Included are schedules, coordination information, justifications, minutes of meetings, plans, and similar information.

**Disposition:**

a. Offices of the DA Staff responsible for preparation and submission: Permanent. Cut off at end of target FY.

b. Other offices: Destroy 2 years after end of target FY.

---

**FN:** 1-1m

**Title:** Conferences

**Authority:** NC1-AU-78-36

**Privacy Act:** Not applicable.

**Description:** Information accumulated by secretaries and participants in such conferences as the Senior Army Commanders Conference and the General Council Meeting. This information relates to discussions, new policies, important events, and significant trends in the Army. Included are plans for the conference, transcripts of presentations and discussions, conference agenda, list of participants, and other information relating to the conference.

**Disposition:**

a. Official secretariat files: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

b. Participants' files: Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 1-1n

**Title:** Joint planning comments

**Authority:** NC1-AU-78-48

**Privacy Act:** Not applicable.

**Description:** DA documents related to commenting on, establishing the Army view on, or providing input for joint plans, other Service plans, and operational and contingency plans of unified and specified commands. Included are comments, input data, copies of draft plans, and related information.

**Disposition:**

a. DA offices responsible for establishing the coordinated Army view: Permanent.

b. Other offices: Destroy after 2 years.

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**FN:** 1-1p

**Title:** Agency and command planning files

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**Table B-2****File category 1: Administration—Continued**

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**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Information created by DA staff agencies and to a lesser extent by certain continental United States (CONUS) major commands which relate to the preparation, review, and approval of plans which support, complement, or provide input for DA plans, but not operational plans or plans specifically described elsewhere in this pamphlet. Included are contributions to the plans, coordinating actions, approvals, copies of the approved plans, and related information.**Disposition:**

- a. Office responsible for preparation and issue: Permanent. PIF on supersession, revision, or discontinuance of the plan and cut off at the end of the year.
- b. Other offices: Destroy copies of the plans on supersession or when no longer needed for reference and destroy other information after 2 years.

**FN:** 1-1q**Title:** DA planning files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Information relating to the preparation, coordination, review, and approval of the Basic Army Strategic Estimate (BASE), Army Strategic Plan (ASP), Army Force Development Plan (AFDP), ARMY Capabilities Plan (ACP), or comparable plans with Army-wide applicability, but not plans described elsewhere in this regulation. Included are coordinating actions on proposed plans, contributions to the plans, approvals, copies of the approved plans, and related information.**Disposition:**

- a. DA office responsible for preparation of the plan or contribution thereto: Permanent. Cut off annually following revision or discontinuance of the plan.
- b. Other offices: Destroy copies of the plan on supersession or when no longer needed for reference and destroy other information after 2 years.

**FN:** 1-20a**Title:** Legislation files**Authority:** NC1-AU-82-13**Privacy Act:** Not applicable.**Description:** Information on preparing and processing legislation, Executive orders, proclamations, and reports on legislation proposed by or of interest to DA, excluding appropriation bills. Included are communications containing drafts of legislation proposed by the Army, and reports of congressional committees on introduced legislation, comments on legislative proposals and reports on legislation proposed by, or the responsibility of the Secretaries of Defense, Navy, or Air Force, reports to the Office of Management and Budget on legislation proposed by agencies outside of DOD, intra-Army coordinating actions on the aforementioned legislative proposals, and related information.

Note: Information gathered by operating offices of the Army Staff and headquarters of the major commands will be filed in the proper subjective files.

**Disposition:** Offices having staff responsibility for the overall DA legislative program and headquarters of major commands in charge of action on reports and comments on legislation proposed by non-Army agencies:

- a. Private claims legislation: Destroy 50 years after final action.
- b. All other legislation: Permanent. PIF at close of each Congress and cut off at the end of that year.

**FN:** 1-20b**Title:** Legislation comments**Authority:** NC1-AU-75-19**Privacy Act:** Not applicable.**Description:** Information showing comments on proposed legislation, Executive orders, proclamations, and reports which are initiated by or for which chief responsibility for action has been assigned to another Army Staff agency or command. Included are related copies of the organization's comments, copies of proposed legislation, and related information.**Disposition:** Offices of legislative officers or persons designated to coordinate and control the legislative activities of the Army Staff agency or command: Destroy after 5 years.**FN:** 1-20c**Title:** Congressional investigations

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**Table B-2****File category 1: Administration—Continued**

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**Authority:** NC1-AU-77-133**Privacy Act:** Not applicable.**Description:** Information showing liaison between DA and congressional committees. Included is information on the selection of witnesses to appear before, and the presentation of evidence to, such committees, information on the activities of congressional committees investigating the activities of the department, analyses of committee reports, and coordination of congressional committee visits to Army establishments, including release of information.**Disposition:**

- a. Offices in charge of the maintenance of liaison between DA and congressional committees: Permanent. PIF at close of each Congress, cut off at the end of that year, hold in CFA 2 years and retire to WNRC.
- b. Legislative officials or persons designated to coordinate and control congressional correspondence at the Army Staff and at headquarters of major and intermediate commands: Permanent. PIF at close of each Congress, cut off at the end of that year, hold in CFA 4 years and retire to WNRC.

**FN:** 1-20d**Title:** Congressional visit reports**Authority:** NC1-AU-81-12**Privacy Act:** Not applicable.**Description:** Information reporting visits by members or staff members of congressional committees (except appropriation committees) to any element of DA. Information includes the name of the visiting congressional committee or survey group, subject of the visit, reference copies of correspondence, requests for travel orders, messages, financial statements, and similar data.**Disposition:** All offices responsible for coordination of DA congressional liaison activities: Destroy after 6 months.**FN:** 1-20e**Title:** Congressional correspondence**Authority:** II-NN-A-2093**Privacy Act:** A0001-20SALL**Description:** Information on congressional inquiries on all matters within the scope and activity of DA, except in areas affecting budgets, appropriations, and related financial matters, or concerning the release of safeguarded information. Included is correspondence between members of Congress, their constituents, other people and the Army on such matters as alleged unfair treatment, improper assignment, poorly prepared food, poor housing conditions, and inadequate medical attention.**Disposition:**

- a. Offices in charge of overall coordination of DA congressional liaison activities: Destroy after 5 years.
- b. Offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Army Staff and at headquarters of major and subordinate commands: Destroy after 3 years, if used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a) destroy after 5 years or life of the disclosed file, whichever is later.
- c. Offices of persons designated to coordinate and control congressional correspondence at lower echelons: Destroy after 2 years, if used as a record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a), destroy after 5 years or life of the disclosed file, whichever is later.

**FN:** 1-21a**Title:** Office space assignments (Rescinded; use FN 1t.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 1-21b**Title:** Space management controls**Authority:** NN-166-204, GRS 11, Item 2**Privacy Act:** Not applicable.**Description:** Information relating to the control and allocation of office space. Included are space allocations, space reports, requests for additional space or change in space locations, space releases, surveys of space requirements, office layouts, requests for moves, alterations, and repairs, and similar information.**Disposition:**

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**Table B-2****File category 1: Administration—Continued**

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a. Office of the Secretary of the Army and offices of Army Staff agency space officers: Destroy when superseded, obsolete, or no longer needed for reference.

b. Other offices: Destroy 1 year after completion of the move or other final action.

---

**FN:** 1-1-23a

**Title:** Foreign technical assistance files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on details of Corps of Engineer personnel abroad, such as correspondence and memorandums.

**Disposition:** Office of the Chief of Engineers (OCE): Destroy after 2 years.

---

**FN:** 1-1-23b

**Title:** Foreign engineer training files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on inservice training of foreign engineers with U.S.Army Corps of Engineers through the State Department. Included are correspondence, agreements, and vouchers.

**Disposition:** OCE: Destroy after 5 years.

---

**FN:** 1-23a

**Title:** Ceremonies (Rescinded; use FN 600-25c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1-23b

**Title:** Amateur rocketry files (Rescinded)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1-23c

**Title:** Public appearance schedule reports(Rescinded; use FN 360-61c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1-33a

**Title:** Memorialization board files

**Authority:** NC1-AU-80-9

**Privacy Act:** Not applicable.

**Description:** Information relating to the naming of installations, buildings, streets, areas, or facilities. Included are proposals, coordinating information, photographs, citations, copies of orders or directives, minutes of memorialization board decisions, and similar information. (AR 1-33requires that memorializations accomplished at the installation level be reported to The Adjutant General, and also be made a matter of record in the installation historical files (870-5b).)

**Disposition:**

a. Office of The Adjutant General:

(1) Records pertaining to plaques: Destroy after 10 years.

(2) All other records: Permanent.

b. Other offices: Destroy after 2 years.

---

**FN:** 1-40a

**Title:** Inspection coordination files (Rescinded; use FN 1-201a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 1-100a

**Title:** Army gift offers

**Authority:** NC1-AU-76-59

**Privacy Act:** AO870-5DAMR

**Description:** Information relating to the offer of gifts and donations by private citizens and organizations to DA. These records accumulate at

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**Table B-2****File category 1: Administration—Continued**

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HQDA only. Included are offers, evaluation of offers and coordinating information, letters of acceptance or refusal, and related information.

**Disposition:**

a. Accepted offers: Permanent. Retain in CFA 5 years and retire.

b. Refused offers: Destroy after 5 years.

---

**FN:** 1-201a

**Title:** Inspection coordination files

**Authority:** II-NN-3494

**Privacy Act:** Not applicable.

**Description:** Information related to reviewing, controlling, coordinating, and consolidating planned inspections, surveys, and visits. Included are notifications of impending visits, requests for authority to make visits, itineraries, approvals, requests for changes, and related information.

**Disposition:** Destroy after 2 years.

---

**FN:** 1-201b

**Title:** Command inspection program (DA and MACOM headquarters)

**Authority:** NC1-AU-80-12

**Privacy Act:** Not applicable.

**Description:** Information relating to the conduct of command and staff inspections. Included are the retained copy of the report sent to the inspected activity, supporting information essential to and filed with the report, correspondence from the inspected activity indicating corrective action taken, information accumulated in staff offices that furnished members for the inspection team, and similar information.

**Disposition:**

a. Office performing inspection:

(1) Retained copy of the report with essential information filed therewith: Permanent. PIF on completion of next command or staff inspection and cut off at the end of that year.

(2) Information accumulated in staff offices, by members of the team: Destroy after 2 years.

b. Office inspected: Destroy after next comparable survey or inspection.

---

**FN:** 1-201c

**Title:** Command inspection program (SUBMACOM and below)

**Authority:** NC1-AU-79-31

**Privacy Act:** Not applicable.

**Description:** Information accumulated as a result of a command or staff inspection. Included are reports of inspections, correspondence directing corrective action, correspondence replying to these instructions, and similar information.

**Disposition:**

a. Office performing inspection: Destroy after 2 years.

b. Office inspected: Destroy after next comparable survey or inspection.

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**FN:** 1-201d

**Title:** Staff visits

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated because of staff visits (free inspections) or an inspection other than a command or Inspector General inspection, generally conducted by staff representatives who are responsible for the functional area being inspected, to ensure compliance with established policy, provide assistance, or to assess the ability of an organization to perform its assigned mission.

**Disposition:**

a. Office conducting visit: Destroy 1 year after completion of next comparable visit.

b. Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.

---

**FN:** 1-211a

**Title:** International conferences

**Authority:** NC1-AU-78-38

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the view of DA relating to the participation of United States representatives at international conferences and DA representation in inter-American and international agencies. This information relates to developing basic data for background and guidance at conferences, attendance of DA personnel

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**Table B-2****File category 1: Administration—Continued**

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at conferences, and control over the appropriation "Inter-American Relations, Department of the Army."

**Disposition:**

- a. Office having Army-wide responsibility: Permanent. PIF when no longer required for current operations and cut off at the end of that year.
  - b. Other offices: Destroy after 2 years.
- 

**B-3. File category 5: Management***a. Prescribing directives.*

- (1) AR 5-4, Department of the Army Productivity Improvement Program.
- (2) AR 5-5, Army Studies and Analyses.
- (3) AR 5-8, Host-Supported Activity Relationships (Intraservice).
- (4) AR 5-10, Reduction and Realignment Actions.
- (5) AR 5-14, Managing Contracted Advisory and Assistance Services.
- (6) AR 5-17, Army Ideas for Excellence Program.
- (7) AR 5-20, Commercial Activities Program.

*b. Description.* These records concern policies and principles of Army management doctrine, development and application of work measurements, techniques of work simplification, management review, and controlling the use of resources not specifically provided for in other series (table B-3).

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**Table B-3****File category 5: Management**

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**FN: 5**

**Title:** General management correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to management which cannot logically be filed with the detailed record series listed below. This does not include instruction files. See FN. 25-30q.)

b. NONACTION: Matters relating to management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN: 5-4a**

**Title:** Management improvement projects

**Authority:** NC1-AU-84-34

**Privacy Act:** Not applicable.

**Description:** Information relating to projects which initiate changes in the manner or method of planning, directing, controlling, or doing work to increase effectiveness, efficiency, and economy. Included are studies, charts, coordination information, recommendations, statistical data, and similar information on management improvement projects to include Total Quality Management.

**Disposition:**

- a. Offices of HQDA, MACOMs, and major Army subcommands: Permanent.
  - b. Other offices: Destroy after 10 years.
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**FN: 5-4b**

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**Table B-3****File category 5: Management—Continued**

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**Title:** Management improvement project background files

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information used as background material in developing and completing management improvement projects. Included are analyses, notes, drafts, interim reports, and data used, but not included in the official project file.

**Disposition:** Destroy after 3 years or 3 years after completion of related project, as applicable.

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**FN: 5-4c**

**Title:** Work simplification proposals

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information related to analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution charts, flow process charts, work counts, motion economy studies, layout studies, action taken on proposals, and similar information.

**Disposition:** Permanent. PIF when action has been taken on proposal and cut off at the end of that year.

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**FN: 5-4d**

**Title:** Management and productivity improvement reports

**Authority:** NC1-AU-84-34

**Privacy Act:** Not applicable.

**Description:** Retained copies of reports made to higher headquarters dealing with improvement of management and productivity in the Army.

**Disposition:** Destroy when no longer needed for current operations.

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**FN: 5-4e**

**Title:** Value engineering reports

**Authority:** NC1-AU-77-72

**Privacy Act:** Not applicable.

**Description:** Information used in reporting information on the training, workload, execution, results, and cost of value engineering activities. Included are value engineering proposal reports and related information.

**Disposition:**

a. Offices requiring the reports:

- (1) Army-wide consolidations or summaries: Destroy after 10 years.
- (2) Feeder reports: Destroy after 5 years.

b. Other offices: Destroy after 5 years.

---

**FN: 5-4f**

**Title:** Value engineering studies

**Authority:** NC1-AU-77-73

**Privacy Act:** Not applicable.

**Description:** Information used in accomplishing value improvements and reduction in cost of existing or planned items of materiel and equipment. Included are value engineering studies, in-house value engineering proposals (VEPs), contractor value engineering change proposals (VECPs), cost data, production and procurement process data, and related information.

**Disposition:**

- a. Value engineering office responsible for making the study: Destroy after 10 years.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**FN: 5-5a**

**Title:** Management survey cases

**Authority:** NC1-AU-84-32

**Privacy Act:** Not applicable.

**Description:** Information relating to the systematic, formal review of organizational structure or operational procedures which accumulated in the office conducting the survey or the office sponsoring a contract for survey services. Individual studies and surveys may range in scope from a comprehensive review of organization and all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished report, and actions taken as a direct result of the survey.

**Disposition:**

a. Office conducting the survey or office sponsoring the contract:

- (1) HQDA, MACOMs, and major Army subcommands: Permanent.
- (2) Other offices: Destroy when no longer needed for current

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**Table B-3****File category 5: Management—Continued**

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operations.

b. Office surveyed: Destroy when no longer needed for current operations.

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**FN: 5-5b****Title:** Management survey background files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information used in collecting data for or during a management survey and accumulated in offices conducting or participating in the survey. Included are notes, statistical data, copies of standing operating procedures, organizational charts, functional charts, personnel data, and similar material collected for factfinding or backup purposes and information reflecting preliminary arrangements incidental to specific surveys, such as time schedules and security clearance.**Disposition:** Destroy when no longer required for reference.

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**FN: 5-5c****Title:** Long-range studies**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.**Description:** Information identifying long-range operational, organizational, and materiel objectives based on projections of national policy, intelligence forecasts, and technological forecasts. Included are long-range studies and coordinating actions.**Disposition:**

- a. Office responsible for final review and office responsible for final approval of studies: Permanent.
- b. Office responsible for preparing study: Destroy 5 years after approval or disapproval of study recommendations.
- c. Other offices: Destroy after 2 years.

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**FN: 5-5d****Title:** Combat/training development studies**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.**Description:** Information relating to preparation, review, evaluation, and approval of combat or training development studies directed toward refinement and attainment of operational, organizational, and materiel objectives established by long-range studies. Included are long-, mid-, and short-range studies containing a summary, a copy of the study directive, an outline of the purpose and scope of the study, a summary of discussions, and an analysis of comments furnished by other combat development agencies, coordinating actions, approval notifications, and recommendations regarding implementing action.**Disposition:**

- a. Offices of major command headquarters responsible for final review, and office at the Army Staff responsible for final approval: Permanent.
- b. Offices preparing the studies: Destroy 5 years after completion of the study.
- c. Other offices: Destroy after 2 years.

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**FN: 5-5e****Title:** Combat/training development study comments**Authority:** NC1-AU-75-19**Privacy Act:** Not applicable.**Description:** Information accumulated at combat/training development agencies and groups through commenting on or assisting in studies conducted by other combat development agencies. Included are copies of study directives, copies of studies and coordinating actions thereon, and related communications.**Disposition:** Destroy after 2 years, or 2 years after completion of the related study, as applicable.

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**FN: 5-5f****Title:** Research reports**Authority:** NC1-AU-86-10**Privacy Act:** Not applicable.**Description:** Information compiled on research studies to be conducted or sponsored by DA. The reports reflect the research, project number, title, and name of the investigator, purpose, approach, and status of the study, and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.**Disposition:** Destroy when no longer needed for current operations.

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**FN: 5-8a**

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**Table B-3****File category 5: Management—Continued**

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**Title:** Agreements**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information relating to understandings and agreements between elements of the Army, between the Army and other military Services or Federal agencies, or between the Army and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated for providing and obtaining various types of support services. The services include logistical, medical, administrative, fire protection, facilities, payroll, and similar support. They can be one-time or continuing, and on either a reimbursable or a nonreimbursable basis. Included are agreements, agreement checklists, Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), review comments, and similar information.**Disposition:**

a. Office requesting support and office providing support:

(1) Understandings and agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the understanding or agreement.

(2) Understandings or agreements not involving transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.

b. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the understanding or agreement. Earlier destruction is authorized.

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**FN: 5-8b****Title:** Service school affiliations**Authority:** II-NN-3499**Privacy Act:** Not applicable.**Description:** Information about the affiliation of personnel and courses at service schools with civilian educational institutions. Included are affiliation agreements and related information.**Disposition:** Destroy after 10 years. Transfer to RHA after 5 years.

---

**FN: 5-10a****Title:** Program briefings**Authority:** NC1-AU-78-36**Privacy Act:** Not applicable.**Description:** Information related to periodic presentations of proposed programs, approved programs, forecasts, trends, and results of the execution of programs. Included are presentation materials, such as charts, vugraphs, and other aids, memorandums of actions directed, records of questions and answers, and related information.**Disposition:** Permanent. PIF on development of a new program and cut off at the end of that year.

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**FN: 5-10b****Title:** Operating program progress reports**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information which reflects actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals. Included are cost and performance reports, statements of analysis, commander's narratives, summaries, and related information.**Disposition:** Permanent.

---

**FN: 5-10c****Title:** Reduction and realignment documentation**Authority:** N1-AU-89-6**Privacy Act:** Not applicable.**Description:** Information accumulated in fulfilling the requirements of statutes, directives, and policies governing actions involving reduction of personnel and manpower spaces and installation and activity realignments within DA. Included are realignment summaries, analyses and assessments, case studies and justifications, environmental information, congressional notification documents, public announcement documents, implementation plans, and supporting information.**Disposition:**

a. Army approval authority: Permanent. Cut off on completion or cancellation of related reduction or realignment.

b. Office responsible for submitting documentation for approval: Destroy 10 years after completion or cancellation of related reduction or

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**Table B-3****File category 5: Management—Continued**

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realignment.

c. Office responsible for review, comment, or contribution of information:  
Destroy after 5 years.

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**FN:** 5-14a

**Title:** Research reports

**Authority:** II-NNA-2076

**Privacy Act:** Not applicable.

**Description:** Information compiled on research studies to be conducted or sponsored by DA. The reports reflect the research, project number, title, and name of the investigator, purpose, approach, and status of the study, and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 5-17a

**Title:** AIEP Annual Reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Statistical and narrative information on participation, approvals, benefits, and other aspects of the Army Ideas for Excellence Program (AIEP).

**Disposition:** Destroy 3 years after acceptance by higher headquarters.

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**FN:** 5-17b

**Title:** AIEP cases

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to submission, processing, evaluation, and disposition of individual AIEP suggestion cases.

**Disposition:** Destroy 2 years after final disposition or when no longer needed for current operations.

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**FN:** 5-17c

**Title:** AIEP publicity

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on publicizing or encouraging participation in the AIEP. Included are record copies of posters, placards, cartoons, newspaper items, photos, letters, and so forth.

**Disposition:** Destroy after 3 years or when no longer needed.

---

**FN:** 5-20a

**Title:** Commercial activity (CA) programs

**Authority:** NC1-AU-85-60

**Privacy Act:** Not applicable.

**Description:** Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in-house or by contract. Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting information.

**Disposition:**

a. Office with Army-wide responsibility: Destroy after 6 years, or when no longer needed for current operations, whichever is later.

b. Other offices:

(1) Annual CA inventory: Destroy after 5 years.

(2) Remaining information: Destroy upon completion of next 5-year review.

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**FN:** 5-20b

**Title:** GOCO installation files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Contractors' records are not a responsibility of the Army. Their custody is a responsibility of the contractor concerned, except that certain joint records, such as joint property accounts, if determined by the contracting officer to be of value to or required by the Army, may be preserved with Army records to which they pertain. Contractors will exercise this authority with extreme caution to make certain that records without definite legal or administrative value to the Government are not accessioned. Contractors' records will not be accessioned for the sole purpose of relieving the contractor of custody thereof without specific authority from HQDA(SAIS-PDD). Requirements for retention of contractors' records are set forth in provisions of the pertinent contracts pursuant to the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS). Army records of

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**Table B-3****File category 5: Management—Continued**

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various types are accumulated as a result of contractor operations conducted at Government-owned and contractor-operated (GOCO) industrial installations and at industrial installations in standby status. Army files which are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. Files not directly related to contractor operations, such as accounting records required in continued operation of the plant, individual civilian personnel files, individual military personnel files, and bills of lading files will be disposed of in accordance with instructions in this regulation which govern the maintenance and disposition of files in these subjective categories.

**Disposition:**

a. Army records created from contractor operations, including industrial property accounts files: Destroy 6 years after close of the FY in which final payment is made.

b. Industrial property account files of installations in standby status: Destroy 2 years after resumption of contractor operations or 2 years after disposition of the installation, as applicable.

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**B-4. File category 10: Organization and functions**

a. *Prescribing directives.*

(1) AR 10-5, Department of the Army.

(2) AR 10-67, U.S. Army Joint Interface Test Force Joint Interoperability for Tactical Command and Control System.

(3) ER 10-1-7, Board of Engineers for Rivers and Harbors.

b. *Description.* These records concern organization, mission, responsibilities, duties, and functions of DOD, HQDA, DA agencies, major commands, and other commands, units, and organizations. See table B-4.

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**Table B-4****File category 10: Organization and Functions**

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**FN:** 10

**Title:** General organization and functions correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to organization and functions which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to organization and functions that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 10-1a

**Title:** Office organization files (Rescinded; use FN 1f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 10-1-7a

**Title:** Survey reports

**Authority:** NC1-AU-85-27

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**Table B-4**  
**File category 10: Organization and Functions—Continued**

**Privacy Act:** Not applicable.

**Description:** Information on the preparation, processing, and submission of reports to Congress on surveys, and review reports for rivers and harbors, flood control improvements, cooperative beach erosion control studies, hurricane flood studies, and other reports in connection with the planning and authorization of civil works projects. Included are study cost estimates, reports with appendixes and exhibits, records of public hearings, reports of field conferences, notices, and published congressional information.

**Disposition:**

- a. OCE and Board of Engineers for Rivers and Harbors:
  - (1) Survey reports submitted by field offices, with related appendixes and exhibits, and transcripts of public hearings: Destroy when no longer needed for current operations.
  - (2) All other records: Permanent.
- b. Districts and Operational Divisions:
  - (1) Raw hydraulic, topographic, geological, economic and other data that is summarized or consolidated in other records: Destroy when no longer needed for current operations.
  - (2) All other records: Permanent.
- c. Other offices: Destroy when no longer needed for current operations.

**FN:** 10-1-7b

**Title:** Survey report status files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Summary of board action, statement of decisions, and monthly status report on preliminary examinations and surveys in the stage between receipt of advance copy and submission to OCE after board action.

**Disposition:** OCE: Destroy when obsolete.

**FN:** 10-1-7c

**Title:** Agency project reviews

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Survey reports and work plans pertaining to proposed projects of other Federal agencies.

**Disposition:** OCE: Destroy after 2 years, except that related correspondence is permanent.

**FN:** 10-5a

**Title:** Organization plans

**Authority:** NC1-AU-80-27

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment of and changes in organization functions and relationships of activities, installations, commands, and agencies, and of non-Army agencies when such action affects or potentially affects the Army. Included are staff studies, reports of working groups, minutes of committee meetings and staff conferences, information relating to overall functions and missions, copies of organization and functions plans, manuals, and charts, copies of published directives implementing establishment or change, and similar information.

**Disposition:**

- a. Agencies not converting all data to microform:
  - (1) Offices responsible only for intra-Army review, comment, or contribution of information: Destroy after 2 years.
  - (2) All other offices: Permanent.
- b. Agencies converting all data to microform:
  - (1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.
  - (2) Microforms:
    - (a) Offices responsible only for intra-Army review, comment, or contribution of information: Destroy original microforms after 2 years.
    - (b) All other offices: One silver halide microform set and one diazo or vesicular copy: Permanent.
  - (3) Other microform copies: Destroy when no longer needed for current operations.

**FN:** 10-67a

**Title:** JINTACCS interface planning files

**Authority:** NC1-AU-76-64

**Privacy Act:** Not applicable.

**Table B-4**  
**File category 10: Organization and Functions—Continued**

**Description:** Information relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent. PIF on discontinuance of Joint Interoperability of Tactical Command and Control System (JINTACCS) activity and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

**FN:** 10-67b

**Title:** JINTACCS test procedures and plans

**Authority:** Authority: NC1-AU-76-65

**Privacy Act:** Privacy Act: Not applicable.

**Description:** Information relating to development of test philosophies, proposals, plans and procedures. Included are coordination actions, recommendations from Services or agencies, recommendations regarding implementing actions, and joint interface implementation plans.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 5 years after discontinuance of activity.
- b. Other offices: Destroy after 2 years.

**FN:** 10-67c

**Title:** JINTACCS configuration management files

**Authority:** NC1-AU-76-66

**Privacy Act:** Not applicable.

**Description:** Information relating to the management and standardization of configuration for tactical command and control systems. Included are proposed changes to data messages and data standards and actions related to those changes.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent. Cut off on discontinuance of activity.
- b. Other offices: Destroy after 2 years.

**FN:** 10-67d

**Title:** JINTACCS data standardization files

**Authority:** NC1-AU-76-67

**Privacy Act:** Not applicable.

**Description:** Information identifying data elements and standardized message formats to be used by Services and agencies in achieving interoperability and compatibility of both manual and automated systems. Included are data dictionaries.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent. Cut off on discontinuance of activity.
- b. Other offices: Destroy after 2 years.

**B-5. File category 11: Army programs**

*a. Prescribing directives.*

- (1) AR 11-1, Command Logistics Review Program (CLRP).
- (2) AR 11-2, Internal Control Systems.
- (3) AR 11-3, Department of the Army Functional Review.
- (4) AR 11-7, Internal Review and Audit Compliance Program.
- (5) AR 11-18, The Cost Analysis Program.
- (6) AR 11-27, Army Energy Program.
- (7) AR 11-30, CAPSTONE Program.
- (8) AR 11-37, Army Finance and Accounting Quality Assurance Program.
- (9) DA Memo 11-3, DOD Hotline Cases.
- (10) ER 11-1-26, Contract Audit.
- (11) ER 11-2-101, Army Programs—Civil Works Activities.
- (12) ER 11-2-220, Civil Works Activities General Investigations.
- (13) ER 11-2-240, Civil Works Activities—Construction and Design.

*b. Description.* These records concern policies, procedures, and scope of major programs related to the Army mission. Records concerning programs in specific subject areas are placed in the appropriate subject series. See table B-5.

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**Table B-5****File category 11: Army programs**

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**FN:** 11**Title:** General Army programs correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army programs which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN. 25-30q.)

b. NONACTION: Matters relating to Army programs that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 11-1a**Title:** CLRP visits**Authority:** N1-AU-89-15**Privacy Act:** Not applicable.**Description:** Documents concerned with assessment and assistance visits for review of unit and installation logistics operations to identify and resolve problems adversely affecting readiness and logistics posture. Included are worksheets and similar information.**Disposition:**

a. Office having Army-wide responsibility and MACOM Headquarters: Destroy after 4 years.

b. Other offices: Destroy after next comparable visit.

---

**FN:** 11-1-26a**Title:** Contract audit**Authority:** N1-AU-89-13**Privacy Act:** Not applicable.**Description:** Documents accumulated by the resident contract audit office relative to audits of civil works appropriations contracts and final agreements. Included are Division auditors' audit reports, accounting review and systems review with working documents, copies of reports, and similar information.**Disposition:** Destroy after 6 years.

---

**FN:** 11-2a**Title:** Internal control systems**Authority:** NC1-AU-84-3**Privacy Act:** Not applicable.**Description:** Information created in the course of operating an internal control program. This information concerns controls which assure Army management that laws, regulations, and policies are followed, transactions are carried out, resources are safeguarded from unauthorized use or disposition, financial and statistical records and reports are reliable and accurate, and that resources are efficiently and effectively managed. Included are vulnerability assessments (VAs), internal control reviews (ICRs), plans and schedules, feeder statements, reports, and similar information.**Disposition:**

a. Office having Army-wide responsibility:

(1) Secretary of the Army's annual statement: Permanent.

(2) All other records: Destroy after 3 years.

b. Other offices:

(1) VAs and ICRs: Destroy after next VA except ICRs will be retained if needed to substantiate subsequent VAs.

(2) Feeder statements, reports, and other records: Destroy when no longer needed for current operations.

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**Table B-5****File category 11: Army programs—Continued**

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**FN:** 11-2-101a**Title:** International Board of Control reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information from which summary reports of activities in connection with International Boards of Control are prepared.**Disposition:** OCE: Destroy after 5 years in CFA.

---

**FN:** 11-2-101b**Title:** Daily logs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information constituting a record of noteworthy events within Corps of Engineers which is distributed to Corps of Engineers field offices for information.**Disposition:** OCE: Destroy after 1 year.

---

**FN:** 11-2-220a**Title:** Study program files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** PB-5a, ENG Form 2205a or comparable documents.**Disposition:** OCE: Destroy after 2 years

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**FN:** 11-2-220b**Title:** General expenses program**Authority:** GRS 5, Item 3a**Privacy Act:** Not applicable.**Description:** Information and working information which show by features and subfeatures, expenses (actual and budget) for past, current, and future FYs, and fiscal reconciliatory data.**Disposition:** OCE: Destroy after 5 years.

---

**FN:** 11-2-240a**Title:** Project operation and maintenance basic files**Authority:** NC1-AU-88-12**Privacy Act:** Not applicable.**Description:** These files include design memorandums, specifications, design analyses, as-built drawings or microfilm negatives thereof, shop drawings, master development plans, history of construction, completed inspection reports and related information, operation manuals, paint service records, dam and reservoir records, including hydrologic records (rivers flow data, in-flow to reservoir, evaporation, temperatures, reservoir elevation, tailwater and river elevations, discharges through turbines, gates, and valves), reports to Federal Power Commission (FPC Form No. 1), and monthly and annual reports of operations (including operating statistics, comparable information, and related correspondence).**Disposition:**

Field offices:

a. All formal, near print or printed documents, and reports concerning each project. Included are master development plans, operations and maintenance manuals, reservoir regulations manuals, inspection reports, and similar information: Permanent.

b. Cartographic records (drawings, maps, specifications, and so forth): Permanent.

c. All other records, such as correspondence, raw data in the form of notes, computer print outs, forms, and so forth: Destroy when no longer needed for current operations.

---

**FN:** 11-2-240b**Title:** Subordinate files**Authority:** NN-174-020**Privacy Act:** Not applicable.**Description:** These files include the recording instrument charts other than water levels which include clearance procedures cards and records, dispatchers' permits or orders, inspection reports except those made a part of the maintenance record, maintenance schedule (superseded issues), the operating schedules (personnel), monthly report on repairs party operation, work orders, and summary of work in progress (at warehouses).**Disposition:** Destroy after 3 years.

---

**FN:** 11-2-240c**Title:** Project inspections and evaluations**Authority:** NN-174-020

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**Table B-5****File category 11: Army programs—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information on periodic inspections and evaluations of completed civil works projects to assure continuing structural integrity, safety, and operational adequacy. Included are inspection and evaluation reports with supporting data.

Note: Similar information kept in field offices should be filed under FN11-2-240a.

**Disposition:** OCE: Destroy when project is abandoned, turned over to authority other than CE for operation, or when project modification makes former data obsolete. Earlier destruction is authorized.

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**FN:** 11-2-240d

**Title:** Civil works guide specifications (Rescinded; use FN1110-2-1200a)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 11-2-240e

**Title:** Construction programs

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Detailed project schedules and other information maintained by field offices relating to FY Civil Works construction programs and priorities, including programs on which actions have been taken, proposed programs, and executed programs.

**Disposition:** Destroy after 6 years.

---

**FN:** 11-2-240f

**Title:** Program performance reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information required by Corps of Engineers regulations pertaining to Army programs, civil activities, budgetary submissions, current-year scheduling and program performance reporting on general investigations, general expenses, construction, and operation and maintenance of Civil Works activities. Included are schedules, reports, narratives, summaries, and related information.

**Disposition:** Field offices:

a. September and final reports: Destroy after 3 years.

b. Other reports: Destroy after 1 year.

---

**FN:** 11-2-240g

**Title:** Budget files

**Authority:** NC1-AU-78-69

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, development, review, justification, submission, defense, approval, and justification of the Civil Works budget. Included are reports, schedules, charts, justification books, work allowances, estimates, and similar information.

**Disposition:**

a. OCE: Permanent. Retire 10 years after FY for which prepared.

b. Other offices: Destroy 5 years after FY for which prepared, except information pertaining to construction will be destroyed 5 years after the work is financially completed.

---

**FN:** 11-2-240h

**Title:** Appropriation hearings

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Testimony presented to the House Ways and Means Committee and Senate Appropriations Committee, including backup information.

**Disposition:** OCE: Destroy after 5 years.

---

**FN:** 11-2-240i

**Title:** Appropriations historical data

**Authority:** NC1-AU-78-69

**Privacy Act:** Not applicable.

**Description:** Budget backup for Civil Works appropriations.

**Disposition:** OCE:

a. End of FY reports: Permanent.

b. Other information: Destroy when no longer needed for current operations.

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**Table B-5****File category 11: Army programs—Continued**

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**FN:** 11-2-240j

**Title:** Engineering investigations and study supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the district, whichever is earliest.

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**FN:** 11-3a

**Title:** DOD hotline cases

**Authority:** NC1-AU-83-37

**Privacy Act:** Not applicable.

**Description:** Information relating to the managing and monitoring of DOD Hotline allegations. These files originate in the Army Hotline Office, Office of the Chief of Staff, Army. Included are DA Form 77 (Referral Slip), DOD Hotline Progress Report, DOD Hotline Completion Report, and similar information.

**Disposition:** Destroy 3 years after case is closed. Keep in CFA until destroyed.

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**FN:** 11-7a

**Title:** Internal review and audit files

**Authority:** To be determined

**Privacy Act:** Not applicable.

**Description:** Documents relating to review and examination of operations to ensure proper protection of assets; compliance with policies, procedures, and objectives; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of commands making review of their own operations, supervisory and Army Staff offices making review of their subordinate commands, and supervisory and Army Staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related information.

**Disposition:** Retain in CFA until disposition instructions are published in MARKS.

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**FN:** 11-7b

**Title:** Internal review audits (Rescinded; use FN 11-7a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 11-18a

**Title:** Cost analysis cases

**Authority:** NN-167-15

**Privacy Act:** Not applicable.

**Description:** Completed cost estimating and cost analysis actions. Included with each case are all directives pertaining to the action, interpretations, assumptions, ground rules, and methods used (with rationale, as appropriate). Also included are worksheets, interim and final products, transmittals, and related information.

**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 11-18b

**Title:** Cost factors and data

**Authority:** NN-167-15

**Privacy Act:** Not applicable.

**Description:** These files include all basic cost data and factors used in developing cost estimates and cost analyses, including complete documentation and costing problems.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 11-18c

**Title:** Cost research files

**Authority:** NC1-AU-78-128

**Privacy Act:** Not applicable.

**Description:** Information relating to the conduct and promotion of continuous research in developing and improving costing methods in the DA. Included are research studies and special studies for the design of costing and cost analysis techniques, recording, and retrieval of costing data and factors.

**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

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**Table B-5****File category 11: Army programs—Continued**

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b. Other offices: Destroy after 2 years.

**FN:** 11-18d

**Title:** Resources conservation programs, goals, and schedules

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to setting goals for the Army Resources Conservation Program and to time-phased schedules for accomplishing approved goals. Included are schedules, goals, recommendations, comments, approvals, disapprovals, changes, and related information.

**Disposition:** Destroy 2 years after supersession.

**FN:** 11-18e

**Title:** Resources conservation program reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to reports required under the Army Resources Conservation Program. Included are reports, statistics, Army Audit Agency verification documents, and other information directly related to the reports.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 2 years, except that consolidated and summary reports will be destroyed after 10 years.

b. Other offices: Destroy after 2 years.

**FN:** 11-18f

**Title:** Resources conservation program studies

**Authority:** N1-AU-90-21

**Privacy Act:** Not applicable.

**Description:** Completed economic analysis studies on program and project proposals involving commitment or conservation of resources as part of the planning, programming, and budgeting system of DA. This information is gathered by offices responsible for analyzing economic aspects of proposals as part of overall management reviews. Included are final copies of the studies, comments, and coordinating actions, and related information.

**Disposition:** Destroy upon approval or disapproval of proposal, or when no longer needed for current operations.

**FN:** 11-27a

**Title:** Energy surveys and studies

**Authority:** NC1-AU-78-90

**Privacy Act:** Not applicable.

**Description:** Documents relating to investigations, surveys, and studies of energy management, fuel consumption, and potential improvement of fuel savings. Includes surveys by other agencies or contractors using visual and instrumental techniques, study reports, and related information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy 5 years after next comparable investigation, survey, or study, or when no longer needed for current operations.

b. Other offices and tables of organization and equipment (TOE) units: Destroy when no longer necessary.

**FN:** 11-27b

**Title:** Energy conservation projects

**Authority:** NC1-AU-77-164

**Privacy Act:** Not applicable.

**Description:** Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and constructing facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to preparation and review of energy resource impact assessments or statements and similar information.

**Disposition:** Destroy 5 years after completion of project.

**FN:** 11-27c

**Title:** Energy conservation reports

**Authority:** NC1-AU-77-164

**Privacy Act:** Not applicable.

**Description:** Documents consisting of reports of energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are Defense Energy

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**Table B-5****File category 11: Army programs—Continued**

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Information System reports, Department of Energy data requirements, and information collected for higher level agencies, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 11 years. Retain in CFA or RHA, do not retire.

**FN:** 11-28a

**Title:** Resources conservation program and goal schedule files(Rescinded; use FN 11-18d.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 11-28b

**Title:** Resources conservation program reporting files(Rescinded; use FN 11-18e.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 11-30a

**Title:** CAPSTONE program

**Authority:** NC-AU-75-24

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, coordination, and approval of war plans and field standing operating procedures under the CAPSTONE program. Included are plans, standing operating procedures (SOPs), documentation on planning activities with subordinate headquarters through conferences and meetings, training exercises, Reserve Component (RC) inactive duty training and annual training visits, and related information.

**Disposition:**

a. Office responsible for CAPSTONE program Army-wide: Permanent. Place in active file on supersession or obsolescence and cut off at the end of that year.

b. Other offices: Destroy copies of plans on supersession or obsolescence, and destroy other information after 2 years.

**FN:** 11-37a

**Title:** Operation reporting files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Unit or disbursing officers' retained copies of monthly report of operations, report of discounts on contracts and purchase orders, and comparable information.

**Disposition:** Destroy after 1 year.

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**B-6. File category 12: Army programs**

*a. Prescribing directives.*

(1) AR 12-1, Security Assistance Policy, Objectives, and Responsibilities.

(2) AR 12-6, Munitions Control Program.

(3) AR 12-7, Technical Assistance Field Teams (TAFT) and Technical Assistance Teams (TAT).

(4) AR 12-8, Foreign Military Sales Operations/Procedures.

(5) AR 12-10, Military Assistance Grant Aid Operations and Procedures.

(6) AR 12-12, Processing Discrepancy Reports Against Foreign Military Sales Shipments.

(7) AR 12-15, Joint Security Assistance Training (JSAT)Regulation.

*b. Description.* These records concern responsibilities, policies, functions, and procedures pertaining to security assistance. See table B-6.

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**Table B-6****File category 12: Security assistance**

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**FN:** 12**Title:** General security assistance correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature, and other information relating to security assistance which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to security assistance that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 12-1a**Title:** Security assistance plans**Authority:** NC1-AU-77-27**Privacy Act:** Not applicable.

**Description:** Information relating to foreign military force objectives, priorities, threats, missions, force requirements, and force development. Included are DA submissions to the Joint Planning System and the Department of Transportation Planning, Programming, and Budgeting System, proposals for security assistance materiel and services to be provided foreign countries, to include justification, priorities, impact on U.S. forces, and related military implications, and related information.

**Disposition:** Permanent. PIF when superseded by new document and cut off at the end of that year.

---

**FN:** 12-2a**Title:** Security assistance organization files**Authority:** NC1-AU-77-28**Privacy Act:** Not applicable.

**Description:** Information relating to U.S. organizations involved in U.S. Security Assistance Program, such as the State Department, Office of the Secretary of Defense, Army organizations, joint Military Assistance Advisory Groups (MAAGs), and similar organizations. Included are lists of organizations, mission and functional statements, terms of reference, tables of organization and distribution, definition of administrative and logistical support to be provided by MAAGs and similar groups, and related information.

**Disposition:** Destroy after 5 years.

---

**FN:** 12-2b**Title:** Security assistance personnel files**Authority:** NC1-AU-77-29**Privacy Act:** OPM GOVT-1 and AO001bTAPC

**Description:** Information relating to the selection, training, and assignment of U.S. personnel engaged in security assistance activities in the Foreign Area Officer Program and the personnel exchange program with armies of other nations. Included are program policy statements, qualifications and training requirements, to include language and country training requirements, program guidance, selection, assignment, and administrative procedures, and related information.

**Disposition:**

a. Office having Army-wide responsibility: Permanent

b. MAAGs and Missions: Permanent.

c. Other offices: Destroy after 2 years.

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**FN:** 12-5a

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**Table B-6****File category 12: Security assistance—Continued**

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**Title:** Security assistance programs**Authority:** NC1-AU-77-26**Privacy Act:** Not applicable.

**Description:** Information relating to U.S. foreign assistance activities provided under the International Security Assistance Act and the Arms Export Control Act, in the areas of foreign policy, national security, defense strategy, treaty and agreement negotiations between the U.S. and foreign governments, military assistance (grant aid), and foreign military sales. Included are copies of present and proposed legislation and executive orders, statements of policy, joint strategic objective plans, requests to Congress for changes in legislation, copies of treaties and agreements, and related information.

**Disposition:** Permanent.

---

**FN:** 12-6a**Title:** Commercial arms export cases**Authority:** NC1-AU-86-6**Privacy Act:** AO001aTAPC

**Description:** Information pertaining to applications submitted by U.S. firms or persons for license to export items on the U.S. Munitions List to a foreign firm or government. Included are applications, coordination actions, recommendations, indexes, and similar information.

**Disposition:**

a. Office having Army-wide responsibility (case files): Destroy after 7 years.

b. Other offices (case files): Destroy after 2 years.

c. Indexes: Destroy after final disposition of all cases on the index.

---

**FN:** 12-6b**Title:** Manufacturing license and technical assistance agreements**Authority:** NC1-AU-86-5**Privacy Act:** Not applicable.

**Description:** Copies of agreements and amendments between U.S. and foreign entities for the manufacture abroad or the furnishing abroad of technical assistance relating to U.S. Munitions List articles.

**Disposition:**

a. Case files: Destroy upon expiration of agreement.

b. Indexes: Destroy after final disposition of all cases on the index.

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**FN:** 12-7a**Title:** Security assistance personnel files (Rescinded; use FN 12-2b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 12-8a**Title:** Security assistance programs (Rescinded; use FN 12-5a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

---

**FN:** 12-8b**Title:** ILP requirements**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

**Description:** Information relating to the requirements of foreign countries for materiel and services. Included is information reflecting requirements for individual countries, copies of programs, DOD Offer and Acceptances and amendments, information relating to logistics and fiscal areas pertinent to International Logistics Programs (ILP), and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Permanent. PIF when superseded by a new program, when the case is closed, or when actions are completed, and cut off at the end of that year.

b. Other offices: Destroy 2 years after superseded by a new program, when the case is closed, or when action is completed.

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**FN:** 12-8c**Title:** LP accounts**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

**Description:** Information accumulated because of International Logistics Programs authorized by Congress. Included are shipping

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**Table B-6****File category 12: Security assistance—Continued**

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documents and property documents pertaining to the receipt, issue, storage, and shipment of equipment and supplies. These documents may be filed and disposed of with other property account files or may be maintained separately. Note: Receipts signed by foreign country representatives will be disposed of as foreign government receipts described below.

**Disposition:** Destroy after 2 years.

---

**FN:** 12-8d

**Title:** Foreign government receipts

**Authority:** NN-166-96

**Privacy Act:** Not applicable.

**Description:** Information bearing the signature of a representative of a foreign government or other duly authorized representative, such as a freight forwarder, carrier, or in-country representative. Normally, files consist of, but are not limited to, signed supply manifests including supporting manifest copies of shipping documents, U.S. Postal Service receipt forms, and other types of documentation evidencing receipt of materiel from the U.S. Army by a foreign country.

**Disposition:** Destroy after 10 years. Retire after 2 years.

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**FN:** 12-8e

**Title:** ILP reports

**Authority:** NC1-AU-78-110

**Privacy Act:** Not applicable.

**Description:** Reports relating to International Logistics Programs, such as delivery schedules report, ocean shipment reports, status of supply, and comparable reports.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Year-end summary or consolidated reports: Permanent

(2) Other reports: Destroy after 1 year or on extraction of data, whichever is first.

b. Other offices: Destroy after 1 year.

---

**FN:** 12-10a

**Title:** Security assistance programs—grant aid

**Authority:** NC1-AU-77-26

**Privacy Act:** Not applicable.

**Description:** Information relating to U.S. foreign assistance activities provided under the International Security Assistance Act and the Arms Export Control Act, in the areas of foreign policy, national security, defense strategy, treaty and agreement negotiations between the U.S. and foreign governments, military assistance (grant aid), and foreign military sales. Included are copies of present and proposed legislation and executive orders, statements of policy, joint strategic objective plans, requests to Congress for changes in legislation, copies of treaties and agreements, and related information.

**Disposition:** Permanent.

---

**FN:** 12-12a

**Title:** Report of Discrepancy (ROD) — Foreign Military Sales (FMS)

**Authority:** N1-AU-90-15

**Privacy Act:** Not applicable.

**Description:** SF 364 (Report of Discrepancy (ROD)), submitted by FMS purchasers will report discrepancies on FMS concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers. Reporting of discrepancies on grant aid will be processed under AR 735-11-2 and FN735-11-2a will be used.

**Disposition:** Destroy after 2 years.

---

**FN:** 12-15a

**Title:** Foreign training programs

**Authority:** NC1-AU-81-14

**Privacy Act:** Not applicable.

**Description:** Documents relating to developing programs for training foreign nationals by U.S. Army schools, facilities, mobile training teams, contractor technicians, and training missions and groups. Included are communications on training requirements with the foreign army concerned, training program requirements reports, foreign training conference reports, program guidance refined programs, and related documents.

**Disposition:**

a. Office having Army-wide responsibility and MAAGs and

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**Table B-6****File category 12: Security assistance—Continued**

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Missions: Permanent.

b. U.S. Army Institute for Military Assistance: Permanent. Retire after 7 years at the installation.

c. Offices of MACOM Headquarters: Destroy after 5 years.

d. Other offices: Destroy after 2 years.

---

**FN:** 12-15b

**Title:** Foreign training program controls

**Authority:** NC1-AU-78-1

**Privacy Act:** Not applicable.

**Description:** Documents about type of training, number of spaces programmed, number and cost of training spaces allocated, operating balances by category, similar data for each grant country program, program control accounts, and related documents.

**Disposition:** Permanent.

---

**FN:** 12-15c

**Title:** Mission training

**Authority:** NC1-AU-78-1

**Privacy Act:** Not applicable.

**Description:** Documents accumulated by missions from helping foreign nations to establish and operate training systems and facilities.

**Disposition:** Permanent.

---

**FN:** 12-15d

**Title:** Observer and orientation training

**Authority:** NC1-AU-78-1

**Privacy Act:** Not applicable.

**Description:** Documents relating to observer or on-the-job training at Army installations, orientation courses, visits, orientation and observer visits by senior foreign military personnel to acquaint them with Army methods and training, visit or training requests, authorizations, acceptances, coordinations, itineraries, and related documents.

**Disposition:**

a. Offices having Army-wide staff responsibility: Destroy after 15 years.

b. Other offices: Destroy after 2 years.

---

**FN:** 12-15e

**Title:** Training assistance

**Authority:** NC1-AU-81-14

**Privacy Act:** Not applicable.

**Description:** Documents related to training in foreign nations by mobile training teams and contractor technicians. Included are requests for training teams, comments of major commands, acceptances, cancellations, foreign training effectiveness reports, and related documents.

**Disposition:**

a. Offices having Army-wide staff responsibility: Permanent.

b. Units in a combat environment or designated as combat support elements: Permanent.

c. U.S. Army Institute for Military Assistance: Permanent. Retire after 7 years at installation.

d. Other offices: Destroy after 2 years.

---

**FN:** 12-15f

**Title:** Foreign national personnel files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents on selecting and processing foreign nationals for training in U.S. Army facilities. Included are biographical data on the students, other foreign student data, copies of academic reports, and related documents.

Note: Army schools will use FN 12-15i for documents pertaining to foreign students.

**Disposition:**

a. MAAGs and missions: Destroy when no longer needed for reference.

b. Other offices: Destroy after 5 years.

---

**FN:** 12-15g

**Title:** Foreign national reserve training

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to arranging training for foreign nationals on active or reserve status in the armed forces of an entitled nation. This consists of training with the Army National Guard and U.S.

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**Table B-6****File category 12: Security assistance—Continued**

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Army Reserve. Included are applications for the training, approvals, recommendations, designations of training unit, and related documents.  
**Disposition:** Destroy after 2 years.

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**FN:** 12-15h**Title:** Foreign training reports**Authority:** NC1-AU-79-80**Privacy Act:** Not applicable.**Description:** Documents on the status of foreign nationals in U.S. Army installations, oversea schools, and third country schools and installations. Included are training reports and related documents.**Disposition:**

- a. Offices having Army-wide staff responsibility: Destroy after 20 years.
  - b. Offices of major command headquarters: Destroy after 5 years.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 12-15i**Title:** Foreign student files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents on each foreign student receiving training at Army schools. Included are invitations to American homes, miscellaneous reports to foreign embassies, copies of invitational travel orders, arrival notices, departure notices, individual academic reports, and related documents.**Disposition:** Destroy 2 years after completion of the course.**FN:** 12-15j**Title:** Foreign student officer files**Authority:** NC1-AU-79-5**Privacy Act:** Not applicable.**Description:** Documents on relationships with foreign student officers. This also includes matters concerning quotas to attend U.S. schools, their medical care, housing, and related matters.**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**FN:** 12-15k**Title:** Requests for hospitalization of foreign nationals**Authority:** NN-174-77**Privacy Act:** Not applicable.**Description:** Documents on requests for hospitalization of foreign nationals to include correspondence, biographic data, messages, embassy and service position papers, and related documents.**Disposition:** Destroy after 25 years.

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**B-7. File category 15: Boards, commissions, and committees***a. Prescribing directives.*

- (1) AR 15-1, Committee Management.
- (2) AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- (3) AR 15-8, Army Science Board.
- (4) AR 15-11, Department of the Army Participation on the DOD Advisory Committee on Federal Aviation.
- (5) AR 15-34, Department of the Army Individual Service Review Board.
- (6) AR 15-160, Army Discharge Review Board.
- (7) AR 15-185, Army Board for Correction of Military Records.
- (8) ER 15-2-2, Foreign-Trade Zones—Establishment, Operation Maintenance, and Administration.
- (9) ER 15-2-9, Civil Works.

*b. Description.* These records concern establishment, mission, membership, and functions of boards, commissions, and committees, both internal and external to DA, on which the Army provides representation. See table B-7.

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**Table B-7****File category 15: Boards, commissions, and committees**

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**FN:** 15**Title:** General boards, commissions, and committees correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to boards, commissions, and committees which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to boards, commissions, and committees that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 15-1a**Title:** Committee files**Authority:** NC1-AU-85-14**Privacy Act:** Not applicable.**Description:** Information on establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the DA takes part, as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee, charters, terms of reference, and comments on them, directives establishing, changing, continuing, or dissolving the committee, information nominating, approving, appointing, and relieving committee members, notices, agenda, minutes, and reports of committee meetings, and similar information.**Disposition:**

- a. Elements of HQDA, MACOM and major Army subcommand (SUBMACOM): Permanent. Retire when no longer needed for current operations.
  - b. Elements at other command levels: Destroy when no longer needed for current operations.
- 

**FN:** 15-1b**Title:** NSC planning board files**Authority:** NC1-AU-78-53**Privacy Act:** Not applicable.**Description:** Information relating to the planning board of the National Security Council (NSC). They involve the receipt, analysis, coordination, and establishment of an Army view, and recommendations on, or similar actions with respect to, information of the board. Included are drafts of the action paper, memorandums of action to be taken on the paper, comments of coordinating agencies, statements of the Army view, and similar information.**Disposition:** Permanent. Retire when no longer needed for current operations.**FN:** 15-1c**Title:** Committee management files**Authority:** NC1-AU-78-18**Privacy Act:** Not applicable.**Description:** Information used in exercising control over the establishment, use, and dissolution of committees to prevent or eliminate overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to the use of committees. Included are proposals, approvals, and disapprovals to establish, continue, or dissolve committees.

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**Table B-7****File category 15: Boards, commissions, and committees—Continued**

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charters, terms or references, and agreements, copies of directives authorizing the establishment of committees and comments on them, committee inventory data, and related information.

**Disposition:**

- a. Office of DA committee management officer: Permanent. Retire on disapproval or dissolution of the committee.
  - b. Offices of agency and command committee management officers: Destroy 1 year after disapproval or dissolution of the committee.
  - c. Reviewing and commenting offices: Destroy after 2 years.
- 

**FN:** 15-1d**Title:** Advisory committee activity reports**Authority:** NC1-AU-81-6**Privacy Act:** Not applicable.

**Description:** Information reflecting name, data established or approved for continuation, function, names and affiliations of members, dates of meetings held, and similar data on each advisory committee. Included are feeder reports, Army-wide consolidations or summaries, and information directly related to them.

**Disposition:**

- a. Office requiring the report:
    - (1) Army-wide summaries or consolidations: Destroy after 5 years.
    - (2) Feeder reports: Destroy after 2 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 15-1e**Title:** International Joint Board files**Authority:** NC1-AU-78-6**Privacy Act:** Not applicable.

**Description:** Information on the activities of the U.S. sections of international boards, established by the International Joint Commission at the request of the Government of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters. Included are minutes of board meetings, public notices, transcripts of public hearings and proceedings, board progress reports to the International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and the International Joint Commission, and related information.

**Disposition:**

- a. OCE: Permanent. Retire on discontinuance of the board.
  - b. Office of board chairperson or secretariat, whichever is office of record, and office of members in which a foreign government is office of record: Permanent. Retire when no longer needed for current operations.
- 

**FN:** 15-1f**Title:** International Board of Control reports. (Rescinded; use FN15-1e.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 15-1g**Title:** NSC references**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting decisions of the NSC maintained for reference, including correspondence related to the distribution of this information.

**Disposition:** Destroy on supersession, obsolescence, or when no longer needed for reference.

---

**FN:** 15-2-2a**Title:** Violation warning files**Authority:** NC1-AU-78-33**Privacy Act:** Not applicable.

**Description:** Information on warning citations issued as a result of violations of Chapter III, Title 36, Code of Federal Regulations. Included are U.S. Army Corps of Engineers warning citations issued in accordance with Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 84 Stat. 1818).

**Disposition:** Destroy after 1 year.

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**FN:** 15-2-2b

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**Table B-7****File category 15: Boards, commissions, and committees—Continued**

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**Title:** Foreign trade zone files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on Army involvement in the establishment, operation, maintenance, and administration of foreign trade zones. Included are rules and regulations to establish and operate foreign trade zones, public hearings, technical reports, requests for review of proposed construction or alteration, inspection requests, construction plans, feasibility and inspection reports, environmental impact statements, and similar information.

**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 15-2-9a**Title:** Civil works planning and development files**Authority:** NC1-AU-78-6**Privacy Act:** Not applicable.

**Description:** Information on the long-range planning and development of civil works activities, but exclusive of specific files herein.

**Disposition:**

- a. OCE: Permanent.
  - b. Field offices: Destroy after 5 years.
- 

**FN:** 15-6a**Title:** Validations**Authority:** NN-165-15**Privacy Act:** A0037-103cSAFM

**Description:** Information on the administrative review, continuing study, and preparation of quarterly comprehensive analyses in connection with incidents of suspected fraud or improper payment. Included are copies of vouchers, copies of orders, copies of notices of exception, copies of military pay orders, copies of pay adjustment authorizations, copies of dependency, sworn statements, and similar information.

**Disposition:** Destroy 3 years after determination or judgment is made.

---

**FN:** 15-6b**Title:** Reports of investigation**Authority:** To be determined**Privacy Act:** Not applicable.

**Description:** Information on investigations conducted pursuant to AR15-6. Includes the memorandum of appointment (if any) for the investigating officer or board, forms or reports of proceedings, witness statements, documentary evidence, and related information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

---

**FN:** 15-8a**Title:** Army Science Board files**Authority:** NC1-AU-85-64**Privacy Act:** Not applicable.

**Description:** Information accumulated by the Executive Secretary of the Army Science Board concerning review and evaluation, appraisal of facilities, and study and recommendations on special problems of research and development in the Army. Included is information reflecting actions taken and matters considered by the board, such as agenda of meetings, minutes of meetings, reports and recommendations distributed to panel members, and similar information.

**Disposition:**

- a. Army Science Board Secretariat: Permanent. Retire when no longer needed for current operations.
  - b. Army Science Board Executive Review Board: Destroy when no longer needed for current operations.
- 

**FN:** 15-11a**Title:** Aviation policies**Authority:** NC1-AU-77-110**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, review, approval, and issue of plans, programs, and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy and copies of regulations and directives.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
  - b. Coordinating offices: Destroy after 2 years.
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**Table B-7****File category 15: Boards, commissions, and committees—Continued**

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**FN:** 15-34a**Title:** Civilian-contractual service review board files**Authority:** NC1-AU-84-33**Privacy Act:** A0015-34DARP**Description:** Information accumulated by the DA Individual Service Review Board in determining an applicant's membership in a civilian or contractual group whose services were considered active military service. Included are control cards, initial applications, copies of board actions, reconsiderations, and similar information.**Disposition:**

- a. Control cards: Permanent.
- b. Documentation relating to approved requests: Approved requests result in creation of an Official Military Personnel File (OMPF), which is then retired to National Personnel Records Center. Disposition of the OMPF is governed by FN 640-10b.
- c. Documentation relating to disapproved requests: Destroy after 2 years.

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**FN:** 15-36a**Title:** Unsolicited proposals (Rescinded; use FN 27-60ss.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 15-180a**Title:** Army Discharge Review Board files**Authority:** NN-168-116**Privacy Act:** A0015-180SFMR**Description:** Documents relating to the review of discharge or dismissal of former members of the Army to determine if the discharge or dismissal was equitably and properly given. Included are case files consisting of briefs of the Military Personnel Records Jacket files, transcript of the hearing, if any, affidavits, copies of presiding officers' notes, the rationale of the board, briefs or arguments submitted by the counsels or attorneys, a copy of the Secretary of the Army directive, correspondence, and related documents.**Disposition:** Destroy after 5 years.

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**FN:** 15-185a**Title:** Correction of military records cases**Authority:** NC1-AU-83-9**Privacy Act:** A0015-185SFMR**Description:** Documents reflecting action taken by the Army boards and the Secretary of the Army on applications for correction of military records. Included in each case are applications, transcripts of testimony, and documents considered by the board, briefs and written arguments, findings, conclusions and recommendations of the board, and similar documents.**Disposition:** Destroy after 20 years.

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**B-8. File category 18: Army automation**

a. *Prescribing directives.* TB 18-107, Automatic Data Processing Equipment Operations Management.

b. *Description.* These records concern automatic data processing equipment operations. See table B-8. Also, see the 25series files.

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**Table B-8****File category 18: Army automation**

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**FN:** 18**Title:** General Army automation correspondence files. (Rescinded. Use FN 25, General information management correspondence files.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 18-3a**Title:** ADP management reports. (Rescinded. Use FN 25-1ddd.)**Authority:** Not applicable.**Privacy Act:** Not applicable.

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**Table B-8****File category 18: Army automation—Continued**

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**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 18-7a**Title:** ADPE inventory files. (Rescinded. Use FN 25-1eee.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

---

**FN:** 18-7b**Title:** ADP system and program design and specifications. (Rescinded, use FN 25-1fff.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

---

**FN:** 18-7c**Title:** Data processing registers and schedules. (Rescinded, use FN25-1ggg.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

---

**FN:** 18-7d**Title:** Data processing controls and balances (Rescinded, use FN25-1hhh.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

---

**FN:** 18-107a**Title:** Machine listings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Hard copy listings used in the processing facility for verification purposes or to provide services to other elements.**Disposition:** Destroy on completion of next comparable report, tabulation, brief, or similar information, or when intended purpose has been served.

---

**FN:** 18-107b**Title:** Scratch tapes (or other magnetic media)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Magnetic media used to facilitate general computer runs, such as sort and merge runs.**Disposition:** Blank after system is in operation and approved, or after determination is made that the system will not be put in operation.

---

**FN:** 18-107c**Title:** Test tapes (or other magnetic media)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Magnetic media used in testing a proposed system.**Disposition:** Blank after system is in operation and approved, or after determination is made that the system will not be put in operation.

---

**FN:** 18-107d**Title:** Program tapes or disk extracts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Program tapes or disk extracts containing sequence of instructions to accomplish processing of data or to solve problems.**Disposition:** Destroy 1 year after all magnetic media and other data produced under the system, program, or job has been blanked or destroyed. If permanent magnetic data has been retired, the related system, program, or job operating files will be retired as permanent files.

---

**FN:** 18-107e**Title:** Raw data input**Authority:** NN-166-204**Privacy Act:** Not applicable.

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**Table B-8****File category 18: Army automation—Continued**

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**Description:** Raw data input tapes containing data abstracted from source information and entered in the system for the first time.

**Disposition:** Blank after raw data is processed into final data and proved to be satisfactory.

---

**FN:** 18-107f

**Title:** Analog magnetic tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Analog magnetic tapes containing data received directly from various experimental sensor instruments, such as outer space orbiting craft, oceanographic, geophysical, and medical research.

**Disposition:** Blank after all meaningful data has been converted to digital magnetic tape and satisfactorily analyzed.

---

**FN:** 18-107g

**Title:** Working tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Working tapes containing output data from one run to a subsequent run which manipulates, sorts, and moves data through the system. Includes such edit steps as pre-edit, correction, stripping, rejection reading, unmatched data elimination error listing, and weighting.

**Disposition:** Blank when no longer needed for current operations.

---

**FN:** 18-107h

**Title:** Transaction tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Transaction tapes containing valid file of items used with master data tape input file for creation of master data output file.

**Disposition:** Blank when no longer needed for current operations.

---

**FN:** 18-107i

**Title:** Master continuous update tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Master continuous update tapes containing data created by merging of prior master file with valid transaction data to create a new master file which includes cumulative data of all information producing query services.

**Disposition:** Blank when no longer needed for current operations.

---

**FN:** 18-107j

**Title:** Scientific master data tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Scientific master data tapes containing data created from analog magnetic tape or transferred directly to digital magnetic tape for scientific measurement of astronomic, outer space, oceanographic phenomena, air and water quality, and medical research measurements.

**Disposition:** Blank when no longer needed for current operations.

---

**FN:** 18-107k

**Title:** Summary data tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Summary data tapes containing data from valid transaction or master file data.

**Disposition:** Blank in accordance with related master file.

---

**FN:** 18-107m

**Title:** Print tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Print tapes containing source output data from the system (without destroying the source tapes) and used for printing publications, ledgers, tables, registers, and reports.

**Disposition:** Blank after output has been released and approved.

---

**FN:** 18-107n

**Title:** Reformed data tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reformed data tapes containing essentially duplicate data

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**Table B-8****File category 18: Army automation—Continued**

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from the master tape which were created for use in additional computer hardware, generally for community use.

**Disposition:** Blank when determined no longer needed for current operations.

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**FN:** 18-107p

**Title:** Security back-up tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Security back-up tapes containing identical data to master data tapes and retained as security in case master tape is damaged or inadvertently erased.

**Disposition:** Blank in accordance with related master file.

---

**FN:** 18-107q

**Title:** Information retrieval files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information retrieval files which are indexes or tracking systems to MRR or hard copy systems.

**Disposition:** Retain or dispose of in accordance with related system.

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**B-9. File category 20: Assistance, inspections, investigations, and follow-up**

a. *Prescribing directive.* AR 20-1, Inspector General Activities and Procedures.

b. *Description.* These records concern inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the DA by The Inspector General and other inspectors general. Excludes security and criminal investigations and materiel inspections which are placed in other appropriate subject series. See table B-9.

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**Table B-9****File category 20: Assistance, inspections, investigations, and follow-up**

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**FN:** 20

**Title:** General assistance, inspections, investigations, and follow-up correspondence files.

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to assistance, inspections, investigations, and follow-up which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to assistance, inspections, investigations, and follow-up that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 20-1a

**Title:** IG inspections (field commands not reporting directly to HQDA)

**Authority:** NC-AU-19-75

**Privacy Act:** Not applicable.

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**Table B-9****File category 20: Assistance, inspections, investigations, and follow-up—Continued**

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**Description:** Information accumulated by other commands, installations, activities, and units, whether or not an inspector general (IG) is authorized on the staff. Included are inspection reports and related information pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command, and similar files pertaining to inspections made of the command by higher authority.

**Disposition:** The inspecting agency may destroy 1 year after the next comparable inspection or 1 year after the approved recommendations have been implemented. Other agencies destroy when no longer needed for current operations.

---

**FN:** 20-1b

**Title:** IG investigations

**Authority:** NC1-AU-79-39

**Privacy Act:** A0020-1aSAIG

**Description:** Information relating to investigations and inquiries conducted by inspectors general. Included are reports of investigations, inquiries, and related information, divided into four categories:

a. Information on cases that attract widespread public or congressional attention, grow out of the Office of the Inspector General (OTIG) investigations of alleged violations of laws, executive orders, and directives that define the permissible scope of U.S. intelligence activities, develop into investigations of espionage, sabotage, or subversion, involve systemic problems in Army administration, result in significant change in Army organization or policies, or are deemed to be historically significant by OTIG.

b. Other information accumulated in HQDA offices and in field commands authorized an inspector general who also reports directly to HQDA (but excluding field commands in a combat environment or designated as combat support elements in a combat environment).

c. Information accumulated by all other elements not in a combat environment, and not designated as combat support elements in a combat environment.

d. Information accumulated by units in a combat environment or designated as combat support elements at these levels:

(1) Division headquarters or higher.

(2) All other levels.

**Disposition:**

a. For a above: Permanent.

b. For b above: Destroy after 5 years.

c. For c above: Destroy after 3 years.

d. For d(1) above: Permanent.

e. For d(2) above: Destroy after 3 years.

---

**FN:** 20-1c

**Title:** Office inspections and surveys (Rescinded; use FN 1c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 20-1d

**Title:** Physical inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to general and special inspections of enlisted personnel of an organization. Included are reports and similar information.

**Disposition:** Destroy after 1 year.

---

**FN:** 20-1e

**Title:** IG assistance

**Authority:** NC1-AU-79-9

**Privacy Act:** A0020-1bSAIG

**Description:** Information accumulated in the process of receiving, inquiring into, and responding to complaints, allegations, and requests for help (assistance) that are referred to an IG. Included are Inspector General Action Requests (IGAR), statements, correspondence, and related information.

**Disposition:** Destroy 2 years after case is closed.

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**FN:** 20-1f

**Title:** IG Inspections (HQDA)

**Authority:** NC1-AU-79-39

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**Table B-9****File category 20: Assistance, inspections, investigations, and follow-up—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information relating to inspections conducted by inspectors general. Included are inspection reports and related information pertaining to annual general, procurement, special, nuclear surety, and Federal recognition inspections made of or conducted by a HQDA agency.

**Disposition:**

a. Annual general and special inspection files created and maintained by the OTIG and other DA staff agencies authorized an inspector general: Permanent. PIF on completion of next inspection and cut off at the end of that year.

b. All other inspection files: Destroy 1 year after next comparable inspection, or after 5 years, whichever is sooner.

---

**FN:** 20-1g

**Title:** IG inspections (field commands reporting directly to HQDA)

**Authority:** NC1-AU-79-39

**Privacy Act:** Not applicable.

**Description:** Information accumulated by commands authorized an inspector general and also reporting directly to HQDA. Included are inspection reports and related information pertaining to annual general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command and similar files pertaining to inspections made of the command by higher authority.

**Disposition:**

a. Annual general and special inspections of major subordinate commands directed by major commands: Permanent. PIF on completion of next comparable inspection and cut off at the end of that year, or cut off after 5 years, whichever is sooner.

b. All other inspection files: Destroy 1 year after next comparable inspection, or after 5 years, whichever is sooner.

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**B-10. File category 25: Information management***a. Prescribing directives.*

(1) AR 25-1, The Army Information Resources Management Program.

(2) AR 25-3, Army Life Cycle Management of Information Systems.

(3) AR 25-6, Military Affiliate Radio System (MARS).

(4) AR 25-30, The Army Integrated Publishing and Printing Program.

(5) AR 25-50, Preparing and Managing Correspondence.

(6) AR 25-55, The Department of the Army Freedom of Information Act Program.

(7) AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

*b. Description.* These records concern planning, policies, procedures, architectures, and responsibilities pertaining to information management; life cycle management of information systems; and records pertaining to all six Information Mission Area (IMA) disciplines (communications, automation, records management, visual information, libraries, and publications and printing). See table B-10.

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**Table B-10****File category 25: Information management**

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**FN:** 25

**Title:** General information management correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other

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**Table B-10****File category 25: Information management—Continued**

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transactions of a general, routine, and administrative nature; and other information relating to information management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to information management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. **ACTION:** Destroy after 2 years.
  - b. **NONACTION:** Destroy when no longer needed for current operations.
- 

**FN: 25-1a**

**Title:** Army Information Resources Management Program

**Authority:** N1-AU-87-5

**Privacy Act:** Not applicable.

**Description:** Information that documents the establishment of management structure, methodology, and concept of operations in support of the Army Information Resources Management Program. Included is documentation of strategic information requirements, theater or tactical information requirements, and sustaining base information requirements, development of information architecture framework, establishment of priorities, goals, and objectives, configuration controls, evaluation of initiatives, formal information requirements studies, and related information.

**Disposition:**

- a. Office with Army-wide responsibility: Permanent.
  - b. MACOMs and agencies or activities reporting directly to HQDA: Destroy after 10 years.
  - c. Other offices: Destroy when no longer needed for current operations.
- 

**FN: 25-1b**

**Title:** HQDA information management modernization plans (MODPLAN)

**Authority:** N1-AU-87-7

**Privacy Act:** Not applicable.

**Description:** Information which provides policy, annual guidance, and approved architecture to the Army. The plan is the culmination of annual submissions from the Army at large and is written after receipt, review, evaluation, validation, and approval of individual plans. Included are the record copy of the approved plan, new information initiatives processed, validations, integrations, and consolidations of MACOM plans and other plans of the IMA, and related information.

**Disposition:**

- a. Office with Army-wide responsibility: Destroy after 17 years.
  - b. ASA(FM), reviewing offices, and HQDA Select Committee (SELCOM): Destroy after 2 years.
  - c. Other offices: Destroy when superseded, obsolete, or no longer needed for current operations.
- 

**FN: 25-1c**

**Title:** MACOM MODPLAN; Installation requirement statements/initiatives

**Authority:** N1-AU-87-6

**Privacy Act:** Not applicable.

**Description:** Information documenting the process through which Sustaining Base requirement statements (RS) and initiatives are identified and approved. These initiatives describe information requirements and conform to information architecture. Included in the documentation of annual packages are—

- a. Information objective summaries, reference drawings and diagrams, situation summaries, needs evaluations, resource summaries, and coordination summaries.
  - b. Sustaining Base initiatives.
  - c. Out-of-cycle initiatives, including configuration or implementation strategies, approved projects requiring additional resources, urgent requirements and prototypes, approvals, and disapprovals.
  - d. Listings of all new initiatives.
  - e. Joint or strategic initiatives identified by MACOMs, including interim theater or tactical or strategic systems.
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**Table B-10****File category 25: Information management—Continued**

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f. Specific addenda to initiative information requirement resource summary.

**Disposition:**

- a. Office with Army-wide responsibility: Destroy after 10 years.
  - b. MACOMs and other entities reporting directly to HQDA: Destroy after 10 years.
  - c. Installations and other offices: Destroy when no longer needed for current operations.
- 

**FN: 25-1d**

**Title:** Information manager designations/appointments

**Authority:** N1-AU-87-4

**Privacy Act:** AO001DAPE

**Description:** Documentation of the designation or appointment of information managers at all levels of the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.

**Disposition:** Destroy 1 year after termination of designation or appointment.

---

**FN: 25-1e**

**Title:** Capability request for IMA resources

**Authority:** N1-AU-87-20

**Privacy Act:** Not applicable.

**Description:** Requests for IMA services and information submitted to DOIMs reflecting requirements, validations, and approval or disapproval of IMA resources authorized in an approved information management modernization plan, and related information.

**Disposition:**

- a. Approved requirements:
    - (1) Requesting office: Destroy 1 year after disposal of resource or termination of service.
    - (2) Approving office: Destroy after 5 years or when no longer needed for current operations whichever is shorter.
  - b. Disapproved requirements: Destroy after 1 year.
- 

**FN: 25-1f**

**Title:** Army Library Management Reporting Systems (ALMRS)

**Authority:** N1-AU-88-13

**Privacy Act:** Not applicable.

**Description:** Consolidated data and reports, to include DA Form 5444-R (Army Library Management Reporting System), to support management planning and decision making (at HQDA, MACOM, or activity levels). Includes information reflecting library services, resources, personnel, funding, collections of material, and similar information.

**Disposition:**

- a. Office requiring the report:
    - (1) Source documents: Destroy after inputting to the database.
    - (2) Database: Erase after system is no longer in effect, or no longer needed for current operations.
  - b. Other offices: Destroy after 2 years.
- 

**FN: 25-1g**

**Title:** Information management surveys

**Authority:** GRS 16, item 5

**Privacy Act:** Not applicable.

**Description:** Information relating to staff visits and surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, information management operations and programs. Included are notifications of visits, reports of visits and surveys, reports or corrective action taken, and similar information.

**Disposition:** Destroy 2 years after next comparable visit or survey.

---

**FN: 25-1h**

**Title:** Information management survey background files

**Authority:** GRS 16, item 5

**Privacy Act:** Not applicable.

**Description:** Information used in preparing for information management surveys. Included are organizational charts, statements of function, copies of information management directives, lists of personnel responsible for information management, copies of training materials, copies of authorized deviations, schedules of surveys, notes, drafts, and similar information.

**Disposition:** Destroy 2 years after next comparable visit or survey.

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**FN: 25-1i**

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**Table B-10**  
**File category 25: Information management—Continued**

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**Title:** Records Management Program  
**Authority:** GRS 16, Item 7  
**Privacy Act:** Not applicable.  
**Description:** Reports, correspondence, authorizations, and related information concerning the development and improvement of records management. Included is information relating to forms, correspondence, mail, reports, and files management, the use of microforms, automatic data processing and word processing, vital records programs, and related information not included elsewhere in this series.  
**Disposition:** Destroy after 6 years.

---

**FN:** 25-1j  
**Title:** Telecommunications center operations  
**Authority:** NC1-AU-79-36  
**Privacy Act:** Not applicable.  
**Description:** Information relating to the operation of telecommunications centers and concerning the transmission and receipt of electrically transmitted messages. Included are message registers, supervisory logs, performance reports, interference reports, maintenance work orders, frequency logs, and similar information, but exclusive of other files described in this section.  
**Disposition:** Telecommunications centers: Destroy after 1 year.

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**FN:** 25-1k  
**Title:** Telecommunications center messages  
**Authority:** NC1-AU-85-58  
**Privacy Act:** Not applicable.  
**Description:** These files contain reference copies of incoming and original authenticated copies of outgoing messages maintained in telecommunications centers, message centers, and official mail rooms. Note: The office of origin, or office assigned action on an incoming message, is responsible for filing the record copy of the message under the appropriate file number of this regulation.  
**Disposition:**  
a. Pentagon Consolidated Telecommunications Center:  
(1) Messages: Permanent. Retire one silver halide microform set and one diazo or vesicular duplicate to the WNRC after 1 year. Note: The silver halide microform set must meet appropriate archival standards.  
(2) Distribution lists: Destroy when no longer needed for current operations.  
b. Other telecommunication centers: Destroy after 1 year. Earlier disposal is authorized.

---

**FN:** 25-1m  
**Title:** Telecommunication reporting exceptions  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information relating to exceptions granted to the required submission of reports.  
**Disposition:** Destroy on termination of the exception.

---

**FN:** 25-1n  
**Title:** Frequency usage reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Reports of frequency usage required for inclusion in the Joint Radio Frequency Usage Report. This information is used for justification and retention of Army frequency assignments.  
**Disposition:**  
a. Office having Army-wide responsibility: Destroy after 2 years.  
b. Other offices: Destroy after 1 year.

---

**FN:** 25-1p  
**Title:** Army transport radio logbooks  
**Authority:** NC1-AU-78-118  
**Privacy Act:** Not applicable.  
**Description:** Logs containing a record of all messages received and transmitted by a transport radio station.  
**Disposition:** Destroy after 10 years.

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**FN:** 25-1q  
**Title:** Operator's number sheets  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information indicating the numbers of messages handled on a circuit or channel or piece of communications equipment.

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**Table B-10**  
**File category 25: Information management—Continued**

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**Disposition:** Withdraw and destroy after 30 days  
**FN:** 25-1r  
**Title:** Circuit usage reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information reflecting data on hourly circuit usage of fixed communications facilities equipped with circuit usage recording devices. The reports are used by personnel responsible for engineering to provide facilities for only those hours actually required for traffic, in order to effect further economies in operation.  
**Disposition:** Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.

---

**FN:** 25-1s  
**Title:** Telephone traffic data reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Reports reflecting telephone traffic data, estimated future lines and stations, summary of equipment, 2-minute counts of equipment used, half-hourly readings of all registers (meters), and calls handled at attendants positions.  
**Disposition:** Destroy after 2 years.

---

**FN:** 25-1t  
**Title:** Telephone circuit usage reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Army long lines administrative telephone circuit usage report and similar reports on long-distance calls over leased lines, long-distance calls passed to commercial circuits because of busy lines, and other similar and related data.  
**Disposition:**  
a. Office having Army-wide responsibility: Destroy after 6 months.  
b. Other offices: Destroy after 3 months.

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**FN:** 25-1u  
**Title:** Telephone toll tickets  
**Authority:** NC1-AU-77-21  
**Privacy Act:** Not applicable.  
**Description:** Tickets prepared by the Army operators for all outgoing telephone toll calls and used to check the commercial toll statement at the end of the billing period.  
**Disposition:**  
a. Defense Telephone Service: Destroy after 3 years.  
b. Other offices: Destroy after 1 year.

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**FN:** 25-1v  
**Title:** Telephone toll call reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Reports of all authorized official outgoing and incoming collect, toll calls.  
**Disposition:** Destroy after 3 months, except when discrepancies between these records and toll tickets are found, in which case the files will be held until corrective action has been completed.

---

**FN:** 25-1w  
**Title:** Telephone service contracts and work orders  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information relating to the sale of telephone service and documents used to request or authorize telephone service on Government systems. Included are copies of contracts for sale of telephone service, DA Form 3938 (Local Service Request), work orders, and related information.  
**Disposition:**  
a. For contracts and related information: Destroy 1 year after termination. Prior to disposal, contracts and related correspondence pertaining to uncollectible accounts will be withdrawn and forwarded to U.S. Army Finance and Accounting Center, ATTN: Dept 80, Indianapolis, IN 46249.  
b. For work orders and related information:  
(1) Originating office: Destroy upon completion of work.  
(2) Action office: Destroy 1 year after completion of work.

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**Table B-10****File category 25: Information management—Continued**

(3) Contractor offices using MARKS: Destroy 1 year after final payment for requested service.

**FN:** 25-1x**Title:** Communications accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to telephone, teletype, and telegraph accounting. Included are vouchers, vendors' invoices, and correspondence on communications accounts.

**Disposition:** Destroy after 2 years. Prior to disposal, files which relate to uncollected accounts will be withdrawn and retained until collected.

**FN:** 25-1y**Title:** VI production and distribution program**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.

**Description:** Information on formulating installation/MACOM/DA annual and out-of-cycle listings of validated/approved production and distribution programs on in-house and contracted production and commercial off-the-shelf procurement of VI productions.

**Disposition:**

a. Office having Army-wide responsibility: Hold in current files area until disposition instructions are issued by this regulation.

b. Other offices: Destroy after 2 years.

**FN:** 25-1z**Title:** Visual Information Systems Program (VISP)**Authority:** To be established**Privacy Act:** Not applicable.

**Description:** Documents relating to formulating the installation, MACOM, and DA approved annual program and prioritizing commercially available, nontactical VI investment equipment used to record, produce, reproduce, distribute or present VI products. Included are documents relating to requests for validation, approval, and turn-in of VI systems/equipment, approvals and disapprovals, project documents, prioritized equipment listings, approved planning documents, authorization documents, and funding documents. (DO NOT USE for information management MODPLANS, RSs, or initiatives. USE FNs 25-1b and 25-1c.)

**Disposition:** Hold in current files area until disposition instructions are issued by this regulation.

**FN:** 25-1aa**Title:** VI activity authorization**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.

**Description:** Information relating to approval or disapproval of the establishment, reclassification, or disestablishment of VI activities authorized for production, centralized product acquisition, records holding, distribution, DA VI management, local VI support, combat camera, technical documentation, broadcasting, video teleconferencing and installation/MACOM VI management. Included are requests for establishment, reclassification, or disestablishment; justification data; disapprovals; and approval documents (DA Form 5697-R).

**Disposition:**

a. HQDA, MACOM, FOA VI Management Office: Destroy 5 years after discontinuance of the facility or disapproval of establishment.

b. Other offices: Destroy after 2 years.

**FN:** 25-1bb**Title:** Annual VI activity report**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.

**Description:** Report (DD Form 2054/1 and 2) provides information for VI budget, manpower, organization, planning, and program management actions within the Army/DOD. Each authorized VI activity must submit this report annually to MACOM/FOA. This data is consolidated and forwarded to the office with Army wide responsibility. Roll-ups are submitted to DOD.

**Disposition:**

a. HQDA Management Office: Hold in current files area until disposition instructions are issued by this office.

b. Other offices: Destroy after 3 years.

**FN:** 25-1cc**Table B-10****File category 25: Information management—Continued****Title:** Visual production management**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.

**Description:** Documents relating to requests, justifications, distribution plans and approvals or disapprovals of the production, procurement and adoption of VI productions (including in-house, contract, commercial off-the-shelf procurement or adoption from another DOD agency). Included are production/procurement requests approvals or disapprovals (copies of DD Form 1995-1 and 2), distribution plans, recommended priorities, exceptions, travel funding documents, and other coordinated actions.

**Disposition:** Permanent. Retire 5 years after completion, cancellation, or obsolescence to the DOD Motion Media Records Audiovisual Records Center.

**FN:** 25-1dd**Title:** Production authorization number (PAN) registers**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.

**Description:** Documents related to the assignment of PANs to category 1 in-house productions or authorized local commercial off-the-shelf acquisitions.

**Disposition:** Destroy when obsolete or superseded**FN:** 25-1ee**Title:** Joint VI service (JVIS)**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.

**Description:** General information not described elsewhere relating to the day-to-day operation of an Army JVIS activity including reference documents on production contracting, distribution of productions, and acquisition. (This does not include files that contain copies of script, production, reproduction, commercial off-the-shelf purchases and indefinite quantity contracts, bid information, bid rejections, subscription renewals, GSA schedules, statements of work, performance specifications, and other related documents that must be filed under series 715 (Procurement).)

**Disposition:** Destroy when no longer need for operations.**FN:** 25-1ff**Title:** Defense Visual Information System (DAVIS)**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.

**Description:** Documents relating to policy and procedural guidance, assigning access user names and edit identification's (IDs), DAVIS and INFOCEN user group meetings, and INFOCEN newsletters.

**Disposition:** Destroy when no longer needed for current operations.**FN:** 25-1gg**Title:** Visual information library**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:**

a. Documents used to request and loan visual information products (DA Form 4103-R) and VI equipment (DA Forms 2062 and 3161). Included are loan orders, issue and turn-in slips, and related information.

b. Booking and utilization files and VI distribution bulletins. Included are paper documents or computer databases used to record booking requests and number of showings for visual information products and documents describing VI products distributed each month by the JVISDA.

**Disposition:**

a. Destroy after 2 year.

b. Destroy when no longer needed for current operations.

**FN:** 25-1hh**Title:** Visual Information technical assistance**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.

**Description:** Documents reflecting technical advice and assistance on the management of VI systems, facilities, equipment, operations, services, and techniques, but not papers of a directive or regulatory nature. Included are comments or recommendations concerning visual information research and development projects and proposals, advice on the application of visual information systems for training or other purposes, reports of technical visits and inspections, and related information.

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**Table B-10**  
**File category 25: Information management—Continued**

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**Disposition:**

- a. Office having Army-wide technical responsibility: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 25-1ii

**Title:** Cable television (CATV) and closed circuit television (CCTV)

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** Documents relating to the day to day operation of facilities and copies of CATV franchises. Included are DA Forms 4516-R.

**Disposition:** Destroy after 2 years.

---

**FN:** 25-1jj

**Title:** Commercial television broadcast recordings

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** Documents relating to the use or recording of commercial television broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or exhibit broadcasts, coordinating actions, and documents reflecting the actions taken to preclude the use of such recordings for purposes other than those for which cleared.

**Disposition:**

- a. Broadcasts: Destroy after 6 years.
  - b. Recorded programs: Destroy 6 years after destruction or erasure of the recording and all copies thereof.
- 

**FN:** 25-1kk

**Title:** Presentation support

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** Documents relating to the day to day operational support (DA Form 4516-R (Utilization Log)) to conference rooms, classrooms, and videoteleconference rooms. Included are hours of operation, work years, and total cost associated with supporting these facilities.

**Disposition:** Destroy after 2 years.

---

**FN:** 25-1ll

**Title:** Radio and television equipment service controls

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** Documents relating to the servicing and operation of radio and television equipment and systems. Included are service records, summaries of authorized equipment and services, and similar records.

**Disposition:** Destroy upon turn-in of equipment or supersession or discontinuance of the facility or installation, whichever is first.

---

**FN:** 25-1mm

**Title:** DA and Recruiting Command VI products

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** Documents used for advertising the Army recruiting program and for assisting instructors and commanders in the administration of military training. Included are record copies of recruiting posters and DA graphic training aids such as charts, posters, illustrations, diagrams, and related documents.

**Disposition:** Permanent. (Nonrecord material and extra copies may be donated to the Center for Military History.)

---

**FN:** 25-1nn

**Title:** Work order requests

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** DA Form 3903-R providing an audit trail and cost analysis of VI services provided. Included are work orders, cost estimates and data correspondence, and related information.

**Disposition:** Destroy after 2 years.

---

**FN:** 25-1oo

**Title:** Work order requests

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** Graphic work order register book or automated file reflecting the job number in numerical sequence, VIRIN, work order number, date, subject and related caption file, identification of artist, and disposition of art work.

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**Table B-10**  
**File category 25: Information management—Continued**

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**Disposition:** Destroy after 3 years.

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**FN:** 25-1pp

**Title:** Graphic media

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:**

a. Original graphic art master materials (paper based, optical media, or machine readable) in support of the readiness posture of units, military operations, campaigns, medical, exercises, maneuvers, construction of major structures or systems, significant RDT&E projects (e.g., weapon systems), recruiting programs, material used in military training, events or phenomena of significant historical importance or impact on national or Army policy and the President of the United States or a family member.

b. Other original graphic art master materials, in any media, includes illustrations, 35mm slides, photographs, designs, camera ready mechanicals, charts, vugraphs, maps, diagrams, and other related art work, used in publications, motion media, magazines, and presentation support.

**Disposition:**

a. Permanent. Forward original master material (in any media) along with captions to Commander, USAVIC, ATTN: ASQNV-OL, WASH DC20310-4800.

b. Destroy when no longer needed for current operations.

---

**FN:** 25-1qq

**Title:** Negative register

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** Photographic negative register books reflecting the job number in numerical sequence, VIRIN, negative and work order number, date, subject, and related caption file, identity of photographer, and disposition of negatives and prints.

**Disposition:** Destroy after 3 years.

---

**FN:** 25-1rr

**Title:** VI official production folder

**Authority:** NC1-AU-79-33

**Privacy Act:** Not applicable.

**Description:** The official file maintained by authorized VI production activities assigned to produce VI productions (motion media with sound), in-house and contracted, authorized under the DOD/DA VI Production and Distribution Programs or other HQDA authorized productions.

Included are original and updated requirement and approval documents (DD Form 1995-1 and 2), changes, updates, and final script (including concept and treatment), general personal appearance and private property releases, Staff Judge Advocate legal review documents, public release clearances, copyright releases, travel orders, funding documents, status reports, contracts, production assignment and release number assignment memorandums, and related information.

**Disposition:**

a. Production activities (videotape or film), in-house or contracted, in support of the readiness posture of units, military operations, campaigns, medical, exercises, maneuvers, construction of major structures or systems, significant RDT&E projects (e.g., weapon systems), recruiting programs, material used in military training, events or phenomena of significant historical importance or impact on national or Army policy and the President of the United States or a family member. Permanent.

(1) Videotape: Cut off upon completion or cancellation of the production; immediately forward the master copy, one dubbing copy, the videodisc premaster with validation disc, and the VI official production folder to the RHA; hold 5 years then forward to the DOD Motion Media Records Center.

(2) Motion picture productions: Cut off upon completion or cancellation of the film; immediately forward the original negative or color master positive or duplicate negative plus optical sound track, and a sound projection print along with the VI official production folder to the RHA; hold 5 years then forward to the DOD Motion Media Records Center.

b. Commercial off-the-shelf products (videotape, motion picture prints, or interactive videodisc procured from commercial sources for Army use): Cut off when no longer needed for current operation and forward two

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**Table B-10****File category 25: Information management—Continued**

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videotapes, film prints, or videodiscs with the official production folder to the DOD Motion Media Records Center.

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**FN:** 25-1ss**Title:** Off-air recordings**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Video records copied from original broadcast signals and protected by copyright.**Disposition:** Destroy in accordance with copyright law or copyright agreement.

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**FN:** 25-1tt**Title:** Motion media**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Unedited motion picture film or videotape not taken as part of a VI production and unedited trims and outtakes of videotape or film productions, which have been appropriately arranged, labeled, and captioned.**Disposition:**

a. Videotape: Forward original video, VIRIN, and captions to Commander, USAVIC, ATTN: ASQNV-OL-VML, WASH DC 20310-4800.

b. Motion picture: Forward original negative or color original plus should track, VIRIN, along with captions to the Commander, USAVIC, ATTN:ASQNV-OL-VML, WASH DC 20310-4800.

c. Destroy nonselected material or returned records submissions when no longer needed.

---

**FN:** 25-1uu**Title:** Captions files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Copies of captions or other descriptive material identifying still photographs, slides, graphic art, still video, video and motion picture items submitted to a VI facility by the originator and maintained as a caption file.**Disposition:** Destroy after 1 year. Cut off at end of each month. Earlier disposal is authorized.

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**FN:** 25-1vv**Title:** Still photography files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Information consisting of still photographs, slide sets, and related articles produced in-house or by contract. Included are still photograph original negative and prints depicting retirement, reenlistment, award ceremonies and presentation, and related indices.**Disposition:** Forward original negative or transparency, one captioned print, and VIRIN to Commander, USAVIC, ATTN: ASQNV-OL-VML, WASH DC 20310-4800. Destroy nonselected material or returned records material when no longer needed for current operation.

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**FN:** 25-1ww**Title:** Sound recordings produced in-house or by contract**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:**

a. In-house sound recordings pertaining to conferences, meetings, Army Band, and other related recordings.

b. Contract music library includes music, sound effects, contracts, copyrights, and other related information.

**Disposition:** Destroy when no longer needed for current operations or when copyright agreement expires.

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**FN:** 25-1xx**Title:** Sound recording background files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Documents relating to the use or recording of radio broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or play recordings, coordinating actions, and documents reflecting actions taken to preclude the use of such recordings for purposes other than those for which cleared.

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**Table B-10****File category 25: Information management—Continued**

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**Disposition:** Destroy after 6 years.

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**FN:** 25-1yy**Title:** Interactive hardware/software system administrative**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** General information related to the development of the hardware(e.g. Electronic Information Delivery System (EIDS)). Included are funding, authoring, demonstrations, decision papers, software development information(interactive videodisc (IVD), computer based instruction (CBI), etc.), and similar information.**Disposition:** Permanent. Retire after 10 years.

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**FN:** 25-1zz**Title:** Photographer identifications**Authority:** NC1-AU-79-33**Privacy Act:** AO001bTAPC and OPM GOVT-1**Description:** Photographer identifications or permits and related control documents used to record the issue.**Disposition:** Destroy on expiration or transfer.

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**FN:** 25-1aaa**Title:** Video teleconferencing**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Information relating to the approval or disapproval, operations and planning of video teleconferencing facilities. Included are documents on teleconferencing including secure and nonsecure video conferencing with audio(including compressed or reduced rate video, and wideband video), and graphics conferencing with audio.

Teleconferencing also includes, but is not limited to, teleconferencing applications known as tele-training, distance learning, tele-education, tele-seminar, electronic classroom, and other similar applications and related nomenclature.

**Disposition:** Hold in CFA until disposition instruction are issued in this regulation.

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**FN:** 25-1bbb. Not Used**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 25-1ccc**Title:** Telephone equipment and service control files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Documents used as equipment and service control records, containing data on status of equipment, recurring charges, change in service and equipment, and similar data. Included are individual telephone service records, summaries of authorized equipment and services, line record cards, and related papers.**Disposition:** Destroy on supersession or on discontinuance of the facility or installation, whichever is first.

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**FN:** 25-1ddd**Title:** Automation management reports**Authority:** NC1-AU-78-99**Privacy Act:** Not applicable.**Description:** Information containing management data costs, equipment, staffing, workload capacities, and overall effectiveness of automation operations and documents used to evaluate rental, purchase, operation, and maintenance costs. Included are reports, briefs, and related information.**Disposition:**

a. Office requiring report: Destroy after 15 years, except that feeder reports will be destroyed 2 years after summarization.

b. Other offices: Destroy after 2 years.

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**FN:** 25-1eee**Title:** Automation inventory files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting an inventory of automation

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**Table B-10****File category 25: Information management—Continued**

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equipment available in DA and that which may become available in the event of mobilization or emergency conditions.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 25-1ff

**Title:** Automated system and program design and specifications

**Authority:** GRS 20, Part III, Item 3

**Privacy Act:** Not applicable.

**Description:** Documents, cards, or magnetic media designated as "master files," "library files," or "record copy files" which include complete necessary documentation and instructions for operation of automated systems, programs, and jobs. Included are user requests, analytical reports, design requirements, system instructions, user guides and manuals, input, output, and report specifications and SOPs, block diagrams, flow charts, coding instructions, test plan, reference to, or copies of, applicable software and reference materials, job instructions, and related files.

**Disposition:** Destroy 1 year after all magnetic media and other data produced under the system, program, or job has been blanked or destroyed. If permanent magnetic data has been retired, the related system, program, or job operating files will be retired as permanent files.

---

**FN:** 25-1ggg

**Title:** Data processing registers and schedules

**Authority:** NN-166-204

**Privacy Act:** A0380-380SAIS

**Description:** Information used to record approved jobs and reflecting job numbers, requesting office, job description, date received, and date due. Also, documents reflecting machine and personnel time, job requirements, priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and directly related information.

**Disposition:** Destroy 1 year after completion of related job.

---

**FN:** 25-1hhh

**Title:** Data processing controls and balances

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information maintained by data processing activities to verify cumulative balances reflected by master or detailed summary cards or tapes.

**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 25-3a

**Title:** Life Cycle Management of Information Management Systems

**Authority:** To be determined

**Privacy Act:** Not Applicable.

**Description:** Documents accumulated during the implementation phase which relate to the development, design and engineering data, construction, installation, security, operation, logistics support, modification, replacement, and disposal of strategic, theater or tactical, and sustaining base information systems. Included are project case files containing requirement statements, project approval letters, bills of material, specifications, and related documents.

**Disposition:** Retain in CFA until instructions are published in this regulation.

---

**FN:** 25-5a

**Title:** Information Management Master Plan (IMMP) (Rescinded; use FN25-1b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 25-5b

**Title:** Information Management Plans (IMP) (Rescinded; use FN25-1c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 25-5c

**Title:** Information Manager Designations/Appointments (Rescinded; use FN 25-1d.)

**Authority:** Not applicable.

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**Table B-10****File category 25: Information management—Continued**

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**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 25-6a

**Title:** MARS equipment issues

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information maintained to control the stock of certain items of excess or surplus communication and associated electronic equipment made available to Military Affiliated Radio System (MARS) directors of the respective armies. Included are requisitions, shipping information, stock record cards, and related information.

**Disposition:** Destroy after 2 years.

---

**FN:** 25-6b

**Title:** MARS frequency interference reports

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information containing data on interferences to MARS operations and reflecting such data as measured frequency, call sign and emission of the interfering stations, and time and date of the occurrence.

**Disposition:**

a. Office having Army-wide responsibility: Destroy 2 years after completion of processing.

b. Other offices: Destroy after 2 years.

---

**FN:** 25-6c

**Title:** MARS emergency station designations

**Authority:** NN-166 204

**Privacy Act:** Not applicable.

**Description:** Information relating to the selection and designation of MARS emergency command stations. Included are selections, concurrences, and approvals of the designations.

**Disposition:** Destroy 1 year after termination of the designation.

---

**FN:** 25-6d

**Title:** MARS operation authorizations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to authorizations for MARS stations to operate on specific frequencies and at specific times to communicate with stations in other Army area commands or with Air Force stations and comparable operational authorizations. Included are coordinating actions, authorizations, and related information.

**Disposition:** Destroy 1 year after expiration or termination of the authorization.

---

**FN:** 25-6e

**Title:** MARS member files

**Authority:** NN-166-204

**Privacy Act:** A0025-6USAISC

**Description:** Information relating to members and membership in MARS. Included are membership applications and records reflecting participation of members, licenses, shipping, issuing, and receipting information for excess and surplus equipment, and similar information relating to members and membership.

**Disposition:**

a. Signed receipts: Destroy after 5 years, or 1 year after termination of membership, whichever is first.

b. Other information: Destroy 1 year after termination of membership.

---

**FN:** 25-6f

**Title:** MARS messages

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Messages of individuals and military units received and transmitted by MARS facilities.

**Disposition:** Destroy after 60 days.

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**FN:** 25-6g

**Title:** MARS station logs

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting the time stations go on and off the

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**Table B-10****File category 25: Information management—Continued**

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air, stations contacted, name of operator on duty, and similar data. Included are logs, registers, and comparable information.

**Disposition:** Destroy 1 year after final entry.<-- continued table b-10 -->

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**FN:** 25-30a

**Title:** Forms management reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to reports on progress in forms management. Included are reports, worksheets, and correspondence directly related to the reports.

**Disposition:**

- a. Offices of the Army Staff and major command headquarters: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 25-30b

**Title:** Numerical files (internal)

**Authority:** NC1-AU-79-17

**Privacy Act:** Not applicable.

**Description:** Information accumulating in offices having authority to approve forms and resulting from the consideration, approval, control during existence, and revision or rescission of specific forms. Included are requests for approval of forms, justifications, coordination information, instructions governing use of the form, and a copy of each edition of the form.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 10 years after supersession or obsolescence of form.
  - b. Other offices: Destroy 1 year after supersession or obsolescence of form.
- 

**FN:** 25-30c

**Title:** Numerical files (external)

**Authority:** NN-166-204 and GRS 16, Item 3a

**Privacy Act:** Not applicable.

**Description:** Information relating to forms used within the jurisdictional area of the forms management office but approved by other agencies or offices. Included are copies of forms, instructions for use, and coordination information.

**Disposition:** Destroy 1 year after discontinuance of the form.

---

**FN:** 25-30d

**Title:** Functional files

**Authority:** NN-166-204 and GRS 16, Item 3b

**Privacy Act:** Not applicable.

**Description:** A collection of forms, arranged by functional classification, used to assist in taking forms management actions, such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Included are copies of each form used within the area served by the forms management officer.

**Disposition:** Destroy when discontinued, superseded, or obsolete.

---

**FN:** 25-30e

**Title:** Forms number registers

**Authority:** NN-166-204 and GRS 16, Item 3b

**Privacy Act:** Not applicable.

**Description:** Registers used to record and control the assignment of form numbers, consisting of an entry in the register for each assigned form.

**Disposition:** Destroy on discontinuance or obsolescence of all forms entered in the register.

---

**FN:** 25-30f

**Title:** Forms management surveys (Rescinded; use FN 25-1g.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 25-30g

**Title:** Printing equipment controls

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Information related to granting authority to issue,

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**Table B-10****File category 25: Information management—Continued**

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purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment. Included are requests for approval of and justification for printing and reproduction equipment. congressional and other approvals, authorizations for excess equipment to be turned into supply channels for disposal, and related information.

**Disposition:** Destroy 3 years after disposal of equipment or disapproval of acquisition request.

---

**FN:** 25-30h

**Title:** Printing plant inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to inspections for field printing plants and other reproduction facilities for purposes of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports and related information.

**Disposition:**

- a. Inspecting and inspected offices: Destroy 1 year after completion of the next comparable visit, or after 2 years if comparable visit is not made.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 25-30i

**Title:** Centralized instruction background files

**Authority:** NC1-AU-84-2

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, review, and issue of regulations, memorandums, circulars, regulation, and comparable publications. This information pertains to studies, coordinating actions, recommendations, concurrences, and similar information that provides a basis for issuance or that contributes to the content of the publication. Included are—

- a. Joint Travel Regulations (JTR) background information accumulated by the office responsible for developing the JTR.
- b. Information accumulated by offices of HQDA, MACOM, and SUBMACOM headquarters, and elements in a combat zone.
- c. Information accumulated by other offices. Note: This file number is provided for use when it is economical and efficient to maintain instruction background information in a central file within a headquarters. Other offices responsible for preparing instructions will use FN 25-30q, Decentralized background instructions.

**Disposition:**

- a. For a above: Destroy when no longer needed for current operations.
  - b. For b above: Agencies not converting the data to microform: Permanent. Cut off annually or PIF on supersession or obsolescence, as reference needs require and cut off at the end of that year.
  - c. Agencies converting the data to microform:
    - (1) Original documents: Destroy after verification that the microforms meet prescribed quality standards and that the microforms are adequate substitutes for the original documents.
    - (2) One silver halide microform set and one diazo or vesicular copy: Permanent.
    - (3) Other microform copies: Destroy when no longer needed for current operations.
  - d. For c above: Destroy when no longer needed for current operations.
- 

**FN:** 25-30j

**Title:** Initial publication distribution files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** These files are maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms. Included are distribution sheets, delivery instruction, correspondence, and related information pertaining to the distribution of Army publications.

**Disposition:**

- a. Information pertaining to classified publications: Destroy after 2 years.
  - b. Other information: Destroy after 3 months.
- 

**FN:** 25-30k

**Title:** Copyright authorizations

**Authority:** NC1-AU-84-39

**Privacy Act:** Not applicable.

**Description:** Information authorizing the use of copyright material, such as letters and agreements from publishers, authors, or copyright owners. Note: When the related instruction file is scheduled for permanent

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**Table B-10****File category 25: Information management—Continued**

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retention, this information may be filed with and classified as instruction files.

**Disposition:** Destroy after 150 years. Retire when no longer needed for current operations.

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**FN:** 25-30m

**Title:** Printing plant job jackets

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Production and cost records and related processing data.

**Disposition:** Destroy after 2 years or inspection by representative of USAISC, whichever is first.

---

**FN:** 25-30n

**Title:** Accountable form receipts and issues

**Authority:** II-NNA-1969

**Privacy Act:** Not applicable.

**Description:** Information reflecting the receipt or issue of accountable blank forms. Included are receipt forms, listings, and registers. This information is maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms.

**Disposition:** Destroy after 2 years.

---

**FN:** 25-30p

**Title:** Accountable form authorizations

**Authority:** II-NNA-1176

**Privacy Act:** A0001DAPE

**Description:** Signature cards maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of blank forms identifying individuals authorized to receive accountable forms.

**Disposition:** Destroy upon withdrawal of the authorization.

---

**FN:** 25-30q

**Title:** Decentralized instruction background files

**Authority:** NC1-AU-82-12

**Privacy Act:** Not applicable.

**Description:** Information on preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. This information accumulates in the office in charge of preparing the instruction. Included are coordinating actions, studies, interpretations, and published record copies of instructions (such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins), messages used for expeditious interim changes to instructions, technical newsletters or comparable media used to send semi-official and authoritative instructions, and exceptions or waivers to those instructions.

**Disposition:**

a. Offices of HQDA, major command, and major subcommand headquarters and elements in a combat zone or designated as a combat support element in a combat zone: Permanent. Cut off annually or PIF on supersession or obsolescence, as reference needs require and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 25-30r

**Title:** Printing reports

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Reports reflecting information on printing and duplicating operations and equipment required by DA and the Joint Congressional Committee on Printing. Included are contract printing reports, expenditure statements, printing and duplicating registers, comparable reports, and related information.

**Disposition:**

a. Office requiring report: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

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**FN:** 25-30s

**Title:** Forms management survey background files (Rescinded; use FN25-1h.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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**Table B-10****File category 25: Information management—Continued**

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**Disposition:** Not applicable.

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**FN:** 25-30t

**Title:** Publication approvals

**Authority:** NC1-AU-78-109

**Privacy Act:** Not applicable.

**Description:** Information relating to approving the initiation of new and revised DA pamphlets, DA posters, DA civilian recruiting publications, junior officer recruiting brochures, and miscellaneous similar items intended for Army-wide use. Included are requests for approval, notifications of approval or disapproval, and related information.

**Disposition:**

a. U.S. Army Publications and Printing Command (USAPPC):

(1) Approvals: Destroy after 5 years in CFA.

(2) Disapprovals: Destroy after 2 years.

b. Other offices: Destroy after 2 years.

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**FN:** 25-30u

**Title:** Publication deviations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information related to approving deviations or exceptions to standard publications procedures. Included are requests and approvals to distribute local publications outside the command jurisdiction of the preparing command, authorizations to print in more than one color, authorizations to include emblems on envelopes, and similar deviations or special authorizations. Note: Files created by offices requiring or requesting the exceptions will be filed with printing and binding requisition files, procurement files, instruction files, or other files, as applicable.

**Disposition:**

a. USAPPC:

(1) Approved deviations and exceptions: Destroy after 6 years or on expiration as applicable.

(2) Disapproved exceptions: Destroy after 2 years.

b. Other offices: Destroy after 2 years, on expiration or supersession of the authorization, or on discontinuance, as applicable.

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**FN:** 25-30v

**Title:** Periodical approvals

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information related to approving the initiation of new periodicals, changes to existing periodicals, or to limitations in previous approvals, and renewal after expiration of the previous approval. Included are requests for approval, notifications of approval, and related information.

**Disposition:** Destroy on expiration, supersession, or on discontinuance of the periodical.

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**FN:** 25-30w

**Title:** Printing plant establishment files

**Authority:** NC1-AU-78-109

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment, relocation, or disestablishment of field printing plants and duplicating facilities. Included are requests for establishment with justification data, inventories of equipment on hand, congressional and Director of Information Systems Command, Control, Communications, and Computers (DISC4) authorizations, and related information, but not requests and justifications for items of printing equipment.

**Disposition:**

a. Approving office: Destroy in CFA 5 years after discontinuance of plant or disapproval of request for establishment.

b. Requesting office: Destroy on discontinuance of plant or disapproval of request.

c. Other offices: Destroy after 2 years.

---

**FN:** 25-30x

**Title:** Reproduction equipment information

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Information accumulated by offices involved in printing and reproduction in keeping abreast of new developments, improved processes, and new principles in printing, binding, and related auxiliary equipment. Included are correspondence with other Army agencies,

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**Table B-10****File category 25: Information management—Continued**

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Federal agencies, or private concerns, technical information, and related information.

**Disposition:** Destroy after 5 years.

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**FN:** 25-30y

**Title:** Publication control and processing files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used to control publications work in progress, such as stenographic assignment records, stencil control cards, instruction sheets, layouts, daily production records, progress reports, job tickets on labor and materials, and similar control records and related information, but exclusive of other publication supply files described herein.

**Disposition:** Destroy after 3 months.

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**FN:** 25-30z

**Title:** Duplicating controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Requisitions and delivery receipts for duplicating and photoreproduction work performed outside field printing plants and samples of each unclassified job produced by the offset, electrostatic, or other duplicating process in excess of 100 copies.

**Disposition:** Destroy after 3 months. Cut off monthly.

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**FN:** 25-30aa

**Title:** Printing and binding requisitions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Requisitions, work orders, and samples of each unclassified printing job produced by letterpress offset and photo direct processes in excess of 100 copies.

**Disposition:** Destroy after 2 years. Cut off monthly.

---

**FN:** 25-30bb

**Title:** Publication number registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used to record and control the assignment of publication numbers, consisting of an entry in the register for each publication within each series.

**Disposition:** Destroy when all publications entered on the register have been superseded or rescinded.

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**FN:** 25-30cc

**Title:** Combat/training development guidance

**Authority:** NC1-AU-77-174

**Privacy Act:** Not applicable.

**Description:** Information relating to preparation, review, and issue of the Catalog of Approved Requirement Documents (CARDS). Included is information reflecting approval, disapproval, deletions and changes to materiel requirement documents, policies and procedures relating to CARDS, and copies of published CARDS or changes thereto.

**Disposition:**

a. Office responsible for preparation of CARDS:

(1) CARDS: Permanent.

(2) Other information: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

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**FN:** 25-30dd

**Title:** Non-Army doctrine comments

**Authority:** NC1-AU-78-72

**Privacy Act:** Not applicable.

**Description:** Information related to reviewing and commenting on Air Force, Navy, and Marine Corps doctrine which may have an implication on Army operations, but which does not result in publication of joint doctrine. Included are copies of the review manuscripts, coordinating actions, and communications relating to the other Services' doctrine.

**Disposition:**

a. Office responsible for coordinating and developing the Army position: Permanent.

b. Other offices: Destroy after 2 years.

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**FN:** 25-30ee

**Title:** Publication reference sets

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**Table B-10****File category 25: Information management—Continued**

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**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Offices responsible for issuing publications will maintain one set for reference purposes when needed or required by other regulations. This set will include a copy of those publications included in the "Record Set" and copies of other publications issued by the office for which a "Record Set" is not required (for example, DD Form 1610 (TDY Travel of DOD Personnel), endorsements to orders, daily bulletins, and similar documents). Each folder or binder in this set will be distinctly marked "Reference Set" and will be currently posted.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

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**FN:** 25-30ff

**Title:** Publishing office background files

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Information accumulated by offices responsible for collecting and publishing material prepared by other offices and included in appropriate subject files. Included are copies of articles to be published in periodicals, information used as a basis for preparation of special orders or other personnel-type orders, items submitted for inclusion in daily, weekly, or monthly bulletins; similar data collected for inclusion in other Government publications, and comparable information, but not documents required for filing in the printing job jacket file.

**Disposition:** Destroy after 1 year.

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**FN:** 25-30gg

**Title:** Doctrinal/training media programs

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to preparation, review, and approval of the program for publication and issuance of new, revised, or changed doctrinal and training media. Included are consolidated listings of doctrinal and training publications scheduled for preparation, recommendations and approvals for additions or changes to the program, and communications relating to the program.

**Disposition:**

a. Offices at major command headquarters responsible for recommending DA approval: Destroy after 5 years.

b. Offices recommending projects for inclusion in the program: Destroy after 3 years.

c. Other offices: Destroy after 2 years.

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**FN:** 25-30hh

**Title:** Publication and form requisitions

**Authority:** II-NNA-1002

**Privacy Act:** Not applicable.

**Description:** Information, maintained at publication centers and other offices engaged in the receipt, storage, and issue of publications or blank forms, which is used to requisition nonreimbursable publications and accountable and nonaccountable blank forms. Included are requisitions, shipping orders, transfer requests, and similar information.

**Disposition:** Destroy 3 months after completion of action.

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**FN:** 25-30ii

**Title:** Initial distribution requisitions

**Authority:** II-NNA-1430

**Privacy Act:** Not applicable.

**Description:** Forms maintained at publication centers and other offices engaged in the receipt, storage, and issue of publications or blank forms reflecting the quantity and type of publications and blank forms required for automatic distribution.

**Disposition:**

a. Destroy forms indicating changes upon completion of posting to the current series.

b. Destroy superseded forms when replaced by current forms.

c. Destroy all forms on discontinuance of function.

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**FN:** 25-30jj

**Title:** Publication stock record cards

**Authority:** II-NNA-52

**Privacy Act:** Not applicable.

**Description:** Cards reflecting the status of supply of publications and blank forms, including data as to stock levels, quantities on hand, and

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**Table B-10****File category 25: Information management—Continued**

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quantities received or issued. These cards are maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms.

**Disposition:** Destroy when card is filled or on supersession, rescission, or obsolescence of form or publication, whichever is first.

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**FN:** 25-30kk

**Title:** Internal distribution schemes

**Authority:** NC1-AU-85-34

**Privacy Act:** Not applicable.

**Description:** Scheme for distribution of publications and blank forms received by an organization or activity. Included are narrative plans or instructions, local forms, and similar information.

**Disposition:** Destroy when superseded by a new scheme or when publications accounts are closed.

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**FN:** 25-30mm

**Title:** Publication record sets

**Authority:** NC1-AU-76-35

**Privacy Act:** Not applicable.

**Description:** One copy of each publication or change issued, within the categories and at the levels of command specified below. Publications within this set will be filed numerically. Each folder or binder of the record set will be distinctly marked "Record Set." Documents described in a and b below will not be charged out or posted. Commanders will ensure that each record set is complete and that it is retired to the appropriate records center. USAPPC will maintain record sets of publications authenticated by the Administrative Assistant to the Secretary of the Army. Every office responsible for preparing and issuing other publications will maintain record sets of its publications that are not authenticated by the Administrative Assistant to the Secretary of the Army. Publications to be included in publication record sets are limited to those described in a and b below:

a. HQDA publications as follows: Army regulations, memorandums, circulars, and pamphlets; civilian personnel circulars, pamphlets, regulations, procedures manuals and technical bulletins, periodicals, posters, TOEs, equipment modification lists, field manuals, and technical manuals.

b. Chief of Staff regulations and memorandums, HQDA staff agency, major command, and subcommand publications as follows: Regulations and supplements thereto, circulars, pamphlets, posters, and memorandums, but not assignment memorandums or memorandums issued by and applicable to a single element of a headquarters.

**Disposition:**

a. Record sets produced in paper form (a above): Permanent. Cut off annually and retire with the next regular transfer or retirement.

b. Record sets produced in microform (a above): Permanent. Cut off annually and retire one silver halide set and one diazo or vesicular copy.

c. Record sets produced in paper form (b above): Permanent. Cut off annually and retire with next regular retirement or transfer.

d. Record sets produced in microform (b above): Permanent. Cut off annually and retire one silver halide set and one diazo or vesicular copy.

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**FN:** 25-30nn

**Title:** Training media files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated by headquarters of divisions, installations, and lower level activities conducting training. Included are training schedules, programs, lesson plans, memorandums, directives, and similar information.

**Disposition:** Destroy after 1 year. Destroy lesson plans when superseded or obsolete.

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**FN:** 25-30pp

**Title:** Status of publication files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Forms maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms. These forms reflect the status of publications and blank forms that provide information used to determine required supply action.

**Disposition:** Destroy after 1 year.

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**FN:** 25-30qq

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**Table B-10****File category 25: Information management—Continued**

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**Title:** Publication history and stock usage files

**Authority:** II-NNA-52

**Privacy Act:** Not applicable.

**Description:** Forms maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms reflecting the history and usage for each item of stock.

**Disposition:** Destroy on supersession, rescission, or obsolescence of form or publication.

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**FN:** 25-30rr

**Title:** Doctrinal/training media formulation files

**Authority:** NC1-AU-78-72

**Privacy Act:** Not applicable.

**Description:** Information relating to preparations, review, issuance, and interpretation of operational doctrine, including joint doctrine. Included are coordinating actions on proposed doctrine, copies of published doctrine, and recommendations and communications relating to published doctrine.

**Disposition:**

a. Office responsible for preparation and offices responsible for final review, approval, or resolution of nonaccepted comments: Permanent. PIF on revision, supersession, or obsolescence and cut off at the end of that year.

b. Other offices: Destroy after 2 years or on supersession or obsolescence, whichever is first.

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**FN:** 25-30ss

**Title:** Combat/training development technical references

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Extra copies of documents maintained to provide reference or library materials as a source of technical information. Included are copies of planning documents, documents containing policy information on the evolution of the materiel acquisition process from inception to present, memorandums, speeches, and reports containing guidance, combat or training development, research and development, intelligence, and contractor reports, and similar information.

**Disposition:** Destroy when no longer needed for reference.

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**FN:** 25-30tt

**Title:** Printing reports (Rescinded; use FN 25-30r.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 25-30uu

**Title:** Publications manuscripts

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Manuscript copies of publications, printers' copies of galley or page proofs or publications, and other working or control data used in the preparation of publications. Includes draft copies of publications used for coordination and review.

**Disposition:** Destroy on printing of publication.

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**FN:** 25-30vv

**Title:** Illustrations and drawings

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Blueprints, drawings, specifications, and artwork used in preparing illustrations for publications.

**Disposition:** Destroy on printing of the publication, except drawings pertaining to ammunition components and artwork which has continuing usefulness will be retained until no longer needed.

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**FN:** 25-30ww

**Title:** Photographic negatives

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Original basic photographic negatives of material used in preparation of illustrations for publications and duplicates of photographic negatives of artwork used for illustrating publications.

**Disposition:** Destroy on revision or obsolescence of the related

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**Table B-10****File category 25: Information management—Continued**

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publication, except that negatives having continuing usefulness in the publications functions may be retained until they have served that purpose.

**FN:** 25-30xx**Title:** Directives development and editing files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the improvement and development of Army directives through editing, changing, and rewriting of first drafts. Included are requests for writer-editor service, copies of first and final draft manuscripts, notes and memorandums for record pertaining to conferences with the author, coordination, and research, copies of related correspondence, and a printed copy of the basic directive and each change thereto. (Information maintained by proponent offices will be filed with related records documenting the preparation of the directive.)

**Disposition:** Office responsible for editing, development, and improvement: Destroy on revision or obsolescence of the related directive.

**FN:** 25-30yy**Title:** Training and equipment publication reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting the status of training literature projects and accomplishments in equipment publication projects authorized by the programs. Included are status reports, accomplishment reports, and other directly related information.

**Disposition:** Destroy after 2 years.

**FN:** 25-30zz**Title:** Office copier files**Authority:** NC1-AU-83-13**Privacy Act:** Not applicable.

**Description:** Information related to the management and use of office copiers. Included are requests, approvals and disapprovals, studies, reports, inventories, information on repairs and use, and similar information.

**Disposition:** Destroy on disposal of equipment or when no longer needed for current operations.

**FN:** 25-50a**Title:** Delegation of signature authority**Authority:** GRS 16, Item 1a**Privacy Act:** Not applicable.

**Description:** Information relating to the delegation of signature authority by commanders and heads of agencies or offices. Included are memorandums, local forms, and similar information.

**Disposition:** Destroy upon retirement, change of duties, or change of position of the individual for which specific authority or responsibility has been delegated.

**FN:** 25-55a**Title:** FOIA requests, access, and denials**Authority:** GRS 14, item 11**Privacy Act:** A0025-55SAIS

**Description:** Requests for information under the Freedom of Information Act (FOIA). Included are the original request, a copy of the reply thereto granting access or denying access to all or part of the requested information, stating inability to identify records or nonexistence of requested records, and indicating fees charged; and related information.

**Disposition:**

- a. Replies granting access, replies to requests for nonexistent record, or replies to those failing to pay fees: Destroy 2 years after date of reply.
- b. Denying access to all or part of the request: Destroy 6 years after date of reply.
- c. If appealed, withdraw and file under 25-55c.

**FN:** 25-55b**Title:** FOIA administrative files**Authority:** GRS 14, item 15**Privacy Act:** Not applicable.

**Description:** Information relating to the general implementation of the

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**Table B-10****File category 25: Information management—Continued**

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FOIA. Included are routine correspondence, memorandums, notices, and related information.

**Disposition:** Destroy after 2 years.

**FN:** 25-55c**Title:** FOIA appeals**Authority:** GRS 14, item 12**Privacy Act:** A0025-55SAIS

**Description:** Information relating to administrative appeals under the provisions of the FOIA. Included are the appellant's letter, copy of reply thereto, related supporting documents, and copies of the denied records.

**Disposition:** Destroy 6 years after final determination or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later.

**FN:** 25-55d**Title:** FOIA controls**Authority:** GRS 14, item 13**Privacy Act:** A0025-55SAIS

**Description:** Documents maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing date, nature, and purpose of request, and name and address of requestor.

**Disposition:** Destroy 6 years after final action by agency or final adjudication by courts, whichever is later.

**FN:** 25-55e**Title:** FOIA reports**Authority:** GRS 14, item 14 and NC1-64-76-3**Privacy Act:** Not applicable.

**Description:** Information relating to recurring reports and one-time information requirements on implementation of FOIA, including annual reports to Congress.

**Disposition:**

- a. Annual reports to Congress by office having Army-wide responsibility: Permanent.
- b. Other reports: Destroy after 2 years.

**FN:** 25-55f**Title:** Access to information files**Authority:** NC1-AU-78-93**Privacy Act:** Not applicable.

**Description:** Information relating to DA conditions, restrictions on the release of information from files, release of copies, and the granting of access to records for official or unofficial research. Included are case files with requests, basic interpretations, decisions, precedents, studies, and related information.

**Disposition:** Destroy 5 years after close of case.

**FN:** 25-55g**Title:** Safeguarded nondefense information releases**Authority:** NN-166-204**Privacy Act:** A0025-55SAIS

**Description:** Information relating to specific instances of furnishing or denying copies, access to, or information from, Army records which contain safeguarded information. These files are limited to those documents which cannot be filed with the information released because the accumulating office does not have custody of the related files. AR 25-55 describes safeguarded nondefense information. Included are applications or requests for records or information and authorizations or denials for access to the records. (Documents relating to the release of safeguarded information accumulated by offices having custody of the related files will be filed and disposed of with the records requested or released.)

**Disposition:**

- a. Office responsible for authorizing the access:
  - (1) Cases involving access approvals: Destroy after 2 years.
  - (2) Cases involving access denials:
    - (a) Cases not appealed: Destroy after 6 years.
    - (b) Cases appealed: Destroy 6 years after final determination by agency, or 3 years after final adjudication by the courts, whichever is later.
- b. Other offices: Destroy after 2 years.

**FN:** 25-55h**Title:** Nonsafeguarded information releases

**Table B-10**  
**File category 25: Information management—Continued**

**Authority:** NN-166-204  
**Privacy Act:** A0025-55SAIS  
**Description:** Information relating to specific instances of furnishing or denying copies of, access to, or information from records which do not contain safeguarded or privileged information. Included are requests for records or information and documents furnishing the information approving or denying access. (These files normally accumulate in offices or activities having custody of numerous files relating to numerous functional areas, such as records centers, records depositories, record holding areas, and certain centralized file areas.)  
**Disposition:** Destroy after 2 years.

**FN:** 25-55i

**Title:** Unauthorized disclosure reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to reporting the unauthorized disclosure of safeguarded nondefense information. Included are notifications, investigation information, disclosure reports, and directly related information.

**Disposition:** Destroy after 2 years.

**FN:** 25-55j

**Title:** Acknowledgement

**Authority:** GRS 14, item 2

**Privacy Act:** Not applicable.

**Description:** Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.

**Disposition:** Destroy after 1 year.

**FN:** 25-55k

**Title:** Initial Denial Authority designations/appointments

**Authority:** N1-AU-87-4

**Privacy Act:** A0001DAPE

**Description:** Documentation of the designation or appointment of Initial Denial Authority for the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.

**Disposition:** Destroy 1 year after termination of designation or appointment.

**FN:** 25-400-2a

**Title:** Record locator and disposition files

**Authority:** GRS 16, Item 2a

**Privacy Act:** Not applicable.

**Description:** SF 135 (Records Transmittal and Receipt) and similar information listing records transferred or retired. Included is information used to locate and retrieve records stored in RHAs and information listing records retired to the FRC system. This regulation requires that one copy of each approved SF 135 listing records retired to an FRC be sent to HQ, USAISC, ATTN: ASQNA-OP-F, Alexandria, VA 22331-0301 where it is maintained in an Army-wide master inventory of all Army records in the FRC system.

**Disposition:** Destroy when all records listed thereon have been destroyed or when no longer needed for administrative or reference purposes.

**FN:** 25-400-2b

**Title:** Chargeout suspenses

**Authority:** GRS 23, Item 6

**Privacy Act:** Not applicable.

**Description:** Information maintained in records holding areas and in overseas record centers, reflecting chargeout and return dates for files on loan. Included are suspense slips, duplicate copies of DA Form 543, or equivalent forms.

**Disposition:** Withdraw and destroy when files covered thereby have been returned.

**FN:** 25-400-2c

**Title:** (Not used.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 25-400-2d

**Table B-10**  
**File category 25: Information management—Continued**

**Title:** Records disposition standard exceptions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting exception to records disposition standards authorized by responsible records management officials. Included are requests, approvals, and related information.

**Disposition:** Destroy on expiration of exception.

**FN:** 25-400-2e

**Title:** Office file numbers (Rescinded; use FN 1a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 25-400-2f

**Title:** Office record transmittals (Rescinded; use FN 1g.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 25-400-2g

**Title:** Records disposal authorizations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to authorization by Congress or the Archivist of the United States to destroy records. Included are studies, coordination actions, requests for authority to destroy records, archival appraisals, and approvals or disapprovals.

**Disposition:** Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.

**FN:** 25-400-2h

**Title:** Central files

**Authority:** NC1-AU-80-40

**Privacy Act:** Not applicable.

**Description:** These files relate to central files units established in the Office of the Secretary of the Army, Office of the Chief of Staff Army, and HQDA Staff Offices in the program to automate operations of the Army Staff. These file numbers can be used for the information accumulated in these units with the following exceptions: information relating to intelligence collections and individual military and civilian personnel type actions must be maintained under file numbers describing these actions found elsewhere in this regulation and large groupings of nonpermanent information covered by a single file number described elsewhere in this regulation. Examples of such files are individual financial transaction files; claims, patents, and court-martial files; and procurement transactions.

a. Information pertains to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization. Included is information relating to—

- (1) Routine approval actions.
- (2) Local office operations.
- (3) Equipment or system requests and procurement actions.
- (4) Routine budget and manpower actions.
- (5) Internal office management, travel, attendance at conferences.
- (6) Similar information.

b. Information pertaining to policy matters and to actions documenting the primary mission of the organization.

c. Machine-readable information providing an index to the central files.

(1) Master file indexing all documents added to the central files each year.

(2) Master file retained to support Army operations.

d. Manual indexes to the central files, if maintained.

(1) Indexes relating to the routine nonpolicy records described in a above.

(2) Indexes relating to the policy and primary mission records described in b above.

(3) Other copies of the index.

**Disposition:**

a. Organizations not converting the data to microform: Destroy after 10 years.

b. Organizations converting the data to microform (see description a above):

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**Table B-10****File category 25: Information management—Continued**

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- (1) Original microforms: Destroy after 10 years.  
(2) Other microform copies: Destroy when no longer needed for current operations.  
c. Organizations not converting the data to microform (see description b above): Permanent.  
d. Organizations converting the data to microform (see description b above):  
(1) Original documents converted to microform will be cut off annually and retired to WNRC with the next records shipment. Disposal is not authorized at this time. See note below.  
(2) Original microforms will be cut off annually and retained until publication of final disposition instructions in this regulation. These instructions will follow a determination by the National Archives of whether the updatable film is certified as archival. See note below.  
e. Permanent. Duplicate on tape annually and, in coordination with ASQNA-OP-F, transfer to the Machine Readable Archives, National Archives and Records Administration (see description c(1) above).  
f. Destroy when no longer needed for current operations (see description c(2) above).  
g. Destroy after 10 years (see description d(1) above).  
h. Permanent. Retain with the records to which they relate (see description d(2) above).  
i. Destroy when no longer needed for current operations (see description d(3) above).  
Note: Updatable microfilm, which has not been certified as archival, is used for this application. As a result, the paper from which the microfilm is produced must be retained as permanent until such time as the film is certified. If, or when, the National Archives certifies the updatable microfilm as archival, this disposition standard will be changed to provide for early destruction of the paper records. In the meantime, the paper records will be arranged in a logical sequence so that information can be easily retrieved from them while they are in the current files area and the WNRC.
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**B-11. File category 27: Legal services**

- a. Prescribing directives.*  
(1) AR 27-1, Judge Advocate Legal Service.  
(2) AR 27-3, Legal Assistance.  
(3) AR 27-10, Military Justice.  
(4) AR 27-20, Claims.  
(5) AR 27-40, Litigation.  
(6) AR 27-50, Status of Forces Policies, Procedures, and Information.  
(7) AR 27-60, Patents, Inventions, and Copyrights.  
(8) AR 27-70, Department of Defense Foreign Tax Relief Program.  
*b. Description.* These records concern judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs, international, foreign, procurement, and contract law, legal assistance for military personnel and their dependents, policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army, trials by courts-martial, including pretrial, trial, and post trial procedures, nonjudicial punishment, investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved. Current file numbers in category 27 are listed in table B-11. Rescinded file numbers in category 27 are listed in table B-12.
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**Table B-11****File category 27: Legal services**

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**FN:** 27**Title:** General legal services correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in

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**Table B-11****File category 27: Legal services—Continued**

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- charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to legal services which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)  
b. NONACTION: Matters relating to legal services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.  
**Disposition:**  
a. Destroy after 2 years.  
b. Destroy when no longer needed for current operations.
- 
- FN:** 27-1a  
**Title:** Legal opinions  
**Authority:** NC1-AU-77-119  
**Privacy Act:** A0027-1DAJA  
**Description:** Information showing legal opinions concerned with interpretations of statutes, laws, regulation, investigations, and similar legal matters.  
**Disposition:**  
a. General Counsel, Office Secretary of the Army (OSA), OTJAG, and Chief Counsel, OCE: Permanent.  
b. Other offices: Destroy on obsolescence.
- 

**FN:** 27-1b**Title:** Surety bond reviews**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cards on the review of surety bonds to ensure legal sufficiency.**Disposition:** Destroy 7 years after last entry on card.

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**FN:** 27-1c**Title:** Surety powers of attorney**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information showing the appointment of persons as attorneys-in-fact by surety companies, authorizing them to execute surety obligations.**Disposition:** Destroy 5 years after termination of power of attorney.

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**FN:** 27-1d**Title:** Appearance as counsel in civil court files**Authority:** NN-165-169**Privacy Act:** AO027-40dDAJA**Description:** Information on the appearance of military personnel and DA civilian employees as counsel before civil courts, administrative tribunals, regulatory bodies, or Government agencies. Included are the—

- a. Requests with supporting or related information, letters, and other information indicating coordination involved.  
b. Action taken on the requests.

Note: File the above information in the litigation file when the appearance concerns litigation involving or of interest to the Army.

**Disposition:** Destroy after 2 years.

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**FN:** 27-1i**Title:** Congressional real estate acquisition reports**Authority:** NC1-AU-79-28**Privacy Act:** Not applicable.**Description:** Information gathered in reporting to the Armed Services Committees on proposed acquisition of certain temporary and permanent interests in Army real property by fee, transfer, and lease. Included are retained copies of reports, related correspondence and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the committee.**Disposition:** Offices in charge of liaison between DA and Armed

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**Table B-11****File category 27: Legal services—Continued**

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Services Committee on real estate matters: Destroy 5 years after close of case.

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**FN: 27-1j****Title:** Congressional real estate disposal reports**Authority:** NC1-AU-79-29**Privacy Act:** Not applicable.**Description:** Information gathered in reporting to the Armed Services Committees on proposed disposal of certain temporary and permanent interests in Army real property by report to GSA, transfer to Federal or other public agencies, conveyance by the Secretary of the Army, or leasing. Included are retained copies of reports, related correspondence, and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the committee.**Disposition:** Offices in charge of liaison between DA and Armed Services Committee on real estate matters: Destroy 5 years after close of case.

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**FN: 27-1m****Title:** Tax negotiations**Authority:** To be determined.**Privacy Act:** To be determined.**Description:** Information on negotiations with Federal, State, or local tax authorities on such matters as tax refunds, tax exemptions, or the validity or applicability of taxes. Includes requests for authority to negotiate with tax authorities, approvals or disapprovals, reports of negotiations, documents reflecting legal advice, communications with tax authorities, tax litigation, and related documents.**Disposition:** Retain in the CFA until disposition instructions are published in this regulation.

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**FN: 27-1n****Title:** Law library vouchers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Vouchers, support papers, and voucher registers and inventory balance record of books.**Disposition:** Destroy after 2 years.

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**FN: 27-1p****Title:** Shelf list cards**Authority:** GRS 23 (7)**Privacy Act:** Not applicable.**Description:** Cards indicating that all books in the library are arranged in the order in which the books stand on the shelves, and reflecting item identification by classification, title, author, voucher numbers (additions or reductions), and other information necessary to facilitate the process of accountability.**Disposition:** Destroy after all items indicated thereon have been dropped from accountability records.

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**FN: 27-1q****Title:** Law library catalogs**Authority:** GRS 23, Item 7**Privacy Act:** Not applicable.**Description:** Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books on the shelves. Upon discontinuance of the facility or library, the current library card catalog files will be included in the transfer, if possible.**Disposition:** Destroy when related books have been permanently removed from the library collection.

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**FN: 27-1r****Title:** JAG legal education program**Authority:** NN-167-31 and NN-165-192**Privacy Act:** AO640-10cTAPC**Description:** Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's (TJAG) Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.

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**Table B-11****File category 27: Legal services—Continued**

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**FN: 27-3a****Title:** Legal assistance interview records**Authority:** N1-AU-88-8**Privacy Act:** A0027-3DAJA**Description:** Information consisting of personal data on each individual given legal assistance, name of the attorney consulted, summary of the problems considered, advice rendered, referrals made, and similar information.**Disposition:** Destroy after 5 years.

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**FN: 27-3b****Title:** Legal assistance cases**Authority:** NN-170-18**Privacy Act:** A0027-3DAJA**Description:** Information pertaining to legal matters of military personnel or their dependents. Included are correspondence, memorandums, opinions of legal assistance officers, and similar information.**Disposition:** Return to client at the conclusion of the case, unless legal assistance officer determines files should be retained in the legal assistance office. In such cases, destroy 5 years after completion of case, except selected opinions or memorandums withdrawn for use as precedence will be filed under FN 27-1a.

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**FN: 27-3c****Title:** Legal assistance operations**Authority:** NC1-AU-78-115**Privacy Act:** Not applicable.**Description:** Information on the general conduct and operation of the system for furnishing legal advice and assistance to military personnel and their dependents. Excluded are directives or instructions, which will be kept and disposed of as reference publication files.**Disposition:** Destroy after 20 years. Retire after 5 years.

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**FN: 27-3d****Title:** Pecuniary charge appeals**Authority:** NN-165-15**Privacy Act:** AO027-20SAFM**Description:** Information on the review, processing, and making of determinations in connection with appeals on the establishment of pecuniary charges. Pecuniary charges are established as a result of reports of survey covering loss of property, board proceedings covering losses or shortage in appropriated or nonappropriated funds, and proceedings on the loss of individual's property. Included are copies of reports of survey, copies of proceedings of boards, inquiries from and answers furnished the General Accounting Office (GAO), and similar information.**Disposition:** Destroy 10 years after close of case.

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**FN: 27-10a****Title:** Summary courts-martial**Authority:** NN-166-204**Privacy Act:** A0027-10bDAJA**Description:** These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence. For disposition of copies of records of trial by summary courts-martial with notations of action taken by supervisory authority, see AR 27-10, chapter 2. For disposition of copies kept in unit files according to RCM 1305(e), MCM 1984, see AR640-10 (Field 201 files, temporary information).**Disposition:**

a. Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The proper records center for retirement of these files is the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

b. Office of summary court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.

c. Other offices and TOE units: Destroy 1 year after notice of final action by the supervisory authority.

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**FN: 27-10b****Title:** Court-martial locators**Authority:** N1-AU-89-05**Privacy Act:** A0027-10aDAJA**Description:** Information used to control cases that are to be tried or have been tried by summary, special, and general courts-martial.

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**Table B-11****File category 27: Legal services—Continued**

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Included are index cards, registers, coding sheets and similar information.

**Disposition:**

- a. Office of the Judge Advocate General (OTJAG): Permanent. Retire to WNRC when no longer needed for current operations. Transfer to NARA at the same time case files are transferred.
  - b. Other offices: Destroy 3 years after completion of the case.
- 

**FN:** 27-10c**Title:** Special courts-martial**Authority:** II-NNA-2268**Privacy Act:** A0027-10bDAJA

**Description:** Trial records of special courts-martial, exclusive of special courts-martial involving bad conduct discharges referred to in FN27-10d. Included are individual case files of the formal record of trial, including special court-martial records and attachments, reports of action taken, similar information kept by the officer exercising immediate general court-martial jurisdiction over the command (as provided in RCM 1111(b) and (c), MCM 1984), copies of charge sheets and related information, correspondence from the officer exercising immediate general court-martial jurisdiction over the command, court-martial orders (the originals of which have been transferred to the officer exercising general court-martial jurisdiction), and similar information kept by special court-martial convening authorities.

**Disposition:**

- a. Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The proper records center for retirement of these files is the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.
  - b. Office of special court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.
  - c. Other offices and TOE units: Destroy 1 year after notice of final action by the supervisory authority.
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**FN:** 27-10d**Title:** Special courts-martial (BCD)**Authority:** NC1-AU-84-26**Privacy Act:** A0027-10bDAJA

**Description:** Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial which are sent to TJAG as prescribed in the Manual for Courts-Martial, United States, 1984, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities.

**Disposition:**

- a. OTJAG: Permanent. Retire 2 years after completion of appellate processing.
  - b. Office of Staff Judge Advocate of general court-martial jurisdiction and special court-martial convening authorities: Destroy retained copy of record of trial and related information after notification of completion of final action in OTJAG. Except when case has been sent to Court of Military Appeals for action and accused has been kept in the general court-martial jurisdiction, destruction will be accomplished after notification of final action by Court of Military Appeals. Before destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and kept in CFA for 3 years and then destroyed.
  - c. Other offices and TOE units: Destroy 1 year after notification of completion of final action.
- 

**FN:** 27-10e**Title:** General courts-martial**Authority:** NC1-AU-83-40**Privacy Act:** A0027-10bDAJA

**Description:** Trial records of general courts-martial, military commissions, and courts of inquiry. These originate at the various court-martial jurisdictions in the continental United States and overseas commands. Included are original records of the trial which are sent to TJAG as prescribed in the Manual for Courts-Martial, United States, 1984, copies of charge sheets and related information, reviews by staff

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**Table B-11****File category 27: Legal services—Continued**

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judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction.

**Disposition:**

- a. OTJAG: Permanent. Retire 2 years after completion of appellate processing.
  - b. Office of Staff Judge Advocate of general court-martial jurisdiction: Destroy retained copy of record of trial and related information after notification of completion of final action in OTJAG. When case has been sent to Court of Military Appeals for action and accused has been kept in the general court-martial jurisdiction, destroy the copy only after notification of final action by Court of Military Appeals. Before destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and kept in CFA for 3 years and then destroyed.
  - c. Other offices and TOE units: Destroy 1 year after notification of completion of final action.
- 

**FN:** 27-10f**Title:** Nonjudicial punishments**Authority:** NC1-AU-84-24**Privacy Act:** AO027-1DAJA

**Description:** Information and forms gathered for the Record of Proceedings under Article 15, Uniform Code of Military Justice (UCMJ), retained for monitoring nonjudicial punishment.

**Disposition:** Dispose of according to AR 27-10.

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**FN:** 27-10g**Title:** Deliveries to civil authorities**Authority:** NN-165 170**Privacy Act:** AO027-1DAJA

**Description:** Information on the delivery of members of the Armed Forces accused of crimes to civil authorities for trial. Included are copies of requests, indictments, presentments, information or warrants, agreements to return members to military control, denials with reasons, and related information.

**Disposition:** Destroy after 2 years or on final disposition of the matter, whichever is first.

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**FN:** 27-10h**Title:** Court-martial statistics**Authority:** NC1-AU-78-26**Privacy Act:** Not applicable.

**Description:** Information on the preparation and compilation of statistical data on cases processed by military courts. Included are reports of summary and special court-martial cases prepared by staff judge advocates at general court-martial jurisdictions, based on records of trial by summary and special courts-martial received from convening authorities, related statistical data prepared by OTJAG, and similar information.

**Disposition:**

- a. OTJAG: Permanent.
  - b. Offices of staff judge advocates at general court-martial jurisdictions: Destroy after 5 years. Keep in CFA.
  - c. Other offices and TOE units: Destroy after 1 year.
- 

**FN:** 27-10j**Title:** Witness appearances**Authority:** NN-165-169**Privacy Act:** A0027-10cDAJA

**Description:** Information on requests for military personnel and DA civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting information, letters, electronically transmitted messages, personnel action forms, and other information indicating action taken on the requests.

**Disposition:** Destroy after 2 years.

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**FN:** 27-10k**Title:** Court-martial operating policies**Authority:** NC1-AU-78-26**Privacy Act:** Not applicable.

**Description:** Record copies of policy books and standing operating procedures on the conduct of general, special, and summary courts-martial.

**Disposition:** Permanent. Retire on supersession or obsolescence.

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**Table B-11****File category 27: Legal services—Continued**

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**FN:** 27-10m**Title:** Petitions under Article 73, UCMJ**Authority:** NC1-AU-76-19**Privacy Act:** AO027-10bDAJA**Description:** Information on petitions for new trial in general, special, or summary court-martial cases. Included are petitions, memorandum opinions, records of TJAG action, court-martial orders, and similar information.**Disposition:** Destroy 10 years after final action.

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**FN:** 27-10n**Title:** Applications under Article 69, UCMJ**Authority:** NC1-AU-76-19**Privacy Act:** AO027-10bDAJA**Description:** Information on applications for relief from conviction by general court-martial (not reviewable under Article 66), or summary court-martial. Included are applications, memorandum opinions, records of TJAG action, court-martial orders, and similar information.**Disposition:** Destroy 10 years after final action.

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**FN:** 27-10s**Title:** Army war crimes reports**Authority:** NC1-AU-85-43**Privacy Act:** Not applicable.**Description:** Reports pertaining to investigations, trials, statements, interrogations, testimonies, exhibits, and related information.**Disposition:** Permanent.

---

**FN:** 27-10t**Title:** Army Court-Martial Management Information System (ACMIS)**Authority:** N1-AU-88-02**Privacy Act:** AO027-10bDAJA**Description:** System provides for the efficient collection, manipulation, and presentation of data associated with Army courts-martial. System includes data on docket entries, the accused, alleged offenses, trials and decisions, and sentences.**Disposition:**

- a. Master file of historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), offer a copy to the NARA every 5 years or immediately before purging, whichever is sooner.
- b. Input data tapes and paper records: Destroy when no longer needed for current operations.
- c. Output data and reports: Permanent. Retire under FN 27-10h.
- d. System documentation: Permanent. Transfer a copy to NARA with master file.

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**FN:** 27-10u**Title:** Court-Martial and Disciplinary Information Management Systems(CDIMIS)**Authority:** N1-AU-88-03**Privacy Act:** AO027-10bDAJA**Description:** System provides for the efficient collection, manipulation, and presentation of data associated with Army courts-martial. System includes data on docket entries, the accused, alleged offenses, trial and decisions, sentences, and verdict and sentence modifications.**Disposition:**

- a. Court Record Files:
  - (1) Master file and historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), immediately offer to the NARA.
  - (2) Input data tapes and paper records: Destroy when no longer needed for current operations.
  - (3) Output data and reports: Permanent. Retire under FN27-10h.
  - (4) Systems documentation: Permanent. Transfer copy to NARA with master file.
- b. Convening Authority Files:
  - (1) Master file and historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), immediately offer to the NARA.
  - (2) Input data tapes and paper records: Destroy when no longer needed for current operations.
  - (3) Output data and reports: Permanent. Retire under FN27-10h.
  - (4) Systems documentation: Permanent. Transfer copy to NARA with master file.

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**FN:** 27-20a**Title:** Personal property claims**Authority:** NN-173-91

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**Table B-11****File category 27: Legal services—Continued**

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**Privacy Act:** A0027-20aDAJA**Description:** Case files on claims against the Government by members of the Army and the Army National Guard, by civilian employees of the Army, and the Department of Defense (DOD) for damage, loss, or destruction of personal property incident to their service.**Disposition:** OTJAG: Destroy 10 years after final action on the case.

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**FN:** 27-20b**Title:** Foreign claims**Authority:** NN-173-91**Privacy Act:** Not applicable.**Description:** Case files on claims against the U.S. by inhabitants of a foreign country or by a foreign government or a political subdivision for—

- a. Damage, loss, or destruction of private property.
- b. Personal injury or death caused by Army military personnel or civilian employees stationed in the country concerned.

**Disposition:** Command Claims Services: Destroy 10 years after final action on the case.

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**FN:** 27-20c**Title:** Local foreign claims**Authority:** NN-173-91**Privacy Act:** Not applicable.**Description:**

- a. Case files on claims arising in foreign countries for—
  - (1) Personal injury or death.
  - (2) Damage, loss, or destruction of public or private property.
  - (3) Any connection with provisions of contracts, leases, or other instruments.
- b. They are limited to those claims which cannot be settled under Army regulations. Also, they must be settled under local laws, regulations, or agreements.

**Disposition:** Destroy 10 years after final action on the case.

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**FN:** 27-20d**Title:** Claim journals and indices**Authority:** NC1-AU-83-43**Privacy Act:** A0027-20aDAJA**Description:** Information used for recording pertinent information on each event on an actual or possible claim, and cross-indexes of incidents entered in the claims journal.**Disposition:**

- a. OTJAG: Destroy after 6 years.
- b. Other offices: Destroy after 5 years.

---

**FN:** 27-20e**Title:** Claim reports**Authority:** NC1-AU-83-41**Privacy Act:** A0027-20aDAJA**Description:** Information containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are: copies of reports kept by reporting offices, report consolidations and summaries prepared or kept by OTJAG, information directly related to the reports.**Disposition:**

- a. OTJAG: Destroy when no longer needed for current operations.
- b. Other offices: Destroy after 2 years.

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**FN:** 27-20f**Title:** Claim investigation reports**Authority:** NN-163-152 and GRS 6, Item 10a**Privacy Act:** A0027-20aDAJA**Description:** Information showing the results of investigation of accidents and incidents which could, but do not, cause the filing of a claim. Included are investigation reports, marine casualty investigation reports, statements of witnesses, and related information.**Disposition:**

- a. Reports on possible claims against the Government:
  - (1) Cases involving medical malpractice: Destroy 10 years after date of incident.
  - (2) All other cases: Destroy 6 years, 3 months after date of incident.
- b. Reports on possible claims in favor of the Government on which no claim exists: Destroy after 6 years, 3 months.

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**FN:** 27-20g**Title:** Tort claims

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**Table B-11****File category 27: Legal services—Continued**

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**Authority:** NN-173-91**Privacy Act:** A0027-20bDAJA**Description:** Case files on tort claims against the Army for damage, loss, or destruction of private property, personal injury or death resulting from negligence of wrongful acts, or omission of acts by military personnel and civilian employees.**Disposition:** OTJAG: Destroy 10 years after final action on the case.

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**FN:** 27-20h**Title:** Noncombat activity claims**Authority:** NN-173-91**Privacy Act:** AO027-20aDAJA**Description:** Case files on claims against the Government for personal injury or death or for damage, loss, or destruction of personal and real property caused by Army and Army National Guard military personnel and civilian employees involved in noncombat activities.**Disposition:** OTJAG: Destroy 10 years after final action on the case.

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**FN:** 27-20i**Title:** Nonscope of employment claims**Authority:** NN-173-91**Privacy Act:** AO027-20aDAJA**Description:** Case files on claims against the Government not recognizable under any other provision of law. The claims are settled under the act of 9 October 1962 (Stat. 767) for damage to, or loss of property, personal injury or death caused by a member of the Army or a civilian employee of the Army. These are case files on claims which arose on and after 9 October 1962 incident to the use of a vehicle of the United States at any place, or any other property of the U.S. on a Government installation.**Disposition:** OTJAG: Destroy 10 years after final action on the case.

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**FN:** 27-20j**Title:** Nonappropriated fund claims**Authority:** NN-173-91**Privacy Act:** AO027-20aDAJA**Description:** Case files on claims against nonappropriated fund activities for damage, loss, or destruction of property, and personal injury or death.**Disposition:** OTJAG: Destroy 10 years after final action on the case.

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**FN:** 27-20k**Title:** Army property damage claims**Authority:** NN-173-91 and GRS 6, Item 10a**Privacy Act:** A0027-20cDAJA**Description:** Case files on claims in favor of the Army for damage, loss, or destruction of Army property.**Disposition:**

a. OTJAG:

(1) Collected claims: Destroy 10 years after final action on the case.

(2) Uncollected claims: Destroy 10 years after completion of litigation or 6 years, 3 months after determination that the case will not be prosecuted.

b. Other offices: Destroy locally settled cases 6 years, 3 months after final action or 2 years after determination that case is not collectible.

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**FN:** 27-20m**Title:** Medical expense claims**Authority:** NN-173-91 and GRS 6, Item 10a**Privacy Act:** A0027-20dDAJA**Description:** Case files on claims in favor of the Army for the cost of medical care furnished authorized persons for injuries or diseases caused by wrongful or negligent acts or omissions of third parties.**Disposition:**

a. OTJAG:

(1) Collected claims: Destroy 10 years after final settlement.

(2) Uncollected claims: Destroy 10 years after completion of litigation or 6 years, 3 months after determination that the case will not be prosecuted.

b. Other offices: Destroy locally settled cases 6 years, 3 months after final action or 2 years after determination that case is not collectible.

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**FN:** 27-20n**Title:** Article 139 claims**Authority:** NN-163-152**Privacy Act:** A0027-20aDAJA

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**Table B-11****File category 27: Legal services—Continued**

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**Description:** Case files on claims against military personnel under article 139 of the UCMJ. These claims arise from riotous, violent, or disorderly conduct which results in damage to or loss of private property.**Disposition:** Destroy after 10 years.

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**FN:** 27-20p**Title:** NATO claims**Authority:** NN-173-91**Privacy Act:** A0027-20aDAJA**Description:** Case files on claims for damage, loss, or destruction of real and personal property, or personal injury or death, caused by North Atlantic Treaty Organization (NATO) foreign nationals in the U.S. or its territories. (Claims against U.S. forces stationed in NATO countries are settled by and under the laws of the country concerned.)**Disposition:** OTJAG: Destroy 10 years after final action on the case.

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**FN:** 27-20q**Title:** Maritime claims**Authority:** NN-173-91**Privacy Act:** AO027-20aDAJA**Description:** Case files in favor of or against the Army for salvage or towage of maritime property, damage, loss or destruction of property, or personal injury or death. Includes claims arising from violations of 33 USC 408.**Disposition:** OTJAG: Destroy 10 years after final action on the case.

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**FN:** 27-20t**Title:** Agency claims**Authority:** NN-166-204**Privacy Act:** AO026-20aDAJA**Description:** Copies of case files or components which are kept by DA Staff agencies, certain MACOMs, and engineer divisions which relate to claims arising at subordinate installations.**Disposition:** Destroy after 10 years.

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**FN:** 27-20v**Title:** Personal property claims reimbursements**Authority:** NC1-AU-79-20**Privacy Act:** AO027-20aDAJA**Description:** Information accumulated by offices responsible for determining the validity of claims for reimbursement for personal property shipments when charges are paid by the individual.**Disposition:** Office responsible for making determination: Destroy after 3 years.

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**FN:** 27-40a**Title:** Civilian personnel litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA**Description:** Information on actual or potential legal proceedings brought against the United States by civilian employees in which the Army, including its instrumentalities, has an interest. This specifically includes cases involving discrimination (for example, sex, race, national origin, age, handicap), reductions-in-force, adverse actions, disciplinary terminations, removals, installation closings, union challenges to contracting-out decisions, and all litigation brought in foreign courts. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.**Disposition:**

a. U.S. Army Legal Services Agency (USALSA), OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to, or result in significant changes in, Army organization or policies; pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

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**FN:** 27-40b

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**Table B-11****File category 27: Legal services—Continued**

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**Title:** General litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA**Description:** Information on actual or potential legal proceedings brought against the United States in which the Army, including its instrumentalities, has an interest. Specifically, cases involving contracts, bankruptcies, the Freedom of Information Act, the Privacy Act, the Uniformed Services Former Spouses Protection Act, and other miscellaneous laws. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

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**FN:** 27-40c**Title:** Military personnel litigation case files:**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA**Description:** Information on actual or potential legal proceedings brought against the United States involving military operations, policy, and Army military personnel in which the Army, including its instrumentalities, has an interest. Specifically, cases involving military operations, promotion procedures, reenlistment policies, discharge characterizations, administrative discharges, collateral attacks on courts-martial, retirement and back pay claims, certain constitutional tort cases, and conscientious objector cases. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and outside the Federal Government, and related information.**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

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**FN:** 27-40d**Title:** Tort litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA**Description:** Information on actual or potential legal proceedings brought against the United States under the Federal Tort Claims Act, in which the Army, including its instrumentalities, has an interest. Specifically, tort-related litigation against DA and DOD personnel, and tort litigation arising under other laws including the Medical Care Recovery Act. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.**Disposition:**

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**Table B-11****File category 27: Legal services—Continued**

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a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

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**FN:** 27-40e**Title:** Environmental litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA**Description:** Information on actual or potential legal proceedings brought against the United States under environmental statutes in which the Army, including its instrumentalities, has an interest. This specifically includes redress under the Comprehensive Environmental Response, Compensation, and Liability Act, Resource Conservation and Recovery Act, National Environmental Policy Act, and other environmental statutes. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy 30 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree or other court order.

Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree, or other court order.

c. Other offices: Destroy 6 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree or other court order.

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**FN:** 27-40f**Title:** Procurement fraud litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA**Description:** Information on actual or potential legal proceedings involving fraud or corruption in defense contracts in which the Army, including its instrumentalities, has an interest. Included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy

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**Table B-11****File category 27: Legal services—Continued**

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10years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

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**FN:** 27-40g

**Title:** Legal representation case files

**Authority:** NC1-AU-77-12

**Privacy Act:** A0027-40DAJA

**Description:** Information on actual or potential litigation brought against Government officers and officials in their individual capacities arising out of acts or omissions committed by them in the course of their official duties. Representation case files do not include proceedings against the U.S. or its instrumentalities. Included are advisory reports, investigative reports, litigation reports, pleadings, communications with Army Staff agencies, commands, and activities, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

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**FN:** 27-40i

**Title:** Judicial information release files

**Authority:** NN-165-31

**Privacy Act:** Not applicable.

**Description:** Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers. To the extent possible, file these papers in the particular file to which the information release pertains (for example, the proper personnel, patent, litigation, or claim file).

**Disposition:**

a. Safeguarded information: Destroy after 10 years.

b. Nonsafeguarded information: Destroy after 2 years.

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**FN:** 27-50a

**Title:** Country law studies

**Authority:** NC1-AU-78-25

**Privacy Act:** Not applicable.

**Description:** Information on the preparation of studies showing an examination of the substantive and procedural criminal laws of each foreign country in which regularly stationed U.S. military forces are subject to the criminal jurisdiction of foreign authorities, and comparisons with procedural safeguards of a fair trial in the United States.

**Disposition:**

a. Offices of officers designated as "Commanding Officer" for each country concerned: Permanent. Retire on supersession or obsolescence.

b. Other offices: Destroy on supersession or when no longer needed for reference.

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**FN:** 27-50b

**Title:** Foreign jurisdiction cases

**Authority:** NC1-AU-77-128

**Privacy Act:** A0027-50DAJA

**Description:** Information on civil or criminal trial and confinement of persons subject to the court-martial jurisdiction of the Army or of civilian employees of the DOD and dependents by foreign courts or foreign administrative agencies. Included are individual case reports on the exercise of criminal jurisdiction by foreign tribunals, trial observer reports, requests for provision of counsel, records of trials, requests for local authorities to refrain from exercising their criminal jurisdiction,

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**Table B-11****File category 27: Legal services—Continued**

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communications with staff judge advocates, DA, diplomatic missions, and other organizations.

**Disposition:** OTJAG and overseas commands, where applicable: Destroy after 30years. Cut off yearly following acquittal, fine, reprimand, dropping of charges, or on completion of sentence, as applicable.

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**FN:** 27-50c

**Title:** Foreign jurisdiction reports

**Authority:** NC1-AU-83-42

**Privacy Act:** Not applicable.

**Description:** Information on the exercise of criminal jurisdiction by foreign courts over U.S. Army personnel. Included are summary reports on the exercise of foreign jurisdiction, commanders' evaluating reports on the effect of local jurisdiction on the accomplishment of their missions, reports on the number of cases in which funds were expended, and total expenditures for payment of counsel fees, provision of bail, court costs, and other expenses, reports concerning personnel who are confined in foreign penal institutions, reports of results of visits to confined personnel, and actions taken, consolidations and summaries of the above reports, reports showing lists and summaries of the most important cases pending, and similar reports or consolidations prepared by OTJAG.

**Disposition:**

a. OTJAG:

(1) Consolidations and summaries: Permanent.

(2) Feeder reports: Destroy on extraction or consolidation of the contained data.

b. Other offices: Destroy 3 years after completion of the next report.

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**FN:** 27-60a

**Title:** Intellectual property opinions

**Authority:** NN-164-30

**Privacy Act:** A0027-60DAJA

**Description:** Information on interpreting or rendering opinions on all matters of invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in the 27-60 series of records.

**Disposition:** Destroy on supersession or obsolescence.

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**FN:** 27-60b

**Title:** Patent application security reviews

**Authority:** NC1-AU-79-55

**Privacy Act:** Not applicable.

**Description:** Information on reviewing the security of patent applications, placing applications under secrecy, modifying secrecy orders, and withdrawing applications from secrecy by the Invention Secrecy Act, 35 USC 181-188. Note: Files gathered by the office in charge of prosecuting the patent application will be filed in the patent application or patented file, as appropriate.

**Disposition:**

a. Secretary, Armed Services Patent Advisory Board: Destroy 20 years after rescission of secrecy order.

b. Other offices: Destroy on supersession or obsolescence.

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**FN:** 27-60c

**Title:** Rights in employee inventions

**Authority:** NN-164-30

**Privacy Act:** A0027-60DAJA

**Description:** Information on administration of the policy for disposition of rights in inventions of Government employees according to Executive Order (EO) 10096, 23 Jan 50, as changed by EO 10930, 24 Mar 61, or any other provision of law or regulation. Included is information on appeal, reconsideration of agency determinations, and decisions of the Commissioner of Patents.

Note: Information on specific inventions is gathered by the office originating the patented file. File this information in the invention disclosure, patent application, or patented file, as appropriate.

**Disposition:**

a. OTJAG and originating office: Destroy after 25 years. PIF on expiration of appeal period or after receipt of confirmatory license or assignments and cut off at the end of that year.

b. Other offices: Destroy after 2 years.

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**FN:** 27-60d

**Title:** Foreign patent filings

**Authority:** NN-164-30

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**Table B-11****File category 27: Legal services—Continued**

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**Privacy Act:** A0027-60aDAJA**Description:** Information on the filing of foreign patent applications by the U.S. or by another party on behalf of the U.S. wherein the U.S. has or obtains rights in the foreign patent. Included is information generated in the cooperative cross-filing of foreign patent applications by governments and issued foreign patent, if any. (Information in this category gathered by the office in charge of patent prosecution of U.S. patent applications will be filed in the patent application or patented file, as appropriate.)**Disposition:**

- a. OTJAG: Destroy after 25 years. Cut off yearly after patenting or abandonment of foreign patent application.
  - b. Other offices: Destroy 2 years after completion of action.
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**FN:** 27-60e**Title:** Patent and data munition controls**Authority:** NN-164-30**Privacy Act:** Not applicable.**Description:** Information on legal problems usually involving patents, technical data, or other proprietary rights under munitions control. Included are copies of foreign licenses or technical assistance agreements, the coordinating actions or review comments, and directly related information.**Disposition:**

- a. Cases involving licenses and technical assistance agreements: Destroy after 20 years.
  - b. Other cases: Destroy after 2 years.
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**FN:** 27-60f**Title:** Patent licenses and assignments**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information evidencing interests of the Government in or under patents or applications for patents procured on behalf of the Army. It also includes those needed to be recorded on the Register of Government Interests in Patents and Applications for Patents in the U.S. Patent Office. Included are copies of licenses, assignments, other instruments, and letters of transmittal, not included are administration of, or operation under, license agreement and follow-up programs, investigations of license proffers, and negotiations of license agreements.**Disposition:**

- a. OTJAG: Destroy after 25 years. Retire after 5 years.
  - b. Other offices: Destroy after 2 years.
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**FN:** 27-60g**Title:** Government-owned patent licensing files**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information on the granting of licenses on Government-owned patents. Included are requests for licenses, the coordinating actions, retained copies of the licenses, and communications on the licensing arrangements. Note: Information of this category gathered by the office originating the patented file will be filed in the proper patented file.**Disposition:**

- a. OTJAG: Destroy after 20 years.
  - b. Other offices: Destroy after 2 years.
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**FN:** 27-60h**Title:** Copyright licenses and assignments**Authority:** NC1-AU-84-38**Privacy Act:** A0027-60aDAJA**Description:** Information showing interests of the Government in or under copyrights procured or obtained on behalf of the DA whether or not recorded in the Office of the Register of Copyrights. Included are copies of copyright license and assignments and other instruments.**Disposition:** Destroy after 150 years. Retire when no longer needed for current operations.**FN:** 27-60i**Title:** Government copyright and trademark license grants**Authority:** NC1-AU-84-37**Privacy Act:** A0027-60aDAJA**Description:** Information on all phases of the granting of licenses on Government-owned copyrights, trademarks, service marks, and related

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**Table B-11****File category 27: Legal services—Continued**

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**items.** Included are requests for information, the coordinating actions, copies of license grants, communications, follow-up actions taken by the Government on the licensing arrangements, and information in which clearances are granted, opinions are expressed that licenses are not needed, and the use of certain material or procedures does not infringe on Government regulated rights.**Disposition:** Destroy after 150 years. Retire when no longer needed for current operations.**FN:** 27-60j**Title:** Data releases**Authority:** NN-164-30**Privacy Act:** Not applicable.**Description:** Information on clearance of data (other than motion pictures) with respect to copyrights and the Government's rights in the data, for limited purposes or as a general release but, in either event, not for procurement purposes. Included are requests for release or clearance of data, the coordinating actions, information containing clearances or releases, and related information.**Disposition:** Destroy after 20 years.**FN:** 27-60k**Title:** Popular names clearances**Authority:** NN-170-18**Privacy Act:** Not applicable.**Description:** Information on clearance of popular names being considered for adoption as designations for Army equipment.**Disposition:** Destroy after 20 years.**FN:** 27-60m**Title:** Patent dockets**Authority:** NC1-AU-78-120**Privacy Act:** A0027-60aDAJA**Description:** Information used to control the flow of, or work on, invention disclosures, patent applications, patents, and related matters.**Disposition:** Destroy after 40 years in CFA.**FN:** 27-60n**Title:** Invention disclosures**Authority:** NN-164-30**Privacy Act:** Not applicable.**Description:** Information on invention disclosures submitted by Government employees and contractors or sources outside the Government on which a patent application may be filed. Included are invention disclosures, drawings, patentability search reports, evaluation reports, recommendations for disposal, copies of publication of disclosures, information showing disposal by transfer to another agency, and related correspondence. They do not include disclosures on which a contractor will keep a patent application or has obtained a patent (patent right follow-up files). Note: When an invention is processed for patenting, the disclosure will be withdrawn and filed in the patent application files. The invention disclosure file will include only those disclosures on which patent applications were not filed.**Disposition:** Destroy after 25 years. Cut off yearly after publication or other disposition, or after decision not to file a patent application.**FN:** 27-60p**Title:** Patent applications**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information showing application to the U.S. Patent Office for a patent. Included are the patent application with the related disclosure and all amendments, petitions, appeals, interferences, and related correspondence. Note: When a patent is issued, withdraw the related application file and file it in the patented files. This file will include only abandoned patent applications with related disclosures.**Disposition:** Destroy after 25 years. Cut off yearly after abandonment.**FN:** 27-60q**Title:** Patented files**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information on those cases in which a patent was issued but excluding inventions patented by contractors. Included are the related invention disclosure and patent application, and other information on the patented invention.

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**Table B-11****File category 27: Legal services—Continued**

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**Disposition:** Destroy after 25 years. Cut off yearly after the issuance of the patent.

**FN:** 27-60r

**Title:** Copyright assistance files

**Authority:** NN-170-18

**Privacy Act:** A0027-60aDAJA

**Description:** Information on copyright assistance rendered to Government employees. Included are applications, prosecution information, and related correspondence.

**Disposition:** Destroy after 20 years.

**FN:** 27-60s

**Title:** Trademark soliciting and opposition files

**Authority:** NC1-AU-78-105

**Privacy Act:** Not applicable.

**Description:** Information on actions which may or are intended to bar the solicitation, registration, or grant of a trademark, service mark, trade name collective mark, or certification mark. This prevents future opposition to Army use of the mark. Included are communications with the Trademark Examiner, U.S. Patent Office, communications with private concerns and persons regarding the use of such marks, and related information.

**Disposition:** Destroy on supersession, obsolescence, or when no longer needed for reference.

**FN:** 27-60t

**Title:** Proffer and infringement claims dockets

**Authority:** NC1-AU-78-120

**Privacy Act:** A0027-60bDAJA

**Description:** Information used to locate, control, or coordinate individual patent license, copyright, or data proffers, and infringement or misuse claims.

**Disposition:** Destroy after 40 years in CFA.

**FN:** 27-60u

**Title:** Government asserted claims

**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information on the administrative assertion of claims by the Government for the improper or unauthorized use of Government-owned rights in intellectual property. Included are claims against indemnitors for recoupment of patent infringement liabilities and information showing actions taken to prevent or stop improper use of DA or Government copyrights, trademarks, service marks, or similar items.

**Disposition:** Destroy after 25 years.

**FN:** 27-60v

**Title:** Infringement allegations

**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information on allegations of infringement or misuse of patents, copyrights, trademarks, and data which are not recognizable as formal claims under Federal Acquisition Regulation (FAR) and the DOD Supplement thereto. Included are inquiries, investigations, and other reports and communications concerning the allegations.

**Disposition:** Destroy after 30 years. Cut off yearly after completion of action.

**FN:** 27-60w

**Title:** Patent license proffers

**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information on the investigation and disposition of patent license proffers handled under AR 27-60, chapter 9. Included are communications on proffered licenses or assignments, requests for clearances and clearance to consider and process licenses or assignments on behalf of the DA, the coordinating actions, and preliminary and final reports of consideration or settlement.

Note: When data licensing is also involved, file the case under the dominant interest.

**Disposition:** Destroy after 30 years. Cut off yearly on obtaining the license or on rejection of, or refusal to, license.

**FN:** 27-60x

**Title:** Patent administrative claims

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**Table B-11****File category 27: Legal services—Continued**

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**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information on the investigation and settlement or other disposition of administrative claims that need clearance under AR27-60, chapter 8, which are based on infringement or misuse of patents or violations of contracts concerning the use of patents, and on the Invasion Secrecy Act or Foreign Assistance Act. Included are communications regarding the claim, request for clearances to investigate and settle the claim, the coordinating actions, and preliminary and final reports of investigation and settlement of the claim.

**Disposition:** Destroy after 30 years. Cut off yearly following settlement or denial of the claim.

**FN:** 27-60y

**Title:** Patent infringement litigations

**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information on litigation by or against the U.S. in the Court of Claims, District Courts, or other courts on claims for patent infringement, misuse of patents, or enforcement of agreements and other claims arising from patent problems, regardless of cause. Included are communications with, and reports to, the Department of Justice and information concerned with giving information to that department for defense or prosecution of the suit.

**Disposition:** Destroy after 30 years. Cut off yearly following termination of litigation.

**FN:** 27-60z

**Title:** Data licensing

**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information used to obtain license rights (by the Government) in privately owned data with or without an accompanying agreement for procurement of the data itself (except where data is procured as an item under a supply or research and development contract). Note: When license rights under patents are also involved, file the case under the dominant interest.

**Disposition:** Destroy after 30 years. Cut off yearly after completion of action.

**FN:** 27-60aa

**Title:** Data litigation

**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information on litigation alleging misuse of data whether the right to recover is alleged to be based on contract or otherwise. Included are communications with data owners, other patent activities, and the Department of Justice, investigation reports, and related information.

**Disposition:** Destroy after 30 years. Cut off yearly on completion of litigation.

**FN:** 27-60bb

**Title:** Copyright licensing assistance

**Authority:** NN-164-30

**Privacy Act:** A0027-60aDAJA

**Description:** Information on advice and assistance provided in obtaining licenses for Army use of copyright material. Included are reports on cases in which the copyright owner cannot be located or withholds his or her consent, comments or opinions concerning proposals to obtain free licenses or to purchase licenses, and related information. Not included are copyrights obtained as a part of a contract for procurement of data.

**Disposition:** Destroy after 30 years. Cut off yearly on completion of action.

**FN:** 27-60cc

**Title:** Copyright infringement claims

**Authority:** NN-164-30

**Privacy Act:** A0027-60bDAJA

**Description:** Information on investigation and disposition of administrative claims for copyright infringement handled under AR 25-30 or other pertinent instructions. Included are communications with claimants, copies of written consent, if given, statements concerning the origination and proposed use of the materials, and related information.

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**Table B-11****File category 27: Legal services—Continued**

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**Disposition:** Destroy after 30 years. Cut off yearly on completion of action.

**FN:** 27-60dd

**Title:** Copyright infringement litigation

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on litigation by or against the U.S. based on copyright infringement, misuse of copyrights, enforcement of agreements, and comparable claims arising from copyright problems regardless of causes. Included are communications with and reports to the Department of Justice and information concerned with providing information to that department for defense or prosecution of suits.

**Disposition:** Destroy after 30 years. Cut off yearly on completion of litigation.

**FN:** 27-60ee

**Title:** Infringement legislative claims

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on investigations in connection with processing proposed legislation or bills for private relief of persons because of rights of persons in inventions, patents, copyrights or data. Included are reports of investigations, comments or recommendations on the proposed bills, copies of jurisdictional bills, or bills for the award of money, and related correspondence.

**Disposition:** Destroy after 35 years. Cut off yearly after completion or expiration of pendency of the bill.

**FN:** 27-60ff

**Title:** License executory files

**Authority:** NN-164-30

**Privacy Act:** AO027-60aDAJA

**Description:** Information on the administration of executory portions of patent licenses, assignments, or other agreements with the Government (for example, administration and monitoring of provisions for running royalties, royalty ceilings, royalty adjustments, and modifications of contract terms). Included are royalty quotations and reports, information containing recommendations for proper action, and related information.

**Disposition:** Destroy after 20 years. Cut off yearly on expiration of the agreement.

**FN:** 27-60gg

**Title:** Patent right follow-ups

**Authority:** NN-164-30

**Privacy Act:** AO027-60aDAJA

**Description:** Information on the follow-up on contracts having patent rights clauses to identify inventions in which the Government may have an interest and to obtain rights thereon for the Government. Included are interim and final reports listing inventions made under the contract or certifications that no inventions were made, investigation reports, communications containing recommendations and opinions, and related information. They do not include information on patent soliciting resulting from the Government's acquisition of an invention disclosure with right to file a patent application.

**Disposition:** Destroy after 25 years. PIF on completion of action and cut off at the end of that year.

**FN:** 27-60hh

**Title:** Patent and data contract reviews

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information showing the review and approval of contracts, invitations to bid, request for quotations for appropriateness and conformity with laws and regulations, policy governing inventions, patents, copyrights, data, or similar intellectual property. Included are information containing opinions, comments, and recommendations, and information showing interpretations of provisions in proposed or existing contracts. It does not include files described elsewhere in this section.

**Disposition:** Destroy after 8 years, except opinions and interpretations will be destroyed on supersession or obsolescence.

**FN:** 27-60ii

**Title:** Intellectual property clause deviations

**Authority:** NC1-AU-79-53

**Privacy Act:** Not applicable.

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**Table B-11****File category 27: Legal services—Continued**

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**Description:** Information on requests for, and approval or disapproval of, deviation from standard procurement contract clauses. These clauses pertain to inventions, patents, copyrights, trademarks, data, or similar intellectual property required by regulation to be included in the contract. Included are information used to support and justify such requests (for example, memorandums of the facts respecting the proposed contract and prospective contractor, and of precedent and policy pertinent to the particular case). Information gathered by contracting officers administering contracts will be filed with the related contract.

**Disposition:**

- Offices having Army-wide responsibility: Destroy 10 years after approval or disapproval of deviation.
- Office of headquarters of major commands: Destroy on supersession or obsolescence.
- Other offices: Destroy after 6 years, except that information filed with related contracts will be destroyed with the related contract.

**FN:** 27-60jj

**Title:** Royalties

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on considerations, investigations, negotiations, or other actions taken to reduce or recoup royalties paid or to be paid (by the contractor to the owner) for use of patents, copyrights, or other data under procurement contracts. Included are investigative reports, opinions, and related information.

**Disposition:** Destroy after 20 years. Cut off yearly on completion of action.

**FN:** 27-60kk

**Title:** Request for greater rights

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on decisions on contractors' requests for greater rights in inventions under contracts containing patent rights clauses of the title or deferred type.

**Disposition:** Destroy after 20 years.

**FN:** 27-60mm

**Title:** Procurement data clearances

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on legal clearance of data for use in procurement, but not information on search resulting from proffers and infringement claims. Included are reports of search and similar information.

**Disposition:** Destroy after 20 years.

**FN:** 27-60nn

**Title:** Intellectual property foreign procurements

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on inventions, patent, copyright, and data aspects of the placement and administration of contracts for, or on behalf of, a foreign government with U.S. or foreign contractors. Included are information containing opinions and recommendations, communications with foreign owners of intellectual property, and related information.

**Disposition:** Destroy after 20 years.

**FN:** 27-60pp

**Title:** Intellectual property international agreements

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on all phases of the acquisition of inventions, patents, data, or copyrights from foreign, private, or governmental sources, but not information on specific claims or proffers. Included are comments on terms of technical agreements and rights clauses, copies of technical agreements, and related information.

**Disposition:** Destroy after 25 years.

**FN:** 27-60qq

**Title:** Intellectual property private litigations

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on all phases of Government monitoring,

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**Table B-11****File category 27: Legal services—Continued**

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supplying information for, or other participation in, private litigation on patent, copyright, or data rights. Included are requests for approval and approvals to release the information and related communications.

**Disposition:** Destroy after 20 years. Cut off yearly after termination of litigation.

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**FN:** 27-60rr

**Title:** Installation intellectual property procurements

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** These files consist of information described in FNs 27-60hh through 27-60rr. This file number may be used by patent activities when (because of limited volume) it is impractical or uneconomical to establish separate files.

**Disposition:** Destroy after 25 years.

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**FN:** 27-60ss

**Title:** Unsolicited proposals

**Authority:** NN-164-30

**Privacy Act:** AO027-60aDAJA

**Description:** Information relating to the receipt and administration of the evaluation of unsolicited disclosures, data, suggestions, ideas, plans, sketches, drawings, information, discoveries, models, samples, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or submitted by military personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, proposals resulting from qualitative requirements information or similar problem statements, memorandums of understanding, communications with submitters, evaluations, and similar information.

**Disposition:** Office of record established pursuant to the provisions of AR27-60: Destroy after 6 years.

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**FN:** 27-60tt

**Title:** Laboratory notebooks

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Notebooks used to record and preserve engineering and scientific data, and to provide legal evidence of the date of conception of an invention. Notebooks are generally of two types: those containing technical data which is routine, fragmentary, or duplicated in technical reports and information and those containing data essential in establishing patent rights. In addition to the author's name, all laboratory notebooks will be identified by the titles and numbers of the projects, tasks, or subtasks to which they pertain.

**Disposition:** Destroy 23 years after last entry in notebook. Retire after 6 years.

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**FN:** 27-70a

**Title:** Country law tax studies

**Authority:** N1-AU-91-4

**Privacy Act:** Not applicable.

**Description:** Country law tax studies required pursuant to the DOD Foreign Tax Relief Program.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

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**FN:** 27-70b

**Title:** DOD Foreign Tax Relief Program report files

**Authority:** N1-AU-91-4

**Privacy Act:** Not applicable.

**Description:** Annual reports required under the DOD Foreign Tax Relief Program (RCS: DDGC(A)1199). Includes a summary of significant activities during the preceding year of the administration of the program furnished by commanders of the unified commands to the General Counsel of the DOD.

**Disposition:** Destroy after 2 years.

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**Table B-12****File category 27: Legal services—rescinded FNs**

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**FN:** 27-1e

**Title:** Legislation files

**Use:** FN 1-20a

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**FN:** 27-1f

**Title:** Legislation comments

**Use:** FN 1-20b

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**FN:** 27-1g

**Title:** Congressional investigations

**Use:** FN 1-20c

---

**FN:** 27-1h

**Title:** Congressional visit reports

**Use:** FN 1-20d

---

**FN:** 27-1k

**Title:** Professional responsibility and management inquiries

**Use:** FN 27-1a

---

**FN:** 27-5a

**Title:** Law library vouchers

**Use:** FN 27-1n

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**FN:** 27-5b

**Title:** Shelf list cards

**Use:** FN 27-1p

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**FN:** 27-5c

**Title:** Law library catalogs

**Use:** FN 27-1q

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**FN:** 27-5d

**Title:** Judicial information releases

**Use:** FN 27-40i

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**FN:** 27-10i

**Title:** Litigation cases

**Use:** FN 27-40a through 40g, as appropriate.

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**FN:** 27-10p

**Title:** Country law studies

**Use:** FN 27-50a

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**FN:** 27-10q

**Title:** Foreign jurisdiction cases

**Use:** FN 27-50b

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**FN:** 27-10r

**Title:** Foreign jurisdiction reports

**Use:** FN 27-50c

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**FN:** 27-20r

**Title:** Navigable waterway violations

**Use:** Not applicable.

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**FN:** 27-20s

**Title:** Contract adjustments and claim determinations

**Use:** FN 27-40b

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**FN:** 27-20u

**Title:** FBI criminal-type reports

**Use:** Not applicable.

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**FN:** 27-20w

**Title:** Pecuniary charge appeals

**Use:** FN 27-3d

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**FN:** 27-40h

**Title:** Appearance as counsel in civil court

**Use:** FN 27-1d

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**B-12. File category 30: Food program***a. Prescribing directives.*

- (1) AR 30-1, The Army Food Service Program.
- (2) AR 30-5, Food Cost and Feeding Strength Summary.
- (3) AR 30-7, Operational Rations.

- (4) AR 30–16, Food Service Data Feedback Program.  
 (5) AR 30–18, Army Troop Issue Subsistence Activity Operating Procedures.  
 (6) AR 30–19, Army Commissary Store Operating Policies.  
 (7) AR 30–21, Army Field Feeding Procedures.  
 b. *Description.* These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations. Note: These files have undergone a complete revision since the last MARKS regulation. Care must be taken in establishing new files. See table B–13.

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**Table B–13**  
**File category 30: Food program**

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**FN:** 30  
**Title:** General food program correspondence files  
**Authority:** NN–167–31 and NN–165–192  
**Privacy Act:** Not applicable.  
**Description:**  
 a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to the food program which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)  
 b. **NONACTION:** Matters relating to food program that are received for information only, on which no action is required. These include cards, listings, indexes, appointment orders, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, cook status reports, and similar working papers gathered for preparation of an action.  
**Disposition:**  
 a. **ACTION:** Destroy after 2 years.  
 b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 30–1a  
**Title:** Cash receipts  
**Authority:** NN–166–179  
**Privacy Act:** Not applicable.  
**Description:** Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and payment of catered meals or unprepared subsistence, reports of investigation in accordance with AR15–6, report of survey per AR 735–5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.  
**Disposition:** Destroy after 2 years. Maintain these files on a fiscal year basis.

---

**FN:** 30–1b  
**Title:** Menu files  
**Authority:** NC1–AU–80–54  
**Privacy Act:** Not applicable.  
**Description:** Copies of the master menus, cyclic menus, special menus, proceedings of menu boards, and enlisted dining facility advisory council minutes.  
**Disposition:** Destroy when superseded.

---

**FN:** 30–1c  
**Title:** Dining facility reviews  
**Authority:** NN–166–179  
**Privacy Act:** Not applicable.  
**Description:** Information relating to review or inspection of dining facility operations, included are administration, and sanitation files; contractor performance evaluations; nutrition, requisition, and receiving procedures; security, inventory management, and meal card verification; and reports. Included are summary of account status review, quality deficiency reports (QDRs), equipment improvement reports (EIPs),

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**Table B–13**  
**File category 30: Food program—Continued**

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Unsatisfactory Material Reports (UMRs), food service equipment replacement record, and related information on findings and recommendations.  
**Disposition:** Destroy after 1 year. Maintain these files on a fiscal year basis.

---

**FN:** 30–1d  
**Title:** Dining facility operations  
**Authority:** NC1–AU–80–54  
**Privacy Act:** Not applicable.  
**Description:** Documents pertaining to operating the dining facility. Included are production schedules, head count records, signature head count sheets, kitchen requisitions, sensitive and high dollar item disposition, inventories with recap sheets, strength and feeder reports (field), and similar information. Not included are meal card management records; see FN600–38a.  
**Disposition:**  
 a. Active Army: Destroy after 6 months.  
 b. Reserve Components: Destroy after 1 year.  
 c. Maintain these records on a fiscal year basis.

---

**FN:** 30–1e  
**Title:** Ration request, issue, delivery, and account status files  
**Authority:** NC1–AU–76–57  
**Privacy Act:** Not applicable.  
**Description:** Dining facility information relating to issue, subsistence reports, ration requests, feeder reports, issue and turn-in slips not used for receipt of cash, delivery tickets, machine printouts, certificates of donation, dining facility account card, and transfer of subsistence between dining facilities.  
**Disposition:** Dining facilities:  
 a. Active Army: Destroy after 6 months.  
 b. Reserve component: Destroy after 1 year.  
 c. Maintain these files on a fiscal year basis.

---

**FN:** 30–1f  
**Title:** Operational rations  
**Authority:** NN–166–204  
**Privacy Act:** Not applicable.  
**Description:** Information relating to the operational ration/box lunch control sheets, ration control sheets, transfers of subsistence between field and garrison operations, inventories of subsistence received from the field, and related information pertaining to requisition, receipt, storage, inspection and issue of operational rations.  
**Disposition:** Destroy after 2 years. Maintain these files on a fiscal year basis.

---

**FN:** 30–1g  
**Title:** Food program projects  
**Authority:** NC1–AU–77–50  
**Privacy Act:** Not applicable.  
**Description:** Information resulting from actions taken to evaluate and improve the overall Army Food Program. Included are staff studies, survey and test reports, coordinating actions, and similar information.  
**Disposition:** Destroy 2 years after completion of the project.

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**FN:** 30–1h  
**Title:** Food program reports  
**Authority:** NC1–AU–77–51  
**Privacy Act:** Not applicable.  
**Description:** Reports used for supervision, rendering assistance and advice, and review and analysis of the food program. Included are food facility reports; subsistence supply and service reports; reports of progress accomplished in the food program; post food service supervisor's reports; and reports containing data relative to central billing for cross-servicing of meals furnished personnel of other services; Connolly program information, command logistic reviews, best dining facility awards, dining facility modernization plan, annual food plan, culinary arts information, food service summaries, and food service

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**Table B-13****File category 30: Food program—Continued**

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management plans; approved brunch menus, cook of the quarter, and related information maintained by food advisor and or supervisors.

**Disposition:**

- a. Office having Army-wide responsibility:
    - (1) Consolidated or summary reports: Destroy after 5 years.
    - (2) Feeder reports: Destroy on extraction of data.
  - b. Other offices, brigade, division, installation, and MACOM food advisor/supervisor: Destroy after 2 years.
- 

**FN:** 30-1i**Title:** Ration requests**Authority:** NN-66-204**Privacy Act:** Not applicable.

**Description:** Requests for motor convoy rations, consolidated ration requests, or comparable documents relating to requests for the issue of subsistence. Maintain these files on a fiscal year basis.

**Disposition:** Brigade or higher: Destroy after 2 years.

---

**FN:** 30-1j**Title:** Menu development**Authority:** NC1-AU-77-148**Privacy Act:** Not applicable.

**Description:** Information relating to the development, review, and approval of master and special menus. Included is information reflecting cost, dietary, nutritional information, and issue analyses, ration factor lists, copies of published menus, and copies of menu board minutes.

**Disposition:**

- a. Offices responsible for preparation and issue:
    - (1) Record copies of the published menus: Permanent. Retire when no longer needed for current operations.
    - (2) Other files. Destroy 6 years after publication of the menu.
  - b. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.
- 

**FN:** 30-1k**Title:** Food facility establishment files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of cold storage facilities, bakeries, TISA, and similar food processing or storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

**Disposition:** Office having Army-wide responsibility and responsibility for final approval: Destroy 2 years after discontinuance of the related facility.

---

**FN:** 30-1l**Title:** Facility and equipment layout reviews**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the technical review of layout plans for the construction of, significant modification to, or deviation from standard plans for food facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the reviews.

**Disposition:** Office having Army-wide responsibility: Destroy when no longer needed for current operations.

---

**FN:** 30-5a**Title:** Food cost and feeding strength reports**Authority:** NC1-AU-80-54**Privacy Act:** Not applicable.

**Description:** Reports used for the purpose of review and analysis of the food program containing data relative to central billing for cross-servicing of meals furnished personnel of other services. Included are food cost and feeding strength summary and subsistence data summary and similar information.

**Disposition:**

- a. Office performing Army-wide responsibility:
    - (1) Consolidated or summary reports — destroy after 5 years.
    - (2) Feeder reports — destroy on extraction of data
  - b. Other offices at MACOM and installation level: Destroy after 2 years.
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**FN:** 30-7a

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**Table B-13****File category 30: Food program—Continued**

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**Title:** War reserve/protectable levels**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment and status of war reserve and protectable levels of operational rations.

**Disposition:** Destroy after 2 years.

---

**FN:** 30-7b**Title:** Disposition of operational rations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the disposition of operational rations due to condemnation or transfer to other governmental agencies due to excess stocks.

**Disposition:** Destroy after 2 years.

---

**FN:** 30-7c**Title:** Unit basic loads**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the requisition, receipt, and inspection of all operational rations retained by Army units as part of their basic load.

**Disposition:** Destroy after 2 years.

---

**FN:** 30-7d**Title:** Operational rations reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information pertaining to semiannual and other reports required for operational rations.

**Disposition:** Destroy after 2 years.

---

**FN:** 30-16a**Title:** Unsatisfactory subsistence files**Authority:** NC1-AU-85-45**Privacy Act:** Not applicable.

**Description:** Information on reporting of subsistence which is unsatisfactory for its intended use. Included are DA Form 1608-R (Unsatisfactory Material Report) or similar forms, coordination with veterinarians and Troop Issue Subsistence Activity, letters or other narrative reports, and similar information.

**Disposition:** Destroy after 1 year.

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**FN:** 30-18a (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 30-18b**Title:** TISA reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information constituting a part of the reporting system on TISA operations. Included are all required TISA reports and correspondence concerning TISA reports.

**Disposition:** Destroy after 2 years.

---

**FN:** 30-18c**Title:** TISA accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents maintained by accountable and sales officers as the formal record of all transactions pertaining to the receipt, issue, sale, transfer, and inventory of supplies and services, and the receipt and deposit of funds. They include monthly voucher register and general control, inventory adjustment monetary account documents, statements of gains and losses, adjustment vouchers and documents that are filed as vouchers to the account and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 30-18d**Title:** TISA BDFA, price list, and adjustment files**Authority:** NN-166-204**Privacy Act:** Not applicable.

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**Table B-13****File category 30: Food program—Continued**

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**Description:** Information maintained for basic daily food allowance (BDFA), price and adjustment. Included are registers of vouchers to a stock record account, BDFA computation sheets, price and stockage lists, TISA reports of survey, veterinary sample records and destruction certificates, subsistence discrepancy reports, and similar information.  
**Disposition:** Destroy after 2 years.

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**FN:** 30-18e**Title:** TISA ALLFOODACT and management advisory messages**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Included are ALLFOODACT messages and management advisory messages received from higher headquarters.**Disposition:** Destroy after 2 years or when superseded, obsolete, or no longer needed for reference.

---

**FN:** 30-18f**Title:** TISA equipment replacement records**Authority:** NN-166-104**Privacy Act:** Not applicable.**Description:** Information on facility or equipment replacement budget request documents and responses, equipment replacement records, requests for equipment and maintenance request logs, and similar information.**Disposition:** Destroy after 2 years.

---

**FN:** 30-18g**Title:** Item consumption files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Subsistence consumption cards and documents maintained for the planning and controlling of stockage levels such as not-in-stock lists, operational ration control forms, menus and recapitulations, and similar information.**Disposition:**

a. Subsistence consumption cards: Destroy when new card is initiated or 1 year after discontinuance of the related item, whichever is first.

b. All other material: Destroy after 2 years.

---

**FN:** 30-18h**Title:** TISA inventory records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to disinterested individual appointment orders and all inventory and inventory related records of the TISA except the book inventory maintained on the voucher register general control.**Disposition:** Destroy after 2 year.

---

**FN:** 30-18i**Title:** TISA requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Requisitions, document registers, direct vendor delivery requests, local purchase requests, discrepancy reports, other records of requisitions for the TISA but exclusive of such documents when filed with vouchers to the account.**Disposition:** Destroy after 1 year.

---

**FN:** 30-18j**Title:** TISA due-in documents**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained as a record of shipments due-in. Included are shipping documents and similar papers.**Disposition:** Destroy after 1 year.

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**FN:** 30-18k**Title:** TISA receipt records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained as a record receipt, turn-in, and similar information.**Disposition:** Destroy after 2 year.

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**FN:** 30-18l**Title:** TISA issue records

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**Table B-13****File category 30: Food program—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained as a record issue, direct vendor delivery tickets machine printouts, and similar information.**Disposition:** Destroy after 2 year.

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**FN:** 30-18m**Title:** TISA charge sales**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to charge customer requests, charge sales abstracts, charge sales receipts, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to charge sales, but exclusive of such documents files as vouchers to the account.**Disposition:** Destroy after 2 years.

---

**FN:** 30-18n**Title:** Garrison ration accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to unit ration requests, feeder reports, dining facility account cards and correspondence relating to the status of accounts maintained under the Army Ration Accounting System. Included are notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.**Disposition:** Destroy after 2 years.

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**FN:** 30-18o**Title:** Field ration accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained under the Army Field Feeding System. Included are unit ration requests, feeder reports, account records and correspondence such as notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.**Disposition:** Destroy after 2 years.

---

**FN:** 30-18p**Title:** IDTAS ration accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to the Inactive Duty Training System(IDTAS). Included are unit ration requests, feeder reports, account records and correspondence, notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustment to accounts, and related information.**Disposition:** Destroy after 2 years.

---

**FN:** 30-18q**Title:** Medical treatment facility issues**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Issue slips used for the request and issue of subsistence items to fill the menu requirements for dining facilities within medical treatment facilities. Included are facility slips and worksheets.**Disposition:** Destroy after 1 year.

---

**FN:** 30-19a**Title:** Commissary accountability**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to the commissary accountability and backup to support the voucher register and general control entries, such as receipts, sales, charge sales, transfer of subsistence, inventory results, price lists with adjustments and deposit of, or receipt of, funds. Similar information affecting the account includes statements of gains and losses, store block control journal, summary audit log, and receiving document logs; vendor coupons and refunds; food stamps; women, infants, and children (WIC) transactions, billing, and receipt documentation; food donations, container deposits, check collection fees; and disposition of damaged salvaged items and reports of survey.**Disposition:** Destroy after 2 years. Information received in which no

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**Table B-13****File category 30: Food program—Continued**

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action is required: Destroy when no longer needed for current operations.

**FN:** 30-19b**Title:** Commissary activity plans**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, not-in-stock lists, and similar information.**Disposition:**

a. Item consumption files: Destroy on initiation of a succeeding record for that item or 1 year after discontinuance of the related item, whichever is first.

b. Remaining files: Destroy after 1 year.

---

**FN:** 30-19c**Title:** Commissary reports**Authority:** N1-AU-90-17**Privacy Act:** Not applicable.**Description:** Documents correspondence and follow-up data and information constituting a part of the reporting system on commissary operations. Included are standard reports, interim reports, and additional one-time reports that are not filed in a required area.**Disposition:**

a. Office having Army-wide responsibility: Destroy after 5 years. Destroy feeder reports after data is extracted.

b. Other offices: Destroy after 2 years.

---

**FN:** 30-19d**Title:** Commissary sales registers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers maintained to control and identify sales orders and entries in registers bearing such information as sales order number, date, location of item sold, sales number, purchaser, description of item, amount of order, and similar information.**Disposition:** Destroy after 6 years.

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**FN:** 30-19e**Title:** Commissary price lists**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Lists and supplements reflecting current prices for commissary store items.**Disposition:** Destroy after 2 years.

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**FN:** 30-19f**Title:** Commissary cash and charge sales**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.**Disposition:** Destroy after 2 years or after audit, whichever is first. However, cash register detail tapes may be destroyed after 1 year or after audit, whichever is first.

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**FN:** 30-19g**Title:** Commissary requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Requisitions submitted to Defense Personnel Support Center and other supplying depots and agencies, advices of actions, and other papers retained as a record of the requisition of supplies for the commissary store, but exclusive of such documents when filed with vouchers to the account.**Disposition:** Destroy after 1 year.

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**FN:** 30-19h**Title:** Commissary due-in documents**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained as a record of shipments due-in

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**Table B-13****File category 30: Food program—Continued**

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used to plan warehouse space utilization. Included are shipping documents, requisitions, and similar information.

**Disposition:** Destroy on receipt of shipment or on completion of planned space utilization, as applicable.

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**FN:** 30-19i**Title:** Commissary accountable/responsible officer designations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information appointing the commissary officer or other commissary staff member as an accountable and responsible sales officer.**Disposition:** Destroy 2 years after termination of duty.

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**FN:** 30-19j**Title:** Cash and charge sales (Rescinded; use FN 30-19f.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 30-19k**Title:** Commissary program projects**Authority:** N1-AU-90-17**Privacy Act:** Not applicable.**Description:** Information resulting from actions taken to evaluate and improve the overall Army Commissary Program. Included are studies, market-basket survey reports, independent research, survey and test results, coordinating actions, and related information and data to review or evaluate commissary programs and initiatives.**Disposition:**

a. Office having Army-wide responsibility: Destroy 2 years after completion of the project.

b. Other offices: Destroy after 2 years.

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**FN:** 30-19l**Title:** Commissary marketing/stockage program**Authority:** N1-AU-90-17**Privacy Act:** Not applicable.**Description:** Information establishing policies and correspondence pertaining to authorized stockage of items, vendor stocked items, contract stockage, merchandising, promotions, item master file including changes, item descriptions, not-in-stock reports, Universal Product Code correspondence, and similar information.**Disposition:**

a. Office having Army-wide responsibility: Destroy when superseded, obsolete, or no longer needed for current operations.

b. Other offices: Destroy after 2 years.

---

**FN:** 30-19m**Title:** Commissary establishment files**Authority:** N1-U-90-17**Privacy Act:** Not applicable.**Description:** Information relating to the review and approval of recommendations for the establishment or discontinuance of commissary facilities and storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notification of establishment or discontinuance.**Disposition:** Destroy 2 years after discontinuance of related facility.

---

**FN:** 30-19n**Title:** Commissary facility layout reviews**Authority:** GRS 17, Items 3 and 9**Privacy Act:** Not applicable.**Description:** Information relating to the technical review of layout plans for the construction of, significant modification to, or deviation from, standard plans for commissary facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, recommendations resulting from the reviews, and related information.**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 30-21a**Title:** Field menu files**Authority:** NC1-AU-80-54**Privacy Act:** Not applicable.

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**Table B-13****File category 30: Food program—Continued**

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**Description:** Copies of operational menus, field training menus, and/or special menus.

**Disposition:** Destroy when obsolete, superseded, or no longer needed for current operations.

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**FN:** 30-21b

**Title:** Field kitchen review files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the review of field kitchen administration, sanitation, supplies, equipment, and reports. Included are QDRs, EIRs, UMRs, and related information on findings and recommendations.

**Disposition:** Destroy after 1 year. Maintain these records on a fiscal year basis.

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**FN:** 30-21c

**Title:** Field ration request, production, control sheet, and feeder report files

**Authority:** NC1-AU-76-57

**Privacy Act:** Not applicable.

**Description:** Information relating to strength and feeder reports; ration control sheets; ration requests; issues, turn-ins, and transfers; machine printouts; production schedules; and similar information.

**Disposition:** Destroy after 1 year. Maintain these records on a fiscal year basis.

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**B-13. File category 32: Clothing and textile materiel**

*a. Prescribing directive.* AR 32-5, Introduction of New Clothing and Textile(C&T) Items into the DOD Supply System.

*b. Description.* Functions and procedures regarding the integrated supply management of clothing and textile material items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. This excludes descriptions and wearing of items of the uniform which are contained in the 670 series. See table B-14.

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**Table B-14****File category 32: Clothing and textile materiel**

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**FN:** 32

**Title:** General clothing and textile material correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to clothing and textile material which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to clothing and textile material that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 32-5a

**Title:** Clothing material projects

**Authority:** NC1-AU-78-101

**Privacy Act:** Not applicable.

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**Table B-14****File category 32: Clothing and textile materiel—Continued**

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**Description:** Documents relating to actions taken to evaluate and improve the overall Army clothing program. Included are staff studies, surveys, test reports, coordination actions, and related information.

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 6 years.

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**B-14. File category 34: Standardization**

*a. Prescribing directives.*

(1) AR 34-1, International Rationalization, Standardization and Interoperability.

(2) AR 34-2, Rationalization, Standardization, and Interoperability Policy.

*b. Description.* These records concern standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to make items interchangeable. In addition, they pertain to standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development. See table B-15.

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**Table B-15****File category 34: Standardization**

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**FN:** 34

**Title:** General standardization correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to standardization which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to standardization that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 34-1a

**Title:** International standardization policies

**Authority:** NC1-AU-84-22

**Privacy Act:** Not applicable.

**Description:** Information relating to policy and general management of the International Military Rationalization/Standardization/ Interoperability Program.

**Disposition:**

a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 34-1b

**Title:** ABCA standardization lists

**Authority:** NC1-AU-84-20

**Privacy Act:** Not applicable.

**Description:** Information including equipment development policies or statements on projects or items reflecting formal coordination relating to cooperative efforts.

**Disposition:**

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**Table B-15****File category 34: Standardization—Continued**

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- a. Office having Army-wide or major command-wide responsibility: Permanent. PIF on completion of project and cut off at the end of that year.
- b. Other offices: Destroy on completion of project.

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**FN:** 34-1c**Title:** International equipment reciprocal use files**Authority:** NC1-AU-84-19**Privacy Act:** Not applicable.**Description:** Information relating to arrangements and actions taken in the international exchange or use of equipment for test and evaluation. Included are requests for equipment use, test project agreements, requests for extension of use time, test reports, and similar information.**Disposition:**

- a. Office responsible for authorizing equipment use:
- (1) Test reports and other records relating to the testing and evaluation of equipment: Permanent.
  - (2) Other records: Destroy 3 years after termination of agreement.
- b. Other offices: Destroy after 3 years.

---

**FN:** 34-1d**Title:** International military standardization agreements**Authority:** NC1-AU-84-18**Privacy Act:** Not applicable.**Description:** Information relating to international agreements pertaining to standardization. Included are coordinating actions, communications, comments, ratification, copies of approved agreements, and similar information.**Disposition:**

- a. Office of Army proponent or custodian of the agreement: Permanent. PIF on supersession, cancellation, or termination of the agreement and cut off at the end of that year.
- b. Other offices: Destroy on supersession, cancellation, or termination of the agreement.

---

**FN:** 34-1e**Title:** International conferences**Authority:** NC1-AU-78-38**Privacy Act:** Not applicable.**Description:** Information pertaining to the view of DA relating to the participation of United States representatives at international conferences and DA representation on inter-American and international agencies. This information relates to the development of basic data for background and guidance at conferences, attendance of DA personnel at conferences, and control over the appropriation "Inter-American Relations, Department of the Army."**Disposition:**

- a. Office having Army-wide responsibility: Permanent. PIF when no longer required for current operations and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

---

**FN:** 34-1f**Title:** International meetings**Authority:** NC1-AU-86-57**Privacy Act:** Not applicable.**Description:** Information relating to the meetings of international working groups, committees, and panels which foster standardization, interoperability, and cooperative research and development. Included are proposals, coordinating actions, agendas, minutes of meetings, position paper, corrections to final meeting report, trip reports, and similar information.**Disposition:**

- a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.
- b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 34-1g**Title:** Materiel standardization comments**Authority:** NC1-AU-78-34**Privacy Act:** Not applicable.**Description:** Information relating to preparation of the user's comment on the need for standardization of materiel required by foreign countries and international organizations. Included are studies and other recorded information leading to materiel requirements or developing policy

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**Table B-15****File category 34: Standardization—Continued**

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statements, copies of drafts and final policy statements, coordinating actions, and communications relating to the statements.

**Disposition:**

- a. Office responsible for preparation of the formal U.S. Army user position: Permanent. PIF on completion of standardization and cut off at the end of that year.
- b. Office responsible for developing the comment: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

---

**FN:** 34-2a**Title:** International standardization agreement lists**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.**Description:** Documents accumulated in providing a list of all materiel and technical procedure agreements formalized by international standards, proposed international standards, approved but unpublished international standards, and agreements reached in which publication of a standard is not required.**Disposition:**

- a. Office responsible for preparation of the Army-wide list: Permanent.
- b. Other offices: Destroy after 2 years, or on supersession, as applicable.

---

**FN:** 34-2b**Title:** International materiel standardization agreements**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.**Description:** Documents relating to the preparation, amendment, interpretation, and cancellation of international standardization agreements concerning materiel, equipment, and technical procedures, but not materiel under research and development. Such agreements reflect the degree of standardization to be achieved and maintained and specify the applicable drawings, specifications, and other relevant technical data. Included are reports of working groups or correspondence with appropriate officials in foreign countries or international organizations, drafts of proposed standardization agreements and comments on them, final U.S. Army approvals, and copies of the ratified agreements.**Disposition:**

- a. Offices responsible for final U.S. Army approval: Permanent. PIF on publication and issuance of the agreement and cut off at the end of that year.
- b. Other offices: Destroy after 2 years, or 2 years after final approval of agreement, as applicable.

---

**FN:** 34-2c**Title:** International standardization projects**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.**Description:** Documents relating to actions taken to promote standardization of material and technical procedures between the United States and foreign countries or international organizations which do not result in the publication of an international standardization agreement. Included are letters appointing members to working groups, reports of participation in or minutes of working groups, correspondence exchanging technical information, coordination actions, and related papers.**Disposition:**

- a. Office having Army-wide staff responsibility, and offices responsible for participation in the project: Permanent. PIF on completion of the project and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

---

**B-15. File category 36: Audit***a. Prescribing directives.*

(1) AR 36-2, Processing Internal and External Audit Reports and Follow-Up on Findings and Recommendations.

(2) AR 36-5, Auditing Service in the Department of the Army.

(3) AR 36-75, Audit Procedures for Nonappropriated, Trust, and Other Official Funds Other Than the Army Club System.

*b. Description.* These records concern authority, responsibilities, organization, and policies relating to auditing service in DA, action requested on United States Army Audit Agency (USAAA) reports,

and audit procedures for nonappropriated and similar funds. Policies and procedures relating to audits are established by the GAO (table B-16).

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**Table B-16**  
**File category 36: Audit**

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**FN:** 36

**Title:** General audit correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to audit which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to audit that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 36-2a

**Title:** GAO audit reporting files

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on reports of audit made by the GAO. Included are notices of intent to audit, copies of documents furnished to GAO representatives, tentative findings and recommendations, advance notice of major findings, report of exit conferences, audit reports and comments, follow-up progress reports, and related information.

**Disposition:**

a. GAO contract audit reports: Dispose of in the same manner as the related contract files.

b. OTIG: Destroy after 10 years.

c. Offices designated as central point of contact: Destroy after 10 years, except that GAO draft reports may be destroyed on receipt of final report.

---

**FN:** 36-2b

**Title:** DODIG audit reporting files

**Authority:** NC-174-171

**Privacy Act:** Not applicable.

**Description:** Information on reports of audit conducted by the Department of Defense Inspector General (DODIG). Included are notices of intent to audit, preaudit surveys, tentative findings and recommendations, audit reports and command comments, copies of documents furnished to DODIG representatives, follow-up progress reports, and related information.

**Disposition:**

a. OTIG: Destroy after 10 years.

b. USAAA: Destroy after 2 years.

c. Audited commands: Destroy after 5 years.

d. Other offices providing input: Destroy after 5 years.

---

**FN:** 36-2c

**Title:** AAA audit reporting files

**Authority:** NC1-AU-81-29

**Privacy Act:** Not applicable.

**Description:** These files include copies of USAAA audit reports, command replies, HQDA staffing actions, follow-up actions, closeout actions, and related information.

**Disposition:**

a. OTIG: Destroy after 10 years.

b. Other offices: Destroy after next audit and completion of related actions or destroy after 5 years, whichever is first.

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**Table B-16**

**File category 36: Audit—Continued**

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**FN:** 36-5a

**Title:** NAF payroll control documents (Rescinded; use FN 36-75a).

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 36-5b

**Title:** GAO audit reporting files (Rescinded; use FN 36-2a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 36-5c

**Title:** AAA audit reporting files (Rescinded; use FN 36-2c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 36-5d

**Title:** DODIG audit reporting files (Rescinded; use FN 36-2b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 36-5e

**Title:** Military establishment audits

**Authority:** NC1-AU-76-44

**Privacy Act:** Not applicable.

**Description:** Information created or accumulated by USAAA in doing scheduled and special audits of DA commands, installations, and activities. Included are audit reports, auditor's workpapers, survey reports, and related information.

Note: This file does not include audits of American Red Cross and nonappropriated funds.

**Disposition:** Destroy audit report official case files (parts II and III) after completion of the command reply procedures closeout on the next succeeding audit, or 3 years after command reply procedures closeout on the current audit, except—

a. Files pertaining to purely administrative matters may be destroyed on completion of the command reply process.

b. Offices furnishing information to a requestor or Audit Control Point may destroy internal assist audit files 1 year after information is furnished.

c. Survey reports and related workpapers may be destroyed when no longer needed for current operations.

d. Audit workpapers may be destroyed 2 years after completion of the command reply procedures closeout or upon completion of the succeeding audit.

---

**FN:** 36-5f

**Title:** Audit background files

**Authority:** II-NN-33-72

**Privacy Act:** Not applicable.

**Description:** Information created or accumulated by USAAA on the organizations, functions, relationships, policies, financial capabilities, operating procedures, production methods, records and facilities, previous history, and physical size and location of military commands and Army installations and activities subject to audit by USAAA.

**Disposition:** USAAA offices: Destroy when no longer needed for current operations.

---

**FN:** 36-5g

**Title:** Audit control files

**Authority:** II-NN-33-72

**Privacy Act:** Not applicable.

**Description:** Information kept by USAAA in connection with controlling audits. Included is information reflecting all audits performed, installations and activities audited, periods of audit, scheduling of audits, time budgeting, and related information required for administrative, statistical, or control purposes.

**Disposition:** USAAA offices: Destroy after 2 years.

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**Table B-16****File category 36: Audit—Continued**

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**FN:** 36-5h**Title:** American Red Cross audits**Authority:** NC1-AU-79-69**Privacy Act:** Not applicable.**Description:** Information on scheduled and special audits of the various elements of the American Red Cross, as provided by AR 930-5. Included are audit reports, auditors' workpapers, and related information.**Disposition:** USAAA offices: Record copy of annual combined ARC audit report is destroyed in CFA after 5 years. Other documents will be destroyed after completion of next annual combined audit.

---

**FN:** 36-5i**Title:** NAF audits**Authority:** II-NNA-2037**Privacy Act:** Not applicable.**Description:** Information on the performance of scheduled and special audits of nonappropriated fund activities by USAAA and certified public accountant(CPA) firms. These documents are accumulated by offices of the USAAA. Included are audit reports, auditors' workpapers, CPA reports and correspondence, and related information.**Disposition:** USAAA and CPA audits: Destroy after completion of next audit performed by either USAAA or CPA firms.

---

**FN:** 36-5j**Title:** NAF report of audits**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information accumulating from Nonappropriated Fund (NAF) audits performed pursuant to AR 36-5 and AR 36-75. Included are reports of audit with directly related information such as financial statements and correspondence relating to actions taken.**Disposition:**

a. Office responsible for conducting audits: Destroy after 3 years.

b. Other offices: Destroy after 2 years.

---

**FN:** 36-75a**Title:** NAF payroll control documents**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information used in controlling pay of employees. Included are timecards and time sheets, time and attendance reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.**Disposition:** Destroy after 3 years provided audit has been made and exceptions or irregularities have not been reported.

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**FN:** 36-75b**Title:** NAF reports of audit (Rescinded; use FN 36-5j.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**B-16. File category 37: Financial administration***a. Prescribing directives.*

- (1) AR 37-1, Army Accounting Guidance and Fund Control.
- (2) AR 37-44, Accounting Procedures for Guaranteed Loans.
- (3) AR 37-47, Contingency Funds of the Secretary of the Army.
- (4) AR 37-49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.
- (5) AR 37-55, Uniform Depot Maintenance Cost Accounting and Production Reporting System.
- (6) AR 37-80, Finance and Accounting Support for the Army's Security Assistance Programs.
- (7) AR 37-100, Account/Code Structure.
- (8) AR 37-101, Organization and Functions of Finance and Accounting Offices.
- (9) AR 37-101-1, Field Organization and Operating Instructions Under the Joint Uniform Military Pay System—Army.

(10) AR 37-101-2, Field Organizations and Operating Instructions Using the Jumps-Army Automated Coding System (JACS).

(11) AR 37-103, Disbursing Operations for Finance and Accounting Offices.

(12) AR 37-104-1, Payment of Retired Pay to Members and Former Members of the U.S. Army.

(13) AR 37-104-3, Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army).

(14) AR 37-104-10, Military Pay and Allowance Procedures for Inactive Duty Training Joint Uniform Pay System-Reserve Components(JUMPS-(RC)-Army).

(15) AR 37-105, Finance and Accounting for Installations: Civilian Pay Procedures.

(16) AR 37-106, Finance and Accounting for Installations: Travel and Transportation Allowances.

(17) AR 37-107, Accounts Payable.

(18) AR 37-108, General Accounting and Reporting for Finance and Accounting Offices.

(19) AR 37-110, Budgeting, Accounting, Reporting, and Responsibilities for Industrial Funded Installations and Activities.

(20) AR 37-111, Working Capital Funds—Army Stock Fund: Uniform Policies, Principles, and Procedures Governing Army Stock Fund Operations.

(21) AR 37-112, Management Accounting for the RDTF Appropriation.

(22) AR 37-115, Accounting for Special Facilities Engineering Projects.

(23) AR 37-120, Army Procurement Appropriation (PA) Management Accounting and Reporting System.

(24) AR 37-202, Homeowner's Assistance Program.

(25) EP 37-2-1, COEMIS F&A Subsystem Revolving Fund User Manual.

(26) EP 37-26-1, F&A Standard Computer Subsystem Civil Works Activities User's Manual.

(27) EP 37-345-1, Corps of Engineers Mgt Info System-(COEMIS) Fin & Acct Standard Auto Subsystem Mil Functions Users Manual(CH 1).

(28) EP 37-345-10, Accounting and Reporting-Military Activities.

(29) ER 37-2-10, Accounting and Reporting Civil Works Activities.

*b. Description.* These records concern policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army Management Structure and fiscal code, and related reporting. Current file numbers in category 37 are listed in table B-17. Rescinded file numbers in category 37 are listed in table B-18.

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**Table B-17****File category 37: Financial administration**

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**FN:** 37**Title:** General financial administration correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to financial administration which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to financial administration that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder

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**Table B-17****File category 37: Financial administration—Continued**

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reports, and similar working papers gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 37-1a**Title:** Allocations**Authority:** GRS 7, Item 3**Privacy Act:** Not applicable.

**Description:** Information on transactions involving authorizations received from the Assistant Secretary of the Army for Financial Management (ASA(FM))making specific funds available to a fiscal operating agency for issuing allotments.

**Disposition:** Destroy 6 years and 3 months after close of FY involved. Cut off at end of FY for which funds are available for obligation.

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**FN:** 37-1b**Title:** Allotments**Authority:** GRS 7, Item 3**Privacy Act:** Not applicable.

**Description:** Information on transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations through allotment.

**Disposition:** Destroy 6 years, 3 months after close of FY involved.

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**FN:** 37-1c**Title:** Reports of violation of 31 USC 1517**Authority:** GRS 5, Item 5a and b**Privacy Act:** Not applicable.

**Description:** Information on the reporting of and circumstances surrounding the overobligation, overexpenditure, or overdistribution of funds. Included are reports, statements, other supporting evidence, reviews by higher authority, and similar information.

**Disposition:**

- a. Office of the Assistant Secretary of the Army for Financial Management(OASA(FM)): Destroy 5 years after close of case.
- b. Other offices: Destroy 3 years after close of case.

---

**FN:** 37-1d**Title:** Central clearing functions**Authority:** NN-163-58**Privacy Act:** Not applicable.

**Description:** Information reflecting payment for others and by others for each fiscal or disbursing station symbol number (file by month), transactions for interfund billing and collections for material (file by fiscal station number and accounting month), transactions for other (TFO) and transactions by others (TBO). Included are reports, computer records, listings, and related information.

**Disposition:** Destroy 1 year after all items for specific month and disbursing station are matched.

---

**FN:** 37-1e**Title:** Financial statements and schedules**Authority:** GRS 7, Item 4b and GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:**

a. Financial statements, supporting schedules, and related information prepared from summaries and recapitulations of data furnished by fiscal stations and forwarded to headquarters.

b. Information reflecting distribution of revolving fund acquisition authority and cash to field offices, and the consolidation of data from revolving fund reports received from field offices. Included are general and subsidiary ledgers, copies of consolidated statement of transaction reports, machine listings which include consolidations of feeder data of Electronic Accounting Machine (EAM) cards or listings, and related information.

**Disposition:**

- a. Financial statements, schedules, and related information: Destroy after 2 years.
- b. Consolidated statement of transaction reports: Destroy after 6 years,3 months.
- c. End of FY machine listings: Destroy after 6 years, 3 months.
- d. Other information: Destroy after 2 years.

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**FN:** 37-1f

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**Table B-17****File category 37: Financial administration—Continued**

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**Title:** Accounting documents**Authority:** NC1-AU-86-55**Privacy Act:** Not applicable.**Description:**

a. Information posted to books of original entry. Included are allotment, commitment, or obligation documents, customer orders or earnings, duplicate copies of disbursement vouchers, collection documents (including cash collections), adjustment documents (including adjustments on deficiencies and irregularities), and related blocking tickets.

b. Designated depository checking accounts in overseas areas (see AR37-103, chap 9). Included are checklistings for card checks, check reconciliation statements, check copies, and copies of outstanding depository checks.

c. Notices of exception and certificates of deposit.

d. Logistic support billings to foreign governments and to the Military Assistance Appropriation under authority of the Foreign Assistance Act and the Foreign Military Sales Act.

e. MAP order fund transactions including item order portion of the Military Assistance Grant Aid Program.

f. Copies of household goods orders and household goods bills of lading.

g. Documents on excess cost of household goods shipments.

h. Finance and accounting office (F&AO) retained copies of Reserve Component composite payrolls.

i. Comparable information.

**Disposition:**

a. Allotment documents: Destroy after 3 years.

b. Duplicate copies of disbursement vouchers: Destroy after 1 year.

c. Checklistings for card checks: Destroy after 1 year.

d. Check reconciliation statements: Destroy on receipt of current list of outstanding checks.

e. Copies of individual military pay vouchers for active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets have been received from the U.S. Army Finance and Accounting Center (USAFAC).

f. Copies of outstanding depository checks: Destroy when the checks have been paid or the proceeds thereof have been transferred to account 20 x 6045.

g. Logistic support documents related to foreign governments: Destroy 4years after settlement.

h. MAP order fund transactions: Destroy after 4 years.

i. Copies of household goods orders and household goods bills of lading: Destroy after 4 years.

j. F&AO retained copies of Reserve Components composite payrolls: Destroy after 1 year.

k. Other documents: Destroy 3 years after cutoff except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception and then destroyed.

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**FN:** 37-1g**Title:** Commitment documents**Authority:** NC1-AU-85-48**Privacy Act:** Not applicable.

**Description:** Information used by operating elements of a headquarters or other office (but not including Finance and Accounting and Procurement Offices who will use "Accounting Document Files") to requisition supplies and services. The information serves as an order form and as a medium to ensure that funds are available prior to incurring an obligation, it also permits expeditious utilization of a specific allotment of funds and ensures that overobligations do not occur. Included are DA Form3953 (Commitment and Purchase Request) and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 37-1h**Title:** Subordinate project cost/labor and workload files**Authority:** NN-166-204 and GRS 8, Item 7**Privacy Act:** Not applicable.**Description:** Information consisting of:

a. Subordinate project cost files containing deferred, clearing, materials, and offsetting cost ledger sheets, job estimate summary sheets, and various preliminary and monthly project cost summaries used to compile data required in preparing project cost summary reports, detailed cost statements, payment estimates, and other pertinent cost accounting reports and records.

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**Table B-17****File category 37: Financial administration—Continued**

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b. Labor and workload files containing distribution of military payroll, individual time tickets, foreman's daily reports, record of working time and working units, summary of work units, man-hours, and labor costs, distribution of working time, civilian personnel time record, loan slips, labor charge to operating cost, and similar information.

**Disposition:**

- a. Project cost documents: Destroy 3 years after preparation of covering report of record.  
b. Labor and workload documents: Destroy after 1 year.
- 

**FN:** 37-1i**Title:** Miscellaneous feeder data**Authority:** GRS 7, Item 3**Privacy Act:** Not applicable.

**Description:** Reports, listings, schedules, and similar information that support or supplement major reports, consolidations, and reconciliations, or that are incidental to accounting and reporting financial transactions. File by type of data.

**Disposition:** Destroy after 6 years, 3 months.

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**FN:** 37-1j**Title:** General ledgers**Authority:** GRS 7, Item 2**Privacy Act:** A0037-103bSAFM

**Description:** General and subsidiary ledgers which are the official records used as a control over all financial transactions made by and for the Army. These ledgers contain the accounts necessary to reflect financial operations. File by type.

**Disposition:** Destroy 6 years, 3 months after the FY involved.

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**FN:** 37-1k**Title:** Journals**Authority:** GRS 7, Item 4**Privacy Act:** Not applicable.

**Description:** Books of original entry kept to record all financial transactions and to summarize and record all accounting for monthly posting to the general ledger. Included are the general journal and special journals (for example, fund receipt, fund disbursement, and obligations journals).

**Disposition:**

- a. Original documents: Destroy after 3 years.  
b. Copies: Destroy after 2 years.
- 

**FN:** 37-1m**Title:** Trial balances**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on trial balances prepared from general ledger accounts. Included are trial balance sheets and related information.

**Disposition:** Destroy 1 year after close of FY involved.

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**FN:** 37-1o**Title:** Contract advance payment progress reporting files**Authority:** NN-166-204 and GRS 3, Item 4**Privacy Act:** Not applicable.

**Description:** Reports submitted by installations and operating agencies administering contracts on which advance payments have been made, indicating status of advance payments, consolidated reports prepared therefrom, and related information.

**Disposition:**

- a. OASA(FM): Destroy after 6 years, 3 months.  
b. Other offices of the Army Staff and field offices: Destroy 2 years after completion of contract.
- 

**FN:** 37-1p**Title:** Subsidiary files**Authority:** II-NNA-2242**Privacy Act:** A0037-103bSAFM

**Description:** Information consisting of disbursing office cash accounts subsidiaries, advances to employees, progress payments to contractors, advances to contractors' subsidiary records, check ledgers, cash blotters, daily cash accountability reconciliation, and cashier's daily activity report, and similar information that supports the cash blotter.

**Disposition:** Destroy after 3 years.

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**FN:** 37-1q

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**Table B-17****File category 37: Financial administration—Continued**

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**Title:** Contract progress payment reporting files**Authority:** NN-166-204 and GRS 3, Item 4**Privacy Act:** Not applicable.

**Description:** Reports submitted by contracting officers to HQDA, indicating progress payments on contracts, recapitulation reports prepared therefrom, and related information.

**Disposition:**

- a. Offices of the Army Staff:  
(1) Recapitulation reports kept by Comptroller of the Army (COA): Destroy after 6 years, 3 months.  
(2) Other information: Destroy after 2 years.  
b. Other offices: Destroy after 1 year.
- 

**FN:** 37-1r**Title:** Expenditure reporting files**Authority:** NN-163-58**Privacy Act:** Not applicable.**Description:**

- a. Consolidated reports and directly related information which reflect disbursements (less net refunds) made for and by DA. Also, foreign currency transactions by Army Disbursing Offices. File by type of report.  
b. Information reflecting payments and collections for DOD international transactions related to U.S. balance of payments. Included are reports submitted by Army, Navy, and Air Force Accounts Offices, consolidation of these reports, and directly related information.

**Disposition:** Destroy after 10 years.

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**FN:** 37-1s**Title:** General collections and expenditures**Authority:** NN-165-15 and II-NNA-2242**Privacy Act:** AO037-103aSAFM and AO037-104-1bSAFM

**Description:** Information on the collection and disbursement of amounts due the U.S. Government involving civilian and military personnel of DA and contractors and commercial firms dealing with DA. These files primarily consist of those cases referred to USAFAC after efforts to collect by individual finance and accounting officers have failed. Included are disbursing officers' summaries, blocking tickets with attached source data, Treasury statements, machine listings reflecting collections, closed accounts, transferred accounts, and balances, expenditures by purpose and reimbursement, and similar information.

**Disposition:**

- a. Payroll related files: Destroy 6 years, 3 months after completion.  
b. All other files: Destroy after 2 years.
- 

**FN:** 37-1t**Title:** Unclaimed money files**Authority:** GRS 6, Item 1a**Privacy Act:** AO37-104-3aSAFM

**Description:** Information on unclaimed monies of personnel whose whereabouts are unknown. These monies are reported by finance and accounting officers and disbursing officers, and primarily accumulate when military personnel transfer within the Army and fail for some reason to collect amounts authorized to be deducted from their pay (such as partial deductions for purchase of savings bonds). Included are alphabetic card files, machine listings, and related information.

**Disposition:** Destroy after 6 years and 3 months.

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**FN:** 37-1u**Title:** Status of funds reporting files—allotments and allocations**Authority:** NN-166-204 and GRS 7, Item 3**Privacy Act:** Not applicable.**Description:**

- a. Status of funds reports for current FY and prior FYs.  
b. Flash reports on current month obligations.  
c. Advance reports of cumulative obligations.  
d. Related information.

**Disposition:**

- a. Current and prior FY reports (a above): Destroy after 6 years, 3 months.  
b. Other information (b through d above): Destroy after 1 year.
- 

**FN:** 37-1v**Title:** Status of reimbursement reporting files**Authority:** GRS 7, Item 3 and NN-163-58**Privacy Act:** Not applicable.

**Description:** Report providing the status of reimbursable activity finance

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**Table B-17****File category 37: Financial administration—Continued**

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by, or identified with, the related allotment of funds and the fiscal station number of the reporting installation.

**Disposition:**

- a. Related input listings: Destroy after 6 months.
  - b. Remaining files: Destroy after 6 years, 3 months.
- 

**FN:** 37-1w**Title:** Transmittal letters**Authority:** NC1-AU-82-20**Privacy Act:** Not applicable.

**Description:** Information used as control instruments in the transmission of original vouchers, substantiating Joint Uniform Military Pay System (JUMPS) pay documents and schedules to USAFAC for acknowledgement of receipt by USAFAC, allotment forms, authorization forms, and other items that support, substantiate, or otherwise affect a person's pay.

**Disposition:**

- a. JUMPS Active Army: Destroy after 60 days.
  - b. JUMPS-RC (USAR/ARNG): Destroy after 6 months.
- 

**FN:** 37-1x**Title:** Accounts payable files**Authority:** GRS 7, Item 4a**Privacy Act:** A0037-103bSAFM

**Description:** Information indicating amounts disbursed to payees.

**Disposition:** Destroy 3 years after final payment is made.

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**FN:** 37-1y**Title:** Departmental reporting files**Authority:** GRS 16, Item 8**Privacy Act:** Not applicable.

**Description:** Information on the preparation of departmental reports. Included are instructions from DOD, HQDA, and other Government agencies.

**Disposition:** Destroy 2 years after discontinuance of report.

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**FN:** 37-1z**Title:** Reconciliations**Authority:** NN-163-58**Privacy Act:** Not applicable.

**Description:** Reconciliations prepared on reports, accounts, and ledgers. File by type.

**Disposition:**

- a. September reconciliations: Destroy after 10 years.
  - b. Other reconciliations: Destroy on finalization of reconciliation.
- 

**FN:** 37-1aa**Title:** Adjustment vouchers**Authority:** NN-163-58**Privacy Act:** Not applicable.

**Description:** Vouchers which reflect necessary adjustments. File by voucher number.

**Disposition:** Destroy after 6 years.

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**FN:** 37-1bb**Title:** Individual financial history files**Authority:** NC1-AU-84-42**Privacy Act:** A0037-104-1bSAFM

**Description:** Information consisting of financial records for all out-of-service accounts of service members. Included are—

- a. All records reflecting the payment or collection of money from service members separated from active duty by reason of death or discharge.
- b. Pay adjustment notices.
- c. Travel vouchers.
- d. Closed claim and collection folders on FHA mortgage payment insurance.
- e. Uniform allowances.
- f. Financial records of deceased active and inactive Reserve and National Guard members.
- g. Financial records of deceased service members.
- h. Financial records of mentally incompetent service members.
- i. Medicare folders.
- j. Similar information.

**Disposition:** Destroy after 6 years and 3 months. Cut off in FY blocks,

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**Table B-17****File category 37: Financial administration—Continued**

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hold 3 years, then retire to Federal Records Center, Dayton, OH 45439-1883.

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**FN:** 37-1cc**Title:** International balance of payments program files**Authority:** NC1-AU-78-19**Privacy Act:** Not applicable.

**Description:** Documents relating to the program designed to reduce expenditures which enter the international balance of payments. Included are studies, plans, guidelines, reports, and related documents. (This file number is designed for use by offices with primary responsibility for the program within the Army, a command, an agency, or an activity. Offices generating international balance of payments documents in connection with their normal assigned functions will file such material according to the subject involved.)

**Disposition:**

- a. Offices having Army-wide responsibility: Permanent.
  - b. Offices of MACOM and SUBMACOM headquarters: Destroy after 6 years.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 37-1dd**Title:** International balance of payments budget schedules**Authority:** NC1-AU-79-23**Privacy Act:** Not applicable.

**Description:** Documents reflecting estimated future transactions which will enter the international balance of payments. These budget schedules contain estimated payment and receipt data and become targets of the reporting agency for the periods indicated by the schedule. Included are budget schedules, revised budget schedules, paper reflecting approvals or disapprovals, reports of failure to meet targets, and related documents.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years. Retire after 5 years.
  - b. Other offices: Destroy after 5 years.
- 

**FN:** 37-1ff**Title:** Validations**Authority:** NN-165-15**Privacy Act:** A0037-103cSAFM

**Description:** Information on the administrative review, continuing study, and preparation of quarterly comprehensive analysis in connection with procedures or incidents subject to or suspected of fraud or improper payment. Included are reports of investigation, copies of vouchers, orders, notices of exception, military pay orders, pay adjustment authorizations, dependency, sworn statements, and similar information.)

**Disposition:** Destroy 3 years after determination or judgment is made.

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**FN:** 37-2-1a**Title:** COEMIS, Finance and Accounting (F&A) site audit input documents**Authority:** GRS 6, Item 1.a**Privacy Act:** A0037-2-1CE**Description:**

- a. Information consisting of copies of reports relating to database build, load, and maintenance; accounting transfer entry; and reference information, labor cost distribution sheets, and similar information.
- b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents are used to input data into the computer.

**Disposition:**

- a. Accounts and supporting documents pertaining to American Indians: Permanent.
  - b. All other records:
    - (1) Destroy after 6 years and 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files (a above).
    - (2) Destroy after all corrections have been made and reprocessed (b above).
- 

**FN:** 37-2-1b**Title:** COEMIS, F&A site audit outputs**Authority:** NC1-AU-76-25 & GRS 6, Item 1a

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**Table B-17****File category 37: Financial administration—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information consisting of database maintenance accepted transaction listings, error listings, civil, military, and revolving fund accounting transaction listings, audit tape transaction reports, consolidated audit trail transaction listings, listing from labor processing program, voucher and schedule of withdrawals and credits, trial balance—Chart B(post closing), cost report, document purge list, military audit and error listing, indirect distribution data, military passback lists, contracts and other obligations, obligations and expenditures by object class, revolving fund update listings, new civil and revolving fund listings, status of revolving fund accounts, and similar information.

**Disposition:**

- a. Accounts and supporting documents pertaining to American Indians:Permanent.
- b. All other records: Destroy after 6 years, 3 months. Retire after 3years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

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**FN:** 37-2-1c

**Title:** COEMIS, F&A utilities

**Authority:** NC1-AU-76-25

**Privacy Act:** Not applicable.

**Description:** Information includes output records used primarily for maintaining and controlling the finance and accounting (F&A) subsystem.Included are—

- a. Civil cost and finance reconciliation, civil cost and finance reconciliation—error listing, civil cost and finance reconciliation(military), and cost report generation (military).
- b. Database maintenance ADP error listing, 3018c source data, and F&A database build error listing.
- c. Condition of input batches, overflow transfers listings, and80-80 list (card input).
- d. Civil, military, and revolving fund error listings, and diagnostic reports.
- e. Message output and military transactions tape split.
- f. Civil, military, and revolving fund accounting transactions listing, F&A database director, record count (disc to tape), record count (tape to disc), accepted input transaction record count listing, record count (tape to disc).
- g. Record counts (cost data), program messages (Integrated Computerized Accounting and Reporting (ICAR)), program messages (program operations), selective F&A database records type listing, selected F&A database record type error listing.
- h. Batch control cards, ENG Form 4499, and other tabulating cards prepared solely to input data into the computer.
- i. OCE edit program for Office Chief of Engineer reports (1219, 1220, 3011B, AFDBT, 3018b and c transmissions).

**Disposition:**

- a. Destroy after 5 years provided that all corrections have been made, reentered into system, accepted as valid data, and accounts reconciled (a above).
- b. Destroy after 1 year provided that all corrections have been made, reentered into system, and accepted as valid data (b above).
- c. Destroy after 1 year or after its purpose has been served, whichever is later (c above).
- d. Destroy after 90 days provided that corrections have been made, entered into the system, and accepted as valid data (d above).
- e. Destroy after 30 days or after its purpose has been served, whichever is later (e above).
- f. Destroy upon receipt of new listing or after it has served its purpose, whichever is later (f above).
- g. Destroy after all corrections have been made and reprocessed or after it has served its purpose, whichever is later (g above).
- h. Destroy after all corrections have been made and reprocessed (h above).
- i. Destroy after valid database has been accepted by the system or after its purpose has been served, whichever is later (i above).

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**FN:** 37-2-1d

**Title:** COEMIS, F&A magnetic tape data base

**Authority:** NC1-AU-76-25 and NC1-AU-77-141

**Privacy Act:** Not applicable.

**Description:** This is the primary F&A data file and contains the net result of all transactions processed by the update programs. It represents all

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**Table B-17****File category 37: Financial administration—Continued**

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data formerly kept in the cost ledgers, general ledgers (charts B, C, D, and E), work allowance and allotment ledger, accounts payable and accounts receivable registers. (Printouts of the tape file will be retired to the Federal Archives and Records Center unless the field operating agency has received authority under AR 340-22 procedures to microfilm the documents and destroy the original information. In this case, the microfilm will beretired to the FRC.)

**Disposition:** Destroy year-end file after 30 years. Retire to the FRC serving the geographic area after 5 years.

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**FN:** 37-2-1e

**Title:** COEMIS, F&A audit trail tapes

**Authority:** NC1-AU-76-25 and GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:** This tape contains each valid transaction processed by update program. Transactions may be accumulated over several update periods on one tape. (Printouts of the tape file will be retired to the FRC unless the field operating agency has received authority under AR 340-22 procedures to microfilm the documents and destroy the original information. In this case, the microfilm will be retired to the Federal Archives and Records Center.)

**Disposition:** Destroy after 6 years and 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

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**FN:** 37-2-10a

**Title:** Project plant in-service subsidiary ledgers

**Authority:** NC1-AU-76-42

**Privacy Act:** Not applicable.

**Description:** Cost ledgers covering costs of project plant in-service and retirement work in progress cost ledgers, for multiple-purpose projects, including power.

**Disposition:** Destroy after 30 years. Retire to FRC serving the geographical area 5 years after completion of project.

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**FN:** 37-2-10b

**Title:** Revolving fund plant in-service costs

**Authority:** GRS 8, Item 2

**Privacy Act:** Not applicable.

**Description:** These files include plant in-service cost ledgers, plant acquisition in-progress cost ledgers, plant rental computations, card records of annual charges to plant rental accounts, plant retirement work in-progress cost ledgers for revolving fund nongroup items of plant, and comparable information.

Note: If plant is transferred to another district or division, plant rental computations and card records of annual charges to plant rental account will be transferred to the district or division receiving the plant.

**Disposition:** Destroy 3 years after end of FY in which plant is disposed of.

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**FN:** 37-2-10c

**Title:** Other cost ledgers

**Authority:** GRS 22, Item 1b and GRS 23, Item 5

**Privacy Act:** Not applicable.

**Description:** Information on project stock, clearing advances, engineering and design, administrative, and offsetting accounts and accounts representing work in progress for others. Other cost ledger files (before FY 1954) also consist of finance accounts and revolving fund, and former plant allotment accounts for group plant acquisition in progress, group plant retirement work in progress, monthly summaries of plant operations, office furniture, equipment, tools, stocks of materials, and supplies, work in progress for others, plant rental, other deferred and undistributed items, transfer of assets to and from other Government agencies, other district and division revolving funds without transfers of funds, advances for services and commodities, leave, insurance, plant and equipment services, warehousing activities, shop and other facility services, and general administration services.

**Disposition:** Destroy 6 years after end of FY in which ledger sheets are filled or the account represented is discontinued, as applicable.

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**FN:** 37-2-10d

**Title:** Basic and intermediate cost media files

**Authority:** GRS 22, Item 1b and GRS 23, Item 5

**Privacy Act:** Not applicable.

**Table B-17****File category 37: Financial administration—Continued**

**Description:** These files include daily labor reports (cost sheet portion) of time and attendance reports, requisitions on storekeepers, reports of materials and supplies issued from warehouses, reports of operation of plant, cost distribution vouchers, registers of cost distribution vouchers, recapitulation or distribution of cost of labor, materials, or plant usage, journal vouchers, and similar cost accounting media.

**Disposition:** Destroy 6 years after end of FY of preparation.

**FN:** 37-2-10e

**Title:** Civil works finance and fiscal supervisory files

**Authority:** GRS 23, Item 5

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.

**Disposition:** Destroy when no longer needed for current operations, or 1 year after the prescribed cutoff for the district, whichever is earlier.

**FN:** 37-2-10g

**Title:** Appropriation warrants

**Authority:** GRS 7, Item 2

**Privacy Act:** Not applicable.

**Description:** Information on transactions involving authorizations received by Chief, Office of Engineers (COE) from the Secretary of the Treasury upon the basis of which moneys are authorized to be withdrawn from the treasury.

**Disposition:** Destroy after 10 years. Keep in CFA 5 years.

**FN:** 37-2-10h

**Title:** Contributed funds

**Authority:** GRS 7, Item 1

**Privacy Act:** Not applicable.

**Description:** Information on funds contributed by municipalities and local interests for the improvement of rivers and harbors. Similar information accumulated by field offices normally is filed with civil works project files.

**Disposition:** Destroy 2 years after completion of project.

**FN:** 37-2-10i

**Title:** Civil works cost basic reporting files

**Authority:** GRS 7, Item 2

**Privacy Act:** Not applicable.

**Description:** Cumulative cost data on authorized civil works projects. Included are projects for the improvement of rivers, lakes, harbors, flood control, hydroelectric power production, and other aspects of the conservation, development, and use of natural water resources, consisting of quarterly and other reports submitted to the COE by engineer divisions and districts.

**Disposition:**

a. Cost reports for the month of September and consolidated cost statements and studies: Destroy after 10 years.

b. Other files: Destroy after 1 year.

**FN:** 37-2-10j

**Title:** Revolving fund reporting files

**Authority:** GRS 7, Item 2

**Privacy Act:** Not applicable.

**Description:** Reports of financial condition, plant, properties and equipment, results from operations, and consolidated reports.

**Disposition:**

a. Annual (30 Sep) reports: Destroy after 6 years, 3 months.

b. All other reports: Destroy after 2 years.

**FN:** 37-2-10k

**Title:** Finance and fiscal principal reporting files

**Authority:** GRS 5, Item 5a and GRS 5, Item 5b

**Privacy Act:** Not applicable.

**Description:** These reports consist of reports on budget status—obligations basis, consolidated status of civil funds, payments to States (grant-in-aid), and consolidated balance sheet.

**Disposition:** Destroy after 10 years. Keep in CFA 5 years.

**FN:** 37-2-10m

**Title:** Other finance and fiscal reporting files

**Authority:** GRS 5, Item 5a

**Privacy Act:** Not applicable.

**Description:** These reports consist of fund availability statement,

**Table B-17****File category 37: Financial administration—Continued**

summary obligations and expenditures, report of real estate receipts, report on real and personal property and selected financial assets, summary of civil appropriations, expenditures, and advances, statement of unexpended balances of appropriations and (Treasury) request for transfers and restorations and balances (administrative agencies), and report on obligation.

**Disposition:** Destroy after 5 years.

**FN:** 37-2-10n

**Title:** Disbursing officer's accounting files

**Authority:** GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:** Consolidated statement of accountability and consolidated statement of transactions with related information.

**Disposition:** Destroy after 10 years. Retire after 3 years.

**FN:** 37-2-10q

**Title:** Notice of completion of audits

**Authority:** GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:** Notices received from GAO indicating completion of audit and certificates received from GAO indicating clearance of disbursing officers' accounts under site audit procedures.

**Disposition:** Destroy after 10 years.

**FN:** 37-2-10r

**Title:** Civil works site audits

**Authority:** NC1-AU-76-39

**Privacy Act:** Not applicable.

**Description:**

a. Information kept in CE field offices engaged in civil works functions for audit by GAO representatives. Included are—

(1) Originals of accounts current.

(2) Statements of accountability.

(3) Statements of transactions according to appropriations, funds, and receipt accounts.

(4) Appropriation transfer authorizations.

(5) Invoices of funds received.

(6) Schedules of transfers from deposit accounts.

(7) Schedules of withdrawals and credits between appropriations or funds.

(8) Schedules of collections of special and trust fund receipts.

(9) Collection vouchers and related contracts or other authorizations for the sales of services or commodities.

(10) Procurement bureau vouchers.

(11) Purchase orders, delivery orders, and other obligating documents except contracts formally executed by both parties.

(12) Receiving reports.

(13) Invoices.

(14) Procurement bureau voucher schedules.

(15) Deposit refund vouchers or other authorizations or refunds.

(16) Bureau vouchers for cost transfers.

(17) Adjustment vouchers to correct errors in the citation of funds where adjustment is authorized to be made by disbursing officers.

(18) Schedules of canceled checks.

(19) Payment estimates and partial payment records.

(20) Other original documents essential to support the receipt or disbursement of funds.

b. The files also include—

(1) Authenticated copies of contracts and modifications thereto formally executed by both parties and copies of invoices of funds transferred to other disbursing officers.

(2) Certificates of deposit.

(3) Adjustment vouchers to correct of errors in the citation of funds certified by Treasury Department.

(4) Checks drawn.

(5) Reports of U.S. Savings Bonds issued and sold.

(6) Statements of depository accounts and reports of checks drawn.

(7) Reports of receipts, payments, and related transactions.

(8) Bureau voucher schedules covering payments of public vouchers for transportation charges.

(9) Bureau voucher schedules showing amounts of deduction from vouchers to be held in deposit accounts.

(10) Government transportation requests (GTRs) and bills of lading.

(11) Lists of unpaid and uncollected bureau vouchers as of beginning

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**Table B-17****File category 37: Financial administration—Continued**

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and end of year.

(12) Copies of other documents essential to support the receipt, deposit, or disbursement of funds.

Note: The following exceptions to disposition standards are applicable to those site audit files:

(a) Bureau vouchers on which collection or payment actions have not been completed at the end of the FY will be brought forward for cutoff with bureau vouchers for the next FY.

(b) Transmittal of specified files to GAO from time to time upon request of that office is authorized. A complete record of all files so transmitted to GAO will be kept at the site of operations.

(c) Voucher schedules and supporting original basic documents (Government Bills of Lading (GBLs), GTRs with voucher and schedule of payment) covering payments for the transportation services will be sent monthly to the General Services Administration (GSA), Transportation Audits, Mail Code BWAA/A, Room B 338, 18th & F Streets, N.W., Washington, DC 20405, (41 CFR 101, paragraph 41.807-2). The originals of all contracts or passenger transportation service agreements, including passenger charter agreements, but excluding contracts for local storage, drayage, and hauling will be transmitted on a current and timely basis to the address cited above.

(d) Files relating to outstanding exceptions, unsettled claims by or against the United States, incomplete investigations, cases under litigation, or any other matter involving a specific request will be kept at the site until satisfactory clearances are obtained, after which they will be sent to the appropriate FRC for association with other accounting documents.

(e) If storage of unaudited records before expiration of the 3 year retention period presents a problem, a request, through channels, should be made to OCE for instructions from the Chief, Records Management and Services Branch, Office of Administrative Services, GAO, Washington, DC, on disposition of the records.

**Disposition:**

a. Accounts and supporting documents pertaining to American Indians: Permanent.

b. All other records: Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

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**FN: 37-2-10s****Title:** Disbursing officer's vouchers**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:** Information accumulated in offices where the GAO central audit procedure is used. Included are copies of payment vouchers with receiving reports, contracts, purchase orders, delivery orders or other forms of obligation documents, invoices, in whatever form, and collection vouchers with copies of sales or service contracts or authorities of whatever form.**Disposition:** Destroy 6 years after end of FY in which payment or collection is effected, providing there are no outstanding claims, exceptions, or pending litigation in connection therewith.

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**FN: 37-2-10t****Title:** Finance and fiscal principal reporting files**Authority:** NC1-AU-76-40**Privacy Act:** Not applicable.**Description:** Annual reports of status of appropriations and funds.**Disposition:** Destroy after 30 years. After 10 years, retire to the FRC serving the geographical area.

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**FN: 37-2-10u****Title:** Fiscal accounting files**Authority:** GRS 7, Item 2**Privacy Act:** Not applicable.**Description:** Included are interim reports of status of appropriations and funds, advices of allotment and revocation of allotment, records of apportionments, allotment ledgers, journal sheets, proof sheets, registers of obligation documents, and comparable information.**Disposition:** Destroy 10 years after end of FY of preparation.

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**FN: 37-2-10w****Title:** Voucher registers

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**Table B-17****File category 37: Financial administration—Continued**

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**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:** Information consisting of cash receipt registers, cash disbursement registers, accounts receivable registers, accrued expenditure registers, journal voucher registers, and summary journal vouchers prepared from those registers.**Disposition:** Destroy 5 years after end of FY of preparation.

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**FN: 37-2-10x****Title:** Vendors paid obligations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Copies of paid obligation documents and transportation invoices kept alphabetically by vendor.**Disposition:** Destroy after 3 years.

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**FN: 37-2-10y****Title:** Accounts payable cards**Authority:** GRS 9, Item 3a**Privacy Act:** Not applicable.**Description:** Cards reflecting obligations and disbursements kept alphabetically by vendor, in place of vendor's paid obligations files.**Disposition:** Destroy 3 years after latest entry on the card.

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**FN: 37-2-10z****Title:** Miscellaneous accounting files**Authority:** GRS 8, Item 8a**Privacy Act:** Not applicable.**Description:** Information includes general ledger trial balances, cost and financial summaries, reports of civilian personnel strength and personal service obligations, and comparable information.**Disposition:** Destroy 3 years after end of FY of preparation.

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**FN: 37-2-10aa****Title:** Temporary operational files**Authority:** GRS 23, Item 6**Privacy Act:** Not applicable.**Description:** These files include copies of procurement bureau vouchers, procurement bureau voucher schedules, bureau vouchers for cost transfers, journal vouchers, and similar information prepared for temporary operational purposes.**Disposition:** Destroy 1 year after the month of preparation, except copies of bureau vouchers may be kept until completion of payment or collection. Earlier destruction is authorized as files serve their intended purpose.

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**FN: 37-2-10bb****Title:** Audits**Authority:** GRS 3, Item 4**Privacy Act:** Not applicable.**Description:** Division and district auditors' audit reports and accounting review and examination reports, with working papers and copies of reports and related information accumulated by the audited or inspected installation pertaining to audits, reviews, examinations, and inspections by higher authority and outside agencies.**Disposition:** Destroy after 2 years, except audit files on cost reimbursable type contracts will be destroyed 6 years after final reimbursement is made.

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**FN: 37-2-10cc****Title:** Cost accounting principal reporting files**Authority:** NC1-AU-76-41**Privacy Act:** Not applicable.**Description:** Information on cost accounting in CE field offices. Included are recurring and periodic cost reports such as FY cost-budget summaries, revolving fund financial reports, and comparable information submitted to higher echelon offices.**Disposition:** Destroy after 30 years. Retire to FRC serving the geographical area 5 years after end of FY of preparation.

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**FN: 37-2-10dd****Title:** Cost accounting subordinate reporting files**Authority:** GRS 5, Item 5a**Privacy Act:** Not applicable.**Description:** Interim reports such as principal reports, reports of

**Table B-17****File category 37: Financial administration—Continued**

operation of shops and other facilities, reports of cost of operation and usage of passenger vehicles, and comparable reports.

**Disposition:** Destroy 5 years after end of FY of preparation.

**FN:** 37-2-10ee

**Title:** Project construction work orders

**Authority:** GRS 22, Item 1b

**Privacy Act:** Not applicable.

**Description:** Cost data, such as work orders and job estimate summary sheets in whatever form, for project construction work.

**Disposition:** Destroy 6 years after FY in which project or separately authorized modification is completed.

**FN:** 37-2-10ff

**Title:** Project construction work order costs

**Authority:** NC1-AU-76-42

**Privacy Act:** Not applicable.

**Description:** Included are work order cost ledgers, feature and subfeature cost ledgers, and work order completion reports for project construction (including advance engineering and design).

**Disposition:** Destroy after 30 years. Retire to FRC serving the geographical area 5 years after completion of project.

**FN:** 37-2-10hh

**Title:** Project work order costs (for other than construction)

**Authority:** GRS 22, Item 1b and GRS 23, Item 5

**Privacy Act:** Not applicable.

**Description:** These records include:

- a. Work orders.
- b. Work order cost ledgers.
- c. Feature and subfeature cost ledgers.
- d. Work order completion reports.
- e. Project work other than construction (including planning, preliminary examinations, and surveys).
- f. Advance engineering and design for projects which have been determined unfeasible.

**Disposition:** Destroy 6 years after end of FY of preparation or after project is determined unfeasible, as applicable.

**FN:** 37-24b (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 37-26-1a

**Title:** COEMIS, F&A internal outputs

**Authority:** NC1-AU-76-25 and NC1-AU-77-141

**Privacy Act:** A0037-2-1CE

**Description:** Information containing printouts used in managing field operations. Examples are reports used in controlling the system, feeder data for preparation of other reports which are not feasible to be automated, such as flash reports and other letter reports, and similar information.

- a. Biweekly report, project summary, project report, summary managerial report, report index, interim managerial report, branch report, Civil Works progress and performance reports, line item status, line item Civil Works Engineering, finance elements, finance data by accounting element, expense by element, within project, within appropriation, expense by account within line item, status of revolving fund cost and operating accounts, district office budget and FY costs, and revolving fund balance sheet.
- b. Revolving fund distributions and lists of valid cost accounts.
- c. 80-80 listing of records stored on busywork file.
- d. Personnel file database listing, labor by organization and subfeature, and project fund balances.
- e. Trial balance—chart C.
- f. Military appropriations trial balance fund status.
- g. Revolving fund cash balance report.
- h. F&A database organization code and name listing, and selective F&A database record type listing.
- i. PB-11 feeder report, if required.

**Disposition:**  
a. End of FY report: Destroy after 30 years. Retire to the FRC serving the geographic area after 10 years.

**Table B-17****File category 37: Financial administration—Continued**

b. Monthly reports: Destroy after 5 years.

c. Weekly or biweekly reports: Destroy after they have served their purpose (a above).

d. Destroy after 6 years (b above).

e. End of FY report: Destroy after 1 year (c above).

f. Monthly reports: Destroy after they have served their purpose (c above).

g. End of FY report: Destroy after 5 years (d above).

h. Monthly report: Destroy after 3 years (d above).

i. Daily report: Destroy after they have served their purpose (d above).

j. Destroy after 3 years (e above).

k. Monthly report: Destroy after 1 year (f above).

l. Daily reports: Destroy after they have served their purpose (f above).

m. Destroy after 60 days. Earlier destruction is authorized (g above).

n. Destroy upon receipt of new listing or after it has served its purpose, whichever is later (h above).

o. Destroy after they have served their purpose (i above).

**FN:** 37-26-1b

**Title:** COEMIS, F&A external outputs

**Authority:** NC1-AU-76-25 and NC1-AU-77-141

**Privacy Act:** A0037-2-1CE

**Description:** Information containing field office copies of status reports sent to higher authority. They include appropriations and work allowances reports, cost and performance reports, FY cost-budget summaries, trial balances, status of allotments, and related reports.

- a. Appropriations and work allowances; obligations; supplemental costs; cost and performance; supplementary construction; FY cost-budget summaries; financial assistance program; fixed assets and materials with contractors; analysis of warehouse stocks; accounts receivable; trial balance of general ledger and summary of transactions; schedules of plant, properties, and equipment; statement of fund availability; and requirements; statements of results from operations, and statements of shop or facility operation.
- b. ICAR submission, 80-80 list, and trial balance, charts B, C, D, and E.
- c. Family housing operation and maintenance cost report, family housing, 80-80 listing, status of allotments-AF, and summary-AF allotments.
- d. Nonstation fund report.

**Disposition:**  
a. End of FY report: Destroy after 30 years. Retire to the FRC serving the geographic area after 10 years (a above).

b. Quarterly or monthly reports: Destroy after 3 years (a above).

c. End of FY report: Destroy after 10 years. Retire to the FRC serving the geographic area after 5 years (b above).

d. Monthly report: Destroy after 3 years (b above).

e. Destroy 1 year after all transaction after 3 years.

**FN:** 37-26-1c

**Title:** COEMIS, F&A site audit input documents

**Authority:** GRS 2, Item 18c

**Privacy Act:** A0037-2-1CE

**Description:**

- a. Information consisting of copies of reports relating to database build, load and maintenance, accounting transfer entry or reference information, labor cost distribution sheet, and similar information.
- b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents which are used to input data into the computer.

**Disposition:**  
a. Accounts and supporting documents pertaining to American Indians: Permanent.

b. All other records:

- (1) Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files. (a above)
- (2) Destroy after all corrections have been made and reprocessed. (b above)

**Disposition:**  
a. Accounts and supporting documents pertaining to American Indians: Permanent.

b. All other records:

- (1) Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files. (a above)
- (2) Destroy after all corrections have been made and reprocessed. (b above)

**FN:** 37-44a

**Title:** Guarantees

**Authority:** NN-166-158

**Privacy Act:** Not applicable.

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**Table B-17****File category 37: Financial administration—Continued**

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**Description:** Information reflecting legal aspects of official guarantees. Included are guarantee documents containing terms agreed to and related information.

**Disposition:** Destroy 4 years after case is closed.

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**FN:** 37-44b

**Title:** Guaranteed loan accounting files

**Authority:** NN-166-158

**Privacy Act:** Not applicable.

**Description:** Information on the accounting required for guaranteed loans. Included are vouchers, registers, collection documents, financial statements, fiscal reports, ledgers, and comparable information.

**Disposition:** Destroy 4 years after case is closed.

---

**FN:** 37-47a

**Title:** Miscellaneous expense contingency funds

**Authority:** NC1-AU-86-14

**Privacy Act:** Not applicable.

**Description:** Information supporting miscellaneous expense contingency funds. Included are requests for approval, justifications for expenditures, estimated cost of projects, approvals, itemized lists of expenses, guest lists, and similar information.

**Disposition:**

a. OASA(FM): Destroy after 8 years.

b. Custodians of miscellaneous expense contingency funds: Destroy 1 year after inspection by a representative of (USAAA).

---

**FN:** 37-47b

**Title:** Certificates of settlement

**Authority:** GRS 6, Items 3a and 3b

**Privacy Act:** Not applicable.

**Description:** Information on certificates of settlement, statements of differences, related or comparable information accumulated by accountable officers.

**Disposition:**

a. Destroy certificates covering periodic settlements when subsequent certificates of settlement are received.

b. Destroy certificates covering closed account settlements, supplemental settlements, and final balance settlements 2 years after date of settlement and clearance.

---

**FN:** 37-49a

**Title:** Budget formulation and presentation files

**Authority:** GRS 5, Item 5a and b

**Privacy Act:** Not applicable.

**Description:** Information on development of the budget, including presentation to higher authority. Included are budget system standard worksheets, computer input and output, budget formulation procedures, schedules for periodic reports, and directly related information.

**Disposition:**

a. Annual report: Destroy 5 years after end of FY.

b. Other reports: Destroy 3 years after end of FY.

---

**FN:** 37-55c (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 37-55d

**Title:** Basic cost accounting reporting files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated in preparing recurring and periodic basic cost accounting reports made by operating offices of Army field elements, primarily for sending to higher echelon offices. Also, information reflecting actual and programmed accomplishments measured in terms of cost. These reports reflect costs in such areas as foreign assistance, public information, military personnel procurement, maintenance, repair, critical materials, cost and performance reports, and similar areas.

**Disposition:**

a. Offices responsible for preparation of report: Destroy after 3 years.

b. Other offices: Destroy 1 year after preparation of consolidated report

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**Table B-17****File category 37: Financial administration—Continued**

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or summary of report, or after 3 years if consolidation or summary is not made.

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**FN:** 37-80a

**Title:** Foreign military sales transactions

**Authority:** NN-163-58

**Privacy Act:** Not applicable.

**Description:** Information on transactions consummated under the Foreign Military Sales Program, including supply arrangements. Included are DOD offers and acceptances and accounting statements and allocation advices received or prepared. File by country or international organization, by case designator.

**Disposition:** Destroy 12 years after close of case.

---

**FN:** 37-100a

**Title:** Accounting classification audits

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used to verify correctness of accounting classifications. Included are master numerical lists of valid accounting classifications and related information.

**Disposition:** Destroy all merged accounting classification files at end of each FY.

---

**FN:** 37-101g

**Title:** Commercial account claims

**Authority:** NN-165-15

**Privacy Act:** Not applicable.

**Description:** Information related to commercial invoices and accounts against the U.S. resulting from contractual relationships with DA, which have been submitted to Claims Division, GAO, for settlement because of unresolved questions of law or fact. Included are copies of contracting officers' reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information.

**Disposition:** Destroy after 4 years.

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**FN:** 37-101k (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-101t (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-101u (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-101-1b

**Title:** Locator cards

**Authority:** NC1-AU-82-19

**Privacy Act:** AO037-104-3b,cSAFM

**Description:** Cards that identify Active Army and Reserve Component members on the master pay files at the USAFAC. A card image is transmitted by USAFAC to the appropriate Finance and Accounting Office for Army members and to input stations for Reserve members when an account is established, and when various administrative changes are submitted to the file. (JACS Sites, see FN37-101-2m.)

**Disposition:** Destroy upon receipt of new card or 6 months after person is no longer under jurisdiction for pay.

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**FN:** 37-101-1c (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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**Table B-17**  
**File category 37: Financial administration—Continued**

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**Disposition:** Not applicable.

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**FN:** 37-101-1d (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

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**FN:** 37-101-1e (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

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**FN:** 37-101-1f  
**Title:** Withholding taxes  
**Authority:** GRS 2, Item 18c and NC1-AU-85-12  
**Privacy Act:** AO037-104-3a,b,cSAFM; AO037-104-1aSAFM  
**Description:** Information reflecting taxes withheld. Included are reports to employees of taxable wages, income, FICA, and Medicare taxes withheld, such as IRS Forms W-2 and W-2C, reports and returns to Social Security Administration, Internal Revenue Service, State, city, or local taxing authority of the total taxable earnings and taxes withheld (such as IRS Forms W-2, W-2C, W-3, W-3C, 941, 941C, 4802, 4804, and magnetic tape listings), tax reconciliations, receipts, and related information.  
Note: For Korean National Direct Hire Withholding Tax Files, reports are submitted to the Korean Government Tax Office.  
**Disposition:** Destroy after 4 years, except destroy Korean National Direct Hire Withholding Tax Files, after 5 years.

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**FN:** 37-101-1g (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

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**FN:** 37-101-1h  
**Title:** Levies and garnishments  
**Authority:** GRS 2, Item 23  
**Privacy Act:** AO037-104-3a,b,cSAFM; AO037-104-1aSAFM  
**Description:** Information reflecting levy or garnishment actions against Federal employees. Included are Official Notice of Levy or Garnishment, charge slips, working papers, release forms on charges against retirement funds or attachment of salary for nonpayment of back income taxes or other debts, and comparable or related information.  
**Disposition:** Destroy 3 years after final action.

---

**FN:** 37-101-1i  
**Title:** Daily activity reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Daily reports compiled within the various elements of a finance and accounting office to record receipts, production, backlogs, and similar information. Included are DA Forms 4041, 4049, 4052, 4056, 4058, and similar forms or records. (Accumulations of daily activity reports are frequently helpful in preparing for manpower surveys of the FAO, especially in preparation of the Schedule X.)  
**Disposition:** Destroy after 60 days.

---

**FN:** 37-101-1j  
**Title:** Separations locator cards  
**Authority:** GRS 7, Item 3.  
**Privacy Act:** AO037-104-3a,bSAFM  
**Description:** Cards prepared for each person for whom a final (separation)military pay voucher is prepared, including such information as name, Social Security Number (SSN), date of separation, and final military pay voucher(MPV) number.  
**Disposition:** Destroy after 2 years.

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**FN:** 37-101-1k (Not used.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.

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**Table B-17**  
**File category 37: Financial administration—Continued**

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**Disposition:** Not applicable.

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**FN:** 37-101-1m  
**Title:** Wage and tax statements — military  
**Authority:** GRS 2, Item 18c  
**Privacy Act:** AO037-104-3a,b,cSAFM; AO037-104-1aSAFM  
**Description:** Information related to controlling and reporting wage and tax statements of soldiers to the State or city taxing authority. Included are reports, statistics with supporting records reflecting wages, State and local taxes, Social Security taxes, and similar information.  
**Disposition:** Destroy after 4 years.

---

**FN:** 37-101-1p  
**Title:** Miscellaneous F&AO reports  
**Authority:** GRS 2, Item 1 and GRS 6, Item 1a  
**Privacy Act:** Not applicable.  
**Description:** Miscellaneous F&AO reports, produced in microform, which include records of transportation billings and related accounting documents paid by Transportation Directorate to common carriers and vendors. Other reports such as copies of various source documents (that is, computer accounting lists)used throughout the command which are reduced to microfiche format for ease of use and storage.  
**Disposition:**  
a. USAFAC master: Destroy after 56 years. DO NOT RETIRE.  
b. Finance and Accounting Offices: Destroy after 6 months.  
c. USAFAC working files: Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 37-101-2m  
**Title:** JUMPS—Army Automated Coding System (JACS) reports/listings  
**Authority:** GRS 23, Item 5  
**Privacy Act:** AO037-104-3a,b,cSAFM; AO037-104-1aSAFM  
**Description:** These reports and listings contain information and data relating to pay transactions and pay adjustments processed by the local finance office through JACS to update the soldier's master military pay file (MMPF)maintained by USAFAC.  
**Disposition:**  
a. JACS finance and accounting offices: Dispose of the JACS listings per instructions outlined in AR 37-101-2.  
b. Routine control files: Destroy when no longer needed for current operations.<-- continued table b-17 -->

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**FN:** 37-103a  
**Title:** Collection vouchers  
**Authority:** GRS 6, Item 4  
**Privacy Act:** Not applicable.  
**Description:** Copies of documents that have been transmitted to disbursing officers which are accumulated by sales officers and other officials authorized to accept amounts due the United States from individuals, organizations, or governmental agencies, other than files accumulated by fiscal officers. Included are reports of deposits, report of collection for authorized sales of services and supplies (other than subsistence), account of sales of public property at public auction or on sealed proposals, schedules of collections, comparable information.  
Note: When these documents form an integral part of the accounts of files described elsewhere in this regulation, they will have the same disposition as those files.  
**Disposition:** Destroy after 3 years.

---

**FN:** 37-103b  
**Title:** Level of cash balance reviews  
**Authority:** NC1-AU-81-24  
**Privacy Act:** Not applicable.  
**Description:** Information covering the periodic reviews of cash funds authorized for maintenance by finance and accounting officers and their agents. This information serves as a basis for reducing or expanding the amount of cash funds held at personal risk and for discontinuing such funds when demonstrated need no longer exists.  
**Disposition:**  
a. Cash holding authority information: Destroy upon supersession.  
b. Other information: Destroy after 2 years.

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**FN:** 37-103c  
**Title:** Signature cards-voucher certifier files  
**Authority:** GRS 6, Item 5b  
**Privacy Act:** Under development.

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**Table B-17****File category 37: Financial administration—Continued**

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**Description:** These files identify signatures of certifying officers who certify vouchers. Included are signature cards, orders identifying individuals authorized to be certifying officers, and related information. Note: Certifying officers are required to be placed on orders by their commanders and a copy of the orders must be furnished to the FAO along with the DD Form 577 (Signature Card).

**Disposition:** Destroy 3 years after revocation.

---

**FN:** 37-103d

**Title:** Operation reporting files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Unit or disbursing officers' retained copies of monthly report of operations, reports of discounts on contracts and purchase orders, and comparable information.

**Disposition:** Destroy after 1 year.

---

**FN:** 37-103f

**Title:** Imprest fund discrepancies

**Authority:** II-NNA-1474

**Privacy Act:** Not applicable.

**Description:** Information accumulated by finance and accounting officers which reflects imprest fund shortages. Included are reports with supporting and related information.

**Disposition:** Destroy 2 years after case is closed.

---

**FN:** 37-103g

**Title:** Currency controls

**Authority:** NC1-AU-86-16

**Privacy Act:** Not applicable.

**Description:** Information used in overseas commands to control the amount of foreign currency in the possession of United States military and civilian personnel to prevent black market or other illegal activities.

**Disposition:** Destroy after 6 months.

---

**FN:** 37-103h

**Title:** Currency conversions

**Authority:** NN-166-204

**Privacy Act:** AO037-103dSAFM

**Description:**

a. Information accumulating in personnel and finance offices, hotels, clubs, unit orderly rooms, and similar activities from conversion of military payment certificates into dollar instruments or foreign currency, conversion of dollar instruments into military payment certificates, or replacement of a current issue of military payment certificates by new issue.

b. Before disposal, files on unsettled irregularities or discrepancies will be withdrawn, held until settlement of the irregularities or discrepancies, and then destroyed.

**Disposition:** Destroy 1 year after date of inspection for those files for which inspection by an inspector general is required.

---

**FN:** 37-103i

**Title:** Military payment certificate accountability files

**Authority:** NC1-AU-86-17

**Privacy Act:** Not applicable.

**Description:** Information kept by command accountable officers which provides accountability data for each series of military payment certificates. Included are receipts indicating shipments made or received, shipping documents, destruction schedules, letters appointing destruction committees, other information containing data indicating use, reduction, or increase of certificates.

**Disposition:** Destroy 1 year after outstanding balances in each denomination of each series are liquidated and clearance has been received from the Army accountable officer.

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**FN:** 37-103k (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103q (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

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**Table B-17****File category 37: Financial administration—Continued**

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**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103r (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103t

**Title:** General collections and expenditures

**Authority:** II-NNA-2242 and NN-165-15

**Privacy Act:** AO037-104-1bSAFM

**Description:** Information on the collection and disbursement of amounts due the U.S. Government involving civilian and military personnel of DA and contractors and commercial firms dealing with DA. These files primarily consist of those cases referred to USAFAC after efforts to collect by individual finance and accounting officers have failed. Included are disbursing officers' summaries, blocking tickets with attached source data, Treasury statements, machine listings reflecting collections, closed accounts, transferred accounts and balances, expenditures by purpose and reimbursement, and similar information.

**Disposition:**

a. Payroll related files: Destroy 6 years and 3 months after completion.

b. All other files: Destroy after 2 years.

---

**FN:** 37-103y (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103z (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103aa (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103bb

**Title:** Installation property accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated by departmental offices in staff supervision of property accounts at field installations. Included are copies of audit reports received from USAAA, reports on the status of property accounts, and comparable information.

**Disposition:** Destroy after 2 years.

---

**FN:** 37-103dd

**Title:** Original disbursing officer accounts

**Authority:** GRS 2, Item 1; GRS 6, Item 1a, and NC1-AU-84-42

**Privacy Act:** A0037-104-1bSAFM

**Description:**

a. Original money account information submitted by Army disbursing officers on a monthly basis to USAFAC for GAO central audit and review. Included—

(1) Original schedules.

(2) Original vouchers and supporting information.

(3) Correspondence on settlement of accounts.

(4) Comparable or related information supporting the statement of accountability or accounts current.

(5) JUMPS Active Army substantiating documents.

(6) Civilian payroll documents.

(7) Original Reserve Component composite payrolls.

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**Table B-17****File category 37: Financial administration—Continued**

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b. JUMPS-RC inactive duty training (IDT) substantiating documents retained at original ARNG or USAR input station.

**Disposition:**

a. Accounts and supporting documents pertaining to American Indians: Permanent.

b. All other records:

(1) Destroy after 6 years, 3 months. Cut off in FY blocks, hold 1 year, then retire to FRC, Dayton, OH 45439-1883. (a(1) through (6) above.)

(2) Destroy after 6 years, 3 months. Cut off in FY blocks, retain at original ARNG or USAR input station. DO NOT RETIRE. (Records may be transferred to an RHA but will NOT be retired to Dayton FRC.) (b above.)

(3) Destroy after 56 years. USAFAC cut off in FY blocks, hold 1 year, then retire to FRC, Dayton, OH 45439-1883. (a(7) above.)

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**FN:** 37-103ee (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103ff

**Title:** Conversion files

**Authority:** NN-165-15

**Privacy Act:** AO037-103dSAFM

**Description:** Information on the conversion, settlement, or payment of military payment certificates, destroyed depository checks, and foreign currencies. Included are requests for conversion, statements of circumstances, bonds of indemnity, requests to stop payment and requests to remove stop payment order, identification data, copies of courts-martial findings, alphabetical index cards, and similar documents.

**Disposition:** Destroy 10 years after conversion or other final action.

---

**FN:** 37-103gg

**Title:** Disbursing office establishments and appointments

**Authority:** NN-165-15

**Privacy Act:** A0037-103eSAFM

**Description:** Documents on the establishment of disbursing offices, the appointment of deputies and bond issuing agents, and the approval of other than Finance Corps officers for appointment as accountable officers and special disbursing agents. Commander, USAFAC is responsible for these functions. Included are requests with accompanying justification data, approvals, disapprovals, and similar information.

**Disposition:** Destroy 10 years after disestablishment or revocation.

---

**FN:** 37-103kk (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103mm

**Title:** Outstanding check depository files

**Authority:** GRS 6, Item 1b

**Privacy Act:** Not applicable.

**Description:** Copies of outstanding checks and related information kept by disbursing officers. These files will be kept in the possession of disbursing officers until transferred to account 20 X 6045.

**Disposition:** Send to USAFAC. Retained by USAFAC for 3 years, then destroyed.

---

**FN:** 37-103nn

**Title:** Check issue cards

**Authority:** II-NNA-688

**Privacy Act:** Not applicable.

**Description:** Information used to prepare required detailed check issue lists.

**Disposition:** Destroy at close of the accounting cycle subsequent to that in which prepared.

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**FN:** 37-103rr

**Title:** Agent finance officer accounts

**Authority:** GRS 6, Item 3b

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**Table B-17****File category 37: Financial administration—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agent officers.

**Disposition:** Destroy on reconciliation with the accounts of the parent disbursing officer as evidenced by receipt of a signed copy of a document acknowledging return of funds and indicating balance.

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**FN:** 37-103ss (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 37-103tt

**Title:** Imprest fund accounts

**Authority:** II-NNA-1474

**Privacy Act:** Not applicable.

**Description:** Information accumulated by imprest fund cashiers which reflects the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds entrusted to agent officers which also reflect acknowledgement of return of funds and statement of balance.

**Disposition:** Destroy after 2 years.

---

**FN:** 37-103uu

**Title:** Report of survey files

**Authority:** NC1-AU-81-22 and II-NNA-230

**Privacy Act:** AO027-1DAJA

**Description:** Information kept to review circumstances concerning the loss, unserviceability, or destruction of Government property or funds. Information is also retained for determining questions of pecuniary or other responsibility for the absence or condition of articles or funds, and action taken thereon, such as reports of survey, boards of officers proceedings, and other information concerning reports of survey.

Note: Unless otherwise specified in AR 735-11, final action on reports of survey includes initiation of prescribed action to collect the pecuniary charge.

**Disposition:**

a. Pecuniary liability files: Destroy 5 years after completion of final action.

b. Other files: Destroy after 3 years.

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**FN:** 37-103vv

**Title:** Indemnity bonds

**Authority:** NC1-AU-86-18

**Privacy Act:** Not applicable.

**Description:** Original indemnity bonds and related information furnished by educational institutions for care and safekeeping of Government property and terminated by the return of the property by the institution to the Army.

**Disposition:** Destroy 3 years after termination of bond.

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**FN:** 37-103xx

**Title:** Depository designations

**Authority:** NN-165-15

**Privacy Act:** Not applicable.

**Description:** Information on the establishment and termination of banking or credit union offices as Treasury-approved depositories to be used by U.S. Army Finance and Accounting Officers when Federal Reserve Banks are not utilized. Included are letters requesting approval of a specified depository, requests for permission to change depositories, notices of intent to discontinue use of depository, approvals and disapprovals, and related information.

**Disposition:** Destroy 10 years after use of facility is discontinued.

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**FN:** 37-104-1f

**Title:** Military pay reports

**Authority:** GRS 6, Item 1a

**Privacy Act:** A0037-104-1aSAFM, A0037-104-3bSAFM, A0037-104-3cSAFM, A0037-104-3DASG

**Description:** These records are created in microform, and include—  
a. JUMPS Active Army, a record of soldiers Leave and Earnings Statements (LES) and MPVs, including—

(1) Consolidated fiche reflecting the payment and collection of money from the soldier's LES to include allotment information.

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**Table B-17****File category 37: Financial administration—Continued**

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(2) LES DSSN fiche reflecting the payment and collection of money from the soldier.

(3) Educational Savings fiche reflecting payments made from a soldier's account and the Government's contribution.

(4) MPV Index/MPV Fiche, received from the field. Included are final separation payments; deceased payments; regular payments; selected reenlistment bonus payments; miscellaneous payments; casual, advance, and partial payments; variable reenlistment bonus payments; enlistment bonus 1 and 2 payments; and claims payment.

(5) Working files produced under JUMPS are JUMPS reformatted listings, input transaction summary index, mid-month check, compact LES data, return electronic fund transfer (EFT) payments, variable housing allowance(VHA) multiplier table, VHA Zip Code table, tent-plus, cost of living allowance(COLA) multi-table, composite institute address file (CINAF), quadruple terminal digit (QTD), alpha locator, LES in transit, state tax listing, and LES (SSN).

b. JUMPS Reserve Component members monthly LES.

c. Retired pay files contain records of retiree and annuitant accounts, transactions, payments, collections and allotments as well as records of selected financial organizations receiving payments. Included are—

(1) Statement of Account microfiche showing monthly account status including payments, collections, and allotments.

(2) Alphabetical Locator Cross-Reference microfiche showing retiree and annuitant names in alphabetical order with the associated SSN.

(3) Master retired pay file (MRPF) history microfiche showing deceased accounts purged from the automated payroll file.

(4) Retiree folder pull microfiche showing deceased accounts whose individual pay folders have been retired at the end of 3 years after death.

(5) Retired pay debt microfiche showing status and history of debt collections on the payroll file.

(6) Institution master microfiche showing the identification number and address of financial organizations authorized to receive blanket allotment payments.

(7) EFT master microfiche showing the identification number and address of financial organizations authorized to receive direct deposit or EFT payments.

(8) VA data exchange microfiche showing transactions received in automated form from the Veterans Administration to change VA waiver amounts.

(9) Pay table microfiche showing retired pay rates for the different grades at different retirement dates.

(10) Survivor benefit plan (SBP) cost factor tables showing cost factors for different ages of retirees and beneficiaries.

**Disposition:**

a. USAFAC master: Destroy after 56 years. DO NOT RETIRE

b. Finance and accounting offices: Destroy after 6 months.

c. USAFAC working files: Destroy when superseded, obsolete, or no longer needed for reference.

d. USAR copy: Destroy after 6 years and 3 months.

e. ARNG copy: See NGB Pam 37-1204-3.

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**FN:** 37-104-1h**Title:** Bankruptcy processing files**Authority:** NN-165-15**Privacy Act:** A0037-103aSAFM, A0037-105cSAFM**Description:** Information on the development and processing of bankruptcy cases to be submitted to GAO and the Department of Justice. These files relate to service members, former service members, and civilian employees, contractors, and other commercial concerns involved in transactions with the Army who file for bankruptcy. Included are bankruptcy reports, petitions, notifications, and similar information.**Disposition:** Destroy 4 years after conclusion of related bankruptcy proceedings.

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**FN:** 37-104-3a (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-104-3b (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.

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**Table B-17****File category 37: Financial administration—Continued**

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**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-104-3c (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-104-3i**Title:** Savings program reporting files**Authority:** N1-AU-86-13**Privacy Act:** Not applicable.**Description:** Information on reports and awards made in connection with the Army Savings Program and savings bonds. Included are reports, applications for awards, statistical data, approval and presentation letters, and related information.**Disposition:**

a. Summary reports kept by USAFAC: Destroy after 10 years.

b. Other reports: Destroy after 2 years.

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**FN:** 37-104-3r**Title:** Adjustment documents**Authority:** NC1-AU-86-15**Privacy Act:** Not applicable.**Description:** Information reflecting a credit or debit entry on military pay records.**Disposition:** Destroy 1 year after close of pay record to which they pertain.

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**FN:** 37-104-10f**Title:** Personal financial record folders**Authority:** GRS 6, Item 1a**Privacy Act:** A0037-104-1aSAFM, A0037-104-3bSAFM,

A0037-104-3cSAFM, A0037-104-3DASG

**Description:** A Personal Financial Record (PFR) will be kept for each military member on active duty, except for personnel serving in a status of 6 months or less active duty for training. For personnel in the latter category, a personal financial record folder will be kept as prescribed by AR37-104-3. Filing instructions for documents constituting the personal financial record folder are prescribed by AR 37-104-3.**Disposition:** Dispose of folder or portions thereof per instructions contained in AR 37-104-3, AR 635-10, and AR 640-10.

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**FN:** 37-104-10k**Title:** Miscellaneous pay vouchers**Authority:** NN-166-204**Privacy Act:** A0037-104-1aSAFM, A0037-104-3bSAFM,

A0037-104-3cSAFM, A0037-104-3DASG

**Description:** Information on the general administration of the military pay voucher system. Included are pay inquiry forms, copies of DA Form 5350 (U.S. Army Reserve Drill Recording Form), and similar information.**Disposition:** Destroy after 1 year.

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**FN:** 37-105a**Title:** Individual pay records — civilian**Authority:** GRS 2, Item 1 and NC1-AU-85-13**Privacy Act:** A0037-105aSAFM**Description:** Individual pay records kept by payroll offices are official records which contain information concerning all earnings, deductions, adjustments, and bond issuances made to each employee during a pay calendar year. Payroll offices submitting individual pay records in SSN order must include a cross-reference roster of employees in alphabetical order. Submission of individual pay records in alphabetical order requires a cross-reference roster of employees in SSN order.**Disposition:**

a. Destroy after 56 years. Send annual blocks to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118, after 3 years.

b. FOR KOREAN NATIONAL DIRECT HIRE INDIVIDUAL PAY RECORDS: Cutoff files at the end of each calendar year. Destroy in CFA after 6 years and 3 months.

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**FN:** 37-105b**Title:** Individual retirement records

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**Table B-17****File category 37: Financial administration—Continued**

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**Authority:** GRS 2, Item 21**Privacy Act:** OPM/GOVT 1**Description:**

a. Individual retirement records reflect the service history and amounts that have been deducted from the pay of each individual civilian employee subject to The Retirement Act (46 STAT. 468; 5 USC 691-739), as amended, for deposit to the Civil Service Retirement and Disability Fund.

b. Individual retirement records also reflect the amounts that have been paid by each individual employee for Civil Service Retirement Service Credit Deposits Retirement for post-1956 military service and Civilian Service Credit Deposits Retirement for reemployed annuitants.

c. Segregated individual retirement records, files, and controls must be maintained for active employees subject to regular Civil Service Retirement (CSR), Federal Employees Retirement System (FERS), frozen CRS, Redesignated FERS, those electing to pay for CSR or FERS service credit deposits for retirement for post-1956 military service, and those electing to pay CSR or FERS service credit deposits for retirement for service performed as a reemployed annuitant.

Note: SF 2806 or SF 3100 for service credit deposits made for post-1956 military service will not be transferred to another DA installation. Send these SFs 2806 or SF 3100 to the Office of Personnel Management (OPM). SFs 2806 and SF 3100 for civilian service credit deposit for CSR or FERS made by reemployed annuitants may be transferred to another DA installation or sent to OPM, as appropriate.

**Disposition:** SFs 2806 will be sent to the gaining payroll office if an employee transfers to another Army payroll office and to OPM if the employee separates or transfers to an agency outside the Army. SFs 3100 will be sent to OPM if the employee separates or transfers to an agency outside the Army or to any other payroll office.

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**FN:** 37-105c**Title:** Individual retirement record controls**Authority:** To be determined**Privacy Act:** OPM/CENTRAL 1

**Description:** Control documents kept in connection with the retirement records of individual civilian employees, such as DA Form 103 (Civil Service Retirement Control), SF 2807 (CSRS Register of Separations and Transfers), SF3103, (FERS Register of Separations and Transfers), copies of SF 2806, SF2806-1, SF 3100, SF 3101 for employees who separated or transferred (Register of Prior Year Adjustments), SF 2812 (Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement), biweekly, quarterly, and annual retirement listings, year-to-date earnings report for active and inactive employees and other related comparable listings and adding machine tapes, copies of OPM Form 1525 (CSRS Annual Summary Retirement Fund Transactions), and OPM Form 1564 (FERS Annual Summary Retirement Fund Transactions).

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 37-105d**Title:** TA reports and leave record cards**Authority:** NC1-AU-81-10**Privacy Act:** A0037-105aSAFM**Description:**

a. Time and Attendance (TA) reports, which are subsidiary records to the official individual leave record. Included are TA reports or job cards on which leave data were kept.

b. DA Form 2451 (Individual Leave Record), OF 1137 (Leave Record Card) or other documents used in place thereof for recording leave categories, accruals, office accumulation, and employee's leave taken. Note: Before disposal, all documents which are pertinent to an outstanding GAO exception will be withdrawn and kept until clearance of the exception.

**Disposition:** Destroy after 6 years.

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**FN:** 37-105e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-105f

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**Table B-17****File category 37: Financial administration—Continued**

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**Title:** Authorized timekeeper lists**Authority:** GRS 2, Item 3b**Privacy Act:** A0037-105aSAFM

**Description:** Information indicating persons responsible for timekeeping and supervisors responsible for TA certification and overtime authorizations. Included are lists, cards, memorandums, communications, and similar information.

**Disposition:** Destroy upon supersession.

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**FN:** 37-105g**Title:** Payroll work files**Authority:** GRS 2, Item 2**Privacy Act:** Not applicable.

**Description:** Correspondence and work papers on payroll matters. Included are payroll discrepancies, report of balances, recapitulation of payroll data, work or proof sheets, pay or leave information requests, and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 37-105h**Title:** Withholding taxes**Authority:** GRS 2, Item 18c and NC1-AU-85-12**Privacy Act:** A0037-105aSAFM

**Description:** Information reflecting taxes withheld. Included are reports to employees of taxable wages, income, FICA, and Medicare taxes withheld, such as IRS Forms W-2 and W-2C, reports and returns to Social Security Administration, Internal Revenue Service, State, city, or local taxing authority of the total taxable earnings and taxes withheld (such as IRS Forms W-2, W-2C, W-3, W-3C, 941, 941C, 4802, 4804, and magnetic tape listings), tax reconciliations, receipts, and related information.

Note: For Korean National Direct Hire Withholding Tax Files, reports are submitted to the Korean Government Tax Office.

**Disposition:** Destroy after 4 years, except for Korean National Direct Hire Withholding Tax Files, destroy after 5 years.

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**FN:** 37-105i**Title:** Individual pay record transmittal letters**Authority:** GRS 16, Item 3**Privacy Act:** Not applicable.

**Description:** Copies of letters and SF 135 (Records Transmittal and Receipt) used to transmit Individual Pay Records and related documents to the NPRC.

**Disposition:** Destroy when no longer needed for reference purposes.

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**FN:** 37-105j**Title:** Statement of charges**Authority:** NN-166-204**Privacy Act:** AO037-104-1bSAFM

**Description:** Civilian payroll officer's copies of forms used to list charges against civilian personnel in connection with the loss, damage, or destruction of Government property. They include DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) and comparable forms.

**Disposition:** Destroy 2 years after settlement.

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**FN:** 37-105k**Title:** Health benefits**Authority:** GRS 2, Item 15a**Privacy Act:** A0037-105aSAFM

**Description:** Information used in connection with controlling and reporting deductions under the Federal Employees Health Benefits Program. Included are reports, transmittal letters, and related information.

Note: This does not include SF 2809 (Health Benefits Registration Form) or SF2810 (Notice of Change in Health Benefits Enrollment) for which, see FN37-105q.

**Disposition:** Destroy after 3 years.

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**FN:** 37-105m**Title:** Decedent claims**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.

**Description:** Information used in settlement of claims for unpaid compensation of deceased employees. Included are copy of settlement voucher, SF 1154 (Public Voucher for Unpaid Compensation Due a

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**Table B-17****File category 37: Financial administration—Continued**

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Deceased Civilian Employee), supporting documents including SF 1152, (Designation of Beneficiary), SF 1153(Claim for Unpaid Compensation on Deceased Civilian Employee), travel voucher DA Form 5151-R (Payroll Adjustment Document), and death certificate, court documents appointing an administrator or guardian, and similar original documents.  
**Disposition:** Destroy 6 years, 3 months after the date of settlement.

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**FN:** 37-105n**Title:** Unemployment compensation data requests**Authority:** GRS 2, Item 24**Privacy Act:** AO037-105aSAFM

**Description:** Information on requests for wage and separation data to be used for unemployment compensation claims. Included are requests for information and replies thereto, notices of determination and notices of refusal of work offer (both of which are received by payroll and forwarded to the servicing civilian personnel office), and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 37-105p**Title:** Payroll control documents**Authority:** NN-164-23**Privacy Act:** AO037-105aSAFM

**Description:** Documents kept for payroll control and audit purposes. Included are payroll listings, payroll summary and certification and attachments, such as Payroll for Personnel Services (Comprehensive), payroll vouchers, bond issuance schedules, control registers (payroll, leave, bond, and other related subsidiary control registers), listings that reflect payroll changes, refund vouchers and adjustment schedules which relate to those payments, except as otherwise provided in this section, permanent and temporary pay change documents, and similar information.

Note: Documents which involve or relate to a GAO exception will be kept until clearance of the exception.

**Disposition:** Destroy after 3 years.

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**FN:** 37-105q**Title:** Payroll substantiating document folders**Authority:** GRS 2, Item 11; GRS 2, Item 4; GRS 2, Item 18**Privacy Act:** A0037-105aSAFM**Description:**

a. These files include information on the following:

- (1) Pay authorizations, promotions, increases, and adjustments recorded on SF 50 (Notification of Personnel Action).
- (2) Suggestion and incentive awards recorded on DA Form 2441(Suggestion Award Certificate) and DA Form 1256 (Incentive Award Nominations and Approval).
- (3) Authorization for payment of subsistence and quarters using SF 1190 (Foreign Allowances, Grant, and Report).
- (4) Records of leave data on SF 1150 (Record of Leave Data).
- (5) Withholding tax exemption certificates recorded on IRS Forms W-4, and State, city, and county withholding tax exemption certificates.
- (6) Authorized deductions for liquidation of indebtedness to the U.S.
- (7) Official authorizations for continuing, changing, canceling, withholding, or deducting amounts from a person's wages. This is for such purposes as purchase of savings bonds and health insurance and payment of union dues and allotments. Included are—
  - (a) SF 2809 (Health Benefit Registration Form).
  - (b) SF 2810 (Notice of Change in Health Benefit Enrollment).
  - (c) SF 1192 (Authorization for Purchase and Request for Change—U.S. Series EE Savings Bonds).
  - (d) SF 1198 (Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization).
  - (e) SF 1189 (Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization).
  - (f) SF 1187 (Request for Payroll Deductions for Labor Organization Dues).
  - (g) CSC Form 804A (Voluntary Allotment for Payment of Charitable Contributions to Combined Federal Campaign (CFC) Organizations, and similar documents).
  - (8) Individual requests for pay or leave information.
  - (9) Information that affects a person's pay.

b. These files also include copies of the following:

- (1) Notices of levy using IRS Form 668 (Notice of Levy) or IRS Form 2759 (Agreement for Liquidation of Federal Tax through Payroll

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**Table B-17****File category 37: Financial administration—Continued**

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Deductions).

(2) Notices of exception.

(3) Notices of court-ordered garnishment of pay for alimony and for child support.

(4) Waivers of the U.S. arising out of erroneous payments of pay and allowances.

(5) Related approvals or disapprovals.

**Disposition:** Active and separated employees:

- a. Individual pay authorization documents, such as SF 50, DA Form 2441, DA Form 1256, SF 1190, and similar forms: Destroy after 5 years.
- b. Records of leave data, such as SF 1150: Destroy after 6 years.
- c. Individual withholding and authorization documents, such as SF 2809, SF 2810, SF 1192, and similar forms: Destroy 3 years after superseded or canceled.
- d. Active employees' current withholding and authorization documents that support deductions from the individual's pay: Destroy 4 years after superseded or canceled.
- e. Inactive employees' withholding and authorization documents: Destroy 4 years after employee's separation.
- f. Active employees' individual withholding tax exemption certificates and other tax authorization documents that support deductions from each active individual employee's pay: Destroy 4 years after superseded or canceled.
- g. Inactive employees' withholding tax certificates and other tax authorization documents: Destroy 4 years after the employee's separation.

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**FN:** 37-105r (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-105s**Title:** Pay tables**Authority:** GRS 23, Item 6**Privacy Act:** Not applicable.

**Description:** Record sets of pay tables supplementing the official Government salary tables. Included are General Service (GS), Senior Executive Service (SES), and Wage Area pay tables.

**Disposition:** Destroy when no longer needed for current operations. Forward to gaining payroll office if offices are being consolidated.

---

**FN:** 37-105t**Title:** Audit letters**Authority:** GRS 2, Item 16a**Privacy Act:** Not applicable.

**Description:** GAO notification of completion of audit of pay and leave accounts, with related information.

**Disposition:** Destroy after 3 years.

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**FN:** 37-105u**Title:** Savings bond reports and reconciliations**Authority:** GRS 2, Item 7**Privacy Act:** Not applicable.

**Description:** Controls, reports, and reconciliation forms pertaining to deductions and purchase of bonds. Included are quarterly reconciliations of bond balances with the accounting division, bond participation reports, and related information.

**Disposition:** Destroy after 3 years.

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**FN:** 37-105v**Title:** Civilian personnel claims**Authority:** GRS 6, Item 1a**Privacy Act:** AO037-105aSAFM

**Description:** Information on claims against the U.S. Government filed by civilian employees. These claims relate to such matters as unpaid compensation, travel allowances, erroneous payroll deductions, and overtime pay. Included are forms requesting payment and related information.

**Disposition:** Destroy 6 years, 3 months after final disposition of the claim(that is, settlement or transfer to GAO).

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**FN:** 37-105x**Title:** OPM retirement fund reporting files

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**Table B-17****File category 37: Financial administration—Continued**

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**Authority:** GRS 2, Item 21a**Privacy Act:** Not applicable.**Description:** Annual reports with directly related documents, containing data on deductions and contributions to the OPM retirement fund by DA. File by fiscal station number.**Disposition:** Destroy after 3 years.

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**FN:** 37-105z**Title:** Pay document transmittals or receipts**Authority:** GRS 23, Item 4b**Privacy Act:** Not applicable.**Description:** Copies of transmittals or receipts of payroll documents forwarded by DA Form 4994-R (Pay Document Transmittal/Receipt Record(Civilian Employees) to the Civilian Personnel Office (CPO).**Disposition:** Destroy after 3 months old or when no longer needed for current operations, whichever is sooner.

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**FN:** 37-106a**Title:** Record of travel payments (civilian)**Authority:** GRS 9, Item 4a**Privacy Act:** A0037-107bSAFM**Description:** Information used to reflect travel allowance payments made to individual employees. Included are DD Forms 1588 (Record of Travel Payments)and related information.**Disposition:** Send to Technical Services of servicing CPO. On transfer of employee, send to next duty station within DA. Destroy 3 years after termination of employment with DA.

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**FN:** 37-106c**Title:** Record of travel payments—military**Authority:** GRS 9, Item 4a**Privacy Act:** A0037-107bSAFM**Description:** Information covering the history of travel payments that have been paid by the Finance and Accounting Officer.**Disposition:**

a. Separated or Retired: Attach to final Military Pay Voucher, forward to USAFAC.

b. Change of station: Send to next duty station with member.

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**FN:** 37-107a**Title:** Commercial account claims**Authority:** NN-165-15**Privacy Act:** Not applicable.**Description:** Information related to commercial invoices and accounts against the U.S. resulting from contractual relationships with DA, which have been submitted to Claims Division, GAO, for settlement because of doubtful questions of law or fact. Included are copies of contracting officers'reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information.**Disposition:** Destroy after 4 years.

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**FN:** 37-107f**Title:** Signature cards — voucher certifier files**Authority:** GRS 6, Item 5b**Privacy Act:** Not applicable.**Description:** These files identify signatures of certifying officers who certify vouchers. Included are signature cards, orders identifying individuals authorized to be certifying officers, and related information. Note: Certifying officers are required to be placed on orders by their commanders and copies of the orders must be furnished to the Finance and Accounting Office along with the DD Form 577.**Disposition:** Destroy 3 years after revocation.

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**FN:** 37-107h**Title:** Certificates of settlement**Authority:** GRS 6, Items 3a and 3b**Privacy Act:** Not applicable.**Description:** Information on certificates of settlement, statements of differences, and related or comparable information accumulated by accountable officers.**Disposition:**

a. Certificates covering periodic settlements: Destroy when subsequent certificate of settlement is received.

b. Certificates covering closed account settlements, supplemental

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**Table B-17****File category 37: Financial administration—Continued**

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settlements, and final balance settlements: Destroy 2 years after date of settlement and clearance.

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**FN:** 37-107k**Title:** Record of procurement payments—Bills Registers**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:** DA Forms 3900 (Bills Registers) used to provide payment history of vendors who have furnished goods or services on procurement documents.**Disposition:** Destroy 6 years and 3 months after final payment is made against a procurement document.

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**FN:** 37-108n**Title:** Agent finance officer accounts**Authority:** GRS 6, Item 3b**Privacy Act:** Not applicable.**Description:** Information accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agent officers.**Disposition:** Destroy on reconciliation with the accounts of the parent disbursing officer, as evidenced by receipt of a signed copy of a document acknowledging return of funds and indicating balance.

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**FN:** 37-108y (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-108dd (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-108ee (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-108ff (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-108gg (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-108hh (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-108ii (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 37-108kk (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.

<b>Table B-17</b> <b>File category 37: Financial administration—Continued</b>
<b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-108mm (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-108nn (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-108rr (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-110b (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-110d (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-110e (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-110f (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-110h <b>Title:</b> Working capital fund charters <b>Authority:</b> NC1-AU-78-67 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Authorization for use of working capital funds. Included are copies of charters with directly related information. <b>Disposition:</b> a. OASA(FM): Permanent. PIF on revocation or supersession of charter and cut off at the end of that year. b. Other offices: Destroy 1 year after revocation or supersession of charter.
<b>FN:</b> 37-110k (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-110q (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.

<b>Table B-17</b> <b>File category 37: Financial administration—Continued</b>
<b>FN:</b> 37-110r (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111b (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111d (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111f (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111g (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111h (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111j <b>Title:</b> Working capital fund charters <b>Authority:</b> NC1-AU-78-67 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Authorization for use of working capital funds. Included are copies of charters with directly related information. <b>Disposition:</b> a. ASA(FM): Permanent. PIF on revocation or supersession of charter and cut off at the end of that year. b. Other offices: Destroy 1 year after revocation or supersession of charter.
<b>FN:</b> 37-111k (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111n (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111p (Not used.) <b>Title:</b> Not applicable. <b>Authority:</b> Not applicable. <b>Privacy Act:</b> Not applicable. <b>Description:</b> Not applicable. <b>Disposition:</b> Not applicable.
<b>FN:</b> 37-111t (Not used.) <b>Title:</b> Not applicable.

**Table B-17**  
**File category 37: Financial administration—Continued**

**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-111u (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-112b (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-112d (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-112e (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-112f (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-112i (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-112m (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-112n (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-115b  
**Title:** Project work order costs (for other than construction)  
**Authority:** GRS 22, Item 1b and GRS 23, Item 5  
**Privacy Act:** Not applicable.  
**Description:** Included are work orders, work order cost ledgers, feature and subfeature cost ledgers, work order completion reports, project work other than construction (including planning, preliminary examinations, and surveys), and advance engineering and design for projects which have been determined unfeasible.  
**Disposition:** Destroy 6 years after end of FY of preparation or after project is determined unfeasible, as applicable.

**FN:** 37-120b  
**Title:** Accounts payable card files  
**Authority:** GRS 7, Item 4a  
**Privacy Act:** Not applicable.

**Table B-17**  
**File category 37: Financial administration—Continued**

**Description:** Information indicating amounts disbursed to payees.  
**Disposition:** Destroy 3 years after final payment is made.

**FN:** 37-120e (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-120j (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-120n (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151a (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151f (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151g (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151k (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151m (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151p (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151q (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 37-151r (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.

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**Table B-17**  
**File category 37: Financial administration—Continued**

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**Disposition:** Not applicable.

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**FN:** 37-151x (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151dd (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151ee (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151gg (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151hh (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151ii (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151jj (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151kk (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151mm (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151pp (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151qq (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.

---

**Table B-17**  
**File category 37: Financial administration—Continued**

---

**Disposition:** Not applicable.

---

**FN:** 37-151rr (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-151ss (Not used.)  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

---

**FN:** 37-202a  
**Title:** FHA mortgage payment insurance files  
**Authority:** NN-165-15  
**Privacy Act:** A0037-202SAFM  
**Description:** Information on the payment of Federal Housing Administration mortgage insurance premiums by DA for eligible members of the Army. Procedures and requirements for obtaining certificates of eligibility are contained in AR 608-8. Included are certificate of eligibility, certificate of termination, premium notices, and related information.  
**Disposition:** Destroy 10 years after final separation of the person.

---

**FN:** 37-345-1d  
**Title:** COEMIS, F&A site audit input documents  
**Authority:** NC1-AU-76-25 & GRS 6, Item 1a  
**Privacy Act:** A0037-2-1CE  
**Description:**  
a. Information consisting of copies of reports relating to database build or load and maintenance, accounting transfer entry or reference information, labor cost distribution sheet, and similar information.  
b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents, used to input data into the computer.  
**Disposition:**  
a. Accounts and supporting documents pertaining to American Indians: Permanent.  
b. All other records:  
(1) Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files. (a above)  
(2) Destroy after all corrections have been made and reprocessed. (b above)

---

**FN:** 37-345-10c  
**Title:** Principal costs  
**Authority:** NC-AU-76-3  
**Privacy Act:** Not applicable.  
**Description:** Information accumulated in CE offices which reflects cost of military projects. Included are cost-budget summaries for end of FY; military construction (MILCON) reports; feature and subfeature cost ledger sheets applicable to the foregoing reports, and similar information.  
**Disposition:** Destroy after 10 years in CFA. Cut off at end of FY of financial completion.

---

**FN:** 37-345-10d  
**Title:** Subordinate project costs  
**Authority:** GRS 5, Item 5b  
**Privacy Act:** Not applicable.  
**Description:** Information consisting of deferred, clearing, materials, and offsetting cost ledger sheets; job estimate summary sheets; and various preliminary and monthly project cost summaries used for compilation of data required in preparation of project cost summary reports, detailed cost statements, payment estimates, and other pertinent cost accounting reports and records.  
**Disposition:** Destroy 5 years after preparation of covering report or record.

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**Table B-18**  
**File category 37: Financial administration—rescinded FNs**

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**FN:** 37-1n**Title:** General ledgers**Use:** FN 37-1j**FN:** 37-1ee**Title:** Expenditure reporting files**Use:** FN 37-1r**FN:** 37-2a**Title:** Office financial files**Use:** FN 1o**FN:** 37-2b**Title:** Allocations**Use:** FN 37-1a**FN:** 37-2c**Title:** Allotments**Use:** FN 37-1b**FN:** 37-2-10f**Title:** General ledgers**Use:** FN 37-1j**FN:** 37-2-10p**Title:** Allotments**Use:** FN 37-1b**FN:** 37-2-10gg**Title:** Subordinate project cost/labor and workload files**Use:** FN 37-1h**FN:** 37-9a**Title:** Validations**Use:** FN 37-1ff**FN:** 37-12a**Title:** Central clearing functions**Use:** FN 37-1d**FN:** 37-20a**Title:** Reports of violation of 31 USC 1517**Use:** FN 37-1c**FN:** 37-20b**Title:** Allocations**Use:** FN 37-1a**FN:** 37-20c**Title:** Allotments**Use:** FN 37-1b**FN:** 37-21a**Title:** Accounting documents**Use:** FN 37-1f**FN:** 37-21b**Title:** Commitment documents**Use:** FN 37-1g**FN:** 37-24a**Title:** Financial statements and schedules**Use:** FN 37-1e**FN:** 37-24c**Title:** Miscellaneous feeder data**Use:** FN 37-1i**FN:** 37-24d**Title:** General ledgers**Use:** FN 37-1j**FN:** 37-26-1d**Title:** COEMIS, F&A site audit outputs**Use:** FN 37-2-1b**FN:** 37-26-1e**Title:** COEMIS, F&A utilities**Use:** FN 37-2-1c**FN:** 37-26-1f

---

**Table B-18**  
**File category 37: Financial administration—rescinded FNs—Continued**

---

**Title:** COEMIS, F&A magnetic tape database**Use:** FN 37-2-1d**FN:** 37-26-1g**Title:** COEMIS, F&A audit trail tapes**Use:** FN 37-2-1e**FN:** 37-49b**Title:** Allocations**Use:** FN 37-1a**FN:** 37-49c**Title:** Allotments**Use:** FN 37-1b**FN:** 37-50a**Title:** Subordinate project cost/labor and workload files**Use:** FN 37-1h**FN:** 37-53a**Title:** Contract progress payment reporting files**Use:** FN 37-1q**FN:** 37-53b**Title:** Contract advance payment progress reporting files**Use:** FN 37-1o**FN:** 37-55a**Title:** Subordinate project cost/labor and workload files**Use:** FN 37-1h**FN:** 37-55b**Title:** General ledgers**Use:** FN 37-1j**FN:** 37-61a**Title:** Budget formulations and presentation files**Use:** FN 37-49a**FN:** 37-61b**Title:** Allocations**Use:** FN 37-1a**FN:** 37-61c**Title:** Allotments**Use:** FN 37-1b**FN:** 37-101a**Title:** General ledgers**Use:** FN 37-1j**FN:** 37-101b**Title:** Contract advance payment progress reporting files**Use:** FN 37-1o**FN:** 37-101c**Title:** Subsidiary files**Use:** FN 37-1p**FN:** 37-101d**Title:** Accounting documents**Use:** FN 37-1f**FN:** 37-101e**Title:** Central clearing functions**Use:** FN 37-1d**FN:** 37-101f**Title:** Contract progress payment reporting files**Use:** FN 37-1q**FN:** 37-101h**Title:** Transmittal letters**Use:** FN 37-1w**FN:** 37-101i**Title:** Allocations**Use:** FN 37-1a**FN:** 37-101j

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**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Allotments  
**Use:** FN 37-1b

---

**FN:** 37-101m  
**Title:** Expenditure reporting files  
**Use:** FN 37-1r

---

**FN:** 37-101n  
**Title:** Departmental reporting files  
**Use:** FN 37-1y

---

**FN:** 37-101p  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-101q  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-101r  
**Title:** Status of funds reporting files — allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-101s  
**Title:** Status of reimbursement reporting files  
**Use:** FN 37-1v

---

**FN:** 37-101v  
**Title:** Foreign military sales transactions  
**Use:** FN 37-80a

---

**FN:** 37-101-1a  
**Title:** Transmittal letters  
**Use:** FN 37-1w

---

**FN:** 37-101-1n  
**Title:** Military pay reports  
**Use:** FN 37-104-1f

---

**FN:** 37-101-2a  
**Title:** Contract advance payment progress reporting files  
**Use:** FN 37-1o.

---

**FN:** 37-101-2b  
**Title:** Central clearing functions  
**Use:** FN 37-1d

---

**FN:** 37-101-2c  
**Title:** Contract progress payment reporting files  
**Use:** FN 37-1q

---

**FN:** 37-101-2d  
**Title:** Expenditure reporting files  
**Use:** FN 37-1r

---

**FN:** 37-101-2e  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-101-2f  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-101-2g  
**Title:** Status of funds reporting files—allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-101-2h  
**Title:** Status of reimbursement reporting files  
**Use:** FN 37-1v

---

**FN:** 37-101-2i  
**Title:** JUMPS update output listings  
**Use:** FN 37-101-2m

---

**FN:** 37-101-2j  
**Title:** Military pay reports  
**Use:** FN 37-104-1f

---

**FN:** 37-101-2k

---

**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Miscellaneous FAO reports  
**Use:** FN 37-101-1p

---

**FN:** 37-101-2n  
**Title:** Daily activity reports  
**Use:** FN 37-101-1i

---

**FN:** 37-101-2p  
**Title:** Transmittal letters  
**Use:** FN 37-1w

---

**FN:** 37-103e  
**Title:** Accounts payable files  
**Use:** FN 37-1x

---

**FN:** 37-103j  
**Title:** Status of funds reporting files — allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-103m  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-103n  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-103p  
**Title:** Adjustment vouchers  
**Use:** FN 37-1aa

---

**FN:** 37-103s  
**Title:** Expenditure reporting files  
**Use:** FN 37-1r

---

**FN:** 37-103u  
**Title:** Subsidiary files  
**Use:** FN 37-1p

---

**FN:** 37-103x  
**Title:** Status of reimbursement reporting files  
**Use:** FN 37-1v

---

**FN:** 37-103cc  
**Title:** Accounting classification audits  
**Use:** FN 37-100a

---

**FN:** 37-103hh  
**Title:** Unclaimed money files  
**Use:** FN 37-1t

---

**FN:** 37-103ii  
**Title:** Wage and tax statements — military  
**Use:** FN 37-101-1m

---

**FN:** 37-103jj  
**Title:** Commercial account claims  
**Use:** FN 37-101g

---

**FN:** 37-103pp  
**Title:** Allocations  
**Use:** FN 37-1a

---

**FN:** 37-103qq  
**Title:** Allotments  
**Use:** FN 37-1b

---

**FN:** 37-103ww  
**Title:** Validations  
**Use:** FN 37-1ff

---

**FN:** 37-103yy  
**Title:** Accounting documents  
**Use:** FN 37-1f

---

**FN:** 37-103-1a  
**Title:** Imprest fund accounts  
**Use:** FN 37-103tt

---

**FN:** 37-103-1b

---

**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Imprest fund discrepancies  
**Use:** FN 37-103f

---

**FN:** 37-104-1a  
**Title:** Wage and tax statements — military  
**Use:** FN 37-101-1m

---

**FN:** 37-104-1b  
**Title:** Accounts payable files  
**Use:** FN 37-1x

---

**FN:** 37-104-1c  
**Title:** Levies and garnishments  
**Use:** FN 37-101-1h

---

**FN:** 37-104-1d  
**Title:** Validations  
**Use:** FN 37-1ff

---

**FN:** 37-104-1e  
**Title:** Individual financial history files  
**Use:** FN 37-1bb

---

**FN:** 37-104-1g  
**Title:** Miscellaneous F&AO reports  
**Use:** FN 37-101-1p

---

**FN:** 37-104-3d  
**Title:** Locator cards  
**Use:** FN 37-101-1b

---

**FN:** 37-104-3e  
**Title:** Record of travel payments — military  
**Use:** FN 37-106c

---

**FN:** 37-104-3f  
**Title:** Validations  
**Use:** FN 37-1ff

---

**FN:** 37-104-3g  
**Title:** Individual financial history files  
**Use:** FN 37-1bb

---

**FN:** 37-104-3j  
**Title:** JUMPS update output listings  
**Use:** FN 37-101-2m

---

**FN:** 37-104-3k  
**Title:** Transmittal letters  
**Use:** FN 37-1w

---

**FN:** 37-104-3m  
**Title:** Wage and tax statements — military  
**Use:** FN 37-101-1m

---

**FN:** 37-104-3n  
**Title:** Military pay reports  
**Use:** FN 37-104-1f

---

**FN:** 37-104-3p  
**Title:** Original disbursing officer accounts  
**Use:** FN 37-103dd

---

**FN:** 37-104-3q  
**Title:** Accounts payable files  
**Use:** FN 37-1x

---

**FN:** 37-104-3s  
**Title:** Miscellaneous pay vouchers  
**Use:** FN 37-104-10k

---

**FN:** 37-104-3t  
**Title:** Miscellaneous F&AO reports  
**Use:** FN 37-101-1p

---

**FN:** 37-104-3u  
**Title:** Personal financial record folders  
**Use:** FN 37-104-10f

---

**FN:** 37-104-3v

---

**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Bankruptcy processing files  
**Use:** FN 37-104-1h

---

**FN:** 37-104-10a  
**Title:** Signature cards — voucher certifier files  
**Use:** FN 37-107f

---

**FN:** 37-104-10b  
**Title:** Original disbursing officer accounts  
**Use:** FN 37-103dd

---

**FN:** 37-104-10c  
**Title:** Transmittal letters  
**Use:** FN 37-1w

---

**FN:** 37-104-10d  
**Title:** Locator cards  
**Use:** FN 37-101-1b

---

**FN:** 37-104-10e  
**Title:** Adjustment documents  
**Use:** FN 37-104-3r

---

**FN:** 37-104-10g  
**Title:** Wage and tax statements — military  
**Use:** FN 37-101-1m

---

**FN:** 37-104-10h  
**Title:** Individual financial history files  
**Use:** FN 37-1bb

---

**FN:** 37-104-10i  
**Title:** JUMPS update output listings  
**Use:** FN 37-101-2m

---

**FN:** 37-104-10j  
**Title:** Military pay reports  
**Use:** FN 37-104-1f

---

**FN:** 37-105w  
**Title:** Levies and garnishments  
**Use:** FN 37-104-1c

---

**FN:** 37-105y  
**Title:** Validations  
**Use:** FN 37-1ff

---

**FN:** 37-105aa  
**Title:** Bankruptcy processing files  
**Use:** FN 37-104-1h

---

**FN:** 37-106b  
**Title:** Accounts payable files  
**Use:** FN 37-1x

---

**FN:** 37-106d  
**Title:** Validations  
**Use:** FN 37-1ff

---

**FN:** 37-107b  
**Title:** Accounts payable files  
**Use:** FN 37-1x

---

**FN:** 37-107c  
**Title:** Contract advance payment progress reporting files  
**Use:** FN 37-1o

---

**FN:** 37-107d  
**Title:** Bankruptcy processing files  
**Use:** FN 37-104-1h

---

**FN:** 37-107e  
**Title:** Subsidiary files  
**Use:** FN 37-1p

---

**FN:** 37-107g  
**Title:** Contract progress payment reporting files  
**Use:** FN 37-1q

---

**FN:** 37-107i

---

**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Validations  
**Use:** FN 37-1ff

---

**FN:** 37-107j  
**Title:** Accounting documents  
**Use:** FN 37-1f

---

**FN:** 37-108a  
**Title:** Journals  
**Use:** FN 37-1k

---

**FN:** 37-108b  
**Title:** Trial balances  
**Use:** FN 37-1m

---

**FN:** 37-108c  
**Title:** General ledgers  
**Use:** FN 37-1j

---

**FN:** 37-108d  
**Title:** Accounting documents  
**Use:** FN 37-1f

---

**FN:** 37-108e  
**Title:** Central clearing functions  
**Use:** FN 37-1d

---

**FN:** 37-108f  
**Title:** Commitment documents  
**Use:** FN 37-1g

---

**FN:** 37-108g  
**Title:** Contract advance payment progress reporting files  
**Use:** FN 37-1o

---

**FN:** 37-108h  
**Title:** Subsidiary files  
**Use:** FN 37-1p

---

**FN:** 37-108i  
**Title:** Contract progress payment reporting files  
**Use:** FN 37-1q

---

**FN:** 37-108j  
**Title:** Expenditure reporting files  
**Use:** FN 37-1r

---

**FN:** 37-108k  
**Title:** Imprest fund accounts  
**Use:** FN 37-103tt

---

**FN:** 37-108m  
**Title:** Imprest fund discrepancies  
**Use:** FN 37-103f

---

**FN:** 37-108p  
**Title:** Original disbursing officer accounts  
**Use:** FN 37-103dd

---

**FN:** 37-108q  
**Title:** General collections and expenditures  
**Use:** FN 37-1s

---

**FN:** 37-108r  
**Title:** Unclaimed money files  
**Use:** FN 37-1t

---

**FN:** 37-108s  
**Title:** Wage and tax statements — military  
**Use:** FN 37-101-1m

---

**FN:** 37-108t  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-108u  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-108v

---

**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Basic cost accounting reporting files  
**Use:** FN 37-55dC

---

**FN:** 37-108w  
**Title:** Status of funds reporting files — allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-108x  
**Title:** Status of reimbursement reporting files  
**Use:** FN 37-1v

---

**FN:** 37-108z  
**Title:** Transmittal letters  
**Use:** FN 37-1w

---

**FN:** 37-108aa  
**Title:** Allotments  
**Use:** FN 37-1b

---

**FN:** 37-108bb  
**Title:** Signature cards — voucher certifier files  
**Use:** FN 37-107f

---

**FN:** 37-108cc  
**Title:** Accounts payable files  
**Use:** FN 37-1x

---

**FN:** 37-108jj  
**Title:** Departmental reporting files  
**Use:** FN 37-1y

---

**FN:** 37-108pp  
**Title:** Reconciliations  
**Use:** FN 37-1z

---

**FN:** 37-108qq  
**Title:** Adjustment vouchers  
**Use:** FN 37-1aa

---

**FN:** 37-108ss  
**Title:** Individual financial history files  
**Use:** FN 37-1bb

---

**FN:** 37-108tt  
**Title:** Validations  
**Use:** FN 37-1ff

---

**FN:** 37-109a  
**Title:** International balance of payments program files  
**Use:** FN 37-1cc

---

**FN:** 37-109b  
**Title:** International balance of payments budget schedules  
**Use:** FN 37-1dd

---

**FN:** 37-109c  
**Title:** Expenditure reporting files  
**Use:** FN 37-1r

---

**FN:** 37-110a  
**Title:** General ledgers  
**Use:** FN 37-1j

---

**FN:** 37-110c  
**Title:** Basic cost accounting reporting files  
**Use:** FN 37-55d

---

**FN:** 37-110g  
**Title:** Journals  
**Use:** FN 37-1k

---

**FN:** 37-110i  
**Title:** Status of funds reporting files—allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-110j  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-110m

---

**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Status of reimbursement reporting files  
**Use:** FN 37-1v

---

**FN:** 37-110n  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-110p  
**Title:** Central clearing functions  
**Use:** FN 37-1d

---

**FN:** 37-110s  
**Title:** Trial balances  
**Use:** FN 37-1m

---

**FN:** 37-111a  
**Title:** Journals  
**Use:** FN 37-55d

---

**FN:** 37-111c  
**Title:** General ledgers  
**Use:** FN 37-1j

---

**FN:** 37-111e  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-111i  
**Title:** Reconciliations  
**Use:** FN 37-1z

---

**FN:** 37-111m  
**Title:** Status of funds reporting files—allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-111q  
**Title:** Status of reimbursement reporting files  
**Use:** FN 37-1v

---

**FN:** 37-111r  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-111s  
**Title:** Central clearing functions  
**Use:** FN 37-1d

---

**FN:** 37-111v  
**Title:** Trial balances  
**Use:** FN 37-1m

---

**FN:** 37-111w  
**Title:** Allotments  
**Use:** FN 37-1b

---

**FN:** 37-111y  
**Title:** Subsidiary files  
**Use:** FN 37-1p

---

**FN:** 37-112a  
**Title:** General ledgers  
**Use:** FN 37-1j

---

**FN:** 37-112c  
**Title:** Basic cost accounting reporting files  
**Use:** FN 37-55d

---

**FN:** 37-112g  
**Title:** Journals  
**Use:** FN 37-1k

---

**FN:** 37-112h  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-112j  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-112k

---

**Table B-18**  
**File category 37: Financial administration—rescinded**  
**FNs—Continued**

---

**Title:** Central clearing functions  
**Use:** FN 37-1d

---

**FN:** 37-112p  
**Title:** Trial balances  
**Use:** FN 37-1m

---

**FN:** 37-115a  
**Title:** Subordinate project cost/labor and workload files  
**Use:** FN 37-1h

---

**FN:** 37-120a  
**Title:** Journals  
**Use:** FN 37-1k

---

**FN:** 37-120c  
**Title:** Status of funds reporting files—allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-120d  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-120f  
**Title:** Status of reimbursement reporting files  
**Use:** FN 37-1v

---

**FN:** 37-120g  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-120h  
**Title:** Central clearing functions  
**Use:** FN 37-1d

---

**FN:** 37-120i  
**Title:** General ledgers  
**Use:** FN 37-1j

---

**FN:** 37-120k  
**Title:** Trial balances  
**Use:** FN 37-1m

---

**FN:** 37-120m  
**Title:** Allotments  
**Use:** FN 37-1b

---

**FN:** 37-120p  
**Title:** Subsidiary files  
**Use:** FN 37-1p

---

**FN:** 37-120q  
**Title:** Allocations  
**Use:** FN 37-1a

---

**FN:** 37-151b  
**Title:** Status of funds reporting files—allotments and allocations  
**Use:** FN 37-1u

---

**FN:** 37-151c  
**Title:** Financial statements and schedules  
**Use:** FN 37-1e

---

**FN:** 37-151d  
**Title:** Miscellaneous feeder data  
**Use:** FN 37-1i

---

**FN:** 37-151e  
**Title:** Adjustment vouchers  
**Use:** FN 37-1aa

---

**FN:** 37-151h  
**Title:** Expenditure reporting files  
**Use:** FN 37-1r

---

**FN:** 37-151i  
**Title:** General collections and expenditures  
**Use:** FN 37-1s

---

**FN:** 37-151j

<b>Table B-18</b> <b>File category 37: Financial administration—rescinded</b> <b>FNs—Continued</b>
<b>Title:</b> Subsidiary files <b>Use:</b> FN 37-1p
<b>FN:</b> 37-151n <b>Title:</b> Status of reimbursement reporting files <b>Use:</b> FN 37-1v
<b>FN:</b> 37-151s <b>Title:</b> Installation property accounts <b>Use:</b> FN 37-103bb
<b>FN:</b> 37-151t <b>Title:</b> Accounting classification audits <b>Use:</b> FN 37-100a
<b>FN:</b> 37-151u <b>Title:</b> Contract advance payment progress reporting files <b>Use:</b> FN 37-1o
<b>FN:</b> 37-151v <b>Title:</b> Journals <b>Use:</b> FN 37-151v
<b>FN:</b> 37-151w <b>Title:</b> General ledgers <b>Use:</b> FN 37-1j
<b>FN:</b> 37-151y <b>Title:</b> Trial balances <b>Use:</b> FN 37-1m
<b>FN:</b> 37-151z <b>Title:</b> Accounting documents <b>Use:</b> FN 37-1f
<b>FN:</b> 37-151aa <b>Title:</b> Allocations <b>Use:</b> FN 37-1a
<b>FN:</b> 37-151bb <b>Title:</b> Allotments <b>Use:</b> FN 37-1b
<b>FN:</b> 37-151cc <b>Title:</b> Contract progress payment reporting files <b>Use:</b> FN 37-1q
<b>FN:</b> 37-151ff <b>Title:</b> Departmental reporting files <b>Use:</b> FN 37-1y
<b>FN:</b> 37-151nn <b>Title:</b> Central clearing functions <b>Use:</b> FN 37-1d
<b>FN:</b> 37-151tt <b>Title:</b> Reconciliations <b>Use:</b> FN 37-1z
<b>FN:</b> 37-345-1a <b>Title:</b> COEMIS, F&A utilities <b>Use:</b> FN 37-2-1c
<b>FN:</b> 37-345-1b <b>Title:</b> COEMIS, F&A magnetic tape database <b>Use:</b> FN 37-2-1d
<b>FN:</b> 37-345-1c <b>Title:</b> COEMIS, F&A audit trail tapes <b>Use:</b> FN 37-2-1e
<b>FN:</b> 37-345-1e <b>Title:</b> COEMIS, F&A site audit outputs <b>Use:</b> Rescinded; use FN 37-2-1b
<b>FN:</b> 37-345-1f <b>Title:</b> COEMIS, F&A internal outputs <b>Use:</b> FN 37-26-1a
<b>FN:</b> 37-345-1g

<b>Table B-18</b> <b>File category 37: Financial administration—rescinded</b> <b>FNs—Continued</b>
<b>Title:</b> COEMIS, F&A external outputs <b>Use:</b> FN 37-26-1b
<b>FN:</b> 37-345-10a <b>Title:</b> General ledgers <b>Use:</b> FN 37-1j
<b>FN:</b> 37-345-10b <b>Title:</b> Subordinate project cost/labor and workload files <b>Use:</b> FN 37-1h

## **B-17. File category 40: Medical services**

### *a. Prescribing directives.*

- (1) AR 40-1, Composition, Mission, and Functions of the Army Medical Department.
  - (2) AR 40-2, Army Medical Treatment Facilities: General Administration.
  - (3) AR 40-3, Medical, Dental, and Veterinary Care.
  - (4) AR 40-5, Preventive Medicine.
  - (5) AR 40-14, Control and Recording Procedures for Exposure to Ionizing Radiation and Radioactive Materials.
  - (6) AR 40-24, Medical Laboratory Activities.
  - (7) AR 40-25, Nutritional Allowances: Standards and Education.
  - (8) AR 40-26, Tuberculosis Detection and Control Program.
  - (9) AR 40-29, Medical Examination of Applicants for U.S. Service Academies, Reserve Officer Training Corps (ROTC) Scholarship Programs, Including the Air Force, Army and Navy 2- and 3-Year College Scholarship Programs (CSP) and the Uniformed Services University of the Health Sciences(USUHS).
  - (10) AR 40-31, Armed Forces Institute of Pathology and Armed Forces Histopathology Centers.
  - (11) AR 40-38, Clinical Investigation Program.
  - (12) AR 40-61, Medical Logistics Policies and Procedures.
  - (13) AR 40-63, Ophthalmic Services.
  - (14) AR 40-66, Medical Record and Quality Assurance Administration.
  - (15) AR 40-68, Quality Assurance Administration .
  - (16) AR 40-121, Medical Services Uniformed Services Health Benefits Program.
  - (17) AR 40-216, Neuropsychiatry and Mental Health.
  - (18) AR 40-226, Annual Historical Report-AMEDD Activities.
  - (19) AR 40-330, Rates Codes, Expense and Performance Reporting Systems, Centralized Billing, and Medical Services Accounts.
  - (20) AR 40-350, Patient Regulating To and Within The Continental United States.
  - (21) AR 40-400, Patient Administration.
  - (22) AR 40-407, Nursing Records and Reports.
  - (23) AR 40-501, Standards of Medical Fitness.
  - (24) AR 40-554, Prevention and Control of Communicable Diseases of Man: Venereal Diseases.
  - (25) AR 40-656, Veterinary Surveillance Inspection of Subsistence.
  - (26) AR 40-657, Veterinary/Medical Food Inspection and Laboratory Service.
  - (27) AR 40-658, Veterinary Activities.
  - (28) AR 40-660, DOD Hazardous Food and Nonprescription Drug Recall System.
  - (29) AR 40-905, Veterinary Health Services.
  - (30) DA Pam 40-8, Special Safety and Health Standard for the Evaluation and Control of Occupational Exposure to Agent GB.
  - (31) DA Pam 40-16, Dental Statistical Reporting.
- b. Description.* These records concern composition, mission, responsibilities and functions of the Army Medical Department and its related corps, administration and operation of Army medical treatment facilities, medical, dental, and veterinary care, and medical,

dental, and veterinary equipment and supplies. Current files in category 40 are listed in table B-19. Rescinded files in category 40 are listed in table B-20.

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**Table B-19**  
**File category 40: Medical services**

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**FN:** 40

**Title:** General medical services correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to medical services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to medical services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 40-1a

**Title:** Professional consultant controls

**Authority:** NN-166-207

**Privacy Act:** A0040-1DASG

**Description:** Information relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants. Included are biographical sketches, travel, and similar information.

**Disposition:** Destroy 1 year after termination of the appointment.

---

**FN:** 40-2a

**Title:** Blood donor files

**Authority:** NC1-AU-79-47

**Privacy Act:** A0040DASG

**Description:** Information relating to individuals, military or civilian, from whom blood was procured, including data as to time of withdrawal, type of blood, and similar information. Included are blood donor records cards and similar information.

**Disposition:** Destroy after 5 years or when no longer required for medical or legal reasons, whichever is later.

---

**FN:** 40-2b

**Title:** Blood program

**Authority:** NC1-AU-79-65

**Privacy Act:** Not applicable.

**Description:** Information related to administering the Army Blood Program. Included are documents relating to blood collection, procurement of blood, method of payment, interchange of blood between installations, notifications of the existence or activation of blood donor centers, and similar matters.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 25 years.

b. Other offices: Destroy after 5 years, or when no longer required for medical or legal reasons, whichever is later.

---

**FN:** 40-2c

**Title:** Controlled drug registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting narcotics and controlled drugs issued to wards, clinics, and dispensaries. Included are narcotic and controlled drug registers, controlled drug inventory certifications, and similar information.

---

**Table B-19**

**File category 40: Medical services—Continued**

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**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

---

**FN:** 40-2d

**Title:** Physical medicine treatment files

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information relating to patients treated in a physical medicine service. Included are cards, forms, and similar information.

**Disposition:** Destroy 1 year after completion of treatment. (Do not destroy until pertinent information has been incorporated in the patient's clinical record.)

---

**FN:** 40-2e

**Title:** Control cards

**Authority:** NN-166-204

**Privacy Act:** A40-31DASGa

**Description:** Information used by wards to account for assigned patients. Included are plain cards, ruled cards, card forms, or punched cards, and similar information.

**Disposition:** Destroy on discharge or transfer of patient.

---

**FN:** 40-2f

**Title:** Food processing facility files

**Authority:** NC1-AU-78-119

**Privacy Act:** No applicable.

**Description:** Information on requests for establishment, approval, discontinuance, expansion, and facility inspection of central meat processing facilities, pastry kitchens, and garrison bread bakeries.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy after 2 years.

---

**FN:** 40-2g

**Title:** Patient clearance sheets

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information relating to clearance of personnel indicating turn back of property, return of books to the library, and similar clearances issued prior to departure of patients and personnel from hospitals. Included are checklists and similar or related information.

**Disposition:** Destroy after 1 year.

---

**FN:** 40-2h

**Title:** Drug references

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used as a source of reference on drugs available on the commercial market. Included are cards containing data extracted from journals, tear sheets, reports of board actions, and similar information.

**Disposition:** Destroy when no longer needed for reference.

---

**FN:** 40-2i

**Title:** Seriously ill suspenses

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information related to reporting seriously ill patients or requesting the removal of patient names from the seriously ill list. Included are reports and similar or related information.

**Disposition:** Destroy on disposition or death of patient.

---

**FN:** 40-2j

**Title:** Seriously ill rosters

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information used for informing the patient's next of kin or other appropriate persons when the patient is seriously ill. Included are rosters and similar information.

**Disposition:** Destroy after 3 months.

---

**FN:** 40-2k

**Title:** Patient trust fund individual records

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information reflecting receipt and return of moneys and valuables deposited by the patients of a hospital with the custodian of the

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**Table B-19****File category 40: Medical services—Continued**

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Patients' Fund. Included are patients' deposit records, authorization slips, vouchers, memorandums, receipts, correspondence, and similar information.

**Disposition:** Destroy 3 years after final withdrawal of all money and valuables.

---

**FN:** 40-2m

**Title:** Patient trust fund accounts

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information reflecting all transactions involving money and valuables of patients in a hospital. Included are checkbooks, receipt books, patients' trust fund journals, ledgers, and similar information.

**Disposition:** Destroy after 3 years.

---

**FN:** 40-2n

**Title:** Patient property

**Authority:** NN-166-204

**Privacy Act:** A0040DASG

**Description:** Information reflecting the receipt and return of patients' property, exclusive of the patient's funds and valuables. Included are property slips, tags, receipts, and similar information.

**Disposition:** Destroy 6 months after transfer of the patient.

---

**FN:** 40-2p

**Title:** Food service files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting essential financial and operating data pertinent to hospital feeding and mess operations. Included are daily records of hospital food service operations, reports, and similar information.

**Disposition:**

- a. Office having Army-wide staff responsibility: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 40-2q

**Title:** Hospital master menus

**Authority:** NN-166-179

**Privacy Act:** Not applicable.

**Description:** Information related to the planning for nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar information.

**Disposition:** Destroy after 1 year.

---

**FN:** 40-2r

**Title:** Hospital ration accounts

**Authority:** NN-166-179

**Privacy Act:** Not applicable.

**Description:** Information reflecting meals served and rations served each day. Included are ration source data worksheets, records of meals served, ration records, and similar information.

**Disposition:** Destroy after 1 year, except that ration source data worksheets will be destroyed after 3 months.

---

**FN:** 40-2s

**Title:** Hospital food supplies

**Authority:** NN-166-179

**Privacy Act:** Not applicable.

**Description:** Information relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are food receipt and consumption records, inventories of food on hand, requisitions and invoices of food obtained from the commissary, kitchen requisitions, and similar information.

**Disposition:**

- a. Requisitions and invoices: Destroy after 3 months.
  - b. Food receipt and consumption reports: Destroy 1 year after card is filled.
  - c. Other information: Destroy after 1 year.
- 

**FN:** 40-2t

**Title:** Individual patient diets

**Authority:** NC1-AU-80-26

**Privacy Act:** AO040DASG

**Description:** Information pertaining to dietary requirements of individual patients. Included are dietary history records and similar information.

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**Table B-19****File category 40: Medical services—Continued**

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**Disposition:** Destroy 2 years after patient is released from the hospital.

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**FN:** 40-2u

**Title:** Diet therapy

**Authority:** NN-169-1

**Privacy Act:** Not applicable.

**Description:** Information used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; early, late, or delayed tray rosters; nourishment and forced fluid rosters; food distribution charts; and similar information.

**Disposition:** Destroy after 3 months.

---

**FN:** 40-2v

**Title:** Modified diet statistics

**Authority:** NN-169-1

**Privacy Act:** Not applicable.

**Description:** Information reflecting the number of diets served by category each day. Included are modified diet records and similar information.

**Disposition:** Destroy after 1 year.

---

**FN:** 40-2w

**Title:** Hospital food production

**Authority:** NN-166-179

**Privacy Act:** Not applicable.

**Description:** Information related to processing meat and preparing items of food. Included are cooks' worksheets, food preparation worksheets, meat processing records, and similar information.

**Disposition:** Destroy after 3 months.

---

**FN:** 40-2x

**Title:** Recipe cards

**Authority:** NN-169-1

**Privacy Act:** Not applicable.

**Description:** Information reflecting standardized recipes for food preparation. Included are recipe cards and similar information.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 40-2y

**Title:** Pharmacy issues

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used by pharmacy officers for requisitioning items for supply from the medical supply officer. Included are issue slips, requests for issue or turn-in, and similar documents.

**Disposition:** Destroy after 5 years.

---

**FN:** 40-2z

**Title:** Medical prescriptions

**Authority:** NN-166-204

**Privacy Act:** A40-2DASG

**Description:** Information relating to medical prescriptions which accumulate in pharmacies. Included are bulk drug orders, prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors, similar prescriptions, and similar documents.

**Disposition:** Destroy after 5 years.

---

**FN:** 40-2aa

**Title:** Pharmacy stock records

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting the receipt and expenditure of all narcotic drugs, ethyl alcohol, alcoholic liquors, and similar preparations. Included are DA Forms 3862 (Controlled Substances Stock Record) and similar documents.

**Disposition:** Destroy 5 years after card is filled.

---

**FN:** 40-2bb

**Title:** Controlled Substance Record (DA Forms 3949 and 3949-1)

**Authority:** N1-AU-90-16

**Privacy Act:** AO040DASG

**Description:** Information reflecting narcotics and controlled drugs issued to patients in wards and clinics.

**Disposition:** Retain in CFA for 30 days or until form is completely filled. Destroy after 5 years.

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**Table B-19****File category 40: Medical services—Continued**

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FN: 40-3a

**Title:** Alien tuberculosis**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information related to admitting tubercular alien dependents into the United States. Included are requests for statements of acceptance, statements by medical officers or civilian physicians of the physical conditions of the dependent, statements of acceptance, agreements to accept treatment, and similar information.**Disposition:** Destroy after 2 years.

FN: 40-3b

**Title:** Dental stock records**Authority:** NC1-AU-79-50**Privacy Act:** Not applicable.**Description:** Information reflecting the receipt and expenditure of all precious metals and special interest metals. Included are stock record cards, document control registers, prosthodontics prescriptions, and similar documents.**Disposition:** Destroy 3 years after date of last transaction.

FN: 40-3c

**Title:** Secretary of the Army designees**Authority:** NC1-AU-76-37**Privacy Act:** A0040-66bDASG**Description:** Information relating to the designation by the Secretary of the Army of certain ineligible individuals to receive medical care in Army medical treatment facilities. Included is evaluation of requests, recommendations, medical records, and related documents.**Disposition:** Destroy after 10 years. Retain in CFA.

FN: 40-3d

**Title:** VA hospitalization reports**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting admission and disposition of VA beneficiaries. Included are monthly reports relating to service connected and nonservice connected disabilities, total patient days and available beds, and similar information.**Disposition:** Destroy after 3 months.

FN: 40-3e

**Title:** Foreign national hospitalization reports**Authority:** NN-163-53**Privacy Act:** A0040DASG**Description:** Information reflecting hospitalization of foreign nationals by Army medical treatment facilities. Included are letters, forms, printouts, and similar information.**Disposition:**

a. Office having Army-wide responsibility: Destroy after 2 years.

b. Medical facilities: Destroy after 1 year.

FN: 40-3f

**Title:** Orthopedic work orders**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting requests for construction of appliances. Included are plain cards, ruled cards, punched cards and card forms, and similar information.**Disposition:** Destroy after 3 years.

FN: 40-3g

**Title:** Preventive dentistry**Authority:** NC1-AU-78-99**Privacy Act:** Not applicable.**Description:** Information relating to the establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings, correspondence on professional or technical matters with individuals, associations, societies, commercial concerns, and similar documents.**Disposition:**

a. Office having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy after 5 years.

FN: 40-3h

**Title:** Diagnosis, operation, death, or similar indices

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**Table B-19****File category 40: Medical services—Continued**

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**Authority:** NN-166-204**Privacy Act:** A0040DASG: Not applicable.**Description:** Information used to facilitate selection of records of cases having a specific diagnosis, undergoing a specified surgical procedure, or separated under provisions of specific Army regulations.**Disposition:**

a. Required indexes: Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer to RHA, hold 10 more years and destroy.

b. Special purpose indexes: Destroy when no longer required.

FN: 40-3i (Not used.)

**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 40-3j

**Title:** Emergency medical treatment vouchers**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Public vouchers and comparable and supporting documents accumulated in emergency medical treatment of Army military and civilian personnel and Army animals by civilian doctors, hospitals, and clinics. These files are accumulated by other than fiscal offices on which charges are presented for payment.**Disposition:** Destroy after 5 years, except that vouchers which are incomplete or disapproved for payment will be retained at the installation for 10 years and then destroyed.

FN: 40-3k

**Title:** Patient disposition reports**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information related to notifying unit commander of patient's status on discharge from a hospital and return to active duty. Included are letters, forms, and similar information.**Disposition:** Destroy 3 months after release of patient from hospital or 3 months after expiration of date for follow-up examination.

FN: 40-3m

**Title:** Patient transfers**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information relating to the transfer of patients. Included are recommendations, authorizations, and similar information.**Disposition:** Destroy 3 months after transfer of patient.

FN: 40-3n

**Title:** VA hospitalization records**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting hospitalization of VA beneficiaries. Included are VA medical forms and similar information.**Disposition:** Destroy 3 months after disposition of the case.

FN: 40-3p

**Title:** Medical reviews**Authority:** NN-166-204**Privacy Act:** A0040-3aDASG**Description:** Information relating to medical fitness for appointment to or retention in service, promotion, special assignment, and separation. Included are extracts of medical examination, psychological evaluation reports, and similar information.**Disposition:** Destroy after 3 years.

FN: 40-3q

**Title:** Medical boards**Authority:** NN-166-204**Privacy Act:** A0040-3bDASG**Description:** Information reflecting determination of fitness for active duty. Included are medical board proceedings and related information.**Disposition:** Destroy after 5 years.

FN: 40-3r

**Title:** Physical evaluation boards

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**Table B-19****File category 40: Medical services—Continued**

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**Authority:** NN-166-204**Privacy Act:** A0040-3bDASG**Description:** Information relating to review of medical board findings to determine if an individual should be discharged, placed on temporary disability retired list (TDRL), or returned to active duty. Included are physical evaluation board proceedings and similar information.**Disposition:** Destroy after 2 years.

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**FN:** 40-3s**Title:** Intervening illness statements**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information related to justifying noncompliance with orders due to illness. Included are reports and similar information.**Disposition:** Destroy after 6 months.

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**FN:** 40-3t (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 40-3u**Title:** Medical competency reviews**Authority:** NN-166-204**Privacy Act:** A0040-3aDASG**Description:** Information related to determining the degree and ability of active and retired Army military personnel to use their mental faculties in handling personal problems of normal day-to-day living. Included are determinations and similar information.**Disposition:** Destroy after 2 years.

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**FN:** 40-3v**Title:** Medical classifications**Authority:** NN-166-204**Privacy Act:** A0040-3aDASG**Description:** Information relating to the physical classification of personnel. Included are work sheets, cards, and similar information.**Disposition:** Destroy after 2 years.

---

**FN:** 40-3w**Title:** Hospital arrival notices**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information prepared by the first Army hospital in the continental United States to admit a patient evacuated from overseas for definitive treatment. Included are notices reflecting such information as the patient's name, emergency address, admission date, diagnosis, the special ized treatment required, and similar information.**Disposition:** Destroy after 6 months.

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**FN:** 40-3x**Title:** Patient medical status**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information used to keep patient administrators informed of a patient's medical status. Included are diagnosis slips and similar information.**Disposition:** Destroy 3 months after patient is released from hospital.

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**FN:** 40-3y**Title:** Absence suspenses**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting patients on leave. Included are absence requests, authorizations for absence, and similar information.**Disposition:** Destroy on return of patient.

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**FN:** 40-4a**Title:** Prosthetic cases**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting the type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar documents.

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**Table B-19****File category 40: Medical services—Continued**

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**Disposition:** Destroy after 3 months.

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**FN:** 40-5a**Title:** Occupational health reports**Authority:** NN-174-065**Privacy Act:** Not applicable.**Description:** Information on the incidence of disease and injury, staffing and operational data relating to occupational health services facilities and equipment, and comparable data. Included are letters, forms, printouts, and similar information.

Note: Occupational health survey files maintained by the U.S. Army Environmental Agency will be filed under FN 40-5f.

**Disposition:**

a. Office having Army-wide staff responsibility: Destroy after 30 years.

b. Other offices: Destroy after 2 years.

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**FN:** 40-5b**Title:** Epidemic disease reports**Authority:** NC-AU-75-7**Privacy Act:** Not applicable.**Description:** Information reflecting epidemic diseases occurring at military stations or field units. Included are letters, forms, telegraphic messages, and similar information.**Disposition:**

a. Office having Army-wide staff responsibility: Permanent.

b. Other offices: Destroy after 5 years.

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**FN:** 40-5c**Title:** Hospital inspection reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to internal sanitary inspections of hospitals, such as inspections of wards, quarters, messes and foods, and barber and beauty shops. Included are inspection reports, reports of corrective action taken, reclamation, and similar information.**Disposition:** Destroy after 1 year.

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**FN:** 40-5d**Title:** Command health reports**Authority:** NC1-AU-82-8**Privacy Act:** Not applicable.**Description:** Information reflecting current sanitary conditions and factors which influence health, such as data on environmental sanitation, personal hygiene of troops, foods and nutrition, communicable disease incidence and control, and similar information. Included are command health reports, installation sanitation or health reports, and similar information.**Disposition:**

a. Office having Army-wide staff responsibility, and units in a combat environment or designated as combat support elements: Permanent.

b. Other offices: Destroy after 2 years.

---

**FN:** 40-5e**Title:** Preventive medicine data**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting basic professional, scientific, and technical data extracted from preventive medicine survey files; toxicity test files; and inquiry files. This information relates to occupational and preventive medicine, occupational nursing, industrial hygiene, chemistry and engineering, radiation protection, sanitary engineering, atmospheric and stream pollution control, medical entomology, toxicology, and occupational vision and hearing conservation. Included are punched cards, microfilm, magnetic tapes, and similar information.**Disposition:** Destroy when no longer needed for reference.

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**FN:** 40-5f**Title:** Preventive medicine surveys**Authority:** NC1-AU-85-49**Privacy Act:** Not applicable.**Description:** Information relating to surveys conducted to determine existing and potential health hazards. This information is accumulated by the U.S. Army Environmental Hygiene Agency (USAEHA); the Army medical laboratories, Europe; the Army Pacific Environmental Health Engineering Agency (USAPACEHEA), Japan; preventive medicine activities of medical centers (MEDCENS) and medical department

**Table B-19****File category 40: Medical services—Continued**

activities (MEDDACs); and Department of the Army and major command headquarters. Included are survey reports and similar information.

**Disposition:** Destroy after 75 years. Retain 5 years in CFA.

**FN:** 40-5g

**Title:** Preventive medicine inquiries

**Authority:** NN-163-53

**Privacy Act:** Not applicable.

**Description:** Information related to furnishing routine technical data on preventive medicine matters to individuals, installations, and activities. Included is correspondence on such matters as handling, storage, and disposition of radioactive materials, safe levels of microwave radiation, toxicity of chemical substances and materials in military use, control of insects and rodents, waste disposal, and other preventive medicine matters.

**Disposition:**

a. USAEHA and USAPACEHEA: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

**FN:** 40-5h

**Title:** Civilian employee medical files

**Authority:** NN-166-204

**Privacy Act:** AO040-5DASG

**Description:** Information reflecting medical care and treatment furnished to individual civilian employees by occupational health service dispensaries and preventive medicine organizations. Included are records of laboratory and xray findings, records of exposures to ionizing radiation, chemical and physical hazards, reports of pulmonary function tests and audiograms, correspondence relating to the physical condition and medical history of employees, and card records reflecting treatment furnished and absences caused by illness or injury. Excluded are dental, outpatient and inpatient treatment records, and other individual medical records which are created by Army medical facilities that provide medical care to civilian employees under special circumstances. Also excluded are disability retirement medical examination certificates and health qualification placement records which are filed under FN 690-200a, official personnel folder, in custody of the civilian personnel office and preemployment and fitness-for-duty medical examination certificates filed under FN 690-200a, official personnel folder, in custody of the supporting medical facility. Refer to Federal Personnel Manual (FPM) Supplement 293-31 for guidance on disposition of oversized xray pictures.

**Disposition:** (Note: Xray films related to medical surveillance of employees exposed to toxic substances in their work environment will be preserved in their original state for the duration of employment plus 30 years.)

a. Transfer of employee: Forward to servicing personnel office. The servicing personnel office will forward the civilian employee medical file to the gaining employing office.

b. Separation of employee: Forward to the servicing personnel office within 10 days after separation of civilian employee. The servicing personnel office will retire the civilian employee's medical file together with the Official Personnel Folder (OPF) to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, where it will be destroyed 30 years after separation of employee.

**FN:** 40-5i

**Title:** Dietary studies

**Authority:** NN-163-53

**Privacy Act:** Not applicable.

**Description:** Information related to reviewing Army dietary standards and recommending changes where necessary. Included are studies and similar information.

**Disposition:** Destroy after 5 years.

**FN:** 40-5j (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 40-5k

**Title:** Toxicity tests

**Authority:** NN-163-53

**Privacy Act:** Not applicable.

**Table B-19****File category 40: Medical services—Continued**

**Description:** Information relating to field and laboratory investigations, prophetic patch tests and use tests of the toxicity of chemicals and items in military supply which may through contact, inhalation, ingestion, or absorption adversely affect the health of personnel. Included are test reports, communications with the Toxicological Information Center, and similar information.

**Disposition:**

a. USAEHA and USAPACEHEA: Destroy after 10 years.

b. Other offices: Destroy after 5 years.

**FN:** 40-8a

**Title:** GB agent area designations

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents designating GB agent (isopropyl methylphosphonoflouridate) areas where entry and exit are restricted and controlled and where agent GB is manufactured, processed, packaged, re-packaged, demilitarized, released, handled, stored, used, or disposed of. Included are listings of agent areas and hygiene and decontamination facilities. Also included are standing operating procedures and directives related to emergency measures, contamination controls, personal protective equipment, laboratory operations, and exposure monitoring and measurement.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 40-8b

**Title:** GB agent area access records

**Authority:** To be determined.

**Privacy Act:** AO040-5DASG

**Description:** Documents reflecting access by personnel to GB agent areas. Included are daily rosters and summaries of rosters identifying personnel who have entered and left designated GB agent areas.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 40-8c

**Title:** Monitoring and measurement records

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents pertaining to exposure, air monitoring, and measurements taken in operations involving agent GB. Included are documents and forms reflecting the date, number, duration, location, and results of each sample taken with a description of the sampling and analytical methods used. Also included are information on the type of protective equipment used where permissible exposure limits have been exceeded.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 40-8d

**Title:** Health education files

**Authority:** To be determined.

**Privacy Act:** AO040-5DASG

**Description:** Documents pertaining to health education program for individuals assigned to workplace in which there is a potential for agent GB exposure. Included are documents reflecting acknowledgment of information and awareness of standards in DA Pamphlet 40-8. Also included are documents and signed statements by women accepting employment or placement in positions involving potential exposure to agent GB.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 40-14a

**Title:** Personnel dosimetry files

**Authority:** NC1-AU-79-37

**Privacy Act:** AO040-14DASG

**Description:** Information on recording and reporting external exposures of persons to ionizing radiation. Included are calibration control badge films, all films processed for evaluation, dosimeter logs, consolidated reports of film badge readings, DD Form 1141 (Record of Occupational Exposure to Ionizing Radiation) when not included in medical records, and similar information.

**Disposition:**

a. Office performing dosimetry film evaluation service:

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**Table B-19****File category 40: Medical services—Continued**

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- (1) Processed film indicating abnormal or unusual exposure pattern: Destroy after 75 years.
- (2) Processed film indicating normal exposure: Destroy after 5 years.
- b. Offices of radiation protection officers:
- (1) DD Form 1141: Transfer with medical record upon transfer or separation of person concerned.
- (2) Other information: Destroy after 2 years.

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**FN:** 40-14b**Title:** Film badge controls**Authority:** NN-166-204**Privacy Act:** AO040-14DASG**Description:** Information on the issue and control of dosimetry film badges. Included are requests for issue and turn-in of badges, documents used to record issues and turn-ins, and similar information.**Disposition:** Destroy after 1 year.

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**FN:** 40-14c**Title:** Personnel bioassays**Authority:** NC1-AU-79-37**Privacy Act:** AO040-14DASG**Description:** Information on recording and reporting internal exposures of individuals to radioactive materials. Included are analyses of biological specimens, whole-body counts, and similar information.**Disposition:**

- a. Laboratory performing bioassay service: Destroy after 75 years.
- b. Offices of radiation protection officers:
- (1) Information required for filing in individual medical records: Destroy after 75 years.
- (2) Other information: Destroy after 2 years.

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**FN:** 40-16a**Title:** Dental reports**Authority:** NC1-AU-79-24**Privacy Act:** Not applicable.**Description:** Summaries of dental services performed, cases diagnosed, operations performed, and similar information. Included are dental services reports, central dental laboratory reports, annual dental services reports, correspondence, and similar documents.**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 1 year.

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**FN:** 40-16b**Title:** Dental worksheets and tabulations**Authority:** NC1-AU-79-67**Privacy Act:** Not applicable.**Description:** Information used in preparing dental reports and summaries. Included are worksheets, tabulations, and similar documents.**Disposition:** Destroy after 1 year.

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**FN:** 40-24a**Title:** Medical laboratory performance**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on performance factors, number and source of specimens received, special laboratory investigations, training, status of equipment, workload backlog, and similar data. Included are letters, forms, printouts, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

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**FN:** 40-29a**Title:** ROTC medical examinations**Authority:** NN-166-204**Privacy Act:** A0040-400DASG**Description:** Information relating to medical examinations for the advanced ROTC Program, ROTC summer camp, appointment in the USAR, and ROTC flight training. Included are reports of medical examination and related documents.**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 3 years.
- b. Other offices: Destroy after 1 year.
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**Table B-19****File category 40: Medical services—Continued**

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**FN:** 40-29b**Title:** Rejected USMA applicant medical examinations**Authority:** NN-166-204**Privacy Act:** A0040-400DASG**Description:** Information relating to applicants for the U.S. Military Academy Preparatory School and U.S. Military Academy who were rejected due to physical deficiencies. This information is accumulated by The Surgeon General. Included are reports of medical examination, reports of medical history, and similar information.**Disposition:** Destroy after 5 years.

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**FN:** 40-31a**Title:** Clinical and pathological laboratory reports**Authority:** NN-173-98-1**Privacy Act:** A0040-31DASGa**Description:** Information used by medical laboratories for informational, training, historical, or research purposes. Included are copies of reports on the pathological examination of surgical and autopsy tissues and similar information.**Disposition:**

- a. Armed Forces Institute of Pathology: Destroy when determined to be of no further value for historical, research, educational, or consultative purposes.
- b. Other offices: Destroy when no longer needed for reference.

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**FN:** 40-31b**Title:** Research and experimental case files**Authority:** NC1-AU-82-17**Privacy Act:** A0040-31bDASG**Description:** Information relating to experimental and research work in progress or completed. Included are documents pertaining to each individual subject.**Disposition:** Permanent. Retire 3 years after completion of project.

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**FN:** 40-31c**Title:** Medical illustrations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information prepared by medical illustration sections of Army medical facilities. Included are photographic negatives, motion pictures, original drawings, moulages, and similar information.**Disposition:** Disposition is governed by AR 40-31.

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**FN:** 40-31d**Title:** Tumor registry**Authority:** NC1-AU-83-53**Privacy Act:** A0040DASG**Description:** Information reflecting an established diagnosis of malignant neoplasm. Included are related ledgers, reports, and chronological accounts of patient's case, therapy, laboratory data, tumor board recommendations, and autopsy protocol.**Disposition:** Destroy when determined to be of no further value for historical, research, educational, or consultative purposes.

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**FN:** 40-38a**Title:** Clinical investigations**Authority:** NN-174-006**Privacy Act:** AO040-66bDASG**Description:** Information relating to organized scientific inquiry, both in humans and by directly related laboratory work, into clinical problems of significant concern in the necessary health care of members of the military community, including active duty personnel, dependents, and retirees. Clinical investigations are funded under other than the RDTE appropriation. Included are investigation proposals, protocols, minutes of meetings, consent agreements, and other related documents.**Disposition:** Destroy after 50 years. Retire 10 years after completion of investigation.

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**FN:** 40-61a**Title:** Alcohol and narcotic controls**Authority:** NC1-AU-77-154**Privacy Act:** Not applicable.**Description:** Information relating to Treasury Department and Internal Revenue Service regulations, export and import of narcotics, issuance and cancellation of permits to procure tax-free alcohol, and similar

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**Table B-19****File category 40: Medical services—Continued**

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matters. Included are letters, messages, extracts of directives, cards, printouts, and similar documents.

**Disposition:** Destroy after 5 years.

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**FN:** 40-61b

**Title:** Medical materiel adoption

**Authority:** N1-AU-90-13

**Privacy Act:** Not applicable.

**Description:** Information relating to requests for materiel demonstrations, examination, and evaluations.

**Disposition:** Destroy 2 years after completion of action.

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**FN:** 40-61c

**Title:** Quality assurance of medical materiel

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information associated with Medical Materiel Quality Control. Includes quality control messages, materiel surveillance, storage of shelf-life items, medical materiel complaints, SB 8-75 series documents and instructions for suspension, disposition, and recall of materiel.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61d

**Title:** Logistics assistance

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents relating to the Logistics Assistance Program. Includes the results of logistics assistance visits by activities such as U.S. Army Medical Materiel Agency (USAMMA) and Army medical commands.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61e

**Title:** Medical supply support

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents relating to stockage, requisition and receipt, local purchase, storage, excess, disposal, controlled or regulated or durable items, medical materiel complaints, and supply performance.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61f

**Title:** Equipment management

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents relating to equipment acquisition policy, Medical Care Support Equipment, and property management to include Military Medical Benefits Property.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61g

**Title:** Medical sets, kits, outfits

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents relating to policy and procedures for the issue, turn-in, accounting, storage, and reporting of minimum essential staffing.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61h

**Title:** Medical mobilization programs

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to policies and procedures for the management of mobilization and medical materiel programs.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61i

**Title:** Medical equipment maintenance

**Authority:** To be determined.

**Privacy Act:** Not applicable.

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**Table B-19****File category 40: Medical services—Continued**

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**Description:** Documents pertaining to the maintenance of medical materiel. Includes maintenance engineering and maintenance operations.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61j

**Title:** Medical logistic service

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents pertaining to medical logistics functions. Includes materiel distribution and collection systems, linen management, standardization of supplies and equipment, medical instrument recycling program, and optical fabrication.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-61k

**Title:** Hazardous medical materiel/waste disposal

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information pertaining to hazardous medical materiel. Includes handling, reporting procedures, and disposal.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 40-63a

**Title:** Spectacle issues and receipts

**Authority:** NN-166-204

**Privacy Act:** A0040-DASG

**Description:** Information reflecting the diagnosis and types of spectacles prescribed in repeat refracture cases and receipt for spectacles issued. Included are cards, receipts, and similar information.

**Disposition:** Destroy after 3 months. <!-- continued table b-19 -->

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**FN:** 40-66a

**Title:** Health records

**Authority:** NN-165-171

**Privacy Act:** A0040-66bDASG

**Description:** Health Record Jackets of Army, Air Force, Navy, and Marine Corps military personnel.

**Disposition:** Disposition is governed by AR 40-66.

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**FN:** 40-66b

**Title:** Dental health records

**Authority:** NC1-AU-84-23

**Privacy Act:** A0040-66bDASG

**Description:** Information reflecting dental treatment provided Active Army, Air Force, Navy, and Marine Corps military personnel, including Reserve component personnel on active duty or active duty for training, and comparable categories of military personnel as specified in AR 40-66. Included are dental health records and corresponding xrays for each individual.

Note: Dental records for active military personnel, uniformed Coast Guard personnel on active duty, and cadets and midshipmen of the military academies whose folders are not in custody of the treatment facility will be withdrawn and forwarded as required in AR 40-66, paragraph 5-8.

**Disposition:** Transfer and final disposition will be in accordance with AR40-66. Disposition of dental records of cadets and midshipmen who separate and do not enter active duty will be in accordance with FN40-66ii.

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**FN:** 40-66c

**Title:** Register number files

**Authority:** NN-AU-79-10

**Privacy Act:** A0040-66bDASG

**Description:** Information used to provide basic administrative and professional data on treatment of individual patients, groups of patients, and conditions. Included are duplicate copies of inpatient treatment record cover sheets in register number order.

**Disposition:** Destroy after 20 years in CFA.

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**FN:** 40-66e

**Title:** Foreign national inpatient treatment records

**Authority:** NC1-AU-76-50

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**Table B-19****File category 40: Medical services—Continued**

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**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to foreign nationals, except NATO personnel and their dependents, treated in Army medical facilities.

Included are inpatient treatment records and fetal monitoring strips, if applicable, for each patient. NATO personnel records are excluded.

**Disposition:** Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, as follows:

- a. Facilities with 5-year clinical record libraries: 5 years after the end of the year in which last inpatient treatment was given.
- b. Other facilities: 1 year after the end of the year in which last inpatient treatment was given.

**FN:** 40-66f**Title:** Military inpatient treatment records**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to Army, Navy, Marine Corps, and Air Force active and retired military personnel, Reserve, National Guard, and ROTC personnel on active duty or active duty for training, cadets and midshipman of the U.S. military academies, active and retired uniformed personnel of the Coast Guard, Public Health Service and Environmental Science Services Administration, and beneficiaries of the Veterans Administration. Included are fetal monitoring strips which were used for monitoring fetal progress, and inpatient treatment folders for each individual containing medical forms and related documents.**Disposition:** Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, Louis MO 63123, as follows:

- a. Five-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given.
- b. Nonfixed medical facilities: At the end of each month for records completed on all patients released during the month.
- c. U.S. Military Academy: 3 years after the end of the year in which the last medical treatment was given.
- d. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

**FN:** 40-66g**Title:** Civilian inpatient treatment records**Authority:** N1-330-88-5**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to dependents of military and uniformed service personnel, employees of the Federal Government, personnel of the U.S. Merchant Marine, civilians treated in an emergency, and all other categories of personnel not referred to in FNs 40-66e and 40-66f. Included are fetal monitoring strips which are used for monitoring fetal progress, and inpatient treatment folders for each individual containing medical forms and related documents.**Disposition:** Destroy 50 years after date of latest record. Withdraw and retire to National Personnel Records Center (Civilian) 111 Winnebago St., St Louis, MO 63118, as follows:

- a. Five-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given.
- b. Nonfixed medical facilities: At the end of each month for records completed on all patients released during the month.
- c. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

**FN:** 40-66h (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66i**Title:** NATO personnel inpatient treatment records**Authority:** NC1-AU-76-53**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to the treatment of NATO personnel and their dependents in Army medical facilities. Included are inpatient treatment records and xrays for each individual.**Disposition:** After final discharge, forward to the appropriate national

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**Table B-19****File category 40: Medical services—Continued**

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military medical authority. (See AR 40-400, table 2-4, for a listing of these authorities).

**FN:** 40-66j**Title:** Military outpatient records**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard, active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey, separated cadets and midshipmen of U.S. military academies who do not enter active duty, and beneficiaries of the Department of Veterans' Affairs (VA). Included are outpatient folders consisting of medical forms and related documents.

Note: Outpatient files of active Coast Guard and other military personnel, including members of any of the Reserve components on active duty or active duty for training for more than 30 days, and cadets of the U.S. military academies who graduate and enter active duty, are filed in the health record jacket in accordance with AR 40-66. Accordingly, outpatient files for these personnel will be forwarded for insertion in the health record jackets on completion of treatment or observation.

Outpatient files of all other categories of personnel described under this file number should be forwarded, on request, to the gaining medical facility when the patient moves to a new location.

**Disposition:** Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 3 years after the end of the year in which last medical treatment was given.**FN:** 40-66k**Title:** Civilian outpatient records**Authority:** N1-330-88-5**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of all categories of personnel not included in FNs 40-66j, 40-66m, and 40-66p. Included are outpatient folders consisting of medical forms and related documents.

Note: When sponsor is reassigned and the new assignment results in the use of another medical facility, forward file to the gaining medical facility on request.

**Disposition:** Destroy 50 years after date of latest record. Withdraw and retire to National Personnel Records Center (Civilian), 111 Winnebago St. St Louis MO 63118, 3 years after the end of the year in which last medical treatment was given.**FN:** 40-66m**Title:** Foreign national outpatient records**Authority:** NC1-AU-76-55**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of foreign nationals, except NATO personnel and their dependents. Included are outpatient folders consisting of medical forms and related documents.**Disposition:** Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 3 years after end of the year in which last medical treatment was given.**FN:** 40-66n (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66p**Title:** Army Reserve and ROTC outpatient records**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information reflecting treatment for observation of ROTC personnel at summer camp training and Army Reserve personnel on annual training for less than 30 days. Included are records of outpatient treatment and related documents.**Disposition:** Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 1 year after end of year of summer camp or annual training.**FN:** 40-66q

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**Table B-19****File category 40: Medical services—Continued**

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**Title:** NATO personnel outpatient records**Authority:** NC1-AU-76-54**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of NATO personnel and their dependents. Included are outpatient folders consisting of medical forms and related documents.**Disposition:** After final discharge, forward to the appropriate national military medical authority. (See AR 40-400, table 2-5, for a listing of these authorities).**FN:** 40-66r (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66s**Title:** Field medical cards**Authority:** NN-166-204**Privacy Act:** AO640-10bTAPC and OPM/GOVT 1**Description:** Information relating to medical treatment of individuals by aid stations, clearing stations, and non-fixed dispensaries. Included are U.S. field medical cards and related documents.**Disposition:**

a. Coding offices: On completion of weekly coding, alphabetize and make the following disposition:

(1) Military personnel: Forward to—

(a) Active duty Army officers: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSR, 200 Stovall Street, Alexandria, VA 22332-0471 for insertion in official military personnel file.

(b) Active duty Army enlisted: Commanding Officer, U.S. Army Personnel Services Support Center, Fort Benjamin Harrison, IN 46249, for insertion in official military personnel file.

(c) Active duty Navy or Marine Corps personnel: The Surgeon General, U.S. Navy, Washington, DC 20390.

(d) Active duty Air Force personnel: The Surgeon General, U.S. Air Force, Washington, DC 20314.

(e) All other U.S. uniformed personnel: HQDA(DASG-PSA), 5111 Leesburg Pike, Falls Church, VA 22041-3258.

(2) Civilian personnel: Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118.

(3) Foreign nationals: Within an overseas area, forward to the appropriate national authorities. Within CONUS, forward to HQDA(DASG-PSA), 5111 Leesburg Pike, Falls Church, VA 22041-3258.

(4) Prisoners of war: HQDA (DAPE-HRE), WASH DC 20314.

b. Other offices: Destroy after 3 months.

**FN:** 40-66t (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66u**Title:** Medical care inquiries**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information reflecting inquiries received from private individuals and Congress for nonprivileged information on such matters as medical treatment received, status of physical condition, transfer of individual patients, eligibility for medical care, and application for treatment. Included are approved requests, disapproved requests, and similar information.**Disposition:** Destroy after 6 years.**FN:** 40-66v**Title:** USMA applicant xrays**Authority:** NN-174-064**Privacy Act:** A0040-66bDASG**Description:** Xray film relating to applicants for the U.S. Military Academy Preparatory School and the U.S. Military Academy.**Disposition:** Retain 5 years. Report to the servicing Defense

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**Table B-19****File category 40: Medical services—Continued**

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Reutilization and Marketing Office (DRMO) for appropriate disposition instructions.

**FN:** 40-66w**Title:** Installation xray indices**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information used for locating xray films. Included are nominal pathological indexes and similar or related information.**Disposition:** Retire or destroy nominal indexes concurrently with the xray files to which they pertain. Destroy all other indexes when no longer needed for teaching or training purposes.**FN:** 40-66x**Title:** Troop and health clinic clinical record cover sheets**Authority:** NN-166-204**Privacy Act:** AO040-66BDASG**Description:** Information relating to the medical treatment of individuals in troop and health clinics. These documents duplicate documents forwarded to the office of The Surgeon General. Included are DA Forms 3647 (Inpatient Treatment Record Cover Sheet) and 3647-1 (Inpatient Treatment Record Cover Sheet (For Plate Imprinting)) and related documents.**Disposition:** Destroy after 5 years.**FN:** 40-66y**Title:** Photograph and duplicate medical files**Authority:** NN-166-204**Privacy Act:** AO040-66bDASG**Description:** Information used for training, historical, research, and informational purposes, and duplicates of documents filed in inpatient treatment records, outpatient treatment records, health records, and records of medical examinations. Included are original and duplicate medical photographs, films, slides, negatives, and related materials.**Disposition:** Destroy after they have served the purpose for which they were accumulated.**FN:** 40-66z**Title:** Procurement and separation xrays**Authority:** NC1-AU-77-42**Privacy Act:** A0040-66bDASG**Description:** Includes all xray film exposed during medical examinations of civilians who are inducted, enlisted, appointed, or commissioned in the active military service, and members of the U.S. Army Reserve or National Guard. Also included are xray film exposed during medical examinations of military personnel who reenlist or receive appointments as commissioned or warrant officers. Further, all xray film exposed during a release from active duty or separation medical examination, except xrays transferred to the Department of Veterans Affairs (VA) in connection with disability separation are included.**Disposition:** Destroy after 50 years. Forward in Social Security account number sequence on a current basis (that is, daily, weekly, or monthly depending on the rate of accumulation) to the National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118.**FN:** 40-66aa**Title:** Applicant and registrant xray film**Authority:** II-NNA-3021**Privacy Act:** A0040-66bDASG**Description:** Chest xray film of registrants for induction and applicants for enlistment who—

a. Are found disqualified for medical reasons (except disease of the chest) or who fail to meet the minimum mental standards under the Universal Military Training and Service Act (50 U.S.C., Supp IV, app. 454) as amended.

b. Are found disqualified for defects that are temporary.

c. Are found qualified for military service but have not returned for enlistment or induction into the Armed Forces.

**Disposition:**

a. Xrays pertaining to individuals found disqualified (permanently) for medical reasons: Report to servicing DRMO for appropriate disposition instructions.

b. All others: Retain 1 year. Report to the servicing DRMO for appropriate disposition instructions.

**FN:** 40-66bb

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**Table B-19****File category 40: Medical services—Continued**

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**Title:** Patient treatment film**Authority:** N1-AU-86-24**Privacy Act:** A0040-66bDASG**Description:** Includes xray and cardiac catheterization film exposed during diagnosis and treatment of patients at hospitals and dispensaries, and xray film exposed during periodic physical examinations, examinations for flight, promotion, or other special training, or for conversion to Regular Army while on active duty. Not included are procurement or separation xrays.

Note: When patients are transferred, film pertaining to the current period of treatment is transferred with the clinical records.

**Disposition:**

a. Xray film: Report to the servicing DRMO for appropriate disposition instructions 5 years after the end of the year in which last xrays were taken. When installation is discontinued before expiration of the 5-year retention period, retire to National Personnel Records Center (Civilian) 111Winnebago Street, St. Louis, MO 63118.

b. Cardiac catheterization film: Report to the servicing DRMO for appropriate disposition instructions 7 years after the end of the year in which last film was taken. When installation is discontinued before expiration of the 7-year retention period, retire to National Personnel Records Center (Civilian) 111 Winnebago Street, St. Louis, MO 63118.

**FN:** 40-66cc**Title:** Occupational health surveillance xrays**Authority:** N1-AU-90-10**Privacy Act:** A0040-66bDASG**Description:** Xray films taken for medical surveillance of military personnel exposed to toxic substances or harmful physical agents in their work environment.**Disposition:** Xray films that are 8½ inches by 11 inches or smaller will be retired to the NPRC with the individual's health record (HREC). Oversized chest and torso xray films will be retained in their original form by the appropriate medical treatment facility (MTF) at the last duty station. A notation will be placed in the HREC of the findings, the location of the film, and procedures for obtaining it. These xrays will be retained for the duration of individuals' military service plus 30 years.**FN:** 40-66dd (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66ee**Title:** Medical records access files**Authority:** NC-AU-75-10**Privacy Act:** Not applicable.**Description:** Information related to authorizing access to medical records for unofficial research and study. Included are requests for access, agreements, approvals or authorizations, and similar information.**Disposition:**

a. Office responsible for authorizing the access: Destroy after 25 years.

b. Other offices: Destroy after 2 years.

**FN:** 40-66ff**Title:** Medical information releases**Authority:** NC-AU-75-12**Privacy Act:** A0040-66bDASG**Description:** Information relating to the release of medical information which cannot be filed with retired or transferred medical records and xrays. Included are statements of patient's consent to the release, letters requesting the release, and similar information. (See AR 40-66, para2-5c, for disposition of such information when it can be filed with inpatient, outpatient, or health records.)**Disposition:** Destroy after 25 years.**FN:** 40-66gg**Title:** Nominal indexes**Authority:** II-NNA-988**Privacy Act:** A0040-66bDASG**Description:** Information reflecting patient names, register numbers assigned, and other identifying items. This information is used for establishing individual histories of admission at a medical treatment

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**Table B-19****File category 40: Medical services—Continued**

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facility and are used for locating medical records. Included are plain cards, ruled cards, punched cards, and similar information.

**Disposition:** Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer to RHA, hold 10 more years, and destroy. Information in cutoff files for readmitted patients will be brought forward and filed in current 10-year block.**FN:** 40-66hh**Title:** Tubercular applicant and registrant xrays**Authority:** NC1-AU-76-56**Privacy Act:** A0040-66bDASG**Description:** Chest xray film of applicants or registrants who are rejected by reason of pulmonary tuberculosis will be made available to the official State public health agencies of the rejected individual's home State by local arrangement.**Disposition:** When State health officer considers the report indicating the existence of the disease alone sufficient and does not desire the file, report to the servicing DRMO for appropriate disposition instructions.**FN:** 40-66ii**Title:** Military dental files**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information reflecting dental treatment provided retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard, ROTC, Reserve, and National Guard personnel on active duty or active duty for training for periods of less than 30 days, active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey, separated cadets and midshipmen of U.S. military academies who do not enter active duty, and beneficiaries of the VA. Included are dental records for each individual.**Disposition:** Destroy after 50 years. Retire to National Personnel Records Center (Military), 9700 Page Blvd, St. Louis, MO 63132, 2 years after end of the year in which last medical treatment was given.**FN:** 40-66jj**Title:** Civilian dental files**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to all categories of personnel not specified in FNs 40-66b, 40-66ii, 40-66kk, and 40-66mm. Included are dental records for each individual.**Disposition:** Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 2 years after the end of the year in which last medical treatment was given.**FN:** 40-66kk**Title:** Foreign national dental files**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information reflecting dental treatment of foreign nationals. Included are dental records for each individual.**Disposition:** Disposition will be in accordance with instructions contained in FN 40-66e.**FN:** 40-66mm**Title:** American Red Cross dental files**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information reflecting dental treatment of American Red Cross personnel. Included are dental records for each individual.**Disposition:** Destroy after 25 years. Withdraw and forward to Medical Officer, American National Red Cross, 18th and D Streets, NW, Washington, DC 20006, 1month after patient's medical treatment is completed.**FN:** 40-68a**Title:** Practitioner credentialing files (PCF)**Authority:** NC1-AU-79-18**Privacy Act:** A0040-66aDASG**Description:** Information relating to granting or denying membership on hospital staffs and delineation of specific clinical privileges which are accumulated in hospitals. Included are application for membership and specific clinical privileges, approval, denial, and reason therefore, copies of diplomas, letters from State Boards of Medical Examiners, specialty

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**Table B-19****File category 40: Medical services—Continued**

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boards, and previous employers, and related documents validating experience and documenting demonstrated ability.

**Disposition:**

- a. Information pertaining to civilian personnel: Retain in last medical treatment facility of employment. Destroy 5 years after termination of employment.
- b. Information pertaining to military personnel: Upon separation or retirement, forward to custodian of the military personnel records jacket(MPRJ) for inclusion in accordance with AR 640-10.
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**FN:** 40-68b**Title:** Medical facility incident reports**Authority:** NC1-AU-78-58**Privacy Act:** AO040DASG**Description:** Information relating to involvement of a patient in an unusual occurrence or accident in a medical facility. Included are reports of unusual occurrences and related documents.**Disposition:** Destroy in CFA after 7 years.

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**FN:** 40-121a**Title:** Nonavailability statements**Authority:** NN-166-204**Privacy Act:** AO040-3cDASG**Description:** Information used in authorizing civilian medical care for dependents of military personnel when local medical treatment facilities of the uniformed services are unable to provide the required treatment. Included are nonavailability statement forms and similar information.**Disposition:** Destroy after 3 years.

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**FN:** 40-216a**Title:** Military consultation service cases**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information reflecting consultation services provided for active members of the Army, Air Force, Navy, and Marine Corps, retired members of the Armed Forces, cadets and midshipmen of the military academies, members of the Reserve components of the Armed Forces, active and retired uniformed members of the U.S. Coast Guard, Public Health Service, and Coast and Geodetic Survey, and beneficiaries of the VA. These files, which are maintained by mental hygiene consultation services operating under AR40-216, deal with problems of emotional adjustment, classification or reclassification, disposition, and the prevention of mental disorders. This includes case folders for each individual.

Note: Files described herein and in FNs 40-216b and 40-216c will be arranged in alphabetical sequence.

**Disposition:** Destroy after 50 years. Retire 1 year after annual cutoff to the National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132. Note: Review prior to retirement and destroy working information, drafts, duplicate copies, and other material of temporary value.

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**FN:** 40-216b**Title:** Civilian consultation service cases**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information reflecting consultation service provided for dependents of military personnel and, under unusual circumstances, to any other category of personnel not specified in FNs 40-216a or 40-216c. Included are case folders for each individual.**Disposition:** Destroy after 25 years. Retire 1 year after annual cutoff to National Personnel Records Center (Civilian), 111 Winnebago., St. Louis, MO63118.

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**FN:** 40-216c**Title:** Foreign national consultation service cases**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information reflecting consultation service provided for foreign nationals. Included are case folders for each individual.**Disposition:** Disposition will be in accordance with instructions contained in FN 40-66e.

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**FN:** 40-216d (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.

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**Table B-19****File category 40: Medical services—Continued**

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**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 40-216e**Title:** Clinical psychology individual cases**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information related to conducting psychological evaluations of individuals who have drug, alcohol, marital, work adjustment, and similar problems. Included are examination records of intelligence, personality, achievement, and aptitude, results of tests, doctor's notes, abstracts or copies of pertinent medical records, observations of patient's behavior, and similar information.**Disposition:** Destroy 3 years after the case is closed.

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**FN:** 40-216f**Title:** Social work individual cases**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information relating to the interview of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment. Included are interviews, personal history statements, abstracts or copies of pertinent medical records, and similar information.**Disposition:** Destroy 3 years after the case is closed.

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**FN:** 40-216h**Title:** Electroencephalographic tracings**Authority:** NC-AU-75-16**Privacy Act:** A0040DASG**Description:** Information relating to electrical activity of the brain. Included are graphic recordings and similar information.**Disposition:** Destroy after 2 years, except that tracings indicating abnormal conditions may be destroyed when no longer needed for teaching, research, or comparison purposes.

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**FN:** 40-216i**Title:** NATO consultation service cases**Authority:** NC1-AU-84-5**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to NATO personnel and their dependents who are treated in Army medical facilities.**Disposition:** After final discharge, forward to the appropriate national military medical authority. (See AR 40-400, table 2-5).

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**FN:** 40-216j (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 40-226a**Title:** Activity reports**Authority:** NC1-AU-77-153**Privacy Act:** Not applicable.**Description:** Information reflecting the activities of the Army Medical Department, such as narrative accounts of the organization, sanitation at the organization, steps taken to prevent diseases, morbidity, and mortality of troops servicing the organization, and other subjects of hygiene and professional medical interest. Included are activities reports, statistical tables and charts appended thereto, and similar information.**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Reporting offices: Destroy after 5 years.

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**FN:** 40-330a**Title:** Pay patient treatment information**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Retained copies of documents reflecting information on pay patients treated in Army medical facilities. Included are letters, forms, printouts, and similar information.**Disposition:** Destroy 1 year after the close of the FY to which they pertain.

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**Table B-19****File category 40: Medical services—Continued**

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FN: 40-330b

**Title:** Medical service accounts**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information relating to the process of accounting for charges and making proper distribution of funds received in payment for authorized medical and dental services. Included are patient ledger cards, invoices and receipts for collection, cash records, schedules of collection, certificates of indebtedness, copies of outpatient records, vouchers, registers, and related basic accounting documents.**Disposition:** Destroy 3 years after completion of collection action or 3 years after inclusion in uncollectible accounts report, as applicable.

FN: 40-350a

**Title:** Bed availability files**Authority:** NN-166-204**Privacy Act:** A0040-1DASG**Description:** Information relating to the availability and use of hospital beds. Included are cards, lists, and similar information.**Disposition:**

a. Office having Army-wide staff responsibility: Destroy after 2 years.

b. Other offices: Destroy after 3 months.

FN: 40-400a (Not used.)

**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 40-400c (Not used.)

**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 40-400d

**Title:** Medical statistical machine tabulations**Authority:** NC-AU-75-29**Privacy Act:** Not applicable.**Description:** Information reflecting statistical data extracted from the individual medical records and forwarded to DA. Included are machine tabulations and related documents.**Disposition:**

a. Tabulations containing data not extracted to other permanent records: Permanent. Retire when no longer needed for current operations.

b. Other tabulations: Destroy 1 year after completion of analysis.

FN: 40-400e

**Title:** Detail and summary tabulating cards**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting data extracted from individual records and forwarded to DA by medical treatment facilities and Armed Forces Examining and Entrance Stations (AFEES). They are used to prepare basic medical and health statistical tables on morbidity, medical examinations of registrants, and similar medical data. Included are punched cards and magnetic tapes containing individual medical record data, cards pertaining to individuals examined at AFEES, and similar information.**Disposition:** Destroy 25 years after completion of the statistical study to which they pertain.

FN: 40-400f

**Title:** Source documents**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information used in preparing personnel reports and punched cards. Included are admission worksheets, patient control registers, personnel accounting cards, change-in-status documents, and similar information.**Disposition:** Destroy after 3 months. However, personnel accounting

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**Table B-19****File category 40: Medical services—Continued**

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cards will be destroyed when information contained therein is no longer required.

FN: 40-400h

**Title:** Medical facility statistical feeder reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used by medical treatment facilities for local administrative operations and as a source of statistical information to prepare recurring reports required by higher headquarters. Included are patient statistical reports, outpatient statistical reports, clinic statistical reports, operations statistical reports, dispensary statistical reports, eye, ear, nose, and throat examination statistical reports, pregnancy case statistical reports, and similar information.**Disposition:** Destroy after 1 year.

FN: 40-400i

**Title:** Ward statistical reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting statistical data on ward patients. Included are ward morning reports, daily and weekly census, patient strength reports, ward patient rosters, and similar information.**Disposition:** Destroy after 3 months.

FN: 40-400j

**Title:** Telegraphic morbidity reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting rapid changes in morbidity levels. Included are periodic telegraphic reports of incidence of specified diseases, strength served, and similar data.**Disposition:**

a. Office having Army-wide staff responsibility: Destroy when no longer required for statistical purposes.

b. Other offices: Destroy after 2 years.

FN: 40-400k (Not used.)

**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 40-400m

**Title:** Statistical health tables and charts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting medical statistics such as morbidity and mortality rates. Included are statistical tables, vital statistics charts, and similar information.**Disposition:** Destroy when no longer needed for current operations.

FN: 40-400n

**Title:** Birth reports**Authority:** NC-AU-75-22**Privacy Act:** A0040DASG**Description:** Information reflecting births at Army installations which are reported to civil or military authorities. Included are letters, forms, printouts, and similar information.**Disposition:**

a. Files dated prior to 1916: Permanent.

b. Files dated 1916 to present: Destroy after 2 years.

FN: 40-400p

**Title:** Death reports**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information related to reporting deaths within Army medical facilities to the hospital registrar or administrative officer of the day and reporting deaths at Army installations to civil health authorities. Included are hospital report-of-death forms, State death certificate forms, and similar information.**Disposition:** Destroy after 2 years.

FN: 40-400q

**Title:** Admissions and dispositions

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**Table B-19****File category 40: Medical services—Continued**

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**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting patients admitted or discharged from the hospital and interward transfers. Included are admission and disposition sheets, daily patient strength recapitulation documents, and similar information.**Disposition:** Destroy after 5 years.**FN:** 40-400r**Title:** Communicable disease reports (humans)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting communicable diseases diagnosed in patients admitted by transfer or as casualties and among troops en route. Included are letters, forms, telegraphic messages, and similar information.**Disposition:** Destroy after 5 years.**FN:** 40-400s**Title:** Entrance examinations**Authority:** NN-166-204**Privacy Act:** A0040-400DASG**Description:** Information reflecting medical information on inductees and enlistees rejected for medical reasons. This information is forwarded to U.S. Army Health Services Data Systems Agency by AFEEs. Included are copies of reports of medical examination and related information.**Disposition:**

a. Sampled records: Destroy after 2 years. Earlier disposal is authorized.

b. Nonsampled records: Destroy after 1 year. Earlier disposal is authorized.

**FN:** 40-400t**Title:** Registrant examination summary reports**Authority:** NN-166-204**Privacy Act:** A0040-400DASG**Description:** Summary information on the overall examination results, the causes for disqualification, and general physical and mental characteristics of registrants found acceptable for induction. Included are summary reports of registrant examinations for induction and related information used for medical statistical purposes.**Disposition:** Destroy 1 year after completion of the project for which they are used.**FN:** 40-400v**Title:** Medical study—preparation files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to projected or in-process studies of morbidity, mortality, hospitalization, casualty logistics, physical disqualifications for military service, nosology, and statistical methods (including ADP techniques and applications). Included are copies of detailed requests for data, procedural instructions, technical notes and memorandums, worksheets, drafts of narrative analyses, and similar information.**Disposition:** Destroy on completion of project.**FN:** 40-400w**Title:** Physical medicine reports**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information such as treatment of patients in the physical medicine service, participation and treatment in occupational therapy, and disposition of patients. Included are physical medicine daily attendance reports relating to physical therapy and physical reconditioning, occupational therapy participation reports, reports to the hospital registrar, monthly reports of hospitalization of patients, and similar information.**Disposition:** Destroy after 1 year.**FN:** 40-400y**Title:** Death record controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used by Headquarters, DA in obtaining and compiling information on deaths. Included are casualty reports, clinical record cover sheets, and similar or related information.

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**Table B-19****File category 40: Medical services—Continued**

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**Disposition:** Destroy on completion of tabulation and analysis.**FN:** 40-400z**Title:** Communicable disease reports (animals)**Authority:** NC1-AU-85-67**Privacy Act:** Not applicable.**Description:** Information relating to cases of animal communicable diseases transmissible from animal to animal and from animal to human. Included are letter reports of appearance of first case of disease, report of notification of communicable disease to military or civilian authorities, and similar documents.**Disposition:**

a. Office having Army-wide responsibility: Destroy after 20 years.

b. Other offices: Destroy after 1 year.

**FN:** 40-407b**Title:** Operation orders and schedules**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information used to order and schedule operations. Included are surgery rosters and similar information.**Disposition:** Destroy when no longer needed.**FN:** 40-407c**Title:** Nursing service schedules**Authority:** NC1-AU-79-66**Privacy Act:** AO040DASG**Description:** Information reflecting on-duty hours for personnel assisting with the nursing care of patients. Included are time schedules and similar information.**Disposition:** If inspected by Joint Commission on Accreditation of Healthcare Organizations, destroy after next scheduled accreditation visit. Other hospitals: destroy after 2 years.**FN:** 40-407e**Title:** Bacteriological testing**Authority:** NN-174-005**Privacy Act:** Not applicable.**Description:** Information created as a result of bacteriological culture tests to determine the efficiency of sterilizers, autoclaves, and the sterilization process. Included are laboratory reports and similar information.**Disposition:**

a. Inspected hospitals: Destroy after next inspection by the Joint Commission on Accreditation of Hospitals.

b. Other hospitals: Destroy after 1 year.

**FN:** 40-407f**Title:** Register of operations**Authority:** NN-174-005**Privacy Act:** Not applicable.**Description:** Information reflecting surgical procedures performed in the hospital or clinic requiring anesthesia support or monitoring. Included are register of operations forms and related documents.**Disposition:** Destroy in CFA after 3 years.**FN:** 40-407g**Title:** Health nursing case files**Authority:** NN-166-204**Privacy Act:** A0040-407DASG**Description:** Information relating to patient and family health care in connection with the Army health nursing program. Included are family record forms, case referral forms, and similar information arranged alphabetically.**Disposition:** Destroy 3 years after close of case.**FN:** 40-407h**Title:** Family indices**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information used for determining case load by program classification and for scheduling visits. Included are family index forms and related documents arranged alphabetically.**Disposition:** Destroy 3 years after case is closed.**FN:** 40-407i**Title:** Statistical data

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**Table B-19****File category 40: Medical services—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used in planning and evaluating services and providing data for periodic reports such as the outpatient report. Included are Army health nursing activities forms and similar information.**Disposition:** Destroy after 5 years.

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**FN:** 40-407j**Title:** School health records**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information used for evaluating health needs of students and for evaluating school health services. Information is maintained in the school nurses' offices. Included are school health record forms and related documents arranged by school classes and further arranged alphabetically within each class.**Disposition:** Release to parent on transfer of student.

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**FN:** 40-407k**Title:** Patient condition reports**Authority:** NC1-AU-84-30**Privacy Act:** AO040DASG**Description:** Information used to keep the chief of nursing service informed of each patient's condition and of ward activities which affect the workload and determine assignment of personnel. Included are 24-hour reports and similar information.**Disposition:** Destroy after 1 year. Earlier destruction is authorized.

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**FN:** 40-501a**Title:** Medical standards/examinations**Authority:** NC1-AU-81-66**Privacy Act:** A0040DASG**Description:** Information related to medical fitness standards and medical examination requirements for admission to the U.S. Military Academy Preparatory School and the U.S. Military Academy, (USMA) appointment, enlistment, and induction into the Active Army, retention, promotion, separation, flying duty, and mobilization, and similar circumstances. This information includes documentation and inquiries addressing the standards accumulated by the proponent of AR 40-501. It also includes information accumulated by medical facilities which conduct medical examinations. Included are copies of reports of medical examinations, medical history, and similar information.**Disposition:** Destroy after 1 year, except FAA Form 8500-9 (file copy), reflecting Federal Aviation Administration (FAA) Flight Physicals, will be destroyed after 3 years.**Note:** The originals of Standard Forms 88 and 93 and related documents pertaining to USMA applicants will be forwarded in accordance with AR40-501.

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**FN:** 40-554a**Title:** Sexually transmitted disease reports**Authority:** NN-166-204**Privacy Act:** AO040-66BDASG**Description:** Data assembled for the control of sexually transmitted diseases. Included are periodic reports of new cases, contact reports, special telegraphic reports, and similar information.**Disposition:** Destroy after 1 year.

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**FN:** 40-656a**Title:** Operational rations reports**Authority:** NC1-AU-80-20**Privacy Act:** Not applicable.**Description:** Information reflecting class 4, 5, 6, 7, and 9 veterinary inspections of nonperishable foods. Included are inspection reports, recommendations on lot disposition, and sanitary inspections of Unit Basic Load Storage Facilities.**Disposition:** Destroy after 1 year.

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**FN:** 40-657a**Title:** Commercial food establishment reports**Authority:** NC1-AU-85-50**Privacy Act:** Not applicable.**Description:** Information relating to sanitary inspections of commercial establishments engaged in the processing, handling, and storage of food products. Included are reports indicating the source of raw products, processing facilities, ventilation, water supply, disposal of waste,

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**Table B-19****File category 40: Medical services—Continued**

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cleaning, insect control, refrigeration, and determinations of the sanitary qualifications of the establishment, correspondence with individual vendors or commercial food establishments relating to the reports, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 15 years in CFA.  
b. Other offices: Destroy in CFA 5 years after date sanitary inspection was conducted, or 1 year after establishment has been removed from the list of sanitarily approved sources, whichever is first.

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**FN:** 40-657b**Title:** Quality history records**Authority:** NC1-AU-79-56**Privacy Act:** Not applicable.**Description:** Information reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and reflect actual performance over a period of time, explanations of unusual amounts of rejections, reports of corrective actions taken, reclaims, and reports of pre-award or miscellaneous surveys. Included are quality history records, reports of sampling inspections, procurement quality assurance for dairy product records, reports of test results, and similar documents.**Disposition:**

a. Branch offices: Destroy after 2 years.  
b. Other offices: Destroy after 1 year

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**FN:** 40-657c**Title:** Food source listings**Authority:** NC1-AU-79-56**Privacy Act:** Not applicable.**Description:** Information reflecting approved sources of foods of animal origin determined by sanitary inspections of the sources. Included are documents or publications showing the name, location of establishment for which Army approval has been granted, code of inspecting office, and related information.**Disposition:** Preparing office: Destroy 2 years after supersession of the list.

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**FN:** 40-657d**Title:** Technical training files**Authority:** NC1-AU-79-56**Privacy Act:** Not applicable.**Description:** Information reflecting technical training programmed and conducted to maintain unit efficiency. Included are technical training schedules, assignments of instruction personnel, lesson plans, reports of attendees, and similar information.**Disposition:** Destroy after 1 year.

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**FN:** 40-657e**Title:** Procurement inspection reports**Authority:** NC1-AU-79-56**Privacy Act:** Not applicable.**Description:** Information reflecting the requirements for an inspection, items to be inspected, and results of inspections, classes 3, 4, and 8. Included are contracts, purchase orders, purchase descriptions, purchase agreements, reports of inspection, product verification records, testing results, contractors' certificate of conformance, United States Department of Agriculture (USDA) Certifications, net weight examination records, vendors' manifests, and similar information.**Disposition:**

a. Branch offices: Destroy after 2 years.  
b. Other offices: Destroy after 1 year.  
**Note:** Information in the cutoff files that requires additional action or relates to reopened cases should be brought forward for filing in the current file.

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**FN:** 40-657f**Title:** Surveillance inspection reports**Authority:** NC1-AU-80-20**Privacy Act:** Not applicable.**Description:** Information reflecting classes 5, 6, 7, and 9 veterinary inspections. Included are inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, DD Forms 1225 (Storage Quality Control Reports), and similar information.

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**Table B-19****File category 40: Medical services—Continued**

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**Disposition:** Destroy after 1 year.

**FN:** 40-657g

**Title:** Contractor agreements

**Authority:** NC1-AU-79-56

**Privacy Act:** Not applicable.

**Description:** Information reflecting agreements with the contractor for veterinary inspection on subsistence contracts and evaluation of performance. Included are Plan for Inspection Job, Contractor Inspection System, Inspection System Evaluation, correspondence, and similar information.

**Disposition:**

- a. Branch offices: Destroy 2 years after supersession or obsolescence.
- b. Other offices: Destroy when superseded, obsolete, or when no longer needed for reference.

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**FN:** 40-657h

**Title:** Quality data feedback

**Authority:** NC1-AU-79-56

**Privacy Act:** Not applicable.

**Description:** Information reflecting requests for, and results of, Defense Logistics Agency quality audits, subsistence item surveys, consumer level quality audit program, special destination inspections, and similar information.

**Disposition:** Destroy after 1 year.

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**FN:** 40-657i

**Title:** Military food establishment reports

**Authority:** NC1-AU-80-20

**Privacy Act:** Not applicable.

**Description:** Information relating to the sanitary inspections of military facilities engaged in processing, handling, storing, and reselling subsistence items. Included are sanitary inspection reports, correspondence with facility managers and supervisors or commanders relating to inspection reports and similar information.

**Disposition:** Destroy after 1 year.

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**FN:** 40-658a

**Title:** Veterinary activities reports

**Authority:** NC1-AU-79-56

**Privacy Act:** Not applicable.

**Description:** Information used for determining workload of veterinary personnel engaged in activities in the office of the Deputy for Veterinary Activities and food inspection and animal medicine branches, and for resource management of these activities. Included are veterinary activity reports, documents reflecting the poundage of subsistence inspected, trends and related information, and similar forms and documents.

**Disposition:**

- a. The Surgeon General: Destroy after 10 years.
- b. Other offices: Destroy after 2 years.

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**FN:** 40-660a

**Title:** ALFOODACT messages

**Authority:** NC1-AU-79-56

**Privacy Act:** Not applicable.

**Description:** Information relating to recalls of foods, nonprescription drugs, nonprescription medical devices, and health and beauty aids.

**Disposition:** Destroy 1 year after completion of recall.

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**FN:** 40-905a

**Title:** Veterinary sanitation inspection of animal facilities

**Authority:** NC1-AU-85-71

**Privacy Act:** Not applicable.

**Description:** Information relating to sanitary inspections of military animal facilities. Included are sanitary inspection reports, correspondence relating to inspection reports, and similar information.

**Disposition:** Destroy after 1 year.

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**FN:** 40-905c

**Title:** Veterinary clinic and sick reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to animals treated in veterinary clinics, dispensaries, or hospitals. Included are treatment reports and similar documents.

**Disposition:** Destroy after 1 year.

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**Table B-19****File category 40: Medical services—Continued**

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**FN:** 40-905d

**Title:** Privately owned animal records

**Authority:** NC1-AU-79-13

**Privacy Act:** A0040-905DASG

**Description:** Information pertaining to the health of individual animals, belonging to military members or their dependents, under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.

**Note:** Release to owner when owner is transferred or when owner is no longer entitled to veterinary care for his or her animal.

**Disposition:** Destroy upon death of the animal, transfer of owner, or 2 years after the last entry in the record.

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**FN:** 40-905e

**Title:** Military animal records

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the health of military animals under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.

**Disposition:**

- a. Sentry dog records: Forward to Department of Defense Dog Center, ATTN:WHVS, Lackland Air Force Base, TX 78236, when dog is separated from the Service and disposed of.

- b. Other records: Destroy 1 year after death of animal.

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**FN:** 40-905f

**Title:** Animal death certificates

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting causes of animal deaths. Included are death certificates and related information.

**Disposition:** Destroy after 6 months.

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**FN:** 40-905g

**Title:** Child care center veterinary inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to sanitary inspections, humane treatment and care, facilities, housing and feeding of animals kept in child care centers for use by the staff and children.

**Disposition:** Destroy after 1 year.

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**Table B-20****File category 40: Medical services—rescinded FNs**

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**FN:** 40-25a

**Title:** Recipe cards

**Use:** FN 40-2x

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**FN:** 40-66d

**Title:** Practitioner credentialing files

**Use:** FN 40-68a

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**FN:** 40-67a

**Title:** Medical xray teaching files

**Use:** FN 351-3c

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**FN:** 40-67b

**Title:** Dental xray projects

**Use:** FN 351-3d

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**FN:** 40-67c

**Title:** Dental xray teaching files

**Use:** FN 351-3e

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**FN:** 40-67d

**Title:** Extra oral dental xrays

**Use:** FN 351-3f

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**FN:** 40-182a

**Title:** Dental reports

**Use:** FN 40-16a

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<b>Table B-20</b>
<b>File category 40: Medical services—rescinded FNs—Continued</b>
<b>FN:</b> 40-182b <b>Title:</b> Dental worksheets and tabulations <b>Use:</b> FN 40-16b
<b>FN:</b> 40-332a <b>Title:</b> Pay patient treatment information <b>Use:</b> FN 40-330a
<b>FN:</b> 40-335a <b>Title:</b> Medical service accounts <b>Use:</b> FN 40-330b
<b>FN:</b> 40-400b <b>Title:</b> Medical statistical summaries <b>Use:</b> Not applicable. (Pertained to paper records created through 1970.)
<b>FN:</b> 40-400g <b>Title:</b> Health and hospitalization data <b>Use:</b> Not applicable. (Pertained to paper records created through 1970.)
<b>FN:</b> 40-400u <b>Title:</b> DA clinical record cover sheets <b>Use:</b> FN 40-66x
<b>FN:</b> 40-400x <b>Title:</b> Transmittals (OF 41) <b>Use:</b> Not applicable. (File transmittals with the documents to which they relate or destroy them when no longer necessary.)
<b>FN:</b> 40-407a <b>Title:</b> Medical facility incident reports <b>Use:</b> FN 40-68b
<b>FN:</b> 40-407d <b>Title:</b> Temperature, pulse, and respiration files <b>Use:</b> Not applicable. (Information is filed with the patient's clinical record.)
<b>FN:</b> 40-905b <b>Title:</b> Military food establishment reports <b>Use:</b> FN 40-657i

**B-18. File category 50: Nuclear and chemical weapons and materiel**

*a. Prescribing directives.*

- (1) AR 50-5, Nuclear Surety.
- (1) AR 50-5-1 (C), Nuclear Weapon Security (U).
- (3) AR 50-6, Chemical Surety .
- (4) AR 50-6-1 (C), Chemical Agent Security Program (U).
- (5) AR 50-115, Safety Rules for Army Nuclear Weapons.

*b. Description.* These files relate to policies, studies and reviews, controls, and operating procedures pertaining to safety and reliability of nuclear weapons and related materiel, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jet-tison. These also include procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel. See table B-21.

<b>Table B-21</b>
<b>File category 50: Nuclear and chemical weapons and materiel</b>

<b>FN:</b> 50 <b>Title:</b> General nuclear and chemical weapons and materiel correspondence files <b>Authority:</b> NN-167-31 and NN-165-192 <b>Privacy Act:</b> Not applicable. <b>Description:</b> a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general
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<b>Table B-21</b>
<b>File category 50: Nuclear and chemical weapons and materiel—Continued</b>

recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to nuclear and chemical weapons and materiel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)  
b. NONACTION: Materials relating to nuclear and chemical weapons and materiel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.  
**Disposition:**  
a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.

<b>FN:</b> 50a <b>Title:</b> Nuclear, chemical and biological national security affairs <b>Authority:</b> NC1-AU-77-96 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information relating to domestic, foreign, and military policy for the application of atomic energy, utilization of nuclear and chemical weapons, and biological defense relating to national security and national level crisis management. Included are studies, actions, and directives of and related to the President, National Security Council, Assistant to the President for National Security Affairs, and interdepartmental groups and committees addressing national security affairs regarding nuclear and chemical warfare and biological defense. <b>Disposition:</b> Permanent. PIF when no longer required for current operations and cut off at the end of that year.
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<b>FN:</b> 50b <b>Title:</b> Nuclear, chemical, and biological warfare arms controls <b>Authority:</b> NC1-AU-77-97 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information pertaining to the regulation, production, distribution, or reduction of actual, planned, or potential strategic nuclear weapons, chemical warfare weapons, and biological weapons. Included is information reflecting military considerations associated with the development of agreements and the implementation of such agreements. <b>Disposition:</b> Permanent. PIF when no longer required for current operations and cut off at the end of that year.
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<b>FN:</b> 50c <b>Title:</b> Special strategic forces plans <b>Authority:</b> NC1-AU-77-94 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information relating to the development, coordination, and preparation of the Army's position relative to selected plans, including those of an inter-departmental and joint nature which are separately managed and closely controlled because of their highly sensitive nature. Included are Red Planning Board actions. <b>Disposition:</b> a. DA offices responsible for establishing coordinated Army view: Permanent. b. Other offices: Destroy after 2 years.
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<b>FN:</b> 50d <b>Title:</b> Nuclear and chemical strategy formulations <b>Authority:</b> NC1-AU-77-98 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information relating to the development and expression of Army policy, means, and techniques for achieving national nuclear, ballistic missile defense, chemical and biological defense security objectives, and concomitant military objectives. Included are DA deployment and employment policy of tactical nuclear weapons, nuclear and chemical annexes, and information related to the review, analysis, and sponsorship of related studies. <b>Disposition:</b> Permanent. PIF when no longer required for current operations and cut off at the end of that year.
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<b>FN:</b> 50e <b>Title:</b> Nuclear and chemical politico-military affairs
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**Table B-21****File category 50: Nuclear and chemical weapons and materiel—Continued**

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**Authority:** NC1-AU-77-99**Privacy Act:** Not applicable.**Description:** Information relating to the politico-military aspects of national nuclear, chemical, and biological defense policy and strategy, to include Nuclear Planning Group activities.**Disposition:** Permanent.**FN:** 50f**Title:** Nuclear and chemical requirements**Authority:** NC1-AU-77-103**Privacy Act:** Not applicable.**Description:** Information relating to the identification and verification of nuclear and chemical warfare requirements. Included are nuclear and chemical stockpile information, nuclear annex to joint forces memorandum, nuclear warhead stockage levels, nuclear annex to joint strategic operations plan, and related information and studies.**Disposition:**

a. Offices responsible for preparing plan or contributing to it: Permanent. PIF when plan is final and cut off at the end of that year.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference. Related information will be destroyed after 2 years.

**FN:** 50g**Title:** Nuclear and chemical capabilities**Authority:** NC1-AU-77-89**Privacy Act:** Not applicable.**Description:** Information relating to the analysis of theater nuclear forces, tactical nuclear and chemical warfare stockpiles, resources to determine capability to accomplish assigned missions and to establish priorities for allocation of U.S. Army resources based on worldwide U.S. and friendly foreign country requirements. Included are nuclear weapons allocation and deployment plans, and related studies or other information.**Disposition:**

a. HQDA office requiring report: Permanent.

b. Other offices: Destroy after 2 years.

**FN:** 50h**Title:** Theater nuclear force structure developments**Authority:** NC1-AU-77-93**Privacy Act:** Not applicable.**Description:** Information relating to delivery units, special ordnance companies, custodial detachments, and supporting units in plans, lists, and overall force structure, and references related to the theater nuclear force posture.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 50i**Title:** Nuclear and chemical warfare budget formulations**Authority:** NC1-AU-79-78**Privacy Act:** Not applicable.**Description:** Information relating to developing and presenting budget estimates to support approved Army plans and programs for theater nuclear forces, strategic defensive systems, chemical warfare items, and nuclear, biological, and chemical defense programs.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

**FN:** 50j**Title:** Nuclear and chemical progress and statistical reports**Authority:** NC1-AU-77-95**Privacy Act:** Not applicable.**Description:** Information containing statistical, graphical, or textual data on the condition and progress of Army tactical nuclear warhead and theater nuclear force development programs, chemical warfare systems, and biological defense items.**Disposition:**

a. Consolidated report reflecting agency wide results: Permanent.

b. Other reports: Destroy after 2 years.

**FN:** 50k

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**Table B-21****File category 50: Nuclear and chemical weapons and materiel—Continued**

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**Title:** Army nuclear, chemical, and biological defense program reviews and analyses**Authority:** NC1-AU-80-11**Privacy Act:** Not applicable.**Description:** Information on evaluating and appraising the effectiveness and efficiency of the Army nuclear, chemical, and biological defense program. Included are evaluations of the Army's application of atomic energy, handling and employment of nuclear weapons, ballistic missile defense, CONUS air defense, chemical warfare and biological defense; program objective memorandum (POM) formulation and analysis; establishing the Army position on applicable portions of the OSD POM issue papers; and tentative program decision memorandum, amended program decision memorandum, 5-year defense program, and Army budget.**Disposition:**

a. HQDA staff offices, major commands, and major subordinate commands: Permanent.

b. Other offices: Destroy after 2 years.

**FN:** 50m**Title:** Nuclear and chemical cost analyses**Authority:** NC1-AU-77-104**Privacy Act:** Not applicable.**Description:** Cost estimates and information regarding materiel development and procurement programs for tactical nuclear warheads, theater nuclear programs, chemical warfare systems, and nuclear, biological, and chemical defense programs.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 50n**Title:** Nuclear, chemical warfare, and biological defense scientific and technical information**Authority:** NC1-AU-77-109**Privacy Act:** Not applicable.**Description:** Studies and technical information pertinent to the development of nuclear warheads and employment of nuclear forces, chemical warfare, and biological defense. Included are technical references pertaining to nuclear, chemical, and biological matters.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 50p**Title:** Nuclear command and control communications**Authority:** NC1-AU-77-105**Privacy Act:** Not applicable.**Description:** Information relating to communications and command and control for the employment of theater nuclear forces.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 50q**Title:** Chemical and nuclear demilitarizations**Authority:** NC1-AU-77-32**Privacy Act:** Not applicable.**Description:** Information relating to the demilitarization of chemical and nuclear weapons and ammunition. Included are plans, environmental impact statements and assessments, progress reports, and related information.**Disposition:**

a. Office responsible for obtaining congressional approval: Permanent.

b. Other offices: Destroy 1 year after completion of project.

**FN:** 50r**Title:** Chemical and nuclear plans**Authority:** NC1-AU-77-35**Privacy Act:** Not applicable.**Description:** Information relating to the development, coordination, and preparation of nuclear and chemical annexes to Army capabilities and joint strategic capabilities plans; chemical warfare and nuclear, biological, and chemical defense plans; chemical warfare readiness; nuclear, biological, and chemical capabilities plans; and related information.**Disposition:** Destroy when superseded or obsolete

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**Table B-21****File category 50: Nuclear and chemical weapons and materiel—Continued**

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**FN:** 50-5a**Title:** Nuclear accident/incident controls**Authority:** NC1-AU-77-31**Privacy Act:** Not applicable.**Description:** Information relating to the reporting and investigation of nuclear accidents or incidents. Included are reports of accident or incident, investigation, followup action, status reports, and any related reports.**Disposition:**

- a. Office responsible for preparation of report: Permanent.
  - b. Other offices: Destroy 1 year after all actions have been completed.
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**FN:** 50-5b**Title:** Nuclear manpower allocations**Authority:** NC1-AU-77-116**Privacy Act:** Not applicable.**Description:** Information relating to DA policies for commands and agencies on the number of personnel who may be used to perform assigned missions bearing on the application of atomic energy and handling and employment of nuclear weapons. Included are DA atomic energy specialty programs; designation, approval, or validation records of atomic energy specialty positions for advanced degree requirements; and DA policy files for designation of military occupational specialty (MOS) prefix-5 positions.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

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**FN:** 50-5c**Title:** Nuclear surety files**Authority:** NC1-AU-77-36**Privacy Act:** Not applicable.**Description:** Information relating to the implementation of the nuclear weapons surety program. Included are DA policy concerning safety and safeguards for nuclear weapons, implementing directives, and related information.**Disposition:** Permanent.

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**FN:** 50-5d**Title:** Nuclear site restorations**Authority:** NC1-AU-77-33**Privacy Act:** Not applicable.**Description:** Information relating to development, coordination, and preparation of restoration plans for contaminated nuclear sites. Included are environmental documentation, restoration plans, schedules, reports, briefings, movement plans, requests for approval, approvals, and related information.**Disposition:**

- a. Office responsible for obtaining Secretary of the Army approval: Permanent.
  - b. Other offices: Destroy on completion of project.
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**FN:** 50-5e**Title:** User listings**Authority:** NC1-AU-79-37**Privacy Act:** A0040-14DASG**Description:** Information on persons authorized to handle ionizing radiation sources, reflecting training, experience and certification. Included are listings of approved users, listings of experience and training, and similar information. (These are posted to official personnel files).**Disposition:** Destroy 5 years after transfer or separation of the person concerned.

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**FN:** 50-5-1a**Title:** Nuclear site upgrading files**Authority:** NC1-AU-77-34**Privacy Act:** Not applicable.**Description:** Information relating to the nuclear weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.**Disposition:** Destroy 5 years after completion of project.

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**FN:** 50-6a**Title:** Chemical manpower allocations**Authority:** NC1-AU-77-116

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**Table B-21****File category 50: Nuclear and chemical weapons and materiel—Continued**

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**Privacy Act:** Not applicable.**Description:** Information relating to DA policies for commands and agencies on the number of personnel who may be used to perform assigned missions bearing on the application of atomic energy and handling and employment of chemical warfare and biological defense. Included are DA atomic energy specialty programs; designation, approval and validation records of atomic energy specialty positions; atomic energy specialty positions for advanced degree requirements; and DA policy files for designation of MOS prefix-5 positions.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

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**FN:** 50-6b**Title:** Chemical accident/incident controls**Authority:** NC1-AU-77-31**Privacy Act:** Not applicable.**Description:** Information relating to the reporting and investigation of chemical accidents or incidents. Included are reports of accident or incident, investigation, follow-up action, status reports, and any related reports.**Disposition:**

- a. Office responsible for preparation of report: Permanent.
  - b. Other offices: Destroy 1 year after all actions have been completed.
- 

**FN:** 50-6c**Title:** Chemical site restorations**Authority:** NC1-AU-77-33**Privacy Act:** Not applicable.**Description:** Information relating to development, coordination, and preparation of restoration plans for contaminated chemical sites. Included are environmental documentation, restoration plans, schedules, reports, briefings, movement plans, requests for approval, approvals, and related information.**Disposition:**

- a. Office responsible for obtaining Secretary of the Army approval: Permanent.
  - b. Other offices: Destroy on completion of project.
- 

**FN:** 50-6d**Title:** Chemical surety files**Authority:** NC1-AU-77-36**Privacy Act:** Not applicable.**Description:** Information relating to the implementation of the chemical weapons surety program. Included are DA policy concerning safety and safeguards for chemical weapons, implementing directives, and related information.**Disposition:** Permanent.

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**FN:** 50-6e**Title:** Chemical safety files**Authority:** NC1-AU-77-37**Privacy Act:** Not applicable.**Description:** Information relating to the development and implementation of chemical weapons or agents safety standards and procedures. Included are DA policy concerning the safeguard of chemical weapons, safety standards, implementing directives, procedures for reporting incidents, and related information.**Disposition:**

- a. Office responsible for preparation of reports: Permanent.
  - b. Other offices: Destroy when no longer needed.
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**FN:** 50-6-1a**Title:** Chemical site upgrading files**Authority:** NC1-AU-77-34**Privacy Act:** Not applicable.**Description:** Information relating to the chemical weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.**Disposition:** Destroy 5 years after completion of project.

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**FN:** 50-115a**Title:** Nuclear safety files**Authority:** NC1-AU-77-37**Privacy Act:** Not applicable.**Description:** Information relating to the development and

**Table B-21****File category 50: Nuclear and chemical weapons and materiel—Continued**

implementation of nuclear weapons safety standards and procedures. Included are DA policy concerning the safeguard of nuclear weapons, safety standards, implementing directives, procedures for reporting incidents, and related information. (Note: Use FN 50-6d or 50-6e to file similar safety information on chemical weapons and agents.)

**Disposition:**

- a. Office responsible for preparation of reports: Permanent.  
b. Other offices: Destroy when no longer needed.

**B-19. File category 55: Transportation and travel***a. Prescribing directives.*

(1) AR 55-1, CONEX/MILVAN Equipment Control-Utilization and Reporting.

(2) AR 55-19, Marine Casualties.

(3) AR 55-46, Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Overseas Areas.

(4) AR 55-71, Transportation of Personal Property and Related Services.

(5) AR 55-80, Highways for National Defense.

(6) AR 55-162, Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States.

(7) AR 55-170, Apportionment, Manifesting and Billing for Ocean Transportation and Port Handling of Empty CONEX Containers.

(8) AR 55-355, Volume 1, Defense Traffic Management Regulation. This volume prescribes many discrete categories of records. Rather than following the MARKS numbering sequence in the strict sense, a minor departure in the file number has been made to facilitate record identification. The basic file number, 55-355, is followed by a three-letter designation to denote the type of military traffic involved. These designations are listed in table B-22.

(9) AR 55-355, Volume 2, Transportation Facilities Guide (TFG) Records, U.S. Army.

**Table B-22****Traffic type designations for use with AR 55-355, Volume 1**

Designation	Letters	Example of file number
Air traffic	AIR	55-355AIRa
Freight (not specified air/land/sea)	FRT	55-355FRTh
Highway traffic	HWY	55-355HWYc
Nonspecific traffic and other records not falling into the above categories	NON	55-355NONg
Movement of personnel	PER	55-355PERa
Rail traffic	RAL	55-355RALe
Ocean traffic	SEA	55-355SEAb
Records on tariffs, tenders, and transit	TTT	55-355TTTd

*b. Description.* These records concern transportation planning, programming, and staff supervision of transportation components, movement of Army passengers, cargo, mail, household goods (HHG), privately-owned vehicles (POVs), and personal baggage via various modes of transportation, use of CONEX Service, customs clearance, travel of Army personnel and dependents, military traffic management activities, and transportation facilities (table B-23). Records on specific modes of transportation and travel are in 56 and 59 series.

**Table B-23****File category 55: Transportation and travel****FN: 55**

**Title:** General transportation and travel correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to transportation and travel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to transportation and travel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN: 55-1a**

**Title:** Returnable container files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping information, stock cards, memorandum receipts, reports, and similar information.

**Disposition:** Destroy 3 years after return of container.

**FN: 55-1b**

**Title:** CONEX lease agreements

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the lease of CONEX transporters to United States commercial firms to ship cargo to the United States. Included are leases and related correspondence, including correspondence pertinent to unusual charges, such as charges for lost or damaged transporters.

**Disposition:**

a. Joint Container Control Agency: Destroy 3 years after termination of lease.

b. Other offices: Destroy after 2 years.

**FN: 55-1c**

**Title:** CONEX lease agreement lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to lists prepared by the Joint Container Control Agency reflecting United States commercial firms who have entered into approved leasing agreements. Also included are names and addresses of authorized overseas representatives of each firm.

**Disposition:**

a. Joint Container Control Agency: Destroy 1 year after supersession.

b. Other offices: Destroy when superseded or obsolete.

**FN: 55-1d**

**Title:** CONEX receipts and billings

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the procedures for maintaining data on current location of all transporters. This information also provides data for use in collecting rental charges by the Finance and Accounts Office, U.S. Army. Included are receipts issued when transporters are

**Table B-23****File category 55: Transportation and travel—Continued**

transferred to lessees, receipts issued when transporters are returned to the U.S., and coded machine runs.

**Disposition:**

- a. Joint Container Control Agency: Destroy receipts after 1 year and remaining files after 3 years.
- b. Other offices: Destroy after 1 year.

**FN:** 55-19a**Title:** Marine casualty record cards**Authority:** II-NNA-1945**Privacy Act:** Not applicable.

**Description:** Cards containing information extracted from reports of investigation and radio messages pertaining to casualties involving Army and commercial vessels and injury to stevedores or crewmembers, showing vessels involved, where damage occurred, amount involved, and similar data.

**Disposition:** Office having Army-wide staff responsibility: Destroy after 5 years.

**FN:** 55-46a**Title:** Processing of Overseas Replacement (POR) files**Authority:** NC1-AU-85-21**Privacy Act:** A0055-355bDALO

**Description:** Information accumulated in the processing of military personnel, civilian employees, and their dependents for overseas movement. Included are requests for movement of dependents, letters notifying dependents of eligibility to travel to authorized destination, questionnaires and information sheets used for issuance of travel authorizations, and similar information.

**Disposition:** Destroy 1 year after processing is completed.

**FN:** 55-46b**Title:** Passport files**Authority:** NC1-AU-86-8**Privacy Act:** A0055-355MTMCb

**Description:** Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.

**Disposition:**

- a. U.S. Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 (Authorization to Apply for a "No Fee" Passport and/or Request for Visa) will be destroyed after 1 year.
- b. Other offices: Destroy after 1 year.

**FN:** 55-46c**Title:** Alien dependent travel files**Authority:** II-NNA-1566**Privacy Act:** AO055-355DALO

**Description:** Information relating to the travel of authorized alien dependents from overseas areas to the United States. Included are applications for transportation of dependents, notification to dependents that application for transportation was approved, dependent's travel orders, and questionnaires.

**Disposition:** Destroy after 5 years.

**FN:** 55-71a**Title:** Accounting documents**Authority:** NC1-AU-86-55**Privacy Act:** A0055-71SAFM**Description:**

- a. Information posted to books of original entry. Included are allotment, commitment, or obligation documents; customer orders or earnings; duplicate copies of disbursement vouchers; collection documents (including cash collections); adjustment documents (including adjustments on deficiencies and irregularities), and related blocking tickets.
- b. Designated depository checking accounts in overseas areas (see AR37-103, chap 9). Included are checklistings for card checks, check reconciliation statements, check copies, and copies of outstanding depository checks.
- c. Notices of exception and certificates of deposits.
- d. Logistic support billings to foreign governments and to the Military Assistance Appropriation under authority of the Foreign Assistance Act and the Foreign Military Sales Act.
- e. Military Assistance Program (MAP) order fund transactions including item order portion of the Military Assistance Grant Aid Program.

**Table B-23****File category 55: Transportation and travel—Continued**

f. Copies of HHG orders and HHG bills of lading.

g. Documents on excess cost of HHG shipments.

h. F&AO retained copies of Reserve Components composite payrolls.

i. Comparable information.

**Disposition:**

- a. Allotment documents: Destroy after 3 years.
- b. Duplicate copies of disbursement vouchers: Destroy after 1 year.
- c. Checklistings for card checks: Destroy after 1 year.
- d. Check reconciliation statements: Destroy on receipt of current list of outstanding checks.
- e. Copies of individual military pay vouchers for active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets have been received from USAFAC.
- f. Copies of outstanding depository checks: Destroy when the checks have been paid or their proceeds have been transferred to account 20 x 6045.
- g. Logistic support documents related to foreign governments: Destroy 4 years after settlement.
- h. MAP order fund transactions: Destroy after 4 years.
- i. Copies of HHG orders and HHG bills of lading: Destroy after 4 years.
- j. F&AO retained copies of Reserve Components composite payrolls: Destroy after 1 year.
- k. Other documents: Destroy 3 years after cutoff except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception and then destroyed.

**FN:** 55-80a**Title:** Highway operation files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information that reflects liaison activities of Army installations and activities with local transportation companies and associations. Included are maps and graphs; road, bridge, and equipment surveys; and bus data.

**Disposition:** Destroy after 3 years.

**FN:** 55-80b**Title:** Highway defense utilization**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to special military movements, such as oversized or overweight shipments, over public highways.

**Disposition:** Destroy after 10 years.

**FN:** 55-80c (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 55-80d**Title:** Interstate highway systems**Authority:** NC1-AU-85-31**Privacy Act:** Not applicable.

**Description:** Correspondence, reports, and other information relating to the selection and designation of routes of the national system of interstate highways.

**Disposition:**

- a. Office having Army-wide responsibility:
  - (1) General files: Permanent.
  - (2) State files: Destroy after 3 years.
- b. Other offices: Destroy after 3 years.

**FN:** 55-80e**Title:** Road test research files**Authority:** NC1-AU-85-29**Privacy Act:** Not applicable.

**Description:** Files relating to highway studies and tests accumulated as a result of Army participation in the American Association of State Highway Officials Road Test Research Project.

**Disposition:** Destroy when superseded by new study or test.

**FN:** 55-80f**Title:** Access road projects

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Authority:** NC1-AU-86-7**Privacy Act:** Not applicable.**Description:** Information pertaining to access roads to installations and maneuver area roads important to national defense.**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
  - b. Other offices: Destroy 3 years after completion or disapproval of the project.
- 

**FN:** 55-80g**Title:** Non-interstate highway systems**Authority:** NC1-AU-83-16**Privacy Act:** Not applicable.**Description:** Information consisting of correspondence, reports, and other records relating to the selection and designation (location, standards, and so forth) of routes of highway systems other than interstate systems.**Disposition:**

- a. HQ, MTMC offices having Army-wide responsibility:
    - (1) General files: Permanent.
    - (2) State files: Destroy after 3 years.
  - b. Other offices: Destroy after 3 years.
- 

**FN:** 55-80h**Title:** Traffic engineering services**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Information that accumulates as reference material in the planning and execution of traffic engineering surveys and studies.**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
  - b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.
- 

**FN:** 55-162a**Title:** Materiel transport files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the transport of bulky or oversized materiel. This information reflects liaison with other technical agencies and includes specifications, charts, reports, and similar information.**Disposition:**

- a. Office having Army-wide staff responsibility: Destroy 1 year after materiel is removed from supply channels.
  - b. Other offices: Destroy 2 years after supersession, or obsolescence.
- 

**FN:** 55-170a**Title:** Returnable container files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, stock cards, memorandum receipts, reports, and similar papers.**Disposition:** Destroy 3 years after return of container.**FN:** 55-355AIRa**Title:** Airlift clearances**Authority:** NN-173-207**Privacy Act:** Not applicable.**Description:** Information relating to the clearance of air shipments into the Military Airlift Command (MAC) system. Included are clearance requests, challenge actions, and related information.**Disposition:** Destroy after 1 year.**FN:** 55-355FRTa**Title:** Statistical tabulations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Statistical data pertaining to domestic freight movements and cargo shipped overseas for use in preparing statistical reports as

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**Table B-23****File category 55: Transportation and travel—Continued**

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required. These statistics are tabulated from bill of lading punchcards and ocean manifests.

**Disposition:**

- a. Basic data tabulated from punchcards: Destroy after 6 years.
  - b. Supplemental data compiled from bill of lading punchcards and other sources for special studies or reports: Destroy after 2 years.
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**FN:** 55-355FRTb**Title:** Transportation control number indices**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Copies of DD Form 1384-2 (Transportation Control and Movement Document) used to locate related documentation to answer inquiries.**Disposition:** Destroy when the related index files are destroyed.**FN:** 55-355FRTc**Title:** Routing orders**Authority:** GRS 9, Item 1b**Privacy Act:** Not applicable.**Description:** Information which is related to the authorization and routing of freight shipments destined for any point in the United States or overseas. Included are requests for routing, route orders, confirmation of route orders, reports of routing, unit permit authorizations, and related information.**Disposition:** Destroy after 3 years.**FN:** 55-355FRTd**Title:** Domestic shipment controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated as a result of preparing and transmitting required reports in connection with proposed domestic movements and controlling nuclear shipments.**Disposition:** Destroy on arrival of shipment, or after 1 year.**FN:** 55-355FRTe**Title:** Freight forwarder agreements**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to rate negotiations with freight forwarders. Included are signed copies of freight forwarder agreements.**Disposition:** Destroy 6 years after cancellation of agreement.**FN:** 55-355FRTf**Title:** Freight accounts**Authority:** II-NNA-1469**Privacy Act:** Not applicable.**Description:** Files relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages; investigations; recommended settlements; and related information.**Disposition:** Destroy after 3 years, except that information relating to unsettled claims or investigations will not be destroyed until settlement is accomplished.**FN:** 55-355FRTg**Title:** Bills of lading**Authority:** NN-166-96**Privacy Act:** A0055-71SAFM**Description:** Information relating to inbound and outbound shipments. Included are property-received and property-shipped bills of lading, freight bills, shipping information, shipment planning worksheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading, and cross-reference sheets.**Disposition:** Destroy after 3 years, except files which reflect acceptance of Foreign Military Sales/Support Arrangement/Military Assistance Grant Aid materiel at point of origin by an official of the foreign government, or a freight forwarder or carrier acting as representative of the foreign government, will be retired after 2 years and destroyed 10 years after retirement.**FN:** 55-355FRTh**Title:** Prepaid outbound salvage bills of lading**Authority:** NN-166-204

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Privacy Act:** A0055-71SAFM**Description:** Information relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.**Disposition:** Destroy after 1 year.**FN:** 55-355FRTi**Title:** Prepaid inbound bills of lading**Authority:** NN-166-204**Privacy Act:** A0055-71SAFM**Description:** Information relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving information, commercial bills of lading, freight bills, transit privilege bills of lading, and cross-reference sheets.**Disposition:** Destroy after 2 years.**FN:** 55-355FRTj**Title:** Overseas freight operation files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated in overseas transportation offices in connection with the movement of supplies and materiel by Government-owned transportation facilities as distinguished from similar information reflecting movement by commercial carriers. Included are freight warrants and waybills.**Disposition:** Destroy after 2 years.**FN:** 55-355FRTk**Title:** Transit privilege bills of lading**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated as a result of specific transit operations, such as transit certificates, bills of lading, transit freight bills, tonnage credits, and prepaid freight bills recorded for transit.**Disposition:** Destroy 3 years after expiration of transit privilege, except that files that show acceptance of Foreign Military Sales/Supply Support Arrangement/Military Assistance Grant Aid materiel at point of origin by an official of the foreign government, or a freight forwarder or carrier acting as representative of the foreign government, will be retired 2 years after expiration of the transit privilege and destroyed 10 years after retirement.**FN:** 55-355FRTm**Title:** Bills of lading registers**Authority:** NN-164-217**Privacy Act:** Not applicable.**Description:** Registers containing data relative to each bill of lading issued or accomplished such as, to whom or by whom issued, date of issue or accomplishment, and consignor.**Disposition:** Destroy in accordance with instructions for bills of lading recorded therein.**FN:** 55-355FRTn**Title:** Household shipment contracts**Authority:** NC1-330-78-13**Privacy Act:** A0055-71SAFM**Description:** Information relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement. Included are contracts, purchase orders, service orders, delivery orders, receipts, travel orders, requests for shipment, inventories, and payment and collection vouchers.**Disposition:**

a. Contracts for \$25,000 or less relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 1 year after final payment.

b. Contracts for more than \$25,000 relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 6 years and 3 months after final payment.

**FN:** 55-355FRTp**Title:** Carrier performance files**Authority:** NN-166-204**Privacy Act:** A0210-7bCFSC**Description:** Information reflecting carrier's qualifications and performance in moving personal property shipments. Included are

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**Table B-23****File category 55: Transportation and travel—Continued**

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letters of intent, brochures, inspection reports, commendations, quality control information, and suspension and revocation of suspension notices.

**Disposition:** Destroy when superseded, obsolete, or on discontinuance of carrier service.**FN:** 55-355FRTq**Title:** Personal property traffic files**Authority:** NC1-AU-79-35**Privacy Act:** Not applicable.**Description:** Information used to assure fair distribution of business among approved carriers. Included are traffic distribution records and related information.**Disposition:** Destroy 2 years after preparation of new record or after removal as approved carrier.**FN:** 55-355FRTr**Title:** Personal property bills of lading public files**Authority:** NC1-166-204**Privacy Act:** A0055-355MTMC**Description:** Information showing bills of lading issued for movement of personal property shipments.**Disposition:** Destroy after 1 year.**FN:** 55-355FRTs**Title:** Personal property reports**Authority:** NN-166-204**Privacy Act:** A0055-355MTMC**Description:** Reports and related information showing volume of personal property shipped and other data relative to shipment of personal property.**Disposition:** Destroy after 2 years.**FN:** 55-355FRTt**Title:** Bills of lading reviews**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information concerning the violation of Army regulations and tariffs in processing bills of lading.**Disposition:** Destroy after 3 years.**FN:** 55-355FRTu**Title:** Privately-owned vehicle shipments**Authority:** NN-166-204**Privacy Act:** A0055-355MTMC**Description:** Information relating to the shipment of privately owned vehicles. Included are turn-in slips, copies of shipping information, service orders, affidavits pertaining to encumbrances, acceptance reports, and receipts for funds.**Disposition:** Destroy after 2 years.**FN:** 55-355FRTv**Title:** Shipment discrepancy reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to report discrepancies in shipments such as over, short, astray, loss of, or damage to military freight, improper loading, blocking, or bracing; improper handling by carrier or tender, or use of carrier's inadequate equipment or facilities; misdirected shipments, documentation errors, and nonobservance of carrier tariff requirements or military regulations.**Disposition:** Destroy after 2 years, except information relating to unsettled claims or investigations will not be destroyed until settlement.**FN:** 55-355FRTw**Title:** Bills of lading statistics**Authority:** GRS 9, Item 4b**Privacy Act:** Not applicable.**Description:** Memorandum copies of bills of lading and related information used by Headquarters and field offices of the MTMC for review in detecting technical and procedural errors and in preparing statistical data and reports.**Disposition:** Destroy after 1 year. Cut off at end of each month.**FN:** 55-355FRTx**Title:** Bills of lading audits**Authority:** GRS 9, Item 4b

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information accumulated in field offices of the MTMC incident to the audit of selected bills of lading. Included are reproduced copies of original bills of lading.

**Disposition:** Destroy after 1 year. Cut off at end of each month.

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**FN:** 55-355FRTy

**Title:** Freight rate litigations

**Authority:** NC1-AU-79-22

**Privacy Act:** Not applicable.

**Description:** Data developed for use in proposed litigation before the Interstate Commerce Commission, other regulatory bodies, or the Federal courts on freight rates, freight classification, and similar matters. Included are records of testimony, summaries of testimony, exhibits, copies of contracts and agreements with carriers, and correspondence reflecting negotiations with carriers.

**Disposition:** Destroy 10 years after supersession or obsolescence.

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**FN:** 55-355FRTz

**Title:** Freight rate negotiations

**Authority:** NC1-AU-82-3

**Privacy Act:** Not applicable.

**Description:** Information relating to negotiations with carriers or carriers' associations on transportation rates, freight classifications, and similar matters.

**Disposition:** Destroy 7 years after supersession, obsolescence, or when no longer needed for current operations.

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**FN:** 55-355FRTaa

**Title:** Domestic household shipment bills of lading

**Authority:** NC1-217-78-5

**Privacy Act:** AO055-355MTMC

**Description:** Information relating to receipt, packing, crating, shipment, and storage of domestic household goods and effects. Included are bills of lading, travel orders, orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information. Note: These records may, at the user's discretion, be interfiled with 55-355FRTbb, international household shipment bills of lading. If interfiled, these records will be retained for 6 years in accordance with the disposition instructions for 55-355FRTbb.

**Disposition:** Destroy after 3 years.

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**FN:** 55-355FRTbb

**Title:** International household shipment bills of lading

**Authority:** NN-166-204

**Privacy Act:** A0055-71SAFM

**Description:** Information relating to the receipt, packing, crating, shipment, and storage of international household goods and effects. Included are bills of lading, travel orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information.

**Disposition:** Destroy 6 years after close of the account.

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**FN:** 55-355FRTcc

**Title:** Cargo analyses

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Summary and statistical data regarding cargo shipped and factor data used for planning purposes in projecting cargo movements and requirements.

**Disposition:** Offices having Army-wide staff responsibility: Destroy after 10 years.

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**FN:** 55-355FRTdd

**Title:** Cargo movement data

**Authority:** II-NNA-1951

**Privacy Act:** Not applicable.

**Description:** Reports of programmed cargo movement and actual loadings by type of cargo.

**Disposition:** Destroy after 1 year.

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**FN:** 55-355FRTee

**Title:** Discrepancy reports

**Authority:** NN-173-207

**Privacy Act:** Not applicable.

**Description:** Information reflecting discrepancies in shipments such as

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**Table B-23****File category 55: Transportation and travel—Continued**

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improper marking, packing, preservation, stowage, handling, misdirected shipments, documentation errors, and nonobservance of military regulations.

**Disposition:** Destroy after 2 years except information relating to unsettled claims or investigations will not be destroyed until settlement.

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**FN:** 55-355HWYa

**Title:** Motor carrier facility files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information (maintained by Army installations and activities) used to select proper carriers. Included are questionnaires completed by commercial motor carriers indicating their facilities for handling freight, operating authority, photographs showing types of equipment available for utilization, and similar information.

**Disposition:** Destroy after 1 year.

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**FN:** 55-355HWYb

**Title:** Highway transportation problem areas

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Correspondence regarding specific problem areas pertaining to movement of oversize, overweight, or other special military movements over public highways.

**Disposition:** Destroy after 10 years.

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**FN:** 55-355HWYc

**Title:** Authorized representative designations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Correspondence regarding designation of individuals authorized to request and issue permits for movement of oversized, overweight, or other specialized shipments over public highways.

**Disposition:**

a. Office having Army-wide staff responsibility: Destroy 2 years after publication of individual's name in directory.

b. Office of authorized representative: Destroy on revocation or supersession of designation.

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**FN:** 55-355HWYd

**Title:** Highway movement permits

**Authority:** NN-163-15

**Privacy Act:** Not applicable

**Description:** Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.

**Disposition:** Destroy 3 years after completion of move.

---

**FN:** 55-355NONa

**Title:** Damaged or improper shipment statistical studies

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.

**Disposition:** Destroy after 5 years.

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**FN:** 55-355NONb

**Title:** Parcel post shipment files

**Authority:** NN-171-28

**Privacy Act:** Not applicable.

**Description:** Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.

**Disposition:** Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid materiel will be retired after 2 years and destroyed 10 years after retirement.

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**FN:** 55-355NONc

**Title:** Port car reports

**Authority:** NN-166-204

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.

**Disposition:** Destroy after 1 year.

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**FN:** 55-355NONd

**Title:** Cargo transporter reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation of required reports in connection with cargo transporters.

**Disposition:**

- a. Joint Container Control Agency and Activities: Destroy after 2 years.
  - b. Other offices: Destroy after 3 months.
- 

**FN:** 55-355NONE

**Title:** Port of entry customs files

**Authority:** NN-164-74

**Privacy Act:** AO055-355aDALO

**Description:** Information accumulated at ports of entry that relates to the entry and admission free-of-duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.

**Disposition:** Destroy after 5 years.

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**FN:** 55-355NONf

**Title:** Foreign aid program reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Weekly reports submitted by Army terminals showing materiel on hand, enroute to ports, and shipped from ports under foreign aid programs.

**Disposition:**

- a. Offices preparing reports: Destroy after 6 months.
  - b. Offices receiving report:
    - (1) Summary on consolidated reports: Destroy after 5 years.
    - (2) Feeder reports: Destroy after 1 year.
- 

**FN:** 55-355NONg

**Title:** Shippers' export declarations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Shippers' export declarations that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.

**Disposition:** Destroy after 1 year.

---

**FN:** 55-355NONh

**Title:** Transportation officer appointments

**Authority:** NN-166-204

**Privacy Act:** AO001bTAPC and OPM/GOVT1

**Description:** Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.

**Disposition:** Destroy 2 years after termination of appointment.

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**FN:** 55-355NONi

**Title:** Cargo and passenger invoice recapitulations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.

**Disposition:** Destroy after 3 years.

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**FN:** 55-355PERa

**Title:** Passenger agreements

**Authority:** NC1-AU-79-22

**Privacy Act:** Not applicable.

**Description:** Copies of agreements negotiated between the DOD and commercial air, bus, and rail carriers.

**Disposition:**

- a. HQ, MTMC: Destroy 10 years after cancellation or supersession.
- 

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**Table B-23****File category 55: Transportation and travel—Continued**

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b. Other offices: Destroy 1 year after cancellation or supersession.

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**FN:** 55-355PERb

**Title:** Personnel transportation plans

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.

**Disposition:**

- a. Disapproved plans and related information: Destroy 2 years after disapproval.
  - b. Approved plans and related information: Destroy 1 year after supersession.
- 

**FN:** 55-355PERc

**Title:** Troop movements

**Authority:** II-NNA-19

**Privacy Act:** Not applicable.

**Description:** Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.

**Disposition:** Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.

---

**FN:** 55-355PERd

**Title:** Passenger recapitulations and statistics

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.

**Disposition:** Destroy after 2 years.

---

**FN:** 55-355PERe

**Title:** Loading manifests

**Authority:** II-NNA-934

**Privacy Act:** Not applicable.

**Description:** Loading manifests of personnel involved in parachute jumps and glider flights.

**Disposition:** Destroy after 2 years.

---

**FN:** 55-355PERf

**Title:** Passenger manifests

**Authority:** II-NNA-934

**Privacy Act:** AO055-355DALO

**Description:** Information listing passengers (including remains of deceased personnel) and their destinations.

**Disposition:** Destroy after 1 year.

---

**FN:** 55-355PERg

**Title:** Passenger accounts

**Authority:** II-NNA-1469

**Privacy Act:** A0055-355aDALO

**Description:** Information relating to accounts of carriers pertaining to claims, adjustments, and other matters that accumulate in the handling, adjusting, and settling of passenger bills, carriers' claims, and carriers' accounts.

**Disposition:** Destroy after 3 years.

---

**FN:** 55-355PERh

**Title:** Passenger warrants

**Authority:** II-NNA-1482

**Privacy Act:** AO055-355DALO

**Description:** Copies of used and canceled passenger warrants, transportation certificates, travel orders, and similar information serving the same purposes issued for travel of personnel in overseas areas.

**Disposition:** Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.

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**FN:** 55-355PERi

**Title:** Customs declarations

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Authority:** NN-164-74**Privacy Act:** AO055-355DALO**Description:** Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items.**Disposition:** Destroy after 6 months.

---

**FN:** 55-355PERj**Title:** Baggage inspections and clearances**Authority:** NN-166-204**Privacy Act:** AO055-355DALO**Description:** Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured materiel trophies, certificates of ownership or right to possess other items of materiel, certificates of retention and customs declaration, receipts for articles withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured materiel trophies.**Disposition:** Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.

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**FN:** 55-355PERk**Title:** Government transportation requests**Authority:** II-NNA-1002**Privacy Act:** AO055-355DALO**Description:** Copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations, and travel orders.**Disposition:** Destroy after 3 years.

---

**FN:** 55-355PERm**Title:** Transportation request registers**Authority:** II-NNA-1002**Privacy Act:** AO055-355DALO**Description:** Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished.**Disposition:** Destroy after 3 years.

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**FN:** 55-355PERn**Title:** Transportation request reports**Authority:** II-NNA-985**Privacy Act:** Not applicable.**Description:** Reports made to higher headquarters that show transportation requests issued.**Disposition:** Destroy after 2 years.

---

**FN:** 55-355PERp**Title:** Meal tickets**Authority:** NC1-AU-77-165**Privacy Act:** Not applicable.**Description:** Copies of used and canceled meal tickets with information relating to their issue.**Disposition:** Destroy after 3 years.

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**FN:** 55-355PERq**Title:** Local transportation authorizations**Authority:** II-NNA-1469**Privacy Act:** A0055-355aDALO**Description:** Information pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.**Disposition:** Destroy after 3 years.

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**FN:** 55-355PERr**Title:** Bus passes**Authority:** NN-166-204

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Privacy Act:** Not applicable.**Description:** Information relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.**Disposition:** Destroy on turn-in or replacement of pass.

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**FN:** 55-355PERs**Title:** Bus trip reports**Authority:** II-NNA-1469**Privacy Act:** Not applicable.**Description:** Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers.**Disposition:** Destroy after 6 months.

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**FN:** 55-355PERT**Title:** Theater priority lists**Authority:** II-NN-3581**Privacy Act:** AO055-355DALO**Description:** Information relating to the scheduling of dependents for movement to and from an overseas command. Included are theater priority lists and changes.**Disposition:** Destroy on completion of processing of all dependents included on the priority lists.

---

**FN:** 55-355PERu**Title:** Processing of Overseas Replacement (POR) files (Rescinded; use FN55-46a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 55-355PERv**Title:** Passenger Standing Routing Orders**Authority:** N1-AU-90-14**Privacy Act:** Not applicable.**Description:** Information relating to passengers' Standing Routing Orders (SROs) issued by an area command for repetitive movements of passengers within CONUS, and similar information.**Disposition:** Destroy 1 year after orders are changed. <"-- continued txttable b-23 -->

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**FN:** 55-355RALa**Title:** Railway engineering and operational data**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Basic engineering and operating data on railroads of the United States and foreign countries. Included are data on tracks, charts, gauges, clearance diagrams, bridge capacities, equipment lists, traffic information, and information on line haul and tonnage capacities for the countries indicated.**Disposition:**

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

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**FN:** 55-355RALb**Title:** Switching accounts**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to carriers' claims and adjustments used in handling and settling passenger switching accounts and copies of orders.**Disposition:** Destroy after 6 years.

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**FN:** 55-355RALc**Title:** Carloading rules and regulations**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information used in conducting loading and impact tests in formulating carloading rules and regulations for DOD materiel. Included are blueprints, photos, and loading and securement specifications.**Disposition:** Destroy 1 year after related equipment becomes obsolete.

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**FN:** 55-355RALd**Title:** Car control processing files

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used for expediting receipt and shipment of supplies; reflecting cars enroute, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence. Excluded are the car record books described below.**Disposition:** Destroy after 6 months.**FN:** 55-355RALe**Title:** Car record books**Authority:** GRS 9, Item 1b**Privacy Act:** Not applicable.**Description:** Books and registers showing each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills.**Disposition:** Destroy after 3 years.**FN:** 55-355RALf**Title:** Car seal record books**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Books containing accountable office record of the receipt and disposition of car seals which are maintained to facilitate monthly inspection as to whether seals were properly used.**Disposition:** Destroy 1 year after date of last entry.**FN:** 55-355RALg**Title:** Railway equipment reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Army headquarters copies of railway equipment reports designed to provide the Departments of the Army and the Air Force with a central inventory of railway equipment; information for computing and supporting requirements for procurement, maintenance, and operation; a basis for distributing or redistributing equipment; and a criterion for the replacement of equipment.**Disposition:** Destroy 6 months after equipment is transferred from the command, declared surplus, or salvaged.**FN:** 55-355RALh**Title:** Car arrival reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information, such as car arrival reports, used to initiate diversions of shipments or immediate reshipment.**Disposition:** Destroy 3 months after diversion or reshipment.**FN:** 55-355RALi**Title:** Railway transportation system capabilities studies**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Information that accumulates in the planning and execution of railway transportation system capabilities surveys and studies that cannot logically be filed elsewhere.**Disposition:**

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

**FN:** 55-355SEAA**Title:** General average claims**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to general average claims against cargo transport by the Military Sea Transport Service, accumulated in connection with determination of the amount of cargo involved, cost, amount of damage, and expense incurred in preservation.**Disposition:** Office having Army-wide staff responsibility: Destroy after 10 years.**FN:** 55-355SEAB**Title:** Government vessel pier files**Authority:** NC1-AU-77-85**Privacy Act:** Not applicable.**Description:** Reports on Government-operated vessels. Reports

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Description:** Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.**Disposition:** Destroy after 3 years.**FN:** 55-355SEAc**Title:** Commercial vessel pier files**Authority:** NC1-AU-78-43**Privacy Act:** Not applicable.**Description:** Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.**Disposition:** Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed before settlement of the claim or completion of the investigation or litigation.**FN:** 55-355SEAd**Title:** Port overseas requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the receipt of, or request for supplies for overseas commands, and to the follow-up and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related information.**Disposition:** Destroy 2 years after completion of all supply action.**FN:** 55-355SEAE**Title:** Port extract requisitions**Authority:** II-NNA-1194**Privacy Act:** Not applicable.**Description:** Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.**Disposition:** Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.**FN:** 55-355SEAF**Title:** Secondary port overseas extract requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.**Disposition:** Destroy 6 months after completion of related shipment.**FN:** 55-355SEAG**Title:** Port due-in information**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.**Disposition:** Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.**FN:** 55-355SEAH**Title:** Port controls**Authority:** NC1-AU-77-52**Privacy Act:** Not applicable.**Description:** Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.

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**Table B-23**  
**File category 55: Transportation and travel—Continued**

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**Disposition:** Destroy after 10 years.

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**FN:** 55-355SEAi

**Title:** Port studies

**Authority:** NC1-AU-79-45

**Privacy Act:** Not applicable.

**Description:** Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
  - b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.
- 

**FN:** 55-355TTTa

**Title:** Tariffs and tenders

**Authority:** NC1-AU-83-16

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of DOD materiel. Included are proposals, study data, tariff and tender information, and similar information.

**Disposition:**

- a. HQ MTMC: Destroy 10 years after cancellation or termination.
  - b. Other offices: Destroy on cancellation or termination.
- 

**FN:** 55-355TTTb

**Title:** Transit privilege negotiations

**Authority:** II-NNA-221

**Privacy Act:** Not applicable.

**Description:** Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.

**Disposition:** Destroy 6 years after withdrawal or cancellation of transit privileges.

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**FN:** 55-355TTTc

**Title:** Transit privilege applications

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Applications and related information concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers' agents.

**Disposition:** Destroy 2 years after close or completion of case.

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**FN:** 55-355TTTd

**Title:** Transit utilization reports

**Authority:** II-NNA-1091

**Privacy Act:** Not applicable.

**Description:** Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.

**Disposition:** Destroy after 2 years.

---

**FN:** 55-355TTTe

**Title:** Transit inventory audit and tonnage reports

**Authority:** NC1-AU-79-22

**Privacy Act:** Not applicable.

**Description:** Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.

**Disposition:** Destroy after 3 years.

---

**FN:** 55-355TTTf

**Title:** Personal property rate tariffs/tenders

**Authority:** NC1-AU-79-22

**Privacy Act:** Not applicable.

**Description:** Rate tariff or tenders submitted by carriers to installations and activity transportation officers that apply to the installation or activity to which submitted.

**Disposition:** Destroy 10 years after cancellation or termination.

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**FN:** 55-357a (Not Used.)

**Title:** Not applicable.

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**Table B-23**  
**File category 55: Transportation and travel—Continued**

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**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 55-357b

**Title:** Terminal facilities files

**Authority:** II-NNA-19

**Privacy Act:** Not applicable.

**Description:** Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.

**Disposition:**

- a. Office having Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference.
  - b. Office of authorized representative: Destroy on revocation or supersession of designation.
- 

**FN:** 55-355HWYd

**Title:** Highway movement permits

**Authority:** NN-163-15

**Privacy Act:** Not applicable

**Description:** Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.

**Disposition:** Destroy 3 years after completion of move.

---

**FN:** 55-355NONa

**Title:** Damaged or improper shipment statistical studies

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.

**Disposition:** Destroy after 5 years.

---

**FN:** 55-355NONb

**Title:** Parcel post shipment files

**Authority:** NN-171-28

**Privacy Act:** Not applicable.

**Description:** Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.

**Disposition:** Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid materiel will be retired after 2 years and destroyed 10 years after retirement.

---

**FN:** 55-355NONc

**Title:** Port car reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.

**Disposition:** Destroy after 1 year.

---

**FN:** 55-355NONd

**Title:** Cargo transporter reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation of required reports in connection with cargo transporters.

**Disposition:**

- a. Joint Container Control Agency and Activities: Destroy after 2 years.
  - b. Other offices: Destroy after 3 months.
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**FN:** 55-355NONE

**Title:** Port of entry customs files

**Authority:** NN-164-74

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Privacy Act:** AO055-355aDALO**Description:** Information accumulated at ports of entry that relates to the entry and admission free-of-duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.**Disposition:** Destroy after 5 years.**FN:** 55-355NONf**Title:** Foreign aid program reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Weekly reports submitted by Army terminals showing materiel on hand, enroute to ports, and shipped from ports under foreign aid programs.**Disposition:**

- a. Offices preparing reports: Destroy after 6 months.
  - b. Offices receiving report:
    - (1) Summary on consolidated reports: Destroy after 5 years.
    - (2) Feeder reports: Destroy after 1 year.
- 

**FN:** 55-355NONg**Title:** Shippers' export declarations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Shippers' export declarations that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.**Disposition:** Destroy after 1 year.**FN:** 55-355NONh**Title:** Transportation officer appointments**Authority:** NN-166-204**Privacy Act:** AO001bTAPC and OPM/GOVT1**Description:** Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.**Disposition:** Destroy 2 years after termination of appointment.**FN:** 55-355NONi**Title:** Cargo and passenger invoice recapitulations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.**Disposition:** Destroy after 3 years.**FN:** 55-355PERa**Title:** Passenger agreements**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Copies of agreements negotiated between the DOD and commercial air, bus, and rail carriers.**Disposition:**

- a. HQ, MTMC: Destroy 10 years after cancellation or supersession.
  - b. Other offices: Destroy 1 year after cancellation or supersession.
- 

**FN:** 55-355PERb**Title:** Personnel transportation plans**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.**Disposition:**

- a. Disapproved plans and related information: Destroy 2 years after disapproval.
  - b. Approved plans and related information: Destroy 1 year after supersession.
- 

**FN:** 55-355PERc**Title:** Troop movements**Authority:** II-NNA-19**Privacy Act:** Not applicable.

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Description:** Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.**Disposition:** Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.**FN:** 55-355PERd**Title:** Passenger recapitulations and statistics**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.**Disposition:** Destroy after 2 years.**FN:** 55-355PERe**Title:** Loading manifests**Authority:** II-NNA-934**Privacy Act:** Not applicable.**Description:** Loading manifests of personnel involved in parachute jumps and glider flights.**Disposition:** Destroy after 2 years.**FN:** 55-355PERf**Title:** Passenger manifests**Authority:** II-NNA-934**Privacy Act:** AO055-355DALO**Description:** Information listing passengers (including remains of deceased personnel) and their destinations.**Disposition:** Destroy after 1 year.**FN:** 55-355PERg**Title:** Passenger accounts**Authority:** II-NNA-1469**Privacy Act:** AO055-355aDALO**Description:** Information relating to accounts of carriers pertaining to claims, adjustments, and other matters that accumulate in the handling, adjusting, and settling of passenger bills, carriers' claims, and carriers' accounts.**Disposition:** Destroy after 3 years.**FN:** 55-355PERh**Title:** Passenger warrants**Authority:** II-NNA-1482**Privacy Act:** AO055-355DALO**Description:** Copies of used and canceled passenger warrants, transportation certificates, travel orders, and similar information serving the same purposes issued for travel of personnel in overseas areas.**Disposition:** Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.**FN:** 55-355PERi**Title:** Customs declarations**Authority:** NN-164-74**Privacy Act:** AO055-355DALO**Description:** Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items.**Disposition:** Destroy after 6 months.**FN:** 55-355PERj**Title:** Baggage inspections and clearances**Authority:** NN-166-204**Privacy Act:** AO055-355DALO**Description:** Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured materiel trophies, certificates of ownership or right to possess other items of materiel, certificates of retention and customs declaration, receipts for articles

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**Table B-23****File category 55: Transportation and travel—Continued**

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withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured materiel trophies.

**Disposition:** Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.

**FN:** 55-355PERk

**Title:** Government transportation requests

**Authority:** II-NNA-1002

**Privacy Act:** AO055-355DALO

**Description:** Copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations, and travel orders.

**Disposition:** Destroy after 3 years.

**FN:** 55-355PERm

**Title:** Transportation request registers

**Authority:** II-NNA-1002

**Privacy Act:** AO055-355DALO

**Description:** Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished.

**Disposition:** Destroy after 3 years.

**FN:** 55-355PERn

**Title:** Transportation request reports

**Authority:** II-NNA-985

**Privacy Act:** Not applicable.

**Description:** Reports made to higher headquarters that show transportation requests issued.

**Disposition:** Destroy after 2 years.

**FN:** 55-355PERp

**Title:** Meal tickets

**Authority:** NC1-AU-77-165

**Privacy Act:** Not applicable.

**Description:** Copies of used and canceled meal tickets with information relating to their issue.

**Disposition:** Destroy after 3 years.

**FN:** 55-355PERq

**Title:** Local transportation authorizations

**Authority:** II-NNA-1469

**Privacy Act:** A0055-355aDALO

**Description:** Information pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.

**Disposition:** Destroy after 3 years.

**FN:** 55-355PERr

**Title:** Bus passes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.

**Disposition:** Destroy on turn-in or replacement of pass.

**FN:** 55-355PERs

**Title:** Bus trip reports

**Authority:** II-NNA-1469

**Privacy Act:** Not applicable.

**Description:** Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers.

**Disposition:** Destroy after 6 months.

**FN:** 55-355PERT

**Title:** Theater priority lists

**Authority:** II-NN-3581

**Privacy Act:** AO055-355DALO

**Description:** Information relating to the scheduling of dependents for

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**Table B-23****File category 55: Transportation and travel—Continued**

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movement to and from an overseas command. Included are theater priority lists and changes.

**Disposition:** Destroy on completion of processing of all dependents included on the priority lists.

**FN:** 55-355PERu

**Title:** Processing of Overseas Replacement (POR) files (Rescinded; use FN 55-46a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 55-355PERv

**Title:** Passenger Standing Routing Orders

**Authority:** N1-AU-90-14

**Privacy Act:** Not applicable.

**Description:** Information relating to passengers' Standing Routing Orders (SROs) issued by an area command for repetitive movements of passengers within CONUS, and similar information.

**Disposition:** Destroy 1 year after orders are changed.

**FN:** 55-355RALa

**Title:** Railway engineering and operational data

**Authority:** NC1-AU-79-45

**Privacy Act:** Not applicable.

**Description:** Basic engineering and operating data on railroads of the United States and foreign countries. Included are data on tracks, charts, gauges, clearance diagrams, bridge capacities, equipment lists, traffic information, and information on line haul and tonnage capacities for the countries indicated.

**Disposition:**

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

**FN:** 55-355RALb

**Title:** Switching accounts

**Authority:** II-NNA-1945

**Privacy Act:** Not applicable.

**Description:** Information relating to carriers' claims and adjustments used in handling and settling passenger switching accounts and copies of orders.

**Disposition:** Destroy after 6 years.

**FN:** 55-355RALc

**Title:** Carloading rules and regulations

**Authority:** II-NNA-1945

**Privacy Act:** Not applicable.

**Description:** Information used in conducting loading and impact tests in formulating carloading rules and regulations for DOD materiel. Included are blueprints, photos, and loading and securement specifications.

**Disposition:** Destroy 1 year after related equipment becomes obsolete.

**FN:** 55-355RALd

**Title:** Car control processing files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used for expediting receipt and shipment of supplies; reflecting cars enroute, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence. Excluded are the car record books described below.

**Disposition:** Destroy after 6 months.

**FN:** 55-355RALe

**Title:** Car record books

**Authority:** GRS 9, Item 1b

**Privacy Act:** Not applicable.

**Description:** Books and registers showing each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills.

**Disposition:** Destroy after 3 years.

**FN:** 55-355RALf

**Title:** Car seal record books

**Authority:** NN-166-204

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Privacy Act:** Not applicable.

**Description:** Books containing accountable office record of the receipt and disposition of car seals which are maintained to facilitate monthly inspection as to whether seals were properly used.

**Disposition:** Destroy 1 year after date of last entry.

---

**FN:** 55-355RALg

**Title:** Railway equipment reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Army headquarters copies of railway equipment reports designed to provide the Departments of the Army and the Air Force with a central inventory of railway equipment; information for computing and supporting requirements for procurement, maintenance, and operation; a basis for distributing or redistributing equipment; and a criterion for the replacement of equipment.

**Disposition:** Destroy 6 months after equipment is transferred from the command, declared surplus, or salvaged.

---

**FN:** 55-355RALh

**Title:** Car arrival reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information, such as car arrival reports, used to initiate diversions of shipments or immediate reshipment.

**Disposition:** Destroy 3 months after diversion or reshipment.

---

**FN:** 55-355RALi

**Title:** Railway transportation system capabilities studies

**Authority:** NC1-AU-79-45

**Privacy Act:** Not applicable.

**Description:** Information that accumulates in the planning and execution of railway transportation system capabilities surveys and studies that cannot logically be filed elsewhere.

**Disposition:**

- a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.
  - b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.
- 

**FN:** 55-355SEAA

**Title:** General average claims

**Authority:** II-NNA-1945

**Privacy Act:** Not applicable.

**Description:** Information relating to general average claims against cargo transport by the Military Sea Transport Service, accumulated in connection with determination of the amount of cargo involved, cost, amount of damage, and expense incurred in preservation.

**Disposition:** Office having Army-wide staff responsibility: Destroy after 10 years.

---

**FN:** 55-355SEAb

**Title:** Government vessel pier files

**Authority:** NC1-AU-77-85

**Privacy Act:** Not applicable.

**Description:** Reports on Government-operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.

**Disposition:** Destroy after 3 years.

---

**FN:** 55-355SEAc

**Title:** Commercial vessel pier files

**Authority:** NC1-AU-78-43

**Privacy Act:** Not applicable.

**Description:** Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.

**Disposition:** Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed before settlement of the claim or completion of the investigation or litigation.

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**FN:** 55-355SEAd

**Title:** Port overseas requisitions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

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**Table B-23****File category 55: Transportation and travel—Continued**

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**Description:** Information relating to the receipt of, or request for supplies for overseas commands, and to the follow-up and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related information.

**Disposition:** Destroy 2 years after completion of all supply action.

---

**FN:** 55-355SEAE

**Title:** Port extract requisitions

**Authority:** II-NNA-1194

**Privacy Act:** Not applicable.

**Description:** Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.

**Disposition:** Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.

---

**FN:** 55-355SEAF

**Title:** Secondary port overseas extract requisitions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.

**Disposition:** Destroy 6 months after completion of related shipment.

---

**FN:** 55-355SEAG

**Title:** Port due-in information

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.

**Disposition:** Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.

---

**FN:** 55-355SEAH

**Title:** Port controls

**Authority:** NC1-AU-77-52

**Privacy Act:** Not applicable.

**Description:** Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.

**Disposition:** Destroy after 10 years.

---

**FN:** 55-355SEAI

**Title:** Port studies

**Authority:** NC1-AU-79-45

**Privacy Act:** Not applicable.

**Description:** Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
  - b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.
- 

**FN:** 55-355TTTa

**Title:** Tariffs and tenders

**Authority:** NC1-AU-83-16

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of

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**Table B-23****File category 55: Transportation and travel—Continued**

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DOD materiel. Included are proposals, study data, tariff and tender information, and similar information.

**Disposition:**

- a. HQ MTMC: Destroy 10 years after cancellation or termination.  
b. Other offices: Destroy on cancellation or termination.
- 

**FN:** 55-355TTTb**Title:** Transit privilege negotiations**Authority:** II-NNA-221**Privacy Act:** Not applicable.**Description:** Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.**Disposition:** Destroy 6 years after withdrawal or cancellation of transit privileges.

---

**FN:** 55-355TTTc**Title:** Transit privilege applications**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Applications and related information concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers' agents.**Disposition:** Destroy 2 years after close or completion of case.

---

**FN:** 55-355TTTd**Title:** Transit utilization reports**Authority:** II-NNA-1091**Privacy Act:** Not applicable.**Description:** Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.**Disposition:** Destroy after 2 years.

---

**FN:** 55-355TTTe**Title:** Transit inventory audit and tonnage reports**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.**Disposition:** Destroy after 3 years.

---

**FN:** 55-355TTTf**Title:** Personal property rate tariffs/tenders**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Rate tariff or tenders submitted by carriers to installations and activity transportation officers that apply to the installation or activity to which submitted.**Disposition:** Destroy 10 years after cancellation or termination.

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**FN:** 55-357a (Not Used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 55-357b**Title:** Terminal facilities files**Authority:** II-NNA-19**Privacy Act:** Not applicable.**Description:** Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.**Disposition:** Office having Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference.

---

**B-20. File category 56: Surface transportation**

a. *Prescribing directive.* AR 56-9, Watercraft.

b. *Description.* These files relate to administration, registration, operation, and management of motor vehicles and motor pools, hiring of motor vehicles, inventory control and reporting, maintenance cost reporting, safety inspection of privately owned vehicles, transportation of dependent school children, utilization of highways and operation and control of Army railroads and rail equipment. Also includes organization, functions, operations, and services of Army water terminals and other port activities. See table B-24.

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**Table B-24****File category 56: Surface transportation**

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**FN:** 56**Title:** General surface transportation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to surface transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to surface transportation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 56-9a**Title:** Vessel records**Authority:** II-NNA-1091**Privacy Act:** Not applicable.**Description:** Forms in the DA Form 55 series needed to furnish a complete description of a boat (self-propelled vehicles under 1000 gross tons, and all nonself-propelled vessels), photographs of harbor boats, U.S. Coast Guard certificates, correspondence, and other information of a historical nature that might be of value to the command to which a vessel is assigned for operation.**Disposition:** Destroy 2 years after final disposition of the vessel.

---

**FN:** 56-9b**Title:** Vessel logbooks**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Deck and engine logbooks of harbor craft containing accounts of activities aboard the vessel.**Disposition:** Destroy after 6 years.

---

**FN:** 56-9c**Title:** Sailing orders**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Orders directing a vessel's mission, time of departure, destination, and other instructions related to the operation of the vessel.**Disposition:** Destroy after 2 years.

---

**FN:** 56-9d**Title:** Marine Qualification Board files**Authority:** NC1-AU-84-40**Privacy Act:** A0056-9TRADOC**Description:** Information accumulated by the Marine Qualification Board to record the marine service of individual military and civilian employees of the Army. Included are DA Forms 3068-1 (Marine Service Record), requests for examinations, character and suitability

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**Table B-24****File category 56: Surface transportation—Continued**

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statements, recommendations of commanding officers, physical qualification statements, experience qualifications and evaluations, and individual requests and replies regarding professional requirements for marine licensing, upgrading, and renewing, information indicating entitlements to sea pay, and similar information. Also included are registers used to record issuance of DA Form 3068 (Marine Service Book). Not included is the DA Form 3068 itself, which is a personal record retained by the individual.

**Disposition:**

- a. DA Form 3068-1 and associated records: Destroy after 40 years. Do not retire.
  - b. Registers: Destroy 40 years after last entry in the register. Do not retire.
- 

**FN:** 56-9e**Title:** Vessel assignments**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the assignment, service testing, and operation of inland waterway and harbor craft under Army commands.**Disposition:** Office having Army-wide responsibility: Destroy after 5 years.

---

**FN:** 56-9f**Title:** Ship operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports reflecting the use and operating costs of vessels. This does not include records that reflect the history of the vessel. At DA staff level, these files are used for budgeting, funding, increasing the fleet, disposing of vessels, and similar actions.**Disposition:** Destroy after 5 years.

---

**FN:** 56-9g**Title:** Ship blueprints and tracings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Blueprints and tracings of repair and alterations to vessels and their equipment.**Disposition:** Destroy 6 years after last entry in the book.

---

**FN:** 56-9h**Title:** Ship care and preservation files**Authority:** II-NNA-1091**Privacy Act:** Not applicable.**Description:** Information relating to the state of preservation of vessels in storage, including information such as evidence of corrosion and other deterioration or condensation within equipment; defective painted surfaces; adequacy of protected films, wrappings, dyeing agents, and dehumidification; and precautions to be observed before placing vessel into service.**Disposition:** Destroy on final disposition of vessel.

---

**FN:** 56-9i**Title:** Vessel surveys**Authority:** II-NNA-1091**Privacy Act:** Not applicable.**Description:** Certificates from the American Bureau of Shipping declaring vessels to be seaworthy.**Disposition:** Destroy 5 years after issuance of new certificate.

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**FN:** 56-9j**Title:** Vessel clearances**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Letters clearing vessels to enter foreign countries.**Disposition:** Destroy after 1 year.

---

**FN:** 56-9k**Title:** Hull registration files**Authority:** NC1-AU-80-52**Privacy Act:** Not applicable.**Description:** Army inventories of the Marine fleet, consisting of information reflecting acquisition data for individual Army vessels, including builder, year constructed, contract, cost, current or former hull

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**Table B-24****File category 56: Surface transportation—Continued**

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numbers, and design. Record may also include unit assignments during active use and method and means of disposition.

**Disposition:** Destroy after 50 years in CFA. Do not retire.

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**FN:** 56-9m**Title:** Crew lists**Authority:** NN-166-204**Privacy Act:** AO0001bTAPC/OPM GOVT 1**Description:** Listings prepared at Army terminals that identify the individuals who make up the crew of a vessel.**Disposition:** Destroy 1 year after reassignment of crewmembers, or final disposition of the vessel, whichever is applicable.

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**B-21. File category 58: Motor transportation**

a. *Prescribing directive.* AR 58-1, Management, Acquisition, and Use of Administrative Use Motor Vehicles.

b. *Description.* These records concern specific modes of transportation and travel. See table B-25.

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**Table B-25****File category 58: Motor transportation**

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**FN:** 58**Title:** General motor transportation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature, and other information relating to motor transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. **NONACTION:** Matters relating to motor transportation that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 58-1a**Title:** Dispatcher organizational control records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting the dispatch of equipment. Normal information includes names of users, time out, destination, equipment identification, and estimated time of return.**Disposition:** Destroy after 1 month.

---

**FN:** 58-1b**Title:** Equipment daily utilization files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information completed by dispatcher and operator to provide information on the daily use of equipment and reports reflecting driver description of Army motor vehicle accidents.**Disposition:** Destroy after required transfer of information to other records, unless required for accident investigation or State gasoline tax purposes.

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**FN:** 58-1c**Title:** Administrative motor vehicle authorizations**Authority:** NN-166-204

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**Table B-25****File category 58: Motor transportation—Continued**

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**Privacy Act:** Not applicable.

**Description:** Requests for allowances of vehicles indicating requirements, justifications, approvals, and disapprovals.

**Disposition:** Destroy after 2 years.

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**FN:** 58-1d

**Title:** Administrative motor vehicle requisitions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Requisitions for vehicles and related information created in the supply and redistribution of vehicles.

**Disposition:** Destroy after 2 years.

---

**FN:** 58-1e

**Title:** Administrative transport management surveys and inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information showing results of management surveys and inspections of administrative vehicle operations. Included are survey and inspection reports.

**Disposition:**

a. MACOMs: Destroy after 5 years.

b. Other offices: Destroy 1 year after next comparable survey or inspection.

---

**FN:** 58-1f

**Title:** Transportation services authorizations

**Authority:** NN-166-204

**Privacy Act:** AO055-355aDALO

**Description:** Information relating to the justification, authorization, cancellation, and review of the establishment of transportation services such as domicile-to-duty, group transportation, transportation of dependent school children, and the daily recurring dispatch of administrative vehicles. Included are requests, approvals, disapprovals, cancellations, and reviews.

**Disposition:**

a. Office having Army-wide responsibility: Destroy 5 years after cancellation or supersession.

b. Other offices: Destroy 1 year after cancellation of service, or when superseded by a new authorization (except that routine requests will be destroyed after 1 month).

---

**FN:** 58-1g

**Title:** Administrative motor vehicles subordinate controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Cards, charts, graphs, and comparable information used to control location and other data relative to administrative vehicles.

**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 58-1h

**Title:** Vehicle identification plates

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated in connection with requesting, transferring, issuing, and disposing of U.S. or local identification plates or license plates.

**Disposition:**

a. Office responsible for issuing plates: Destroy 5 years after disposal of plates.

b. Other offices: Destroy after 1 year.

---

**FN:** 58-1i

**Title:** Administrative motor service cost and performance reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports showing cost and performance data on the operation of administrative vehicles.

**Disposition:** Destroy 3 years after discontinuance of ledger or date of work sheet.

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**FN:** 58-1j

**Title:** Motor vehicle stock status

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated in connection with the system for

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**Table B-25****File category 58: Motor transportation—Continued**

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the location, by station and status, of motor vehicles. Included are motor vehicle records and corresponding punch cards.

**Disposition:** Destroy 6 months after transfer or shipment of vehicle.

---

**FN:** 58-1k

**Title:** Automotive vehicle transfer releases

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated at Army headquarters directing shipment of automotive vehicles within the Army area.

**Disposition:** Destroy after 2 years.

---

**FN:** 58-1m

**Title:** Motor vehicle locator records

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information constituting a part of a location, inventory, or identification system for motor vehicles, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards or tags, and related information.

**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 58-1n

**Title:** Vehicle inventory and density reports

**Authority:** II-NNA-1006

**Privacy Act:** Not applicable.

**Description:** Vehicle density reports, inventory reports of motor vehicles, and comparable statistical reports and related data.

**Disposition:** Destroy on completion of next report or after 1 year, whichever comes first.

---

**FN:** 58-1p

**Title:** Quarterly administrative vehicle allocation reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports concerning the supply of motor vehicles for administrative purposes. Included are copies of quarterly administrative vehicle allocation reports, or comparable reports containing information showing the type, description, estimated requirements, recommended and authorized allocation, and other data.

**Disposition:** Destroy after 3 years.

---

**FN:** 58-1q

**Title:** Vehicle titles

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the registration of vehicles. Included are titles, manufacturers' and dealers' statements of origin, and related information. They will accompany the vehicle upon transfer.

**Disposition:** Destroy on sale, salvage, or other final disposition of related vehicle.

---

**FN:** 58-1r

**Title:** Equipment operation permits

**Authority:** NN-166-204

**Privacy Act:** AO600-55DAMO

**Description:** Information used to authorize individuals to operate Government equipment.

**Disposition:** Destroy 3 years from date of issue or when revoked by proper authority, whichever occurs first.

---

**FN:** 58-1s

**Title:** Equipment operator permit registers

**Authority:** NN-166-204

**Privacy Act:** AO600-55DAMO

**Description:** Registers or comparable information used to account for equipment operator permits used.

**Disposition:** Destroy 3 years after the last entry on the page or in the bound register.

---

**B-22. File category 59: Air transportation***a. Prescribing directive.*

(1) AR 59-3, Air Transportation Movement of Cargo By Scheduled Military and Commercial Air Transportation — CONUS Outbound.

(2) AR 59–8, Department of Defense (DOD) Common User Airlift.

(3) AR 59–10, DOD Use of Commercial Air Transportation Under the War Air Service Program (WASP).

(4) AR 59–21, MAC Transportation Authorization (MTA).

(5) AR 59–105, Air Terminals and Aerial Ports.

*b. Description.* These records concern air movement of persons, baggage, and cargo by Military Airlift Command or commercial airlift, air traffic facilities and activities, arrangements for air transportation, aerial terminals and ports. See table B–26.

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**Table B–26****File category 59: Air transportation**

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**FN:** 59

**Title:** General air transportation correspondence files

**Authority:** NN–167–31 and NN–165–192

**Privacy Act:** No applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to air transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to air transportation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 59–3a

**Title:** Commercial air shipments

**Authority:** NN–173–207

**Privacy Act:** Not applicable.

**Description:** Information relating to the authorization and arrangement for commercial air shipments. Included are correspondence and reports.

**Disposition:** Destroy after 3 years.

---

**FN:** 59–8a

**Title:** Airlift requirements and utilization reports

**Authority:** NN–173–207

**Privacy Act:** Not applicable.

**Description:** Reports showing monthly, special, and annual airlift requirements and airlift space assignment and utilization. Included are airlift requirement reports, air space assignments, and MAC traffic movement reports.

**Disposition:**

a. Office having Army-wide staff responsibility:

(1) Consolidated or summary reports: Destroy after 6 years.

(2) Feeder reports: Destroy after 1 year.

b. Other offices: Destroy after 1 year.

---

**FN:** 59–8b

**Title:** Military Airlift Command coordinations

**Authority:** NN–173–207

**Privacy Act:** Not applicable.

**Description:** Information relating to channel sequence listings, proposed Aerial Port of Embarkation (APOE) and channel changes, APOE management levels, embargoes, APOE storage capabilities, special handling and restricted movement, fleet developments, and MAC user conferences. Included are minutes of conference meetings, memorandums, and related information.

**Disposition:** Destroy after 3 years.

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**FN:** 59–10a

**Title:** Air cargo mail status reports

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**Table B–26****File category 59: Air transportation—Continued**

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**Authority:** NN–173–207

**Privacy Act:** Not applicable.

**Description:** Reports reflecting the status of air cargo mail at APOE.

**Disposition:** Destroy after 1 year.

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**FN:** 59–21a

**Title:** Transportation control movement documents (TCMD)

**Authority:** NN–173–207

**Privacy Act:** Not applicable.

**Description:** Information used to control movement, terminal handling, and tracing of air cargo shipments.

**Disposition:**

a. Office having Army-wide staff responsibility: Consolidated TCMD listings: Destroy after 10 years except that input information may be destroyed when verified on listing.

b. Other offices: Destroy after 1 year. Earlier disposal is authorized.

---

**FN:** 59–21b

**Title:** Shipment control processing files

**Authority:** NN–173–207

**Privacy Act:** Not applicable.

**Description:** Information used in the processing and expediting of air shipments. Included are shipment validations, reports of shipments, bills of lading, and tracer requests and responses.

**Disposition:** Destroy after 1 year. Earlier disposal is authorized.

---

**FN:** 59–105a

**Title:** Port level files

**Authority:** NN–166–204

**Privacy Act:** Not applicable.

**Description:** Correspondence and related information generated as a result of analyses or inquiries stemming from MAC's airlift activity at a given port or ports.

**Disposition:**

a. Office having Army-wide staff responsibility: Destroy after 3 years.

b. Other offices: Destroy after 1 year.

---

**B–23. File category 60: Exchange service**

*a. Prescribing directives.*

(1) AR 60–10, Army and Air Force Exchange Service (AAFES) General Policies.

(2) AR 60–20, Army and Air Force Exchange Service (AAFES) Operating Policies.

*b. Description.* These records concern establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army Exchange Service and exchanges at installations). See table B–27.

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**Table B–27****File category 60: Exchange service**

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**FN:** 60

**Title:** General exchange service correspondence files

**Authority:** NN–167–31 and NN–165–192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to exchange service which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to exchange service that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices

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**Table B-27****File category 60: Exchange service—Continued**

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(establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 60-10a**Title:** General exchange service policies**Authority:** To be determined.**Privacy Act:** Not applicable.

**Description:** Information accumulated at the installation level in exercising command oversight of the exchange system. Included is information on liaison with exchange manager, requirements for opening exchange facilities, requests for stockage items, enforcement of Army resale policies, advice to AAFES on tax and claim matters, provision of utilities to exchange activities, policy on issuance of identification information authorizing use of facilities, and similar information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation or its successor.

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**FN:** 60-20a**Title:** Exchange service operating policies**Authority:** To be determined.**Privacy Act:** Not applicable.

**Description:** Information accumulated at the installation level in overseeing actual exchange operations (as opposed to the policy oversight of FN60-10a above). Included is information relating to activities and patronage, sales operations and procurement, theater operations, taxes, fiscal management, administration policies, and similar information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation or its successor.

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**FN:** 60-20b**Title:** Ration control systems**Authority:** NC1-AU-86-23**Privacy Act:** AO060-20DAMO

**Description:** Information accumulated on overseas commands to comply with Joint Services blackmarket monitoring control policy and to maintain records of controlled items purchased at retail sales facilities. Included are applications, ration control plates, authorizations, registers, sales slips, and similar information.

**Disposition:** Destroy when no longer needed for current operations or when no longer needed to meet host country laws and regulations.

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**B-24. File category 65: Postal service**

a. *Prescribing directive.* Postal matters are now prescribed by—  
(1) AR 600-8-3, Unit Postal Operations.

(2) DOD Postal Manual 4525.6-M, Volume II, Mail Handling and Delivery Procedures for Mail Rooms and Postal Service Centers.

b. *Description.* None. This category is rescinded. Files will be established as shown in table B-28.

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**Table B-28****File category 65: Postal service—rescinded FNs**

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**FN:** 65**Title:** General postal service correspondence files**Use:** FN 600, General personnel correspondence files**FN:** 65a**Title:** Postal personnel designations**Use:** FN 600-8-3a**FN:** 65b**Title:** Postal losses and shortages**Use:** FN 600-8-3b**FN:** 65c**Title:** Postal activity inspections and audits**Use:** FN 600-8-3c

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**Table B-28****File category 65: Postal service—rescinded FNs—Continued**

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**FN:** 65d**Title:** Postal directory sources**Use:** FN 600-8-3d**FN:** 65e**Title:** Postal directories**Use:** FN 600-8-3e**FN:** 65f**Title:** Standing delivery orders**Use:** FN 600-8-3f**FN:** 65g**Title:** Post office accountable mail receipt**Use:** FN 600-8-3g**FN:** 65h**Title:** Mail call and hours of collection files**Use:** 600-8-3h**FN:** 65i**Title:** Unit mail clerk's receipts**Use:** FN 600-8-3i**FN:** 65j**Title:** Postal lockbox assignments**Use:** FN 600-8-3j**FN:** 65k**Title:** Mail distribution schemes**Use:** FN 600-8-3K**FN:** 65m**Title:** Mail routing guides**Use:** FN 600-8-3m**FN:** 65n**Title:** Mail key controls**Use:** FN 600-8-3n**FN:** 65p**Title:** Delivery service controls**Use:** FN 600-8-3p**FN:** 65q**Title:** Postal activity reports**Use:** FN 600-8-3q**FN:** 65r**Title:** Foreign postal agreements.**Use:** FN 600-8-3r**FN:** 65s**Title:** APO establishment files**Use:** FN 600-8-3s**FN:** 65t**Title:** Postal service authorizations**Use:** FN 600-8-3t**FN:** 65u**Title:** Mail carrier irregularity files**Use:** FN 600-8-3u**FN:** 65v**Title:** Unit locator**Use:** FN 600-8-3v**FN:** 65w (not used)**Title:** Not applicable**Use:** Not applicable**FN:** 65x**Title:** Mail manifests**Use:** FN 600-8-3x**FN:** 65y**Title:** EFM processing files**Use:** FN 600-8-3y**FN:** 65z

<b>Table B-28</b> <b>File category 65: Postal service—rescinded FNs—Continued</b>
<b>Title:</b> Mail controls <b>Use:</b> FN 600-8-3z
<b>FN:</b> 65aa <b>Title:</b> Accountable equipment files <b>Use:</b> FN 600-8-3aa
<b>FN:</b> 65bb <b>Title:</b> U.S. Postal Service accountable mail files <b>Use:</b> FN 600-8-3bb
<b>FN:</b> 65cc <b>Title:</b> Money order account files <b>Use:</b> 600-8-3cc
<b>FN:</b> 65dd <b>Title:</b> Postage stamp stock accounts <b>Use:</b> 600-8-3dd

**B-25. File category 66: Courier service**

a. *Prescribing directive.* AR 66-5, Armed Forces Courier Service.

b. *Description.* These files relate to procedures and instructions pertaining to transmission of material requiring protected handling by military courier. These includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required. See table B-29.

<b>Table B-29</b> <b>File category 66: Courier service</b>
<b>FN:</b> 66 <b>Title:</b> General courier service correspondence files <b>Authority:</b> NN-167-31 and NN-165-192 <b>Privacy Act:</b> Not applicable. <b>Description:</b> a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to courier service which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Matters relating to courier service that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. <b>Disposition:</b> a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.
<b>FN:</b> 66-5a <b>Title:</b> Station establishment files <b>Authority:</b> NC1-AU-78-96 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information relating to the establishment or disestablishment of courier stations. <b>Disposition:</b> Headquarters, Armed Forces Courier Service: Destroy in CFA 10years after disestablishment of a station.
<b>FN:</b> 66-5b <b>Title:</b> Designated courier files <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information relating to designation of Armed Forces

<b>Table B-29</b> <b>File category 66: Courier service—Continued</b>
Courier Service (ARFCOS) couriers. Included are forms designating couriers, reports of refusal to act as designated courier, and related information. <b>Disposition:</b> Headquarters, ARFCOS, and courier stations: Destroy after 6years.
<b>FN:</b> 66-5c <b>Title:</b> Authorization records <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information reflecting recipients authorized to receive ARFCOS material. <b>Disposition:</b> Destroy 1 year after supersession or cancellation.
<b>FN:</b> 66-5d <b>Title:</b> Card and key accountability files <b>Authority:</b> NN-163-54 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information reflecting accountability for ARFCOS identification cards and rotary lock keys. Included are receipts signed by courier officers, commanding officers, and officers in charge of courier station for the station's allotment of cards and keys. <b>Disposition:</b> Headquarters, ARFCOS, and courier stations: Destroy on receipt of a new or adjusted receipt, or on return of card or key.
<b>FN:</b> 66-5e <b>Title:</b> Identification cards <b>Authority:</b> GRS 11, Item 4a <b>Privacy Act:</b> AO190-13CFSC <b>Description:</b> Identification cards for ARFCOS couriers and courier assistants. <b>Disposition:</b> a. Courier Stations: Destroy card upon expiration or revocation and forward letter of destruction to the Director, ARFCOS, Alexandria, VA 22331. b. Headquarters, ARFCOS: Destroy letter upon completion of accounting action.
<b>FN:</b> 66-5f <b>Title:</b> Identification card correspondence files <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> AO190-13CFSC <b>Description:</b> Correspondence relating to the issue and acknowledgment of the return of ARFCOS identification cards. <b>Disposition:</b> Headquarters ARFCOS and courier stations: Destroy after 2 years.
<b>FN:</b> 66-5g <b>Title:</b> Originator receipts <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Original receipts for ARFCOS material, copies of which are furnished to the originators of the material. <b>Disposition:</b> a. Courier Stations: Transfer 1 year after cut-off to Armed Forces Courier Station Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755. b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.
<b>FN:</b> 66-5h <b>Title:</b> Delivery receipts <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Receipts for ARFCOS materials which are obtained by couriers upon delivery. <b>Disposition:</b> a. Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755. b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.
<b>FN:</b> 66-5i <b>Title:</b> Pouch invoices <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> Not applicable.

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**Table B-29****File category 66: Courier service—Continued**

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**Description:** Information used as receipts between courier stations.

**Disposition:**

- a. Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.
  - b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.
- 

**FN:** 66-5j**Title:** Daily inventories**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting the daily inventory of ARFCOS material.**Disposition:** Courier stations: Destroy after 1 year. Cut off monthly.

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**FN:** 66-5k**Title:** Courier station inspections**Authority:** NN-163-55**Privacy Act:** Not applicable.**Description:** Information reflecting the technical inspection of courier stations. Included are inspection reports, inspection checklists, and related information.**Disposition:** Headquarters ARFCOS: Destroy after 4 years in CFA.

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**FN:** 66-5m**Title:** Courier service reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports reflecting activity and cost of operations of courier stations.**Disposition:**

- a. Headquarters, ARFCOS: Destroy after 4 years in CFA.
  - b. Courier stations: Destroy after 1 year.
- 

**FN:** 66-5n**Title:** Losses, compromises, or violations**Authority:** NN-163-55**Privacy Act:** Not applicable.**Description:** Information relating to the loss or possible compromise of ARFCOS material, violations concerning the use of ARFCOS, irregularity reports, and general operational problems. Included are reports, recommendations, and related information.**Disposition:** Headquarters ARFCOS: Destroy after 3 years in CFA.

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**FN:** 66-5p**Title:** Supplies and equipment requests**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used in requisitioning ARFCOS supplies and equipment.**Disposition:** Courier stations: Destroy after 1 year.

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**FN:** 66-5q**Title:** Pouch labels**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to label pouches transported by ARFCOS.**Disposition:** Courier stations: Destroy when they have served their purpose.

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**B-26. File category 70: Research, development, and acquisition***a. Prescribing directives.*

- (1) AR 70-1, Systems Acquisition Policy and Procedures.
- (2) AR 70-2, Materiel Status Recording.
- (3) AR 70-9, Army Research Information Systems and Report.
- (4) AR 70-10, Test and Evaluation During Development and Acquisition of Materiel.
- (5) AR 70-14, Publication and Reprints of Articles in Professional Journals.
- (6) AR 70-16, Department of the Army System Coordinator (DASC) System.

- (7) AR 70-17, System/Program/Project/Product Management.
- (8) AR 70-25, Use of Volunteers as Subjects of Research.
- (9) AR 70-28, Assigning Popular Names to Major Items of Equipment.
- (10) AR 70-31, Standards for Technical Reporting.
- (11) AR 70-33, Mutual Weapons Development Data Exchange Program(MWDDEP) and Defense Development Exchange Program (DDEP).
- (12) AR 70-35, Advanced Planning Information for Research and Development.
- (13) AR 70-37, Configuration Management.
- (14) AR 70-41, Cooperation with Allies and Other Nations in Research and Development of Defense Equipment.
- (15) AR 70-44, DOD Engineering for Transportability.
- (16) AR 70-58, International Professional (Scientists and Engineers) Exchange Program.
- (17) AR 70-61, Type Classification of Army Materiel.
- (18) AR 70-66, United States-Canadian Defense Development Sharing Program.
- (19) AR 70-74, Independent Research and Development.

*b. Description.* These records concern policies, procedures, and standards for research, development, and acquisition. Includes production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, materiel, methods, and utilization of human resources can be devised and introduced into the Army inventory, studies to establish technical adequacy and qualitative characteristics of materiel, exchange of and access to technical and scientific information, collaboration on changes and modifications of development items based on results of studies and tests, policies and procedures for materiel acquisition system management. See table B-30.

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**Table B-30****File category 70: Research, development, and acquisition**

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**FN:** 70**Title:** General research, development, and acquisition correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations, and suggestions with all types of transmittals, transactions of a general, routine, and administrative nature; and other information relating to research, development, and acquisition which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to research, development, and acquisition that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 70-1a**Title:** New equipment training program development files**Authority:** NC1-AU-80-18**Privacy Act:** Not applicable.**Description:** Information accumulated in developing new equipment training concepts, policies, procedures, and directives. Included are new equipment training plans, personnel requirements information, mission orders, contract data requirements lists, materiel fielding plans, inspection and receiving reports, programs of instruction, lesson plans, training statements of work, training and equipment specifications, coordinating actions, and related information.

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Disposition:**

- a. Office developing the training program: Destroy 2 years after training responsibilities are transferred to an Army, civilian, or other U.S. Government affiliated school, or decision is made to discontinue the training.
- b. Other offices: Destroy after 2 years.
- 

**FN:** 70-1b**Title:** Combat/training development requirements**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

**Description:** Information reflecting requirements for studies, materiel, war games, field experiments, troop tests, international standardization actions, doctrinal media, tables of organization and equipment, and other combat development actions, dates required, and action agency. Included are policy and procedural memorandums and directives, program documents, revisions thereto, coordinating actions, and related information.

**Disposition:**

- a. Office responsible for preparation of program: Destroy after 20 years.
- b. Other offices: Destroy after 2 years, or on supersession or obsolescence, whichever is first.
- 

**FN:** 70-1c**Title:** Combat/training development annual reviews**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

**Description:** Information summarizing actions taken on review of materiel requirement documents, status of and comments on studies, results of field experiments and troop tests and similar combat development activities. Included are copies of published annual reviews and contributions and communications relating to them.

**Disposition:**

- a. Office responsible for preparation and issue: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.
- 

**FN:** 70-1d**Title:** Combat/training development quarterly reviews**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

**Description:** Information to guide and inform combat development agencies of major actions, current trends, and problems. Included are copies of published reviews, requests for information on validity of materiel requirements, and contributions and communications relating to them.

**Disposition:**

- a. Office responsible for preparation and issue: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.
- 

**FN:** 70-1e**Title:** Materiel development objectives**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

**Description:** Information relating to preparation, coordination, approval, and issue of statements of requirements for materiel requiring exploratory or advanced development to determine its feasibility sufficiently to establish qualitative materiel requirements (QMRs). Included are recommended qualitative materiel development objectives (QMDOs) and advance development objectives (ADOs), coordinating actions, approvals or disapprovals, and copies of the published QMDOs or ADOs and communications relating to them.

**Disposition:**

- a. HQ, TRADOC office responsible for submitting the QMDO or ADO to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
- b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.
- 

**FN:** 70-1f**Title:** Materiel requirements**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

**Description:** Information relating to preparation and coordination of statements reflecting requirements for materiel of proven feasibility needed to meet operational and organizational objectives of the Army.

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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Included are recommendations for new ROC and revisions to existing ROC, QMR and materiel need (MN), coordinating actions, copies of published requirements and related information.

**Disposition:**

- a. HQ, TRADOC or other combat developer office responsible for preparing and submitting requirement to HQDA and HQDA office having approval authority: Permanent.
- b. Other offices: Destroy after 2 years or 2 years after completion of project, as applicable.
- 

**FN:** 70-1g**Title:** Small development requirements**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

**Description:** Information relating to preparation and coordination of statements of requirement for development of training devices, major innovations or improvements to existing equipment, and components or parts intended for two or more types of equipment. Small development requirements (SDRs) are used to state requirements for items of proven feasibility which do not warrant establishment of a qualitative materiel requirement. Included are recommendations for SDRs, coordinating actions pertaining to them, and copies of published SDRs.

**Disposition:**

- a. HQ, TRADOC office responsible for submitting SDR to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
- b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.
- 

**FN:** 70-1h**Title:** Combat/training development objectives and requirements priorities**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to establishing priorities on combat development objectives and requirements including changes to them. Included are published lists of recommended priorities and related information.

**Disposition:**

- a. Office responsible for preparation: Destroy after 2 years.
- b. Other offices: Destroy after 1 year.
- 

**FN:** 70-1i**Title:** Materiel monitoring files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

**Description:** Information accumulated by combat development organizations from monitoring the progress of research and development projects to assure that projected end items satisfy the requirements of the user. Included are coordinating actions accomplished at selected phases of the research and development cycle, progress reports, trip reports, and information reflecting participation in steering and materiel coordination groups and project reviews.

**Disposition:** Destroy 2 years after completion or termination of the related project.

---

**FN:** 70-1j**Title:** Non-Army materiel comments**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information accumulated in reviewing, commenting on, and establishing the Army position on statements of materiel requirements or materiel development proposals of the Air Force, Navy, Marine Corps, or other non-Army organizations, but exclusive of comments on materiel proposed for international standardization. Included are coordinating actions, communications relating to the requirements or proposals, and copies of the requirements or proposals.

**Disposition:** Destroy after 2 years.

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**FN:** 70-1k**Title:** Joint research development objectives and joint operational requirements**Authority:** NC1-AU-77-121**Privacy Act:** Not applicable.

**Description:** Information relating to joint objectives and

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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requirements. Included are coordination actions which provide HQDA position on such joint documentation to include comments for approval, disapproval, or revision, and copies of published joint documents.

**Disposition:** Destroy 2 years after completion or termination of program or project.

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**FN: 70-1m****Title:** RD supervisory files**Authority:** N1-AU-87-2**Privacy Act:** Not applicable.

**Description:** Information relating to overall administration of research, development, test, and evaluation activities which due to their general nature cannot logically be filed with information relating to a specific project or task.

**Disposition:**

a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.

b. Offices at headquarters of intermediate commands responsible for supervision of the Research and Development (RD) function: Permanent.

c. Offices involved in research, development, test or evaluation at installations and laboratories: Destroy after 5 years.

d. Other offices: Destroy after 2 years.

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**FN: 70-1n****Title:** RD project controls**Authority:** N1-AU-87-01**Privacy Act:** Not applicable.

**Description:** Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analyses of specific RD projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title.

**Disposition:**

a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.

b. Offices at headquarters of intermediate commands: Permanent. PIF on completion, termination, or cancellation of the project and cut off at the end of that year.

c. Offices of laboratory chiefs and directors supervising RD projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, correspondence and documents which influence the course of action taken on a project and which are not duplicated in the RD project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.

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**FN: 70-1p****Title:** RD project reports**Authority:** NC1-AU-75-19**Privacy Act:** Not applicable.

**Description:** Reports prepared by developing agencies containing information about individual research, development, test, and evaluation projects and project tasks, including the identification, time phasing, resource requirements, objectives, and other information about the project or task. Included are research and development plans and similar reports.

**Disposition:** Destroy when no longer needed for current operations.

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**FN: 70-1q****Title:** RD specifications and drawings**Authority:** NC1-AU-78-24**Privacy Act:** Not applicable.

**Description:** Preliminary, experimental, and final specifications and drawings created in connection with research and development projects.

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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Arrange by drawing or specification number, by project, or item nomenclature.

**Disposition:**

a. Offices delegated responsibility for maintenance of record sets: Permanent. PIF on supersession or obsolescence and cut off at the end of that year.

b. Other offices: Destroy on supersession or obsolescence.

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**FN: 70-1r****Title:** RD item cases**Authority:** NN-164-25**Privacy Act:** Not applicable.

**Description:** Information created in connection with a specific project, task, or subtask as described in FN 70-1s through FN 70-1ff. This standard and file number may be used when it is impractical or undesirable to file the segments of the item case file separately.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN: 70-1s****Title:** Authorizations**Authority:** NN-164-25**Privacy Act:** Not applicable.

**Description:** Information reflecting actions leading up to and including the authorization for initiation of a project, task, or subtask. Included are project proposals, copies of military requirements, military characteristics, and technical characteristics, technical committee minutes, and related correspondence.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN: 70-1t****Title:** RD procurement files**Authority:** NN-164-25**Privacy Act:** Not applicable.

**Description:** These files consist of a copy of the RD contract or grant agreement (if the project includes one), with changes, modifications, or addenda to it.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN: 70-1u****Title:** RD item test data**Authority:** NN-164-25**Privacy Act:** Not applicable.

**Description:** Information received from testing elements of design agencies which reflect the results of tests, trials, and evaluations of research and engineering design of RD items. Included are test reports and comparable test data.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN: 70-1v****Title:** RD item specifications and drawings**Authority:** NN-164-25**Privacy Act:** Not applicable

**Description:** Copies of experimental, preliminary, and final drawings and copies of specifications or technical requirements created in the design, engineering development, and modification of an item.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN: 70-1w****Title:** RD item cross-references**Authority:** NN-164-25**Privacy Act:** Not applicable.

**Description:** Cross-references or notations as to the existence and location of scale models, motion picture films, and comparable items which are not filed with the project, task, or subtask file.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN: 70-1x****Title:** RD item reports**Authority:** NN-164-25

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information consisting of a copy of each technical, progress, or test report issued or received in connection with a project, task, or subtask. Included are feasibility, cost effectiveness, and state-of-the-art study reports, weekly, quarterly, and final progress reports, contractor reports, research, engineering and service test plans and reports, and reprints from scientific journals which pertain to basic research projects supported by the Army.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1y

**Title:** RD item correspondence

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Retained copies of correspondence relating to a project, task, or subtask.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1z

**Title:** RD item meetings

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Minutes of meetings, conference reports, trip reports, reports of consultations, and similar information pertaining to the project, task, or subtask.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1aa

**Title:** RD item films

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Motion picture films exposed and printed during research, development, test, and evaluation of a project, task, or subtask, the original negatives of which have been forwarded to the Army Pictorial Center in accordance with AR 108-2.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1bb

**Title:** RD item photographs

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Copies of photographs and color transparencies relating to a routine project, task, or subtask or for which the permanent negatives have been forwarded to the U.S. Army Photographic Agency in accordance with AR108-2.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1cc

**Title:** RD item training files

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Information relating to a project, task, or subtask office's participation in the preparation of a course of technical instruction or training on the project item.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1dd

**Title:** RD item maintenance files

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Information relating to the development of a maintenance support plan or maintenance package for the RD item. Included are draft maintenance allocations charts, lubrication orders, technical manuals, and spare parts lists.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1ee

**Title:** RD item completion notices

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Information reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local document indicating that all research and development on the particular item has ceased.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1ff

**Title:** Other RD items

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Other information as determined by the project, task, or subtask offices as being necessary for inclusion in the item files.

**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.

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**FN:** 70-1gg

**Title:** International materiel evaluations

**Authority:** NC1-AU-84-13

**Privacy Act:** Not applicable.

**Description:** Information relating to the evaluation and acquisition of materiel already developed by allies and friendly nations which meets operational needs of the U.S. Army.

**Disposition:**

a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current programs and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 70-2a

**Title:** Materiel status record

**Authority:** NC1-AU-86-9

**Privacy Act:** Not applicable.

**Description:** Information regarding the development of items or systems. Included are requirement documents, system or item nomenclature and similar identifying information, project or task number, security classification guide, in-process review results, type classification actions, and similar information.

**Disposition:**

a. Army Materiel Status Office: Permanent. Retire when no longer needed for current operations.

b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 70-9a

**Title:** Research reporting files

**Authority:** N1-AU-86-10

**Privacy Act:** Not applicable.

**Description:** Information compiled on research studies to be conducted or sponsored by DA. The reports reflect the research, project number, title, and name of the investigator; purpose, approach, and status of the study; and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.

**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 70-10a

**Title:** Combat/training development objectives

**Authority:** NC1-AU-77-174

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation and coordination of science and technology objectives, or comparable long-range operational, organizational, and materiel objectives. Included are coordinating actions on proposed objectives, recommendations for addition, deletions, and changes, and similar information.

**Disposition:**

a. Office responsible for submitting objectives to DA and HQDA offices responsible for final review and approval:

(1) Final copy of STO or comparable information: Permanent.

(2) Other records: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

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**FN:** 70-10b

**Title:** Test and experimentation CDOG changes

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated from transmitting consolidated approved troop test and field experimentation projects to DA for publication in the combat developments objective guide (CDOG). Included are transmittal letters, documents containing a summary and objectives for each approved project, and communications relating to their submission.**Disposition:**

- a. Office responsible for the submission: Destroy after 3 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 70-10c**Title:** Troop tests**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to planning, direction, and conduct of individual troop tests of new organizational and operational concepts and doctrine. Included are test directives and plans, coordinating actions, invitations to observers, observer reports, final test reports, and communications relating to the tests.**Disposition:**

- a. Office of the test director: Permanent.
  - b. Office at major command headquarters responsible for direction and administration of troop tests and offices of proposing agencies: Destroy after 5 years.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 70-10d**Title:** Troop test final evaluations**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to review, coordination, and final evaluation of reports of troop tests, including coordination at Army Staff level of conclusions resulting from tests which differ from concepts previously approved by DA.**Disposition:**

- a. Office responsible for Army staff coordination of the final report and office responsible for final evaluation and submission to HQDA: Permanent.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 70-10e**Title:** Field experimentation programs**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to preparation, review, and approval of the program governing field experimentation with operational and organizational concepts, doctrine, and techniques. Included are recommendations for major and minor experiments, coordinating actions, and copies of the published experimentation programs.**Disposition:**

- a. Office responsible for preparation of the program: Permanent. Cut off at end of the target fiscal year.
  - b. Other offices: Destroy 2 years after end of the target fiscal year.
- 

**FN:** 70-10f**Title:** Field experiment controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used in authorizing, controlling, and assisting in conduct of field experimentation on organizational and operational concepts and doctrine. Included are proposals for field experiments, general and specific program directives, training texts for organizing and training experimental organizations, outline and detailed plans for the experiment, arrangements for incorporating minor experiments into plans for major experiments, approvals and coordinating actions, and copies of the final reports.**Disposition:**

- a. Office responsible for staff supervision and control of the experiments and offices of concepts and doctrine field agencies responsible for furnishing advice and assistance: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
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**FN:** 70-10g

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Title:** Field experiment cases**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information reflecting the continuing history of a field experiment from the initiation and planning phase, through conduct and reporting, to termination or completion. Included are experiment directives, feasibility studies on proposed experiments, outline plans with basic evaluation plans, detailed and training plans, and texts used for organizing and training experimental units, communications with supporting and advising agencies, and maps, photographs, and other information experiment leaders consider necessary to document the case file.**Disposition:** Office of the experiment director or leader: Permanent. PIF on completion or termination of the experiment and cut off at the end of that year. Retire when no longer needed for reference.

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**FN:** 70-10h**Title:** Field experiment final evaluations**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to the review, coordination, and final evaluation of reports of field experiments on organizational and operational concepts. Included are final reports of field experiments and other reports required by the experiment directives, documents containing evaluations and official positions on the reports, and coordinating actions on the final reports.**Disposition:**

- a. Office responsible for coordination of the experiment report at the Army Staff, and office at major command headquarters responsible for final evaluation: Permanent.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 70-10i**Title:** War gaming files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated from subjecting organizational concepts to operations research analysis under prescribed rules of play representing actual conditions and using planning factors as realistic as possible. Included are completed specialized war game forms, documents containing rules, plans, and methods for each war game played, special texts and technical information, war game and contractor analysis reports, and communications providing assistance and advice for the war games.**Disposition:**

- a. Office responsible for conducting the war game: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 70-10j**Title:** War game final evaluations**Authority:** NC1-AU-78-54**Privacy Act:** Not applicable.**Description:** Information relating to the review, coordination, evaluation, and preparation of the official position on the results of war games. Included are analysis and evaluation of the war games, official position papers, and coordinating actions.**Disposition:**

- a. Office responsible for establishing the official position and office responsible for coordinating the results of war games at the Army Staff: Permanent.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 70-10k**Title:** War game handbooks**Authority:** NC1-AU-78-54**Privacy Act:** Not applicable.**Description:** Information relating to preparation, review, and issuance of books prescribing rules, methods, techniques, and procedures which may or must be used in war gaming. Included are coordinating actions

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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on proposed war game handbooks, copies of the published handbooks, and communications relating to them.

**Disposition:**

- a. Office responsible for preparation: Permanent.
  - b. Other offices: Destroy after 2 years, on supersession, or obsolescence, as applicable.
- 

**FN:** 70-10m**Title:** Test and experiment comments**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

**Description:** Information related to reviewing and commenting on plans for, results of, or the methods used in organizational and operational war games, field experiments, and tests conducted by organizations outside the Army combat development system. These files consist of test, experiment, and war game reports, coordinating actions, and similar information.

**Disposition:**

- a. Office responsible for preparation of the Army comment or establishment of the Army position: Permanent.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 70-10n**Title:** Test schedules**Authority:** NC1-AU-78-107**Privacy Act:** Not applicable.

**Description:** Information created in the development of coordinated, integrated, command-wide testing schedules. Included are reports or minutes of test scheduling conferences, test program documents, coordinating actions, and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 70-10p**Title:** Test controls**Authority:** NN-164-25**Privacy Act:** Not applicable.

**Description:** Information relating to the management, administration, and control of tests of research and development and other items which are conducted by subordinate testing organizations. Included are engineering, service, and other test directives, plans, and reports, and correspondence relating to the test.

**Disposition:** Offices of test directors at intermediate command headquarters, and offices of system test managers: Destroy 5 years after completion of the last scheduled test of the item.

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**FN:** 70-10q**Title:** Installation test schedules**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information used by testing organizations to authorize, schedule, and control the testing and evaluation of individual items. Included are copies of project orders, copies of operating schedules, critical events feeder reports, and similar information.

**Disposition:** Destroy 2 years after completion of related test.

---

**FN:** 70-10r**Title:** Item tests**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the testing and evaluation of research and development items (and in some cases production items) to make sure that design, technical, and military characteristics and requirements are met and to provide design agencies with information for corrective action. Included are research, environmental, engineering, service, and other test directives; plans; preliminary and final reports; firing reports; related correspondence; and comparable test data.

**Disposition:**

- a. Testing organizations: Destroy 5 years after approval of final test report.
  - b. Testing element of testing organization: Destroy when no longer needed for conduct of testing.
- 

**FN:** 70-14a**Title:** Scientific and professional articles**Authority:** NC-AU-75-8

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.

**Disposition:** Destroy after 5 years.

---

**FN:** 70-16a**Title:** RD project controls**Authority:** N1-AU-87-1**Privacy Act:** Not applicable.

**Description:** Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analysis of specific research and development projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature or title.

**Disposition:**

- a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.
  - b. Offices at headquarters of intermediate commands: Permanent. PIF on completion, termination, or cancellation of the project and cut off at the end of that year.
  - c. Offices of laboratory chiefs and directors supervising research and development projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, information which influences the course of action taken on a project and which is not duplicated in the research and development project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.
- 

**FN:** 70-17a**Title:** Project management plans**Authority:** N1-AU-87-3**Privacy Act:** Not applicable.

**Description:** Information reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and to inform higher authority of the system's status. Included are project management master plans, superseded and obsoleted parts of the plans, reports used to keep the plan current, and similar information.

**Disposition:**

- a. Office of the project manager: Permanent. PIF on removal of the item or system from project management control and cut off at the end of that year.
  - b. Other Offices: Destroy on supersession, obsolescence, or when no longer needed for reference.
- 

**FN:** 70-17b**Title:** Project manager controls**Authority:** NN-164-25**Privacy Act:** Not applicable.

**Description:** This information reflects control of research, development, procurement, production, storage, and issue of those weapon and equipment systems which are selected for special management because of urgent operational needs, high unit or total cost, technical complexity, or unusual political implications. This information, as such, is accumulated only by offices of those project managers who rely on other Army installations or commands to contract for and directly supervise the technical and engineering aspects of the system. Information accumulated by offices of project managers who are responsible for the direct technical administration of the engineering aspects of a particular system should be filed under the appropriate functional file, for example, research and development item case file, industrial engineering case file, and contract file, since information which may be required for future

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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historical, legal, or administrative purposes may not be documented elsewhere.

**Disposition:** Destroy 6 years after removal of the item or system from Project Management Control.

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**FN:** 70-17c

**Title:** Project registers

**Authority:** NC1-AU-78-126

**Privacy Act:** Not applicable.

**Description:** Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.

**Disposition:**

a. Offices of the Army staff and headquarters at major and intermediate commands: Permanent. PIF on supersession, when register is filled, or on completion of the project, whichever is applicable, and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 70-17d

**Title:** Commodity management controls

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Commodity master plans for selected items and related information reflecting the development, procurement, production, storage, issue, maintenance, and disposition of individual items of equipment controlled and reported on by commodity managers. Included are copies of QMRs, research and development project cards, technical characteristics, minutes of technical committee meetings, funding information documents, contracts and other procurement information, basis-of-issue documents, correspondence, and other information containing historical data on the particular item.

**Disposition:** Destroy on final disposition of the item. However, folders pertaining to completed phases, such as research and development, industrial engineering, and procurement may be withdrawn and destroyed on completion of the phase.

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**FN:** 70-25a

**Title:** Research medical volunteer registry

**Authority:** NC1-AU-86-52

**Privacy Act:** A70-25DASG

**Description:** Information contained in a registry pertaining to personal demographic data on individuals participating in medical research. Included are name, SSN, sex, date of birth, and similar information.

**Disposition:** after 65 years.

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**FN:** 70-28a

**Title:** Equipment names

**Authority:** NC1-AU-84-36

**Privacy Act:** Not applicable.

**Description:** Information relating to development items of equipment. Included are correspondence containing proposed names, coordinating actions on the proposed names, approvals, and similar information.

**Disposition:**

a. Approval authority: Permanent.

b. Offices proposing equipment name: Destroy when system is no longer operational.

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**FN:** 70-31a

**Title:** Technical report records

**Authority:** N1-AU-86-60

**Privacy Act:** Not applicable.

**Description:** These files consist of one copy of each preliminary, progress, or final research and development technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.

**Disposition:** Office responsible for preparation and issue or requiring preparation by contractor: Permanent. Cut off annually and retire with next regular transfer or retirement.

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**FN:** 70-31b

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Title:** Technical references

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Copies of documents maintained to provide reference for anentire research and development agency, command, installation, or activity. They include one copy of each technical report or publication issued by the organization or received from its contractors and one copy of these reports of interest which are received from other sources.

**Disposition:** Destroy on supersession, or when no longer needed for reference.

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**FN:** 70-33a

**Title:** MWDDEP and DDEP files

**Authority:** NC1-AU-84-16

**Privacy Act:** Not applicable.

**Description:** Information relating to the Army's participation in the Mutual Weapons Development Data Exchange Program (MWDDEP) and the Defense Development Exchange Program (DDEP). Included are master agreements, data exchange annex (DEA) proposals, coordinations, and approvals, visit coordinations and approvals, reports, correspondence, similar information.

**Disposition:**

a. Office having Army-wide responsibility: Permanent. Cutoff on termination of DEA.

b. Other offices: Destroy 2 years after termination of DEA.

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**FN:** 70-35a

**Title:** Unfunded study files

**Authority:** NC1-AU-85-73

**Privacy Act:** Not applicable.

**Description:** Information related to studies conducted and funded by civilian concerns as a part of their defense oriented research and development programs. Included are study assistance requests or applications, coordinating actions, policy agreements governing the release of information, copies of studies and evaluations thereto, and similar information.

**Disposition:**

a. Sponsoring developing agencies or commands:

(1) Final reports: Permanent.

(2) All other files: Destroy 5 years after completion of study.

b. Technical monitoring office: Destroy 5 years after completion of study.

c. Monitoring office: Destroy 2 years after completion of study

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**FN:** 70-35b

**Title:** Problem statements

**Authority:** NN-167-37

**Privacy Act:** Not applicable.

**Description:** Information on individual research and development problems and needs provided to industrial, academic, and nonprofit research concerns. The information enables the concerns to determine how they can most effectively seek participation in the Army research and development program, to prepare and submit unsolicited proposals directed toward solving the stated needs, and to orient their research and development programs toward maintaining the capability for response to definite requirements for research or hardware development. Included are completed qualitative requirements information (QRI) forms or comparable problem statements, coordinating actions, communications from qualified concerns indicating whether or not they can assist in fulfilling the stated needs, and related information (but not unsolicited proposals, or reports equivalent thereto, resulting from the QRI or problem statement).

**Disposition:** Destroy 2 years after revision, cancellation, or expiration of the QRI or problem statement.

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**FN:** 70-35c

**Title:** Information-to-industry briefings

**Authority:** NN-167-37

**Privacy Act:** Not applicable.

**Description:** Information created in briefing representatives of industrial, academic, and nonprofit research concerns on current research and development problems and anticipated requirements. Included are briefing invitations and announcements, registration documents, listings of attendees, agendas, minutes of briefings or copies of presentations given, and similar information.

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Disposition:** Destroy after 5 years.

**FN:** 70-35d

**Title:** APCP registrations

**Authority:** NN-167-37

**Privacy Act:** Not applicable.

**Description:** Information accumulated in qualifying and registering industrial, academic, and research concerns for participation in the Army Potential Contractor Program (APCP) or comparable program. Included are application forms and brochures reflecting qualifications of the concerns, evaluations of qualifications, copies of policy agreements for release of APCP information, confirmatory approvals, and similar information.

**Disposition:** Destroy 1 year after registration terminates.

**FN:** 70-37a

**Title:** Configuration Management

**Authority:** N1-AU-90-18

**Privacy Act:** Not applicable.

**Description:** Documentation used for defining the engineering approved design and baseline management of Army materiel, including software, in terms of specifications, drawings and associated records, and documentation proposing and controlling changes to, or departures from, that approved design using engineering change proposals (ECPs), requests for waiver (RFWs), and related correspondence.

**Disposition:**

a. Requesting office: Destroy after 5 years.

b. Approving office: Destroy 2 years after materiel has been exhausted from the system.

**FN:** 70-41a

**Title:** Cooperative RD files

**Authority:** NC1-AU-84-15

**Privacy Act:** Not applicable.

**Description:** Information initiating cooperative research and development efforts (Memorandums of Understanding, (MOUs)) among allies and other nations to increase international standardization, simplify international logistics, and improve the use of scientific and technical resources. Included is information involved in the negotiation, staffing, and approval of MOUs and similar information.

**Disposition:**

a. Office having Army-wide responsibility and U.S. Army research and development agencies negotiating MOUs: Permanent. PIF on termination of MOU and cut off at the end of that year.

b. Other offices: Destroy after 3 years.

**FN:** 70-41b

**Title:** Foreign scientific information

**Authority:** N1-AU-86-2

**Privacy Act:** Not applicable.

**Description:** Information relating to relationships with foreign nations respecting the exchange and collection of scientific information. Included is information relating to plans for cooperation, discussions, visits with foreign government officials, and information concerning comparable relationships.

**Disposition:** Permanent.

**FN:** 70-44a

**Title:** Transportability criteria files

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information accumulated by the transportability agent participating in each materiel development command program or project. Included is information on transportation constraints, special permit requirements, environmental standards, tiedown procedures, and similar information relating to transportability criteria in all required modes.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 70-45a

**Title:** Scientific and raw data

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information maintained and used by scientific and

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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engineering personnel for research, development, and test of an item, a group of items, or within a field of scientific inquiry. Included are scientific notes, drafts of technical reports and articles, telemetering, oscilloscopes, and time and motion films and recordings, types, punched cards, round recordings, and similar rough or raw data which is not made a part of the official research and development item case file.

**Disposition:** Destroy on incorporation or summarization of the data in a technical report or paper, on completion of the project, task, or subtask, or when no longer needed for research within the field of inquiry.

**FN:** 70-55a

**Title:** RD supervisory files (Rescinded; use FN 70-1m.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 70-55b

**Title:** Laboratory notebooks (Rescinded; use FN 27-60tt.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 70-58a

**Title:** International Professional (Scientist and Engineers) Exchange Program files

**Authority:** NC1-AU-84-14

**Privacy Act:** AO07OAMC

**Description:** Information relating to the exchange of foreign and U.S. professional personnel for RDTE assignments. Included are assignment coordinations, resumes, performance evaluations, and similar information.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Records relating to overall policies and procedures, including overall aspects of specific country programs: Permanent.

b. Other offices: Destroy after 5 years.

**FN:** 70-61a

**Title:** RD project items

**Authority:** NC1-AU-81-9

**Privacy Act:** Not applicable.

**Description:** Case or item files consisting of information relating to the establishment, revision, or termination of projects, the assignment of type designators (model numbers), type classification, and comparable matters. Arrange by project or item number, by nomenclature, or by chronology.

**Disposition:** Office of the committee chairman or secretariat, whichever is designated as the office of record:

a. Chairman or secretariat at the Army staff: Permanent. Retire 2 years after completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action.

b. Chairman or secretariat at headquarters of major and intermediate commands: Permanent. PIF on completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action and cut off at the end of that year. Retire after 2 years in the CFA and 3 years in the RHA.

**FN:** 70-66a

**Title:** Development sharing program files

**Authority:** NC1-AU-84-17

**Privacy Act:** Not applicable.

**Description:** Information accumulated from the U.S. Army implementation of the United States-Canadian Defense Development Sharing Program (DDSP). Included are correspondence or other documents exchanging information about projected development projects, proposals to participate in developmental projects, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Permanent. PIF on termination of project and cut off at the end of that year.

b. Other offices: Destroy 2 years after termination of project.

**FN:** 70-74a

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**Table B-30****File category 70: Research, development, and acquisition—Continued**

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**Title:** Independent research program reviews

**Authority:** NN-167-37

**Privacy Act:** Not applicable.

**Description:** Information relating to the review of industrial research and development programs, supported in part by RDTE funds allowed for general overhead to assure that the Army does not conduct, contract for, or indicate a potential need for duplicate research. Included are company brochures summarizing the results of research efforts, received copies of technical evaluations, coordinating actions, final evaluations, and similar information.

**Disposition:**

- a. Offices at headquarters of developing agencies: Destroy after 6 years.
  - b. Other offices:
    - (1) Brochures: Destroy when no longer needed for reference.
    - (2) Other information: Destroy after 2 years.
- 

**B-27. File category 71: Force development**

*a. Prescribing directive.*

(1) AR 71-2, Basis of Issue Plans (BOIP), Qualitative and Quantitative Personnel Requirements Information (QQPRI).

(2) AR 71-3, User Testing.

(3) AR 71-13, The Department of the Army Equipment Authorization and Usage Program.

(4) AR 71-31, Management System for Tables of Organization and Equipment.

*b. Description.* These records concern development and formulation of new or revised doctrine, organizations, materiel objectives and requirements and their integration into the Army, requirements for a projected force structure, establishment of qualitative operational requirements for new equipment, and modernization and replacement of existing equipment. See table B-31.

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**Table B-31****File category 71: Force development**

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**FN:** 71

**Title:** General force development correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to force development which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to force development that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 71-2a

**Title:** BOIP and QQPRI files

**Authority:** NC1-AU-77-107

**Privacy Act:** Not applicable.

**Description:** Information interrelated to TOEs, TDAs, CTAs, JTAs, and automatic data processing (ADP) in which a new item of equipment will be placed, the number of items to be included in each organization

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**Table B-31****File category 71: Force development—Continued**

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element, and other equipment and personnel required to operate and support the new items being introduced into the Army system. Included are communications concerning the basis of issue plans (BOIP) and the qualitative and quantitative personnel requirements information (QQPRI), recommendations, comments, approvals, adjustments, and disapprovals, and related information.

**Disposition:**

- a. Office responsible for approval: Permanent. Retire after two Consolidated TOE Updates (CTUs).
  - b. Office responsible for developing and recommending approval: Destroy 3 years after applied to TOE.
  - c. Other offices: Destroy 2 years after applied to TOE.
- 

**FN:** 71-2b

**Title:** Doctrinal/training media status reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information related to status reports on approved projects included in the doctrinal and training media program.

**Disposition:**

- a. Offices of MACOM headquarters responsible for submission of the report to HQDA: Destroy after 5 years.
  - b. Reporting offices and other offices below the Army Staff: Destroy after 2 years.
- 

**FN:** 71-2c

**Title:** TOE development files (Rescinded; use FN 71-31c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 71-3a

**Title:** Combat/training development study schedules

**Authority:** NC1-AU-77-174

**Privacy Act:** Not applicable.

**Description:** Information relating to the development, coordination, and approval of combat development studies. Included are recommendations for changes to studies relating to combat development objectives and materiel requirements contained in Catalog of Approved Requirements Documents (CARDS), recommendations for new studies, coordinating actions or study proposals, draft programs, and copies of published schedules.

**Disposition:**

- a. Office responsible for preparation of schedule: Destroy after 20 years.
  - b. Office recommending study project: Destroy after 5 years.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 71-3b

**Title:** Troop test schedules

**Authority:** NC1-AU-78-52

**Privacy Act:** Not applicable.

**Description:** Information relating to preparation of a schedule reflecting approved tests to evaluate organizational and operational concepts, doctrine, techniques, and procedures or to further test equipment for its impact on these areas. Included are troop test project requirement proposals, coordinating actions, copies of published troop test programs, and communications relating to them.

**Disposition:**

- a. Office responsible for final approval and office responsible for preparation and issue: Permanent.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 71-3c

**Title:** Operational tests

**Authority:** NC1-AU-77-23

**Privacy Act:** Not applicable.

**Description:** Information reflecting the planning, execution, reporting, and evaluation of operational tests, force development tests, and experimentation systems. Included are directives, test plans, reports, reference documents, test database records, evaluation reports, and related information.

**Disposition:**

- a. Office having Army-wide responsibility:
    - (1) Original documents converted to microform: Destroy after verification that the microforms meet prescribed quality standards and
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**Table B-31****File category 71: Force development—Continued**

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that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular set: Permanent. Retire along with the related indexes, lists, and finding media.

(b) Other microform copies: Destroy when no longer needed for current operations.

(3) Indexes, lists and other finding media: Permanent. Retire along with the appropriate microform sets.

b. Other offices: Destroy upon completion of final test report.

---

**FN:** 71-3d

**Title:** Test and experiment raw data

**Authority:** NC1-AU-81-17

**Privacy Act:** Not applicable.

**Description:** Raw data accumulated in conducting troop tests and field experiments and maintained and used by test directors to generate reduced data. Included are raw data in its collected form, such as data forms, questionnaires, magnetic tapes (including printouts of tapes), films, and similar media.

**Disposition:** Destroy after 1 year, or when no longer needed for research within the field of inquiry, whichever is later.

---

**FN:** 71-13a

**Title:** Materiel allowances

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting allowances of materiel required by and authorized for Army units to accomplish both war and peacetime missions. They are used in computing quantitative requirements for materiel and supplies. Included are authorization documents, such as CTAs, MTOEs, TDA and operational projects; communications pertaining to the authorization documents; and copies of strategic, contingency, operational, and other plans which provide a basis for computing quantitative requirements.

**Disposition:**

a. Offices responsible for final approval: Destroy 3 years after supersession or obsolescence of the basic allowance document.

b. Other offices: Destroy 1 year after supersession or obsolescence of the basic allowance document.

---

**FN:** 71-13b

**Title:** Equipment tables

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Tables or lists which govern the issue of equipment and supplies to units and organizations. Included are tables of organization, tables of equipment, and tables of allowances.

**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 71-13c

**Title:** Supply or equipment authorizations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorizations.

**Disposition:** Destroy when incorporated in a numbered publication or on rescission, whichever is first.

---

**FN:** 71-13d

**Title:** TOE manpower authorization criteria files

**Authority:** NC1-AU-78-35

**Privacy Act:** Not applicable.

**Description:** Information relating to developing, refining, recommending, and approving of TOE manpower authorization criteria (MACRIT). The approved MACRIT provides factors and formulas for computing the numbers of direct workers required to perform a specified TOE work activity effectively.

**Disposition:**

a. Office responsible for approving the MACRIT: Permanent. Cut off after 3 years or when cyclic revision is approved.

b. Office responsible for developing MACRIT: Destroy after 3 years or when cyclic revision is approved.

c. Other offices: Destroy after publication in AR 570-2.

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**FN:** 71-31a

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**Table B-31****File category 71: Force development—Continued**

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**Title:** Equipment tables (Rescinded; use FN 71-13b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 71-31b

**Title:** TOE manpower authorization criteria (Rescinded; use FN 71-13d.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 71-31c

**Title:** TOE development files

**Authority:** NC1-AU-77-117

**Privacy Act:** Not applicable.

**Description:** Information relating to initiation, development, review, approval, and printing of TOE. Included are advance plans, proposed drafts, coordination actions, recommendations for elimination or reduction of or additions to materiel and MOS requirements, changes, and related correspondence.

**Disposition:**

a. DA staff office responsible for approving TOE: Permanent.

b. Reviewing and preparing agencies: Destroy 3 years after printing of the related TOE.

c. Other offices: Destroy after 2 years.

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**B-28. File category 75: Explosives**

a. *Prescribing directives.*

(1) AR 75-1, Malfunctions Involving Ammunition and Explosives (RCS CSGLD-1961(MIN)).

(2) AR 75-15, Responsibilities and Procedures for Explosive Ordnance Disposal.

b. *Description.* These records concern responsibilities and procedures in connection with use, safety, and disposition of explosives, and explosive ordnance disposal (EOD) activities. See table B-32.

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**Table B-32****File category 75: Explosives**

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**FN:** 75

**Title:** General explosives correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility, program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature, and other information relating to explosives which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to explosives that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 75-1a

**Title:** Ammunition and explosives malfunction

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**Table B-32****File category 75: Explosives—Continued**

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**Authority:** N1-AU-87-15**Privacy Act:** Not applicable.**Description:** Information on the reporting of malfunctions of ammunition and explosives. Included are investigations, reports, forms, notifications of defects, suspension actions, and similar information.**Disposition:** Destroy after 6 years.**FN:** 75-15a**Title:** ordnance incident reports**Authority:** II-NNA-1039**Privacy Act:** Not applicable.**Description:** Reports on incident notification, requests for assistance, action taken concerning explosive ordnance that constitutes a potential hazard to operations, installations, personnel, or materiel, and assistance provided to civil authorities on disposal of nonmilitary commercial-type explosives, chemicals, or other dangerous articles. Included are reconnaissance reports, explosive ordnance incident reports, supporting documents, and related information.**Disposition:**

- a. EOD control detachments: Destroy 6 years after close of FY involved.
- b. Other offices: Destroy 2 years after close of FY involved.

**FN:** 75-15b**Title:** EOD activity reports**Authority:** NN-172-194**Privacy Act:** Not applicable.**Description:** Reports reflecting summaries of EOD activities and workload status used in planning, programing, and revising EOD activities. Included are activity reports and related information.**Disposition:**

- a. EOD staff offices: Destroy 6 years after close of FY involved.
- b. Other offices: Destroy 2 years after close of FY involved.

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**B-29. File category 95: Aviation***a. Prescribing directives.*

- (1) AR 95-1, Flight Regulations.
- (2) AR 95-2, Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigation Aids.
- (3) AR 95-3, General Provisions, Training, Standardization, and Resource Management.
- (4) AR 95-10, U.S Military Notices to Airmen (NOTAM) Systems.
- (5) AR 95-87, Aircraft Hurricane Evacuation.

*b. Description.* These records concern Army flight regulations and operations, military aircraft identification and security control, Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records, investigation of flight violations, flight information and navigational aids, airfields and heliports, techniques, procedures, and personal qualifications involved in flight training. See table B-33. Records pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series, records on aircraft accident reporting are in the 385series (table B-33). Rescinded file numbers in the 95 series are listed in table B-34.

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**Table B-33****File category 95: Aviation**

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**FN:** 95**Title:** General aviation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other

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**Table B-33****File category 95: Aviation—Continued**

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information relating to aviation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to aviation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 95-la**Title:** Individual flight records (IFR)**Authority:** NC1-AU-82-15**Privacy Act:** AO095-1TRADOC**Description:** Information providing a record of the experience of individuals piloting Army aircraft. Included are the individual flight records, aeronautical rating orders, flying status orders, suspension from flying status orders, qualification records, reports of annual physical examinations, and related records.**Disposition:** Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of the individual.**FN:** 95-1b**Title:** Flight examinations**Authority:** NN-166-204**Privacy Act:** AO095-1TRADOC**Description:** Information accumulated in connection with the annual examination of Army aviators. Included are applications for instrument cards, instrument examiner's flight examination records, annual written examination administrative records, and related information.**Disposition:** Destroy after 2 years.**FN:** 95-1c**Title:** Flying evaluation boards**Authority:** NN-166-204**Privacy Act:** AO095-1TRADOC**Description:** Information created by boards convened to evaluate professional qualifications of personnel recommended for designation as Army aviators or to evaluate personnel for flying deficiencies or other disqualifying conditions. Included are retained copies of board proceedings, checklists of proceedings, copies of appointment orders, and related information.**Disposition:** Destroy after 2 years.**FN:** 95-1d**Title:** Flight information**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.**Description:** Information relating to the monitoring, collecting, evaluating, editing, and disseminating of flight information to appropriate civilian and military agencies. Included are proposed instrument approach procedures, notices to airmen, reports of Army airfield flight information, notices or errors and changes in facilities and navigation aids, communications relating to flight information, copies of the published flight information, and related information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy material pertaining or resulting in a flight information publication 5 years after supersession or obsolescence of publication.
- b. Other offices and TOE units: Destroy after 2 years or on supersession or obsolescence.

**FN:** 95-1e**Title:** Aircraft operations**Authority:** NC1-AU-79-54**Privacy Act:** Not applicable.**Description:** Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs; schedules reflecting takeoff time, destination, passenger manifest, and

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**Table B-33****File category 95: Aviation—Continued**

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similar data; requests for, and cancellation of flights; and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 95-1f

**Title:** Installation flight rules

**Authority:** NC1-AU-78-108

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, review, issuance, and interpretation of local rules governing flight operation at each installation where Army aircraft are operated. Included are coordinating actions on proposed rules, copies of the published rules, communications relating to the rules, and related information.

**Disposition:**

- a. Offices responsible for preparation and issuance of the rules: Destroy 5 years after supersession or obsolescence of the rules.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 95-1g

**Title:** Aircraft clearances

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.

**Disposition:** Destroy after 6 months.

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**FN:** 95-1h

**Title:** Aircraft flight logs

**Authority:** NN-163-51

**Privacy Act:** Not applicable.

**Description:** Information used in the navigation of aircraft and reflecting air traffic control clearance instructions, navigational data required for proper navigation and position reporting, and comparable data. (Logs required to reconstruct flight for investigative purposes will become a part of the investigative file to which they pertain.)

**Disposition:** Destroy after 1 year.

---

**FN:** 95-1i

**Title:** Flight record summaries

**Authority:** NC-AU-75-4

**Privacy Act:** AO095-1TRADOC

**Description:** Information reflecting flying hours, aircraft qualifications, and biographical data of aviators, flight surgeons, and aviation medical officers of all components. Included are microfilm copies of individual flight records and flight certificates.

**Disposition:** Destroy in CFA after 20 years.

---

**FN:** 95-1j

**Title:** Flight plans

**Authority:** NN-173-63

**Privacy Act:** Not applicable.

**Description:** Information reflecting flight destination, aviator, time of departure, and other data concerning the flight. Included are military flight plan, local flight clearance, and operations log.

**Disposition:** Destroy after 3 months.

---

**FN:** 95-1k

**Title:** Aviation policies

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, review, approval, and issue of plans, programs, and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy, and copies of regulations and directives.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
  - b. Coordinating offices: Destroy after 2 years.
- 

**FN:** 95-1m

**Title:** Flight orders

**Authority:** NN-167-36

**Privacy Act:** AO095-1TRADOC

**Description:** Information authorizing individual flights of Army aircraft and crews outside the local flight area. Included are flight orders and related information.

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**Table B-33****File category 95: Aviation—Continued**

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**Disposition:** Destroy after 2 years.

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**FN:** 95-1n

**Title:** Individual Aircrew Training Folder (IATF)

**Authority:** N1-AU-86-53

**Privacy Act:** A0095-1TRADOC

**Description:** Training information established and maintained by the commander on individual aviation personnel assigned or attached to Army aviation units. Included are Aircrew Training Manual (ATM) base tasks and individual commander's task list for primary, alternate, and additional aircraft; maneuver grade and comment slips; standardization and instrument flight evaluations; no-notice flight evaluations; maintenance test pilot evaluations; aviation standardization committee designations; unit trainer, instructor pilot, standardization instructor pilot, maintenance test flight evaluator, and instrument flight examiner designations; and similar information.

**Disposition:** Place with individual flight records folder (IFRF) and forward with MPRJ upon retirement, discharge, resignation, assignment to USA control group, or death.

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**FN:** 95-2a

**Title:** Airfield traffic activity reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 6 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 95-2b

**Title:** Navigational aids installations

**Authority:** NN-172-104

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment, relocation, realignment, and discontinuance of radio navigational aids and the subsequent establishment of instrument approach procedures for Army airfields. Included are studies, coordinating actions, maps and charts, requests for technical assistance in determining the most effective locations for the navigational aids, reports on ground and flight checks, requests for instrument approach procedure services, approvals, related information, and pertinent data necessary for the establishment and publication of the procedure.

Note: Files maintained by the U.S. Army Flight Information Office are covered by FN 95-1d, Flight information.

**Disposition:** Offices below the Army staff: Destroy on removal of navigational aid.

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**FN:** 95-2c

**Title:** Aircraft operations

**Authority:** NC1-AU-79-54

**Privacy Act:** Not applicable.

**Description:** Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs, schedules reflecting takeoff time, destination, passenger manifest, and similar data, requests for and cancellation of flights, and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 95-2d

**Title:** Controller training and proficiency records

**Authority:** NN-163-51

**Privacy Act:** A0095-37TRADOC-ATC

**Description:** DA Form 3479-R (Individual Air Traffic Control Training and Proficiency Record).

**Disposition:** Transfer with MPRJ or civilian personnel folder, as applicable.

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**FN:** 95-2e

**Title:** Airspace utilization reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reporting data on activities conducted,

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**Table B-33****File category 95: Aviation—Continued**

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locations and boundaries of the conducted activities; time, days, weeks, and months of use; altitudes used; appropriate remarks; and similar data relating to the use of assigned restricted area, warning area, and controlled firing area airspace. Included are restricted area utilization reports, warning area and controlled firing area utilization reports, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 95-2f**Title:** Airspace use agreements**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Agreements and related information pertaining to joint use and shared use of airspace among Army activities and among Army and other activities.

**Disposition:** Destroy 2 years after revocation, rescission, or expiration of the agreement.

---

**FN:** 95-2g**Title:** Airfield traffic activity reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 6 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 95-2h**Title:** Aircraft clearances**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.

**Disposition:** Destroy after 6 months.

---

**FN:** 95-2i**Title:** Aids and procedures checks**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting the scheduled recurring flight checks of navigation aids by the Federal Aviation Administration and annual reviews of instrument approach procedures by Army commanders which do not result in the relocation or discontinuance of navigational aids, or in changes to instrument approach procedures. Included are reports of flight checks, reports of annual reviews, and related information.

**Disposition:** Destroy after 2 years.

---

**FN:** 95-2j**Title:** Rule-making airspace cases**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.

**Description:** Information relating to Army proposals for the assignment, alteration, or revocation of restricted area, control area extension, control zone, and prohibited area airspace which require rule-making action by the Federal Aviation Agency (FAA). Included are airspace proposals, coordinating actions, studies, maps, approvals, disapprovals, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 5 years after disapproval or publication as a rule.
  - b. Other offices: Destroy on disapproval as a rule.
- 

**FN:** 95-2k**Title:** Rule-making airspace comments**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.

**Description:** Information relating to evaluations and comments on rule-making proposals concerning the assignment, alteration, or revocation of airspace, if proposals originated with other agencies and if they might

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**Table B-33****File category 95: Aviation—Continued**

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conflict with Army airspace interests. Included are comments, maps and related technical justification data, and related information.

**Disposition:**

- a. Office responsible for submitting written data to the FAA: Destroy 5 years after disapproval or publication as a rule.
  - b. Other offices: Destroy on disapproval or publication as a rule.
- 

**FN:** 95-2l**Title:** Warning and controlled firing area files**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment of controlled firing areas in which ordnance firing or demolition is conducted under controlled conditions so as to eliminate hazards to aircraft, and the establishment of warning areas where operations are conducted which are not compatible with normal flight operations and constitute a hazard to nonparticipating aircraft. Included are warning area and controlled firing area airspace proposal files, coordinating actions, studies, maps, approvals, disapprovals, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 5 years after discontinuance of the firing area.
  - b. Other offices: Destroy on supersession or rescission.
- 

**FN:** 95-2m**Title:** Nonrule-making proposal comments**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information accumulated in reviewing and commenting on nonrule-making proposals submitted by other agencies in order to ensure that there is no conflict with Army airspace interests. Included are copies of the proposal, FAA circulars, Army comments on the proposal, maps and charts, and related information.

**Disposition:**

- a. Offices of intermediate commands and offices of Army airspace representatives: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 95-2n**Title:** Proposed construction notices**Authority:** NN-163-51**Privacy Act:** Not applicable.

**Description:** Information relating to the notification to the FAA of the proposed construction or alteration of any Army structure which might fall within the criteria of an obstruction to air navigation, but which is subsequently not considered an obstruction. Included are notices of proposed construction or alteration, maps, drawings, and related information.

**Disposition:**

- a. Installations constructing the structures: Destroy on removal of the structure.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 95-2o**Title:** Manmade obstruction evaluations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to proposed construction or alteration of Army structures considered to be obstructions to air navigation. Included are notices of proposed construction or alteration, studies, coordinating information, aeronautical evaluation reports, maps, drawings, approvals, disapprovals, and related information.

**Disposition:**

- a. Installations constructing the structures: Destroy 1 year after removal or disapproval of the structure.
  - b. Other offices: Destroy 2 years after disapproval or publication in appropriate flight instructions.
- 

**FN:** 95-2p**Title:** Flight regulation violations**Authority:** NN-166-204**Privacy Act:** AO095-1TRADOC; AO027-10bDAJA; AO027-20aDAJA; AO385-10/40ASO

**Description:** Information accumulated in reporting and investigating major violations of flight regulations. Included are reports of alleged violations, interim information on the violation, final reports of

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**Table B-33****File category 95: Aviation—Continued**

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investigations, and related information.

Note: Reports of investigation of flying violations that result in courts-martial, claims against the Government, or which become part of an aircraft accident report, will have the same disposition as the court-martial files, claim files, or accident report files.

**Disposition:** Destroy 1 year after case is closed.

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**FN:** 95-2r

**Title:** Manmade obstructions comments

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to evaluation or comment on the proposed construction or alteration of structures of other agencies which may be a hazard to air navigation in the vicinity of an Army installation. Included are aeronautical evaluation reports, comments, maps, drawings, and related information.

**Disposition:** Destroy on disapproval of the structure or after 2 years, whichever is first.

---

**FN:** 95-2s

**Title:** Airspace use agreements

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Agreements and related information pertaining to joint use and shared use of airspace among Army activities and among Army and other activities.

**Disposition:** Destroy 2 years after revocation, rescission, or expiration of the agreement.

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**FN:** 95-3a

**Title:** Flight regulation violations

**Authority:** NN-166-204

**Privacy Act:** AO095-1TRADOC; AO027-10bDAJA; AO027-20aDAJA;AO385-10/40ASO

**Description:** Information accumulated in reporting and investigating major violations of flight regulations. Included are reports of alleged violations, interim information on the violation, final reports of investigations, and related information. (Reports of investigation of flying violations that result in courts-martial, claims against the Government, or which become part of an aircraft accident report will have the same disposition as those records.)

**Disposition:** Destroy 1 year after case is closed.

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**FN:** 95-3b

**Title:** Flight safety messages

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information related to informing aviation activities of aircraft accidents and their causes in order to prevent recurrence. Included are telegraphic messages and related information.

**Disposition:** Destroy after 1 year.

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**FN:** 95-10a

**Title:** Notice to airmen

**Authority:** NN-163-51

**Privacy Act:** Not applicable.

**Description:** Information containing essential data (except meteorological)concerning the establishment, condition, or change in any aeronautical facility, service procedure, or hazard, for personnel concerned with flight operations. Included are airfield flight information reports, reports by aviators of errors or changes in facilities or navigation aid listings in flight information publications, notices to airmen (NOTAM), and related information.

**Disposition:** Airfields: Destroy on supersession, rescission, or obsolescence.

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**FN:** 95-21a

**Title:** Aviation policies

**Authority:** NC1-AU-77-110

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, review, approval and issue of plans, programs and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy and copies of regulations and directives.

**Disposition:**

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**Table B-33****File category 95: Aviation—Continued**

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a. Office having Army-wide responsibility: Permanent.

b. Coordinating offices: Destroy after 2 years.

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**FN:** 95-87a

**Title:** Hurricane evacuations

**Authority:** NN-163-51

**Privacy Act:** Not applicable.

**Description:** Information containing detailed evacuation plans for assigned or attached aircraft, information indicating requirements for hurricane refuge bases, and information providing data on facilities available to support evacuated aircraft. Included are hurricane evacuation plans, evacuation information, refuge facility information forms, and related information.

**Disposition:** Destroy on supersession or obsolescence.

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**FN:** 95-225a

**Title:** Aids and procedures checks

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting the scheduled recurring flight checks of navigation aids by the Federal Aviation Administration and annual reviews of instrument approach procedures by Army commanders which do not result in the relocation or discontinuance of navigational aids, or in changes to instrument approach procedures. Included are reports of flight checks, reports of annual reviews, and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 95-226b

**Title:** Proposed construction notices

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the notification to the FAA of the proposed construction or alteration of any Army structure which might fall within the criteria of an obstruction to air navigation, but which is subsequently not considered an obstruction. Included are notices of proposed construction or alteration, maps, drawings, and related information.

**Disposition:**

a. Installations constructing the structures: Destroy on removal of the structure.

b. Other offices: Destroy after 2 years.

---

**FN:** 95-226c

**Title:** Manmade obstruction evaluations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to proposed construction or alternation of Army structures considered to be obstructions to air navigation. Included are notices of proposed construction or alteration, studies, coordinating information, aeronautical evaluation reports, maps, drawings, approvals, disapprovals, and related information.

**Disposition:**

a. Installations constructing the structures: Destroy 1 year after removal or disapproval of the structure.

b. Other offices: Destroy 2 years after disapproval or publication in appropriate flight instructions.

---

**FN:** 95-226d

**Title:** Manmade obstruction comments

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to evaluation or comment on the proposed construction or alteration of structures of other agencies which may be a hazard to air navigation in the vicinity of an Army installation. Included are aeronautical evaluation reports, comments, maps, drawings, and related information.

**Disposition:** Destroy on disapproval of the structure or after 2 years, whichever is first.

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<b>Table B-34</b>
<b>File category 95: Aviation—rescinded FNs</b>
<b>FN:</b> 95-2q <b>Title:</b> Airspace utilization reports <b>Use:</b> FN 95-2e
<b>FN:</b> 95-9a <b>Title:</b> Airfield traffic activity reports <b>Use:</b> FN 95-2a
<b>FN:</b> 95-9b <b>Title:</b> Navigational aids installations <b>Use:</b> FN 95-2b
<b>FN:</b> 95-10b <b>Title:</b> Flight information <b>Use:</b> FN 95-1d
<b>FN:</b> 95-12a <b>Title:</b> Flight regulation violations <b>Use:</b> FN 95-3a
<b>FN:</b> 95-14a <b>Title:</b> Flight information <b>Use:</b> FN 95-1d
<b>FN:</b> 95-15a <b>Title:</b> Aircraft operations <b>Use:</b> FN 95-2c
<b>FN:</b> 95-18a <b>Title:</b> Flight safety messages <b>Use:</b> FN 95-3b
<b>FN:</b> 95-33a <b>Title:</b> Army aircraft inventory, status, and flying time reports <b>Use:</b> FN 700-138a
<b>FN:</b> 95-37a <b>Title:</b> Controller training and proficiency records <b>Use:</b> FN 95-2d
<b>FN:</b> 95-37b <b>Title:</b> Airspace utilization reports <b>Use:</b> FN 95-2e
<b>FN:</b> 95-37c <b>Title:</b> Airspace use agreements <b>Use:</b> FN 95-2f
<b>FN:</b> 95-37d <b>Title:</b> Airfield traffic activity reports <b>Use:</b> FN 95-2g
<b>FN:</b> 95-37e <b>Title:</b> Aircraft clearances <b>Use:</b> FN 95-2h
<b>FN:</b> 95-50a <b>Title:</b> Aids and procedures checks <b>Use:</b> FN 95-2i
<b>FN:</b> 95-50b <b>Title:</b> Rule-making airspace cases <b>Use:</b> FN 95-2j
<b>FN:</b> 95-50c <b>Title:</b> Rule-making airspace comments <b>Use:</b> FN 95-2k
<b>FN:</b> 95-50d <b>Title:</b> Warning and controlled firing area files <b>Use:</b> FN 95-2l
<b>FN:</b> 95-50e <b>Title:</b> Nonrule-making proposal comments <b>Use:</b> FN 95-2m
<b>FN:</b> 95-50f <b>Title:</b> Proposed construction notices <b>Use:</b> FN 95-2n
<b>FN:</b> 95-50g

<b>Table B-34</b>
<b>File category 95: Aviation—rescinded FNs—Continued</b>
<b>Title:</b> Manmade obstruction evaluations <b>Use:</b> FN 95-2o
<b>FN:</b> 95-50h <b>Title:</b> Flight regulation violations <b>Use:</b> FN 95-2p
<b>FN:</b> 95-50i <b>Title:</b> Airspace utilization reports <b>Use:</b> FN 95-2q
<b>FN:</b> 95-50j <b>Title:</b> Manmade obstructions comments <b>Use:</b> FN 95-2r
<b>FN:</b> 95-50k <b>Title:</b> Airspace use agreements <b>Use:</b> FN 95-2s
<b>FN:</b> 95-225b <b>Title:</b> Navigational aids installations <b>Use:</b> FN 95-2b
<b>FN:</b> 95-226a <b>Title:</b> Navigational aids installations <b>Use:</b> FN 95-2b
<b>FN:</b> 95-228a <b>Title:</b> Navigational aids installations <b>Use:</b> FN 95-29b

### **B-30. File category 105: Communications-electronics**

#### *a. Prescribing directives.*

(1) AR 105-3, Reporting Beaconing, Intrusion, Jamming, and Interference of Electromagnetic Systems.

(2) AR 105-6, Standardized Telecommunications Program.

(3) AR 105-24, Radio Frequency and Call Sign Assignments for U.S. Army Communications-Electronics Activities.

(4) AR 105-64, U.S. Army Communications Electronics Operation Instructions Program.

*b. Description.* These records concern policy, direction, planning, testing, and operation of communications and electronics systems, such as radio, telephone, teletypewriter, and radar. Current file numbers in category 105 are listed in table B-35. Rescinded file numbers in category 105 are listed in table B-36.

<b>Table B-35</b>
<b>File category 105: Communications-electronics</b>

<b>FN:</b> 105
<b>Title:</b> General communications-electronics correspondence files
<b>Authority:</b> NN-167-31 and NN-165-192
<b>Privacy Act:</b> Not applicable.
<b>Description:</b>
a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to communications-electronics which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)
b. NONACTION: Matters relating to communications-electronics that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

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**Table B-35**  
**File category 105: Communications-electronics—Continued**

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**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 105-1b

**Title:** Fixed communications directory reports

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information reflecting data on circuits and limited generally to fixed communications facilities. Included are reports and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.
- 

**FN:** 105-3a

**Title:** Communication representations

**Authority:** NC1-AU-78-113

**Privacy Act:** Not applicable.

**Description:** Information related to deciding needs for training facilities. Included are requirements for acquiring, activating, retaining, use, expansion, consolidating, deactivating, and disposition. Also included are studies, justification, maps, and similar or related information.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy after 5 years.
- 

**FN:** 105-3b

**Title:** Interference reductions

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information relating to the test of, and furnishing advice on, techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electronic equipment. Included are test reports, copies of drawings, summaries of interference reduction systems, reports of interference caused by existing items, and related information.

**Disposition:**

- a. Office having Army-wide responsibility and performing testing activities: Destroy after 10 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 105-3c

**Title:** Electronic equipment environmental files

**Authority:** NC1-AU-80-31

**Privacy Act:** Not applicable.

**Description:** Information reflecting data collected for use in connection with the Electromagnetic Compatibility Program, the object of which is to ensure that military electronic systems will not suffer degradation due to the effects of mutual interference. Included are summaries containing environmental data, letter reports of changes to operational environments due to modification, removal, or replacement of the equipment, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.
- 

**FN:** 105-6a

**Title:** Cable and wire forecast reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports containing forecasts of cable, wire, and related installation material requirements for locally approved nontactical telecommunications projects.

**Disposition:** Destroy after 5 years.

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**FN:** 105-6b

**Title:** Fixed communications directory reports

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information reflecting data on circuits and limited generally

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**Table B-35**  
**File category 105: Communications-electronics—Continued**

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to fixed communications facilities. Included are reports and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.
- 

**FN:** 105-24a

**Title:** Radio frequencies

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information relating to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 10 years after revocation of authorization.
  - b. Other offices and TOE units:
    - (1) Correspondence relating to concurrence of the Federal Communications Commission: Destroy after 1 year.
    - (2) Other information: Destroy when no longer needed for current operations or on supersession, cancellation, or discontinuance of the assignment or use.
- 

**FN:** 105-24b

**Title:** Radio efficiency reports

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Reports reflecting the efficiency of communications systems, and containing such data as time lost as a result of poor propagation conditions, equipment adjustment operations, errors, scheduled maintenance of equipment, summary of frequencies used, appropriate remarks, and similar information. Included are radio circuit efficiency reports, circuit operational summaries, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices and TOE units: Destroy after 6 months.
- 

**FN:** 105-24c

**Title:** Signal operation instructions

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information pertaining to data on codes, radio frequency assignments, call signs, lists of holders of code systems, and similar information.

**Disposition:** Destroy on supersession or discontinuance of unit, whichever occurs first.

---

**FN:** 105-24d

**Title:** Radio facilities status reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting data on radio circuits and limited generally to operating radio facilities from fixed installations on full-time, part-time, or standby basis, and which rely on radio as the sole electrical means of entrance to the network.

**Disposition:** Destroy 6 months after completion or receipt of the next report or on discontinuance of the facility, whichever is first.

---

**FN:** 105-31a

**Title:** Service speed sample analysis reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting data on message transit time from the time of filing at designated originating communications centers to the time of availability for delivery at designated terminating communications centers. Included are reports and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 1 year.
  - b. Other offices: Destroy after 6 months.
- 

**FN:** 105-31b

**Title:** Relay in-station performance sample analysis reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting data on speed of message handling

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**Table B-35****File category 105: Communications-electronics—Continued**

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in the relay station and the multiple-call processing unit. Included are reports and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 1 year.
  - b. Other offices: Destroy after 6 months.
- 

**FN:** 105-31c**Title:** Terminal in-station performance sample analysis reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting data on speed of handling of originated and terminated messages by cryptographic and terminal processing stations utilizing fixed communications facilities. Included are reports and related information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 1 year.
  - b. Other offices: Destroy after 6 months.
- 

**FN:** 105-31d**Title:** Army transport message abstracts**Authority:** NC-AU-75-3**Privacy Act:** Not applicable.**Description:** Abstracts of commercial messages received and transmitted by a transport radio station.**Disposition:** Destroy after 10 years.**FN:** 105-31e**Title:** Transmitted message tapes**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Tapes used in the transmission of telegraphic messages.**Disposition:** Telecommunications centers: Withdraw and destroy daily. However, adequate records identifying each transmission will be maintained for 30 days.**FN:** 105-31f**Title:** Monitor reel tapes**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Tapes providing a temporary record of transmissions to accomplish tracer actions and make transmissions.**Disposition:** Telecommunications centers: Withdraw and destroy after 30 days.**FN:** 105-31g**Title:** Service messages**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Copies of incoming and outgoing service messages relating to traffic handling or operational irregularities. Service messages correcting transmissions are filed with the related message (FN 105-17b).**Disposition:** Withdraw and destroy after 30 days.**FN:** 105-31h**Title:** Multiple address and book message processing files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the processing of multiple address and book messages.**Disposition:** Withdraw and destroy after 30 days.**FN:** 105-64a**Title:** Standing signal instructions**Authority:** NC1-AU-78-86**Privacy Act:** Not applicable.**Description:** Combat orders containing instructions on the use of signal operation instructions.**Disposition:**

- a. Issuing offices: Destroy 10 years after order is rescinded or superseded.
  - b. Other offices: Destroy on supersession or on discontinuance of the accumulating activity, whichever occurs first.
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**Table B-36****File category 105: Communications—electronics—rescinded FNs**

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**FN:** 105-1a**Title:** Office message references**Use:** FN 1nn**FN:** 105-17a**Title:** Telecommunications center operations**Use:** FN 25-1j**FN:** 105-17b**Title:** Telecommunications center messages**Use:** FN 25-1k**FN:** 105-17c**Title:** Telecommunication reporting exceptions**Use:** FN 25-1m**FN:** 105-17d**Title:** Frequency usage reports**Use:** FN 25-1n**FN:** 105-17e**Title:** Army transport radio logbooks**Use:** FN 25-1p**FN:** 105-17f**Title:** Operator's number sheets**Use:** FN 25-1q**FN:** 105-23a**Title:** Circuit usage reports**Use:** FN 25-1r**FN:** 105-23b**Title:** Telephone traffic data reports**Use:** FN 25-1s**FN:** 105-23c**Title:** Telephone circuit usage reports**Use:** FN 25-1t**FN:** 105-23d**Title:** Telephone toll tickets**Use:** FN 25-1u**FN:** 105-23e**Title:** Telephone toll call reports**Use:** FN 25-1v.)**FN:** 105-23f**Title:** Telephone service sales contacts**Use:** FN 25-1w**FN:** 105-23g**Title:** Communications accounts**Use:** FN 25-1x**FN:** 105-75a**Title:** MARS equipment issues**Use:** FN 25-6a**FN:** 105-75b**Title:** MARS frequency interference reports**Use:** FN 25-6b**FN:** 105-75c**Title:** MARS emergency station designations**Use:** FN 25-6c**FN:** 105-75d**Title:** MARS operation authorizations**Use:** FN 25-6d**FN:** 105-75e**Title:** MARS member files**Use:** FN 25-6e**FN:** 105-75f**Title:** MARS messages**Use:** FN 25-6f**FN:** 105-75g

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**Table B-36**  
**File category 105: Communications—electronics—rescinded FNs—Continued**

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**Title:** MARS station logs  
**Use:** FN 25-6g

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**B-31. File category 108: Audiovisual services**

*a. Prescribing directives.* None.

*b. Description.* None. Category 108 is rescinded. Files will be established as shown in table B-37.

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**Table B-37**  
**File category 108: Audiovisual services—rescinded FNs**

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**FN:** 108-2a  
**Title:** Audiovisual management reports  
**Use:** FN 25-1y

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**FN:** 108-2b  
**Title:** Audiovisual products  
**Use:** 25-1z

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**FN:** 108-2c  
**Title:** Training and audiovisual product controls  
**Use:** 25-1aa

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**FN:** 108-2d  
**Title:** Audiovisual facility establishment  
**Use:** 25-1bb

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**FN:** 108-2e  
**Title:** Training and audiovisual programs  
**Use:** 25-1cc

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**FN:** 108-2f  
**Title:** Local training devices and graphic aids  
**Use:** 25-1dd

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**FN:** 108-2g  
**Title:** Local training devices and graphic aid work orders  
**Use:** 25-1ee

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**FN:** 108-2h  
**Title:** Audiovisual technical assistance  
**Use:** 25-1ff

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**FN:** 108-2i  
**Title:** Audiovisual equipment  
**Use:** 25-1gg

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**FN:** 108-2j  
**Title:** Booking files  
**Use:** 25-1hh

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**FN:** 108-2k  
**Title:** Audiovisual product inventory and utilization  
**Use:** 25-1jj

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**FN:** 108-2n  
**Title:** Audiovisual project cases  
**Use:** 25-1kk

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**FN:** 108-2p  
**Title:** Still picture files  
**Use:** 25-1mm

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**FN:** 108-2q  
**Title:** Motion picture files (major)  
**Use:** 25-1nn

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**FN:** 108-2r  
**Title:** Film newsletters  
**Use:** 25-1pp

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**FN:** 108-2s  
**Title:** Video recordings  
**Use:** 25-1qq

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**FN:** 108-2t

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**Table B-37**  
**File category 108: Audiovisual services—rescinded FNs—Continued**

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**Title:** Sound recordings produced in-house or by contract  
**Use:** 25-1rr

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**FN:** 108-2u  
**Title:** Commercial TV program cases  
**Use:** 25-1ss

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**FN:** 108-2v  
**Title:** Motion picture files (minor)  
**Use:** 25-1tt

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**FN:** 108-2w  
**Title:** Projectionist license controls  
**Use:** 25-1uu

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**FN:** 108-2x  
**Title:** Photographer identifications  
**Use:** 25-1vv

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**FN:** 108-2y  
**Title:** Negative register books  
**Use:** 25-1ww

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**FN:** 108-2z  
**Title:** Photographic captions  
**Use:** 25-1xx

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**FN:** 108-2aa  
**Title:** Sound recording background files  
**Use:** 25-1yy

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**FN:** 108-2bb  
**Title:** Motion picture and television clearances  
**Use:** 25-1zz

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**FN:** 108-2cc  
**Title:** DA and U.S. Army Recruiting Command graphic aid files  
**Use:** 25-1aaa

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**FN:** 108-2dd  
**Title:** Radio and television equipment service controls  
**Use:** 25-1bbb

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**B-32. File category 115: Climatic, hydrological, and topographic services**

*a. Prescribing directives.*

(1) AR 115-10, Meteorological Support for the U.S. Army (AFR 105-3).

(2) AR 115-11, Army Topography.

*b. Description.* These records concern Army requirements for weather service information such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service covering hydrological matters and production, procurement, and distribution of maps, geodesy, and related materials, as well as other topographic and geodetic data. See table B-38.

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**Table B-38**  
**File category 115: Climatic, hydrological, and topographic services**

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**FN:** 115  
**Title:** General climatic, hydrological, and topographic services correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

transactions of a general, routine, and administrative nature; and other information relating to climatic, hydrological, and topographic services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to climatic, hydrological, and topographic services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 115-10a**Title:** Surface meteorological observations**Authority:** NC1-AU-81-58**Privacy Act:** Not applicable.

**Description:** Information related to the observation and recording of surface meteorological conditions, such as cloud formation, visibility, temperature, humidity, barometric pressure, wind speed and direction, precipitation, dew point, sunrise and sunset, and associated phenomena as observed from the surface. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and similar information.

**Disposition:**

a. Artillery meteorology: Destroy DA Forms 3583 and DA Forms 3677 after 3 years, destroy other records after 3 months.

b. RDTE meteorology: Destroy original recorder charts, meteorological worksheets, and other unprocessed data records after 3 months.

c. RDTE meteorological data reports and summaries: Destroy in CFA after 20 years.

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**FN:** 115-10b**Title:** Upper air meteorological observations**Authority:** NC1-AU-81-58**Privacy Act:** Not applicable.

**Description:** Information relating to the observation and recording of upper air meteorological conditions, such as temperature, relative humidity, atmospheric pressure, and wind speed and direction. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and similar information.

**Disposition:**

a. Artillery meteorology: Destroy DA Forms 3583 and DA Forms 3677 after 3 years. Destroy other records after 3 months.

b. RDTE meteorology: Destroy original recorder charts, meteorological worksheets, and other unprocessed data records after 3 months.

c. RDTE meteorological data reports and summaries: Destroy in CFA after 20 years.

---

**FN:** 115-10c**Title:** Meteorological procedures**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Data accumulated by meteorological teams and supporting activities which are used to provide technical information and instructions on new or improved techniques, procedures, and methods for observing, gathering, recording, and reporting meteorological data. Included are copies of published procedures background data, coordination documents, and similar information.

**Disposition:**

a. Office responsible for issue: Destroy 2 years after supersession or obsolescence.

b. Other offices: Destroy when superseded or obsolete.

---

**FN:** 115-10d**Title:** Weather maps**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information used in preparing forecasts and outlooks. Included are locally prepared weather maps including forecasts and outlooks and weather maps with related information received from

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

national facsimile and teletype networks that depict movement of weather systems and conditions.

**Disposition:** Destroy after 1 year or on discontinuance of the office or team, whichever comes first.

---

**FN:** 115-10e**Title:** Meteorological equipment utilization files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information providing the number of meteorological sites in operation, the functioning and use of team equipment, and documents which serve as basis for determining operational spare and expendable requirements. Included are site utilization reports, equipment inventory reports, calibration records, and similar information.

**Disposition:**

a. Site utilization reports: Destroy 1 year after discontinuance of the site.

b. Other information: Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 115-10f**Title:** Meteorological operation and equipment subsidiary files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting discrepancies in, and validity of, technical operation and the status of meteorological equipment. Included are reports of procedural discrepancies, communications about technical procedures, equipment outage logs, malfunction reports, reports of breakdowns, and similar information.

**Disposition:** Destroy after 1 year or on discontinuance of the team, whichever comes first.

---

**FN:** 115-10g**Title:** Meteorological support files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to meteorological services provided by teams or units to research, development, planning, test, and other activities. Included are requests for support, communications concerning the support, and similar information.

**Disposition:** Destroy 1 year after all of the support called for has been provided or on discontinuance of the team.

---

**FN:** 115-11a**Title:** Military mapping and geodetic program**Authority:** NC1-AU-85-35**Privacy Act:** Not applicable.

**Description:** Information created in the establishment and maintenance of comprehensive programs for military mapping and geodesy. Included are operating directives, operating program information, change orders to operating program directives, and related information.

**Disposition:**

a. Office responsible for establishment of the program: Permanent. PIF on completion of program and cut off at the end of that year.

b. Other offices: Destroy on supersession or obsolescence.

---

**FN:** 115-11b**Title:** Mapping agreements**Authority:** NC1-AU-85-36**Privacy Act:** Not applicable.

**Description:** Information on agreements and arrangements with other U.S. agencies and foreign governments concerning worldwide mapping and geodesy. Included are International Cooperative Mapping Agreements, International Mapping Standardization Agreements, Map Exchange Agreements, and specific operational arrangements within the framework of ratified agreements.

**Disposition:**

a. Office responsible for consummation of agreement: Permanent. PIF on termination and cut off at the end of that year.

b. Other offices: Destroy on supersession or obsolescence.

---

**FN:** 115-11c**Title:** Mapping and geodetic studies**Authority:** NC1-AU-85-37**Privacy Act:** Not applicable.

**Description:** Technical studies prepared to furnish background

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

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information or solve problems in mapping and geodetic activities. Included are digests of facts on cartographic or geodetic matters, studies of technical, procedural, and production problems, compendiums of intelligence information in the field of cartography and geodesy.

**Disposition:**

- a. Office responsible for preparation: Permanent. PIF on completion of study and cut off at the end of that year.
  - b. Other offices: Destroy on supersession or obsolescence.
- 

**FN:** 115-11d**Title:** Mapping and program priorities**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the establishment of priorities for mapping programs and projects. This also includes periodic changes or revisions.**Disposition:** Destroy after 5 years.

---

**FN:** 115-11e**Title:** Mapping indices**Authority:** NC1-AU-86-27**Privacy Act:** Not applicable.**Description:** Various types of base maps and charts kept as guides in planning. They are annotated to show the extent or order of surveying, charting, and mapping operations.**Disposition:** Destroy 1 year after supersession.

---

**FN:** 115-11f**Title:** Investigative projects**Authority:** NC1-AU-78-20**Privacy Act:** Not applicable.**Description:** Case files showing all phases of an investigative project about the needs of users of cartographic and geodetic products.**Disposition:** Destroy on supersession or obsolescence.

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**FN:** 115-11g**Title:** Questionnaire surveys**Authority:** NC1-AU-85-38**Privacy Act:** Not applicable.**Description:** Individual and summary questionnaires on survey to determine user requirements and to evaluate experimental products designed to satisfy previously determined requirements.**Disposition:** Destroy when obsolete.

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**FN:** 115-11h**Title:** Mapping and geodetic reports**Authority:** NN-170-20**Privacy Act:** Not applicable.**Description:** Information gathered in reporting mapping and geodetic evaluations and findings. Included are feeder, consolidated, and special reports and related information.**Disposition:** Destroy after 1 year.

---

**FN:** 115-11i**Title:** Mapping and geodetic collection guidance and support files**Authority:** NC1-AU-86-39**Privacy Act:** Not applicable.**Description:** Information created or acquired to ensure the availability of current source materials for existing and foreseen mapping, intelligence, and geodetic programs of DOD, DA, and other authorized agencies. Included are source material availability, request, requirement, case requirements, attache' materials, evaluation and analysis of source material, and related information.**Disposition:**

- a. Office of record: Destroy after 5 years.
  - b. Other offices: Destroy when superseded or obsolete.
- 

**FN:** 115-11j**Title:** Mapping and geodetic conferences**Authority:** NC1-AU-85-40**Privacy Act:** Not applicable.**Description:** Information created by conferences having international or domestic interagency membership which concern the cartographic and geodetic activities of member organizations. Included are conference reports, information about operational relationships and areas of

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

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responsibility, standardization of mapping procedures, and decisions on cartographic and geodetic matters.

**Disposition:**

- a. Offices having Army-wide responsibility: Permanent.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**FN:** 115-11k**Title:** Joint specifications**Authority:** NC1-AU-85-41**Privacy Act:** Not applicable.**Description:** Standard basic specifications for the preparation of common map compilations.**Disposition:**

- a. Office responsible for coordination and issue: Permanent. PIF on publication and cut off at the end of that year.
  - b. Other offices: Destroy on supersession or obsolescence.
- 

**FN:** 115-11m**Title:** Map accuracy files**Authority:** N1-AU-86-29**Privacy Act:** Not applicable.**Description:** Information which defines and specifies the exactitude of placement of data on a map, degree of exaggeration allowed in symbolization, accuracy of horizontal and vertical control, allowable error in sheet edges for matching, accuracy of geodetic positioning of map sheets in consonance with databases, accuracy of source materials from which maps will be compiled. Included are graphic presentations, correspondence, and related information.**Disposition:** Permanent.

---

**FN:** 115-11n**Title:** Marginal data**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the content and standardization of marginal data on maps, and implementation of the accepted specifications concerning this part of the map. Included are graphic presentations, correspondence, and related information.**Disposition:** Permanent.

---

**FN:** 115-11p**Title:** Map formats**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the determination and standardization of map format. Included are style sheets, pilot sheets, and related items.**Disposition:** Permanent.

---

**FN:** 115-11q**Title:** Map identification files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information created in the determination, standardization, and application of systems for numbering map series, map sheets, and edition coordination. Included are statistical cards and correspondence.**Disposition:** Permanent. Cut off on supersession or obsolescence.

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**FN:** 115-11r**Title:** Topographic symbols**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information which prescribes and standardizes the conformation, size, methods of presentation, and use of symbols to depict natural and artificial features on the earth's surface. Included are graphic presentations, correspondence, and related information.**Disposition:** Permanent. Cut off on supersession or obsolescence.

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**FN:** 115-11s**Title:** Mapping contract specifications**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Specifications which define and control work to be done by contractors in the production of military maps. These specifications may pertain to any phase of map production.**Disposition:** Permanent.

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

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**FN:** 115-11t**Title:** Map corrections**Authority:** NC1-AU-86-32**Privacy Act:** Not applicable.**Description:** Information reporting errors or omissions noted on military maps.**Disposition:** Destroy 1 year after publication of resultant map.

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**FN:** 115-11u**Title:** Work assignments**Authority:** NC1-AU-86-33**Privacy Act:** Not applicable.**Description:** Assignment of topographic projects including assignments to units under operational control.**Disposition:** Destroy 1 year after completion of assignment.

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**FN:** 115-11v**Title:** Production and reproduction controls**Authority:** NC1-AU-86-34**Privacy Act:** Not applicable.**Description:** Information which controls and shows the progress of cartographic and geodetic projects. Included are priorities and schedules, manuscript check, quality inspections, progress reports, memorandums, and related information.**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

---

**FN:** 115-11w**Title:** Cartographic references**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information showing current information necessary for map compilation. This includes—

a. Material which has repetitive or multiple application.

b. Published or processed maps or other publications usually kept in library type activities.

c. Copies of map overlays, errata lists, and similar items which are kept in operation elements on a continuing basis.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for current operations.

---

**FN:** 115-11x**Title:** Mapping regional files**Authority:** NC1-AU-77-158**Privacy Act:** Not applicable.**Description:** Geographic information, kept as an area research data bank, covering cultural and physical aspects of a country or regional area to support DOD map programs. Included are area information on boundaries sovereignty, cities, towns, communications, and culture features (industries, public works, landmarks, military data), drainage and water resources, railroads, roads, highways, terrain features, vegetation and woodland, weather, and climate, parklands, forests, and search requirements (gaps in information and sources to be exploited), and other related information.**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 115-11y**Title:** Field recovery notes**Authority:** NC1-AU-86-48**Privacy Act:** Not applicable.**Description:** Notes made in the field about control stations visited or used. These notes give the condition, adequacy of, and the description of the station.**Disposition:** Permanent.

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**FN:** 115-11z**Title:** Geodetic computation controls**Authority:** NC1-AU-86-38**Privacy Act:** Not applicable.**Description:** Machine-punched cards, magnetic tapes, or other media into which are inserted geodetic data.**Disposition:** Destroy on supersession or obsolescence of individual item.

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

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**FN:** 115-11aa**Title:** Preliminary geodetic computations**Authority:** NC1-AU-86-39**Privacy Act:** Not applicable.**Description:** Preliminary computations made before final computations, adjustment of triangulation, and traverse and leveling.**Disposition:** Destroy on completion of all final computations for a particular project.

---

**FN:** 115-11bb**Title:** Geographic position and universal transverse mercator coordinates**Authority:** NC1-AU-85-42**Privacy Act:** Not applicable.**Description:** Listings of the geographic position, Universal Transverse Mercator (UTM) coordinates, station names, and agency code numbers for all available horizontal control stations within geographic areas.

Tabulations are arranged by country and quadrangle areas. They give UTM coordinates and an index to the control set up by the surveying organizations of each country.

**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy 1 year after supersession.

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**FN:** 115-11cc**Title:** Geodetic references**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information consisting of material which has repetitive or multiple application. Included are published processed reports, studies, and other information containing geodetic data usually kept in library type activities, maintenance copies of map overlays, indexes, list errata, and similar items kept in operating elements on a continuing basis.**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 115-11dd**Title:** Intermediate manuscripts**Authority:** NC1-AU-86-41**Privacy Act:** Not applicable.**Description:** Manuscripts created by map compilation or stereocompilation methods wherein information from aerial photography, maps, or information are combined to become the original drawing of a new map. Included are manually prepared overlays, photographic negatives, proof copies, hand pulls, and similar media created in the preparation of final reproduction manuscript negatives.**Disposition:** Destroy on preparation and acceptance of final reproduction manuscript negative.

---

**FN:** 115-11ee**Title:** Final reproduction manuscript negatives**Authority:** NC1-AU-86-42**Privacy Act:** Not applicable.**Description:** Photographic negatives from which lithographic press plates are made for the printing of completed maps. Production molds are cast from negative molds of three-dimensional terrain models for the forming of three-dimensional relief maps.**Disposition:** Destroy on supersession or cancellation.

---

**FN:** 115-11ff**Title:** Diapositive files**Authority:** NC1-AU-86-43**Privacy Act:** Not applicable.**Description:** Positive photographic prints on a transparent medium, usually glass, prepared from aerial film. They are used in plotting instruments or projectors in preparing a map or stereophotogrammetric drawing.**Disposition:** Destroy on publication of the map unless needed for use in large-scale mapping of the same area.

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**FN:** 115-11gg**Title:** Reproduction manuscript controls**Authority:** NC1-AU-86-47**Privacy Act:** Not applicable.**Description:** Information about the procurement, use, transfer, and loan of reproduction manuscript material.

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

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**Disposition:** Destroy after 5 years.

**FN:** 115-11hh

**Title:** Reproduction manuscript cancellations

**Authority:** NC1-AU-86-50

**Privacy Act:** Not applicable.

**Description:** Information which officially cancels reproduction manuscript material. It forms the basis for destruction of such material.

**Disposition:**

a. Office of record: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

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**FN:** 115-11ii

**Title:** Map distribution policies

**Authority:** NN-170-20

**Privacy Act:** Not applicable.

**Description:** Information specifying the conditions and authority for release and issue of maps and related publications. Included are authority for automatic distribution, specific release authority for issuing maps and publications to certain persons and organizations from distribution stocks, and general release authority specifying conditions under which maps and publications will be released from distribution stocks.

**Disposition:** Permanent.

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**FN:** 115-11jj

**Title:** Map stock levels

**Authority:** NC1-AU-86-46

**Privacy Act:** Not applicable.

**Description:** Information created by map distribution activities in the establishment and maintenance of stock levels high enough to satisfy requirements of elements serviced.

**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 115-11kk

**Title:** Map series

**Authority:** NN-170-20

**Privacy Act:** Not applicable.

**Description:** Information created in the review of maps and series to decide which will be kept as active or inactive distribution items.

**Disposition:** Destroy 1 year after determination.

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**FN:** 115-11mm

**Title:** Map requisitions

**Authority:** NC1-AU-86-44

**Privacy Act:** Not applicable.

**Description:** Information on the requisitioning and shipment of maps and related publications. Included are requisitions, authorizations and shipping orders, and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 115-11nn

**Title:** Published map and chart records

**Authority:** NC1-AU-86-45

**Privacy Act:** Not applicable.

**Description:** One copy of each edition or variant of each printed or processed military map and chart of the issuing agency or organization. For example, planimetric, topographic, hydrographic, and aerospace and relief maps, photomosaics, and maps prepared for special military purposes.

Note: The maintenance of one separate and complete set of all maps produced by DA agencies and organizations is of great importance. No material from this file will be charged out. Managers will take appropriate action to ensure that these files are retired.

**Disposition:**

a. Office responsible for preparation and issue: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 115-11pp

**Title:** Mapping, Charting, and Geodetic Publication Record Set

**Authority:** NC1-AU-86-45

**Privacy Act:** Not applicable.

**Description:** Information consists of record copies of such publications as military grids, grid tables, trig lists, gazetteers, glossaries, magnetic declination data, topographic symbols books, topographic mapping

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**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

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specifications, reading aids, periodic bulletins, memorandums, technical instructions, exchange lists, monthly publications lists, lithographic and reproduction reports, technical reports on newly developed or improved techniques, and other publications used as aids or guides in the production of military maps, charts, geodetic control, or as assistance to the map and chart user.

**Disposition:** Permanent.

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**B-33. File category 117: Corps of Engineers topography and geodesy**

a. *Prescribing directive.* ER 117-2-4, Priority of Topographic Mapping Needs.

b. *Description.* These records concern activities in the areas of geodetic control surveys, aerial photography procurement, and topographic mapping as carried out by the Corps of Engineers. See table B-39.

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**Table B-39****File category 117: Corps of Engineers topography and geodesy**

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**FN:** 117

**Title:** General Corps of Engineers topography and geodesy correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers topography and geodesy which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers topography and geodesy that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 117-2-4a

**Title:** Basic topographic data

**Authority:** NC1-AU-78-32

**Privacy Act:** Not applicable.

**Description:** These files include benchmarks, horizontal and vertical control data, traverse computations, triangulations, and topographic surveys; geodetic, hydrographic, and cadastral data; solar and stellar observation computations; aerial photographs; tracings, maps and drawings; field survey books; and related information.

**Disposition:**

a. OCE: Destroy when superseded or obsolete.

b. Field offices not converting data to microform: Permanent. Retire after reference needs have been exhausted or sufficiently minimized.

c. Field offices converting data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

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**B-34. File category 135: Army National Guard and Army Reserve**

*a. Prescribing directives.*

(1) AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other than General Officers.

(2) AR 135-156, Personnel Management of General Officers.

(3) AR 135-215, Officer Periods of Service on Active Duty.

*b. Description.* The records described below under file number 135a are not prescribed by an Army Regulation or DA Pamphlet, but rather by FORSCOM Pamphlet 135-3, however, for consistency of numbering within MARKS, they are identified here with the related AR 135-series on Army National Guard and Army Reserve. See table B-40.

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**Table B-40**

**File category 135: Army National Guard and Army Reserve**

**FN:** 135

**Title:** General Army National Guard and Army Reserve correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army National Guard and Army Reserve which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Army National Guard and Army Reserve that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 135a

**Title:** Reserve Component evaluations

**Authority:** NC1-AU-85-46

**Privacy Act:** A014010DAJA

**Description:** Information related to evaluating the readiness conditions, personnel status, logistics status of Reserve Component units by those elements of the Active Army responsible for assisting and monitoring their annual training. Included are reports, letters, forms, and other related information developed as a result of the evaluation.

**Disposition:** Destroy after 2 years.

---

**FN:** 135-155a

**Title:** Reserve officer promotions (Rescinded; use FNs 135-155b through 135-155f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 135-155b

**Title:** Reserve officer promotion eligibility rosters

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents relating to individuals eligible for consideration for promotion. Included are recommendations and similar or related information.

**Disposition:** Destroy after 2 years.

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**FN:** 135-155c

**Title:** Reserve officer eligibility determinations

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

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**Table B-40**

**File category 135: Army National Guard and Army Reserve—Continued**

**Description:** Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar information.

**Disposition:** Destroy after 1 year

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**FN:** 135-155d

**Title:** Reserve officer centralized and semi-centralized selection board reporting files

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents relating to consideration and selection of officers and warrant officers for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 135-155e

**Title:** Reserve officer numerical promotion lists

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.

**Disposition:** Destroy on separation of the soldier or when superseded or obsolete.

---

**FN:** 135-155f

**Title:** Reserve officer nominations and confirmations

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents reflecting officers nominated by the President for appointment or promotion in the Army Reserve and officers whose nominations have been confirmed by the Senate.

**Disposition:** Permanent. Transfer to the National Archives when 20 years old.

---

**FN:** 135-156a

**Title:** Reserve general officer promotions

**Authority:** II-NNA-2187

**Privacy Act:** A0640DARP

**Description:** Documents relating to the promotion of general officers in the Army Reserve, not on active duty. Included are notifications of forthcoming meetings of the selection board, requests for recommendations, lists of officers recommended for promotion, recommendations, congratulatory letters, and similar or related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 135-215a

**Title:** Officer periods of service on active duty

**Authority:** NN-166-204

**Privacy Act:** A0001bTAPC

**Description:** Information or documents on considering officers of the National Guard and Army Reserve for continuation on active duty. These include requests for voluntary indefinite extensions, short term extensions, or extensions for hardship or family considerations.

**Disposition:** Destroy after 1 year.

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**B-35. File category 140: U.S. Army Reserve**

*a. Prescribing directives.*

(1) AR 140-9, Entry on Active Duty or Active Duty for Training (ROTC Officers).

(2) AR 140-10, Assignments, Attachments, Details, and Transfers.

(3) AR 140-111, U.S. Army Reenlistment Program.

(4) AR 140-145, Individual Mobilization Augmentation (IMA) Program.

(5) AR 140-158, Enlisted Personnel Classification, Promotion, and Reduction.

(6) AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records.

*b. Description.* These records concern mission, organization, administration, and training of the U.S. Army Reserve (USAR), functions relating primarily to the USAR, including but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Records concerning USAR personnel on active duty are under the appropriate subject series. See table B-41.

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**Table B-41**  
**File category 140: U.S. Army Reserve**

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**FN:** 140  
**Title:** General Army Reserve correspondence files  
**Authority:** NN-167-31 and NN-165-192  
**Privacy Act:** Not applicable.  
**Description:**  
a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports; and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations, and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army Reserve which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)  
b. NONACTION: Matters relating to Army Reserve that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.  
**Disposition:**  
a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 140-9a  
**Title:** Active duty reports  
**Authority:** NN-166-204  
**Privacy Act:** A0604-10ATAPC  
**Description:** Documents relating to entry on or relief from active duty for training, or entry on or relief from active duty of military personnel, where procedural instructions do not provide for retention in the MPRJ. Included are DD Forms 220 (Active Duty Report) and similar documents.  
**Disposition:** Destroy after 1 year.

---

**FN:** 140-10a  
**Title:** Reserve officer career management files  
**Authority:** NN-166-204  
**Privacy Act:** A0600DARP and A0640DARP  
**Description:** Documents pertaining to the evaluation and rating of Reserve officers. Included are Army Reserve officer evaluation reports, academic reports, copies of letters of appreciation and commendation, copies of admonitions and reprimands, officer efficiency reports, and related documents.  
**Disposition:** Destroy on final separation from the Army Reserve. (Forward in accordance with AR 140-241 when individual transfers within the Army Reserve, enters on active duty, transfers to Army National Guard of the United States (ARNGUS), or is assigned to the Standby or Retired Reserve.)

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**FN:** 140-10b  
**Title:** Medical officer classification data  
**Authority:** NN-166-204  
**Privacy Act:** AO040-66aDASG  
**Description:** Documents retained by Area Command Surgeons which reflect data on changes in professional qualifications of commissioned officers of the Army Medical Department Reserve. Included are qualification records and related documents. Forward to gaining Army Area Command Surgeon on transfer of officer.  
**Disposition:** Destroy on separation of officer from Reserve status.

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**FN:** 140-111a  
**Title:** Appointment lists  
**Authority:** NN-166-204  
**Privacy Act:** AO640DARP

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**Table B-41**  
**File category 140: U.S. Army Reserve—Continued**

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**Description:** Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and similar information.  
**Disposition:** Destroy after 2 years.

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**FN:** 140-145a  
**Title:** Mobilization designee files  
**Authority:** NN-166-204  
**Privacy Act:** AO640DARP  
**Description:** Documents accumulated by proponent agencies relating to mobilization designation positions. Included are assignment documents, pertinent background and personnel data concerning the individual and his or her military career, and termination of the mobilization designation.  
**Disposition:** Destroy 1 year after termination of mobilization designation.

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**FN:** 140-158a  
**Title:** MOS classification board proceedings  
**Authority:** NN-166-204  
**Privacy Act:** AO640DARP  
**Description:** Documents reflecting evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction, or discharge where readjustment or reclassification is indicated because of mental, physical, emotional instability, or psychiatric reasons, or for inefficiency. Included are proceedings of MOS classification boards and related information.  
**Disposition:** Destroy after 2 years.

---

**FN:** 140-158b  
**Title:** Enlisted promotions  
**Authority:** NC1-AU-86-1  
**Privacy Act:** AO640DARP  
**Description:** Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion and advancement rosters, computations for corporal or specialist and below advancements, approved or disapproved requests, promotion or advancement instructions, and similar or related information.  
**Disposition:** Destroy after 1 year.

---

**FN:** 140-158c  
**Title:** Reserve enlisted promotion eligibility rosters  
**Authority:** N1-AU-89-14  
**Privacy Act:** AO640DARP  
**Description:** Documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information.  
**Disposition:** Destroy after 2 years.

---

**FN:** 140-158d  
**Title:** Reserve enlisted centralized and semi-centralized selection reporting files  
**Authority:** N1-AU-89-14  
**Privacy Act:** AO640DARP  
**Description:** Documents relating to consideration and selection of enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.  
**Disposition:** Destroy after 2 years.

---

**FN:** 140-158e  
**Title:** Reserve enlisted promotion eligibility determinations  
**Authority:** N1-AU-89-14  
**Privacy Act:** AO640DARP  
**Description:** Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.  
**Disposition:** Destroy after 1 year.

---

**FN:** 140-185a  
**Title:** Reserve unit attendance record sets  
**Authority:** NC1-AU-83-46  
**Privacy Act:** AO600-8DAPE  
**Description:** Attendance records of members of reserve component

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**Table B-41****File category 140: U.S. Army Reserve—Continued**

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units and activities during training or drill periods. Included are original DA Forms 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) and supporting documents. Enter any data from the attendance reference copy that is vital to determining retirement point credits on the DA Form 1379. Copies of these documents are also accumulated by CONUS and overseas command reserve component offices, and certain data processing activities.

**Disposition:**

a. Record set: Destroy after 100 years. Cut off yearly and transfer to organization designated by CONUSA commander or major overseas commander. Transfer to US Army Reserve Component Personnel Administration Center (RCPAC) after 1 year.

b. Other documents:

(1) CONUS and overseas command headquarters: Destroy in CFA after 3 years.

(2) Data processing activities and other offices: Destroy after 1 year.

---

**FN:** 140-185b

**Title:** Reserve unit attendance reference sets

**Authority:** NC1-AU-79-34

**Privacy Act:** AO600-8DAPE

**Description:** Documents used as worksheets and reference when the original attendance record is no longer available within the unit. Included are carbon copies of DA Form 1379, DA Form 1380 (Record of Individual Performance of Reserve Duty Training), and related information. Post data from these documents that are vital to determining the award of retirement point credits to the original DA Form 1379. These forms are under file no. 140-185a.

**Disposition:** Destroy after 1 year.

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**FN:** 140-185c

**Title:** Reserve training projects

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Records on preparing, processing, and assigning training projects to Reserve members who are too far from training activities. Included are requests for project outlines, project assignments, progress reports, correspondence with other Army agencies about the award of retirement point credits, project report, and similar or related documents.

Note: The final project report is filed in the subjective files of the proponent agency.

**Disposition:** Destroy 2 years after completion of the project.

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**FN:** 140-185d

**Title:** Project lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Records about training projects approved for USAR personnel. Included are consolidated listings with outlines of the scope and point credits to be approved for each project, and similar or related documents.

**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 140-185e

**Title:** Equivalent training authorization approvals

**Authority:** NN-166-204

**Privacy Act:** AO600-8DAPE

**Description:** These are documents related to approving award of retirement point credits to USAR members for activities equal to training. This training is with member's unit of assignment or attachment for administration and training (that is, planning, supervising, or giving military instruction to any component of the Armed Forces), flying, duty as a member of a board, attending or taking part in professional conventions and meetings having military educational value, and similar training duty. Included are requests for authority to award retirement point credits with justifying information and comments of interested organizations, approval notifications, and similar or related documents.

**Disposition:**

a. Offices of Army headquarters and overseas command headquarters: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

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**FN:** 140-185f

**Title:** Training and pay categories

**Authority:** NN-166-204

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**Table B-41****File category 140: U.S. Army Reserve—Continued**

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**Privacy Act:** AO600-8DAPE

**Description:** Records about decisions made for training and pay categories for USAR units and personnel. Included are requests for exceptions to training categories, approvals, and similar and related documents.

**Disposition:**

a. DA staff offices responsible for final determination: Destroy after 10 years.

b. Other offices: Destroy after 2 years.

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**B-36. File category 145: Reserve Officers Training Corps (ROTC)**

a. *Prescribing directive.*

(1) AR 145-1, Senior ROTC Program: Organization, Administration, and Training.

(2) AR 145-2, Junior Reserve Officer Training Program

b. *Description.* These records concern functions, responsibilities, organization, and procedures for administering the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps. See table B-42.

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**Table B-42****File category 145: Reserve Officers Training Corps**

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**FN:** 145

**Title:** General ROTC correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to ROTC which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to ROTC that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 145-1a

**Title:** ROTC enrollment reports

**Authority:** NN-166-204

**Privacy Act:** A0145-1TRADOC

**Description:** Documents relating to ROTC enrollment data reported to TRADOC. Included are forms, consolidated reports, and similar information.

**Disposition:** Destroy after 3 years.

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**FN:** 145-1b

**Title:** ROTC camp files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents on operating and administering ROTC annual camp training.

**Disposition:** Destroy 1 year after completion of subsequent camp.

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**FN:** 145-1c

**Title:** ROTC cadet records

**Authority:** NC1-AU-83-49

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**Table B-42****File category 145: Reserve Officers Training Corps—Continued****Privacy Act:** A0145-1bTRADOC-ROTC**Description:** TRADOC Form 176 containing information on each cadet, including personal data, enrollment, scholarship, prior training, selection, physical and medical data, subsistence, academics, military science, security investigations, active duty or reserve forces duty, graduation, appointment data, and related information.**Disposition:** Destroy 5 years after termination of enrollment, graduation, or withdrawal of unit from institution. If cadet transfers to another ROTC institution, transfer record to gaining institution on request as provided in AR 145-1.**FN:** 145-1d**Title:** ROTC cadet Military Personnel Records Jackets**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents relating to ROTC cadets. These documents are filed in DA Form 201 (Military Personnel Records Jacket (MPRJ)). Included in each MPRJ are the record of military status of registrant, Armed Forces security questionnaire, deferment agreement, acknowledgement of understanding service requirement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information.(TRADOC Form 176 is kept under FN 145-1c.)**Disposition:** On appointment in USAR or on disenrollment, withdraw documents except those to be sent in the MPRJ. File under number 145-1e. Forward MPRJ to first assigned organization, appropriate area commander, or Commander, RCPAC, as indicated in AR 145-1.**FN:** 145-1e**Title:** ROTC separated cadet records**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents relating to former cadets. They are kept in manila folders. Included in each former cadet's file are the Armed Forces security questionnaire, deferment agreement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information. (TRADOC Form 176 is kept under FN 145-1c.)**Disposition:** Destroy after 1 year or on withdrawal of unit from ROTC program.**FN:** 145-1f**Title:** ROTC screening test answer sheets**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents related to giving the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.**Disposition:** Destroy after 3 months.**FN:** 145-1g**Title:** ROTC unit pay and allowance files**Authority:** NN-166-204**Privacy Act:** AO0037-104-3cSAFM**Description:** Files created under military pay record system, effective 1 July 1949. Included are organizational payroll records created by units, such as papers used in preparing vouchers pertaining to pay, travel, or other allowances, and vouchers, copies of which have been sent to the disbursing officer for payment.**Disposition:** Destroy after 3 years.**FN:** 145-1h**Title:** ROTC military property files (Not used.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 145-1i**Title:** ROTC cadet evaluation reports**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents of cadet ratings prepared by professors of military science and commanders prior to graduation. Included are evaluation reports and related information.

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**Table B-42****File category 145: Reserve Officers Training Corps—Continued****Disposition:** Destroy 2 years after graduation or send to higher command on request.**FN:** 145-1j**Title:** ROTC scholarship selected applicant files**Authority:** NC-AU-76-10**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents relating to the selection of individuals for ROTC scholarships. Included are applications, reference questionnaires, interview worksheets, descriptive reports, Scholarship Selection Board vote sheets, evaluation score sheets, documents reflecting College Entrance Examination Board (CEEB) scores, and related documents.**Disposition:** Destroy 1 year after individual graduates or is disenrolled.**FN:** 145-1k**Title:** ROTC scholarship nonselected applicant files**Authority:** NC1-AU-83-48**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents reflecting the nonselection of applicants for ROTC scholarships. Included are applications, physical exams, and medical histories, secondary school transcripts, documents reflecting extracurricular activities, documents reflecting CEEB scores, and related documents.**Disposition:** Destroy 1 year after graduation of the nonselectee's class.**FN:** 145-1m**Title:** ROTC graduate files**Authority:** NN-166-204**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents used to determine assignment of graduates, showing names and pertinent information concerning students scheduled to complete the senior Reserve officers training course and to be commissioned in the U.S.Army Reserve. Included are rosters, cards, tapes, orders, and related documents.**Disposition:** Destroy 1 year after completion of assignment.**FN:** 145-1n**Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** A0601-21aUSAREC**Description:** Documents related to verifying the eligibility of individuals for the ROTC. Included are letters, reports, designation of Distinguished Military Students, and similar documents.**Disposition:** Destroy after 2 years.**FN:** 145-1p**Title:** ROTC unit evaluations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents related to rating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notices of probationary status, waivers, academic evaluation reports, correspondence about corrective action, and similar or related documents.**Disposition:** Destroy 5 years after expiration of the waiver or removal of the unit from probation.**FN:** 145-1q**Title:** ROTC performance reports**Authority:** NN-166-204**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents reflecting the performance of ROTC graduates by class standings at officer orientation courses. Included are reports to Army areas, reports to DA Staff agencies, notices to the president of each institution of how well the ROTC graduates from his or her school performed, and similar or related documents.**Disposition:**

a. DA Staff offices and offices of major command headquarters: Destroy when no longer needed for current operations.

b. Other offices: Destroy after 2 years.

**FN:** 145-1r**Title:** ROTC class standings**Authority:** NN-166-204

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**Table B-42****File category 145: Reserve Officers Training Corps—Continued****Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents reflecting class standings and failures of ROTC officers attending officer orientation courses. Included are forms, printouts, correspondence, and similar or related documents.**Disposition:** Destroy after 3 years.**FN:** 145-2a**Title:** NDCC instructor selections**Authority:** NN-166-204**Privacy Act:** A0145-1bTRADOC-ROTC**Description:** Documents relating to choosing instructors for National Defense Cadet Corps (NDCC) schools. Included are letters with detailed experience qualifications, approvals by the Army Staff, and similar or related documents.**Disposition:** Destroy 2 years after termination of employment by the school.**FN:** 145-2b**Title:** NDCC uniform approvals**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to approval for NDCC schools to adopt uniforms similar to the Army uniform. Included are recommendations, approvals, and similar related documents.**Disposition:** Destroy on discontinuance of the unit or on adoption of another uniform.

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**B-37. File category 165: Religious activities**

a. *Prescribing directive.* AR 165-1, Chaplain Activities in the United States Army.

b. *Description.* These records concern functions and duties of chaplains, religious programs, including services, sacraments, and rites, use of chapels and similar activities, and religious reports. Nonappropriated chaplains' funds are governed by AR 165-1, chapter 16, and a slight variation in the MARKS numbering scheme to distinguish the applicable records has been added for user convenience. See table B-43.

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**Table B-43****File category 165: Religious activities****FN:** 165**Title:** General religious activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to religious activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to religious activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 165-1a**Title:** Chaplain privileged counseling/interview communication cases**Authority:** NC1-AU-77-80

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**Table B-43****File category 165: Religious activities—Continued****Privacy Act:** A0165-1bDACH**Description:** Documents relating to counseling of a privileged nature between Army chaplains and Army members or their dependents. Included are memorandums, resume of counseling interviews, notes, letters, forms, or related documents.**Disposition:** Destroy 2 years after completion of individual cases.**FN:** 165-1b**Title:** Religious census, education, and registration files**Authority:** NC1-AU-84-44**Privacy Act:** A0165-1cDACH**Description:** Information accumulated by chaplains to provide data on religious education and training needs of faith groups, denominations, or religious sects. Included are individual questionnaires, surveys, correspondence, memorandums for the record, counseling data (but not those appropriate for FN 165-1a above), index cards, and similar or related information.**Disposition:** Destroy when no longer needed for current operations.**FN:** 165-1c**Title:** Baptism, marriage, and funeral files**Authority:** NC1-AU-78-3**Privacy Act:** A0165-1aDACH**Description:** Documents maintained in HQDA, related to reporting each baptism, marriage, and funeral service performed by military chaplains, auxiliary chaplains, and other authorized civilian clergymen for military personnel and authorized civilians. Included are letters, forms, and related documents.**Disposition:** Destroy in CFA after 50 years.**FN:** 165-1d**Title:** Chapel registers**Authority:** NN-166-204**Privacy Act:** A0165-1aDACH**Description:** Documents reflecting marriages, funerals, and baptisms. Included are chapel registers and related documents.**Disposition:** Destroy after 5 years, except that bound registers will be destroyed 5 years after date of last entry.**FN:** 165-1-16a**Title:** CCF report of audits and fund reviews**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information accumulating from audits of the Chaplains' Consolidated Fund (CCF) performed pursuant to AR 36-5 and AR36-75. Included are reports of audit with directly related information such as financial statements and correspondence relating to actions taken. Also included are fund reviews conducted by the MACOM pursuant to AR165-1.**Disposition:** Office responsible for conducting audits: Destroy after 3 years. Other offices: Destroy after 2 years.**FN:** 165-1-16b**Title:** CCF risk management files**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Documents relating to administering the risk management program for CCF instrumentalities. Included are letters, forms, and other documents showing management of the program, financial requirements, property claims and losses, claims under the tort program, property insurance, and similar information.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.**FN:** 165-1-16c**Title:** CCF accounts**Authority:** II-NNA-2037**Privacy Act:** A0215-1bSAFM**Description:** Information on the receipt, disbursement, and administration of nonappropriated chaplain funds. Included are ledgers, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, finalized purchase orders, investment records, financial statements, petty cash summary vouchers, and other information constituting an integral part of the accounting system for such funds.**Disposition:** Destroy 3 years after next comparable audit. Bound books,

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**Table B-43****File category 165: Religious activities—Continued**

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ledgers, and journals will be destroyed 3 years after date of last entry therein.

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**FN:** 165-1-16d**Title:** CCF establishment and appointment files**Authority:** II-NNA-1927**Privacy Act:** Not applicable.**Description:** Information on the establishment of nonappropriated chaplains' funds, establishment of disbursement limitations, appointment of chairperson, fund manager, recorder, and council members. Included are orders and changes to them, and similar official fund establishment information.**Disposition:**

a. Active file: PIF on supersession.

b. Inactive file: Destroy after 2 years or destroy with related fund account records on dissolution of the fund, as appropriate.

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**FN:** 165-1-16e**Title:** CCF minutes of meetings**Authority:** II-NNA-1927**Privacy Act:** Not applicable.**Description:** Minutes of meetings of fund councils appointed to administer nonappropriated chaplains' funds as prescribed by directives, regulations, and similar regulatory media. Included are agendas, minutes of meetings, and directly related information.**Disposition:** Destroy with accounting fund records on actions prescribed within the recorded minutes of meetings.

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**FN:** 165-1-16f**Title:** CCF grant administration files**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:** Information relating to the administration of grants secured to finance, in whole or in part construction of, or improvement to, chaplains' NAF instrumentalities. Included are requests, forms, and the current CCF portion of the Command Master Religious Plan. Documents indicating source of grant (including terms and conditions), amount of local funds committed to the project, and similar information.**Disposition:** Destroy 2 years after expiration of grant.

---

**FN:** 165-1-16g**Title:** CCF contract files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to nonpersonal service contracts. Included are contracts, coordinations, comparable instruments, and similar information.**Disposition:** Destroy 2 years after final payment.

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**FN:** 165-1-16h**Title:** CCF property records and hand receipts**Authority:** To be determined.**Privacy Act:** AO710-2bDALO**Description:** Information relating to accountability and control of fixed assets, sensitive items, and equipment. Included are hand receipts.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 165-20a**Title:** Chaplain privileged counseling/interview communication cases(Rescinded; use FN 1651a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 165-20b**Title:** Religious census, education, and registration files(Rescinded; use FN 165-1b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 165-20c**Title:** Baptism, marriage, and funeral files (Rescinded; use FN 165-1c.)**Authority:** Not applicable.

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**Table B-43****File category 165: Religious activities—Continued**

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**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 165-20d**Title:** Chapel registers (Rescinded; use FN 165-1d.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**B-38. File category 190: Military Police***a. Prescribing directives.*

(1) AR 190-5, Motor Vehicle Traffic Supervision.

(2) AR 190-8, Enemy Prisoners of War Administration, Employment, and Compensation.

(3) AR 190-9, Military Absentee and Deserter Apprehension Program.

(4) AR 190-11, Physical Security of Arms, Ammunition, and Explosives.

(5) AR 190-12, Military Police Working Dogs.

(6) AR 190-13, The Army Physical Security Program.

(7) AR 190-14, Carrying of Firearms and Use of Force for Law.

(8) AR 190-22, Searches, Seizures, and Disposition of Property.

(9) AR 190-24, Armed Forces Disciplinary Control Boards And Off-Installation Military Enforcement.

(10) AR 190-30, Military Police Investigations.

(11) AR 190-31, Department of the Army Crime Prevention Program.

(12) AR 190-40, Serious Incident Report.

(13) AR 190-45, Military Police Law Enforcement Reporting.

(14) AR 190-47, The U.S. Army Correctional System.

(15) AR 190-51, Security of Army Property at Unit and Installation Level.

(16) AR 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes.

(17) AR 190-57, Civilian Internees—Administration, Employment, and Compensation.

*b. Description.* These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners. See table B-44.

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**Table B-44****File category 190: Military Police**

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**FN:** 190**Title:** General military police correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to military police which cannot logically be filed with the detailed record series listed below.(This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to military police that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder

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**Table B-44****File category 190: Military Police—Continued**

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reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 190-5a**Title:** Law enforcement**Authority:** NN-166-204**Privacy Act:** Act: A0190-45DAMO

**Description:** Information on traffic enforcement activities, minor offenses, and uniform violation notices referred to U.S. District Courts. Included are traffic law enforcement surveys, accident reports, traffic violation reports, notices, and summons and violation notices (DD Form 1805). This description does not include information on traffic accidents that is sent to and held by claims officers.

**Disposition:** Destroy after 2 years.

---

**FN:** 190-5b**Title:** Vehicle registration and driver records**Authority:** NC1-AU-84-31**Privacy Act:** A0190-5DAMO

**Description:** Information gathered on POV registration and driver record files. Included are—

- a. Information used to record registration of motor vehicles on Army installations such as:
  - (1) Applications for registration.
  - (2) Certifications of insurance possession.
  - (3) Records of decal numbers issued.
  - (4) Similar information.
- b. Driver records consisting of:
  - (1) Information on chargeable motor vehicle accidents, moving violations, suspension and revocation actions, and point assessments involving military and civilian personnel and their dependents.
  - (2) Other personnel privileged to operate motor vehicles on Army installations.

**Disposition:** Destroy on transfer or separation of individual (for a above). Forward to next duty station on transfer of military member, Government or nonappropriated fund civilian employee, or employee of Government contractor. Destroy 1 year after termination of suspension or revocation of driving privileges (for b above).

---

**FN:** 190-5c**Title:** Provost marshal activities reports**Authority:** NC1-AU-78-56**Privacy Act:** Not applicable.

**Description:** Reports containing statistical data on offenses, crime trends, confinements, traffic law enforcement, and other military police activities. Included are basic reports, consolidated reports, and analyses.

**Disposition:**

- a. Offices having Army-wide responsibility:
  - (1) Consolidated data: Permanent.
  - (2) Feeder reports and similar data: Destroy on consolidation or extraction of essential data.
- b. MACOM headquarters: Destroy in CFA after 5 years.
- c. Other Offices: Destroy after 1 year.

---

**FN:** 190-5d**Title:** Special agent accreditations**Authority:** NC1-AU-75-17**Privacy Act:** AO190-30DAMO

**Description:** Information on the accreditation, nonparticipation, or withdrawal of accreditation of persons as criminal investigators. Included are applications, recommendations, approvals, disapprovals, and related information.

**Disposition:**

- a. Approved accreditation, withdrawal of accreditation, and related information: Destroy 10 years after separation or retirement of person.
- b. Disapproved accreditation and related information: Destroy after 1 year.

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**FN:** 190-5e**Title:** Parking permit controls**Authority:** NN-166-204**Privacy Act:** AO190-14DAMO

**Description:** Information on the allotment of parking spaces, control of

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**Table B-44****File category 190: Military Police—Continued**

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issuance and withdrawal of parking permits, and the recording of violations by holders of parking permits.

**Disposition:** Destroy on transfer or separation of parking permit holder or when permit is superseded or revoked, whichever is first.

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**FN:** 190-5f**Title:** Missing vehicle register cards**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Cards showing the description of missing or stolen military or civilian vehicles and related information.

**Disposition:** Destroy 1 year after recovery of the vehicle, or 3 years after the end of the year of creation if not recovered.

---

**FN:** 190-5g**Title:** Traffic surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information showing the results of installation traffic surveys conducted to gain greatest flow and control of traffic. Included are reports, recommendations, and related information.

**Disposition:** Destroy after next comparable survey.

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**FN:** 190-8a**Title:** Individual enemy PW/detainee files**Authority:** NC1-AU-82-09**Privacy Act:** Not applicable.

**Description:** Information on individual enemy prisoners of war (PWs) or detainees. Included are individual personnel jackets containing questionnaires, correspondence, basic personnel and clinical records, reports of injury, escape, apprehension, death, and punishments, records of impounded personal effects and foreign currency, and similar records of enemy PWs or detainees.

**Disposition:** Destroy after 75 years.

---

**FN:** 190-8b**Title:** Enemy PW/detainee general information**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.

**Description:** Information on the overall operation and conduct of the enemy PW or detainee program. It excludes other files described in this record series.

**Disposition:** Permanent. Retire to WNRC upon termination of PW program.

---

**FN:** 190-8c**Title:** Enemy PW/detainee status inquiries**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.

**Description:** Inquiries from Government agencies, Protecting Powers, International Committee of the Red Cross (ICRC), and inquiries from other interested agencies requesting information on the status of individual enemy PWs or detainees.

**Disposition:** Retire to WNRC upon termination of the PW program. Destroy after 30 years.

---

**FN:** 190-8d**Title:** Enemy PW/detainee complaints and investigations**Authority:** NC1-AU-82-09**Privacy Act:** Not applicable.

**Description:** Information concerning PW or detainee complaints, investigations of PW or detainee camp treatment, camp incidents, deaths, and related matters. Included are complaints, reports of action, comments, and correspondence with Protecting Powers, ICRC, and other responsible agencies.

**Disposition:** Permanent. Retire to WNRC upon termination of PW program.

---

**FN:** 190-8e**Title:** Enemy PW/detainee strength reports**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.

**Description:** Reports prepared by PW or detainee camps and hospitals showing the assigned and attached PW or detainee strength, gains, and losses, status of PWs or detainees, historical data, and other information.

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**Table B-44****File category 190: Military Police—Continued**

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**Disposition:** Permanent. Retire to WNRC upon termination of the PW camp or hospital.

**FN:** 190-8f

**Title:** Enemy PW/detainee rosters

**Authority:** NC1-AU-82-09

**Privacy Act:** Not applicable.

**Description:** Information identifying PW and detainees captured or interned by or in the custody of U.S. Forces. Included are master machine printouts, master punched cards, and master magnetic tapes.

**Disposition:** Permanent. Retire to WNRC upon termination of the PW program.

**FN:** 190-8g

**Title:** Enemy PW/detainee property accounting files

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information which accounts for property confiscated from or held for enemy PWs or detainees. Included are receipts for property returned to PWs or detainees or released to Protecting Powers, statements concerning property not returned, locations of property held, and related information.

**Disposition:** Retire to WNRC upon termination of the PW camp or hospital. Destroy after 20 years.

**FN:** 190-8h

**Title:** Enemy PW/detainee educational media

**Authority:** NC1-AU-82-09

**Privacy Act:** Not applicable.

**Description:** Information on the development and use of media designed for the PW or detainee education program. Included are programs of instructions, lesson plans and outlines, instructor's guides, recommendations, evaluations of media, and related information.

**Disposition:** Permanent. Retire to WNRC upon termination of PW program.

**FN:** 190-8i

**Title:** Enemy PW/detainee noncontract labor

**Authority:** NC1-AU-82-09

**Privacy Act:** Not applicable.

**Description:** PW camp and hospital work for which compensation is authorized.

a. Information on the use of PW or detainee labor for paid work which is not covered by contract, such as PW camp and hospital work, employment by Federal agencies covered by memorandums of agreement, certifications of need for employment of PWs, and interdepartmental agreements. Included are copies of the work classifications, pay scales or rates, and related information.

b. Information reflecting the establishment of overall policy and programs for the use of enemy PW or detainees for paid work which is not covered by contract, such as PW camp and hospital work for which compensation is authorized, employment by Federal agencies covered by memorandum agreements, certificates of need for employment of PW, and interdepartmental agreements. Included are policy statements, directives, overall program review, and related information.

**Disposition:** Destroy after 20 years. Retire to WNRC upon termination of the PW camp or hospital (a above). Permanent. Retire to WNRC upon termination of PW program (b above).

**FN:** 190-8j

**Title:** Enemy PW labor contracts

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:**

a. Information on the use of PW labor contracts with contract employers such as PW canteens, AAFES, service clubs, and similar activities. Included are copies of contracts and amendments, certification of need for employment of PW labor and other information on the administration of the contract.

b. Information reflecting the establishment of overall policy and programs for PW labor contracts with contract employers and other employers, such as PW canteens, AAFES, service clubs, and similar activities whose use of PW labor must be by contract. Included are policy statements, directives, overall program reviews, and related information.

**Disposition:** Destroy after 20 years. Retire to WNRC upon termination

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**Table B-44****File category 190: Military Police—Continued**

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of the PW camp or hospital (a above). Permanent. Retire to WNRC upon termination of PW program (b above).

**FN:** 190-8k

**Title:** Enemy PW camp labor reports

**Authority:** NC1-AU-82-09

**Privacy Act:** Not applicable.

**Description:** Reports summarizing monthly PW work activity. Data reported include total PW work days assigned, total PW days worked, number of rest days, classification of work, and other data on PW work activity.

**Disposition:** Permanent. Retire to WNRC upon termination of the PW camp or hospital.

**FN:** 190-8m

**Title:** Enemy PW payrolls

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information listing pay and allowances to be credited to and deductions from individual PW accounts. These are copies kept by the PW camp or hospital.

**Disposition:** Retire to WNRC upon termination of the PW camp or hospital. Destroy after 20 years.

**FN:** 190-8n

**Title:** Enemy PW pay data subsidiary files

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information containing data used to determine the amount of pay due to PWs for work performed. Data includes days and hours worked, type of work, rate of pay, and related information.

**Disposition:** Send with individual enemy PW files. (FN 190-8a).

**FN:** 190-8o (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 190-8p

**Title:** Enemy PW pay and allowances records

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information showing the day-to-day status of pay and allowances due individual PWs from all authorized sources, and deductions to be made. Data are used to prepare PW payrolls and vouchers.

**Disposition:** Send with individual enemy PW files. (FN 190-8a).

**FN:** 190-9a

**Title:** Absentee cases

**Authority:** NN-166-204

**Privacy Act:** A0190-9DAMO and A0037-107aSAFM

**Description:** Case files containing records of persons absent without leave (AWOL personnel, escaped military prisoners (U.S. Army personnel), and deserters). The files contain information which pertains to the return or apprehension of absentees. Included are reports on absentees wanted by the Armed Forces, the return of absentees, the apprehension of absentees, correspondence on the description of absentees, leads for apprehension, and statistical data for deserters and AWOLs.

**Disposition:** Destroy 3 months after arrest or apprehension or completion of case, or 3 years after creation if absentee is not returned to military control. However, in time of war, when the person is not arrested or apprehended, retain until determined that the person died or was discharged without arrest or apprehension.

**FN:** 190-11a

**Title:** Access control records (Rescinded; use FN 1v.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 190-11b

**Title:** Structural certifications

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**Table B-44****File category 190: Military Police—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** DA Forms 4604-R (Construction Security Statements) and related documents on the structural adequacy of buildings housing arms, ammunition, and explosives.**Disposition:** Destroy certificates when superseded. Destroy other data when no longer needed for reference.

---

**FN:** 190-11c**Title:** Arms, ammunition, and explosives security management**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents approving or disapproving use of areas and facilities, exceptions and waivers to standards, long range planning, preparation, and dissemination, maintenance of plans and procedures, and management reviews.**Disposition:** Destroy when superseded, obsolete, or no longer necessary.

---

**FN:** 190-12a**Title:** Sentry dog records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information comprising the administration record of each sentry dog. Included are the dog record card, training and utilization record, certificate of death form, and other nonmedical records.**Disposition:** Dispose of in accordance with AR 190-12.

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**FN:** 190-12b**Title:** Sentry dog facility inspections**Authority:** II-NNA-1003**Privacy Act:** Not applicable.**Description:** Inspection checklist used during inspection of sentry dog facilities.**Disposition:** Destroy after 1 year.

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**FN:** 190-13a**Title:** Guard reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Retained copies of the Guard Report which is prepared daily and submitted to the installation commander or authorized representative.**Disposition:** Destroy after 1 year.

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**FN:** 190-13b**Title:** Gate guard files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on measures taken to guard Government facilities and military prisoners (U.S. Army personnel). Included are: assignment sheets, gun registers, registers showing movement of personnel or vehicles into or out of Government facilities, package passes, routine or negative reports, related information.**Disposition:** Destroy after 6 months.

---

**FN:** 190-13c**Title:** Crime prevention surveys**Authority:** NN-170-20**Privacy Act:** Not applicable.**Description:** Information on surveys of Government-owned and leased facilities conducted to minimize or eliminate the opportunity or desire to commit or engage in criminal activities, including survey reports, recommendations, evaluations, and related information.**Disposition:**

a. Government-owned facilities: Destroy after 3 years, upon completion of the next survey of the same facility, or upon inactivation of the facility, whichever is sooner.

b. Leased facilities: Destroy after 4 years, or upon termination of security restrictions, whichever is sooner.

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**FN:** 190-13d**Title:** Physical security surveys and inspections**Authority:** NN-170-140**Privacy Act:** Not applicable.**Description:** Information on yearly installation surveys and inspections

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**Table B-44****File category 190: Military Police—Continued**

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of selected activities which are concerned with examination of physical and procedural safeguards. Included are survey reports, inspection reports, recommendations, and related information.

**Disposition:** Destroy after next comparable yearly survey or inspection or after determination that protection resources are no longer required.

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**FN:** 190-13e**Title:** Security identification applications**Authority:** NN-170-4**Privacy Act:** A0190-13CFSC**Description:** Information on the issue of security identification cards or badges. Included are applications and related information.**Disposition:** Destroy 3 months after turn-in of card or badge.

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**FN:** 190-13f**Title:** Physical Security Equipment (PSE) enhancement files**Authority:** N1-AU-89-4**Privacy Act:** Not applicable.**Description:** Information on design, installation, and maintenance of Government-owned or leased facilities to minimize or eliminate physical security threats. Included are site surveys, PSE concepts, designs and approval of designs, verification visits, and specifications.**Disposition:** Destroy upon project completion.

---

**FN:** 190-13g**Title:** Physical security plans and programs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on physical security and plant protection plans and programs. Included are waivers, exceptions, and related information.**Disposition:** Destroy 1 year after superseded, obsolete, or no longer needed for current operations.

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**FN:** 190-14a**Title:** Firearms authorizations**Authority:** NN-166-204**Privacy Act:** AO190-14DAMO**Description:** Information authorizing DA civilian employees to carry firearms. Included are firearms authorization cards and related information.**Disposition:** Destroy on expiration of authorization.

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**FN:** 190-14b**Title:** Registrations and permits**Authority:** NN-166-204**Privacy Act:** A0190-14DAMO**Description:** Information on the registration of restricted property and privately owned weapons. Information on the issuance of hunting, fishing, and trapping permits.**Disposition:** Destroy 1 year after expiration or revocation.

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**FN:** 190-21a**Title:** Security identification applications (Rescinded; use FN190-13e.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 190-22a**Title:** Police property files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information showing the receipt and release of property that is found, impounded, seized as contraband, prohibited, or safeguarded for detained personnel. This includes logs, receipts and releases, and related information.**Disposition:** Destroy 5 years after return or release of property.

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**FN:** 190-22b**Title:** Prisoner or detained person receipts**Authority:** NC1-AU-78-84**Privacy Act:** Not applicable.**Description:** Information showing the receipt of prisoners or detained persons.**Disposition:** Destroy after 3 years.

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**Table B-44****File category 190: Military Police—Continued**

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FN: 190-24a

**Title:** Armed Forces Disciplinary Control Board (AFDCB) files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the activities of the AFDCB. Included are minutes of board meetings, recommendations and actions taken, the supporting information such as reports and off-limits lists, and general correspondence related to the function of the board.**Disposition:**

- a. Armed Forces Disciplinary Control Boards: Destroy after 5 years. Those that establish charters or directives, retain 5 years after the board is discontinued.
- b. Other offices: Destroy after 2 years.

FN: 190-24b (Not used.)

**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 190-24c

**Title:** Patrol reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Military police patrol report files and guard service control files. Included are reports of patrols who keep order in towns, on trains and at transportation terminals, guard check sheets, door slip summaries, routine and negative reports, round reports, service reports on interruptions and tests, punch clock dial sheets, and related information.**Disposition:** Destroy after 1 year.

FN: 190-24d

**Title:** Prostitution reports (Deleted.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 190-30a

**Title:** Security identification accountability**Authority:** NN-170-4**Privacy Act:** A0381-20DAMI and A0190-13CFSC**Description:** Information used to keep an account of identification cards and badges. Included are registers and related information.**Disposition:** Destroy 3 years after last card or badge number entered has been accounted for.

FN: 190-30b

**Title:** Jurisdiction responsibilities**Authority:** NC1-AU-78-56**Privacy Act:** Not applicable.**Description:** Information on the determination and establishment of the scope and responsibility of the Army for crime prevention, detection and investigation of crimes and offenses, apprehension, restraint, and custody of offenders subject to the Uniform Code of Military Justice. Included are agreements with other armed services or civil authorities and similar information contributing to the overall concept and policies.**Disposition:**

- a. Offices having Army-wide responsibility: Permanent.
- b. Other offices: Destroy on supersession or on obsolescence.

FN: 190-30c

**Title:** MP investigator certifications**Authority:** NC1-AU-78-84**Privacy Act:** A0190-30DAMO**Description:** Information on eligibility and suitability of personnel nominated by commanders for selection and certification as military

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**Table B-44****File category 190: Military Police—Continued**

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police investigators. Included are requests, name checks, background checks, approvals, appeals, rebuttals, and related information.

**Disposition:**

- a. Destroy on separation or retirement of person.
- b. MACOM: Destroy 1 year after person's reassignment from MACOM.
- c. Installation or activity: Destroy 1 year after person's departure or reassignment from installation or activity.

FN: 190-30d

**Title:** MP investigator considerations**Authority:** NC1-AU-75-40**Privacy Act:** A0190-30DAMO**Description:** Information on personnel considered and nonselected as military police (MP) investigators and the temporary or permanent withdrawal of credentials and related information. Included are requests, name checks, background checks, appeals, rebuttals, and related information.**Disposition:** Destroy after 3 years.

FN: 190-30e

**Title:** MP investigator credential controls**Authority:** NC1-AU-82-2**Privacy Act:** A0190-30DAMO**Description:** Information showing the issue and control of credentials naming MP investigator personnel. Included are receipts, inventories, and related information.**Disposition:**

- a. Receipts from persons to whom credentials are issued: Destroy after final surrender of credentials.
- b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.

FN: 190-31a

**Title:** Crime Prevention Program**Authority:** NC1-AU-78-56**Privacy Act:** Not applicable.**Description:** Information created in planning, coordinating, executing, and reviewing courses of action for the prevention of crimes and offenses.**Disposition:**

- a. Offices in charge of directing or developing this program: Permanent.
- b. Other offices: Destroy after 2 years or on supersession or obsolescence.

FN: 190-40a

**Title:** Serious incident reports**Authority:** NC1-AU-77-142**Privacy Act:** A0190-40DAMO**Description:** Reports of serious incidents which may embarrass or be of concern to DA or DOD. Included are initial, supplemental, terminal, and special interest follow-up reports, and related information.**Disposition:** Destroy 1 year after completion or receipt of final report.

FN: 190-45a

**Title:** MP reports**Authority:** NN-166-204**Privacy Act:** A0190-45DAMO**Description:** Military police reports about routine complaints received and incidents observed or reported to military police (excluding criminal investigation reports). Included are reports with supporting information such as statements, affidavits, copies of provisional passes, and related information. (This description does not include files furnished for court-martial purposes.) Military police reports of special categories of complaints (defined in AR 190-45) will be sent to Crime Records Center, U.S. Army Criminal Investigation Command, 2301 Chesapeake Avenue, Baltimore, MD 21222. They will be kept as criminal investigation case files.**Disposition:** Destroy after 5 years.

FN: 190-45b

**Title:** MP journals**Authority:** NC1-AU-81-26**Privacy Act:** Not applicable.**Description:** Information containing a chronological record of police activity developed from reports, complaints, incidents, information

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**Table B-44****File category 190: Military Police—Continued**

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received and action taken, record of police radio traffic. Included are desk blotters and police radio logs.

**Disposition:**

- a. Peacetime: Destroy in CFA after 5 years.
  - b. Mobilization: Units in a combat environment or designated as combat support elements. Destroy after 50 years.
  - c. Other elements: Destroy in CFA after 5 years.
- 

**FN:** 190-45c**Title:** Police property files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information showing the receipt and release of property that is found, impounded, seized as contraband, or prohibited and safeguarded for detained personnel. Included are logs, receipts, releases, and related information.

**Disposition:** Destroy 5 years after return or release of property.

---

**FN:** 190-45d**Title:** Loss, theft, and recovery of firearms files**Authority:** NC1-AU-79-5**Privacy Act:** Not applicable

**Description:** Reports on the loss, theft, and recovery of firearms, ammunition, and related items.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 20 years.
  - b. Other offices and TOE units: Destroy in CFA 1 year after recovery, or after 5 years, whichever is first.
- 

**FN:** 190-45e**Title:** MP desk references**Authority:** NN-166-204**Privacy Act:** A0190-45DAMO

**Description:** These files are card indexes containing the names of persons who are identified in military police reports as subject, victim, complainant, or witness in connection with a complaint.

**Disposition:** Destroy in CFA after 5 years.

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**FN:** 190-45f**Title:** Provisional passes**Authority:** NN-166-204**Privacy Act:** AO001bTAPC

**Description:** Retained copies of passes issued to personnel for use during travel to their units.

**Disposition:** Destroy after 3 years.

---

**FN:** 190-45g**Title:** Criminal investigation data references**Authority:** NC1-AU-78-78**Privacy Act:** AO027-1DAJA

**Description:** Cards kept by Criminal Investigation Division units showing persons involved in criminal investigations. Included are DA Forms 2804(Crime Records Data Reference).

**Disposition:**

- a. Cards sent to Crime Records Center: Destroy 40 years after date of final report.
  - b. Other offices: Review yearly and destroy cards which have not shown an entry in the 3 previous years.
- 

**FN:** 190-47a**Title:** Confinement population and operational reports**Authority:** NC-174-098**Privacy Act:** Not applicable.

**Description:** Documents providing statistical data on the number of prisoners confined in Army confinement facilities and data on operations of Army confinement facilities. Included are basic reports, consolidated and special reports, statistical compilations or tabulations, letters, forms, and similar documents.

**Disposition:**

- a. Office performing Army-wide responsibility:
    - (1) Consolidated and special reports: Permanent.
    - (2) Other reports: Destroy after 10 years.
  - b. United States Disciplinary Barracks (USDBs): Destroy after 6 years.
  - c. Other confinement facilities: Destroy after 2 years.
- 

**FN:** 190-47b

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**Table B-44****File category 190: Military Police—Continued**

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**Title:** Individual correctional treatment files**Authority:** II-NNA-2141**Privacy Act:** A0190-47DAMO

**Description:** Documents relating to the administration of individual military prisoners in installation confinement facilities and correctional training facilities. Included are court-martial orders, release orders, confinement orders, medical examiner's reports, requests and receipt for health and comfort supplies, reports and recommendations relative to disciplinary actions, clothing and equipment issue records, forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, requests for interview, and prisoner personnel records. The correctional treatment file is maintained in a separate file apart from the MPRJ.

**Disposition:** Destroy 4 years after release of the prisoner from confinement. Transfer of a prisoner from one confinement facility to another will not be construed as release from confinement. When the prisoner is transferred to another such facility, forward file to the receiving confinement facility.

---

**FN:** 190-47c**Title:** Disciplinary books**Authority:** NC1-AU-77-84**Privacy Act:** Not applicable.

**Description:** Documents used by confinement officers for recording, in sequence of occurrence, all breaches of discipline and the action taken. Included are registers and similar documents.

**Disposition:** Destroy after 5 years.

---

**FN:** 190-47d**Title:** Confinement facility blotters**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

**Description:** Documents used by confinement officers to provide a log of significant events or actions, such as headcounts, bed checks, roll calls, staff visits and inspections, fires, escapes, riots, disorders, suicides, and similar incidents. Included are blotters, log-books, and similar or related documents.

**Disposition:** Destroy after 5 years.

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**FN:** 190-47e**Title:** Prisoner visitor registers**Authority:** NN-166-204**Privacy Act:** AO001ATAPC

**Description:** Documents reflecting all prisoners' visitors. Included are registers and similar or related documents.

**Disposition:** Destroy 1 year after last entry on the form or register, as applicable.

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**FN:** 190-47f**Title:** Prisoner employment files**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

**Description:** Documents used by confinement officers to record work or nonwork assignments of prisoners. Included are registers, cards, and similar or related documents.

**Disposition:** Destroy after 1 year.

---

**FN:** 190-47g**Title:** Prisoner status reports and rosters**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

**Description:** Reports of the status of military prisoners in confinement facilities, submitted to or by organization or post commanders or their appropriate staff offices for expediting military justice, justifying confinement, administrative reasons, or statistical purposes. These files include daily strength reports, reports of escaped prisoners, reports of prisoners returned from escape, and roster of prisoners.

**Disposition:**

- a. Prisoner roster: Destroy after 6 years.
  - b. Other files: Destroy after 2 years. However, prisoner reports and daily strength reports at USDBs will be destroyed after 10 years.
- 

**FN:** 190-47h**Title:** Prisoner personal property and fund files**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

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**Table B-44****File category 190: Military Police—Continued**

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**Description:** Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other disposition of such funds and property. They include individual and summary receipt vouchers, statement of prisoners' accounts, petty cash vouchers, summary disbursement vouchers, record of prisoners' personal deposit funds, request for withdrawal and notification of expenditure of prisoners' personal funds, prisoners' cash account records and personal property list, personal property transmittal slip, request slip for withdrawal of personal property, personal property permit, request and receipt for health and comfort supplies, activity reports, custodian certificates, checkbooks, including canceled checks and check stubs, bank statements, and similar or related documents.

**Disposition:** Destroy after 10 years, except Prisoners' Cash Account Record and Prisoners' Personal Property List will be destroyed 10 years after closing of the individual accounts.

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**FN:** 190-47i**Title:** Progress evaluations**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO**Description:** Documents relating to prisoners restored to duty. Included are semiannual progress reports and similar or related documents.**Disposition:**

- a. Offices requiring report: Destroy 2 years after receipt of final evaluation.
- b. Reporting offices: Destroy after 1 year.

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**FN:** 190-47j**Title:** Prisoner admissions**Authority:** NC-AU-75-34**Privacy Act:** A0190-47DAMO**Description:** Documents reflecting the admission of prisoners. Included are registry books and letters acknowledging receipt of prisoners and records and similar or related documents.**Disposition:** Destroy 10 years after discontinuance of the disciplinary barracks. DO NOT RETIRE.

---

**FN:** 190-47k**Title:** Reference cards**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO**Description:** Documents reflecting data on each prisoner confined. Included are cards and similar or related documents.**Disposition:** Destroy on discontinuance.

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**FN:** 190-47m**Title:** Cross-reference cards**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO**Description:** Documents indicating release date of each prisoner confined. Included are cards and similar or related documents.**Disposition:** Destroy on release of individual from confinement.

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**FN:** 190-47n**Title:** Report check sheets**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO**Description:** Documents used for controlling and recording reports requested and received from individuals or agencies concerning each individual prisoner. Included are check sheets and similar or related documents.**Disposition:** Destroy when obsolete.

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**FN:** 190-47o (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 190-47p**Title:** Parole reference data**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO**Description:** Documents used by parole sections to provide information

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**Table B-44****File category 190: Military Police—Continued**

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on parole actions on each prisoner. Included are DA Forms 1702-R and similar or related documents.

**Disposition:** Destroy on release of the individual from confinement or from parole status.

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**FN:** 190-47q**Title:** Civilian clothing requisitions**Authority:** NN-166-204**Privacy Act:** A190-47DAPE**Description:** Documents used to requisition and obtain receipt for civilian clothing issued to prisoners upon release. Included are requisitions, receipts, and similar or related documents.**Disposition:** Destroy on release of individual from confinement.

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**FN:** 190-47r**Title:** Transportation receipts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents used in lieu of railroad or other transportation tickets which are delivered to the carrier. Included are receipts and similar or related documents.**Disposition:** Destroy after 3 months.

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**FN:** 190-47s**Title:** Prisoner mail files**Authority:** NN-166-204**Privacy Act:** A190-47DAPE**Description:** Documents accumulated by postal sections. Included are prisoners' mail record, inmate's receipt voucher, summary receipt, incoming package record, individual stamp account, individual stamp expenditure, checklist for rejected letters, publication record, cumulative individual postage stamp record, and related or similar documents.**Disposition:**

- a. Prisoners' mail records: File in prisoners' corrective treatment file upon release or transfer of prisoner.
- b. Checklist for rejected letters and publication record: Destroy after 3 months.
- c. Other files: Destroy after 3 years.

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**FN:** 190-47t**Title:** Prisoner appointment passes**Authority:** NN-166-204**Privacy Act:** A190-47DAPE**Description:** Documents used to authorize and control movement of individual prisoners to locations for interviews, visits, examinations, and other authorized movements without a guard escort. Included are passes and similar or related documents.**Disposition:** Destroy after 1 month.

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**FN:** 190-47u**Title:** Official count files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents used to record actual counts of prisoners. Included are registers, logbooks, and similar or related documents.**Disposition:** Destroy after 1 month.

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**FN:** 190-47v**Title:** Individual correctional treatment files**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO**Description:** Documents accumulated by U.S. Disciplinary Barracks on individuals in confinement, consisting of some semipermanent and some temporary papers as defined below. The correctional treatment file is maintained in a separate file folder apart from the MPRJ.

a. Semipermanent documents are those of continuing value after the release of the individual pertaining to—

- (1) Admission, such as general and special court-martial orders, record of general prisoners, and prisoner identification card.
- (2) Classification, such as preliminary interview, request for Red Cross social history, fingerprint card, police report, former commanding officers' report, parent's report, wife's report, relative's report, classification recommendations, admission classification summary and continuation sheet, request to transfer prisoner, authorization to transfer prisoner from Federal institution to a disciplinary barracks, reports from outside sources responding to requests for information, social history,

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**Table B-44****File category 190: Military Police—Continued**

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and clemency actions.

(3) Mail, such as prisoners' mail and correspondence record, and express or mail receipts.

(4) Personal property and funds, such as agreement for disposition of industrial earnings and prisoners' personal property lists.

(5) Discipline, such as disciplinary report, record of conduct, punishment inspection record, descriptive list of absentee wanted by the U.S. Army, and report of return of absentee.

(6) Medical, such as report of medical examination, psychologist's reports, psychiatric and sociologic report, and psychiatric determination.

(7) Parole, such as certificate of parole, certificate of release from parole, report of parolee, application for parole, waiver of parole, correspondence with parole adviser.

(8) Other papers not specifically identified below as temporary documents.

b. Temporary documents are those pertaining to—

(1) General prisoners' individual clothing and equipment record.

(2) Requests for withdrawal of personal property or funds agreement of employer.

(3) Chaplain's report.

(4) Education and rehabilitation report.

(5) Letter of transmittal of records and acknowledgment of receipts.

(6) Letter to employer, letter of warning.

(7) Notice to prisoner of change of status.

(8) Notification to next-of-kin of escape.

(9) Present adjustment report.

(10) Report of arrival of parolee.

(11) Request for statement of account and for other records and status letters.

(12) Work and assignment progress reports.

**Disposition:**

a. Semipermanent portion: Destroy after 25 years.

(1) Files pertaining to military personnel will be forwarded to National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132-5200, 3 months after release from confinement. If individual is released on parole, the files will be forwarded 3 months after expiration of parole.

(2) Files pertaining to civilian personnel will be retired to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 3 years after release from confinement. If individual is released on parole, the file will be retired 3 years after expiration of parole.

b. Temporary portion: Destroy 3 months after release from confinement. If individual is released on parole, destroy 3 months after expiration of parole.

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**FN:** 190-47w

**Title:** Individual prisoner personnel files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents accumulated by the office performing Army-wide staff supervision over individuals confined in U.S. disciplinary barracks or Federal prisons. Included are papers relating to the sentence, status, clemency, other actions pertaining to the confinement, and related documents.

**Disposition:** On release of individual from confinement, destroy papers designated as semipermanent and transfer papers designated as permanent to the official military personnel folder files (FN 640-10b).

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**FN:** 190-47x

**Title:** Disciplinary status

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents relating to the status and disposition of cases involving disciplinary or possible disciplinary action, admonition, or reprimand of military personnel. Included are cards, rosters, and similar documents.

**Disposition:** Destroy after 1 year.

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**FN:** 190-47y

**Title:** Physical inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to general and special inspections of

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**Table B-44****File category 190: Military Police—Continued**

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enlisted personnel of an organization. Included are reports and similar documents.

**Disposition:** Destroy after 1 year.

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**FN:** 190-51a

**Title:** Access controls (Rescinded; use FN 1v.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 190-53a

**Title:** Technical Listening Equipment (TLE) tapes

**Authority:** To be determined.

**Privacy Act:** A0195-2bC1DC

**Description:** Information recordings and records of information obtained through interception by means of wiring, telephone bugging or tapping, and other electronic surveillance methods, and related documents.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 190-57a

**Title:** Individual enemy CI files

**Authority:** NC1-AU-82-9

**Privacy Act:** Not applicable.

**Description:** Information on individual enemy civilian internees (CIs). Included are individual personnel jackets containing questionnaires; correspondence; basic personnel and clinical records; reports of injury, escape, apprehension, death, and punishments; records of impounded personal effects and foreign currency; and similar records of enemy CIs.

**Disposition:** Destroy after 75 years.

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**FN:** 190-57b

**Title:** Enemy CI general information

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information on the overall operation and conduct of the enemy CI program. It excludes other files described in this record series.

**Disposition:** Permanent. Retire to WNRC upon termination of CI program.

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**FN:** 190-57c

**Title:** Enemy CI status inquiries

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Inquiries from Government agencies, Protecting Powers, and the ICRC and inquiries from other interested agencies requesting information on the status of individual enemy CIs.

**Disposition:** Retire to WNRC upon termination of the CI program. Destroy after 30 years.

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**FN:** 190-57d

**Title:** Enemy CI complaints and investigations

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information concerning CI complaints, investigations of CI camp treatment, camp incidents, deaths, and related matters. Included are complaints, reports of action, comments, correspondence with the Protecting Powers, ICRC, and other responsible agencies, and similar information.

**Disposition:** Permanent. Retire to WNRC upon termination of CI program.

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**FN:** 190-57e

**Title:** CI strength reports

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Reports prepared by CI camps and hospitals showing the assigned or attached CI strength, gains, and losses, status of CIs, historical data, and similar information.

**Disposition:** Permanent. Retire to WNRC upon termination of the CI camp or hospital.

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**FN:** 190-57f

**Title:** Enemy CI rosters

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**Table B-44****File category 190: Military Police—Continued**

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**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information identifying CIs captured or interned by, or in the custody of, U.S. Forces. Included are master machine printouts, punched cards, magnetic tapes, or other electronic media.**Disposition:** Permanent. Retire to WNRC upon termination of the CI program.**FN:** 190-57g**Title:** Enemy CI property accounting files**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information which accounts for property confiscated from or held for enemy CIs. Included are receipts for property returned to CI or released to Protecting Power, statements concerning property not returned, locations of property held, and related information.**Disposition:** Retire to WNRC upon termination of the CI camp or hospital. Destroy after 20 years.**FN:** 190-57h**Title:** Enemy CI educational media**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information on the development and use of media designed for use in the CI education program. Included are programs of instruction, lesson plans and outlines, instructor guides, recommendations, evaluations of media, and related information.**Disposition:** Permanent. Retire to WNRC upon termination of CI program.**FN:** 190-57i**Title:** Enemy CI noncontract labor**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:**

a. Information on the use of CI labor or paid work which is not covered by contract, such as CI camp and hospital work, employment by Federal agencies covered by memorandums of agreement, certifications of need for employment of CI, and interdepartmental agreements. Included are copies of the work classifications, pay scales or rates, and related information.

b. Information reflecting the establishment of overall policy and programs for the use of enemy CIs for paid work which is not covered by contract, such as CI camp and hospital work for which compensation is authorized, employment by Federal agencies covered by memorandum agreements, certificates of need for employment of CI, and interdepartmental agreements. Included are policy statements, directives, overall program review, and related information.

**Disposition:**

a. Destroy after 20 years. Retire to WNRC upon termination of the CI camp or hospital (a above).

b. Permanent. Retire to WNRC upon termination of CI program (b above).

**FN:** 190-57j**Title:** Enemy CI camp labor reports**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Reports summarizing monthly CI work activity. Data reported include total CI work days assigned, total worked, number of rest days, classification of work, and other data on CI work activity.**Disposition:** Permanent. Retire to WNRC upon termination of the CI camp or hospital.**FN:** 190-57k**Title:** Enemy CI payrolls**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information listing pay and allowances to be credited to and deductions from individual CI accounts. These are copies kept by the CI camp or hospital.**Disposition:** Retire to WNRC upon termination of the CI camp or hospital. Destroy after 20 years.**FN:** 190-57m**Title:** Enemy CI pay data subsidiary files

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**Table B-44****File category 190: Military Police—Continued**

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**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information containing data used to determine the amount of pay due to CIs for work performed. Data include dates and hours worked, type of work, rate of pay, and related information.**Disposition:** Send with individual enemy CI files (FN 190-57a).**FN:** 190-57n**Title:** Enemy CI pay and allowances records**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information showing the day-to-day status of pay and allowances due individual CIs from all authorized sources and deductions to be made. Data are used to prepare CI payrolls and vouchers.**Disposition:** Send with individual enemy CI files (FN 190-57a).

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**B-39. File category 195: Criminal investigation***a. Prescribing directives.*

(1) AR 195-2, Criminal Investigation Activities.

(2) AR 195-3, Acceptance, Accreditation, and Release of U.S. Army Criminal Investigation Command Personnel.

(3) AR 195-4, Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities.

(4) AR 195-5, Evidence Procedures.

(5) AR 195-6, Department of the Army Polygraph Activities.

*b. Description.* These records concern functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. This includes matters pertaining to evidence, polygraphs, special funds, selection and identification of investigators, and other matters appropriate to criminal investigation activities. See table B-45.

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**Table B-45****File category 195: Criminal investigation**

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**FN:** 195**Title:** General criminal investigation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to criminal investigation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to criminal investigation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 195-2a**Title:** Criminal investigation status report**Authority:** NC1-AU-78-4**Privacy Act:** AO195-2bCIDC**Description:** Information gathered in Headquarters, U.S. Army Criminal Investigation Command (HQ, USACIDC) which provides information on

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**Table B-45****File category 195: Criminal investigation—Continued**

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the status of criminal investigations. Included are reports, action officers' activity summaries, letters, messages, notes, reports of investigation containing witness statements, subject statements, agent statements, documents evidence, action log (numerical sequence), and related information.

**Disposition:** Destroy in CFA after 5 years except that selected information containing data of current operational value will be reviewed yearly for continued retention not to exceed 20 years.

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**FN:** 195-2b

**Title:** Criminal investigation cases

**Authority:** NC1-AU-77-131

**Privacy Act:** AO195-2bCIBC

**Description:** CID reports of investigation and all other investigative records and reports controlled by CID Action Record with the exception of those addressed under FN 195-2a and 195-2h through 195-2m.

**Disposition:**

a. Crime Records Center, HQ, USACIBC: Destroy 40 years after date of final action.

(1) Initial and status reports received by Crime Records Center: Destroy after receipt of final report at Crime Records Center, unless it contains data not included with final report.

(2) Initial and status reports retained by Crime Records Center will be destroyed 40 years after final action.

b. USACIBC regions, districts, field offices:

(1) Information copies received from preparing agency: Destroy after 1 year or when no longer needed.

(2) Other copies: Destroy 3 years after date of final report, unless a report of disciplinary action is required, in which case destroy 3 years after date of report of disciplinary action.

c. Resident agency: Transfer to parent element 1 year after date of final report, unless a report of disciplinary action is required, in which case, transfer to parent element 1 year after date of report of disciplinary action.

d. Actions closed on CID Form 66 (CID Action Record): Destroy 3 years after date of final action.

---

**FN:** 195-2c

**Title:** U.S. Army Criminal Investigation Laboratory reports

**Authority:** NC1-AU-79-2

**Privacy Act:** A0195-2bCIBC

**Description:** Retained copies at U.S. Army Criminal Investigation Laboratory of laboratory reports, findings, ballistics tests, chemical analyses, forms, and indexes prepared in conducting test of material which may be used as evidence or exhibits in criminal investigations.

**Disposition:** Destroy after 5 years.

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**FN:** 195-2d

**Title:** Criminal investigative case or complaint log

**Authority:** NC1-AU-77-126

**Privacy Act:** A0195-2bCIBC

**Description:** Logs which show information necessary to facilitate and control criminal investigative actions.

**Disposition:**

a. Crime Records Center, HQ, USACIBC: Destroy 40 years after date of final actions.

b. HQ, USACIBC, Region HQ, other subordinate elements: Destroy 3 years after final action on all entries.

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**FN:** 195-2e

**Title:** CID investigative activities reports

**Authority:** NC1-AU-77-126

**Privacy Act:** Not applicable.

**Description:** Information containing statistical and analytical data on Reports Investigation, Crime Prevention Surveys, Criminal Information Reports, laboratory examinations, and other CID investigation activities. Included are CID Form 41 (Summary Report on CID Activities), CID Form 49 (Monthly Report of USACIL Activities), recurring reports and studies, and related ADP registers.

**Disposition:**

a. HQ, USACIBC: Destroy in CFA after 6 years.

b. Region headquarters and subordinate elements: Destroy in CFA after 1 year.

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**FN:** 195-2f

**Title:** Photographic identification

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**Table B-45****File category 195: Criminal investigation—Continued**

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**Authority:** NC1-AU-78-83

**Privacy Act:** A0195-2bCIBC

**Description:** Photographs of persons who are suspects or subjects of criminal investigations. Included are separate control logs and ledgers providing identifying data on the person and photograph and related information.

**Disposition:** Destroy in CFA after 3 years, except that selected photographs and related information will be kept and reviewed yearly for continued retention, not to exceed 5 years.

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**FN:** 195-2g

**Title:** Source files

**Authority:** NC1-AU-81-4

**Privacy Act:** A0195-2aCIBC

**Description:** Information relating to sources used in the conduct of investigations. Included are CID Form 20 (Informant Data Cards), CID Form 28 (Agent Activity Summaries), cross index cards, and related information.

**Disposition:**

a. HQ, USACIBC: All source files: Destroy in CFA 15 years after termination of source's service.

b. USACIBC Region Headquarters and subordinate USACIBC elements:

(1) Master source file: Destroy when no longer needed to control or facilitate work.

(2) Sources files and cross index cards:

(a) Level I Drug Suppression Team Information: Destroy in CFA 15 years after termination of informant's service.

(b) All other: Destroy in CFA 3 years after termination of informant's service.

c. Other subordinate USACIBC elements:

(1) Master source files: Destroy after 3 years.

(2) Informant files and cross index cards: Destroy in CFA 3 years after termination of informant's service.

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**FN:** 195-2h

**Title:** Criminal intelligence reports and cross-index cards

**Authority:** NC1-AU-77-157

**Privacy Act:** A0380-13aDAPE

**Description:** Information on any person, civilian or military, involved in or reporting possible criminal activity affecting the U.S. Army's interests, property, and personnel. This may include information on persons; action officer's activity summary; letters, messages, notes, or reports on investigations containing witness statements, subject statements, and technical investigation data; indices containing codes for the type of crime, and agencies, firms, DA, and DOD organizations which were the subjects of criminal investigations.

**Disposition:**

a. HQ, USACIBC: Destroy in CFA when no longer needed. Reports containing information of current operational value may be kept and reviewed yearly for continued retention, not to exceed 20 years.

b. Region headquarters: Destroy in CFA after 5 years or earlier when reports are no longer needed. Deleted reports and corresponding cards containing information of current operational value may be kept past 3 years, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

c. Districts, field offices, other elements designated by the region commander: Destroy in CFA after 3 years or earlier when no longer needed.

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**FN:** 195-2i

**Title:** Criminal Intelligence Bulletins (CIB)

**Authority:** NC1-AU-77-158

**Privacy Act:** Not applicable.

**Description:** A CIB is used to send out criminal intelligence to subordinate units within USACIBC. The CIB contains the review and analysis of criminal intelligence reports, reports of investigation, the crime prevention survey, and other investigative information received.

**Disposition:**

a. HQ, USACIBC: Destroy in CFA when reports are no longer needed. Selected reports containing information of current operational value may be kept and reviewed yearly for continued retention, not to exceed 20 years.

b. Region headquarters: Destroy after 1 year except that selected bulletins and corresponding information of current operational value may

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**Table B-45****File category 195: Criminal investigation—Continued**

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be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

c. Districts, field offices, and other elements designated by the region commander: Destroy after 1 year, except that selected bulletins and corresponding cards containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

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**FN:** 195-2j**Title:** Lateral criminal intelligence reports**Authority:** NC1-AU-77-159**Privacy Act:** A0195-2bCICD**Description:** Information on any person, civilian or military, suspected of involvement in a possible criminal activity affecting the U.S. Army's interests, property, and personnel.**Disposition:**

- a. HQ, USACICD and region headquarters: Destroy after 3 years.
  - b. Separate districts, field offices, and designated residents agencies: Destroy after 3 years.
- 

**FN:** 195-2k**Title:** Essential elements of criminal intelligence (EECI)**Authority:** NC1-AU-77-160**Privacy Act:** Not applicable.**Description:** Specific items of information and development of information pertaining to criminal activities and crime prone areas.**Disposition:**

- a. HQ, USACICD: Destroy after 1 year, except that selected EECI containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.
  - b. Region headquarters: Destroy after 1 year.
  - c. Districts, field offices, and designated resident agencies: Destroy after 3 years.
- 

**FN:** 195-2m**Title:** Criminal intelligence data**Authority:** NC1-AU-77-161**Privacy Act:** Not applicable.**Description:** Information created by districts, field districts, and subordinate elements designated by the region commander containing raw data and significant data kept separately.**Disposition:** Destroy in CFA after 3 years or earlier when no longer needed.

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**FN:** 195-2n**Title:** Criminal intelligence index printouts**Authority:** NC1-AU-77-162**Privacy Act:** A0380-13DAMO**Description:** Indexes which contain lists of names, offenses and information on the methods of operation reported in Criminal Information Reports.**Disposition:** Destroy when superseded.

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**FN:** 195-3a**Title:** CID investigator badge and credential controls**Authority:** NC1-AU-82-2**Privacy Act:** A0195-6USACICD**Description:** Information showing the issue and control of credentials naming CID investigator personnel. Included are receipts, registers, inventories, destruction lists, and related documents.**Disposition:**

- a. Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials.
  - b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.
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**FN:** 195-4a**Title:** CID fund files**Authority:** NC1-AU-77-120**Privacy Act:** A0195-4USACICD**Description:** Information on the expenditure of funds for expenses incurred in discharging assigned duties of criminal investigators not otherwise payable from DA funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, and CID clothing records.

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**Table B-45****File category 195: Criminal investigation—Continued**

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**Disposition:** Destroy 1 year after inspection and clearance by Comptroller, USACICD.

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**FN:** 195-5a**Title:** Evidence ledgers and evidence custody files**Authority:** NC1-AU-81-67**Privacy Act:** Not applicable.**Description:** Information created by the U.S. Army Criminal Investigation Command and by Military Police worldwide. It consists of information showing the description, receipt, and disposition of physical property held as evidence for use in military or civil court proceedings. This information is used by criminal investigators or crime laboratories. Included are evidence vouchers, statements of destruction, ledgers, and related information. (USACICD and MP field units will forward a copy of each related evidence custody document with all final reports to Crime Records Center. They will be kept with Criminal Investigation Case Files.)**Disposition:**

- a. Evidence ledger: Destroy 3 years after all items of evidence have been disposed of.
  - b. Evidence custody information: Destroy original information 3 years after final disposition of evidence.
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**FN:** 195-6a**Title:** Polygraph examinations**Authority:** NN-166-204**Privacy Act:** A0195-6USACICD**Description:** Copies of examination records (other than original copies attached to the original Crime Records Center copies of CID Reports of Investigation) and exhibit copies of polygraph examination reports.**Disposition:** Destroy 3 months after the pertinent investigation report has been closed or completed.

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**FN:** 195-6b**Title:** Polygraph certifications**Authority:** NC1-AU-77-127**Privacy Act:** A0195-6USACICD**Description:** Information on certification of polygraph examiners.

Included are applications, recommendations, approvals, disapprovals, and related information.

**Disposition:**

- a. Approved certification: Destroy in CFA 10 years after separation or retirement of person.
  - b. Disapproved certification and related information: Destroy after 1 year.
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**B-40. File category 200: Environmental quality**

a. *Prescribing directive.* AR 200-1, Environmental Protection and Enhancement.

b. *Description.* These records concern actions relating to Army environmental management, including programs, policies, instructions, and activities. Also included are matters affecting the quality of the environment, such as impact on the atmosphere, natural resources, water, and the community. See table B-46.

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**Table B-46****File category 200: Environmental quality**

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**FN:** 200**Title:** General environmental quality correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to environmental quality which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

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**Table B-46****File category 200: Environmental quality—Continued**

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b. **NONACTION:** Matters relating to environmental quality that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 200-1a**Title:** Environmental pollution abatement files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to abate such pollution as may exist. Included are inventories of sources of pollution and annual report describing progress in accomplishing objectives of environmental pollution abatement plans.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated or summary reports: Permanent.

(2) Other records: Destroy when no longer needed for current operations.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 200-1b**Title:** Environmental pollution complaints**Authority:** NN-166-204**Privacy Act:** Under development.

**Description:** Information on complaints regarding alleged environmental pollution by activities at Army installations. Included are letters of complaint, investigations, studies, and replies to complaints.

**Disposition:** Destroy 10 years after close of case.

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**FN:** 200-1c**Title:** Hazardous material management files**Authority:** NC1-AU-83-11**Privacy Act:** Not applicable.

**Description:** Information on the chemical, biological, radiation, contaminant, explosives, and military hardware aspects of installation restoration, including navigable waters, natural resources, on-shore and off-shore facilities, any contaminant release resulting in exposure to personnel, and special nuclear materials from a nuclear incident. Included are investigations, reports, surveys, permits, recommendations, and similar information.

**Disposition:**

a. Records predating 1981: Destroy in 2031.

b. Records from 1981 onward: Destroy after 50 years.

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**B-41. File category 210: Installations***a. Prescribing directives.*

(1) AR 210-1, Private Organizations on Department of the Army Installations.

(2) AR 210-7, Commercial Solicitation on Army Installations.

(3) AR 210-10, Administration.

(4) AR 210-11, Installations—Billeting Operations.

(5) AR 210-12, Establishment of Rental Rates for Quarters Furnished Federal Employees.

(6) AR 210-15, Activation, Inactivation, or Change in Status of Installations.

(7) AR 210-20, Master Planning For Army Installations.

(8) AR 210-25, Vending Facility Program For the Blind on Federal Property.

(9) AR 210-30, Selection of Sites for Army Installations.

(10) AR 210-47, State and Local Taxation of Lessee's Interest in Wherry Act Housing (Title VIII of the National Housing Act).

(11) AR 210-50, Family Housing Management.

(12) AR 210-51, Army Housing Referral Service Program.

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(13) AR 210-60, Personal Check Cashing Control and Prevention of Abuse.

(14) AR 210-130, Laundry and Dry Cleaning Operations.

(15) AR 210-135, Banks and Credit Unions on Army Installations.

(16) AR 210-190, Post Cemeteries

*b. Description.* These records concern administrative and management functions pertaining to installations and responsibilities of installation commanders. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial institutions, sales of products and services, and similar functions applicable at the installation level not specifically provided for in other series. See table B-47.

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**Table B-47****File category 210: Installations**

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**FN:** 210**Title:** General installations correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to installations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to installations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

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**FN:** 210a**Title:** Installation maintenance programs**Authority:** NC1-AU-81-48**Privacy Act:** Not applicable.

**Description:** Information on long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 6 years.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 210-1a**Title:** Private organizations**Authority:** NC1-AU-81-27**Privacy Act:** Not applicable.

**Description:** Information about private organizations authorized to operate on Army installations under AR 210-1. These records are maintained by the authorizing installation. Included are private organization checklist, charter or constitution and bylaws, requests for permission to operate, including support documentation and installation approval letter, annual revalidation, copies of minutes of latest meeting, if required by the Commander, copy of IRS tax-exempt status or documentation showing that proper taxes are being paid, and related information. (These records are exempt from the requirements of AR 380-13.)

**Disposition:** Destroy 1 year after private organization ceases to operate on the installation.

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**FN:** 210-7a

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**Table B-47****File category 210: Installations—Continued**

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**Title:** Commercial business solicitations**Authority:** NC1-AU-84-43**Privacy Act:** AO001aTAPC**Description:** Information relating to approval and disapproval of business solicitation activities on Army installations. Included are requests for authorization of accreditation of companies, agents, vendors, salesmen, and solicitors, and related information. Records are kept alphabetically by name for both agents and companies, with a cross-reference to maintain information reflecting a pattern of each company's culpability in the actions of its agents and actions of individual agents who represent several companies.**Disposition:**

a. Records of suspensions, revocations, or other actions taken against agents or companies for violations of regulations: Destroy after 10 years. Keep in CFA.

b. Other records: Destroy when no longer needed for current operations.

**FN:** 210-7b**Title:** Expelled or barred person files**Authority:** NN-166-204**Privacy Act:** A0210-7DAPE**Description:** Information showing the expulsion and barring of persons from Army installations. Included are expulsion orders, investigative reports, and related information.**Disposition:** Destroy on revocation.**FN:** 210-7c**Title:** Appraisal qualifications**Authority:** NN-166-204**Privacy Act:** AO001aTAPC**Description:** Brochures, pamphlets, questionnaires, lists, and related correspondence pertaining to the qualifications and experience of firms and individuals soliciting services.**Disposition:** Destroy on supersession except the qualification and experience record card will be kept until discontinuance of the firm.**FN:** 210-10a**Title:** Departure clearances**Authority:** NN-166-204**Privacy Act:** A0600-8-1DACF**Description:** Information concerning clearance procedures for departing soldiers. Included are clearance certificates, checklists, and related information.

Note: If it is convenient to do so, the retained (installation) copy of departure clearance documentation may be included in the military personnel assignment file under FN 614-200b.

**Disposition:** Destroy after 1 year.**FN:** 210-10b**Title:** Lodging files**Authority:** NN-166-204**Privacy Act:** AO210-50CE**Description:** Information accumulated in connection with furnishing lodging and related services for transient personnel at installations and activities. It excludes nonappropriated fund files. Included are register cards, register books, quarters reports, transient and cash collection reports, and laundry reports.**Disposition:** Destroy after 2 years.**FN:** 210-10c**Title:** Miscellaneous civil works activity supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information kept by CE division offices that duplicate the files kept in subordinate offices, as described in this category.**Disposition:** Destroy 1 year after the prescribed cut off for the subordinate office copy. Earlier destruction is authorized.**FN:** 210-11a**Title:** Unaccompanied personnel housing (UPH) and guest housing (GH) files**Authority:** NN-166-204**Privacy Act:** AO210-50CE:**Description:** Information accumulated in carrying out installation billeting operations prescribed by AR 210-11. Included are 5-year plan for billeting operations; correspondence on acquisition of guest housing

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**Table B-47****File category 210: Installations—Continued**

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and leasing of units; information showing assignment of individuals to leased quarters; coordination with facility engineering to identify nonrecurring maintenance, repair, and improvements; reallocation, diversion, conversion, and disposal of UPH and GH; information on UPH and GH operations; reports indicating transient quarters occupancy; UPH inventory and occupancy; and determination of bachelor housing requirements; and similar information.

**Disposition:** Destroy when no longer needed for current operations.**FN:** 210-12a**Title:** Appraiser precedents**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information gathered by appraisers responsible for preparation of appraisal reports, such as notes, background information, copies of reports, and such source data.**Disposition:** Destroy on supersession, obsolescence, or when the installation to which they relate is declared excess.**FN:** 210-12b**Title:** Rental value appraisals**Authority:** II-NNA-242**Privacy Act:** Not applicable.**Description:** Information on the appraisal and reappraisal of Government-owned housing rented to civilians. Included are rental schedules, copies of appraisal reports, and similar information.**Disposition:** Destroy on receipt of new reappraisal or on discontinuance of function for any reason.**FN:** 210-12c**Title:** Abstractor lists**Authority:** NN-166-204**Privacy Act:** AO001aTAPC**Description:** List of persons or firms approved by Department of Justice to qualify as abstractors.**Disposition:** Destroy on supersession.**FN:** 210-15a**Title:** Reserve facilities licenses**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on authorizations and agreements providing for use of Army Reserve facilities by local, civic, and other nonprofit organizations.**Disposition:** Destroy 2 years after termination.**FN:** 210-20a**Title:** Master plans**Authority:** NC1-AU-81-34**Privacy Act:** Not applicable.**Description:** Information relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).**Disposition:**

a. Installation to which the plan pertains:

(1) If listed in the National Register of Historical Places: Permanent. Retire upon closure of the installation or on revision of the master plan as a result of mission changes.

(2) If not listed in the National Register of Historical Places: Destroy 20 years after supersession or 20 years after the installation is transferred from Army control, whichever is first.

b. OCE: Destroy on supersession or when the installation is transferred from Army control, whichever is first.

c. Other offices: Destroy after 6 years, except the master plan will be destroyed upon supersession or discontinuance of the installation or facility.

**FN:** 210-20b**Title:** Military construction projects**Authority:** NC1-AU-85-68**Privacy Act:** Not applicable.**Description:**

**Table B-47****File category 210: Installations—Continued**

a. Information pertaining to sites or properties listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM5-801-1). Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

b. Information pertaining to sites or properties not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports.

**Disposition:**

a. For a above—

(1) OCE: Destroy when no longer needed for current operations.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Permanent.

b. For b above—

(1) OCE and OTSG: Destroy when no longer needed for current operations. Transfer "as-built" plans, including original tracings; site plans; reservation maps; reproducible copies of standard drawings indicating the "as-built" changes; final approved shop drawings; copies of construction contracts; specifications; and copies of final design analyses to the using service after acceptance of the facility.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Destroy 10 years after completion of project, except that analyses of design will be retained until project is abandoned or passes from DOD control.

**FN:** 210-20c

**Title:** Site selection report informational files

**Authority:** NC-AU-75-3

**Privacy Act:** Not applicable.

**Description:** Information gathered by offices of the Army Staff which receive and pass along site selection reports to offices in charge of the review and approval of the reports. These files include communications forwarding the reports and copies of the reports.

**Disposition:** Destroy after 5 years.

**FN:** 210-20d

**Title:** Master planning reviews

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on the review and approval of master plans of permanent Army installation.

**Disposition:** OCE: Destroy after 10 years and retire after 5 years.

**FN:** 210-20e

**Title:** Range clearances

**Authority:** II-NN-3358

**Privacy Act:** Not applicable.

**Description:** Information on locating and disposing of unexploded ammunition on firing ranges at installations. Included are maps of the installation; returned copies of certificates of decontamination attesting to the removal of high explosives from specified areas and the examination of scrap metal salvaged therefrom; statements in place of certificates of decontamination; daily reconnaissance reports showing type of ammunition discovered, location, and disposition effected and initial and final reports on the dud disposal program; and on decontamination in general.

**Disposition:** Destroy 10 years after completion of the removal project.

**FN:** 210-24a

**Title:** Financial institutions (Rescinded; use FN 210-135c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**Table B-47****File category 210: Installations—Continued**

**FN:** 210-24b

**Title:** Financial institution establishments and terminations (Rescinded; use FN 210-135a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 210-24c

**Title:** Financial institution operations (Rescinded; use FN 210-135b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 210-25a

**Title:** Vending Facility Program for the Blind on Federal Property

**Authority:** N1-AU-89-11

**Privacy Act:** AO001aTAPC

**Description:** Documents established by implementation of the Randolph-Sheppard Act in accordance with AR 210-25. Included are identification of suitable sites; applications; approved permits; correspondence concerning operation of the vending facilities, such as complaints or requests for stockage, or facility conditions; and reports.

**Disposition:**

a. Applications and approved permits: Destroy one year after termination of service.

b. Application for permits that have been denied: Destroy 2 years after denial.

**FN:** 210-30a

**Title:** Site selections

**Authority:** NC-AU-75-3

**Privacy Act:** Not applicable.

**Description:** Information on the investigation and selection of sites for military activities which are created in offices below the Army Staff level. Included are directives authorizing site survey and site selection reports.

**Disposition:** Destroy 3 years after completion of the project or 3 years after determination that the project will not be completed. However, files on unselected sites may be kept for use with future selections until acquired or until rejected as unsuitable for the intended purpose.

**FN:** 210-47a

**Title:** Tax negotiations

**Authority:** NN-165-169

**Privacy Act:** Not applicable.

**Description:** Information on negotiations with State or local tax authorities on such matters as tax refunds, tax exemptions, or the validity or applicability of taxes. Included are requests for authority to negotiate with tax authorities; approvals or disapprovals; reports of improper, invalid, or excessive taxes; reports of negotiations; information reflecting legal advice; communications with tax authorities; and related information.

**Disposition:**

a. OTJAG and negotiating offices: Destroy 20 years after completion of negotiation.

b. Other offices: Destroy after 2 years.

**FN:** 210-50a

**Title:** Installation housing files

**Authority:** NC1-AU-78-119

**Privacy Act:** Not applicable.

**Description:** Information gathered in determining the need for housing at installations. Included are studies, reports, Federal Housing Administration comments and recommendations, and certificates of need.

**Disposition:**

a. Office having Army-wide responsibility: Destroy 10 years after approval or disapproval, as appropriate.

b. Other offices: Destroy after 6 years.

**FN:** 210-50b

**Title:** Real property utilization files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

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**Table B-47****File category 210: Installations—Continued**

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**Description:** Information on the use and status of real property, including space utilization criteria, the use of space in problem areas such as metropolitan areas, inspections or surveys of space utilization, and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies on use.

**Disposition:**

- a. OCE: Destroy on supersession by a new report or on transfer of related installation from Army control.
  - b. Other offices: Destroy after 2 years or on discontinuance of the installation, except that a current copy of the real property utilization report will be kept on discontinuance and transferred to a representative of OCE.
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**FN:** 210-50c (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 210-50d**Title:** Building maintenance files**Authority:** NC1-AU-81-47**Privacy Act:** Not applicable.

**Description:** Information on the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 6 years.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**FN:** 210-50e**Title:** Installation troop housing files**Authority:** NN-166-204**Privacy Act:** A210-50CE

**Description:** Information relating to housing and billeting of permanent party. Included are memorandums on housing, strength, utilization, and capacity reports, adequacy, utilization, and suitability reports, housing schedules, and related information.

**Disposition:** Destroy after 3 years.

---

**FN:** 210-50f**Title:** Installation housing project tenancy files**Authority:** NN-166-204**Privacy Act:** A210-50CE

**Description:** Information that may gather in offices of housing project directors relating to rental of units. Included are applications for quarters, character reference letters, rental deduction notices, property inventories, cancellation of rental deduction notices, and similar information.

**Disposition:** Destroy 3 years after termination of quarters occupancy.

---

**FN:** 210-50g**Title:** Family housing cost controls**Authority:** NN-166-204**Privacy Act:** A210-50CE

**Description:** Information on the control of costs for alteration and repair of family housing units to ensure that amounts expended comply with limitations set by law. Included are cumulative cost, cards, copies of job orders, work orders, contracts, issue slips, and information reflecting expenditures.

**Disposition:**

- a. Cards showing cumulative costs: Destroy 11 years after entry on card.
  - b. Other files: Destroy after posting to the cumulative cost card, except that copies of work orders used for posting to the cumulative cost card will be filed and disposed of as provided in FN 420-17e.
- 

**FN:** 210-50h**Title:** Family housing leasing files**Authority:** NN-166-204**Privacy Act:** A210-0CE

**Description:** Information on leasing housing to provide necessary quarters for qualified DA personnel. Included are requests for approval to lease, authorizations to lease, leasing and rental surveys, and similar information.

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**Table B-47****File category 210: Installations—Continued**

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**Disposition:** Destroy 3 years after lease terminates, is canceled, lapses, or after any litigation is concluded.

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**FN:** 210-50i**Title:** Family housing rental rates**Authority:** NN-166-204**Privacy Act:** A210-50CE

**Description:** Information on the establishment of rental rates for family housing units. Included are surveys, schedules, and statistical data.

**Disposition:** Destroy after 10 years.

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**FN:** 210-50j**Title:** Housing referral services**Authority:** NC1-AU-78-73**Privacy Act:** A210-50CE

**Description:** Information on providing guidance and referral service on available housing. Files may gather in housing referral offices Army-wide. Included are records of liaison activities with real estate boards, brokers, and other agencies.

**Disposition:** Destroy after 5 years.

---

**FN:** 210-50k**Title:** Offpost rental housing reports**Authority:** GRS 15, Item 3**Privacy Act:** A210-50CE

**Description:** Information reflecting conditions affecting offpost rental housing. Included are offpost housing census reports, DOD offpost family housing survey reports, status of family housing assets reports, and similar information.

**Disposition:** Destroy after 2 years.

---

**FN:** 210-50m**Title:** Certificates of eligibility**Authority:** GRS 15, Item 4**Privacy Act:** A210-50CE

**Description:** Information relating to certification of a person's eligibility to participate in the housing program. Included are applications, approvals, certificates of eligibility, and similar information.

**Disposition:** Destroy 3 years after termination of eligibility.

---

**FN:** 210-50n**Title:** Furnishings, equipment inventory, and management files**Authority:** NC1-AU-79-77**Privacy Act:** Not applicable.

**Description:** Information on the management of furnishings for family and bachelor housing and transient quarters. Included are inventory reports of all types of household furnishings and equipment, planned procurement and redistribution of assets, approvals for redistribution of housing excesses, cost comparison analyses, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.
  - b. Other offices: Destroy after 3 years.
- 

**FN:** 210-50p**Title:** Family housing maintenance, repair, incidental improvement, and minor construction projects**Authority:** NC1-AU-79-77**Privacy Act:** Not applicable.

**Description:** Information gathered in the review and approval of projects for maintenance, repair, incidental improvement, and minor construction of family housing. Included are requests for approval, technical reviews, approvals, specifications, plans, estimates, cost analyses, economic analyses, environmental impact statements, cost control records, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 3 years after completion of project.
  - b. MACOMs: Destroy 1 year after completion of project.
  - c. Other offices: Destroy 3 years after completion of project.
- 

**FN:** 210-50q**Title:** Family housing new construction and line item improvements**Authority:** NC1-AU-79-77**Privacy Act:** Not applicable.

**Description:** Information gathered in planning, development, design, and construction of new family housing projects and remodeling,

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**Table B-47****File category 210: Installations—Continued**

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conversion, or addition to existing structures. Included are land use studies, economic analyses, environmental impact statements, plans and specifications, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 3 years after completion of project.
  - b. Other offices: Destroy 2 years after completion of project.
- 

**FN:** 210-50r**Title:** Family housing project status reports**Authority:** NC1-AU-79-77**Privacy Act:** Not applicable.**Description:** Information that reports the status of current projects. Included are quarterly reports under the Family Housing Management Account (FHMA)/BP 1800 and 1900 programs.**Disposition:** Destroy after 1 year.

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**FN:** 210-50s**Title:** Quarters terminations**Authority:** NC1-AU-86-69**Privacy Act:** A210-50CE**Description:** Information relating to termination of Government quarters assignments due to change of sponsor's status, removal of quarters from surplus status, for medical reasons, misconduct of the sponsor, misuse or illegal use, or any other reason as authorized by AR 210-50. Included are notifications of termination, exceptions to time requirements for vacating quarters, arrangements for prepayment of custodial contractors because of evictions, and similar information.**Disposition:**

- a. Files involving adverse actions (evictions, illegal use or misconduct by sponsor, potential litigation): Destroy 6 years after termination action.
  - b. All other files: Destroy in CFA 3 years after termination action.
- 

**FN:** 210-51a**Title:** Offpost housing complaints and investigations**Authority:** NN-166-204**Privacy Act:** AO210-50CE**Description:** Information on complaints and investigations of offpost housing. Included are complaints from military personnel and owners or operators of housing facilities, investigative data, fact statements, acceptance statement, and withdrawal notices.**Disposition:**

- a. Office having Army-wide responsibility: Destroy 5 years after completion.
  - b. Other offices: Destroy 2 years after completion.
- 

**FN:** 210-51b**Title:** Realtor lists**Authority:** NC1-AU-78-73**Privacy Act:** A210-50CE**Description:** Information consisting of cards reflecting approved realtors and available housing. They may accumulate in Army housing referral offices.**Disposition:** Destroy individual cards when no longer needed for current operations.

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**FN:** 210-51c**Title:** Specific rental actions**Authority:** NC1-AU-78-73**Privacy Act:** A210-50CE**Description:** Information on specific actions taken to provide offpost rental housing for Army personnel. These files may gather in housing referral offices Army-wide. Included are DD Forms 1668 and 1670, and similar or related information arranged by name folders.**Disposition:** Destroy 3 months after move from Government housing, move to another installation, or upon separation from service.

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**FN:** 210-60a**Title:** Check cashing privileges**Authority:** NC1-AU-80-47**Privacy Act:** A0210-60SAFM**Description:** Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of

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**Table B-47****File category 210: Installations—Continued**

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bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

**Disposition:**

- a. Information pertaining to suspensions: Destroy 1 year after termination of suspension.
  - b. Other information: Destroy after 1 year. Earlier destruction is authorized when in accordance with AR 210-60.
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**FN:** 210-60b**Title:** NAF report of audits (Rescinded; use FN 36-5j.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 210-130a**Title:** Unit and organizational laundry files**Authority:** NN-166-204**Privacy Act:** A0210-130DALO**Description:** Documents maintained by a unit or organization controlling the receipt and delivery of laundry and drycleaning and in collecting payment. Included are laundry and drycleaning collection and delivery sheets; hospital, transport, and organization laundry lists; laundry and drycleaning adjustment vouchers; and similar information.**Disposition:** Destroy after 1 year, except destroy DA Forms 3799 and related control documents 3 months after individual terminates use of the service.

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**FN:** 210-130b**Title:** Station laundry and drycleaning accounts**Authority:** NN-166-204**Privacy Act:** AO210-130DALO**Description:** Documents reflecting total receipts and workload of laundry and drycleaning operations. Included are abstracts of laundry work for individual patrons, abstracts of enlisted and organizational laundry and drycleaning (with and without cash reimbursement), cash collection vouchers, periodic reports of laundry and drycleaning operations, and similar information.**Disposition:** Destroy after 2 years, except destroy DA Forms 3799 and related control documents 3 months after individual terminates use of the service.

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**FN:** 210-130c**Title:** Station laundry and drycleaning receipts**Authority:** NN-166-204**Privacy Act:** AO210-130DALO**Description:** Documents used for the receipt and control of laundry and drycleaning. Data from these documents are abstracted for use in cash receipt and workload accounting. Included are drycleaning lists, laundry lists, roster and statement, abstracts of laundry or drycleaning organizational work, and machine tapes.**Disposition:** Destroy after 1 year.

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**FN:** 210-130d**Title:** Army laundry and drycleaning surveys**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Documents resulting from actions taken to evaluate and improve the overall Laundry and Drycleaning Program. Included are staff studies, survey and test reports, coordinating actions, and related papers.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 210-130e**Title:** Laundry and drycleaning facility establishment files**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of laundry and drycleaning facilities. Included are recommendations for establishment, change in capacity, or discontinuance, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

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**Table B-47****File category 210: Installations—Continued**

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**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 210-130f

**Title:** Laundry and drycleaning layout reviews

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents relating to the technical review of layout plans for the construction of, significant modification to, or deviation from standard plans for laundry and drycleaning facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the review.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 210-130g

**Title:** Laundry and drycleaning program reports

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Reports used for supervision, rendering assistance and advice, and review and analysis of the Laundry and Drycleaning Program.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

---

**FN:** 210-135a

**Title:** Financial institution establishments and terminations

**Authority:** NN-165-15

**Privacy Act:** Not applicable.

**Description:** Information on the establishment and termination of banking and credit union offices and designated depositories. Included are requests, recommendations, authorizations, requests and authorizations for extension of services, notices of termination, leases, and related information.

**Disposition:** Destroy on termination or discontinuance of facility, bank, or branch.

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**FN:** 210-135b

**Title:** Financial institution operations

**Authority:** GRS 6, Item 3a

**Privacy Act:** Not applicable.

**Description:** Information on the operation of established banking and credit union offices and designated depositories. Included are quarterly statements and reviews, reports of services rendered and expenses incurred, correspondence related to hours of operation and services rendered, and comparable information.

**Disposition:** Destroy after 2 years.

---

**FN:** 210-135c

**Title:** Financial institutions

**Authority:** NN-165-15

**Privacy Act:** Not applicable.

**Description:** Information on the establishment and termination of banking and credit union offices (including main offices, branches, facilities, automated teller machines, and conversion points). Included are requests for approval to establish offices, with related studies, requests to modify established offices, approvals, disapprovals, operating or service agreements, leases, quarterly review consolidations, notifications to Chief of Engineers, and similar information.

**Disposition:** Destroy 10 years after disestablishment of related facility.

---

**FN:** 210-190a

**Title:** Cemetery correspondence

**Authority:** NC-AU-75-30

**Privacy Act:** AO210-190TAPC

**Description:** Information kept by field offices in connection with the general administration, operations, and maintenance of cemeteries and other burial installations. Included are retained copies of statistical reports made to State or local vital statistics offices, correspondence on authorization for interment, costs and method of operation of burial installations, gravesite reservations, maintenance of the installations, and similar operating matters, correspondence with the next of kin, higher headquarters, veterans organizations, and others pertaining to remains buried or to be buried in a cemetery, burial locations and burial

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**Table B-47****File category 210: Installations—Continued**

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space, funeral arrangements, headstones and markers, military honors and donations, and similar information.

**Disposition:** Destroy after 5 years.

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**FN:** 210-190b

**Title:** Cemetery engineering plans

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the correlation of all engineering information received for preparation of the planning and designing of cemeteries. Included are prints, reproduces of layout maps, plans, and specifications.

**Disposition:** Offices of the Army Staff: Destroy when superseded or obsolete.

---

**FN:** 210-190c

**Title:** Cemetery interment files

**Authority:** NC1-AU-81-25

**Privacy Act:** AO210-190TAPC

**Description:** Information relating to the permanent interment of a decedent. Included are cemetery retained copies of DA Form 2122 (Record of Interment), transit permit, headstone data, agreement for burial, if applicable, information containing pertinent data concerning each decedent, and similar information.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 210-190d

**Title:** Interment controls

**Authority:** NC1-AU-81-25

**Privacy Act:** Not applicable.

**Description:** Information providing a central interment record of decedents interred in Army national cemeteries, post cemeteries, and soldiers' lots. Included are DA Form 2122 and similar information.

**Disposition:** Permanent. Keep in CFA. In coordination with HQDA(SAIS-PSP), offer to the National Archives when no longer needed for current operations.

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**FN:** 210-190e

**Title:** Individual gravesite reservations

**Authority:** NC1-AU-81-25

**Privacy Act:** AO210-190TAPC

**Description:** Information reflecting reservations of gravesite for individuals. Included are gravesite reservation forms, letters of cancellation, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy on cancellation or on receipt of report of interment indicating utilization of gravesite.

b. Cemeteries: Destroy on cancellation. On utilization of gravesite, forward with interment report to office having Army-wide responsibility.

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**FN:** 210-190f

**Title:** Gravesite reservation surveys

**Authority:** NC1-AU-78-95

**Privacy Act:** AO210-190TAPC

**Description:** Information reflecting periodic surveys to determine whether or not individual reservations are still desired, including changes in status of reservees. Included are cards, correspondence, and similar information.

**Disposition:** Destroy on cancellation or use of reservation.

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**FN:** 210-190g

**Title:** Periodic cemetery reports

**Authority:** NC1-AU-80-14

**Privacy Act:** Not applicable.

**Description:** This information includes installation monthly, quarterly, or periodic reports such as national cemetery report, Part A monthly summary of interments and gravesites, national cemetery report, Part B quarterly summary, similar reports pertaining to interments, gravesite reservations, available gravesites, installation improvements, repairs, equipment, and personnel.

**Disposition:** Destroy after 5 years.

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**FN:** 210-190h

**Title:** Cemetery planning estimates

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

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**Table B-47****File category 210: Installations—Continued**

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**Description:** Information on estimates of costs for use in connection with the 5-year planning program.

**Disposition:** Office of the Army Staff: Destroy after 5 years.

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**FN:** 210-190i

**Title:** Burial registers

**Authority:** NC-AU-75-30

**Privacy Act:** Not applicable.

**Description:** Registers kept at cemeteries, such as records of interments and reservations, and similar documents on which are recorded the section, plot, and grave numbers, decedent's name, grade, or rating, and date of interment or date reservation was made.

**Disposition:** Permanent. Retain at the installation until discontinuance, at which time they will be transferred to the OCRHA or retired to the Washington National Records Center, whichever is appropriate. However, original registers should be destroyed when all entries therein have been transcribed to a later register and the entries have been verified.

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**FN:** 210-190j

**Title:** Installation and gravesite layouts

**Authority:** NC1-AU-81-15

**Privacy Act:** Not applicable.

**Description:** Layout maps kept at cemeteries and other burial installations. They show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, enclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.

**Disposition:** Permanent. Retain at installation until discontinuance, at which time they will be transferred to the overseas records center, or retired to the Washington National Records Center, whichever is appropriate. Maps and plans should be destroyed when superseded by approved drawings supplied by the office having Army-wide responsibility.

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**FN:** 210-190k

**Title:** Cemetery visitor registers

**Authority:** NC1-AU-78-42

**Privacy Act:** AO001aTAPC

**Description:** Registers kept at national or overseas military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

**Disposition:**

- a. National cemeteries: Destroy 3 months after date of last entry.
  - b. Temporary overseas cemeteries: Destroy 3 months after closing of cemetery.
  - c. Permanent overseas cemeteries: Destroy on transfer of the cemetery to the American Battle Monuments Commission.
- 

**FN:** 210-190m

**Title:** Cemetery historical files

**Authority:** NC1-AU-78-42

**Privacy Act:** Not applicable.

**Description:** These files contain all data of an historical nature accumulated by field installations pertaining to establishment and development of burial installations, such as land metes and bounds, deeds, newspaper and magazine articles pertaining to the installation, and related information.

**Disposition:**

- a. Overseas installations: Permanent. Transfer to OCRHA on discontinuance.
  - b. CONUS installations: Permanent. Forward to the office having Army-wide responsibility on discontinuance.
- 

**B-42. File category 215: Morale, welfare, and recreation***a. Prescribing directives.*

(1) AR 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

(2) AR 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.

(3) AR 215-3, Nonappropriated Funds Personnel Policies and Procedures.

(4) AR 215-4, Nonappropriated Fund Contracting.

(5) AR 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures.

(6) AR 215-7, Civilian Nonappropriated Funds and Morale, Welfare, and Recreation Activities.

*b. Description.* These records concern the administration of and accounting for nonappropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare. Current file numbers in category 215 are listed in table B-48. Rescinded file numbers in category 215 are listed in table B-49.

*Note.* This series combines portions of FN 28 (Welfare, Recreation, and Morale) and FN 230 (Nonappropriated Funds and Related Activities). All regulations in the 28-series and the 230-series will eventually be combined into the new 215-series.

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**Table B-48****File category 215: Morale, welfare, and recreation**

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**FN:** 215

**Title:** General morale, welfare, and recreation correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to morale, welfare, and recreation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to morale, welfare, and recreation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 215-1a

**Title:** NAF compensation cases

**Authority:** GRS 1, Item 32

**Privacy Act:** DOL/ESA-13

**Description:** Information relating to individual NAF employee compensation cases for work-related injury or illness. Included are examining physicians reports, investigative reports, information substantiating claims, application for compensation with supporting information, U.S. Department of Labor forms, and similar information. Note: Final adjudication regarding compensation claims or awards is made by the U.S. Department of Labor, Office of Workers' Compensation Program (OWCP) (or OWCP's district offices). In the event a case is reopened at any time after this file has been destroyed, documents can be retrieved from the National Archives, through the Department of Labor. Point of contact is the Records Officer for Employment Standards Administration, Department of Labor, 200 Constitution Ave., N.W. WASH, DC 20210.

**Disposition:** Destroy 5 years after compensation is terminated.

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**FN:** 215-1b

**Title:** Physical inventories

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents maintained by other than FAOs reflecting the physical inventory of NAF property, supplies, and salable merchandise. Included are NAF property inventory sheets, inventories of food and

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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resalable merchandise, and periodic inventories by disinterested persons.

**Disposition:** Destroy after 2 years.

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**FN:** 215-1c

**Title:** Risk management files

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents relating to administration of the risk management program (AR 230-16) for NAF instrumentalities. Included are letters, forms, and other documents showing management of the program, financial requirements, property claims and losses, claims under the tort program, property insurance, insurance of cargo shipments, workers' compensation program, and similar information.

**Disposition:** Retain in CFA until disposition instruction is published in this regulation or its successor.

---

**FN:** 215-1d

**Title:** NAF accounts

**Authority:** II-NNA-2037

**Privacy Act:** A0215-1bSAFM

**Description:** Information on the receipt, disbursement, and administration of nonappropriated funds, such as welfare, unit, inmates', Commandant's, sundry, vocational training, Chaplain's, Book Department, Officers, Noncommissioned Officers and Enlisted clubs, post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.

**Disposition:** Destroy 3 years after completion of next comparable audit. Bound books, ledgers, and journals will be destroyed 3 years after date of last entry therein.

Note: Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-RM, Alexandria, VA 22331-0508.

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**FN:** 215-1e

**Title:** NAF establishment files

**Authority:** II-NNA-1927

**Privacy Act:** Not applicable.

**Description:** Information on the establishment of nonappropriated funds, establishment of disbursement limitations, appointment of custodians and council members, and establishment of constitutions and bylaws. Included are orders, bylaws, constitutions, and changes thereto, and similar official fund establishment information.

**Disposition:** Destroy on supersession or destroy with related fund account records on dissolution of the fund, as appropriate.

---

**FN:** 215-1f

**Title:** NAF minutes of meetings

**Authority:** II-NNA-1927

**Privacy Act:** Not applicable.

**Description:** Minutes of meetings of councils and boards of governors appointed to administer nonappropriated funds as prescribed by directives, regulations, constitutions, bylaws, and similar regulatory media. Included are minutes of meetings and directly related information.

**Disposition:** Destroy with accounting fund records on actions prescribed within the recorded minutes of meetings.

---

**FN:** 215-1g

**Title:** Loan and grant administration files (NAF)

**Authority:** GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:** Information relating to the administration of loans and grants secured to finance, in whole or in part, construction of, or improvement to, NAF instrumentalities. Included are requests, forms, statements of conformance with DOD space criteria and the current Installation Master Plan, finance plans, documents indicating source of

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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loan or grant (including terms and conditions), amount of local funds committed to the project, and similar information.

**Disposition:** Destroy 3 years after expiration of grant or repayment of loan.

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**FN:** 215-1h

**Title:** NAF position structure

**Authority:** II-NNA-1175

**Privacy Act:** Not applicable.

**Description:** Information reflecting the civilian position structure of each nonappropriated fund instrumentality (NAFI). Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 215-1i

**Title:** NAF receipts for petty cash and change fund

**Authority:** NC1-AU-85-33

**Privacy Act:** A0215-1bSAFM

**Description:** Certificates indicating receipt and accountability for petty cash and change funds, signed by individuals. These certificates support general ledger balances and are kept for internal control purposes.

**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 215-1j

**Title:** NAF loss of assets

**Authority:** NN-166-204

**Privacy Act:** A0027-20bDAJA

**Description:** Case files on investigating, reporting, and restituting loss of NAFI assets. Included are investigations, reports, correspondence, notifications, documentation of collections, appeals, and similar information.

**Disposition:** Destroy 10 years after final action on the case.

---

**FN:** 215-1k

**Title:** NAF hand receipts

**Authority:** NN-166-204

**Privacy Act:** A710-2bDALO

**Description:** Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings and supporting documentation.

**Disposition:** Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.

---

**FN:** 215-1m

**Title:** NAF tort claims

**Authority:** NN-173-91

**Privacy Act:** A0027-20bDAJA

**Description:** Case files on tort claims against the NAFIs for damage, loss, or destruction of private property or personal injury or death resulting from negligence or wrongful acts or omission of acts by NAF personnel and employees.

**Disposition:** Destroy 10 years after final action on the case.

---

**FN:** 215-1n

**Title:** NAF employee insurance files

**Authority:** NC1-AU-81-20

**Privacy Act:** A0215-1CFSC

**Description:** Information relating to administration of group life, health, and accident insurance programs and retirement plans for NAF employees. Included are periodic statements of contributions and related information. These records are identified in organizational sequence, chronologically.

**Disposition:**

a. Offices exercising Army-wide responsibility: Destroy after 56 years. DO NOT RETIRE.

b. Other offices: Destroy after 4 years.

---

**FN:** 215-1p

**Title:** Central NAF financial and statement reporting files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports and directly related information submitted by activities receiving or using nonappropriated funds. Financial statements and reports including inspection reports and related documents

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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pertaining to nonappropriated funds, prepared by units administering the funds and sent to higher headquarters. Copies of statements and reports kept by the preparing units will be disposed of by appropriate standards in this regulation applicable to nonappropriated fund account files.

**Disposition:** Destroy after 3 years.

---

**FN:** 215-1q

**Title:** NAF securities

**Authority:** GRS 6, Item 6b

**Privacy Act:** Not applicable.

**Description:** Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy 5 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

b. Other offices: Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

---

**FN:** 215-1r

**Title:** NAF individual employee pay records

**Authority:** GRS 2, Item 1

**Privacy Act:** A0215-1aSAFM

**Description:** Information kept on each individual employee paid from nonappropriated funds, reflecting earnings, deductions, adjustments, bond issuances, and similar information.

Note: This file number is for use by the Central NAF Payroll Office (CNPO), Red River Army Depot, P.O. Box 75, Texarkana, TX 75504-0075, and the NAF Finance and Accounting Directorate, Central NAF Payroll System, USAFACEUR, APO NY 09007, and those payroll offices that are not yet under the Army-wide payroll functions of the two listed CNPOs. Payroll records that remain at NAF instrumentalities (or at the installation RHA) that were created before CNPO started providing the payroll function will be limited to the records described above and be retired accordingly.

**Disposition:**

a. Destroy after 56 years. Send annual blocks to the National Personnel Records Center, (NPRC), 111 Winnebago Street, St. Louis, MO 63118 after 3 years in CFA.

b. FOR KOREAN NATIONAL DIRECT HIRE INDIVIDUAL PAY RECORDS: Destroy after 6 years and 3 months.

---

**FN:** 215-1s

**Title:** NAF employee leave files

**Authority:** GRS 2, Item 9a

**Privacy Act:** A0215-1aSAFM

**Description:** Individual leave cards, time and attendance reports, applications for leave, and similar information pertaining to nonappropriated fund employees.

**Disposition:** Destroy after 3 years.

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**FN:** 215-1t (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 215-1u

**Title:** NAF stock records

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and resalable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents. Stock record cards will be continued in effect until filled or final entry is made thereon.

**Disposition:** Destroy after 2 years.

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**FN:** 215-1v

**Title:** NAF property records

**Authority:** II-NNA-1445

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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**Privacy Act:** Not applicable.

**Description:** Documents reflecting the description, value, source, quantity, location, disposition, and other data on nonexpendable property and fixed assets. Included are nonappropriated fund stock, property, and fixed asset cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock record card.

**Disposition:**

a. Cards with zero balance when there will be no further activity on the item, and filed cards when accounting entries are carried forward to a new card: Destroy after 2 years.

b. Other documents: Destroy after 2 years.

---

**FN:** 215-1w

**Title:** NAF utility service agreements

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, and related documents.

**Disposition:** Destroy 2 years after termination of the agreement.

---

**FN:** 215-1x

**Title:** NAF vehicle registrations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents. Registration forms will be forwarded in accordance with AR 230-14.

**Disposition:**

a. Army Central Welfare Fund: Destroy proof of ownership documents on final disposition of vehicle.

b. Other documents: Destroy upon new registration, or on final disposition of vehicle, as applicable.

---

**FN:** 215-1y

**Title:** NAF bank deposit insurance files

**Authority:** II-NNA-2037

**Privacy Act:** Not applicable.

**Description:** Information on arrangements with the Treasury Department for protection of nonappropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation.

**Disposition:**

a. Offices of the Army Staff: Destroy after 3 years.

b. Other offices: Destroy when superseded or when account is closed.

---

**FN:** 215-1z

**Title:** NAF minor and troop construction projects

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations, justifications, tests, geological investigations, cement and concrete reports, foundation reports, logbooks, field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" and shop drawings, progress photographs, inspection, progress, and completion reports, and similar information.

Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.

**Disposition:**

a. Office responsible for awarding contract or for executing by other means: Destroy 10 years after completion of the project.

b. Other offices: Destroy 2 years after completion of the project.

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**FN:** 215-2a

**Title:** Recreation and entertainment details

**Authority:** NN-166-204

**Privacy Act:** A0215CFCS

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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**Description:** Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sport, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and related information.  
**Disposition:** Destroy after 2 years.

---

**FN:** 215-2b**Title:** Recreation and entertainment cases**Authority:** NC1-AU-77-64**Privacy Act:** Not applicable.

**Description:** Documents related to planning, approving, and conducting specific contests, Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional materials, and related information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 10 years.

b. Other offices and TOE units: Destroy after 2 years.

---

**FN:** 215-2c**Title:** Recreation services reports**Authority:** NC1-AU-77-66**Privacy Act:** Not applicable.

**Description:** Documents reflecting statistical information concerning Army recreation services activities. Included are letters, forms, and related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 215-2d**Title:** Contest entries**Authority:** NN-166-204**Privacy Act:** AO215-2bCFSC

**Description:** Documents submitted as entries in recreation services contests or competitions and related papers concerning entries or entrants in contests. Included are songs, scripts, poems, or similar materials entered, lists of contestants, eligibility determinations, and related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 215-2e**Title:** Recreation services recognitions**Authority:** NN-166-204**Privacy Act:** AO215-2bCFSC

**Description:** Documents in the responsible office of the Army Staff which reflect services of entertainers, instructors, or other persons contributing to the recreation services program. Included are certificates of esteem, letters of appreciation, and related documents.

**Disposition:**

a. Award given: Destroy after 10 years.

b. Award not given: Destroy after 5 years.

---

**FN:** 215-2f**Title:** Entertainment scholarships and awards**Authority:** NN-166-204**Privacy Act:** AO215CFCS

**Description:** Documents related to applying for scholarships and awards offered by schools and professional companies of the performing arts. These documents are maintained by HQDA. Included are applications and related papers.

**Disposition:** Destroy after 3 years.

---

**FN:** 215-2g**Title:** Alcoholic beverage files**Authority:** NC1-AU-77-84**Privacy Act:** Not applicable.

**Description:** Documents relating to the designation of military installation as "remote" for the purchase of packaged alcoholic beverages. Included are DOD, DA, and Chief of Staff directives and papers showing justification, coordination with higher authorities, approvals, or disapprovals of specific cases, DA policy statements concerning purchase of alcoholic beverages in monopoly States, and related documents.

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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b. Other offices: Destroy after 2 years.

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**FN:** 215-2h**Title:** Army club/NAF activity membership files**Authority:** NC1-AU-84-06**Privacy Act:** A0215-2aCFSC

**Description:** Information reflecting active, associate, or honorary membership in Army clubs or other NAF membership activities. Included are membership applications, club card information, and similar information.

**Disposition:** Destroy 1 year after termination of membership or payment of final bill, whichever applies.

---

**FN:** 215-2i**Title:** Alcoholic beverage decalomania controls**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents used to control the issue of alcoholic beverage decalomania. Included are records of issue from stock and related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 215-3a**Title:** NAF official personnel folders**Authority:** NC1-330-80-3 and GRS 1, Item 1**Privacy Act:** A0215-3DAPE

**Description:** Information on employees paid from NAF showing qualifications, efficiency, promotions, awards, and similar information. Included are official personnel folders.

Note: Each folder will be clearly marked with the letters "NAF."

**Disposition:** Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 6 months after separation. NPRC will destroy 75 years after birth date of employee (60 years after the date of the earliest document if the date of birth cannot be ascertained) or 5 years after latest separation, whichever is later.

**Exceptions:**

a. Direct hire non-U.S. citizens in foreign areas: Destroy 3 years after separation.

b. Indirect hire non-U.S. citizens in foreign areas: Destroy 3 years after separation. (If U.S.-host government agreements require longer retention, the major overseas commander will issue supplementary instructions to provide for appropriate extension of retention period.)

---

**FN:** 215-3b**Title:** NAF employment records**Authority:** II-NN-3560**Privacy Act:** A0215-3DAPE

**Description:** Information on individual NAF employees showing such information as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438. (DA Forms 3438 are kept by the office responsible for administration of NAF personnel program.)

**Disposition:** Destroy in CFA 5 years after transfer or separation of employee.

---

**FN:** 215-3c**Title:** NAF position structure**Authority:** II-NNA-1175**Privacy Act:** Not applicable.

**Description:** Information reflecting the civilian position structure of each NAFI. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 215-3d**Title:** NAF job descriptions**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.

**Description:** Information used for analysis, evaluation, or development of specific jobs, and to indicate jobs utilized. Included are master job descriptions, extra copies thereof, job standards, and similar information.

**Disposition:** Destroy when canceled or superseded.

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**FN:** 215-3e

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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**Title:** NAF job description extra copies

**Authority:** GRS 1, Item 7b

**Privacy Act:** Not applicable.

**Description:** Copies used for distribution to employees and for filing in official personnel folders when personnel actions are processed.

**Disposition:** Destroy when superseded or when job is abolished.

---

**FN:** 215-3f

**Title:** NAF locator

**Authority:** GRS 1, Item 11

**Privacy Act:** A0001DAPE

**Description:** Information providing the name, address, telephone number, and similar data for each employee assigned to a NAFI.

**Disposition:** Destroy on transfer or separation of the employee.

---

**FN:** 215-3g

**Title:** NAF personnel reports

**Authority:** GRS 1, Item 28a(1)

**Privacy Act:** Not applicable.

**Description:** Information accumulated by NAF activities used to furnish Government agencies with information on labor statistics. Included are letters, forms, and similar information.

**Disposition:** Destroy after 5 years.

---

**FN:** 215-3h

**Title:** NAF employment applications

**Authority:** II-NNA-1445

**Privacy Act:** OPM/GOVT-5

**Description:** Information pertaining to persons seeking employment in activities financed by NAF. Included are applications and related information.

**Disposition:** Destroy 1 year after selection for the position is made unless a complaint or grievance is pending, in which case destroy 30 days after final appellate decision is issued.

---

**FN:** 215-3i

**Title:** NAF referrals and selections

**Authority:** NC1-AU-81-21

**Privacy Act:** OPM/GOVT-5

**Description:** Information showing placement, referral, selection, and promotion actions for NAF employees. Included are referral and selection lists and related information.

**Disposition:** Destroy after 5 years.

---

**FN:** 215-3j

**Title:** NAF chronological journals

**Authority:** GRS 1, Item 14a

**Privacy Act:** A0215-3DAPE

**Description:** Information used in preparing NAF reports, reviewing actions previously processed, and preparing for DA inspections. Included are DA Forms 3434 (Notification of Personnel Action — Nonappropriated Funds Employees) (Copy 4) and similar information.

**Disposition:** Destroy after 2 years. Cut off at the end of each month.

---

**FN:** 215-3k

**Title:** NAF wage and salary schedules

**Authority:** II-INN-3560

**Privacy Act:** Not applicable

**Description:** Information showing wages or salary for a specific grade. Included are schedules, tables, and similar information.

**Disposition:** Destroy when canceled or superseded.

---

**FN:** 215-3m

**Title:** NAF appeals and grievances

**Authority:** NC1-AU-78-81

**Privacy Act:** OPM/GOVT-9 and AO690-700DAPE

**Description:** Information on settling NAF employee appeals and grievances. Included are committee reports, proceedings, decisions, and similar information.

**Disposition:** Destroy 5 years after final decision or 5 years after any action on case following final decision, whichever is later.

---

**FN:** 215-3n

**Title:** NAF retention registers

**Authority:** GRS 1, Item 17b(1)

**Privacy Act:** OPM/GOVT-5

**Description:** Information showing retention groups of NAF employees

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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according to tenure, length of service, performance ratings, and veterans preference.

**Disposition:** Destroy after 2 years, unless appeals are pending.

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**FN:** 215-3p

**Title:** NAF authorized timekeeper lists

**Authority:** GRS 2, Item 15

**Privacy Act:** A0215-1CFSC

**Description:** Information indicating or appointing individuals responsible for timekeeping. Included are lists, memorandums, and communications.

**Disposition:** Destroy upon supersession.

---

**FN:** 215-3q

**Title:** NAF employee interviews

**Authority:** GRS 1, Item 8

**Privacy Act:** AO215-3DAPE

**Description:** Information used to record counseling interviews and separation interviews.

**Disposition:** Destroy 6 months after transfer or separation of employee.

---

**FN:** 215-3r

**Title:** NAF hours of work

**Authority:** NC1-AU-80-7

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of NAF employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.

b. Other offices: Destroy 1 year after expiration.

---

**FN:** 215-3s

**Title:** NAF employee evaluation records

**Authority:** II-NNA-1175

**Privacy Act:** OPM/GOVT-5

**Description:** Information used as a "tickler" file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record), and similar information.

**Disposition:** Destroy 1 year after separation of employee. PIF on separation, cut off inactive file monthly.

---

**FN:** 215-3t

**Title:** NAF adverse actions

**Authority:** NC1-AU-78-82

**Privacy Act:** OPM/GOVT-5

**Description:** Information on proposed adverse personnel actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statements of witnesses, notice of decision, and similar information. Excluded are letters of reprimand.

**Disposition:** Destroy after 7 years unless employee appeals, in which case transfer to FN 215-3m.

---

**FN:** 215-3u

**Title:** NAF position files

**Authority:** GRS 1, Item 11

**Privacy Act:** Not applicable.

**Description:** Information used by NAF activities for controlling all occupied and vacant positions.

**Disposition:** Destroy on discontinuance of position.

---

**FN:** 215-3v

**Title:** NAF organization charts

**Authority:** II-NNA-1445

**Privacy Act:** AO001DAPE

**Description:** Information on each organizational segment showing positions, grades, and personnel. Included are charts, tables, and similar information.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 215-3w

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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**Title:** NAF ladder diagrams**Authority:** II-NN-3560**Privacy Act:** Not applicable.**Description:** Information showing salary grades and corresponding job titles based on average monthly sales volume.**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 215-3x**Title:** NAF personnel authorizations**Authority:** II-NNA-1175**Privacy Act:** A0215-1CFSC**Description:** Information which authorizes commission rates of pay, per annum rates of pay, overtime, and deviations from established personnel policy and procedure.**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 215-3y**Title:** NAF training files**Authority:** GRS 1, Item 29b and II-NN-3560**Privacy Act:** AO215-3DAPE**Description:** Information showing group training of NAF employees. Included are training schedules, attendance records, employee evaluation of specific courses, monthly summaries of training activities, and similar information.**Disposition:** Destroy after 5 years.

---

**FN:** 215-3z**Title:** NAF reduction-in-force data**Authority:** GRS 1, Item 17a**Privacy Act:** OPM/GOVT-5**Description:** Information reflecting reduction-in-force data (RIF). Included are identification of surplus positions, copy of retention register, copies of all advance notices and amendments thereto, organizational location of affected employees, copies of all official personnel actions taken as a result of the RIF or in lieu of the RIF, and similar information. Exclude information that is filed in an individual's Official Personnel Folder.**Disposition:** Destroy on completion of action.

---

**FN:** 215-3cc**Title:** NAF awards and commendations**Authority:** GRS 1, Item 12a(1)**Privacy Act:** AO215-3DAPE**Description:** Information related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of NAF employees. Included are approved and rejected suggestions, minutes of committee meetings, lists of employees eligible for awards, copies of letters of commendation, and similar information.**Disposition:** Destroy 2 years after final action.

---

**FN:** 215-3gg**Title:** NAF securities**Authority:** GRS 6, Item 6b**Privacy Act:** Not applicable.**Description:** Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.**Disposition:**

a. Offices having Army-wide responsibility: Destroy 5 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

b. Other offices: Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

---

**FN:** 215-3hh**Title:** Withholding tax exemption certificates**Authority:** GRS 2, Item 18c**Privacy Act:** A0215-1aSAFM**Description:** Copies of TD Form W-4 (Employees Withholding Exemption Certificate), executed by civilian employees paid from nonappropriated funds.**Disposition:** Destroy 4 years after supersession of form or termination of employee.

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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**FN:** 215-3ii**Title:** Withholding taxes**Authority:** GRS 2, Item 18**Privacy Act:** A0215-1aSAFM**Description:** Information reflecting wages withheld. Included are reports to employees of total earnings and taxes withheld, reports to Internal Revenue Service of total income taxes withheld, tax reconciliations, receipts, and related information. Reports for Korean National withholding tax files are submitted to the Korean Government Tax office.**Disposition:** Destroy after 4 years. Destroy Korean National withholding tax files after 5 years.

---

**FN:** 215-3jj**Title:** Position schedule bonds**Authority:** GRS 6, Item 6b**Privacy Act:** AO215-3DAPE**Description:** Information relating to fidelity insurance coverage for custodians and employees of nonappropriated funds. Included are official agreements and other bond documents, list of positions covered, list of individuals filling positions, and similar information.**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 215-3kk**Title:** Payroll deductions**Authority:** GRS 2, Item 15**Privacy Act:** AO215-1aSAFM**Description:** Information authorizing payroll deductions. Included are bond deduction authorizations, health insurance payment deduction authorizations, and similar continuing deduction authorization documents.**Disposition:** Destroy 3 years after separation of employee or cancellation of authorization.

---

**FN:** 215-3mm**Title:** NAF payroll control documents**Authority:** GRS 2, Item 14**Privacy Act:** AO215-1aSAFM**Description:** Information used in controlling pay of employees. Included are time cards, time sheets, technical advisor reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.**Disposition:** Destroy after 3 years provided audit has been made and exceptions or irregularities have not been reported.

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**FN:** 215-4a**Title:** NAF debarred bidder lists**Authority:** NC1-AU-77-54**Privacy Act:** AO210-7ACFSC**Description:** Documents relating to suspension of bidders that prohibits contractual relationship with the Department of Defense. Included are lists of debarred, ineligible, or suspended bidders, status reports and recommendations relating to bidders appearing on the lists, modifications, deletions, and additions to the lists, and similar information.**Disposition:**

a. Office responsible for final determination as to whether or not a bidder is placed on the list: Destroy 30 years after final determination.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 215-4b**Title:** NAF vendor mailing lists**Authority:** NC-AU-75-3**Privacy Act:** AO001aTAPC**Description:** Cards and lists used to determine which vendors and contractors are eligible to receive NAF solicitations on specific items.**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 215-4c**Title:** NAF master, open-end and call-type contracts**Authority:** NC-64-75-4**Privacy Act:** Not applicable.**Description:** Documents relating to master, open-end indefinite delivery, Federal Supply Service (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders,

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see FNs 215-4g and 215-5c).

**Disposition:**

a. Offices administering contract: Destroy 6 years, 3 months after final payment, except that records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of the board's decision.

b. Offices procuring under contract: Identify and dispose of records under FNs 215-4g, 215-4h, and 215-5c as appropriate.

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**FN:** 215-4d**Title:** NAF procurement registers**Authority:** II-NNA-2957**Privacy Act:** Not applicable.**Description:** Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.**Disposition:** Destroy after 6 years.

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**FN:** 215-4e**Title:** NAF procurement inspections**Authority:** GRS 3, Item 4c**Privacy Act:** Not applicable.**Description:** Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, and supervisory offices, documents indicating corrective action taken, and similar information.**Disposition:** Destroy after 6 years.

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**FN:** 215-4f**Title:** NAF contracting officer designations**Authority:** GRS 3, Item 4c**Privacy Act:** AO215-3DAPE**Description:** Documents reflecting the designation and rescission of appointment of contracting officers and contracting officer' representatives, which include the specific procurement authorities delegated.**Disposition:** Destroy 6 years after rescission or termination.

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**FN:** 215-4g**Title:** NAF small purchase categories**Authority:** NC1-330-78-13**Privacy Act:** Not applicable**Description:** Records or documents pertaining to transaction below the small purchase limitations set forth in AR 215-4.**Disposition:** Destroy case file 1 year after final payment. If notice of final payment is not furnished by servicing Contract Administrative Office (CAO), destroy 1 year after acceptance of goods or services.

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**FN:** 215-4h**Title:** NAF contract actions**Authority:** NC-217-75-8**Privacy Act:** Not applicable.**Description:** Contract case files, including original executed procurement documents, for any amount (but excluding the small purchase categories listed under FN 215-4g above), and including all concessionaire-type contract documents.**Disposition:** Destroy 6 years, 3 months after final payment.

---

**FN:** 215-4i**Title:** NAF award protest files**Authority:** NC1-AU-77-61**Privacy Act:** Not applicable.**Description:** Documents relating to actions taken to correct mistakes in bids or offers, and in settling protests of awards. Included are copies of bids or offers, contracts, and notices of award, decisions, copies of statutes, and similar information.**Disposition:**

a. Offices authorized to perform final review: Destroy 6 years after final determination.

b. Other offices: File and dispose of with related contract files.

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**FN:** 215-4j**Title:** NAF contract appeals

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**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

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**Authority:** NC1-AU-77-43**Privacy Act:** Not applicable.**Description:** Contract appeals files contain documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representatives. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken, the contract and pertinent plans, specifications, amendments, and change orders, correspondence between the parties, transcripts of testimony taken during proceedings on matters in dispute prior to filing a notice of appeal with the board, and such additional documents as the contracting officer may consider essential or may be designated by the board.**Disposition:** Destroy 10 years after final decision of the Board.

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**FN:** 215-5a (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 215-5c**Title:** NAF small purchases-individual transactions**Authority:** GRS 3, Item 4a**Privacy Act:** Not applicable.**Description:** Information on transactions within the Army, with other Government agencies and employees, and with nongovernmental organizations and individuals. Included are purchase orders, contracts, invoices, receiving reports, vouchers, registers, loan contracts, and similar information.**Disposition:**

a. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years, 3 months after final payment.

b. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final payment.

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**FN:** 215-5d (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 215-5e**Title:** NAF accounts**Authority:** II-NNA-2037**Privacy Act:** A0215-1bSAFM**Description:** Information on the receipt, disbursement, and administration of nonappropriated funds, such as welfare, unit, inmate's, Commandant's, sundry, vocational training, Chaplain's, Book Department, Officers, Noncommissioned Officers and Enlisted clubs, post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.**Disposition:** Destroy after 3 years.

Note: Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to the Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-RM, Alexandria, VA 22331-0508.

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**FN:** 215-5f**Title:** NAF account inventories and hand receipts**Authority:** II-NNA-2037**Privacy Act:** A0710-2bDALO**Description:** Information relating to accountability and control of fixed assets, sensitive items, and expense equipment. Included are inventory statements, DA Form 2062 (Hand Receipt/Annex), individual receipts and listings, and supporting documentation.

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**Table B-48**  
**File category 215: Morale, welfare, and recreation—Continued**

**Disposition:**

- a. Inventory accounting files: Destroy after 1 year.
- b. Hand receipts and supporting documentation: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.

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**FN:** 215-5g

**Title:** Subsidiary NAF accounts

**Authority:** II-NNA-2037

**Privacy Act:** Not applicable.

**Description:** Information kept on subsidiary nonappropriated fund accounts. Included are officers, noncommissioned officers, enlisted, community clubs and post restaurant guest checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; child development care fees; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports; cash register tapes and sales slips; cashier's reports; and similar subsidiary documents.

**Disposition:**

- a. Bowling center score sheets: Destroy one month after verification.
- b. Other records: Destroy after 1 year.

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**FN:** 215-5i

**Title:** Central principal NAF accounts

**Authority:** GRS 7, Item 2

**Privacy Act:** Not applicable.

**Description:** Ledgers, journals, financial statements, and comparable documents reflecting revenue receipts and distribution and the total availability of Army-wide nonappropriated funds.

**Disposition:** Destroy 6 years, 3 months after close of the FY involved.

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**FN:** 215-5j

**Title:** Central subsidiary NAF accounts

**Authority:** GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:** Information reflecting operation of various nonappropriated funds. Included are vouchers, canceled checks, bank statements, budget documents, statistical reports, and similar information.

**Disposition:** Destroy after 6 years, 3 months.

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**FN:** 215-5m

**Title:** Check cashing privileges

**Authority:** NC1-AU-80-47

**Privacy Act:** A0210-60SAFM

**Description:** Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

**Disposition:**

- a. Information pertaining to suspensions: Destroy 1 year after termination of suspension.
- b. Other information: Destroy after 1 year. Earlier destruction is authorized when in accordance with AR 210-60.

---

**FN:** 215-5u

**Title:** Concessionaire operations

**Authority:** II-NNA-1445

**Privacy Act:** Not applicable.

**Description:** Copies of agreements with concessionaires and documents reflecting the performance of concessionaires. Included are current agreements and associated documents, documents concerning compliance or noncompliance with standards of service, sanitation, and safety, patron complaints and commendations, and related documents.

**Disposition:** Destroy 3 years after termination of agreement.

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**FN:** 215-5v

**Title:** Concessionaire open applications

**Authority:** II-NNA-1445

**Privacy Act:** AO001aTAPC

**Description:** Applications submitted by persons desiring to operate an activity on the installation.

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**Table B-48**  
**File category 215: Morale, welfare, and recreation—Continued**

**Disposition:** Destroy 2 years after individual or activity is no longer considered for operation.

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**FN:** 215-7a

**Title:** Employee service cases

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on considering, approving or disapproving, establishing, or discontinuing specific employee services or facilities, such as food, medical and health services, transportation, housing, recreation, and shopping. Included are studies, letters, orders, and similar information.

**Disposition:** Destroy 5 years after disapproval or discontinuance of service or facility.

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**Table B-49**  
**File category 215: Morale, welfare, and recreation—rescindedFNs**

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**FN:** 215-3aa

**Title:** NAF employee leave files

**Use:** FN 215-1s

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**FN:** 215-3bb

**Title:** NAF employee insurance files

**Use:** FN 215-1n

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**FN:** 215-3dd

**Title:** NAF supervisor or manager employee records

**Use:** FN 1aa

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**FN:** 215-3ee

**Title:** NAF individual employee pay records

**Use:** FN 215-1r

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**FN:** 215-3ff

**Title:** Central NAF financial and statement reporting files

**Use:** FN 215-1p

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**FN:** 215-5b

**Title:** Central NAF financial and statement reporting files

**Use:** FN 215-1p

---

**FN:** 215-5h

**Title:** NAF employee leave files

**Use:** FN 215-1s

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**FN:** 215-5k

**Title:** NAF payroll control documents

**Use:** FN 215-3mm

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**FN:** 215-5n

**Title:** Withholding tax exemption certificates

**Use:** FN 215-3hh

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**FN:** 215-5p

**Title:** NAF employee insurance files

**Use:** FN 215-1n

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**FN:** 215-5q

**Title:** Withholding taxes

**Use:** FN 215-3ii

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**FN:** 215-5r

**Title:** Position schedule bonds

**Use:** FN 215-3jj

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**FN:** 215-5s

**Title:** Payroll deductions

**Use:** FN 215-3kk

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**FN:** 215-5t

**Title:** NAF authorized timekeeper lists

**Use:** FN 215-3p

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**B-43. File category 220: Field organizations**

- a. *Prescribing directives.*

- (1) AR 220-1, Unit Status Reporting.
- (2) AR 220-5, Designation, Classification, and Change in Status of Units.
- (3) AR 220-10, Preparation for Oversea Movement of Units (POM).
- (4) AR 220-15, Journals and Journal Files.
- (5) AR 220-90, Army Bands.

*b. Description.* These records concern mission, functions, organization, and status of field-type units and activities. Actions affecting field units such as activation and inactivation, movement, training, mission readiness, and unit documents such as rosters and journals. See table B-50.

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**Table B-50**  
**File category 220: Field organizations**

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**FN:** 220  
**Title:** General field organizations correspondence files  
**Authority:** NN-167-31 and NN-165-192  
**Privacy Act:** Not applicable.  
**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to field organizations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to field organizations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**  
a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 220-1a  
**Title:** Readiness reports  
**Authority:** NC1-AU-77-30  
**Privacy Act:** Not applicable.  
**Description:** Information relating to reporting actual readiness conditions of Army forces. Included are individual and consolidated unit readiness reports, personnel status reports, logistic readiness reports, records concerning the actual readiness conditions of Army forces, and similar information.

**Disposition:**  
a. Office having Army-wide responsibility: Permanent.  
b. Other offices and TOE units: Destroy after 2 years.  
c. Materiel condition status reports:  
(1) Active Army: Destroy after 6 months.  
(2) Reserve Components: Destroy after 1 year.

**FN:** 220-1b  
**Title:** Personnel readiness files  
**Authority:** NN-167-31  
**Privacy Act:** A0001bTAPC  
**Description:** Personal affairs information on personnel subject to rapid deployment in support of contingency plans. Included in each individual's file are checklists; change of address card; identification card; record of emergency data; bailment agreement; applications for storage, transportation, and shipment of personal effects; applications for basic allowance for quarters; Family Care Plan and Family Care Counseling Checklist; and similar information.  
Note: Personnel Readiness Files are prescribed by FORSCOM Mobilization and Deployment Planning System (FORMDEPS); however, for consistency of numbering within MARKS, they are identified here with related unit readiness records under AR 220-1.  
**Disposition:** Forward with MPRJ in accordance with AR 640-10. Destroy when superseded, obsolete, or when individual is separated.

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**Table B-50**  
**File category 220: Field organizations—Continued**

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**FN:** 220-1c  
**Title:** Readiness resource references  
**Authority:** NN-167-31  
**Privacy Act:** Not applicable.  
**Description:** Information maintained by offices responsible for establishing requirements which provide reference to available or planned Army resources or which document planned utilization resources. Included are copies of plans; TDA; TOE; papers or punched cards reflecting the current status of forces, resources, and appropriate intelligence; and other pertinent information.  
**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

**FN:** 220-5  
**Title:** Unit identification system (UIS) files  
**Authority:** NC-AU-75-19  
**Privacy Act:** Not applicable.  
**Description:** Information pertaining to the assignment, registration, change, and control of units by the unit identification system. Included are input data A and B cards, messages, machine tabulation reports, memorandums of telephone calls, and related information.  
**Disposition:**  
a. Fiscal year machine tabulation reports: Destroy after 3 years.  
b. A and B cards: Destroy after 30 days.  
c. Other information: Destroy after 1 year.

**FN:** 220-10a  
**Title:** Unit movement data  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Received reports showing units alerted for overseas movement, listing shipment number and unit designation, strength, home station, port assigned, estimated time of departure, destination, and estimated time of arrival.  
**Disposition:** Office having Army-wide staff responsibility: Destroy after 3 years.

**FN:** 220-15a  
**Title:** Daily journal, staff journal, and Tactical Operations Center (TOC) logs  
**Authority:** NC1-AU-81-26  
**Privacy Act:** Not applicable.  
**Description:** Information reflecting a chronological record of events affecting a headquarters, a TOC, or an organization during a given period of time. Included are journals, logs, and information necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate, higher, or lateral units when applicable; personnel reports; and ammunition expenditure charts, other statistical data, and similar information. Excluded are routine duty reports, which are identified under FN220-45b.  
**Disposition:**  
a. Peacetime: Destroy after 5 years.  
b. Mobilization:  
(1) Units in a combat environment, or designated as combat support elements, and offices of HQDA: Permanent.  
(2) Other offices and TOE units: Destroy after 5 years.

**FN:** 220-45a  
**Title:** Duty roster files (Rescinded; use FN 1ee.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 220-45b  
**Title:** Duty reports (Rescinded; use FN 1d.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 220-90a  
**Title:** Army band use files  
**Authority:** NC1-AU-78-60  
**Privacy Act:** Not applicable.  
**Description:** Information relating to the participation of Army bands or

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**Table B-50****File category 220: Field organizations—Continued**

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band members in various events and at various places. Included are requests for participation; programs and schedules; documents pertaining to the cost of transportation, quarters, and per diem; and related information.

**Disposition:**

- a. The United States Army Band: Destroy after 5 years in CFA.
  - b. The United States Army Field Band, other offices, and TOE units: Destroy after 2 years, or when no longer needed for current operations, whichever is later.
- 

**FN:** 220-90b**Title:** Army band technical inspections**Authority:** NN-170-13**Privacy Act:** Not applicable

**Description:** Information relating to inspections conducted to determine serviceability of equipment and technical proficiency of bandsmen and bands. Included are inspection reports, reports of corrective action, and related information.

**Disposition:** Destroy 1 year after next comparable inspection.

---

**FN:** 220-90c**Title:** Army band official music**Authority:** NC1-AU-77-67**Privacy Act:** Not applicable.

**Description:** Information on the composition and orchestration of music for official use. Included are scores, published copies, correspondence, and related information.

**Disposition:**

- a. Office with Army-wide responsibility: Destroy after 10 years.
  - b. Other offices and TOE units: Destroy after 2 years.
- 

**FN:** 220-90d**Title:** Army band musical compositions**Authority:** NN-170-13**Privacy Act:** Not applicable.

**Description:** Information on review of musical compositions submitted to band activities. Included are scores, approvals, disapprovals, and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 220-90e**Title:** Army band conferences and clinics**Authority:** NN-170-13**Privacy Act:** Not applicable.

**Description:** Information on conducting or participating in band conferences, clinics, orientations, demonstrations, and similar activities. Included are agendas, orders, correspondence, and related information.

**Disposition:**

- a. Office conducting conference or clinic: Destroy after 10 years.
  - b. Offices and TOE units participating in conference or clinic: Destroy after 2 years.
- 

**FN:** 220-90f**Title:** Bandsman evaluation board plans**Authority:** NC-AU-76-11**Privacy Act:** Not applicable.

**Description:** Information accumulated by band units as a result of planning activities of annual bandsman evaluation board meetings. Included are agendas, orders appointing board members and changes thereto, and related information.

**Disposition:** Destroy after 1 year.

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**B-44. File category 230: Nonappropriated funds and related activities**

- a. *Prescribing directive.* None.
- b. *Description.* Category 230 is rescinded. Files will be established as shown in table B-51.

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**Table B-51****File category 230: Nonappropriated funds and related activities—rescinded FNs**

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**FN:** 230**Title:** General nonappropriated funds and related activities correspondence files**Use:** FN 215

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**FN:** 230-81a**Title:** Employee service cases**Use:** FN 215-7a

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**B-45. File category 290: Cemeteries**

- a. *Prescribing directive.* AR 290-5, Army National Cemeteries.
  - b. *Description.* These records concern development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army. See table B-52.
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**Table B-52****File category 290: Cemeteries**

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**FN:** 290**Title:** General cemeteries correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to cemeteries which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to cemeteries that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. **ACTION:** Destroy after 2 years.
  - b. **NONACTION:** Destroy when no longer needed for current operations.
- 

**FN:** 290-5a**Title:** Cemetery planning estimates**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on estimates of costs for use in connection with the 5-year planning program.

**Disposition:** Office of the Army Staff: Destroy after 5 years.

---

**FN:** 290-5b**Title:** Installation and gravesite layouts**Authority:** NC-AU-73-30**Privacy Act:** Not applicable.

**Description:** Layout maps kept at cemeteries and other burial installations. They show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, enclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.

**Disposition:** Permanent. Retain in installation until discontinuance, at which time they will be transferred to the overseas records center, or retired to the Washington National Records Center, whichever is appropriate. Maps and plans should be destroyed when superseded by approved drawings supplied by the office having Army-wide responsibility.

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**FN:** 290-5c**Title:** Cemetery historical files

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**Table B-52****File category 290: Cemeteries—Continued**

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**Authority:** NC1-AU-78-42**Privacy Act:** Not applicable.**Description:** These files contain all data of an historical nature accumulated by field installations pertaining to establishment and development of burial installations, such as land metes and bounds, deeds, related correspondence, and newspaper and magazine articles pertaining to the installation.**Disposition:**

- a. Overseas installations: Permanent. Transfer to OCRHA on discontinuance.
  - b. CONUS installations: Permanent. Forward to the office having Army-wide responsibility on discontinuance.
- 

**B-46. File category 310: Military publications***a. Prescribing directives.*

- (1) AR 31-10, Military Orders.
- (2) AR 310-49, The Army Authorization Documents System (TAADS) Documentation, Procedures, and Processing.
- (3) EP 310-1-5, Index to Guide Specifications.

*b. Description.* These records concern policies and procedures for issue of command orders and preparation and publication of authorization documents (criteria for manpower and equipment requirements are placed in the 570 series). Current files in the 310 category are listed in table B-53. Rescinded files in the 310 category are listed in table B-54.

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**Table B-53****File category 310: Military publications**

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**FN:** 310**Title:** General military publications correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to military publications which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to military orders and authorization documents that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 310-1aa (not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable

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**FN:** 310-1-5a**Title:** Military guide specifications**Authority:** NC1-AU-81-50**Privacy Act:** Not applicable.**Description:** Specifications and related correspondence used as guides for military construction contract specifications.**Disposition:**

- a. HQ, USACE or OCE and Huntsville Division: Destroy 7 years after

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**Table B-53****File category 310: Military publications—Continued**

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supersession or obsolescence as reference needs require.

b. Other offices:

- (1) Correspondence: Destroy after 2 years.

- (2) Specifications: Destroy when no longer needed for current operations.

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**FN:** 310-10a**Title:** Personnel-type orders**Authority:** NC1-AU-80-48**Privacy Act:** Not applicable.**Description:** Documents announcing certain travel, promotion, courts-martial, and personnel actions, and separations issued by HQDA or by any other element of the Army, per the nonpermanent formats in AR 310-10. This includes any logs, indexes, or other control documents used to ensure continuity of orders number, where such exist. This does not include DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel) or invitational travel orders.**Disposition:**

- a. Approving or issuing authority: Destroy after 56 years. Retire to WNRC.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**FN:** 310-10b**Title:** Permanent order background files**Authority:** NC1-AU-80-39**Privacy Act:** Not applicable.**Description:** Information relating to the preparation, review, and issue of permanent orders, per the specific permanent order formats in AR310-10, and Department of the Army General Orders (DAGO). Included are studies, coordinating actions, recommendations or concurrences, and similar information that provides a basis for issuance or contributes to the content.**Disposition:** Destroy after 25 years.

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**FN:** 310-10c**Title:** Permanent order record sets**Authority:** NC1-AU-80-26**Privacy Act:** Not applicable.**Description:** "Record set" of permanent orders, issued by any element of the Army, and DAGO issued by HDQA. These orders pertain to such matters as organizational actions, awards, and decorations. These record sets will not be charged out or posted.**Disposition:**

- a. Agencies not converting the data to microform: Permanent. Cut off annually and retire with the next regular retirement or transfer.

- b. Agencies converting all the data to microform:

- (1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original documents.

- (2) Microforms:

- (a) One silver halide microform set and one diazo or vesicular copy: Permanent.

- (b) Other microform copies: Destroy when no longer needed for current operations.

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**FN:** 310-49b**Title:** TDA, CTA, and TAADS files**Authority:** NN-165-46**Privacy Act:** Not applicable.**Description:** Documents relating to initiation, development, preparation, review, approval, and managing TAADS, TDAs, MTOEs, modified tables of distribution and allowances (MTDA), JTAs, joint tables of distribution (JTD), and CTAs. Included are drafts, copies of published TDA, JTA, JTD, MTOE, MTDA, and CTA (including machine prepared or photocopies), coordination review and approval actions, and related documents.**Disposition:**

- a. Offices having Army-wide responsibility and proponent offices: Destroy 3 years after supersession or obsolescence.

- b. Other offices: Destroy TDA and CTA when superseded or obsolete and destroy other files after 3 years.

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**FN:** 310-49c**Title:** Activation and status changes**Authority:** NC1-AU-78-128**Privacy Act:** Not applicable.

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**Table B-53****File category 310: Military publications—Continued**

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**Description:** Documents related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, and disbanding or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are requests for publication of DA letters directing changes in status, DA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and related documents.

**Disposition:**

- a. Office of the Army Staff: Permanent. Cut off annually or on discontinuance or disbandment of related unit, as applicable. Hold 1 year in CFA and then retire.
  - b. Other offices and TOE units: Destroy 5 years after transfer, discontinuance, or disbandment of related unit.
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**Table B-54****File category 310: Military publications—rescinded FNs**

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**FN:** 310-1a**Title:** Forms management reports**Use:** FN 25-30a**FN:** 310-1b**Title:** Numerical files (internal)**Use:** FN 25-30b**FN:** 310-1c**Title:** Numerical files (external)**Use:** FN 25-30c**FN:** 310-1d**Title:** Functional files**Use:** FN 25-30d**FN:** 310-1e**Title:** Forms number registers**Use:** FN 25-30e**FN:** 310-1f**Title:** Forms management surveys**Use:** FN 25-1g**FN:** 310-1g**Title:** Printing equipment controls**Use:** FN 25-30g**FN:** 310-1h**Title:** Printing plant inspections**Use:** FN 25-30h**FN:** 310-1i**Title:** Centralized instruction background files**Use:** FN 25-30i**FN:** 310-1j**Title:** Initial publication distribution files**Use:** FN 25-30j**FN:** 310-1k**Title:** Copyright authorizations**Use:** FN 25-30k**FN:** 310-1m**Title:** Printing plant job jackets**Use:** FN 25-30m**FN:** 310-1n**Title:** Accountable form receipts and issues**Use:** FN 25-30n**FN:** 310-1p**Title:** Accountable form authorizations**Use:** FN 25-30p**FN:** 310-1q**Title:** Decentralized instruction background files

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**Table B-54****File category 310: Military publications—rescinded FNs—Continued**

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**Use:** FN 25-30q**FN:** 310-1r**Title:** Printing reports**Use:** FN 25-30r**FN:** 310-1s**Title:** Forms management survey background files**Use:** FN 25-1h**FN:** 310-1t**Title:** Publication approvals**Use:** FN 25-30t**FN:** 310-1u**Title:** Publication deviations**Use:** FN 25-30u**FN:** 310-1v**Title:** Periodical approvals**Use:** FN 25-30v**FN:** 310-1w**Title:** Printing plant establishment files**Use:** FN 25-30w**FN:** 310-1x**Title:** Reproduction equipment information**Use:** FN 25-30x**FN:** 310-1y**Title:** Publication control and processing files**Use:** FN 25-30y**FN:** 310-1z**Title:** Duplicating controls**Use:** FN 25-30z**FN:** 310-1aa**Title:** Printing and binding requisitions**Use:** FN 25-30aa**FN:** 310-1cc**Title:** Combat/training development guidance**Use:** FN 25-30cc**FN:** 310-1dd**Title:** Non-Army doctrine comments**Use:** FN 25-30dd**FN:** 310-2a**Title:** Publication reference sets**Use:** FN 25-30ee**FN:** 310-2b**Title:** Publishing office background files**Use:** FN 25-30ff**FN:** 310-2c**Title:** Housekeeping instructions**Use:** FN 1e**FN:** 310-2d**Title:** Policies and precedents**Use:** FN 1oo**FN:** 310-2e**Title:** Reference publications**Use:** FN 1jj**FN:** 310-2f**Title:** Technical material references**Use:** FN 1kk**FN:** 310-2g**Title:** Doctrinal/training media programs**Use:** FN 25-30gg**FN:** 310-2h**Title:** Publication requisitions

<b>Table B-54</b> <b>File category 310: Military publications—rescinded</b> <b>FNs—Continued</b>
<b>Use:</b> FN 25-30hh
<b>FN:</b> 310-2i <b>Title:</b> Initial distribution requisitions <b>Use:</b> FN 25-30ii
<b>FN:</b> 310-2j <b>Title:</b> Publication stock record cards <b>Use:</b> FN 25-30jj
<b>FN:</b> 310-2k <b>Title:</b> Internal distribution schemes <b>Use:</b> FN 25-30kk
<b>FN:</b> 310-2m <b>Title:</b> Publication record sets <b>Use:</b> FN 25-30mm
<b>FN:</b> 310-2n <b>Title:</b> Training media files <b>Use:</b> FN 25-30nn
<b>FN:</b> 310-2p <b>Title:</b> Status of publication files <b>Use:</b> FN 25-30pp
<b>FN:</b> 310-2q <b>Title:</b> Publication history and stock usage files <b>Use:</b> FN 25-30qq
<b>FN:</b> 310-2r <b>Title:</b> Doctrinal/training media formulation files <b>Use:</b> FN 25-30rr
<b>FN:</b> 310-2s <b>Title:</b> Combat/training development technical references <b>Use:</b> FN 25-30ss
<b>FN:</b> 310-3a <b>Title:</b> Printing reports <b>Use:</b> FN 25-30r
<b>FN:</b> 310-3b <b>Title:</b> Publications manuscripts <b>Use:</b> FN 25-30uu
<b>FN:</b> 310-3c <b>Title:</b> Illustrations and drawings <b>Use:</b> FN 25-30vv
<b>FN:</b> 310-3d <b>Title:</b> Photographic negatives <b>Use:</b> FN 25-30ww
<b>FN:</b> 310-3e <b>Title:</b> Directives development and editing files <b>Use:</b> FN 25-30xx
<b>FN:</b> 310-3f <b>Title:</b> Training and equipment publication reports <b>Use:</b> FN 25-30yy
<b>FN:</b> 310-31a <b>Title:</b> TDA, CTA, and TAADS files <b>Use:</b> FN 310-49b
<b>FN:</b> 310-31b <b>Title:</b> Equipment tables <b>Use:</b> FN 71-31a
<b>FN:</b> 310-31c <b>Title:</b> TOE manpower authorization criteria <b>Use:</b> FN 71-31b
<b>FN:</b> 310-31d <b>Title:</b> TOE development files <b>Use:</b> FN 71-31c
<b>FN:</b> 310-34a <b>Title:</b> Materiel allowances

<b>Table B-54</b> <b>File category 310: Military publications—rescinded</b> <b>FNs—Continued</b>
<b>Use:</b> FN 71-13a
<b>FN:</b> 310-34b <b>Title:</b> Equipment tables <b>Use:</b> FN 71-31a, FN 310-49a, or FN 71-13b
<b>FN:</b> 310-34c <b>Title:</b> Supply or equipment authorizations <b>Use:</b> FN 71-13c
<b>FN:</b> 310-34d <b>Title:</b> TOE manpower authorization criteria files <b>Use:</b> FN 71-13d
<b>FN:</b> 310-49a <b>Title:</b> Equipment tables <b>Use:</b> FN 71-31a

#### **B-47. File category 325: Statistics**

a. *Prescribing directive.* DA Memo 325-1, Clearance of Statistical Material for Release Outside the Department of the Army.

b. *Description.* Information on policies, procedures, and guidelines for submitting statistical information to the U.S. Army Information Systems Command-Pentagon for clearance before release outside the Department of the Army. See table B-55.

<b>Table B-55</b> <b>File category 325: Statistics</b>
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<b>FN:</b> 325 <b>Title:</b> General statistics correspondence files <b>Authority:</b> NN-167-31 and NN-165-192 <b>Privacy Act:</b> Not applicable. <b>Description:</b> a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to statistics which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Matters relating to statistics that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. <b>Disposition:</b> a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.
--

<b>FN:</b> 325-1a <b>Title:</b> Statistical material clearances <b>Authority:</b> NC1-AU-78-9 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Information created in reviewing and issuing clearances for the release of specific statistical data. Included are copies of requests for statistical clearances, clearance actions, and related information. Note: Files accumulated in initiating or releasing offices will be filed subjectively with the material released. <b>Disposition:</b> a. Office having approval authority: Destroy in CFA after 15 years. b. Other offices: Destroy after 1 year.
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<b>FN:</b> 325-1b <b>Title:</b> Statistical material automatic clearances <b>Authority:</b> NC1-AU-78-9
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**Table B-55****File category 325: Statistics—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information relating to the issue of automatic clearances for the release of statistical data outside DA. Included are requests for automatic clearances, correspondence containing the clearances, and related information.

**Disposition:**

- a. Office having approval authority: Destroy 15 years after termination of clearance.
  - b. Other offices: Destroy on supersession or termination.
- 

**FN:** 325-5a

**Title:** Statistical material clearances (Rescinded, use FN 325-1a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 325-5b

**Title:** Statistical material automatic clearances (Rescinded, use FN325-1b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**B-48. File category 335: Management information control***a. Prescribing directives.*

- (1) AR 335-15, Management Information Control System.
- (2) ER 335-2-1, Waterborne Commerce Statistics.
- (3) ER 335-2-5, Annual Report of the Chief of Engineers on Civil Works Activities.

*b. Description.* These records concern policies and procedures for control of management information reports and ADP products generated and distributed within and between Army elements and to agencies external to DA, including control over establishment of information and reporting requirements; standards for directives; distribution, format, and forms used for both manually prepared and automated reports; periodic review of both manual and automated information reporting requirements; improvement of information management; listing of controlled information requirements(reports), and maintenance of ADP final product inventory. See table B-56.

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**Table B-56****File category 335: Management information control**

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**FN:** 335

**Title:** General management information control correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to management information control which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to management information control that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices(establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
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**Table B-56****File category 335: Management information control—Continued**

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b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 335-2-1a

**Title:** Waterway traffic data

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the collection and compilation of data on waterway traffic through locks and regulated canals. Included are waterway traffic reports and traffic registers.

**Disposition:** Destroy after 5 years.

---

**FN:** 335-2-1b

**Title:** Data collection ruling and confidentiality aspect files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information to use as guidelines to continuing operational requirements and procedures of the Waterborne Commerce Statistics Center(WCSC) and collecting district offices. Included are maps, charts, and copies of related published materials.

**Disposition:** Destroy on supersession.

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**FN:** 335-2-1c

**Title:** Vessel code index cards

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Vessel code index card or comparable form. Retain card as long as vessel operator maintains a headquarters within the boundary of the district. When the reporting headquarters for the vessel is transferred to an area within the jurisdiction of another district, transfer the card to that office.

**Disposition:** Destroy 1 year after vessel is transferred to a foreign flag, decommissioned, sunk or destroyed, and notification furnished WCSC.

---

**FN:** 335-2-1d

**Title:** District annual port-to-port by commodity tabulations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Annual port or dock to port or dock summarizations of commodity data for each harbor and waterway of record.

**Disposition:**

- a. WCSC: Destroy after 2 years.
  - b. District offices: Destroy after 10 years.
- 

**FN:** 335-2-1e

**Title:** National summary port-to-port by commodity tabulations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Final summarizations of detailed card or tape records created in compiling harbor and waterway commodity statistics published in the annual Waterborne Commerce of the United States series.

**Disposition:** Destroy after 20 years. Retire after 10 years.

---

**FN:** 335-2-1f

**Title:** Operator, vessel, commodity classification and port and dock code manuals

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Alphabetical and numerical listings of codes assigned operators, vessels, commodities, and ports and docks of the United States. File one copy of port and dock code manual with annual port-to-port tabulations in order that the summary listings can be readily decoded.

**Disposition:** Destroy when obsolete.

---

**FN:** 335-2-1g

**Title:** Operator, vessel, commodity, port and dock, and vessel itinerary routing master cards or tapes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Master records employed in preparing the coding manuals described in FN 335-2-1f and from which connecting channel identification and distances for ton-mile development are inserted into unit records.

**Disposition:** Destroy upon supersession.

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**FN:** 335-2-1h

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**Table B-56****File category 335: Management information control—Continued**

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**Title:** Detail files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** These files contain transfer sheets, dock reports, Great Lakes Customs forms, transportation series reports, detail and summary listings of every description and type which are prepared for control and checking purposes. Included are quarterly district and vessel trip listings; work sheets; lockmasters, pilots, and canal reports; collection control forms (ENG Form 3928); form letters; project descriptions; manuscripts and proofs for Waterborne Commerce Statistics and Transportation Series, chapter 8, volume 1 of Annual Report of COE publications.**Disposition:** Destroy 1 year after publication of each document for which files are created.

---

**FN:** 335-2-1i**Title:** Vessel operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Report Forms ENG 3925, B, C, D, and comparable forms.**Disposition:** Destroy 1 year after publication of the annual Waterborne Commerce of the United States.

---

**FN:** 335-2-1j**Title:** Domestic detail card and tape files and census foreign data tapes**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Detail records prepared from vessel operation reports and foreign statistics from Bureau of the Census.**Disposition:**

a. Cards: Destroy 1 year after publication of the annual Waterborne Commerce of the United States.

b. Tapes: Destroy 5 years after release of the publication.

---

**FN:** 335-2-1k**Title:** Intermediate summaries**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Summary machine listings on origin, destination, traffic, and commodity files. These are summaries prepared from detail records and used in preparation of the final port-to-port summaries.**Disposition:** Destroy after 3 years.

---

**FN:** 335-2-1m**Title:** Background material and manuscripts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information created together with special reports and studies on commercial statistics and port and terminal facilities series files. Included are especially prepared punchcards, magnetic tapes, manuscripts, maps, charts, photographs, field notes, memorandums, records of meeting, instructions, interpretations, and definitions.**Disposition:** Destroy 2 years after completion of study or when no longer needed for reference.

---

**FN:** 335-2-1n**Title:** Progress reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Quarterly progress report on compilation of waterborne commerce statistics and monthly status report of collection, coding, and checking activity.**Disposition:** Destroy after 2 years.

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**FN:** 335-2-5a**Title:** Civil works small projects (Rescinded; use FN 1105-2-10b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 335-2-5b**Title:** Civil works supervisory files (Rescinded; use by FN1105-2-10c.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**Table B-56****File category 335: Management information control—Continued**

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**FN:** 335-2-5c**Title:** Civil works projects (Rescinded; use FN 1110-2-1150a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 335-2-5d**Title:** Special civil works projects (Rescinded; use FN1110-2-1150b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 335-2-5e**Title:** Annual reports**Authority:** NC1-AU-82-21**Privacy Act:** Not applicable.**Description:** These files contain annual reports with changes, revisions, and amendments consisting of a summary of each project covering location, the existing projects, recommended modifications of project, reference to published articles on the project, local cooperation, terminal facilities, operations and results during the year, condition at the end of the fiscal year, cost and financial statement, general investigations, flood-wall rehabilitation, navigation projects on which reconnaissance and condition surveys only were conducted during the fiscal year, table of authorized projects, inspection of completed flood-control work, flood-control work under special authorization, miscellaneous activities, and statistics on waterborne commerce.**Disposition:**

a. OCE: Permanent.

b. Field offices: Destroy when no longer needed for reference.

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**FN:** 335-2-5f**Title:** Annual report drafts, manuscripts, and proofs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** This information includes annual report drafts, manuscripts, printers proofs, ENG Form 1239 (Cost and Financial Summary), comments and concurrences, reports on accomplishment of flood control, and multiple-purpose projects.**Disposition:** Destroy 1 year after publication.

---

**FN:** 335-15a**Title:** Management information control system cases**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information showing action taken in evaluating the requirement to approve and control specific reports. These files also relate to initial evaluation and periodic reevaluation of proposed and actual information systems (both automated and manual), outputs to determine feasibility and desirability of using information systems, essentiality of input and output, and conformance of the output with reporting standards and policy. Included are applications for approval of reports; copies of pertinent forms or descriptions of formats; copies of the prescribing directive; preparation instructions; documents on continuing, revising, or otherwise changing the report or output; memorandums with results of periodic and special evaluations; information identifying the relationship of the output to any controlled report to be prepared in whole or in part from the output; and similar information.**Disposition:** Destroy 2 years after discontinuance of the report.

---

**FN:** 335-15b**Title:** Management information control system and output registers**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information used to control assignment of reports control symbols and automated information systems outputs. Included are registers, ledgers, and comparable control documents.**Disposition:** Destroy when no longer needed for current operations.

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**B-49. File category 340: Office management***a. Prescribing directives.*

(1) AR 340-3, Official Mail Cost Control Program.

(2) AR 340–21, The Army Privacy Program.

*b. Description.* These records concern policies, procedures, and formats for receipt, distribution, preparation, and transmission of mail; mailing addresses; and other matters relating to mail service, safeguarding nondefense information, and release of information and records contained in Army files. Current files in the 340 category are listed in table B–57. Rescinded files in the 340 category are listed in table B–58.

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**Table B–57**  
**File category 340: Office management (active)**

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**FN:** 340

**Title:** General office management correspondence files

**Authority:** NN–167–31 and NN–165–192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to office management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to office management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 340–3b

**Title:** Official mail inspections

**Authority:** NN–166–204

**Privacy Act:** Not applicable.

**Description:** Information on inspection of mail rooms and other locations preparing and handling official mail. Included are reports, inspection checklists, DA Form 4509–R (Official Mail Control Officer (OMCO) Inspection Checklist), and related information.

**Disposition:** Destroy after review by major command or Inspector General.

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**FN:** 340–3c

**Title:** Official indicia costs

**Authority:** NC1–AU–83–7

**Privacy Act:** Not applicable.

**Description:** Information relating to use of official postal indicia. Includes USPS Form 3602–A (Record of Meter Registry Reading), USPS Form 3603 (Receipt for Postage Settings), USPS Form 3533 (Application and Voucher for Refund of Postage and Fees), information reflecting accountability for Penalty Mail Stamps, and similar or related information.

**Disposition:** Destroy after 2 years.

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**FN:** 340–3d

**Title:** Postage meter licenses

**Authority:** NC1–AU–83–50

**Privacy Act:** Not applicable.

**Description:** Licenses approved by the United States Postal Service for Army activities to use postage meters. Includes copies of applications or requests for postage meter licenses.

**Disposition:**

a. License: Destroy upon cancellation.

b. Copies of applications or request for postage meter license: Destroy upon receipt of approved license. If license is denied, destroy after 1 year.

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**FN:** 340–21a

**Title:** Privacy cases

**Authority:** NC1–64–76–3

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**Table B–57**

**File category 340: Office management (active)—Continued**

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**Privacy Act:** A0340–21SAIS

**Description:** Documents accumulated in notifying requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access or amend records, and providing or developing information for use in litigation. Included are requests; approval and refusal actions; appeals and actions on appeals, including DA Privacy Review Board minutes and actions; coordination actions; copies of the requested and amended or unamended records; statements or disagreement; and related information.

**Disposition:**

a. Offices of appellate authorities:

(1) Appeals adjudicated fully in favor of requestor: Destroy after 4 years.

(2) Appeals refused in full or in part: Destroy after 10 years provided legal proceedings are completed.

b. Office of Access and Amendment Refusal Authority (AARA):

(1) Approved requests, unappealed refusals, and refusals fully overruled by appellate authorities: Destroy after 4 years.

(2) Refusals upheld in whole or in part by appellate authorities: Destroy after 10 years, provided legal proceedings are completed.

c. Other offices: Destroy 4 years after final action by agency.

---

**FN:** 340–21b

**Title:** Privacy Act reports

**Authority:** NC1–64–76–3

**Privacy Act:** Not applicable.

**Description:** Information consisting of recurring reports and one-time information requirements relating to agency implementation of the Privacy Act. Included are annual reports to Office of Management and Budget (OMB) and Congress, similar reports, and related information.

**Disposition:**

a. Annual reports prepared by office having Army-wide responsibility: Permanent.

b. Other reports: Destroy after 2 years.

---

**FN:** 340–21d

**Title:** Privacy statements

**Authority:** NC1–64–76–3

**Privacy Act:** Not applicable.

**Description:** Information accumulated by privacy officials in reviewing Privacy Act notification statements and related forms, formats, and other documents used to collect information from individuals, to ensure necessity, compliance with privacy program requirements, consistency with purpose and routine uses of the related system notice, appropriate use of SSN, and similar matters. Included are Privacy Act notification statements, including related forms, formats, surveys, and reports, coordination actions, copies of instructions, and related information.

**Disposition:** Destroy 2 years after discontinuance of related form, format, survey, or report.

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**FN:** 340–21f

**Title:** Privacy Act Controls

**Authority:** GRS 14, Item 24a and b

**Privacy Act:** Not applicable.

**Description:** Information maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing data, nature and purpose of request, and name and address of requestor.

**Disposition:**

a. Registers and listings: Destroy 5 years after date of last entry.

b. Other information: Destroy 5 years after final action by activity or final adjudication by courts, whichever is later.

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**Table B–58**

**File category 340: Office management—rescinded FNs**

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**FN:** 340a

**Title:** Office general management files

**Use:** FN 1b

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**FN:** 340b

**Title:** Office service and supply files

<b>Table B-58</b> <b>File category 340: Office management—rescinded</b> <b>FNs—Continued</b>
<b>Use:</b> FN 1p
<b>FN:</b> 340c <b>Title:</b> Office property records <b>Use:</b> FN 1q
<b>FN:</b> 340d <b>Title:</b> Reading files <b>Use:</b> FN 1mm
<b>FN:</b> 340e <b>Title:</b> Office nonaccountable property files <b>Use:</b> FN 710-2dd
<b>FN:</b> 340f <b>Title:</b> Central files <b>Use:</b> FN 25-400-2h
<b>FN:</b> 340-1a <b>Title:</b> Records management surveys <b>Use:</b> FN 25-1g
<b>FN:</b> 340-1b <b>Title:</b> Records management survey background files <b>Use:</b> FN 25-1h
<b>FN:</b> 340-1c <b>Title:</b> Records Management Program <b>Use:</b> FN 25-1i
<b>FN:</b> 340-3a <b>Title:</b> Office mail controls <b>Use:</b> FN 1n
<b>FN:</b> 340-4a <b>Title:</b> Filing equipment management files <b>Use:</b> FN 1p
<b>FN:</b> 340-4b <b>Title:</b> Office files equipment use and approvals <b>Use:</b> FN 1q
<b>FN:</b> 340-5b <b>Title:</b> Correspondence distribution systems <b>Use:</b> FN 1p
<b>FN:</b> 340-17a <b>Title:</b> FOIA requests <b>Use:</b> FN 25-55a
<b>FN:</b> 340-17b <b>Title:</b> FOIA administrative files <b>Use:</b> FN 25-55b
<b>FN:</b> 340-17c <b>Title:</b> FOIA appeals <b>Use:</b> FN 25-55c
<b>FN:</b> 340-17d <b>Title:</b> FOIA controls <b>Use:</b> FN 25-55d
<b>FN:</b> 340-17e <b>Title:</b> FOIA reports <b>Use:</b> FN 25-55e
<b>FN:</b> 340-17f <b>Title:</b> Access to information files <b>Use:</b> FN 25-55f
<b>FN:</b> 340-17 <b>Title:</b> Safeguarded nondefense information releases <b>Use:</b> FN 25-55g
<b>FN:</b> 340-17h <b>Title:</b> Nonsafeguarded information releases <b>Use:</b> FN 25-55h
<b>FN:</b> 340-17i <b>Title:</b> Unauthorized disclosure reports

<b>Table B-58</b> <b>File category 340: Office management—rescinded</b> <b>FNs—Continued</b>
<b>Use:</b> FN 25-55i
<b>FN:</b> 340-17j <b>Title:</b> FOIA request denials <b>Use:</b> FN 25-55j
<b>FN:</b> 340-17k <b>Title:</b> Medical records access files <b>Use:</b> FN 40-66ee
<b>FN:</b> 340-20a <b>Title:</b> Office copier use and approvals <b>Use:</b> FN 1q
<b>FN:</b> 340-20b <b>Title:</b> Office copying equipment management files <b>Use:</b> FN 1q
<b>FN:</b> 340-20d <b>Title:</b> Office copier systems <b>Use:</b> FN 1q
<b>FN:</b> 340-21c <b>Title:</b> Office privacy disclosure accounts <b>Use:</b> FN 1u
<b>FN:</b> 340-21e <b>Title:</b> System reports and notices <b>Use:</b> FN 25-51a
<b>FN:</b> 340-22a <b>Title:</b> Micrographic systems and equipment management files <b>Use:</b> FN 25-1e
<b>FN:</b> 340-22b <b>Title:</b> Office micrographics use and approvals <b>Use:</b> FN 1q

## **B-50. File category 350: Training**

### *a. Prescribing directives.*

- (1) AR 350-1, Army Training.
- (2) AR 350-6, Army-Wide Small Arms Competitive Marksmanship.
- (3) AR 350-7, Training and Evaluation of Forces for Civil Disturbances.
- (4) AR 350-28, Army Exercises.
- (5) AR 350-37, Individual Training Evaluation Program (ITEP).
- (6) AR 350-41, Army Forces Training.

*b. Description.* These records concern instructing personnel in performing military functions, tasks, and exercises involving units to increase their combat readiness. Included are basic training, individual training, and military techniques; doctrines and tactics; and on-the-job training (OJT) for military or civilian personnel, such as supervisory, management, first aid, security, recognition, and physical fitness (table B-59). Excluded are subjects in the 351, 352, and 621 series.

<b>Table B-59</b> <b>File category 350: Training</b>
<b>FN:</b> 350 <b>Title:</b> General training correspondence files <b>Authority:</b> NN-167-31 and NN-165-192 <b>Privacy Act:</b> Not applicable. <b>Description:</b> a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a

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**Table B-59****File category 350: Training—Continued**

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general, routine, and administrative nature; and other information relating to training which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to training that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 350a (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 350-1a

**Title:** Training inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related information.

**Disposition:**

a. HQDA, MACOMs, and major subordinate commands: Destroy after 2 years.

b. Other offices and TOE units: Destroy after 1 year.

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**FN:** 350-1b

**Title:** Physical fitness evaluation scorecards (Rescinded; use FN350-37a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 350-1c

**Title:** Training facility requirements

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to deciding needs for training facilities. Included are requirements for acquiring, activating, retaining, using, expanding, consolidating, deactivating, and disposing of facilities. Also included are studies, justifications, maps, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy after 5 years.

---

**FN:** 350-1d

**Title:** Training operations

**Authority:** NC1-AU-78-1

**Privacy Act:** Not applicable.

**Description:** Documents related to planning and conducting basic training, general training, command post exercises, field maneuvers, and other actual training operations. Included are exercise plans, observation inspection reports, scenarios, critiques, map exercises, general training programs, final reports and comments on unit technical training programs, Emergency Deployment and Readiness Exercises, Opposing Force Program, and similar information. Not included are Common Task Tests (CTTs) and Skill Qualification Tests (SQTs); see FN 350-37a below.)

**Disposition:**

a. Office having Army-wide responsibility: Permanent. PIF on completion of action on the exercise report and cut off at the end of that year.

b. Offices of major and subordinate command headquarters conducting the maneuver or exercise, or planning the training operation or program: Permanent. PIF on completion of action on the exercise report and cut off at the end of that year.

c. Other offices and TOE units: Destroy after 2 years.

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**Table B-59****File category 350: Training—Continued**

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**FN:** 350-1e

**Title:** Annual training support files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to support for annual training of ARNG and USAR units. Included are support plans, critiques, scenarios, and related information.

**Disposition:** Destroy 1 year after completion of final action related to annual training support.

---

**FN:** 350-1f

**Title:** Training reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents showing strength and status of training for the Active Army and the Reserve components. Included are training evaluation reports, National Guard active duty for training reports, replacement training operation reports, missile and other firing training status reports, and related documents.

**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Offices of major and subordinate command headquarters: Destroy after 5 years.

c. Other offices: Destroy after 2 years.

---

**FN:** 350-1g

**Title:** Unit tests

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to administering training tests to units. Included are advance notices of tests, checklists, reports of test results, notices of ratings, and related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 350-1h

**Title:** Proficiency tests

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents reflecting degree of proficiency in military training such as completing the infiltration course. Included are proficiency tests and related documents.

**Disposition:** Destroy on publication of classification order or after proper entry has been made on the qualifications card or in the service record.

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**FN:** 350-3-2a

**Title:** Operation and maintenance correspondence (Rescinded, use FN570-2-1a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 350-6a

**Title:** Marksmanship files

**Authority:** NC1-AU-78-1

**Privacy Act:** AO920-15SFDM

**Description:** Documents related to planning, scheduling, administering, and conducting rifle and pistol firing competition among members of the armed services, reserve components, and rifle clubs of civilian organizations and educational institutions. Included are correspondence with the civilian clubs, comments on and approval of the program for the national matches, lists of team members, firing score records, written protests, final reports of competition, individual records of awards, and related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 350-7a

**Title:** Task analyses

**Authority:** N1-AU-86-54

**Privacy Act:** Not applicable.

**Description:** Front-end analyses which identify and describe individual tasks to enable training development that will produce soldiers and units to accomplish their wartime missions. Included are examinations of threat, doctrine, organization, and equipment, tactical unit evaluations,

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**Table B-59****File category 350: Training—Continued**

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unit mission analyses, identification of tasks for training, training site recommendations, and related information.

**Disposition:** Destroy 1 year after deletion of task from the Army inventory.

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**FN:** 350-7b

**Title:** Task analysis background files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Background materials on task analyses accumulated and maintained for reference and audit trail purposes.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 350-27a

**Title:** Joint Airborne/Air Transportability training files (Rescinded;use 350-41a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 350-28a

**Title:** Emergency tests and exercises

**Authority:** NC1-AU-75-24

**Privacy Act:** Not applicable.

**Description:** Information relating to testing of various emergency plans. Included are exercise directives, announcements concerning tests to be conducted, instructions to participating personnel, staffing assignments, test messages, estimates of simulated damages, estimates of cost and resources required to repair simulated damage, estimates of available resources, critique sheets, final exercise reports, and related information.

**Disposition:**

- a. Final reports prepared by office exercising Army-wide responsibility and major Army commands: Permanent.
  - b. Final reports prepared by organizations below MACOM level: Destroy after 2 years.
  - c. Other related documents: Destroy upon preparation of final report.
- 

**FN:** 350-37a

**Title:** Individual training files

**Authority:** NN-166-204

**Privacy Act:** AO350-37TRADOC and OPM/GOVT 1

**Description:** This is a single folder on each soldier, maintained at the company, battery, or separate detachment level by the training noncommissioned officer (NCO) or first sergeant, which consolidates in one place the various types of records that indicate the training status and progress of individual soldiers.

Note: Under MARKS, records are identified by the same number as their prescribing directive. However, so that the unit can maintain all information on the soldier in a single, by-name folder (and thereby avoid having to keep several folders on each soldier), all these records are included here under this single file number. Included are records of the Individual Training Evaluation Program (ITEP), which measures skill level attainment and ability to carry out common tasks by soldiers. This includes SQT and CTT, DA Form 705(Physical Fitness Evaluation Scorecard) and similar or related records (such as "Run For Your Life") dealing with fitness of unit members, weapons qualification records, records on special advanced training or OJT administered at the unit level, counseling records on performance during training and general state of readiness of individual soldiers, and records similar to those described above, including those that may be required by command or local directives. Job books kept by individual NCOs are prescribed by ITEP, but need not be marked with a file number nor controlled under MARKS.

**Disposition:**

- a. SQT: Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first.
  - b. CTT: Destroy when no longer needed for current operations.
  - c. Other records: Upon transfer or separation, forward those specified by AR 640-10 with the MPRJ, and destroy the remainder.
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**FN:** 350-37b

**Title:** Scored qualification tests

**Authority:** NN-166-204

**Privacy Act:** AO350-37TRADOC and OPM/GOVT 1

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**Table B-59****File category 350: Training—Continued**

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**Description:** Documents used to determine qualifications to be recorded on the individual's qualification record. Included are scored qualification test sheets or booklets, and related documents.

**Disposition:** Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days.

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**FN:** 350-37c

**Title:** Test development

**Authority:** NC1-AU-79-21

**Privacy Act:** Not applicable.

**Description:** Information reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and related information. This also includes that information accumulated for continuous evaluation and analysis for management improvement of Army-wide test programs, such as background data on test development, establishment, and procedures, coordination with other agencies, and similar information.

**Disposition:**

a. Development:

- (1) Office responsible for developing test: Permanent. PIF upon discontinuance of test and cut off at the end of that year.
- (2) Other offices: Destroy after 2 years.

b. Background data: Destroy 25 years after test is discontinued.

---

**FN:** 350-41a

**Title:** Joint Airborne/Air Transportability Training files

**Authority:** NC1-AU-85-62

**Privacy Act:** Not applicable.

**Description:** Information on the Joint Airborne/Air Transportability Training(JA/ATT) Program as contained in AR 350-27. This program provides for Army planning and requesting, from Military Airlift Command, such missions as airdrops of personnel and cargo, assault air and land operations, static load training, and combat support training. Included are evaluations of the program, message requests for airlift support, information on participation in the MAC Affiliation Program (including requests for new MAC affiliations), issues and recommendations for resolution arising from joint conferences on JA/ATT, reviews of Army JA/ATT requests, priority mission request lists, and related information.

**Disposition:**

a. Office with Army-wide responsibility:

- (1) Program evaluations and related information: Destroy after 3 years.
- (2) All other records: Destroy when no longer needed for current operations.

b. Other offices: Destroy when no longer needed for current operations.

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**B-51. File category 351: Schools**

a. *Prescribing directives.*

- (1) AR 351-1, Individual Military Education and Training.
- (2) AR 351-3, Professional Education and Training Program of the Army Medical Department.
- (3) AR 351-5, United States Army Officer Candidate School.
- (4) AR 351-9, Interservice Education and Training.
- (5) AR 351-12, Nomination to the U.S. Military Academy: Enlisted Categories.
- (6) AR 351-17, U.S. Military Academy and U.S. Military Academy Preparatory School Admissions Program.

b. *Description.* These records concern training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. This includes educational opportunities provided through branch service schools, Officer Candidate Schools, Military Academy, Army War College, Command and General Staff College, and similar schools and colleges. See table B-60.

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**Table B-60****File category 351: Schools**

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**FN:** 351**Title:** General schools correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to schools which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to schools that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 351a**Title:** Individual academic records**Authority:** NC1-AU-78-131**Privacy Act:** A0351aTRADOC

**Description:** Documents indicating courses attended by Army members, course length, extent of completion, results, aptitudes and personal qualities, grade and rating attained, and related information for each individual. Included are cards, forms, and similar documents. (Records of individuals re-enrolling in extension courses will be refiled in the active file.)

**Disposition:** Destroy after 40 years. Cut off annually. Records of extension courses, however, will be held 3 years in CFA and 2 years in RHA before retirement to NPRC (MIL), 9700 Page Blvd, St. Louis, MO 63132.

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**FN:** 351b**Title:** Instructor information**Authority:** NC1-AU-84-35**Privacy Act:** AO351DAPE

**Description:** Documents at schools that provide a record of qualifications and effectiveness on potential instructors and guest speakers. They are used to assign or employ instructors, place instructors to everyone's advantage, and determine the instructor's need for additional training. Included are instructor evaluation forms, qualification data, biographical sketches, and related documents.

Note: Documents about transferred, separated, and potential instructors who return as instructors or guest speakers will be withdrawn from the inactive file and placed in the current file.

**Disposition:**

a. USMA: Destroy in CFA after 25 years.

b. Other offices: Destroy in CFA 10 years after transfer or separation of instructor.

---

**FN:** 351c**Title:** Curriculum approvals**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.

**Description:** Documents about controlling and approving the establishment, content, and conduct of individual Army school courses. They will describe the courses' accuracy, currency, applicability, need, and compliance with doctrine. Included are recommendations about eliminating overlap and duplication between courses, common subjects, revision of courses, reports of staff assistance visits, course approvals, copies of special texts, programs and courses of instruction, and similar documents.

**Disposition:**

a. Offices with responsibility for approving and controlling school

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**Table B-60****File category 351: Schools—Continued**

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curriculum: Permanent. PIF on formal revision or discontinuance of the course and cut off at the end of that year.

b. Other offices: Destroy after 5 years.

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**FN:** 351d**Title:** Consolidated class files**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.

**Description:** Documents about programmed classes and their starting dates, approved personnel inputs for each class, and related data. Included is the annual consolidated schedule of classes for the Army school system and related documents.

**Disposition:** Permanent.

---

**FN:** 351e**Title:** Course publications**Authority:** NN-165-47 and NC1-AU-77-87**Privacy Act:** Not applicable.

**Description:** Documents related to establishing, revising, and discontinuing courses of instruction at Army colleges, service schools, other schools, and those joint schools for which the Army has records management responsibility. Included are programs of instruction, courses of instruction, lesson plans, special texts, syllabuses, and coordinating actions; approvals for establishment, revision, or discontinuance of the course; and related documents.

**Disposition:**

a. U.S. Military Academy, Army War College and Joint Colleges: Permanent. PIF on revision or discontinuance of course and cut off at the end of that year.

b. The Judge Advocate General's School: Destroy in CFA 8 years after revision or discontinuance of course.

c. Other schools: Destroy 5 years after revision or discontinuance of course.

---

**FN:** 351f**Title:** School studies**Authority:** NC1-AU-83-10**Privacy Act:** Not applicable.

**Description:** Documents accumulated by schools about methods of instruction, evaluations of the curriculum, analyses of group educational accomplishments, and comparable topics. Included are studies and related documents.

**Disposition:**

a. Organizations not converting the data to microform: Permanent.

b. Organizations converting the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

---

**FN:** 351g**Title:** School inspections**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents about checking the status and quality of the training conducted by Army schools and teaching facilities. Included are inspection reports, reports of corrective action, and related documents.

**Disposition:**

a. Offices conducting the inspection: Destroy after 5 years or after the next comparable inspection, whichever is first.

b. Schools and teaching facilities: Destroy 1 year after the next comparable inspection.

c. Other offices: Destroy after 2 years.

---

**FN:** 351h**Title:** Branch instructor conferences**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.

**Description:** Documents relating to conferences with branch instructors assigned to other schools to help standardize branch doctrine, keep abreast of current developments, and discuss problems of mutual interest. Included are agenda, agenda approvals, conference reports, and related documents.

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**Table B-60****File category 351: Schools—Continued**

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**Disposition:**

- a. Sponsoring schools: Destroy after 15 years.
  - b. Other offices: Destroy after 2 years.
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**FN:** 351i**Title:** School accreditations**Authority:** NC1-AU-77-135**Privacy Act:** Not applicable.

**Description:** Documents about Army Service Schools adhering to standards set by accreditation boards to ensure that courses completed in service schools are accepted for credits in civilian colleges and schools. Included are documents about classroom and laboratory hours, instructor qualifications, job placement and follow-up program, library facilities, self-studies and reviews, and related documents.

**Disposition:** Destroy in CFA 5 years after review by the accreditation board.

---

**FN:** 351j**Title:** Faculty board files**Authority:** N1-AU-89-16**Privacy Act:** AO351DAPE

**Description:** Documents pertaining to the class standing, rating, classification, and proficiency of students. Included are minutes of school faculty board meetings and related documents.

**Disposition:** Destroy after 5 years.

---

**FN:** 351k**Title:** Class academic records**Authority:** NN-165-47**Privacy Act:** AO351DAPE

**Description:** Documents kept by training instructors showing progress and attendance of class members. Included are cards, card forms, and related documents.

**Disposition:**

- a. The Judge Advocate General's School: Destroy after 10 years in CFA.
  - b. Other offices: Destroy after 10 years.
- 

**FN:** 351-1a**Title:** Student selections**Authority:** NN-166-204**Privacy Act:** A0601-210TAPC

**Description:** Documents about selecting people to attend military schools. Included are requests for and allocations of school quotas, waivers of qualifications and choices for assignment, prerequisites for attendance, recommendations for school training, availability of school funds, transfer or relief of students, and related information.

**Disposition:** Destroy 2 years after close of school year.

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**FN:** 351-1b**Title:** School planned inputs**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable

**Description:** Documents on planning, executing, and revising personnel inputs for Army school courses. Included are comprehensive statements of the training needs of each agency authorized to send students to Army schools, schedules of school classes to accommodate planned inputs, allocations of school quotas to input agencies, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years. Retain in CFA or RHA.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 351-1c**Title:** Quotas**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.

**Description:** Documents about setting, allocating, and controlling quotas for education and training of Army personnel at military schools. Included are requests for quotas, estimated quota requirements, invitational quotas, final approved quotas, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy after 2 years.
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**FN:** 351-1d

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**Table B-60****File category 351: Schools—Continued**

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**Title:** School reports**Authority:** NC1-AU-78-2**Privacy Act:** AO351DAPE

**Description:** Documents about the number of school enrollments, turnbacks, graduates, and failures, persons enrolled from other services, reserve component students, and similar categories of reporting. Included are forms, printouts, correspondence, and related information.

**Disposition:**

- a. Requiring offices performing Army-wide responsibility:
    - (1) Consolidated or summarized reports: Permanent.
    - (2) Feeder reports: Destroy after 2 years.
  - b. Schools and other offices: Destroy after 2 years.
- 

**FN:** 351-1e**Title:** Eligibility determinations**Authority:** NN-166-204**Privacy Act:** A0601-210TAPC

**Description:** Documents related to determining eligibility of individuals for attendance at Officer Candidate Schools, Reserve Officers Training Corps, or similar personnel programs (but not including attendance at USMA, for which see file no. 351-12a below). Included are approvals, disapprovals, and similar information.

**Disposition:** Destroy after 1 year.

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**FN:** 351-1f**Title:** Leaders course evaluations**Authority:** NN-166-204**Privacy Act:** AO351DAPE

**Description:** Documents about rating each student attending leader courses at noncommissioned officer academies. Included are student leadership evaluation report summary sheets, rating sheets, summary evaluation reports, reaction test observations, and related documents.

**Disposition:** Destroy 6 months after graduation of the class.

---

**FN:** 351-1g**Title:** Collateral individual training records**Authority:** NN-166-204**Privacy Act:** AO351TRADOC

**Description:** Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long-term records. Included are absentee records, progress reports of individuals, delinquency reports, registration forms, examination papers, and related documents.

**Disposition:**

- a. Destroy after 1 year.
  - b. Exceptions:
    - (1) The Judge Advocate General's School: Destroy after 2 years.
    - (2) U.S. Army Reserve schools: Destroy after 3 years.
- 

**FN:** 351-3a**Title:** Medical education committee files (Rescinded; use FN 15-1a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 351-3b**Title:** Medical training materials**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.

**Description:** Documents about developing and supervising the Medical Internship and Residency Training Program. Included are department teaching programs, schedules, hospital conference reports, minutes of the Medical Records-Medical Audit Committee and Subcommittees, and related documents.

**Disposition:** Destroy when no longer needed for training purposes.

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**FN:** 351-3c**Title:** Medical xray teaching files**Authority:** NC1-AU-76-38**Privacy Act:** Not applicable.

**Description:** Information used for teaching and training purposes at hospitals where an authorized teaching or training program is in effect. Included are selected groups of medical xrays and related information.

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**Table B-60****File category 351: Schools—Continued**

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**Disposition:** Report to servicing DRMO for appropriate disposition instructions, when no longer needed for teaching or training purposes.

**FN:** 351-3d

**Title:** Dental xray projects

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to dental research projects. Included are studies and similar information.

**Disposition:** Destroy 2 years after completion of the project.

**FN:** 351-3e

**Title:** Dental xray teaching files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used for teaching and training purposes at those hospitals where an authorized teaching or training program is in effect. Included are selected groups of dental xrays and related information.

**Disposition:** Destroy when no longer needed for teaching or training purposes.

**FN:** 351-3f

**Title:** Extra oral dental xrays

**Authority:** II-NNA-1617

**Privacy Act:** Not applicable.

**Description:** Xrays involving oral surgery in connection with jaw fractures and diseases, skull fractures, injuries and plates, bone grafting, and similar conditions.

**Disposition:** Report to servicing DRMO for appropriate disposition instructions 5 years after the end of the year in which last xray was taken.

**FN:** 351-3g

**Title:** Medical facility affiliations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents about the affiliation of civilian institutions with Army medical facilities for training purposes. Included are affiliation agreements, recommendations for approval, and affiliation program cost estimates; memorandums of agreement for training of individual affiliates, including approvals and notices of ending affiliation agreements; and related documents.

**Disposition:** Destroy 5 years after termination of the affiliation agreement.

**FN:** 351-5a

**Title:** Officer Candidate School (OCS) applicants

**Authority:** NN-166-204

**Privacy Act:** AO351aTRADOC

**Description:** Documents relating to application for entering Officer Candidate School (OCS). Included are qualification reports, statements of qualification, statements of branches for which qualified, and related documents.

**Disposition:** Destroy after 1 year.

**FN:** 351-5b

**Title:** Inquiry and eligibility

**Authority:** NN-166-204

**Privacy Act:** AOAO351aTRADOC

**Description:** Documents related to verifying the eligibility of individuals for OCS. Included are letters, reports, designations of Distinguished Military Graduates of OCS, and similar documents.

**Disposition:** Destroy after 2 years.

**FN:** 351-5c

**Title:** Relief from OCS

**Authority:** NN-166-204

**Privacy Act:** AO351aTRADOC

**Description:** Information on OCS candidates who are considered for relief from OCS for disciplinary reasons, academic deficiencies, lack of motivation, or any other reason as listed in AR 351-5. Included are correspondence, notifications of deficiency, predecision responses by the candidate, and similar information.

**Disposition:** Destroy after 5 years.

**FN:** 351-5d

**Title:** Disenrollment record

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**Table B-60****File category 351: Schools—Continued**

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**Authority:** NC1-AU-78-1

**Privacy Act:** AO351aTRADOC

**Description:** Information reflecting a record of disenrollment from officer candidate type training. It provides data for evaluation of personnel who later apply for an officer program in other Services. Included are cards, card forms, and related information.

**Disposition:** Destroy in CFA 5 years after disenrollment of the candidate.

**FN:** 351-9a

**Title:** School visits

**Authority:** NC1-AU-78-1

**Privacy Act:** Not applicable.

**Description:** These are documents relating to school visits and visits to USAR schools and Army training centers to exchange ideas, ensure correctness and uniformity of doctrine and teaching techniques, observe teaching methods, and help prepare instructional materials. Included are visit requests, reports of visits, and related documents.

**Disposition:**

a. School or training center making the visit: Destroy 5 years after next visit.

b. Other offices: Destroy after the next comparable visit.

**FN:** 351-12a

**Title:** USMA eligibility determinations

**Authority:** NC1-AU-80-38

**Privacy Act:** AO351-12DAPE

**Description:** Documents related to determining eligibility of individuals for admission to USMA. Included are approvals, disapprovals, waivers, and similar information.

**Disposition:** Destroy after 1 year.

**FN:** 351-12b

**Title:** USMA Preparatory School files

**Authority:** NC1-AU-80-38

**Privacy Act:** AO351-12DAPE

**Description:** Documents accumulated and maintained on individual applicants to the school and documents maintained on cadet candidates at the school. Included are items such as official application letters with supporting documents, delinquency reports, faculty adviser evaluations, and similar records relating to the applicant or candidate which are not eligible for inclusion in the official military personnel file or the individual academic record file, which are maintained separately.

**Disposition:**

a. Files on school graduates: Cut off on graduation, destroy in CFA after 5 years.

b. Files on unsuccessful cadet candidates: Cut off on graduation of class to which file pertains, destroy after 1 year.

c. Files on unsuccessful applicants: Cut off at start of class to which file pertains, destroy after 1 year.

**FN:** 351-17a

**Title:** USMA admissions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents concerning such matters as eligibility standards, nomination procedures, and examination processes which directly contribute to the program for obtaining and selecting individuals to attend the U.S. Military Academy. Included are documents which form the basis for Department of the Army publications, directives, and instructions, policy decisions, precedent cases, and interpretation of Army directives.

**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. USMA: Permanent.

c. Other offices: Destroy after 2 years.

**FN:** 351-17b

**Title:** USMA entrance examination results

**Authority:** NC-AU-75-42

**Privacy Act:** AO351-12DAPE

**Description:** Documents reflecting the results of examination for entrance to the U.S. Military Academy. The examination results pertain to applicants in the Regular Army and Reserve Components, as well as those not connected with military service. Included are rosters and related documents.

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**Table B-60****File category 351: Schools—Continued**

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**Disposition:**

- a. USMA: Destroy after 50 years. Do not retire.
  - b. Office having Army-wide responsibility: Destroy after 2 years.
- 

**FN:** 351-17c**Title:** USMA candidate files**Authority:** NN-166-204**Privacy Act:** AO351-12DAPE

**Description:** Documents relating to candidates for the United States Military Academy (USMA). These files are maintained by USMA and the Headquarters, Department of the Army office responsible for staff supervision of this function. Included are applications, nominations, appointments, acceptances, physical examinations, and related documents.

**Disposition:** Withdraw and transfer to USMA Cadet Files (FN 351-17e) on admission of the candidate to USMA. Destroy remaining files on expiration of age eligibility or after 3 years, whichever is later.

---

**FN:** 351-17d**Title:** USMA candidate indices**Authority:** NN-166-204**Privacy Act:** AO351-12DAPE

**Description:** Documents reflecting information on each candidate for entrance to the USMA, maintained by the HQDA office responsible for staff supervision of this function. Included are cards and related documents.

**Disposition:** Destroy in CFA after 15 years. Review file at least once each 5 years for this purpose.

---

**FN:** 351-17e**Title:** USMA cadet files**Authority:** NC-AU-75-25**Privacy Act:** AO351-12DAPE

**Description:** Documents relating to appointment and attendance of each cadet at the USMA. Included are folders of files comparable to the Official Military Personnel Folder for members of the Active Army. Files in this category are maintained by USMA and by the HQDA office which has staff responsibility for this function.

**Disposition:**

a. HQDA office:

- (1) Files of individuals who are commissioned become part of the Official Military Personnel folder.
  - (2) Files of individuals not commissioned: Destroy in CFA after 5 years.
- b. USMA:

- (1) Paper originals: Destroy upon verification that microforms meet the prescribed quality standards and are adequate substitutes for the original documents.

- (2) Microforms:

- (a) One silver halide set and one diazo or vesicular duplicate: Permanent. Transfer to USMA Archives.

- (b) Other microform copies: Destroy when no longer needed for current operations.

---

**FN:** 351-17f**Title:** USMA cadet registers**Authority:** NN-169-72**Privacy Act:** AO351-12DAPE

**Description:** Documents reflecting all cadetships at the USMA, maintained by the office responsible for supervising this function at HQDA level. Included are cards and related documents.

**Disposition:** Annually withdraw and destroy records 20 years old.

---

**FN:** 351-17g**Title:** USMA academic and institutional research records**Authority:** NC1-AU-84-29**Privacy Act:** Not applicable.

**Description:** Research records created by individual students, groups of students, or staff activities (and management data accumulated in controlling or directing such research) at the USMA.

- a. Final research products or reports of the USMA and index.
- b. Other research products and draft theses, papers, consulting materials, supporting documents, and so forth (but not including the final research products or reports).
- c. Research management records of USMA.

**Disposition:**

- a. Final research products or reports of USMA and index: Permanent.
- 

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**Table B-60****File category 351: Schools—Continued**

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b. Other research products and draft theses, papers, consulting materials, supporting documents, and so forth (but not including the final research products or reports): Destroy when no longer needed for current operations.

c. Research management records of USMA: Destroy when no longer needed for current operations.

---

**FN:** 351-22a**Title:** JAG legal education program files (Rescinded; use FN 27-1r.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 351-24a**Title:** Medical facility affiliations (Rescinded; use FN 351-3g.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**B-52. File category 352: Dependents education**

a. *Prescribing directive.* AR 352-3, Education of Dependents in the United States, Puerto Rico, Wake Island, Guam, American Samoa, and the Virgin Islands.

b. *Description.* These records concern planning, supervising, and conducting dependents' schools and educational systems and programs. See table B-61.

*Note.* Nonavailability statements referred to below are prescribed by DOD Dependent Schools Regulation 1100.1; however, for consistency of numbering within MARKS, they are identified here with the related AR 352-3 dealing with dependent education.

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**Table B-61****File category 352: Dependents' education**

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**FN:** 352**Title:** General dependents' education correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to dependents' education which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to dependents' education that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 352-3a**Title:** Dependent children school information**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

**Description:** Information related to education of dependent children in CONUS and its possessions. Included are inquiries and replies about location, types, cost, and availability of educational facilities, teaching positions, procurement of supplies and equipment, home study courses, operation and administration of the program, and related information.

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**Table B-61****File category 352: Dependents' education—Continued**

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**Disposition:** Destroy after 1 year.

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**FN:** 352-3b

**Title:** Public Law 81-874 files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on arrangements made by the Secretary of Education to provide free public education for dependent children of military and civilian personnel residing on Federal property in CONUS and its possessions, where State or local funds may not be expended for this purpose. Included are original and supplemental letter proposals (budget estimates) for authority and funds to operate and maintain on-post dependent schools; payment of tuition and transportation costs for children to attend offpost public schools; communications with representatives of Department of Education and local educational agencies; recommendations, approvals, and disapprovals; enrollment and fiscal data reports; and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 2 years.
  - b. Offices at the installation concerned: Destroy after 3 years.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 352-3c

**Title:** School activities

**Authority:** NN-166-204

**Privacy Act:** AO352-3CFSG

**Description:** Information relating to school events, athletics, honor students, PTA and similar organizations, school and student transportation, cost accounting, lost textbooks, and similar activities. Included are teachers' notices, bulletins, end-of-term reports, requests for repairs, requests for supplies, and related information.

**Disposition:**

- a. Dependent schools: Cut off at the end of the fiscal year and destroy after 1 year.
  - b. Offices of headquarters of major and subordinate commands: Destroy after 2 years.
  - c. Offices of lower echelons: Destroy after 2 years.
- 

**FN:** 352-3d

**Title:** Accreditations

**Authority:** NN-166-208

**Privacy Act:** Not applicable.

**Description:** Documents of visits by regional educational associations to inspect facilities and curriculums of dependents' schools for accrediting them. Including are accreditation fact finding reports, warning letters, listings of accredited schools, pertinent correspondence, and related documents.

**Disposition:**

- a. Office having Army-wide staff responsibility: Destroy on completion of the next comparable visit.
  - b. Dependent schools: Destroy on completion of the next comparable visit.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 352-3e

**Title:** Public Law 81-815 files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documentation of arrangements made by the Secretary of Education to provide for building or alteration and repair of school facilities. These schools are for the dependent children of military and civilian personnel residing on Federal property in CONUS and its possessions, where State or local funds may not be expended for this purpose. Included are minutes of conferences between representatives of the Department of Education, State or local educational agencies, and the installation concerned, applications for construction, coordination actions, DA recommendations, Department of Education approvals, and related documents.

**Disposition:**

- a. Office having Army-wide staff responsibility: Destroy 2 years after completion of the project.
  - b. Installation concerned: Destroy on discontinuance of the school.
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**FN:** 352-3f

**Title:** Teacher plan books

**Authority:** NN-166-204

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**Table B-61****File category 352: Dependents' education—Continued**

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**Privacy Act:** Not applicable.

**Description:** Documents outlining a semester program of projects or classes. Included are plan books and related documents.

**Disposition:** Destroy 3 months after the beginning of the following fiscal year.

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**FN:** 352-3g

**Title:** Enrollments

**Authority:** NN-166-204

**Privacy Act:** AO352-3CFSG

**Description:** Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preferences, admission cards, drop cards, and related documents.

**Disposition:** Destroy 1 year after graduation, withdrawal, transfer, or death of a student.

---

**FN:** 352-3h

**Title:** Daily attendance registers

**Authority:** NN-166-204

**Privacy Act:** AO352-3CFSG

**Description:** Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers, and related documents.

**Disposition:** Destroy after reviewing attendance registers for the next school year.

---

**FN:** 352-3i

**Title:** Dependent school strength reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting personnel strength in dependent schools. Included are periodic statistical reports, monthly enrollment reports, absentee report forms, and related documents.

**Disposition:** Destroy 6 months after close of school year.

---

**FN:** 352-3j

**Title:** Dependent school reports

**Authority:** NC1-AU-78-2

**Privacy Act:** Not applicable.

**Description:** Documents about the average daily membership of all pupils enrolled in Army-operated schools, the average daily membership of DOD pupils enrolled in tuition-fee type schools, the name and location of each such school, pertinent cost data, and similar types of information. Included are reports and related documents.

**Disposition:**

- a. Office having Army-wide staff responsibility: Permanent.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 352-3k

**Title:** Elementary school academic records

**Authority:** NN-170-113

**Privacy Act:** AO352-3CFSG

**Description:** Documents about the standardized achievement, mental ability, yearly grade average, attendance of each student, and the teacher's comments. Included are forms, notes, and related documents.

**Disposition:** Destroy in CFA 5 years after graduation, death, or withdrawal of student.

Note: When student transfers to another school, forward by mail to the sponsor or official of the receiving school on request.

---

**FN:** 352-3m

**Title:** Elementary school report cards

**Authority:** NN-170-113

**Privacy Act:** AO352-3CFSG

**Description:** Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and related documents.

**Disposition:** Release to parents or student at end of the school year, or on transfer or withdrawal of the student.

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**FN:** 352-3n

**Title:** Elementary school teacher class registers

**Authority:** NN-170-113

**Privacy Act:** AO352-3CFSG

**Description:** Documents about daily, weekly, semester, or annual

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**Table B-61****File category 352: Dependents' education—Continued**

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scholastic marks and averages, and absence and tardiness data. Included are class registers and related documents.

**Disposition:** Destroy in CFA after 5 years. Cut off at the end of the fiscal year.

---

**FN:** 352-3p

**Title:** Elementary school student files

**Authority:** NN-170-113

**Privacy Act:** AO352-3CFSG

**Description:** Documents pertaining to individual elementary school students. Included in each folder are reading records and health records, Intelligence quotient, achievement, aptitude, and similar test results, notes related to pupil's progress and characteristics, and similar matters useful in counseling and to successor teachers.

**Disposition:** Destroy in CFA 1 year after graduation, death, or withdrawal of student.

Note: When student transfers to another school, the reading record and health record will be released to the parents or student for hand-carrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or to the sponsor.

---

**FN:** 352-3q

**Title:** Secondary school absentee files

**Authority:** NC1-330-80-4

**Privacy Act:** AO352-3CFSG

**Description:** Documents reflecting absentee students. Included are homeroom teacher registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or homeroom assignment, notices of change by school principal to teacher upon change of classroom, student requests for permission to be absent, student pass slips, and related documents.

**Disposition:** Destroy after 1 year.

---

**FN:** 352-3r

**Title:** Secondary school academic records

**Authority:** NC1-330-80-4

**Privacy Act:** AO352-3CFSG

**Description:** Documents reflecting student grades and credits earned. Included are forms, notes, and related documents.

**Disposition:** Destroy after 65 years. PIF on transfer, graduation, withdrawal, or death of student and cut off at the end of that year.

a. CONUS schools: retain 5 years in CFA or RHA then retire to WNRC.  
b. Overseas schools: retain 4 years in CFA; forward to regional office; hold for 1 year; then retire to WNRC. (Exception: Upon inactivation of an overseas secondary school, such records will be forwarded to the regional office where they will be retained until the end of the 5-year period, then forwarded to WRNC). When student transfers to another DOD or non-DOD school, forward an official copy to the receiving school on request and appropriate authorization. A copy will be given to the parent or student for hand-carrying to the receiving school.

---

**FN:** 352-3s

**Title:** Secondary school report cards

**Authority:** NC1-330-80-4

**Privacy Act:** AO352-3FSG

**Description:** Documents about scholastic grades, personality traits, promotion or failure. Included are report cards and related documents.

**Disposition:** Deliver to students on transfer, withdrawal, or at school year end.

---

**FN:** 352-3t

**Title:** Secondary school teacher class registers

**Authority:** NC1-330-80-4

**Privacy Act:** AO352-3CFSG

**Description:** Documents about daily, weekly, semester, or annual scholastic marks and averages; absence and tardiness data; and withdrawal data. Included are class registers and related documents.

**Disposition:** Destroy in CFA after 5 years. Cut off at fiscal year end.

---

**FN:** 352-3u

**Title:** Secondary school class reports

**Authority:** NC1-330-80-4

**Privacy Act:** AO352-3CFSG

**Description:** Teaching reports to principals used as source documents

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**Table B-61****File category 352: Dependents' education—Continued**

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for preparing secondary school academic record cards. Included are forms, correspondence, and related documents.

**Disposition:** Destroy after 1 year.

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**FN:** 352-3v

**Title:** Credit transfer certificates

**Authority:** NC1-330-80-4

**Privacy Act:** AO352-3CFSG

**Description:** Documents about secondary school scholastic credits earned. Included are certificates and related documents.

**Disposition:** Destroy after 1 year.

---

**FN:** 352-3w

**Title:** Secondary school student files

**Authority:** NC1-330-80-4

**Privacy Act:** AO352-3CFSG

**Description:** Documents about individual secondary school students. Included in each folder are student health records, absence reports and correspondence with parents about absence, records of achievement and aptitude tests, notes on taking part in extracurricular activities, hobbies, and other special interests of the student, and miscellaneous memorandums used by student counselors.

**Disposition:** Destroy in CFA 2 years after graduation, death, or withdrawal of student.

Note: When student transfers to another school, the reading record and health record will be released to the parents or student for hand-carrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or the sponsor on request.

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**FN:** 352-3x

**Title:** Nonavailability statements

**Authority:** NN-166-208

**Privacy Act:** Not applicable.

**Description:** Documents that verify that schools in overseas areas cannot provide an adequate education for the dependents of DOD military and civilian personnel residing in the area. Included are nonavailability statements and related documents.

**Disposition:** Destroy after 2 years.

---

**FN:** 352-3y

**Title:** Student loans

**Authority:** NN-166-204

**Privacy Act:** AO352-3CFSG

**Description:** Documents related to making and administering individual loans to selected qualified dependents to help them get a college education. Included are applications for loans and continuation of loans, reports of other aid received, communications of academic standings, and related documents.

**Disposition:**

- a. Rejected applicant files: Destroy after 2 years.
  - b. Granted student loan files: Destroy 6 years after repayment or cancellation.
- 

**FN:** 352-3z

**Title:** Scholarships

**Authority:** NN-166-204

**Privacy Act:** AO352-3CFSG

**Description:** These are documents related to approving the selection of dependents of Army military personnel to receive scholarships and monitoring the dependents' academic progress. Included are recommendations for award of scholarships, approvals, reports, and other documents on the academic progress of selected students, and related documents.

**Disposition:** Destroy 4 years after graduation or withdrawal of the student.

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**B-53. File category 360: Army information**

a. *Prescribing directives.*

- (1) AR 360-5, Public Information.
- (2) AR 360-61, Community Relations.
- (3) AR 360-81, Command Information Program.

b. *Description.* These records concern public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers program; relations with public news media and industry; and field press censorship. See table B-62.

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**Table B-62**  
**File category 360: Army information**

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**FN:** 360

**Title:** General Army information correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army information which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to Army information that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 360-5a

**Title:** Congressional correspondence (Rescinded; use FN 1- 20e.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 360-5b

**Title:** News media and releases

**Authority:** NC1-AU-81-26

**Privacy Act:** Not applicable.

**Description:** Information on the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media. Included are printed or processed press releases, speeches, radio, television, and motion picture scripts, and the coordinating information gathered in obtaining clearances for the releases.

**Disposition:**

a. **Peacetime:**

(1) Office having Army-wide responsibility: Destroy after 10 years.

(2) Other offices: Destroy after 5 years.

b. **Mobilization:**

(1) Offices in a combat environment, or designated as combat support elements, and offices having Army-wide responsibility: Permanent.

(2) Other offices: Destroy after 5 years.

---

**FN:** 360-5c

**Title:** Feature story reviews

**Authority:** NC1-AU-78-102

**Privacy Act:** Not applicable.

**Description:** Information on assistance provided to magazine and book representatives in the development of feature stories concerning Army activities. Included are story outlines prepared by the Army and provided the media representative, advice on proposed stories which are being prepared by other writers, information on reviews of the stories for accuracy when desired by the writer, and similar information.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 6 years.

b. Other offices of the Army Staff: Destroy after 2 years.

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**FN:** 360-5d

**Title:** Public inquiries

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**Table B-62**

**File category 360: Army information—Continued**

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**Authority:** NC1-AU-78-102

**Privacy Act:** AO025-55SAIS

**Description:** Information on release of nonsafeguarded or normal information in response to requests or inquiries from the public. Included are routine requests for information on Army activities, requests for photographs of persons and equipment, correspondence, and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 360-5e

**Title:** Biographies

**Authority:** NN-166-204

**Privacy Act:** AO360-5SAPA

**Description:** Biographies, photographs, newspaper clippings, and related information pertaining to leading military and civilian personalities. Arrange alphabetically.

**Disposition:** Destroy 2 years after retirement, transfer, separation, or death of the person concerned, or on discontinuance, whichever is first.

---

**FN:** 360-5f

**Title:** Research clearances

**Authority:** NC1-AU-78-104

**Privacy Act:** Not applicable.

**Description:** Information on approving access to classified files for purposes of unofficial research and study or to information which may be gathered from reviewing the products of this research for propriety, accuracy, and security. Included are requests for access to classified files, approvals, copies of manuscripts and research notes, and coordinating actions.

**Disposition:**

a. Office having Army-wide responsibility: Destroy 6 years after revocation of clearance.

b. Offices of information or technical liaison officers of the Army Staff and headquarters of major commands: Destroy after 6 years.

c. Other offices: Destroy after 2 years.

---

**FN:** 360-5g

**Title:** Army-authored information clearances

**Authority:** NC1-AU-78-102

**Privacy Act:** Not applicable.

**Description:** Information on the review and clearance for publication of magazine and book manuscripts (fact or fiction) on military subjects which are authored by Army military and civilian personnel. Included are copies of the manuscripts, the coordinating actions on the manuscripts, and related information.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Coordinating offices of the Army Staff: Destroy after 5 years.

---

**FN:** 360-5h

**Title:** Correspondent accreditations

**Authority:** NC1-AU-78-104

**Privacy Act:** AO190-13CFSC

**Description:** Information on processing applications from both U.S. and foreign information media representatives for accreditation letters or identification credentials. Included are applications for accreditation, letters from information officers indicating reasons for the request, and related information.

**Disposition:**

a. Offices having Army-wide responsibility and offices of headquarters of overseas commands: Destroy after 15 years.

b. Other offices: Destroy 2 years after expiration or disapproval of the application.

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**FN:** 360-5i

**Title:** Commercial authorship approvals

**Authority:** NC1-AU-78-104

**Privacy Act:** Not applicable.

**Description:** Information showing the authorization for Army personnel to speak or write on a regularly scheduled basis for commercial

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**Table B-62****File category 360: Army information—Continued**

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publications or interests. Included are requests for approval, approvals, and related information.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy 20 years after termination or revocation of approval.
  - b. Other offices: Destroy on expiration or revocation of the approval.
- 

**FN:** 360-5j**Title:** Scientific and professional article files**Authority:** NC-AU-75-8**Privacy Act:** Not applicable.

**Description:** Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.

**Disposition:** Destroy after 5 years.

---

**FN:** 360-5k**Title:** Contractor information releases**Authority:** NC1-AU-78-102**Privacy Act:** Not applicable.

**Description:** Information on procedures governing the release of information by manufacturers, colleges, universities, advertising agencies, and similar commercial entities relative to Army contracts or activities accomplished by contract. The information further relates to clearing materials voluntarily submitted by commercial organizations depicting Army themes. Included are proposed articles, technical information and presentations, brochures, motion pictures, television films, photographs, transparencies, similar materials proposed for publication or release, the coordinating actions, and similar and related information.

**Disposition:** Destroy after 6 years.

---

**FN:** 360-61a**Title:** Army-community relations**Authority:** II-NNA-1349**Privacy Act:** Not applicable.

**Description:** Information on the maintenance and improvement of relations between the Army and the civilian community. Included are information on the work of community relations and civilian advisory committees, meetings with representatives of other military activities located in the community, open house programs, joint social activities, and other cooperative endeavors of the Army and the community.

**Disposition:** Public information offices: Destroy after 5 years.

---

**FN:** 360-61b**Title:** Commercial film certification**Authority:** NC1-AU-85-32**Privacy Act:** Not applicable.

**Description:** Information on certifying commercial motion pictures and television films for DA cooperation by furnishing access to locations, technical advisers, equipment, troops, and weapons. Included are requests for cooperation, outlines of the proposed story and proposed scripts, information reflecting coordination and review of the outlines, scripts, completed films, notifications of approval for Army cooperation, recommendations concerning command assistance to local premiers, progress reports from technical advisers, and related information.

**Disposition:**

- a. Offices having Army-wide responsibilities: Destroy when no longer needed for current operations.
  - b. Coordinating offices: Destroy after 5 years.
- 

**FN:** 360-61c**Title:** Public appearance schedule reports**Authority:** NC1-AU-78-102**Privacy Act:** AO360-5SAPA

**Description:** Information showing scheduled speeches and participation by Army Staff general officers and senior civilians in activities such as panel-type programs sponsored by civilian

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**Table B-62****File category 360: Army information—Continued**

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organization or for civilian audiences, press conferences or briefings, and radio and TV programs.

**Disposition:**

- a. Offices having Army-wide responsibility and requiring the report: Destroy after 10 years.
  - b. Reporting offices: Destroy after 2 years.
- 

**FN:** 360-81a**Title:** Command information reports**Authority:** NC1-AU-79-7**Privacy Act:** Not applicable.

**Description:** Information showing data on number of personnel engaged in the command information program, funds expended, narrative accounts of actions taken in support of command information subjects, and similar information. Included are command information reports and information directly related to the reports.

**Disposition:**

- a. Offices having Army-wide responsibility and requiring the report: Permanent.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 360-81b**Title:** Information publication distribution files**Authority:** NN-166-204**Privacy Act:** AO360SAIS

**Description:** Information used in the receipt, storage, and issue of information publications and materials. Included are requisitioning, shipping information, property issue and turn-in slips, information used to initiate or suspend distribution of news services, radio transcripts, television recordings, other informational materials, related information.

**Disposition:** Destroy after 2 years.

---

**FN:** 360-81c**Title:** Newspaper files**Authority:** NC1-AU-78-15**Privacy Act:** Not applicable.

**Description:** Record sets of Army news periodicals, daily news summaries, news bulletins or similar news material, and reference copies of authorized and civilian enterprise newspapers.

**Disposition:**

- a. Offices of headquarters of divisions and higher headquarters: Record sets: Permanent.
  - b. Offices of lower echelons: Record sets: Destroy after 2 years.
  - c. Reference sets: Destroy when no longer needed for current operations.
- 

**FN:** 360-81d**Title:** General command information**Authority:** NC1-AU-81-26**Privacy Act:** Not applicable.

**Description:** Information on the general administration of the command information program, such as information on the reviews of command newspapers, observation and analysis of troop opinion, preparation of informational materials, information concerned with informing troops of news events, policies, and official actions. It excludes specific files described in this section.

**Disposition:**

- a. Peacetime:
    - (1) Office having Army-wide responsibility:
      - (a) Policy guidance information: Permanent.
      - (b) Other information: Destroy after 10 years.
    - (2) Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.
    - (3) Other offices: Destroy after 2 years.
  - b. Mobilization:
    - (1) Offices in a combat environment or designated as combat support elements and office having Army-wide responsibility: Permanent.
    - (2) Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.
    - (3) Other offices: Destroy after 2 years.
- 

**FN:** 360-81e**Title:** Command information plans**Authority:** NC1-AU-79-7**Privacy Act:** Not applicable.

**Description:** Information showing subject areas to be covered, points of

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**Table B-62****File category 360: Army information—Continued**

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emphasis, prescribed subject areas to be covered, information mediums available for use and similar planning data. Included are command information plans and information on the plans.

**Disposition:**

- a. Offices having Army-wide responsibility: Permanent.
  - b. Offices of headquarters of major and intermediate commands preparing command-wide plans: Destroy after 5 years.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 360-81f**Title:** News background**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on preparing, editing, and publishing information in Army news media. Included are edited drafts of articles, photographs, and similar information.

**Disposition:** Destroy after 1 year. Earlier disposal is authorized.

---

**FN:** 360-81g**Title:** Program logs**Authority:** NN-164-204**Privacy Act:** Not applicable.

**Description:** Daily operational logs used by Army-operated stations of the Armed Forces Radio and Television Services to show identifications of programs and spot announcements and the precise time that they were broadcast.

**Disposition:** Destroy after 2 years.

---

**FN:** 360-81h**Title:** Musical program logs**Authority:** NN-164-204**Privacy Act:** Not applicable.

**Description:** Logs used by Army-operated stations of the Armed Forces Radio and Television Service to list musical numbers, artists, and sources used in aired musical programs.

**Disposition:** Destroy after 1 year.

---

**FN:** 360-81i**Title:** Station program schedules**Authority:** NN-164-204**Privacy Act:** Not applicable.

**Description:** Information showing the time at which programs are scheduled to be broadcast by Armed Forces Radio and Television Service stations operated by the Army.

**Disposition:**

- a. Radio and Television stations: Destroy after 2 years.
  - b. Offices having Army-wide responsibility: Destroy after 1 year.
- 

**FN:** 360-81j**Title:** Radio transcriptions**Authority:** NN-164-204**Privacy Act:** Not applicable.

**Description:** Radio transcriptions on hand which are no longer needed or which have been declared obsolete will be reported to the Armed Forces Radio and Television Services.

**Disposition:** Radio and television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.

---

**FN:** 360-81k**Title:** Television recordings**Authority:** NN-164-204**Privacy Act:** Not applicable.

**Description:** Television recordings which are no longer needed or which have been declared obsolete.

**Disposition:** Radio and television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.

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**B-54. File category 380: Security***a. Prescribing d.Directives.*

(1) AR 380-5, Department of the Army Information Security Program.

(2) AR 380-10, Department of the Army Policy for Disclosure of Information, Visits, and Accreditation of Foreign Nationals.

(3) AR 380-13, Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations.

(4) AR 380-19, Information Systems Security.

(5) AR 380-40, Policy for Safeguarding and Controlling COMSEC.

(6) AR 380-49, Industrial Security.

(7) AR 380-67, The Department of the Army Personnel Security Program.

(8) AR 380-150, Access to and Dissemination of Restricted Data.

(9) AR 380-235, Enemy Prisoner of War and Civilian Internee Communications Censorship.

(10) AR 380-381, Special Access Program.

*b. Description.* These records concern identification, classification, downgrading, declassification, dissemination, and protection of defense information, storage and destruction of classified matter, industrial security, investigations involving compromise of classified information, access to classified data, and other matters pertaining to security. They also include policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs. Current files in the 380 category are listed in table B-63. Rescinded files in the 380 category are listed in table B-64.

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**Table B-63****File category 380: Security**

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**FN:** 380**Title:** General security correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to security that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 380-5a**Title:** Security briefings and debriefings**Authority:** NC1-AU-78-116**Privacy Act:** A0380-67DAMI

**Description:** Information on security briefing and debriefing of personnel authorized access to classified material. Included are briefing statements, debriefing statements and certificates, and related information.

**Disposition:** Destroy 2 years after transfer or separation of person.

---

**FN:** 380-5b**Title:** Security inspections and surveys**Authority:** NN-173-72**Privacy Act:** Not applicable.

**Description:** Information on inspections and surveys that are conducted by security officers. This includes routine after-duty-hours security inspections conducted under the supervision of a security officer to

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**Table B-63****File category 380: Security—Continued**

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decide the adequacy of measures taken to protect security information against the hazards of fire, explosion, sabotage, and unauthorized access. Included are reports, recommendations, and related information.

**Disposition:** Destroy after next comparable inspection or survey.

**FN:** 380-5d

**Title:** Classified material access files

**Authority:** NN-166-204

**Privacy Act:** AO370-67DAMI

**Description:** Information showing authorization to have access to classified files. This includes forms containing person's name and signature, classification of files concerned, information desired, signature of an official authorizing access, and similar data.

**Disposition:** Destroy on transfer, reassignment, or separation of the person, or when obsolete.

**FN:** 380-5g

**Title:** Classified Information Nondisclosure Agreement (NDA)

**Authority:** GRS 18, Item 25

**Privacy Act:** AO370-67DAMI

**Description:** Signed Standard Forms 312 or 189 (Classified Nondisclosure Agreement/NDA) or similar forms on all military and DOD civilian personnel, including employees of contractors, licensees, or grantees. NDAs are executed by all personnel as a condition precedent to being authorized access to classified or classifiable information under standards put forth by Executive Order 12356, or signed by personnel who are cleared for access to national security information.

**Disposition:** Destroy 50 years after retirement, resignation, separation, or discharge.

**FN:** 380-5j

**Title:** TOP SECRET document records

**Authority:** GRS 18, Item 5b

**Privacy Act:** AO370-67DAMI

**Description:** Information used to record the names of persons having had access to TOP SECRET information and copies of extracts distributed.

**Disposition:** Destroy when related document is downgraded, transferred, or destroyed.

**FN:** 380-5k

**Title:** Security classification files

**Authority:** NC1-AU-78-117

**Privacy Act:** Not applicable.

**Description:** Information relating to the security classification or grading system involving the classification or downgrading of information. Included are correspondence or memorandums and reports on security classification. It excludes other files described in this record series.

**Disposition:**

a. Offices in charge of issuance: Destroy 10 years after final declassification action.

b. Other offices and TOE units: Destroy after 3 years.

**FN:** 380-5n

**Title:** Office nonregistered classified document destruction certificates

**Authority:** NC1-AU-79-27

**Privacy Act:** Not applicable.

**Description:** Forms and other types of information that show the destruction of classified information.

**Disposition:** Destroy after 2 years, or earlier when approved by HQDA(DAMI-CIS) WASH DC 20310.

**FN:** 380-5p (Reserved)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 380-5r

**Title:** Security information exchanges

**Authority:** NC1-AU-78-117

**Privacy Act:** Not applicable.

**Description:** Information on the exchange of security classified information with other Government agencies, industry, and foreign

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**Table B-63****File category 380: Security—Continued**

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governments. Included are correspondence on the exchange of information, exchange agreements, and related information.

**Disposition:** Destroy after 20 years.

**FN:** 380-5s

**Title:** Security compromise cases

**Authority:** NC1-330-76-1

**Privacy Act:** Not applicable.

**Description:** Information on investigations of alleged security violations such as missing information, unauthorized disclosure of information, unattended open security containers, and information not properly safeguarded.

**Disposition:** Destroy 2 years after completion of final corrective or disciplinary action. Records of violations of a sufficiently serious nature to be classified as felonies are permanent.

**FN:** 380-5u

**Title:** Security equipment files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information gathered for the determination of uses and types of security equipment for protecting classified information and materials. They include safes, alarm systems, and other security equipment.

**Disposition:** Destroy after 10 years. Destroy exceptions to storage standards 10 years after termination of the exception.

**FN:** 380-5v (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 380-5w

**Title:** Security regrading cases

**Authority:** NC1-AU-78-117

**Privacy Act:** Not applicable.

**Description:** Information on the review of specific classified information or equipment for the purpose of regrading the information or equipment.

**Disposition:**

a. Offices in charge of regrading: Destroy after 15 years.

b. Other offices: Destroy after 3 years.

**FN:** 380-5x

**Title:** Security information access cases

**Authority:** NC1-AU-78-117

**Privacy Act:** AO370-67DAMI

**Description:** Information on the review of specific requests for access to classified files or equipment for purposes of research and study.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

**FN:** 380-5y

**Title:** Security information releases

**Authority:** NC1-AU-78-117

**Privacy Act:** Not applicable.

**Description:** Information on the review of classified or potentially classified documentary materials for dissemination of information to sources outside the Army, such as the review of manuscripts, photography, lectures, radio, and television scripts, and other materials.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

**FN:** 380-5z

**Title:** Noncryptographic registered document accounts

**Authority:** II-NNA-1002

**Privacy Act:** AO101-20DAMI

**Description:** Information showing the accountability of non-Army noncryptographic registered information. Included are semiannual inventory or report of transfer, transfer reports, and similar information.

**Disposition:** Destroy when superseded by a new report if all information referred to is accounted for either by a report of destruction or inclusion in the new report.

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**Table B-63****File category 380: Security—Continued**

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**FN:** 380-5aa**Title:** TOP SECRET material accountability**Authority:** GRS 18, Item 5a**Privacy Act:** AO101-20DAMI**Description:** Information showing the identity, receipt, dispatch, downgrading, source, movement from one office to another, destruction, and current custodian of all TOP SECRET material for which the TOP SECRET control office is responsible.**Disposition:** Destroy 5 years after all items on each page have been destroyed, downgraded, dispatched, or when entries are transferred to a new page.

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**FN:** 380-5bb**Title:** Industrial information security**Authority:** NC1-AU-83-28**Privacy Act:** Not applicable.**Description:** Information on the protection of classified information in the possession of industry, including information on the issuance of clearance certificates, and related information.**Disposition:** Permanent.

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**FN:** 380-5dd**Title:** Activity Entry and Exit Inspection Program**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Documents collected at MACOMs, SUBMACOMs, and Staff agencies in the conduct of an inspection program to deter and detect unauthorized introduction or removal of classified material from DOD owned or leased installations and facilities. Included are—

a. The date(s) and number of entry and exit inspections conducted by the activity and subordinate elements during the previous quarter.

b. The number of instances during the quarter when persons handcarried classified information without apparent authorization.

c. Problems encountered in the conduct of the entry and exit inspection program.

Note: Use FN 380-5s to file information on investigations on alleged security violations.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

---

**FN:** 380-10a**Title:** Systems and materials**Authority:** N1-AU-87-13**Privacy Act:** Not applicable.**Description:** Information gathered on military technology, such as tanks, helicopters, firefinders, software, computers, and similar items, that is used to provide knowledge of an item when staffing correspondence on releasing or not releasing it to a foreign government.**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 380-10b**Title:** Country files**Authority:** N1-AU-87-12**Privacy Act:** Not applicable.**Description:** Information gathered on background and reference information from various intelligence and in-house sources. The information is used when staffing memorandums to senior military officials justifying the Army's position on providing or not providing material and publications to a foreign government.**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 380-10c**Title:** Technology transfer cases**Authority:** N1-AU-87-11**Privacy Act:** Not applicable.**Description:** Information pertaining to case files providing reports to the Secretariat level and senior DOD officials on releasing or not releasing classified military information or military materiel to a foreign government.**Disposition:** Destroy 1 year after completion of action.

---

**FN:** 380-10d**Title:** Foreign national visits**Authority:** NC1-AU-83-17**Privacy Act:** Not applicable.**Description:** Information on foreign-initiated (self-invited) requests for,

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**Table B-63****File category 380: Security—Continued**

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and DA approval or denial of, visits by foreign representatives to Army commands, installations, agencies, and activities, and Defense contractor facilities, which are accomplished at no expense to the U.S. Government. Included are correspondence and related information.

**Disposition:**

a. Deputy Chief of Staff for Intelligence (DCSINT) and MACOM headquarters responsible for special tour programs: Destroy record copies after 20 years. Agencies converting documents to machine-readable format of appropriate archival quality may destroy source documents after verification of final input.

b. Other offices: Destroy after 2 years.

---

**FN:** 380-10e**Title:** Foreign representative accreditations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the accreditation of foreign representatives assigned to Army agencies. Included are accreditation requests, authorizations, and similar information.**Disposition:** Destroy 1 year after termination of accreditation.

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**FN:** 380-10f**Title:** Foreign military attache files**Authority:** NN-174-72**Privacy Act:** Not applicable.**Description:** Information on relationships with foreign military attaches. Included are messages to and from the attaches, requests for information and documents, letters of accreditation, biographies, photographs and other related correspondence.**Disposition:** Destroy 1 year after termination of accreditation.

---

**FN:** 380-10g**Title:** Foreign national protocol files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on matters of protocol as they affect foreign representatives. Included are invitations and other courtesies, honors conferred, ceremonies involving foreign representatives, and related matters.**Disposition:**

a. DCSINT: Destroy after 10 years in CFA.

b. Other offices: Destroy after 2 years.

---

**FN:** 380-10h**Title:** Foreign national tours**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on U.S. initiated proposals and arrangements for tours by foreign representatives to Army commands, installations, agencies, and activities and Defense contractor facilities, which are funded at U.S. Government expense or in security assistance channels. Included are invitations, acceptances, itineraries, security clearances, biographies, reports prepared by tour directors and escort officers, and related information.**Disposition:**

a. DCSINT and major command headquarters responsible for special tour programs: Permanent.

b. Other offices: Destroy after 2 years.

---

**FN:** 380-13a**Title:** Local criminal information**Authority:** NC1-AU-77-125**Privacy Act:** A380-13DAMO**Description:** Information relating to criminal activities directed against or involving U.S. Army personnel, functions, or property or pertaining to local individuals, criminals, incidents, and organizations. Included are reports and related information.**Disposition:** Destroy on supersession, obsolescence, or deactivation of the related area command.

---

**FN:** 380-13b**Title:** Non-DOD affiliated personnel and organizations**Authority:** NC1-AU-330-77-7**Privacy Act:** AO381-45aDAMI**Description:** Information on activities of non-DOD affiliated persons and organizations threatening the security, or involving the disruption or

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**Table B-63****File category 380: Security—Continued**

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subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies, acquired under AR 380-13.

**Disposition:** Destroy after 1 year, except as follows: Files may be revaluated yearly for retention under procedures and criteria contained in AR 380-13. Files created within DOD which contain significant analytical comments, value judgments, or recommendations related to information received or acquired from agencies outside DA will be offered in conjunction with HQDA(SAIS-PSP) to the National Archives for a determination of historical value when not validated for continued Army retention. Files related to special investigations or operations, conducted with approval of the Deputy Under Secretary of Defense (Policy): Permanent.

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**FN:** 380-13c

**Title:** Counterintelligence special operations

**Authority:** NC1-AU-77-4

**Privacy Act:** Not applicable.

**Description:** Information on the results of counterintelligence operations, countersubversion and countersabotage operations, programs conducted by or with the Army. Included are reports, agreements, contracts, and similar or related information and audiovisual products under the guidelines of AR381-47 and FM 30-17A.

**Disposition:** Permanent.

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**FN:** 380-19a

**Title:** Automated systems security management files

**Authority:** NC1-AU-82-14

**Privacy Act:** Not applicable.

**Description:** Information which is not of a routine nature nor specifically covered elsewhere in this record series. These files include management information on automated systems security such as procedural security pertaining to the processing activity workflow processing; long range planning; programming and budgeting; preparation, dissemination and maintenance of plans; management reviews; and systems failures.

**Disposition:**

a. Offices with Army-wide responsibility: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 380-19b

**Title:** Inventories of automated systems security hardware and software

**Authority:** NC1-AU-82-14

**Privacy Act:** Not applicable.

**Description:** Information pertaining to inventory of automated security systems handling sensitive defense information. Information includes information on hardware (computer security features or devices used in ADP systems), software (general purpose and applications programs which protect data or information handled by an ADP system and its resources), minicomputers, microprocessors, and automated administrative systems.

**Disposition:** Destroy when superseded by revised inventory.

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**FN:** 380-19c (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 380-19d (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 380-19e

**Title:** Physical security of automated systems facilities

**Authority:** NC1-AU-82-14

**Privacy Act:** Not applicable.

**Description:** Information on automated systems security facilities pertaining to the establishment of secure data processing environments. This includes facility construction, fire detection systems and equipment, physical access control, protection against magnetism, operational practices, and related information.

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**Table B-63****File category 380: Security—Continued**

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**Disposition:** Destroy after 4 years or upon supersession or obsolescence, whichever is later.

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**FN:** 380-19f

**Title:** Accreditation of automated systems security files

**Authority:** NC1-AU-82-14 and NC1-AU-83-02

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the authorization and approval of an ADP system or network to process sensitive defense information and related supporting information.

**Disposition:**

a. Approvals: Destroy upon termination or discontinuance of the related system or network.

b. Disapprovals: Destroy after 2 years.

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**FN:** 380-19g

**Title:** Personnel security and surety (PSSP) files

**Authority:** NC1-AU-82-2

**Privacy Act:** AO380-67DAMI

**Description:** Information gathered on personnel involved with automated system security consisting of initial screening and evaluation, selection and retention criteria, appropriate personnel security investigation and resultant security clearance, security briefing and debriefing of personnel, continuous observation phase, training, and related information.

**Disposition:** Destroy on transfer or separation of person, or on supersession, as applicable.

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**FN:** 380-19h

**Title:** U.S. Army ADP systems security enhancement program (ADPSSEP)

**Authority:** NC1-AU-82-14b

**Privacy Act:** Not applicable.

**Description:** Information pertaining to site visits to installations to advise, assist, and evaluate the aspects of automated systems security. This information also includes systems security surveys, immediate security service, and systems engineering security service.

**Disposition:** Offices responsible for survey: Destroy after next comparable survey.

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**FN:** 380-19i

**Title:** Automated systems security communications

**Authority:** NC1-AU-82-14

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the telecommunications design of new or revised automation systems which includes network documentation, encryption systems and equipment, communication security, network security officer actions, and related information.

**Disposition:** Destroy after 4 years or upon supersession or obsolescence, whichever is later.

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**FN:** 380-19j

**Title:** TEMPEST control program files

**Authority:** NC1-AU-82-14

**Privacy Act:** Not applicable.

**Description:** Information gathered on guidance and standards for the application of compromising emanation control measures. This information includes noninstrumented TEMPEST inspections, instrumented TEMPEST test reports, technical advice and assistance, preferred products lists, and related information.

**Disposition:**

a. Inspecting Office: Destroy 1 year after receipt of superseding inspection or after closing of account or facility.

b. Inspected Office: Destroy on receipt of related superseding inspection or after closing of account or facility.

---

**FN:** 380-19k

**Title:** Continuity of operations plans (COOP)

**Authority:** NC1-AU-82-14

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the recovery from and continued operations during partial or total interruption of service for a data processing center due to manmade or natural disasters or problems. These files include backup file requirements and locations, memorandums concerning alternate, recovery and restart routine and

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**Table B-63****File category 380: Security—Continued**

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procedure, transportation and storage requirements, backup or alternate power or services, and results of actual or practice exercises of COOP.  
**Disposition:** Destroy when superseded, obsolete, or 1 year after closing of facility, whichever is later.

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**FN:** 380-19m**Title:** Password user identification and equipment identification**Authority:** NC1-AU-82-14**Privacy Act:** Not applicable.**Description:** Includes program for generation of passwords, password receipts, user identification, and equipment identification records.**Disposition:** Destroy upon supersession.

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**FN:** 380-25c (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 380-25d (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 380-40a**Title:** Signal security approvals**Authority:** NC1-AU-82-4**Privacy Act:** Not applicable.**Description:** Requests for approval to establish, alter, expand, or relocate a facility, exceptions to provisions of regulations, and approval of protected distribution systems. Included are questionnaires, reports of approval, and related information.**Disposition:**

a. Approving offices: Destroy 1 year after issue of related superseding approval or 1 year after closing of account or facility.

b. Requesting office: Destroy on receipt of related superseding approval or after closing of account or facility.

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**FN:** 380-40b**Title:** SIGSEC management files**Authority:** NC1-AU-83-29**Privacy Act:** Not applicable.**Description:** Information which is not of a routine nature or specifically covered elsewhere in this record series. These files include management information on signal security (SIGSEC) such as long-range planning, programming, and budgeting of resources; development of policy and procedures; and operational functions of the organization.**Disposition:** Permanent. Retire to HQ, INSCOM 2 years after yearly cut off.

---

**FN:** 380-40c**Title:** COMSEC supply correspondence**Authority:** NC1-AU-82-4**Privacy Act:** Not applicable.**Description:** Information on the routine supply of communication security (COMSEC) material, such as requests for status of shipment of COMSEC aids, reduction and increase in copy count, cancellation and disposition of COMSEC aids.**Disposition:** Destroy after 1 year.

---

**FN:** 380-40d**Title:** Item registers**Authority:** NC1-AU-82-4**Privacy Act:** AO101-20DAMI**Description:** Cards kept to account for all COMSEC material and to show its receipt, movement, and final disposition.**Disposition:** Destroy 1 year after close of the calendar year in which all items on each card have been disposed of as evidenced by destruction or transfer reports.

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**FN:** 380-40e**Title:** Restricted area visitor registers**Authority:** NC1-AU-82-4**Privacy Act:** A0380-380SAIS

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**Table B-63****File category 380: Security—Continued**

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**Description:** Registers used for recording pertinent information on persons entering the crypto facility. Sheets of a register involved in a security report or an investigation will become an integral part of the report or investigation. These sheets will have the same disposition as the report or investigation.

**Disposition:** Destroy after 1 year. Cut off each sheet at the end of each calendar year.

---

**FN:** 380-40f**Title:** Signal security investigation reports**Authority:** NC1-AU-76-1**Privacy Act:** Not applicable.**Description:** Reports of investigation concerning the loss or subjection to compromise of COMSEC information, transmission, physical material, and other signal security violations.**Disposition:**

a. HQ, INSCOM: Destroy 5 years after completion of final action.

Records of a sufficiently serious nature to be classified as felonies, will be kept permanently.

b. Other offices: Destroy after 2 years.

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**FN:** 380-40g**Title:** Encrypted message texts**Authority:** NC1-AU-82-4**Privacy Act:** Not applicable.**Description:** Cipher copies of incoming and outgoing messages and message tapes.**Disposition:** Destroy after a minimum retention of 5 days and before a maximum retention of 60 days. Messages involved in an investigation will be kept until the investigation is completed.

---

**FN:** 380-40h**Title:** Allocations**Authority:** NC1-AU-82-5**Privacy Act:** Not applicable.**Description:** Information showing allocation of COMSEC material held for distribution.**Disposition:**

a. Allocation cards: Destroy 1 year after final distribution of all material to which the form relates.

b. ADP printouts: Destroy after verification of allocation record.

---

**FN:** 380-40i**Title:** Holder records**Authority:** NC1-AU-82-5**Privacy Act:** Not applicable.**Description:** COMSEC material accounts record which serves as a unit record showing all items of COMSEC material held by each organization.**Disposition:** Destroy on receipt of superseding signed destruction or transfer report.

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**FN:** 380-40j**Title:** COMSEC material distribution reports**Authority:** NC1-AU-82-5**Privacy Act:** Not applicable.**Description:** Information submitted to Army COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material).**Disposition:** Destroy after 1 year. Earlier disposal is authorized if files have served their intended purpose.

---

**FN:** 380-40k**Title:** System status files**Authority:** NC1-AU-82-5**Privacy Act:** Not applicable.**Description:** Information kept by the COMSEC National Inventory Control Point (NICP) on the procurement and issuance of each item of COMSEC material which includes data such as production status, stocks, demand data, quantity issued, and effective date of material.**Disposition:**

a. Information on COMSEC material other than aids: Destroy in CFA 6 years after obsolescence of the related system.

b. Information related to COMSEC aids: Destroy after 2 years or when

**Table B-63****File category 380: Security—Continued**

material involved is superseded or removed from the system, whichever is first.

**FN:** 380-40m**Title:** Transactions**Authority:** NC1-AU-85-5**Privacy Act:** Not applicable.

**Description:** A record of COMSEC accounting transactions which shows receipt, issue, transfer, destruction, or adjustments (plus or minus) of COMSEC material.

**Disposition:**

- a. COMSEC NIPC and Army COMSEC Central Office of Record (ACCOR): Destroy after 2 years.
- b. Other offices: Destroy after 1 year.

**FN:** 380-40n**Title:** Cryptonet management files**Authority:** NC1-AU-82-4**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment, operation, and overall management of a cryptonet. Included are lists of holders of keying material, routine and emergency key distribution plans, changes to cryptonet and key, cryptonet evaluation reports, and other information required to manage a cryptonet.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for management purposes, or upon termination of the cryptonet.

**FN:** 380-40p**Title:** Daily inventories**Authority:** NC1-AU-82-4**Privacy Act:** Not applicable.

**Description:** Reports of daily inventories verifying the continued protection and control of COMSEC material and made once each workday or between shifts.

**Disposition:** Destroy on receipt of the certificate of verification for the last inventory reported to the office of record.

**FN:** 380-40q**Title:** Accounting reports**Authority:** NC1-AU-82-4**Privacy Act:** AO101-20DAMI

**Description:** Information showing COMSEC accounting and distribution transactions and relief from accountability of COMSEC material. Included are reports of transfer, possession, inventory, and destruction; document vouchers; certificates of verification; custodian appointments; signature cards (DA Form 2012 (COMSEC Account Data)); letters, messages, and other correspondence on routine COMSEC accounting and distribution; and hand receipts.

**Disposition:**

- a. ACCOR: Destroy after 5 years in CFA.
- b. Other offices:
  - (1) Custodian appointments and signature cards: Destroy 1 year after supersession or obsolescence.
  - (2) Other accounting report files: Destroy after 1 year.
- c. Destroy individual hand receipts on turn-in of accountable material or upon supersession.

**FN:** 380-40r**Title:** Signal security inspections**Authority:** NC1-AU-82-4**Privacy Act:** Not applicable.

**Description:** Inspection reports and related correspondence, such as cryptofacility inspection, control of compromising emanations (TEMPEST) tests and inspections, periodic command inspections, and COMSEC account audits.

**Disposition:**

- a. Inspecting office: Destroy 1 year after issue of related superseding inspection report or after closing of account or facility.
- b. Inspected offices: Destroy on receipt of related superseding inspection report or after closing of account or facility.

**FN:** 380-40s**Title:** Signal security reports**Authority:** NC1-AU-82-5**Privacy Act:** Not applicable.

**Description:** Reports (including messages and related

**Table B-63****File category 380: Security—Continued**

correspondence) regarding electronic security, cryptosecurity and transmission security analysis, violations, and summary reports; reports of physical, cryptographic, and personnel insecurities and compromise notifications not specifically covered in other parts of the 380 series; and related information.

Note: Reports that are the subject of a formal investigation will be filed with the investigation reporting files.

**Disposition:**

- a. HQ, INSCOM:
  - (1) Special reports: Destroy after 5 years.
  - (2) Routine periodic reports: Destroy after 2 years.
- b. Units subordinate to HQ, INSCOM: Destroy after 2 years.
- c. Other offices and TOE units: Destroy after 1 year.

**FN:** 380-49a**Title:** Industrial personnel security review claims**Authority:** NN-173-91**Privacy Act:** AO380-67DAMI

**Description:** Information on claims against the U.S. Government by industrial personnel for loss of earnings which resulted from unjustified suspension, revocation, or denial of security information access authorization. These files are kept by DA for DOD.

**Disposition:** Destroy 10 years after final action on the case.

**FN:** 380-67a**Title:** Security clearance information**Authority:** NC1-AU-81-65**Privacy Act:** AO380-67DAMI

**Description:** Information concerning the clearance of individual personnel to critical-sensitive, noncritical-sensitive, and nonsensitive positions as well as accreditation of personnel for access to classified information requiring special access authorizations. (This description does not include completed investigation case files, counterintelligence case files, or clearance information filed in the official personnel folder.)

**Disposition:**

- a. AR 380-67 requires, in some instances, that all or part of the information contained in these files be transferred along with the individual concerned. For specific guidance, see AR 380-67.
- b. Files requiring no action per AR 380-67: Destroy upon transfer or separation of the individual.

**FN:** 380-67b**Title:** Position sensitivity files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to the designation of sensitive and nonsensitive personnel positions within DA. Included are requests and results of final actions taken.

**Disposition:**

- a. Approved requests: Destroy when position is abolished, redesignated, or no longer needed for reference.
- b. Disapproved requests: Destroy when no longer needed for reference.

**FN:** 380-67c**Title:** Personnel security inspections and surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on inspections and surveys conducted by Personnel Security Offices relating to position sensitivity and personnel security clearances. Included are reports, recommendations, and related information.

**Disposition:** Destroy after next comparable inspection or survey.

**FN:** 380-150c**Title:** Atomic information exchanges**Authority:** NC1-AU-76-51**Privacy Act:** Not applicable.

**Description:** Information relating to requests from various foreign governments or allies for atomic information, to include requests for regulations, manuals, reports, and other related information.

**Disposition:** Destroy after 1 year.

**FN:** 380-235b**Title:** Prisoner of war censorship**Authority:** NC1-AU-78-23**Privacy Act:** Not applicable.

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**Table B-63****File category 380: Security—Continued**

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**Description:** Information on systems for the examination and control of communications to or from enemy prisoners of war held by the military authority.

**Disposition:** Permanent.

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**Table B-64****File category 380: Security—rescinded FNs**

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**FN:** 380-5c

**Title:** Office security awareness

**Use:** FN 1gg

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**FN:** 380-5e

**Title:** Office security container records

**Use:** FN 1v

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**FN:** 380-5f

**Title:** Office security container information

**Use:** FN 1v

---

**FN:** 380-5h

**Title:** Office classified document register or controls

**Use:** FN 1j

---

**FN:** 380-5i

**Title:** Office temporary internal receipts

**Use:** FN 1k

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**FN:** 380-5m

**Title:** Office classified material inventory reports

**Use:** FN 1r

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**FN:** 380-5q

**Title:** Office security classification regrading files

**Use:** FN 1s

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**FN:** 380-5cc

**Title:** Office classified document receipts

**Use:** FN 1i

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**FN:** 380-25a

**Title:** Foreign national visits

**Use:** FN 380-10d

---

**FN:** 380-25b

**Title:** Foreign representative accreditations

**Use:** FN 380-10e

---

**FN:** 380-25e

**Title:** Foreign military attache files

**Use:** FN 380-10f

---

**FN:** 380-25f

**Title:** Foreign national protocol files

**Use:** FN 380-10g

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**FN:** 380-41-3a

**Title:** Signal security management files

**Use:** FN 380-40b

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**FN:** 380-41-3b

**Title:** COMSEC supply correspondence

**Use:** FN 380-40c

---

**FN:** 380-41-3c

**Title:** Item registers

**Use:** FN 380-40d

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**FN:** 380-41-3d

**Title:** Daily inventories

**Use:** FN 380-40p

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**FN:** 380-41-3e

**Title:** Accounting reports

**Use:** FN 380-40q

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**FN:** 380-41-3f

**Title:** Restricted area visitor registers

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**Table B-64****File category 380: Security—rescinded FNs—Continued**

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**Use:** FN 380-40e

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**FN:** 380-41-3g

**Title:** Signal security approvals

**Use:** FN 380-40a

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**FN:** 380-41-3h

**Title:** Signal security inspections

**Use:** FN 380-40r

---

**FN:** 380-41-3i

**Title:** Signal security reports

**Use:** FN 380-40s

---

**FN:** 380-41-3j

**Title:** Signal security investigation reports

**Use:** FN 380-40f

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**FN:** 380-83a

**Title:** Civil censorship

**Use:** None

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**FN:** 380-150a

**Title:** Intelligence collections

**Use:** FN 381-100a

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**FN:** 380-150b

**Title:** Scientific and technical intelligence products

**Use:** FN 381-19a

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**FN:** 380-150c

**Title:** Intelligence dissemination files

**Use:** FN 381-19b

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**FN:** 380-235a

**Title:** Armed Forces censorship

**Use:** None

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**FN:** 380-380a

**Title:** Automated systems security management files

**Use:** FN 380-19a

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**FN:** 380-380b

**Title:** Inventories of automated systems security hardware and software

**Use:** FN 380-19b

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**FN:** 380-380c

**Title:** Signal security inspections

**Use:** FN 380-40r

---

**FN:** 380-380d

**Title:** Signal security reports

**Use:** FN 380-40s

---

**FN:** 380-380e

**Title:** Physical security of automated systems facilities

**Use:** FN 380-19e

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**FN:** 380-380f

**Title:** Accreditation of automated systems security files

**Use:** FN 380-19f

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**FN:** 380-380g

**Title:** Personnel security and surety (PSSP) files

**Use:** FN 380-19g

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**FN:** 380-380h

**Title:** U.S. Army ADP systems security enhancement program (ADPSSEP)

**Use:** FN 380-19h

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**FN:** 380-380i

**Title:** Automated systems security communications

**Use:** FN 380-19i

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**FN:** 380-380j

**Title:** TEMPEST control program files

**Use:** FN 380-19j

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**FN:** 380-380k

**Title:** Continuity of operations plans

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**Table B-64****File category 380: Security—rescinded FNs—Continued**

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**Use:** FN 380-19k**FN:** 380-380m**Title:** Password user identification and equipment identification**Use:** FN 380-19m

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**B-55. File category 381: Military intelligence***a. Prescribing directives.*

- (1) AR 381-3, Signal Intelligence (SIGINT).
- (2) AR 381-11, Threat Support to U.S. Army Force, Combat, and Materiel Development.
- (3) AR 381-19, Intelligence Dissemination and Production Support.
- (4) AR 381-20, U.S. Army Counterintelligence (CI) Activities.
- (5) AR 381-45, Investigative Records Repository.
- (6) AR 381-100, (S) Army Human Intelligence (HUMINT) Collection Programs (U).
- (7) AR 381-141, (C) Provisions for Administration, Supervision, Control and Use of Intelligence Contingency Funds (U).

*b. Description.* These records concern collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data and matters relating to subversion, espionage, and counterintelligence activities. See table B-65.

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**Table B-65****File category 381: Military intelligence**

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**FN:** 381**Title:** General military intelligence correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to military intelligence which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to military intelligence that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 381a**Title:** Intelligence reports**Authority:** NN-166-204**Privacy Act:** A0381-45aDAMI

**Description:** Reports gathered in intelligence organizations resulting from the collection, evaluation, analysis, integration, and interpretation of technical intelligence; domestic intelligence or information about activities or conditions in the U.S. that may threaten internal security; and information on the war potential, military geography, military forces, and other military or related activities of foreign countries. (Record copies of intelligence reports are kept by the Defense Intelligence Agency under DIAM58-2.)

**Disposition:** Destroy after 2 years.

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**FN:** 381b**Title:** National intelligence estimate references**Authority:** NN-166-204

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**Table B-65****File category 381: Military intelligence—Continued**

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**Privacy Act:** Not applicable.**Description:** Reference files of national intelligence estimates and special national intelligence estimates, including correspondence.**Disposition:** Destroy on supersession, obsolescence, or when no longer needed for reference, whichever is first.

---

**FN:** 381-3a**Title:** Operational management files**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.

**Description:** Information on operational and procedural activities of the organization. Included are general mission assignment information, basic data requirements information, and related information. Note: Information showing specific mission assignments and collection requirements are filed in FN 381-3d. Copies made of information showing assignments and requirements that continue in effect after cutoff will be placed under FN 100.

**Disposition:** Permanent. Cut off yearly.

---

**FN:** 381-3b**Title:** Operational management reports**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.

**Description:** Reports on the management of operational activities. Included are reports to cover capabilities, readiness, facilities, status, equipment, general monthly activities, special activity reports showing mission accomplishments; similar reports and related information; and audiovisual products under the guidelines of USSID 117(SI).

**Disposition:**

a. Special activity reports showing mission accomplishment: Permanent.

b. Other reports: Major and intermediate command headquarters:

Destroy after 2 years.

c. Other offices: Destroy after 1 year.

---

**FN:** 381-3c**Title:** Operational nonmanagement reports**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.

**Description:** Information consisting of reports on the actual operational activities rather than the management of operational activities which are described in FN 381-3b. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include SIGINT collection, traffic analysis, and translations; periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting; electronic warfare reports on manipulative or imitative experiment, jamming, cover and deception, and profile studies; and other intelligence reporting files including: National Security Agency (NSA) formal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission, and audiovisual products under the guidelines of USSID 117 (SI).

**Disposition:**

a. SIGINT project wrap-up, special research, or technical study reports; electronic warfare (EW) reports and other operational reports:

(1) Major and intermediate command headquarters: Permanent.

(2) Other offices: Destroy EW reports after 1 year and other reports after 2 years.

b. TAREX-IR, TSIS, TSAR, and TEL reports:

(1) HQ INSCOM: Permanent.

(2) Other offices: Destroy when no longer needed for reference.

c. NSA reports: Destroy after 1 year. Cut off monthly.

d. Community reports: Destroy after 1 year. Cut off yearly.

e. Informal reports, technical notes, exchange letters, and working aids: Destroy when no longer needed for reference.

---

**FN:** 381-3d**Title:** Operational mission assignments**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.

**Description:** Information created as a result of an assignment to cover a specific mission including TAREX specific collection requirements. Included are specific mission instructions, related material, and audiovisual products under the guidelines of USSID 117(SI). Note:

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**Table B-65****File category 381: Military intelligence—Continued**

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General mission assignments and basic TAREX data requirements will be filed under FN 381-3a.

**Disposition:**

- a. Mission assignments other than one-time specific requirements:  
(1) Major and Intermediate command headquarters: Permanent. Cut off yearly, or PIF on supersession or rescission and cut off at the end of that year.  
(2) Other offices: Destroy after 1 year.
- b. One-time specific collection requirements: Destroy after 2 years.
- 

**FN:** 381-3e**Title:** Operational recordings**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.

**Description:** Recordings, magnetic and paper tapes, tracings, ozalid copies, and related correspondence created or received in operational areas. Note: Procedures prescribed in current intelligence directives will be adhered to before actual destruction.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 381-3f**Title:** Operational project cases**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.

**Description:** Information gathered in connection with a specific project. Included are authorization for the project, test data, drawings, specifications, photographs, and reports and related information.

**Disposition:** Permanent. PIF on completion of project.

---

**FN:** 381-3g**Title:** TAREX project cases**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.

**Description:** Information consisting of TAREX operation plans, source files, and audiovisual products under the guidelines of USSID 117(SI), and related information.

**Disposition:** Permanent. PIF on completion of project. TAREX field offices will transfer project files to HQ INSCOM 1 year after completion of project.

---

**FN:** 381-11a**Title:** Threat support files**Authority:** To be determined.**Privacy Act:** Not applicable

**Description:** Records consisting of threat documentation for Army-wide use in support of each program, study, materiel system, or combat development activity project. Included are threat assessment reports, DA Listing of Approved Intelligence Products, threat coordinating group files, special access program support files, study advisory group files, and related papers.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

---

**FN:** 381-19a**Title:** Scientific and technical intelligence products**Authority:** NC1-AU-83-32**Privacy Act:** Not applicable.

**Description:** These files consist of one copy of each confirmed Defense Intelligence Agency (DIA) scientific and technical intelligence production (study, trend study, report, handbook, and comparable productions), and contributions (inputs) to other agency products.

**Disposition:** Permanent.

---

**FN:** 381-19b**Title:** Intelligence dissemination files**Authority:** NC1-AU-83-31**Privacy Act:** Not applicable.

**Description:** Information on the dissemination and distribution of finished intelligence, intelligence reports, scientific and technical information, and intelligence summaries (INTSUM).

**Disposition:** Permanent.

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**FN:** 381-20a**Title:** Intelligence confidential funds (Rescinded; use FN 381-141a.)**Authority:** Not applicable.

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**Table B-65****File category 381: Military intelligence—Continued**

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**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 381-20b**Title:** Captured information**Authority:** NC1-AU-83-33**Privacy Act:** Not applicable.

**Description:** Information captured or confiscated in wartime under international law. This also includes records of a foreign government, military, private and other institutions. Keep a separate entity to preserve administrative origin and arrangement to the fullest extent practicable. (This description does not include captured cryptologic records.) Note: After an Army agency has completed intelligence or other exploitation of captured information, it will request disposition instructions from HQ, USAISC (ASOP), Fort Huachuca, AZ 85613-5000.

**Disposition:** Permanent.

---

**FN:** 381-20c**Title:** Credentials and badge controls**Authority:** GRS 11, Item 4**Privacy Act:** A0381-20DAMI

**Description:** Descriptions showing the issue and control of credentials and badges naming U.S. Army intelligence personnel. Included are receipts, inventories, and related information.

**Disposition:**

- a. Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials or badge.
- b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.
- 

**FN:** 381-20d**Title:** Counterintelligence collection files**Authority:** NC1-AU-83-34**Privacy Act:** Not applicable.

**Description:** Information on the procurement and selection of counterintelligence information. It also includes the scheduling of collection to meet requirements for production, guidance and instructions for collection, the receipt and making of collection requests, and liaison with organizational elements of the intelligence system on collection matters.

**Disposition:** Permanent.

---

**FN:** 381-20e**Title:** Counterintelligence production files**Authority:** NC1-AU-83-35**Privacy Act:** Not applicable.

**Description:** Information on the process of analyzing and evaluating counterintelligence studies and information. It also includes the scheduling of requirements for production, production instructions, the receipt and making of requests for the production of counterintelligence studies, communications with organizational elements of the intelligence system on the production of counterintelligence studies.

**Disposition:** Permanent.

---

**FN:** 381-20f**Title:** Counterintelligence information requests**Authority:** NC1-AU-79-8**Privacy Act:** Not applicable.

**Description:** Information on actions taken on requests from other agencies for information on organization or other counterintelligence matters. Included are requests for information, replies to these requests, and related information.

**Disposition:** Permanent.

---

**FN:** 381-20g**Title:** Counterintelligence spot reports**Authority:** NC1-AU-83-36**Privacy Act:** Not applicable.

**Description:** Reports of actual or presumed instances of activities or matters of special counterintelligence interest prepared according to AR381-20.

**Disposition:**

- a. Office maintaining record copy of investigation or incident: Permanent.
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**Table B-65****File category 381: Military intelligence—Continued**

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b. Other offices: Destroy when no longer needed for current operations.

**FN:** 381-20h

**Title:** Intelligence/counterintelligence sources (Rescinded. Use 381-45d.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 381-20i

**Title:** Foreign personnel and organizations

**Authority:** NC1-AU-78-75

**Privacy Act:** Not applicable.

**Description:** Information on foreign personnel and organizations of interest acquired during the conduct of counterintelligence activities. Included are reports; studies; related information created within DA; and information from non-Army agencies, organizations, and persons on threats to DOD personnel, activities, installations, or materiel, but not counterintelligence investigations or operations.

**Disposition:**

a. Major reports and investigations of a counterintelligence or security nature, to include investigations of sabotage and espionage: Permanent.

b. Other information: Destroy 25 years after date of last action. Files determined to be of possible historical value and all permanent files will be offered in conjunction with HQDA (SAIS-PDD) to the National Archives 25 years after date of last action.

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**FN:** 381-20j

**Title:** Daily inventories (Rescinded; use FN 380-40p.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 381-20k

**Title:** Accounting reports (Rescinded; use FN 380-40q.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 381-20l

**Title:** Counterintelligence surveys and inspections

**Authority:** NC1-AU-75-20

**Privacy Act:** Not applicable.

**Description:** Information on surveys and inspections of commands, agencies, and installations to determine vulnerabilities to foreign directed intelligence collection, countermeasures recommendations, and the effectiveness of implemented countermeasures. Included are requests for surveys and inspections, survey and inspection reports, communications about surveys and inspections, and similar information.

**Disposition:** Destroy after next comparable survey or inspection.

---

**FN:** 381-20m

**Title:** Local intelligence, counterintelligence, and security files

**Authority:** NC1-AU-75-2

**Privacy Act:** AO381-45cDAMI

**Description:** Dossiers on intelligence, counterintelligence, and security activities related to local persons, criminals, incidents, and organizations which are of interest only to local area commands. Note: Do not send these files to the U.S. Army Investigative Records Repository.

**Disposition:** Destroy on supersession, obsolescence, or deactivation of the related area command.

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**FN:** 381-45a

**Title:** Counterintelligence surveys and inspections (Rescinded; use FN 381-20l.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 381-45b

**Title:** Local intelligence, counterintelligence, and security files (Rescinded; use FN 381-20m.)

**Authority:** Not applicable.

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**Table B-65****File category 381: Military intelligence—Continued**

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**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 381-45c

**Title:** DOD-affiliated personnel and incident investigations

**Authority:** NC1-AU-77-2

**Privacy Act:** A0380-67DAMI

**Description:** Individual case files acquired on members of the Armed Forces, including retired personnel, members of Reserve Components, applicants for commission and enlistment, DOD civilian personnel and applicants for such status, persons having need for access to official information requiring protection in the interest of national defense under the DOD Industrial Security Program, and persons being considered for participation in other DOD programs. Files also include information pertaining to investigations of incidents of a counterintelligence nature under AR 381-12, AR381-20, and AR 381-47, and information pertaining to adverse actions, reports, and adjudicative documentation in arriving at security clearance determinations as prescribed by AR 604-5.

**Disposition:** Office maintaining record copy of dossier: Destroy 15 years after date of last action, except—

a. Personnel and incident investigations of a significant nature, to include those resulting in an adverse personnel action or courts-martial: Destroy 25 years after date of last action. Files determined to be of possible historical value may be offered through HQDA (SAIS-PSP) to the National Archives 25 years after date of last action.

b. Investigations of espionage and sabotage, or other major investigations of a counterintelligence or security nature: Permanent. Offer in conjunction with HQDA (SAIS-PDD) to the National Archives 25 years after date of last action.

c. Files on persons being considered for affiliation with DOD, but affiliation is not completed: Destroy after 1 year. Other offices (including CPOs) receiving information from these files, but not maintaining record copy of the dossier: Destroy when no longer needed for current operations.

---

**FN:** 381-45d

**Title:** Intelligence/counterintelligence sources

**Authority:** NC1-AU-77-6

**Privacy Act:** AO195-2aUSACIDC

**Description:** Information containing data about personnel who have been used as sources of intelligence or counterintelligence information by the Army; the details on the use or activities of a source which are necessary to confirm claims against the Army by source or heirs of the source. Included are agreements, contracts, information reports, financial reports, audiovisual products under the guidelines of AR 381-47 and FM30-17A, and related information.

**Disposition:** Destroy 75 years after date of last action.

---

**FN:** 381-100a

**Title:** Intelligence collections

**Authority:** NC1-AU-83-30

**Privacy Act:** Not applicable.

**Description:** Information on the procurement and selection of intelligence information. Included are intelligence collection plans, the scheduling of collection requirements, the monitoring and evaluation of collection priorities, audiovisual products under the guidelines of DIAM 58-1 and DIAM 58-13, and intelligence reference files.

**Disposition:** Permanent.

---

**FN:** 381-141a

**Title:** Intelligence contingency funds (ICF)

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the use, administration, supervision, and control of certain funds within DA appropriations reserved for intelligence and related activities as set forth in AR 381-141, and not otherwise payable from other DA funds. Included are records of ICF accounts, transactions, appointments, inspections, audits, original supporting documents and other information relating to the use of ICF.

**Disposition:** Destroy after audit by HQDA ODCSINT or 6 years and 3 months following the end of the fiscal year in which the actions occurred, whichever is first.

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**B-56. File category 385: Safety***a. Prescribing directives.*

- (1) AR 385-10, Army Safety Program.
- (2) AR 385-11, Ionizing Radiation Protection (Licensing, Control, Transportation, Disposal, and Radiation Safety).
- (3) AR 385-16, System Safety Engineering and Management.
- (4) AR 385-40, Accident Reporting and Records.
- (5) AR 385-55, Prevention of Motor Vehicle Accidents.
- (6) AR 385-64, Ammunition and Explosives Safety Standards.
- (7) AR 385-70, Unmanned Free Balloons, Moored Balloons and Kites, Unmanned Rockets, and Derelict Friendly Airborne Objects.
- (8) AR 385-95, Army Aviation Accident Prevention.
- (9) DA Pam 385-95, Aircraft Accident Investigation and Reporting.

*b. Description.* These records concern administration of the Army safety program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accident prevention. Records on nuclear accidents and incidents, and some other elements on safety, are placed in respective subject series. See table B-66.

**Table B-66****File category 385: Safety****FN:** 385**Title:** General safety correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to safety which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to safety that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 385-10a**Title:** Safety liaison files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting coordination and exchange of information with private and public safety agencies and representation of the Army on safety councils and committees. Included are replies to inquiries, requests for information, and similar information. Excluded is information which is an integral part of the safety standard files described elsewhere.

**Disposition:** Destroy after 2 years.**FN:** 385-10b**Title:** Safety hazards**Authority:** NC1-AU-77-40**Privacy Act:** Not applicable.

**Description:** Information on technical review and advice on safety hazards and identifying, eliminating, or controlling safety hazards. Included are hazard reports and similar information.

**Table B-66****File category 385: Safety—Continued****Disposition:** Destroy after 5 years or when no longer necessary for current operations.**FN:** 385-10c**Title:** Safety awareness files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on developing or selecting safety materials to make personnel aware of safety hazards. Included are posters, placards, cartoons, newspaper items, photographs, letters, and similar material.

**Disposition:** Destroy after 2 years.**FN:** 385-10d**Title:** Safety standards**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting the development of safety standards and practices in developmental and production operations; the safe location, design, layout, and construction of facilities where explosives are handled or operations are exposed to explosive hazards; the safe handling, storage, and movement of explosives and other dangerous materials; and other areas requiring safety standards. Included are recommendations, coordination actions, studies, waivers and exceptions from safety standards, and similar information. (Waivers and exceptions pertaining to contracts will be disposed of with the related contract files.)

**Disposition:**

a. Office responsible for developing standard: Destroy 10 years after superseded or obsolete.

b. Other offices:

(1) Waivers and exceptions: Destroy on expiration or 1 year after disapproval.

(2) Other records: Destroy after 2 years.

**FN:** 385-10e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 385-10f**Title:** Accident and incident cases**Authority:** NC1-AU-82-8**Privacy Act:** A385-10/400SA

**Description:** Information relating to individual accidents and incidents. Included are reports of accidents and incidents and investigations thereof, involving Army missile systems, Army and non-Army motor vehicles, Army marine equipment, fires, explosives, and damage to Army property; harmful chemical, biological, and radiological exposures; occupational injuries, illnesses, or death of military, Army civilian employees, or contractor personnel, injury or illness to non-Army personnel or damage to non-Army property as a result of Army operations, artillery misfirings or accidents, and similar information.

**Disposition:** Destroy after 5 years, except:

a. U.S. Army Safety Center (USASC): Destroy after 30 years in CFA.

b. OCE records created prior to 1 Jan 82: Destroy after 30 years.

c. Reports of artillery misfirings or accidents and harmful chemical, biological, and radiological exposures accumulated by units in a combat environment or designated as combat support elements: Permanent.

**FN:** 385-10g**Title:** Target practice safety files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information indicating time of live ammunition firing, the target practice area, type of weapons used, organization doing the firing, and firing safety measures taken.

**Disposition:** Destroy after 1 year, except destroy safety cards after 2 years.**FN:** 385-10h**Title:** Operator's examination and qualification records**Authority:** GRS 10, Item 7**Privacy Act:** A0600-55DAMO

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**Table B-66****File category 385: Safety—Continued**

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**Description:** DA Form 348 (Equipment Operator's Qualification Record, Except Aircraft), and driver tests and examinations.

**Disposition:**

- a. Operator qualification record: Transfer with MPRJ or Official Personnel Folder (OPF), as applicable.
  - b. Tests and examinations: Destroy after recording on applicable qualification record.
- 

**FN:** 385-10i**Title:** Safety surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures. Included are survey reports, record of changes made as a result of the survey findings, and similar information.

**Disposition:**

- a. All safety offices: Destroy after 5 years.
  - b. Offices surveyed: Use FN 1c.
- 

**FN:** 385-11a**Title:** Radiation protection surveys**Authority:** II-NN-3552**Privacy Act:** Not applicable.

**Description:** Information accumulated by radiation protection officers from local surveys to assure that protective practices and procedures are being followed by persons handling ionizing radiation sources or radioactive materials. Included are local x-ray protection surveys, radiation work permits, fume hood surveys, air filter surveys, radioisotope laboratory surveys, laser and microwave surveys, and similar information.

**Disposition:** Maintain in accordance with Title 10, Code of Federal Regulations, Part 20 or license conditions. Destroy in CFA after 5 years.

---

**FN:** 385-11b**Title:** Radiation protection training**Authority:** II-NN-3552**Privacy Act:** Not applicable.

**Description:** Information about preparing and presenting training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to radiation. Included are locally developed training materials and aids, notifications of training sessions, attendance records, test results, training background of radiation protection personnel or users, and similar information.

**Disposition:**

- a. Course materials and aids: Destroy when superseded or obsolete.
  - b. Other information: Destroy after 2 years.
- 

**FN:** 385-11c**Title:** Radiation SOPs, regulations, and guidance**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** SOPs, regulations, and guidance maintained by radiation protection officers that prescribe procedures for procurement, use, disposal, and control of each radiation source. This includes provisions for maintaining doses as low as reasonably achievable.

**Disposition:** Destroy when superseded or on disposition of the radiation source.

---

**FN:** 385-11d**Title:** Radiation analyses**Authority:** NC1-AU-80-17**Privacy Act:** Not applicable.

**Description:** Information on detecting and recording levels of radiation or radioactivity in material samples or objects, and the environment where radioactive materials are used. Included are chemical and radiation analysis reports; process control analysis reports; leak and wipe tests; air, biological, water, soil, and vegetation samples; and similar reports, logs, or information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 385-11e**Title:** Radiation sources accounting files**Authority:** NC1-AU-80-17**Privacy Act:** Not applicable.

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**Table B-66****File category 385: Safety—Continued**

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**Description:** Information accumulated by radiation protection officers in controlling the receipt, transfer, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, damaged shipment reports, waste disposal reports, and similar information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

---

**FN:** 385-11f**Title:** Personnel dosimetry files**Authority:** NC1-AU-79-37**Privacy Act:** A0040-14DASG

**Description:** Information on recording and reporting external and internal exposures of persons to ionizing radiation. Included are dosimeters; all dosimeters processed for evaluation; dosimeter logs; consolidated reports of dosimeter readings; DD Forms 1141 or automated dosimeter reports, when not included in medical records; records of planned special exposures; and similar information.

**Disposition:**

- a. Office performing dosimetry evaluation service: Retain in CFA until disposition instructions are published in this regulation.
  - b. Offices of radiation protection officers:
    - (1) DD Form 1141 or automated dosimetry report: Transfer with medical record upon transfer or separation of person concerned.
    - (2) Other information: Maintain in accordance with Title 10, Code of Federal Regulations, Part 20 or until license is terminated.
- 

**FN:** 385-11g**Title:** Dosimetry badge controls**Authority:** NN-166-204**Privacy Act:** A0040-14DASG

**Description:** Information on issue and control of dosimeters. Included are requests for issue and turn-in of dosimeters, information used to record issues and turn-ins, and similar information.

**Disposition:** Destroy after 1 year.

---

**FN:** 385-11h**Title:** Radiation protection committee files**Authority:** NC1-AU-78-44**Privacy Act:** Not applicable.

**Description:** Information relating to review, evaluation, and approval or disapproval of the use of sources of ionizing radiation, procedures and conditions controlling such uses, and qualifications of individual users. Included are minutes of meetings, recommendations pertaining to items considered by the committee, and similar information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

---

**FN:** 385-11i**Title:** Radiation inspections**Authority:** To be determined.**Privacy Act:** Not applicable.

**Description:** Information that supplements surveys available at the local and regional level. It evaluates and provides guidance on eliminating potential hazards in using radiation sources. This information relates to inspections conducted by Nuclear Regulatory Commission (NRC) and higher headquarters; special and routine radiation protection surveys; and microwave, laser, and high intensity light source surveys conducted by the U.S. Army Environmental Hygiene Agency. Included are notifications, inspection reports, staff assistance information, correspondence on corrective actions taken, and similar information. Note: For local radiation survey files, FN 385-11a. Reports and information maintained by U.S. Army Environmental Hygiene Agency will be identified as preventive medicine surveys.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 385-11j**Title:** Radiation reports**Authority:** To be determined.**Privacy Act:** Not applicable.

**Description:** Information on reporting the use of ionizing radiation for actual and experimental diagnostic and therapeutic services, research, development, and industrial purposes, and other applications. Included are activity, status, or operating reports, and similar information.

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**Table B-66****File category 385: Safety—Continued**

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**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 385-11k

**Title:** Radiation incident cases

**Authority:** To be determined.

**Privacy Act:** AO040-14DASG

**Description:** Information about investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation and comparable incidents involving radioactive materials. Included are telegraphic reports of incidents; reports of overexposures and laboratory spills; reports of loss or theft of radioactive materials; reports of accelerator, xray, nuclear reactor, or comparable incidents; and similar information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 385-11m

**Title:** Radioactive material licensing

**Authority:** II-NN-3552

**Privacy Act:** Not applicable.

**Description:** Information relating to obtaining HQDA authorization and NRC license to procure and use ionizing radiation sources. Included are license applications, coordinating actions, DA authorizations, licenses, permits, amendments thereto, and similar information.

**Disposition:** Destroy 2 years after cancellation or final expiration of the license and amendments, or 2 years after disapproval of the application.

**FN:** 385-11n

**Title:** Instrument and source calibration files

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information on calibrating radiation sources and instruments that measure radiation. Included are calibration logs, manufacturers and locally developed calibration standards, and similar information.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

**FN:** 385-11p

**Title:** Radiation facilities

**Authority:** NC1-AU-80-51

**Privacy Act:** Not applicable.

**Description:** Information relating to the radiation health and safety review of plans and specifications for the location, design, layout, construction, or modification of facilities in which radiation sources are received, stored, used, or produced. These files accumulate in offices of radiation protection officers and directors of reactor facilities. Included are design analyses, drawings, sketches, calculations, studies, recommendations, coordination actions, operating logs, calibration logs, daily and weekly checklists, and similar information.

**Disposition:**

a. Operating logs: Destroy after 75 years.

b. Other information: In accordance with Title 10 Code of Federal Regulations, Part 20, retain for 2 years after calibration record is made or after NRC inspection, whichever is later.

**FN:** 385-16a

**Title:** System safety files

**Authority:** NC1-AU-78-77

**Privacy Act:** Not applicable.

**Description:** Information relating to system safety criteria for materiel used in development, testing, production, utilization, and disposal. Included are technical safety engineering criteria for inclusion in system specifications, the preliminary hazard analysis, subsystem hazard analysis, system hazard analysis, and operational and support hazard analysis, surface danger zone data, safety substest plans, reports and results, the System Safety Program Plan, other specialized or technical system safety analyses, and similar information.

**Disposition:**

a. Office performing or procuring the analysis: Destroy 10 years after the system is type-classified obsolete in accordance with AR 70-61.

b. Other offices: Destroy after 2 years.

**FN:** 385-16b

**Title:** System development management and engineering safety files

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**Table B-66****File category 385: Safety—Continued**

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**Authority:** NC1-AU-78-77

**Privacy Act:** Not applicable.

**Description:** Information providing system safety input to management and engineering information for use during initial conception, development, and acquisition of materiel. Included are system safety input to required operating capabilities (ROC), letter requirement, and MOA, system safety input to solicitation documents, including responses to data calls, Federal Acquisition Regulation (FAR) and DOD FAR supplement clause requirements, and preparation of statement of work requirements, risk assessments for critical milestone reviews, system safety input to equipment performance report, value engineering proposal, value engineering change proposal, specification change notice, and similar information usually associated with major system acquisitions.

**Disposition:** Destroy 1 year after the development effort culminates in a type classification or reclassification action, or on cancellation of the development effort.

**FN:** 385-16c

**Title:** System safety historical files

**Authority:** N1-AU-90-16

**Privacy Act:** Not applicable.

**Description:** Information accumulated by offices responsible for collecting historical safety problem area information to determine safety problems of a commonly repeatable nature. Included are "lessons learned" from a particular system or several different systems, special projects, studies, or analyses of accident data, information on malfunctions and incidents, and similar information.

**Disposition:** Destroy after 5 years or when no longer needed for current operations.

**FN:** 385-16d

**Title:** Type-classified items safety files

**Authority:** NC1-AU-78-77

**Privacy Act:** Not applicable.

**Description:** Information providing safety significant data on systems that have been type-classified and fielded. Included are information and associated correspondence on safety related equipment improvement recommendations, equipment change proposals, request for waiver, request for deviation, and depot maintenance work request, rationale for modification of fielded items to minimize inherent hazards, analyses or studies of the data to determine undesirable hazards or trends in fielded systems, and similar information.

**Disposition:** Destroy after system has been declared obsolete in accordance with AR 70-61.

**FN:** 385-40a

**Title:** Accident experiences

**Authority:** NC1-AU-78-41 and NC1-AU-79-57

**Privacy Act:** Not applicable.

**Description:** Records related to statistical reporting of Army accidents that summarize and analyze Army accident experience and trends involving Army aircraft and missile systems, motor vehicles, fires, damage to property, and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar information. (This description does not include information relating to the investigation of specific accidents, accident claim files, nor the control documents accumulated by automated processing activities for preparation of statistical reports.)

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 5 years.

**FN:** 385-40b

**Title:** Accident and incident cases (Rescinded; use FN 385-10f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 385-40c

**Title:** Radiation incident cases (Rescinded; use FN 385-11k.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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**Table B-66****File category 385: Safety—Continued**

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**Disposition:** Not applicable.

**FN:** 385-55a

**Title:** Equipment operation permits (Rescinded; use FN 600-55b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 385-55b

**Title:** Equipment operator permit registers (Rescinded; use FN 600-55c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 385-64a

**Title:** Explosive safety controls

**Authority:** II-NNA-1945

**Privacy Act:** Not applicable.

**Description:** Information used in determining whether prospective carriers' facilities and equipment meet overall safety standards and policies of DOD. Included are certifications of carriers, copies of inspection reports, notifications, and reports of investigation of carriers' operations.

**Disposition:** Destroy on discontinuance of service of the carrier.

**FN:** 385-64b

**Title:** Motor carriers' explosive safety files

**Authority:** II-NNA-1469

**Privacy Act:** Not applicable.

**Description:** Information relating to precautions recommended and taken by carriers in connection with transporting individual shipments of explosives and other dangerous articles.

**Disposition:** Destroy after 1 year.

**FN:** 385-70a

**Title:** Balloon operation plans

**Authority:** NN-163-51

**Privacy Act:** Not applicable.

**Description:** Information relating to coordinating, controlling, and preventing entry of balloons into or over air defense identification zones, areas of high-density air traffic, positive control airspace, and proposed launch areas. Included are proposed balloon flight operational plans, coordinating actions, approvals, disapprovals, and related information.

**Disposition:** Destroy 2 years after disapproval or completion of the applicable balloon launching operation.

**FN:** 385-70b

**Title:** Balloon flight reports

**Authority:** NN-163-51

**Privacy Act:** Not applicable.

**Description:** Reports containing data on date, time, prelaunch forecast of impact area and time, actual impact position and time, and appropriate remarks for each balloon flight conducted. Included are balloon flight performance reports, estimates of the number of flights which will be conducted during the next year, and related information.

**Disposition:** Destroy after 2 years.

**FN:** 385-95a

**Title:** Aviation safety statistics

**Authority:** NN-168-144

**Privacy Act:** Not applicable.

**Description:** Statistical data on flying hours exposure and aircraft accidents or incidents. Included are tables, charts, and similar information.

**Disposition:** Destroy after 10 years in CFA.

**FN:** 385-95b

**Title:** Aviation safety council files

**Authority:** NN-168-144

**Privacy Act:** Not applicable.

**Description:** Information relating to meetings of aviation safety councils. Included are minutes of meetings and similar information.

**Disposition:** Destroy after 2 years.

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**Table B-66****File category 385: Safety—Continued**

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**FN:** 385-95c

**Title:** Aviation accident and incident cases

**Authority:** NC1-AU-79-58

**Privacy Act:** A0385-10\40ASO

**Description:** Information relating to individual aviation accidents and incidents. Included are reports of accidents and incidents and investigations thereof, involving Army aircraft.

**Disposition:**

a. U.S. Army Safety Center: Destroy after 30 years in CFA.

b. Other offices and TOE units: Destroy after 5 years.

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**B-57. File category 405: Real estate**

a. *Prescribing directives.*

(1) AR 405-10, Acquisition of Real Property and Interests Therein.

(2) AR 405-20, Federal Legislative Jurisdiction.

(3) AR 405-25, Annexation.

(4) AR 405-70, Utilization of Real Estate.

(5) AR 405-80, Granting Use of Real Estate.

(6) AR 405-90, Disposal of Real Estate.

b. *Description.* These records concern acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate. See table B-67.

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**Table B-67****File category 405: Real estate**

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**FN:** 405

**Title:** General real estate correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to real estate which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to real estate that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 405-10a

**Title:** Real property titles (Rescinded; use FN 405-90h.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 405-10b (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 405-10c (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

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**Table B-67****File category 405: Real estate—Continued**

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**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 405-10d (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 405-10e

**Title:** Maneuver and right-of-entry permits

**Authority:** NC1-AU-80-5

**Privacy Act:** AO027-20aDAJA

**Description:** Information on obtaining permission from land owners and managers to allow Government personnel or equipment to enter, pass over, explore, or temporarily use such lands. Included are permits and agreements, such as right-of-entry for purposes of survey, exploration, or construction, right to pass over, and similar permits or agreements.

**Disposition:**

a. Permits or agreements involved in claims:

(1) Claim files for \$1,000 or less: Destroy 6 years after claim is settled.

(2) Claim files in excess of \$1,000: Destroy 10 years after claim is settled.

b. Remaining files:

(1) CONUS: Destroy 2 years after cancellation or termination of permit or agreement.

(2) OCONUS: Destroy 2 years after cancellation or termination of permit or agreement, or destroy when no longer needed for current operations.

---

**FN:** 405-10f

**Title:** Acquisition files

**Authority:** NC1-AU-79-51

**Privacy Act:** Not applicable.

**Description:** Information on the acquisition of real estate by purchase, condemnation, transfer, donation, easement license, permit, lease, and space assignment. Included are offers to sell, options, acceptances, appraisal reports, easement information, certificates of inspection, tract ownership data, title evidence data, payment and closing sheets, reports on vacating of property, consent to option, agreements for mutual cancellation of contract, leases, notices of renewal, releases, supplemental agreements, and similar information.

**Disposition:**

a. OCE: Destroy 10 years after completion of the acquisition transaction. Retire completed condemnation cases with the next annual shipment.

b. Other offices:

(1) Files pertaining to leases for \$25,000 or more per annum: Destroy 10 years after terminated and final payment is made.

(2) Files pertaining to leases for less than \$25,000 per annum: Destroy 6 years after termination and final payment.

(3) Remaining files: Destroy 6 years after approval of the completed real estate audit and disbursement is consummated.

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**FN:** 405-10g

**Title:** Acquisition controls

**Authority:** II-NNA-1447

**Privacy Act:** Not applicable.

**Description:** Information used in controlling acquisition actions. Included are acquisition docket sheets, comparable forms, and related information.

**Disposition:** Destroy after final audit has been approved by Chief of Engineers.

---

**FN:** 405-10h

**Title:** Acquisition progress reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports and directly related information which show acquisition progress.

**Disposition:** Destroy after 2 years, except final report will be placed in the realty historical files.

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**FN:** 405-10i

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**Table B-67****File category 405: Real estate—Continued**

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**Title:** Lease control

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information consisting of lease data cards and space occupancy data cards.

**Disposition:** Destroy 2 years after termination of lease.

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**FN:** 405-10j

**Title:** Recruiting facilities

**Authority:** NC1-AU-78-119

**Privacy Act:** Not applicable.

**Description:** Information on providing space for recruiting offices, recruiting main stations, or recruiting detachments of the Army, Navy, Air Force, and Marine Corps and for collocating such facilities. Included are space assignment information, collocation studies, consolidated directory of recruiting facilities, and similar information.

**Disposition:**

a. OCE: Destroy 10 years after termination of lease or disposal of property.

b. Other offices: Destroy 2 years after termination of lease or disposal of property.

---

**FN:** 405-10k

**Title:** Real property acquisition supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information kept by Corps of Engineers Division offices that duplicate the files kept in subordinate offices as described herein.

**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cutoff for the District, whichever is earliest.

---

**FN:** 405-10m

**Title:** Management controls

**Authority:** II-NNA-1447

**Privacy Act:** Not applicable.

**Description:** Information kept to aid in controlling the use of real property. Included are grant record cards, reports of changes, and related information.

**Disposition:**

a. Grant record cards: Destroy 1 year after termination.

b. Remaining records: Destroy after 1 year.

---

**FN:** 405-10n

**Title:** Foreign leaseholding reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports and related information showing Army leaseholdings outside of installations in foreign countries.

**Disposition:** Destroy after 1 year.

---

**FN:** 405-10p

**Title:** Overseas real property reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Reports showing procurement of real property and rights, performance factors, comparable data on real property administration in overseas commands, and similar information.

**Disposition:** Destroy after 3 years.

---

**FN:** 405-10q

**Title:** Homeowners assistance cases

**Authority:** NC1-AU-79-43

**Privacy Act:** A0405-10bCE

**Description:** Information on the applications of persons involved in losses sustained in real estate market because of military base closures by DOD agencies. Included are application forms, appraisal reports, questionnaires, copies of deeds and mortgages, evidence or proof of ownership and occupancy of residences, applicants' appeals and final actions or decisions, and similar information.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy 10 years after final action or decision on appeals, as applicable.

b. Other offices: Destroy 10 years after payment in full satisfaction of claim or final decision on appeals, as applicable.

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**FN:** 405-10r

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**Table B-67****File category 405: Real estate—Continued**

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**Title:** Homeowners assistance progress reports

**Authority:** NC1-AU-78-127

**Privacy Act:** Not applicable.

**Description:** Included are docket sheets, change reports, summary reports, and similar information.

**Disposition:** Offices having Army-wide responsibility: Destroy after 5 years in CFA.

---

**FN:** 405-10s

**Title:** Relocation assistance cases

**Authority:** NC1-AU-78-127

**Privacy Act:** A0405-10bCE

**Description:** Information related to relocation of persons and their personal property because of the acquisition of real estate for Army military or civil works purposes, or for other Federal agencies. Included are questionnaires, location assistance, reports of investigations, waivers, recapitulations and summaries, statements of determination, relocation summary reports, and similar information.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy 10 years after final action or determination on appeals, as applicable.

b. Other offices: Destroy 10 years after payment in full satisfaction of claim or final determination on appeals, as applicable.

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**FN:** 405-10t

**Title:** Relocation assistance progress reports

**Authority:** NC1-AU-79-43

**Privacy Act:** Not applicable.

**Description:** Included are docket sheets, change reports, summary reports, and related information.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 5 years in CFA.

b. Other offices: Destroy when superseded.

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**FN:** 405-10u

**Title:** Homeowners assistance and relocation assistance supervisory files

**Authority:** NC1-AU-79-43

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices which duplicates the record copy kept by district offices as described herein.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

---

**FN:** 405-20a

**Title:** Real property Federal jurisdiction files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the acquisition of Federal jurisdiction over land acquired by the United States in the several States and retrocession of Federal jurisdiction to the States. Note: Place the original cession and retrocession instruments in the realty historical file.

**Disposition:** Destroy after 6 years.

---

**FN:** 405-25a

**Title:** Real property annexations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on annexation of Federal property by States and their political subdivisions.

**Disposition:** Destroy after 6 years.

---

**FN:** 405-70a

**Title:** Real property utilization files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the use and status of real property, including space utilization criteria, the use of space in problem areas (such as metropolitan areas), inspection or surveys of space utilization, and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies on use.

**Disposition:** Destroy after 2 years or on discontinuance of the installation (except that a current copy of the real property utilization

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**Table B-67****File category 405: Real estate—Continued**

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report will be kept on discontinuance and transferred to a representative of the Corps of Engineers).

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**FN:** 405-70b

**Title:** Real property retention studies

**Authority:** NC-AU-75-19 and NC1-AU-80-5

**Privacy Act:** Not applicable.

**Description:** Information on studies of real property at installations to decide the effectiveness of utilization and necessity for retention. Included are reports and studies.

**Disposition:** Destroy on supersession by a new study or on transfer of related installation from Army control, whichever is earliest.

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**FN:** 405-70c

**Title:** Real property management supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is earliest.

---

**FN:** 405-70d

**Title:** Civil Works real property record cards

**Authority:** NC1-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Real estate record cards for civil works buildings and structures.

**Disposition:** Destroy 2 years after disposal of property and completion of real estate audit. Retain in CFA.

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**FN:** 405-70e

**Title:** Leased land management files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information related to agronomic practices on land under grazing or cropping lease.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 405-80a

**Title:** Real estate management files

**Authority:** NC1-AU-85-59

**Privacy Act:** A0405-80CE

**Description:** Information on the management of real estate. Included are leases, licenses, appraisal reports, invitations for bids, easements, notices of revocation, permits, statements of crop rotations, reports of terminations, abstracts of bids, outgrant instruments, compliance inspection reports, and similar information.

**Disposition:**

a. CONUS:

(1) OCE: Destroy after 3 years.

(2) Other offices:

(a) Destroy compliance inspection reports 1 year after supersession by new report.

(b) Destroy files on restoration clauses that are removed 3 years after termination of instrument, except instrument and applicable restoration information will be kept until final restoration.

(c) Destroy remaining information 3 years after termination of basic instrument and final collection thereon.

b. OCONUS: Destroy after final action or when no longer needed for current operations, whichever is later.

---

**FN:** 405-80b

**Title:** Post engineer real estate files

**Authority:** NC-AU-75-19

**Privacy Act:** AO405-80cCE

**Description:** Copies of information pertaining to military real estate matters handled by CE. Included are copies of leases, trespass agreements, releases, requests for disposal of building and improvements, comparable instruments, and related information. These files may gather at HQDA, headquarters of major overseas commands, installations, and activities (but not Corps of Engineers districts, divisions, and subordinate offices).

**Disposition:** Destroy 2 years after termination of lease, agreement, or

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**Table B-67****File category 405: Real estate—Continued**

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comparable instrument, or 2 years after disposal of the property, as applicable.

**FN:** 405-80c

**Title:** Real property summaries

**Authority:** NC1-AU-79-61

**Privacy Act:** Not applicable.

**Description:** These records include real property grant listings, real estate lease listings, summaries of outgrants, leases, and rent-free space, reports of changes, and similar information.

**Disposition:**

a. OCE:

(1) 30 September summaries: Destroy after 10 years in CFA.

(2) 30 September detailed listings: Destroy after 1 year.

(3) Other listings and reports of changes: Destroy after close of fiscal year.

b. Other offices: Destroy on supersession.

---

**FN:** 405-80d

**Title:** Real estate claims

**Authority:** II-NNA-2291

**Privacy Act:** AO405-80CE

**Description:** Information on those demands for payment for rent, damages, and other payments arising under the terms and conditions, whether expressed or implied, of leases or other contracts for either the use or occupancy of real estate. Extract sheets on all claims arising out of the use and occupancy of real property will be placed in the realty historical file before destruction of records.

**Disposition:**

a. Claims files for \$1,000 or less: Destroy 6 years after claim is settled.

b. Claims files in excess of \$1,000: Destroy 10 years after claim is settled.

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**FN:** 405-80e

**Title:** Real estate claim controls

**Authority:** GRS 15, Item 3

**Privacy Act:** Not applicable.

**Description:** These records include real estate claims docket cards, real estate claims reports, and similar information.

**Disposition:** Destroy 2 years after settlement.

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**FN:** 405-80f

**Title:** Trailer site leases

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on leasing trailer sites on military reservations and civil works projects. Included are lease agreements, schedules of collections, and similar information.

**Disposition:** Destroy 3 years after close of fiscal year or termination of the lease.

---

**FN:** 405-90a

**Title:** Disposal files

**Authority:** NC1-AU-78-122

**Privacy Act:** Not applicable.

**Description:** Information on the disposal of real property, including buildings, growing crops, timber, sand, gravel, and quarried stone products by sale, transfer, or donation. Included are appraisal reports, transfer of new construction, invitations for bids and acceptance, notice of availability for disposal, abstracts of bids, account of sales of public property at public auction or on sealed proposals, statements and certificate of awards, and requests for approval of disposal of buildings and improvements.

**Disposition:**

a. OCE: Destroy after 5 years.

b. Field offices:

(1) Files involving transfer and donation of properties which contain recapture clauses: Destroy 10 years after property is no longer subject to recapture clause.

(2) Files involving disposal of sand, gravel, crops, stone quarried products, or timber located on land which is not excess: Destroy 1 year after completion of disposal transaction.

(3) Remaining files: Destroy 6 years after disposal action on the property and completion of the disposal portion of the realty historical file, if action has been included in approved audit.

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**Table B-67****File category 405: Real estate—Continued**

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**FN:** 405-90b (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 405-90c

**Title:** Disposal reports

**Authority:** NC1-AU-78-122

**Privacy Act:** Not applicable.

**Description:** Information gathered in connection with progress reporting of inactive, excess, and surplus real property at military installations. Included are real property disposal reports, summary reports, excess real property reports, and similar information.

**Disposition:**

a. Reports of changes: Destroy after 1 year, except final disposal report and report of excess real property will be placed in the realty historical files.

b. Summary reports (OCE): Destroy September and cumulative summaries after 10 years, retire after 5 years.

c. Other summaries: Destroy after 1 year.

d. Other files: Destroy when no longer needed for current operations.

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**FN:** 405-90d

**Title:** Disposal supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

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**FN:** 405-90e

**Title:** Custodial property accountability files

**Authority:** II-NNA-646

**Privacy Act:** Not applicable.

**Description:** This information is kept by CE representatives designated to assume accountability of an installation declared excess to Army needs. Included are inventories of installed property, miscellaneous property lists, transfer of property information, the shipping information, the receiving reports, and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 405-90f

**Title:** Military real property record cards

**Authority:** II-NNA-646

**Privacy Act:** Not applicable.

**Description:** Information which constitutes the basis for the repairs and utilities accounting system for the receipt and disposition of real property, that is, land and interests therein, leaseholds, buildings and improvement, and appurtenances thereto.

Note: These records will be kept at the installation until control of the real estate passes to the COE as a result of the installation being declared surplus to Army needs. At that time custody of DA Forms 2877 will be transferred by the repairs and utilities accountable officer to a representative of the COE. After disposal of the real estate to another Government agency, DA Forms 2877 will be transferred to the receiving agency. After disposal to an agency or person outside the Government, DA Forms 2877 will be transferred to the purchaser. When a building is destroyed in any manner, DA Forms 2877 will become an integral part of the report of survey of DD Form 1354 (Transfer and Acceptance of Military Real Property) and will be disposed of with facilities engineering stock record account files.

**Disposition:** DA Form 2877: When not accepted by a purchaser outside the Government, destroy 1 year after consummation of the real property disposal action.

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**FN:** 405-90g

**Title:** Military real property record drawings

**Authority:** NC1-AU-75-27

**Privacy Act:** Not applicable.

**Description:** Current and complete files of all drawings on the design and construction of a project, including regional map and reservation map; post layouts; architectural, mechanical, and structural building plans; water distribution, steam distribution, gasoline storage, and fuel

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**Table B-67****File category 405: Real estate—Continued**

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systems; roads, aprons, runways, and parking areas; storm drainage systems; and railroads.

Note: These files will be kept at the installation to which they apply until the control of surplus real estate passes to COE when their transfer will be effected in the same manner as military real property record card files above.

**Disposition:** Files not accepted by a purchaser outside the Government: Destroy 1 year after consummation of the real property disposal action.

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**FN:** 405-90h

**Title:** Real property title/historical files

**Authority:** NC1-AU-83-5

**Privacy Act:** Not applicable.

**Description:** Information documenting the condition of title and history of the acquisition, management, and disposal of real property maintained.

**Disposition:**

a. Records maintained by U.S. Army Corps of Engineers Divisions and Districts having operational real estate responsibility:

(1) Records predating 1917: Permanent. In conjunction with HQDA(SAIS-PSP), offer to the National Archives when no longer needed for current operations.

(2) Records dated 1917 or later: Destroy 10 years after unconditional disposal of property.

b. Copies maintained by other offices: Destroy when no longer needed for current operations.

c. Records retired into the Federal Records Center System prior to 1 January 1985:

(1) Records predating 1917: Permanent.

(2) Records dated 1917 or later: Retain until 2035 when they will be reviewed for possible destruction.

d. Indexes:

(1) Indexes pertaining to real property title/historical files already in the custody of the National Archives and those listed above as "Permanent": Permanent. In conjunction with HQDA(SAIS-PSP), offer to the National Archives when no longer needed for current operations.

(2) All other indexes: Destroy with the records to which they relate or when no longer needed for current operations.

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**B-58. File category 415: Construction**

a. *Prescribing directives.*

(1) AR 415-10, Military Construction-General.

(2) AR 415-15, Military Construction, Army (MCA) Program Development.

(3) AR 415-17, Cost Estimating for Military Programing.

(4) AR 415-20, Project Development and Design Approval.

(5) AR 415-35, Minor Construction.

b. *Description.* These records concern construction at military installations and facilities under Department of the Army control, including design, funding, and awarding of contracts, and administration of construction programs, excludes master planning (see 210 series), and work classified as maintenance and repair (see 420 series). See table B-68.

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**Table B-68****File category 415: Construction**

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**FN:** 415

**Title:** General construction correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other

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**Table B-68****File category 415: Construction—Continued**

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information relating to construction which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to construction that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 415-10a

**Title:** Contract correspondence

**Authority:** II-NNA-1295

**Privacy Act:** Not applicable.

**Description:** Information pertaining to military construction contracts, architect-engineer contracts, civil works construction, maintenance, and operation contracts, and repairs and utilities contracts. It excludes other files specifically described below.

**Disposition:** Destroy after 6 years.

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**FN:** 415-10b (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 415-10c

**Title:** Military construction contracts

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** These files may gather in various operating elements of an office in charge of administering architect-engineer and construction contracts for military projects.

Note: Certain files on a contract may also gather in offices at other locations when other responsibility for performing certain functions is delegated to such offices.

a. Each such office will be designated as the "office of record," and will be responsible for completely documenting the function in order that duplicate files kept by other elements can be destroyed as non-record material. Record files of each operating element will be sent to the records holding area without consolidation with files of other elements.

b. Information reflecting accounting and control of expenditures made under the contract, such as construction authorization, distribution of fixed-fee vouchers, allotment ledgers, fund control registers, reimbursement vouchers, statements of Federal and State unemployment tax, Social Security tax receipts, travel vouchers, progress reports of liabilities and disbursements incurred, bank recapitulations, financial reports, closing statements, and related information will be disposed of with proper finance and fiscal files.

c. Plans, specifications, analyses of design, and "as-built" and shop drawings will be disposed of by the instructions for military construction project files. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of claim or completion of the investigation or litigation.

d. Records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the board. These files include records listed in the Army Standard Pricing System(ASPS) Nos. 2 and 3, such as preaward data; contractual instruments; compensation and insurance information; contractor terminations; contract property account records, photographs, notices of award, and notices of assignment; notices to proceed, stop, and start orders; related correspondence and all information determined by the contracting officer as essential for completion of the individual contract; tool and equipment files pertaining to the rental, inspection, and repair of equipment; materials inspection files accumulated in the inspection of material, equipment, and supplies purchased by the contractor for use under contract provisions; payroll files; and related information.

**Disposition:**

a. Office of record: Destroy 6 years and 3 months after final payment.

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**Table B-68****File category 415: Construction—Continued**

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b. Supervisory and other offices: These are non-record copies. Destroy 1 year after final payment or when no longer needed for current operations.

**FN:** 415-10e

**Title:** Military planning, design, and construction correspondence

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on the overall function of planning, designing, and construction of projects for the Army, Air Force, and other Government agencies (as assigned). It excludes specific files described herein.

**Disposition:**

a. OCE: Permanent. Retire after 5 years.

b. Other offices: Destroy after 5 years.

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**FN:** 415-10f

**Title:** Military construction projects (Rescinded. Use 210-20b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 415-10g

**Title:** Canceled projects

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Military construction project files or parts thereof that have been canceled.

**Disposition:**

a. Files on canceled underground storage projects: Destroy 20 years after cancellation. Retire after 5 years.

b. Other files: Destroy 10 years after cancellation. Do not retire.

---

**FN:** 415-10h

**Title:** Project authorizations

**Authority:** NC1-AU-79-62

**Privacy Act:** Not applicable.

**Description:** Information describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued by OCE to engineer field offices, and directly related information.

**Disposition:** OCE:

a. Design directives: Destroy after 5 years.

b. Construction directives: Destroy 10 years after physical completion of the last construction project covered by a directive series.

Note: Copies of directives gathered by field offices or that support other functions are filed under other proper file numbers.

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**FN:** 415-10i

**Title:** Military construction supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

---

**FN:** 415-15a

**Title:** Design development files

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on the development of design of emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.

**Disposition:** OCE: Destroy 4 years after completion of design.

---

**FN:** 415-15b

**Title:** Design and construction investigations

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described in subfunctional category 1514.

**Disposition:** OCE: Destroy 4 years after completion of investigation.

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**FN:** 415-15c

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**Table B-68****File category 415: Construction—Continued**

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**Title:** Specification development reviews

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices of the Army Staff: Destroy after 2 years or on discontinuance, whichever is first.

---

**FN:** 415-15d

**Title:** Standard designs

**Authority:** NC1-AU-82-24

**Privacy Act:** Not applicable.

**Description:** Original standard drawings (or microfilm thereof), standard specifications, and design analyses prepared under the supervision of the COE by OCE and CE division and district offices, pertaining to emergency, modified emergency, semi-permanent and permanent types of standard buildings, structures, or other facilities.

**Disposition:**

a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year. Original drawings will be destroyed if an approved microfilm has been made.

b. Field offices: Return original drawing to OCE after 1 year, or when necessity for changes has been minimized.

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**FN:** 415-15e

**Title:** Standard design references

**Authority:** GRS 17, Item 4-9

**Privacy Act:** Not applicable.

**Description:** These files include one full-sized reproducible copy or microfilm negative of standard drawings, standard specifications, and design analysis.

**Disposition:** Field offices: Destroy when superseded, obsolete, or no longer required for reference.

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**FN:** 415-15f

**Title:** Division and district standard drawings

**Authority:** NC1-AU-82-24

**Privacy Act:** Not applicable.

**Description:** Files include original standard drawings (or microfilm negative thereof) pertaining to standard construction within a division or district. It does not include files described as standard design files as stated above.

**Disposition:** Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.

---

**FN:** 415-15g

**Title:** Abstract of bid experiences

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Abstracts of bids submitted by district offices and used as a basis for gathering data on bid experience for military construction.

**Disposition:** Office having Army-wide responsibility: Destroy after 2 years.

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**FN:** 415-15h

**Title:** Project authorizations

**Authority:** NC1-AU-79-62

**Privacy Act:** Not applicable.

**Description:** Information describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued by OCE to engineer field offices and directly related information.

**Disposition:** OCE:

a. Design directives: Destroy after 10 years.

b. Construction directives: Destroy 10 years after physical completion of the last construction project covered by a directive series.

Note: Copies of directives gathered by field offices or directives that support other functions are filed under other proper file numbers.

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**FN:** 415-17a

**Title:** Cost estimates

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**Table B-68****File category 415: Construction—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports of bid analyses, estimates, studies, and similar information received from field and headquarters, DA agencies, or architect engineers.**Disposition:** Offices having Army-wide responsibility: Destroy on discontinuance of the function to which they relate.**FN:** 415-17b**Title:** Military procurement action reports**Authority:** II-NNA-1781**Privacy Act:** Not applicable.**Description:** Information indicating the status of military construction and architectural engineering contract awards submitted by contracting officers of field agencies to heads of procuring agencies. Included are procurement action reports, changes to reports, and completion reports.**Disposition:**

a. Offices of Army Staff: Retain in CFA. Destroy after 10 years or when all monies under applicable appropriation have been expended, whichever is first, except change order reports will be destroyed on receipt of succeeding report.

b. Field offices: File with and dispose of with related contract file.

**FN:** 415-17c**Title:** Procurement action summaries and special reports**Authority:** NC1-AU-78-116**Privacy Act:** Not applicable.**Description:** Progress summaries and special operating reports on military construction.**Disposition:** Offices having Army-wide responsibility: Destroy after 10 years.**FN:** 415-20a**Title:** Completed military project references**Authority:** GRS 17, Item 4-9**Privacy Act:** Not applicable.**Description:** Copies of modified standards, specifications, completion reports, and "as-built" drawings (or microfilm negatives thereof) which may be kept in engineer district offices after destruction of other military construction project files.**Disposition:** Destroy when project is abandoned or passes from military control. Earlier destruction is authorized.**FN:** 415-35a**Title:** Minor and troop construction projects**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations and justifications; tests; geological investigations; cement, concrete, and foundation reports; logbooks and field layout books; computations and cross-sections; relocations; analyses of design, specifications and addenda; original tracings; "as-built" and shop drawings progress photographs, inspection, progress, and completion reports; and similar information.

Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.

**Disposition:**

a. Office responsible for awarding contract or for executing work by other means: Destroy 10 years after completion of the project.

b. Other offices: Destroy 2 years after completion of the project.

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**B-59. File category 420: Facilities engineering***a. Prescribing directives.*

(1) AR 420-10, Management of Installation Directorates of Engineering and Housing.

(2) AR 420-17, Real Property and Research Management.

(3) AR 420-22, Preventive Maintenance and Self-Help Programs.

(4) AR 420-41, Utilities Contracts.

(5) AR 420-46, Water and Sewage.

(6) AR 420-49, Heating, Energy Selection and Fuel Storage, Distribution, and Dispensing Systems.

(7) AR 420-54, Air Conditioning, Evaporative Cooling, Dehumidification, and Mechanical Ventilation.

(8) AR 420-72, Surfaced Areas, Railroads, and Associated Structures.

(9) AR 420-74, Natural Resources: Land, Forest, and Wildlife Management.

(10) AR 420-76, Pest Management.

(11) AR 420-81, Custodial Services.

(12) AR 420-90, Fire Prevention and Protection.

(13) DA Pam 420-6, Resources Management System.

*b. Description.* These records concern maintenance and repair of real property, operation of utilities plants and systems, fire prevention and protection, minor construction (addition, expansion, alteration, conversion, or replacement of existing real property facilities), management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services such as custodial, entomology, refuse collection and disposal, snow removal, and ice alleviation. See table B-69.

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**Table B-69****File category 420: Facilities engineering**

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**FN:** 420**Title:** General facilities engineering correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to facilities engineering which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to facilities engineering that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 420-6a**Title:** Job order registers**Authority:** NC1-AU-85-40**Privacy Act:** Not applicable.**Description:** Information used in the control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling and completion, description, and cost.**Disposition:** Destroy 2 years after date of last entry.**FN:** 420-10a**Title:** Facilities engineering correspondence**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information on the criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities at military installations. It excludes specific files described herein.**Disposition:**

a. OCE: Destroy in CFA after 10 years.

b. Other offices: Destroy when no longer needed for reference.

**FN:** 420-10b (Not used.)**Title:** Not applicable.**Authority:** Not applicable.

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**Table B-69****File category 420: Facilities engineering—Continued**

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**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 420-10c

**Title:** Facilities engineering project estimates

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on preparing, reviewing, and approving projects for maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by post engineers, requests for approval of projects, and information reflecting approval of projects.

**Disposition:**

a. Reviewing offices: Destroy after 3 years.

b. Post engineers: Destroy 2 years after completion or disapproval of project.

---

**FN:** 420-10d

**Title:** Construction inspection reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.

**Disposition:** Destroy after 6 years.

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**FN:** 420-10e (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 420-10f

**Title:** Fire protection designs

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy when superseded or no longer required for reference.

---

**FN:** 420-17a

**Title:** Installation facility services

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** These files include information on the conduct of fire protection activities, conduct of rodent and insect control programs, janitorial services and refuse collection, and the operation of facilities engineering shops. Typical information are fire drill reports, insect and rodent control reports, refuse and salvage collection reports, and related correspondence. Excluded are specific information defined under file prevention and protection files (AR 420-90.)

**Disposition:** Destroy after 2 years or on discontinuance of the installation.

---

**FN:** 420-17b (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 420-17c

**Title:** Forest management plans

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the sustained production of timber and related natural resource values (for example, natural beauty, recreation, wildlife, watershed protection, and yield of high-quality water).

**Disposition:** Destroy on supersession of the plan or section of the plan.

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**FN:** 420-17d

**Title:** Utilities operations

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**Table B-69****File category 420: Facilities engineering—Continued**

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**Authority:** NC1-AU-82-18

**Privacy Act:** Not applicable.

**Description:** Information accumulated at installations relating to operation of plants and systems (for example, water, sewer, electric, gas, heating, boiler, ice manufacturing, cold storage refrigeration, air-conditioning, fuel storage and distribution). Included are service economy reports, reports of consumption, and laboratory test reports.

**Disposition:** Destroy after 2 years or in accordance with State laws, whichever is longest.

---

**FN:** 420-17e

**Title:** Facilities engineering service and work orders

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Originals and copies of service orders, work orders, and related information kept by the post engineer activity that is authorized to perform repair, maintenance, minor construction, and operational work.

**Disposition:**

a. Original forms and related information: Destroy 2 years after completion of work.

b. Copies of forms: Destroy 1 month after completion of work, or earlier when not required for management purposes, as determined locally.

---

**FN:** 420-17f

**Title:** Facilities engineering stock record accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by a post engineer which reflects by items the receipt, storage, maintenance, and disposition of real property, installed property, and facilities engineering stock. These files include voucher registers, stock record cards, or any equivalent forms, vouchers supporting postings to real property cards, such as copies of leases, transfer and acceptance of military real property form, work orders, notices of cancellation of leases, and reports of survey, vouchers supporting postings to installed property cards, such as transfers of new construction forms, copies of leases, requisitions on storekeepers, inventory adjustment reports, work orders, notices of cancellation of lease, reports of survey, and project turn-in slips, and vouchers supporting postings to stock cards for facilities engineering stock such as shipping information, purchase orders, inventory adjustment reports, requisitions on storekeepers, reports of survey, and property turn-in slips. Cards will be continued in effect until filled or until reduced to a zero balance.

**Disposition:** Destroy after 2 years.

---

**FN:** 420-17g

**Title:** Job order registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used in control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling, and completion, descriptions, costs, and similar information.

**Disposition:** Destroy 2 years after date of last entry.

---

**FN:** 420-17h

**Title:** Real property inventories

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Reports, change reports, and related information which show status, cost, capacity, condition, present use, maintenance, and management of real property.

**Disposition:** Destroy 1 year after supersession by a new installation inventory, or on final disposal of property.

---

**FN:** 420-17i (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 420-17j

**Title:** Integrated Facilities Systems (IFS) input files

**Authority:** GRS 20, Item 10

**Privacy Act:** Not applicable.

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**Table B-69****File category 420: Facilities engineering—Continued**

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**Description:** Information (data transcriptions) used to list input into the automated system. These forms include—

- a. Assets accounting, unique, and real property management inputs such as installation headers, training suitability data, disposal data cards, property and building information schedules, cards for drawing numbers and complexes, utilities, facilities, and fire protection, tenant data, functional group and error message records, equipment updates, economic indicators, inspection results, and similar forms.
- b. Facilities engineering management system inputs, such as issues and turn-ins, work requests and orders, design estimates, contract data, service orders, labor and equipment utilization, resources, fuel and sales inputs, and similar forms.

**Disposition:**

- a. Destroy 1 year after input into system (a above).
  - b. Destroy 2 years after completion of project (b above).
- 

**FN:** 420-17k

**Title:** IFS printed output forms

**Authority:** GRS 20, Item 3

**Privacy Act:** Not applicable.

**Description:** Printed output Facilities Engineering Management System (FEMS) and Assets Accounting reports produced by the automated system, including transaction lists, error lists, special projects, interface transactions, material reports, design status, contract status, master and shop schedules, service orders and backlogs, standing operations orders, facility descriptions for buildings and other than buildings, space utilization, missing essential data elements, facility disposal, building information schedule, installation inventory of military real property, and similar reports.

**Disposition:**

- a. Year-End facility reference report: Destroy after 2 years.
  - b. Other output: Destroy when no longer needed for current operations.
- 

**FN:** 420-17m

**Title:** IFS master file tapes

**Authority:** GRS 20, Item 10

**Privacy Act:** Not applicable.

**Description:** Master file tapes and disc packs used in IFS processing. These routine master file tapes include unique, labor and equipment master, FEMS master job, task code master, installation management and planning, recurring and deficiency dollar, standard financial system (STANFINS) interface table, history, and similar or related master file tapes.

**Disposition:**

- a. Captured year-end FEMS master job files and history files: Blank after 3 years.
  - b. Other files: Blank older versions upon third update cycle, or when no longer needed for current operations.
- 

**FN:** 420-22a

**Title:** Ground maintenance files

**Authority:** NC1-AU-81-37

**Privacy Act:** Not applicable.

**Description:** Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 6 years.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**FN:** 420-41a

**Title:** Utility contract reviews

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the review of contracts for the purchase and sale of utilities services. Included are confirmed copies and other copies of the contracts or supplemental agreements, recommendations relating to contracts, and information reflecting approval or proposed revision of contracts and the necessity for continued sale.

**Disposition:**

- a. Information on open-end type purchase contracts and sales contracts: Destroy 2 years after termination of contract.
  - b. Other files: Destroy after 2 years.
- 

**FN:** 420-41b

**Title:** Contract reviews

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**Table B-69****File category 420: Facilities engineering—Continued**

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**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Copies of contracts and modifications and copies of related records of negotiation furnished to higher echelon offices for review purposes. This excludes utilities contract review files.

**Disposition:** All review offices: Destroy after 6 years or when they have served their purpose.

---

**FN:** 420-41c

**Title:** Other agencies contracts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the sale of power by marketing agencies from CE hydroelectric projects. Included are copies of contracts administered by marketing agencies and agreements.

**Disposition:** Destroy 6 years after expiration of the contract.

---

**FN:** 420-41d

**Title:** Utilities contracts

**Authority:** NC1-AU-76-48

**Privacy Act:** Not applicable.

**Description:** These files contain information that pertains to contracting for facilities engineering work normally administered by the post engineer, contracting for buying and selling utilities services at military installations and at CE civil works projects, and inspection and maintenance contracts administered by Army headquarters. Included are contracts, delivery orders, invoices, service authorization, and correspondence on specific contracts. Utilities contract files also contain—

- a. Information on unsettled claims, incomplete investigations, or pending litigation, which will not be disposed of until settlement of the claim or completion of the investigation or litigation.
- b. Delivery orders, service authorizations, or comparable instruments created in connection with master, open end, or indefinite delivery type contracts, which will be considered as separate individual transactions. Disposition will be based on final payment of the individual delivery order, service authorization, or comparable instrument.

**Disposition:**

- a. Office of record: Destroy 6 years and 3 months after final payment.
  - b. Supervisory and other offices: Destroy upon termination of contract.
- 

**FN:** 420-46a

**Title:** Utilities maintenance files

**Authority:** NC1-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on the maintenance of utilities equipment and systems such as water and sewage, electrical refrigeration and air-conditioning, boilers and warm air furnaces, steam distribution, gas and oil storage, and other utility systems. These records will be kept at the installation and will remain with the buildings and grounds when transferred from the jurisdiction of the Army.

**Disposition:** Destroy 1 year after salvage, replacement, or dismantling of related plant or system.

---

**FN:** 420-49a

**Title:** Utilities maintenance files (Rescinded; use FN 420-46a).

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 420-49b

**Title:** Utilities operating logs

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Logbooks pertaining to the operation of utilities.

**Disposition:** Retain on the premises with related equipment and machinery. These logbooks will be transferred if related equipment and machinery is transferred. Destroy on final disposition of related equipment and machinery.

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**FN:** 420-54a

**Title:** Air-conditioning policy exceptions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to DA approval for exceptions to stated

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**Table B-69****File category 420: Facilities engineering—Continued**

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policy on installation, use, replacement, and alteration of air-conditioning systems or individual air-conditioning units. Included are proposals, justifications, requests, approvals, disapprovals, sketches, engineering analyses, and related information.

**Disposition:** Destroy 1 year after salvage, replacement, or dismantling of related system or equipment.

---

**FN:** 420-72a

**Title:** Traffic engineering surveys and studies

**Authority:** NC1-AU-85-30

**Privacy Act:** Not applicable.

**Description:** Information that accumulates in the planning and execution of engineering surveys and studies pertaining to installation traffic. Studies and surveys completed as part of the installation site selection or master planning must be filed with related site selection or master planning files.

**Disposition:**

a. Office performing study or survey: Destroy when no longer needed for current operations.

b. Installations or activities surveyed: Destroy after next comparable survey.

---

**FN:** 420-72b

**Title:** Transportation research and studies

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to transportation research and study projects that cover various aspects of traffic management improvement, simplification, and adaptation to computer systems. Included are requests for initiation of projects and project reports.

**Disposition:** Office responsible for project studies: Destroy after 3 years or 3 years after completion of the related study, as applicable.

---

**FN:** 420-74a

**Title:** Resources conservation programs, goals, and schedules

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to setting goals for the Army Resources Conservation Program and to time-phased schedules for accomplishment of approved goals. Included are schedules, goals, recommendations, comments, approvals, disapprovals, changes, and related information.

**Disposition:** Destroy 2 years after supersession.

---

**FN:** 420-74b

**Title:** Timber disposal files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on reviewing and authorizing the availability of timber for harvesting of woodlands on federally owned lands, including declarations of availability and authorizations for harvesting.

**Disposition:** Destroy after 5 years.

---

**FN:** 420-74c

**Title:** Wildlife management plans and implementations

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on the protection of fish and wildlife on military reservations, including protection of resources and vegetation that provide a natural habitat for fish and wildlife, control of hunting and fishing, observance of game laws, and similar measures.

**Disposition:**

a. Cooperative plan agreements: Destroy on supersession of the plan or section of the plan.

b. Licensing documentation: Destroy when no longer needed for current operations.

(Note: Collection vouchers indicating funds generated by this program and transmitted to FAO are identified under FN 37-103a).

---

**FN:** 420-74d

**Title:** Natural beauty and outdoor recreation files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on natural beauty of the landscape and grounds and facilities for outdoor recreation.

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**Table B-69****File category 420: Facilities engineering—Continued**

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**Disposition:** Destroy when superseded, obsolete, or no longer needed for current operations.

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**FN:** 420-74e

**Title:** Land management plans

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information accumulated in the preparation, development, review, and approval of plans for the improvement and management of installation lands. Included are land management, planting, and fire protection plans.

**Disposition:** Destroy on supersession of the plan or section thereof.

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**FN:** 420-74f

**Title:** Herbicide management files

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information relating to use of herbicides on military land.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 420-74g

**Title:** Reforestation reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports on reforestation of military reservations containing information about acres planted for reforestation and acres planted for windbreaks and shelter belts and similar information including the reports made by field installations, copies of consolidated reports sent to the Secretary of Defense, and correspondence concerning the reports.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

---

**FN:** 420-74h

**Title:** Wildlife cooperative agreements

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on cooperative agreements for development, improvement, and protection of fish and wildlife on military reservations.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 420-74i

**Title:** Conservation awards

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information on DA Conservation Awards.

**Disposition:**

a. OCE: Destroy after 3 years.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 420-74j

**Title:** Natural resources reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports on soil and water conservation, forest management, and fish and wildlife management.

**Disposition:**

a. OCE: Destroy after 2 years.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 420-74k

**Title:** Real property maintenance supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the district, whichever is earliest.

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**FN:** 420-74m

**Title:** Land management files

**Authority:** NC1-AU-81-53

**Privacy Act:** Not applicable.

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**Table B-69****File category 420: Facilities engineering—Continued**

**Description:** Information on preservation, development, improvement, and maintenance of real property on military reservations (including control of erosion, dust, and vegetative fire hazards), drainage establishment and maintenance of vegetative covers, control of weeds and noxious plants, and irrigation and supply of water for plant growth on military land.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 420-76a**Title:** Entomology services**Authority:** NC1-AU-81-51**Privacy Act:** Not applicable.

**Description:** Information on the criteria, practices, and application of measures for insect and rodent control to protect personnel, material, buildings, and other facilities.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 420-81a**Title:** Sanitary services**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

**Description:** Information on standards and practices in the collection and disposal of refuse and the collection of salvage, including communications about methods of refuse disposal and collection systems, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 420-81b**Title:** Custodial services**Authority:** NC1-AU-78-113**Privacy Act:** Not applicable.

**Description:** Information on the criteria and procedures for performing cleaning, janitorial, and preventive maintenance and services at Army installations.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 420-81c**Title:** Installation maintenance progress and inspections**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Reports on the progress and inspection of maintenance and repair activity in connection with post real and installed property. Included are progress, work, and inspection reports.

**Disposition:** Destroy after 2 years or on discontinuance of the installation.

---

**FN:** 420-90a**Title:** Fire prevention files**Authority:** NC1-AU-78-113**Privacy Act:** Not applicable.

**Description:** Information on the criteria, standards, practices, and application of fire prevention and protection practices and methods.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices and TOE units: Destroy when superseded, obsolete, or no longer required for reference.

---

**FN:** 420-90b**Title:** Installation fire prevention and protection files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** These files include information on the automatic sprinkler and alarm system, water distribution system showing location of fire hydrants, pumps, valves, standpipe connection, and similar devices, sources of water supply, available post fire fighting equipment, tables of running distances, pressure in water mains, fireflow and pump tests, liaison with civil or military organizations, and fire station log summaries.

**Disposition:**

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**Table B-69****File category 420: Facilities engineering—Continued**

a. Individual run reports and routine reports of equipment tests: Destroy after 1 year.

b. Remaining files: Retain at the installation. When responsibility for buildings or grounds is transferred, these files will also be transferred.

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**FN:** 420-90c**Title:** Fire reporting cases**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Reports of fires (or explosions followed by fire) resulting in loss of life, material, and structures received from field organizations. Included are reports of investigations and other communications.

**Disposition:**

- a. OCE: Destroy after 25 years. Cut off at end of each year and retire after 5 years.
- b. Other offices and TOE units: Destroy 1 year after close of investigation.

---

**FN:** 420-90d**Title:** Fire loss experiences**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

**Description:** Information and data compiled from fire reports or other sources to note trends and experience from losses due to fires or explosions followed by fire.

**Disposition:**

- a. OCE: Destroy after 25 years in CFA.
- b. Other offices: Destroy after 5 years.

---

**FN:** 420-90e**Title:** Fire protection meetings**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information that may gather from the Army's participation in meetings and liaison with public industry on fire prevention and protection methods and practices.

**Disposition:** Destroy after 10 years.

---

**FN:** 420-90f (Rescinded; use FN 420-10f.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**B-60. File category 500: Emergency employment of Army and other resources**

a. *Prescribing directives.*

- (1) AR 500-4, Military Assistance to Safety and Traffic.
- (2) AR 500-5, The Army Mobilization and Operations Planning System.
- (3) AR 500-10, Nonindustrial Facilities for Mobilization.
- (4) AR 500-50, Civil Disturbances.
- (5) ER 500-1-1, Natural Disaster Procedures.

b. *Description.* These records concern actions involved in preparing for war or emergencies; bringing the Army to a state of readiness; and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency action and measures taken to minimize and assist in riots, demonstrations, and other disorders, floods, earthquakes, storms, fires, and accidents, and planning and operations in support of National Civil Defense Program. Records pertaining to specific subjects concerning emergency employment or mobilization are placed in appropriate subject series. See table B-70.

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**Table B-70****File category 500: Emergency employment of Army and other resources**

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**FN:** 500**Title:** General emergency employment of Army and other resources correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to emergency employment of Army and other resources which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to emergency employment of Army and other resources that are received for information only, on which no action is required. These includes cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 500-1-1a**Title:** Domestic emergency operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on reporting on domestic emergency operations. Included are situation reports on domestic emergencies, progress reports on emergency flood control or natural disaster activities, and summary of operations.**Disposition:** Destroy after 5 years, except that teletype reports will be destroyed after 1 year.

---

**FN:** 500-1-1b**Title:** Post action reports**Authority:** NC1-AU-85-3**Privacy Act:** Not applicable.**Description:** Information on reports required following flood emergency or other natural disaster domestic emergency. Included are post-disaster, post-flood, and similar reports with related background documentation.**Disposition:**

a. Creating office and office(s) assisting with disaster, flood and other recovery efforts: Final reports and copies with selected exceptional or unique background documentation that will significantly enhance the final report — Permanent, retire to FRC after 10 years, transfer to NARA after 20 years.

b. All other: Destroy when no longer needed for current operations.

---

**FN:** 500-4a**Title:** Emergency plans**Authority:** NC1-AU-77-22**Privacy Act:** Not applicable.**Description:** Information relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other information relating to emergency planning.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices and TOE units: Destroy when superseded, obsolete, or no longer needed for current operations.

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**FN:** 500-4b**Title:** Emergency reports**Authority:** NC1-AU-78-128**Privacy Act:** Not applicable.

---

**Table B-70****File category 500: Emergency employment of Army and other resources—Continued**

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**Description:** Information relating to emergency situations or disasters reflecting damage, assistance provided to civil agencies or populations, and other participation in emergency operations. Included are initial, daily, interim, and final emergency operations reports and related information.**Disposition:**

a. Office of the Army Staff requiring the reports: Permanent.

b. Other offices: Destroy after 2 years.

---

**FN:** 500-4c**Title:** Emergency tests and exercises (Rescinded; use FN 350-28a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

---

**FN:** 500-5a**Title:** Mobilization plans and programs**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Information relating to the preparation, review, approval, and issue of plans and programs that provide guidance for the orderly and rapid expansion of the Army during partial or full mobilization. Included are mobilization planning documents (mobilization programs of DA are included in and published as annexes to the mobilization guidance documents issued to operating agencies), mobilization plans and programs of commands and installations with mobilization planning and programming responsibilities, coordinating actions, approvals, and related information.**Disposition:**

a. Office responsible for preparation: Permanent. Cut off annually following revision, supersession, or rescission.

b. Other offices: Destroy copies of mobilization plans and programs when superseded or no longer needed and destroy other information after 2 years.

---

**FN:** 500-5b**Title:** Strategic, capabilities, and mobilization studies**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Information relating to various types of studies conducted in development of strategic capabilities and mobilization plans and concepts. Included are studies, comments, approvals, disapprovals, and similar information.**Disposition:**

a. Office of the Army Staff responsible for study: Permanent. PIF on completion of study and cut off at the end of that year.

b. Other offices, including commenting offices: Destroy after 2 years.

---

**FN:** 500-5c**Title:** Production equipment history files**Authority:** NC1-AU-77-69**Privacy Act:** Not applicable.**Description:** Information used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related information. These files will accompany the equipment on transfer within the Army or on transfer to another military department.**Disposition:**

a. Office having Army-wide responsibility: Destroy 6 years after final disposition of equipment.

b. Other supervisory offices: Reports: Destroy after 2 years.

c. Cards used as central control files: Destroy after final disposition of related equipment.

d. Offices maintaining equipment: Destroy 2 years after final disposition of the equipment, such as by sale or salvage.

---

**FN:** 500-10a**Title:** Nonindustrial facilities mobilization files**Authority:** NN-173-150**Privacy Act:** Not applicable.**Description:** Information showing the allocation of nonindustrial facilities for mobilization. Included are nonindustrial facility allocation forms, reviews, and revalidation and inventories of Army allocated facilities.**Disposition:**

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**Table B-70****File category 500: Emergency employment of Army and other resources—Continued**

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- a. Facility allocations: Destroy on cancellation of facility allocation.  
b. Inventories: Destroy when superseded by a new inventory.
- 

**FN:** 500-50a**Title:** Civil disturbance operations**Authority:** NC-AU-75-23**Privacy Act:** Not applicable.

**Description:** Information prepared by Army departmental staffs, agency headquarters, or task force elements responsible for directing the activities of field units engaged in quelling civil disturbances and riots. Included are directives, messages, movement summaries, lists of participating units, operation and fragmentary orders, situation reports, intelligence reports, intelligence summaries, logistics reports, personnel status reports, operation cost reports, journals, photographs, map overlays, and related information.

Note: Housekeeping-type records and routine operational records not directly related to the mission should be maintained and disposed of separately. Examples of housekeeping-type records are office personnel records, contracts, purchase orders, bills of lading, transportation requests, meal tickets, and individual medical records.

**Disposition:** Permanent.

---

**FN:** 500-50b**Title:** Civil disturbance reports**Authority:** NC-AU-75-23**Privacy Act:** Not applicable.

**Description:** Information prepared by Army departmental staffs, agency headquarters, or task force elements engaged in quelling civil disturbances. Included are after-action reports and historical summaries.

**Disposition:** Permanent.

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**B-61. File category 525: Military operations***a. Prescribing directives.*

- (1) AR 525-1, Department of the Army Command and Control System.  
(2) AR 525-22, Electronic Warfare (EW) Policy.  
(3) TM 31-200-1, Warfare Devices and Techniques/Unconventional References.

*b. Description.* These records concern DA Command and Control System and other requirements for combat operational information, activities and functions in support of military operations, resources and equipment used, lessons learned, search and rescue operations, strategic and tactical planning. They include use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives. See table B-71.

*Note.* The command reporting files and unconventional warfare (UW) planning files described below in FNs 525a, and 525b through 525f, respectively, are prescribed by the FORSCOM Mobilization and Deployment Planning System and TM31-200-1, respectively. However, for consistency of numbering within MARKS, they are identified here with the related 525 series of publications on military operations.

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**Table B-71****File category 525: Military operations**

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**FN:** 525**Title:** General military operations correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other

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**Table B-71****File category 525: Military operations—Continued**

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information relating to military operations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to military operations that are received for information only, on which no action is required. These include cards, listings, indexes, other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 525a**Title:** Command reports**Authority:** NC1-AU-82-11**Privacy Act:** Not applicable.

**Description:** Command reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, and copies of maps, directives, overlays, sketches, or photographs supporting the reports. Command reporting files accumulated by the Office of the Chief of Staff include Chief of Staff Weekly Summary Articles.

**Disposition:**

a. Agencies not converting the data to microform:

(1) Office having Army-wide staff responsibility: Permanent.

(2) Units in a combat environment or designated as combat support elements: Permanent.

(3) Other offices: Destroy after 2 years.

b. Agencies converting the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

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**FN:** 525b**Title:** UW planning files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.

**Description:** Information relating to the development of the UW part of war plans. These files relate to the use of such techniques as guerrilla warfare and internal resistance in hostile areas. They also form a part of, or are preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, and similar information.

**Disposition:** Permanent. PIF on finalization of related plans and cut off at the end of that year.

---

**FN:** 525c**Title:** UW research studies**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.

**Description:** Documents produced from data and information in source materials relating to UW subjects. Included are studies, monographs, and similar information.

**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.

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**FN:** 525d**Title:** UW sources**Authority:** NC1-AU-75-24**Privacy Act:** Not applicable.

**Description:** Source materials of research data collected for use in the production of studies on UW.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

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**FN:** 525e

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**Table B-71****File category 525: Military operations—Continued**

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**Title:** UW materiel research files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Materiel research information in support of UW projects, includes information relating to the formulation of requirements for new projects, the review of projects, and similar subjects.**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.**FN:** 525f**Title:** UW nonmateriel research files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Research program information involving experimentation and testing of methods and techniques of UW. Included are statements of research tasks, modifications of research tasks, and completed studies or evaluations.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 525g**Title:** Psychological operations plans**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information on the development of the psychological operations part of war plans. This information relates to the use of such techniques as propaganda, and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. It also forms a part of, or is a preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, or similar information.**Disposition:** Permanent. PIF on finalization of related plans and cut off at the end of that year.**FN:** 525h**Title:** Psychological operations research studies**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Documents produced from data in source materials relating to psychological operations subjects. Included are studies, monographs, and similar information.**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.**FN:** 525i**Title:** Psychological operations sources**Authority:** NC1-AU-75-39**Privacy Act:** Not applicable.**Description:** Information containing source material of research data collected for use in the production of studies on psychological operations.**Disposition:** Destroy when superseded or when no longer needed for reference, whichever is first.**FN:** 525j**Title:** Psychological operations materiel research files**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information relating to materiel research accomplished in support of psychological operations projects.**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.**FN:** 525k**Title:** Psychological operations nonmateriel research files**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information relating to research programs involving the experimentation and testing of methods and techniques of psychological operations. Included are statements of research tasks, modification of research tasks, and completed studies or evaluations.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 525m

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**Table B-71****File category 525: Military operations—Continued**

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**Title:** Psychological operations information**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information relating to the development and distribution of informational materials. These materials are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar information produced from source data, and related requests for publication and distribution.**Disposition:** Destroy after 2 years, except that representative samples, especially any of unique significance illustrating psychological warfare techniques, are permanent.**FN:** 525n**Title:** Operations planning files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information relating to the preparation, coordination, and approval of operational war, campaign, defense, and other comparable plans which are applicable to or involve the resources and mission of the overall department, agency, command, installation, activity, or unit. These files do not relate to plans described elsewhere in this regulation or to plans confined to specific functional areas which are not a segment of, or an annex to, the overall plan. Included are copies of the approved plans, comments, recommendations, contributions, approvals, and disapprovals regarding the plans, and other directly related information.**Disposition:**

- a. Office responsible for preparation of plan: Permanent. PIF on supersession or obsolescence and cut off at the end of that year.
- b. Other offices: Destroy copies of plans on supersession or obsolescence, and destroy other information after 2 years.

**FN:** 525p**Title:** Operating procedures files**Authority:** NC1-AU-78-128**Privacy Act:** Not applicable.**Description:** Information relating to the establishment of and changes in such matters as operating procedures and production methods (but not combat operation planning) and associated standing operating procedures thereto. Included are studies, coordinating actions, copies of standing operating procedures and administrative procedures manuals, and similar information.**Disposition:**

- a. Office responsible for preparation: Permanent. PIF on supersession or rescission of the entire manual or procedure and cut off at the end of that year.
- b. Other offices: Destroy after 21 years or on supersession or obsolescence, as applicable.

**FN:** 525-1a**Title:** Joint planning comments**Authority:** NC1-AU-78-48**Privacy Act:** Not applicable.**Description:** DA documents related to commenting on, establishing the Army view on, or providing input for joint plans, other service plans, and operational and contingency plans of unified and specified commands. Included are comments, input data, copies of draft plans, and related information.**Disposition:**

- a. DA offices responsible for establishing the coordinated Army view: Permanent.
- b. Other offices: Destroy after 2 years.

**FN:** 525-22a**Title:** Operational nonmanagement reports**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.**Description:** Information consisting of reports on the actual, operational activities rather than the management of operational activities which are described in FN 381-3b. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include SIGINT collection, traffic analyses, and translations, TAREX periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting, and electronic warfare reports on manipulative or imitative experiment, jamming, cover

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**Table B-71****File category 525: Military operations—Continued**

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and deception, and profile studies, and other intelligence reporting files including NSA formal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission, and audiovisual products under the guidelines of USSID 117 (SI).

**Disposition:**

- a. SIGINT project wrap-up, special research or technical study reports, EW reports, and other operational reports:
    - (1) Major and intermediate command headquarters: Permanent.
    - (2) Other offices: Destroy EW reports after 1 year, and other reports after 2 years.
  - b. TAREX-IR, TSIS, TSAR, and TEL reports:
    - (1) HQ INSCOM: Permanent.
    - (2) Other offices: Destroy when no longer needed for reference.
  - c. NSA reports: Destroy after 1 year. Cut off monthly.
  - d. Community reports: Destroy after 1 year. Cut off yearly.
  - e. Informal reports, technical notes, exchange letters, and working aids: Destroy when no longer needed for reference.
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**B-62. File category 530: Operations and signal security***a. Prescribing directives.*

- (1) AR 530-1, Operations Security (OPSEC).
- (2) AR 530-4, (C) Control of Compromising Emanations (U).

*b. Description.* These records concern the policies, responsibilities, and procedures for operations security, communications security, control of compromising emanations, and related matters. See table B-72.

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**Table B-72****File category 530: Operations and signal security**

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**FN:** 530**Title:** General operations and signal security correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to operations and signal security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to operations and signal security that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 530-1a**Title:** Operations security**Authority:** NC1-AU-77-114**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment of and changes to such matters as operating procedures, production methods, RDTE activities, training, and other military activities in both war and peacetime for the purpose of protecting or concealing information from hostile

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**Table B-72****File category 530: Operations and signal security—Continued**

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intelligence collection efforts. Included are studies, coordinating actions, copies of SOPs, and similar information.

**Disposition:**

- a. Office responsible for preparation: Permanent. PIF when superseded or obsolete and cut off at the end of that year.
  - b. Other offices: Destroy after 2 years.
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**FN:** 530-2a**Title:** Signal security management files (Rescinded, use FN 380-40b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 530-4a**Title:** Signal security management files (Rescinded; use FN 380-40b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**B-63. File category 550: Foreign countries and nationals**

*a. Prescribing directives.* AR 550-51, Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements.

*b. Description.* These records concern responsibilities and procedures for the negotiation, conclusion, forwarding, and depositing of international agreements. See table B-73.

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**Table B-73****File category 550: Foreign countries and nationals**

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**FN:** 550**Title:** General foreign countries and nationals correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to emergency employment of Army and other resources which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to emergency employment of Army and other resources that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
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**FN:** 550-2a**Title:** Foreign national tours (Rescinded; use FN 380-10h.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 550-51a**Title:** International treaties**Authority:** NC1-AU-78-38**Privacy Act:** Not applicable.

**Description:** Information resulting from the drafting of military treaties, international agreements, or other instruments which have international military, military-economic, or military-political implications. These files

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**Table B-73****File category 550: Foreign countries and nationals—Continued**

also include information reflecting military considerations in the relationship of the United States to the United Nations.

**Disposition:** Permanent. PIF on termination and cut off at the end of that year.

**FN:** 550-51b

**Title:** Overseas base rights

**Authority:** NC-AU-75-24

**Privacy Act:** Not applicable.

**Description:** Information relating to the determination of the requirements for military base rights in foreign countries and the Army's participation in negotiations leading to agreements for the acquisition of base rights. Included are communications and staff studies concerning overseas base rights requirements, proposed agreements, and related information.

**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.

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**B-64. File category 570: Manpower and equipment control***a. Prescribing directives.*

(1) AR 570-2, Manpower Requirements Criteria (MARC)—Tables of Organization and Equipment.

(2) AR 570-4, Manpower Management.

(3) AR 570-5, Manpower Staffing Standards System.

(4) ER 570-2-1, Manpower and Equipment Control Civil Works Activities.

*b. Description.* These records concern criteria for authorizing, allocating, utilizing, and programming for military and civilian workforce and equipment. These includes criteria for establishment of workforce and equipment requirements in Army authorization documents. Procedures for preparation and recording of authorization documents will be numbered in the 310 series. See table B-74.

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**Table B-74****File category 570: Manpower and equipment control**

**FN:** 570

**Title:** General manpower and equipment control correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations, and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to workforce and equipment control which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to workforce and equipment control that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 570-1a

**Title:** Commissioned officer aviation position criteria (Rescinded; use FN 570-4h.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**Table B-74****File category 570: Manpower and equipment control—Continued**

**FN:** 570-2a

**Title:** TDA, CTA, and TAADS files (Rescinded; use FN 310-49b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 570-2b

**Title:** Manpower requirements criteria development files

**Authority:** NC1-AU-85-78

**Privacy Act:** Not applicable.

**Description:** Information reflecting the development of workforce requirements for combat support and combat service support positions under TOEs. Included are study schedules, program reports, data collection, final workforce requirements criteria studies, associated correspondence and printouts, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy when standards are finalized.

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**FN:** 570-2-1a

**Title:** Operation and maintenance correspondence

**Authority:** NC1-AU-78-6

**Privacy Act:** Not applicable.

**Description:** Documents on the overall operation and maintenance of civil works projects, but exclusive of specific files described herein.

**Disposition:**

a. OCE: Permanent.

b. Field offices: Destroy after 6 years.

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**FN:** 570-3a (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 570-3b (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 570-3c

**Title:** Activation and status changes (Rescinded; use FN 570-4i.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 570-3d

**Title:** Manpower reports (Rescinded; use FN 570-4j.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 570-4a

**Title:** Manpower surveys

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information about on-site and other appraisals of workforce requirements. Included are schedules, personnel inventory and appraisal reports, comments, justifications, final workforce surveys, and similar information.

**Disposition:**

a. Schedules: Destroy after 1 year.

b. Other information: Destroy upon implementation of next workforce survey or implementation of other staffing standards.

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**FN:** 570-4b

**Title:** Manpower staffing standards (Rescinded; use FN 570-5a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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**Table B-74**  
**File category 570: Manpower and equipment control—Continued**

**Disposition:** Not applicable.

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**FN:** 570-4c

**Title:** Manpower authorizations

**Authority:** NN-173-134

**Privacy Act:** Not applicable.

**Description:** Information and supporting documents reflecting workforce spaces allocated to successive echelons of command. Included are manning levels; program budget guidance; out-of-cycle requests, and other instructions which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments of the Army.

**Disposition:**

- a. Office responsible for Army-wide allocation: Destroy after 10 years.
- b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 570-4d

**Title:** Manpower statistical data

**Authority:** NC1-AU-85-76

**Privacy Act:** Not applicable.

**Description:** Information used to provide a source of statistical data for use in manpower analysis and evaluation efforts such as utilization reviews, workforce justifications, or analyzing current or projected workforce requirements and allocating workforce spaces. Included are strength data by occupational specialty, grade, or rank, and similar information.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 570-4e

**Title:** Manpower force documentation

**Authority:** NC1-AU-78-41

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment of, or change in, the active Army, Reserve components, and the civilian workforce; the authorized strength of each; and workforce objectives. Included are printouts, correspondence, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
- b. Other offices: Destroy after 3 years.

---

**FN:** 570-4f

**Title:** Manpower structure

**Authority:** NC1-AU-78-41

**Privacy Act:** Not applicable.

**Description:** Information on formulating authorizations or limitations on Army strength by position identity, rank or grade, specialty codes, or special category. Included are printouts, correspondence, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
- b. Other offices: Destroy after 3 years.

---

**FN:** 570-4g

**Title:** Manpower resource data

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used as a basis for workforce planning and programming or estimating immediate or future workforce resource needs. Included are studies; statistics on population by age groups, educational level, and sex; data related to workforce projection, and similar information.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 570-4h

**Title:** Commissioned officer aviation position criteria

**Authority:** NC1-AU-85-79

**Privacy Act:** Not applicable.

**Description:** Information relating to aviation position requests. Included are command's operational request correspondence, temporary requests, limited duty requests, printouts, and similar information.

**Disposition:**

- a. Destroy requests after 3 years.
- b. Destroy printouts after 90 days.

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**FN:** 570-4i

**Title:** Activation and status changes

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**Table B-74**  
**File category 570: Manpower and equipment control—Continued**

**Authority:** NC1-AU-78-128

**Privacy Act:** Not applicable.

**Description:** Information related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, and disbanding or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are requests for publication of DA letters directing change in status, DA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and related information.

**Disposition:**

- a. Offices of the Army Staff: Permanent. Cut off annually or on discontinuance or disbandment of the related unit, as applicable. Hold 1 year in CFA and then retire.
- b. Other offices: Destroy 5 years after transfer, discontinuance, or disbandment of related unit.

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**FN:** 570-4j

**Title:** Manpower reports

**Authority:** NC1-AU-85-77

**Privacy Act:** Not applicable.

**Description:** Information and feeder reports used to report workforce actual strength utilization data and expense data. Included are work reports, consolidations, extracts or tabulations thereof, and similar reports.

**Disposition:**

- a. Offices of the Army Staff:
  - (1) Year-end reports: Destroy after 15 years.
  - (2) Other reports: Destroy after 2 years.
- b. Other offices: Destroy after 2 years.

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**FN:** 570-5a

**Title:** Manpower staffing standards development

**Authority:** NC1-AU-85-75

**Privacy Act:** Not applicable.

**Description:** Information reflecting the development and issuance of workforce staffing standards and providing guidance in applying these yardsticks for measuring personnel requirements. Included are final workforce staffing standards system reports; study development plans; measurement plans and reports; copies of workforce surveys, command-type letters, messages, and staffing guides; coordinating actions; interpretations; and similar information.

**Disposition:**

- a. Offices having Army-wide or MACOM-unique responsibility: Destroy when no longer needed for current operations.
- b. MACOM lead teams: Destroy when standard is superseded.
- c. Other offices (input teams): Destroy 2 years after completion of related study.

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**B-65. File category 600: Personnel—general**

*a. Prescribing directives.*

- (1) AR 600-8, Military Personnel Management.
- (2) AR 600-8-1, Army Casualty and Memorial Affairs and Line of Duty Investigations.
- (3) AR 600-8-2, Suspension of Favorable Personnel Actions(Flags).
- (4) AR 600-8-3, Unit Postal Operations.
- (5) AR 600-9, The Army Weight Control Program.
- (6) AR 600-20, Army Command Policy.
- (7) AR 600-25, Salutes, Honors, and Visits of Courtesy.
- (8) AR 600-37, Unfavorable Information.
- (9) AR 600-38, Meal Card Management System.
- (10) AR 600-46, Attitude and Opinion Survey Program.
- (11) AR 600-50, Standards of Conduct for Department of the Army Personnel.
- (12) AR 600-55, Motor Vehicle Driver Selection, Testing, and Licensing.
- (13) AR 600-61, The Personnel Management Assistance System.
- (14) AR 600-85, Alcohol and Drug Abuse Prevention and Control Program.
- (15) AR 600-200, Enlisted Personnel Management System.

(16) AR 600–290, Passports and Visas.

(17) DA Pam 600–8–series, Military Personnel Management and Administrative Procedures.

(18) DA Pam 600–19, Quality of Life Minimum Standards.

b. *Description.* These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a FN 600 series, information on civilian personnel within an office is identified with a FN 690 series. Current FNs in the 600 category are listed in table B–75. Rescinded FNs in the 600 category are listed in table B–76.

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**Table B–75****File category 600: Personnel—general**

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**FN:** 600

**Title:** General personnel correspondence files

**Authority:** NN–167–31 and NN–165–192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. **NONACTION:** Matters relating to personnel that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

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**FN:** 600f

**Title:** World-wide locator

**Authority:** NC1–AU–82–23

**Privacy Act:** A0001DAPE

**Description:** These records consist of quarterly computer output microforms (COM) sets indicating assignment and location of each member of the Active Army. This information is produced by U.S. Army Military Personnel Center for short- and long-term reference requirements of the Army. Included are quarterly COM sets of the worldwide locator.

**Disposition:**

a. Original microforms, and one diazo or vesicular copy: Retire annually to WNRC. Destroy after 75 years.

b. Other copies: Destroy when no longer needed for current operations.

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**FN:** 600g

**Title:** Personnel management studies

**Authority:** NC1–AU–85–61

**Privacy Act:** Not applicable.

**Description:** Information reflecting the analyses and development of personnel management concepts, standards, and systems. Included are feasibility studies, survey reports, analyses, evaluations, determinations, and related information.

**Disposition:**

a. Offices performing Army-wide responsibility: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 600h

**Title:** Military personnel trends

**Authority:** NC1–AU–78–63

**Privacy Act:** Not applicable.

**Description:** Documents reflecting trends in personnel strength, reenlistments, separations, distribution, efficiency reporting, promotions,

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**Table B–75****File category 600: Personnel—general—Continued**

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and similar actions. Included are copies of reports reflecting personnel data about years of service, overall strengths, totals in MOS and grade, reenlistments and separations, average scores, Selection Board actions, eligibility for additional pay, temporary promotion eligibility, DA appointments, efficiency reporting, Army aviators in flight status, and similar personnel data.

**Disposition:**

a. Summarized trend reports and studies prepared in Office of the Deputy Chief of Staff for Personnel (ODCSPER): Permanent. PIF when no longer required for current operations and cut off at the end of that year.

b. Copies of reports from which summaries and studies are prepared: Destroy after 10 years.

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**FN:** 600i

**Title:** Military personnel auxiliary files

**Authority:** NN–166–204

**Privacy Act:** AO001bTAPC

**Description:** Documents maintained by HQDA, action offices, which concern the military service of the individual. Included in the file for each individual are forms, letters, and related documents.

**Disposition:** Destroy after 1 year.

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**FN:** 600k

**Title:** Environmental support group case files

**Authority:** N1–AU–88–01

**Privacy Act:** AO001bTAPC

**Description:** Case files generated in response to requests for information submitted by the VA regional offices, private veterans organizations, and individual veterans. Requests are usually for tour of duty information to support a medical claim. Requests submitted by the VA usually include VA Form 21–4138 (Statement of Claim), and psychiatric reports. Responses generated by Environmental Support Group (ESG) usually include a cover letter summarizing findings and electrostatic copies of relevant documents, such as morning reports and unit histories.

**Disposition:** Destroy after 10 years. Cut off after 1 year and retire to a FRC.

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**FN:** 600m

**Title:** battalion tracking study

**Authority:** N1–AU–88–04

**Privacy Act:** AO001bTAPC

**Description:** Study tracks daily location of U.S. Army battalions, down to the company level, in Vietnam. Study supports Center for Disease Control (CDC) requirements to research, abstract, and maintain in automated format for CDC information from military records relating to potential exposure of U.S. Army personnel to herbicide spray.

**Disposition:**

a. Master file and historical data tapes: Permanent. Record dates: 1984–1987. Transfer a copy to National Archives immediately.

b. Input data tapes and paper records:

(1) Hard copy battalion tracking records without corresponding ADP tapes: Permanent. Record dates: 1984–1987. Transfer to National Archives with master file tapes.

(2) All other paper records and input data tapes: Destroy after 5 years, or when no longer needed by agency, whichever is sooner.

c. Output data and reports: Destroy when no longer needed by the agency.

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**FN:** 600n

**Title:** Vietnam experience/Agent Orange study

**Authority:** NN–AU–88–04

**Privacy Act:** AO001bTAPC

**Description:** Study tracks location of 23,000 U.S. Army military personnel in Vietnam. Study supports requirements by Congress and CDC to research, abstract, and maintain information for CDC from U.S. military records.

**Disposition:**

a. Master file and historical data tapes: Permanent. Record dates: 1984–1987. Transfer a copy to National Archives immediately.

b. Input data tapes and paper records: Destroy after 5 years, or when no longer needed by agency, whichever is sooner.

c. Output data and reports: Destroy when no longer needed by the agency.

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**Table B-75****File category 600: Personnel—general—Continued**

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d. Systems documentation: Permanent. Record dates: 1984-1987. Transfer a copy to National Archives with master file transfer.

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**FN:** 600-8a**Title:** Individual personnel changes**Authority:** NC1-AU-80-41**Privacy Act:** AO600-8bTAPC**Description:** Documents prepared for reporting a change to and updating the data processing activity file. Included are punched cards, DA Forms 3815, and related information.**Disposition:** Dispose of in CFA in accordance with DA Pam600-8-series.

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**FN:** 600-8b**Title:** Personnel information system reports**Authority:** NC1-AU-80-41**Privacy Act:** A0600-8bTAPC and A0600-8DARP**Description:** Computer generated reports pertaining to strength accounting, organizational and personnel recordkeeping, information exchange with other automated systems, command and staff reporting designed for use by the functional manager, personnel manager, and data analysts (but not including the Personnel Strength Zero Balance Report, SIDPERS C-27).**Disposition:** Dispose of in CFA in accordance with DA Pam600-8-series.

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**FN:** 600-8c**Title:** Personnel strength zero balance reports**Authority:** N1-AU-91-1**Privacy Act:** A0600-8bTAPC and A0600-8DAPE**Description:** This report (SIDPERS C-27) is a product of the SIDPERS. It replaced the Morning Report which was phased out beginning in 1973. SIDPERS is an integral part of the Army's Personnel Information System. The two major functions of the C-27 Report are for strength accounting and to correct duty status of each member of the Army on the last day of each month. Only the SIDPERS C-27 Report will be maintained and retired under this FN after "reconciliation" by the unit.**Disposition:**

a. Personnel Automation Section: The C-27, P01 reports, and monthly certification will be cut off annually or when the reported unit or activity is reduced to zero strength; held 1 year in RHA (or CFA if no RHA is available); and retired to the NPRC with the next regular shipment. Destroy 75 years after cutoff.

b. All other offices: Unit: Destroy after receipt of next copy. Battalion S1 or equivalent: Destroy after 1 year.

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**FN:** 600-8e**Title:** Transmittal letters**Authority:** GRS 23, Item 4b**Privacy Act:** Not applicable.**Description:** Information used as control instruments in the transmission to USAFAC and acknowledgment of receipt by USAFAC of original vouchers, substantiating JUMPS pay documents and schedules, allotment forms, and other information that supports, substantiates, or otherwise affects a person's pay.**Disposition:**

a. JUMPS Active Army: Destroy after 60 days.

b. JUMPS-RC (ARNG/USAR): Destroy after 6 months.

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**FN:** 600-8f**Title:** Separation statistics**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting statistical data on Army separations (including retirements). Included are listings, printouts, message reports (such as MILPC-5), and similar information.**Disposition:**

a. Office with Army-wide responsibility: Destroy in CFA after 20 years.

b. Other offices: Destroy after 2 years.

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**FN:** 600-8g**Title:** Personnel control facilities**Authority:** NC1-AU-77-142**Privacy Act:** Not applicable.**Description:** Documents gathered at DA and major command

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**Table B-75****File category 600: Personnel—general—Continued**

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headquarters on the operations of personnel control facilities from their establishment until their closure. Included are evaluations, statistical reports, feasibility studies to determine establishment or closure, and related information.

**Disposition:**

a. HQDA: Permanent.

b. Major command headquarters: Destroy 15 years after close of personnel control facility.

---

**FN:** 600-8-1a**Title:** Casualty cases**Authority:** To be determined.**Privacy Act:** A0600-8-1cTAPC**Description:** Documents relating to individual casualties. They are accumulated by casualty reporting activities and by the HQDA office which has staff responsibility for processing casualties. Included are copies of casualty reports and messages, notifications to next-of-kin, and related information.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 600-8-1b**Title:** Casualty evidence**Authority:** To be determined.**Privacy Act:** A0600-8-1cTAPC**Description:** Documents related to missing persons boards and boards of inquest, and documents reflecting the status or possible information concerning casualties. Included are reports and related documents.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 600-8-1c**Title:** Casualty compilations**Authority:** II-NN-3357**Privacy Act:** A0600-8-1cTAPC**Description:** Documents which summarize or extract specific information from the casualty statistical data card files. Included are listings, print-outs, and related documents.**Disposition:**

a. Office performing Army-wide responsibility: Permanent.

b. Other offices: Destroy when no longer needed for reference.

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**FN:** 600-8-1d**Title:** Casualty statistics**Authority:** II-NN-3357**Privacy Act:** Not applicable.**Description:** Documents related to the casualty reporting system, which provide the source for casualty compilations. Included are punched cards and related documents.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 600-8-1e**Title:** Emergency data**Authority:** To be determined.**Privacy Act:** A0600-8-1aTAPC**Description:** Documents executed by military personnel which provide essential emergency information, such as next-of-kin, designation of person to be notified in case of emergency, and individuals entitled to survivor benefits. Included are forms, letters, and related documents.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 600-8-1f**Title:** Individual U.S. PW/CI/detainee files**Authority:** NC1-AU-82-25**Privacy Act:** A0600-8-1cTAPC**Description:** Documents on the internment and treatment of individual U.S. prisoner of war (PW), civilian internee (CI), or detainee by foreign powers. Included are—

a. Personnel jackets containing reports of injury, escape, apprehension, location, punishment, and death.

b. Records of impounded personal effects and U.S. currency.

c. Related records on individual U.S. PW/CI/detainee.

Note: These files are kept by the U.S. Prisoner of War Information Center and U.S. Prisoner of War Information Center Branch.

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**Table B-75****File category 600: Personnel—general—Continued**

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**Disposition:** After notice of death, or return to U.S. Government control, files of PWs, CIs, and detainees employed by the U.S. Government will be sent to the custodian of the person's official personnel folder.

**FN:** 600-8-1g

**Title:** U.S. PW/CI/detainee rosters

**Authority:** NC1-AU-82-25

**Privacy Act:** A0600-8-1cTAPC

**Description:** Documents identifying PWs, CIs, and detainees captured or interned by, or in custody of, foreign powers. Included are master machine printouts, master punch cards, and master magnetic tapes.

**Disposition:** Permanent.

**FN:** 600-8-1h

**Title:** U.S. PW/CI/detainee status inquiries

**Authority:** NC1-AU-82-25

**Privacy Act:** A0600-8-1cTAPC

**Description:** Inquiries requesting information on the status of U.S. PWs, CIs, and detainees. Inquiries are received from next-of-kin, Government agencies, the Protecting Powers, International Committee of the Red Cross, and other interested agencies.

**Disposition:** Permanent.

**FN:** 600-8-1i

**Title:** U.S. PW/MIA/detainee intelligence

**Authority:** NC1-AU-82-25

**Privacy Act:** A0600-8-1cTAPC

**Description:** Documents relating to and containing information about DA personnel who have been designated Missing in Action (MIA) or recovered from hostile control and debriefed for intelligence or counterintelligence information. Included are reports and related documents.

**Disposition:** Permanent.

**FN:** 600-8-1j

**Title:** Line of duty files

**Authority:** NN-166-204

**Privacy Act:** A0600-8-1bTAPC

**Description:** Documents related to determining line of duty status and investigating incidents concerning individual members of the Army requiring line of duty determination. Included are statements of medical examination and duty status, reports of investigation, line of duty and misconduct status, notifications of findings, and similar information.

**Disposition:** Destroy after 5 years.

**FN:** 600-8-1k

**Title:** Personal effects cases

**Authority:** II-NNA-977

**Privacy Act:** A0600-8-1cTAPC

**Description:** Documents relating to the receipt, inventory, and disposition of the personal effects of an individual and of Government property which was in his or her possession, and of lost or unclaimed baggage of an individual or groups of individuals. Included are inventories of effects, certificates of removal of prohibited items from baggage, lists of miscellaneous collections, tally sheets, shipping lists, indexes, and related information.

**Disposition:** Destroy 2 years after disposition of effects. However, when connected with casualties from armed conflict, destroy 2 years after cessation of the conflict, or destroy 2 years after disposition of effects, whichever is later.

**FN:** 600-8-1m

**Title:** Individual deceased personnel files

**Authority:** NC1-AU-82-10

**Privacy Act:** Not applicable.

**Description:** Information on caring for the remains of decedents, relating to death, recovery or nonrecovery, identification or nonidentification, preparation and disposition, funeral arrangements, burial locations, military honors, contacts with next-of-kin, and similar information. Although mostly related to military personnel, this description includes similar information created by the Army as a result of handling any phase of the disposition of remains of dependents, civilian employees, or other persons.

**Disposition:**

a. Office performing Army-wide responsibility: Destroy after 75 years.

b. Temporary overseas cemeteries: Retain in CFA at installation until

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**Table B-75****File category 600: Personnel—general—Continued**

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discontinuance. Upon discontinuance of installation, forward to the Commander, U.S. Total Army Personnel Command, Casualty and Memorial Affairs Operations Center (TAPC-PE) who will destroy when no longer needed for current operations.

c. Other offices: Destroy after 5 years.

**FN:** 600-8-1n

**Title:** Cemetery interment files

**Authority:** NC1-81-25

**Privacy Act:** Not applicable

**Description:** Information relating to the permanent interment of a decedent. Included are cemetery retained copies of DA Form 2122 (Record of Interment), transit permit, headstone data, agreement for burial, if applicable, information containing pertinent data concerning each decedent, and similar information.

**Disposition:** Destroy when no longer needed for current operations. Keep in CFA.

**FN:** 600-8-2a

**Title:** Personnel action suspense reports

**Authority:** N1-AU-89-18

**Privacy Act:** AO640-10aTAPC

**Description:** Information on suspension of favorable personnel actions under AR 600-8-2. This information is maintained by the custodian of the DA Form 201 (Military Personnel Records Jacket) but in a separate, restricted access file and consists of DA Form 268 (Report of Suspension of Favorable Personnel Actions), related correspondence, references, sources of control, and similar information. Consult AR 600-8-2 for specific maintenance instructions.

**Disposition:**

a. DA Form 268: Destroy 1 year after close of case.

b. Other information: Destroy 90 days after close of case.

**FN:** 600-8-2b

**Title:** Flagging system management

**Authority:** N1-AU-89-17

**Privacy Act:** AO640-8bTAPC and AO640-10aTAPC

**Description:** Documents accumulated in a separate restricted access area of the flagged records work center pertaining to the management of the flagging system. Included are SIDPERS reports AAC-C03, Weekly Report of AWOL's By Name, and AAC-C95, Suspension of Favorable Personnel Actions Roster, DA Forms 3813, SIDPERS Control Data — Personnel/Organization Change, copies of DA Form 268, and related documents.

**Disposition:** Destroy 1 month after completion of reviews and actions.

**FN:** 600-8-3a

**Title:** Postal personnel designations

**Authority:** NC1-AU-77-166

**Privacy Act:** A065TAPC

**Description:** Information designating military postal clerks, custodians of postal effects (COPEs), unit mail clerks, and official mail control officers. Included are copies of designating and relieving special orders, oaths of office and appointment affidavits, and related information.

**Disposition:** Destroy 2 years after termination of designation.

**FN:** 600-8-3b

**Title:** Postal losses and shortages

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the recording, reporting, and investigation of losses and shortages of postage stamps, stamped paper, and funds derived from their sale, losses or shortages of money order forms or funds, and losses or destruction of mail, including delay, accident, occurrence, or depreciation (theft and/or rifling) involving mail. Included are radio reports containing facts surrounding the loss or shortage, investigation progress reports, final investigation reports, records or postal claims, records of lost or rifled mail, and related information.

**Disposition:**

a. Office performing Army-wide responsibility: Destroy 3 years after completion of the investigation.

b. Other offices and TOE units: Destroy 1 year after completion of the investigation.

**FN:** 600-8-3c

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**Table B-75****File category 600: Personnel—general—Continued**

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**Title:** Postal activity inspections and audits**Authority:** II-NNA-1028**Privacy Act:** Not applicable.**Description:** Information relating to the inspection and audit of military post offices, unit mail rooms, and other locations preparing official mail. Included are reports, inspection checklists, and related information.**Disposition:**

- a. Military post office: Destroy after 2 years.
  - b. Unit mailroom: Destroy after 1 year.
- 

**FN:** 600-8-3d**Title:** Postal directory sources**Authority:** NN-166-204**Privacy Act:** AO065TAPC and AO001DAPE**Description:** Information used in the preparation and maintenance of postal directory cards. Included are copies of orders, memorandums, admission and disposition sheets, and similar information.**Disposition:** Destroy on accomplishment of the necessary posting to the locator cards.

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**FN:** 600-8-3e**Title:** Postal directories**Authority:** NC1-77-173**Privacy Act:** AO065TAPC and AO001DAPE**Description:** Information used in maintaining a locator system to facilitate the delivery of mail to individuals.**Disposition:**

- a. Destroy information on permanent party personnel 1 year after departure of the individual.
  - b. Destroy information on other personnel 3 months after departure of the individual.
- 

**FN:** 600-8-3f**Title:** Standing delivery orders**Authority:** NN-166-204**Privacy Act:** AO065DAPC**Description:** Information used by individuals to authorize representatives to pick up their mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.**Disposition:** Destroy 3 years after termination of designation or issuance of revised standing delivery order.

---

**FN:** 600-8-3g**Title:** Post office accountable mail receipts**Authority:** NC1-AU-79-63**Privacy Act:** Not applicable.**Description:** Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail. Included are DD Form 434 (Record of Accountable Mail), POD Form 3883 (Firm Delivery Book Record Registered, Certified, and Numbered Insured), and POD Form 3877 (Firm Mailing Book).**Disposition:** Destroy after 2 years.

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**FN:** 600-8-3h**Title:** Mail call and hours of collection files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** DD 1115 (Mail Call) and DD Form 1116 (Hours of Collection) or comparable forms.**Disposition:** Destroy when obsolete or when they served their purpose.

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**FN:** 600-8-3i**Title:** Unit mail clerk's receipts**Authority:** NN-166-204**Privacy Act:** AO65TAPC**Description:** Information used by unit mail clerks to receipt for funds for money orders, stamps, and stamp paper when it is impracticable for individuals personally to make purchases. Included are unit mail clerk's receipts for funds and purchase record forms.**Disposition:** Destroy after 2 years.

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**FN:** 600-8-3j**Title:** Postal lockbox assignments**Authority:** NN-166-204**Privacy Act:** AO065TAPC

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**Table B-75****File category 600: Personnel—general—Continued**

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**Description:** Information used to record the assignment of individually assigned postal lockboxes. Place in inactive file upon termination of assignment.**Disposition:** Destroy upon reassignment of lockbox.

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**FN:** 600-8-3k**Title:** Mail distribution schemes**Authority:** NC1-AU-78-97**Privacy Act:** Not applicable.**Description:** Mail distribution schemes and data listing Army post offices which serve units and organizations.**Disposition:**

- a. Publishing headquarters: Destroy in CFA 5 years after supersession or obsolescence.
  - b. Postal activities: Destroy on receipt of revised distributing data.
- 

**FN:** 600-8-3m**Title:** Mail routing guides**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information prepared to facilitate mail delivery, reduce routing errors, and to aid in training new routing clerks. Included are cards, manuals, indexes, and similar information used as mail routing guides.**Disposition:** Destroy on supersession or obsolescence, except that background information relating to the guide will be destroyed after 2 years.

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**FN:** 600-8-3n**Title:** Mail key controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Forms indicating the serial number of each rotary and latch key issued by COPEs to responsible individuals, date of receipts, current location, and signature of responsible individual.**Disposition:** Destroy after all keys listed have been returned to the Custodian of Postal Effects (COPE).

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**FN:** 600-8-3p**Title:** Delivery service controls**Authority:** GRS 12, Item 6a**Privacy Act:** Not applicable.**Description:** Records of receipt and routing of items delivered to unit mailrooms by private delivery companies.**Disposition:** Destroy after 1 year.

---

**FN:** 600-8-3q**Title:** Postal activity reports**Authority:** NC1-AU-83-56**Privacy Act:** Not applicable.**Description:** Reports containing data on postal activity. Included are reports pertaining to the Military Automated Mail Accounting System, Postal Activity Reporting System, and related information.**Disposition:**

- a. Office performing Army-wide responsibility:
    - (1) MAMAS: Destroy after 3 years.
    - (2) PARS: Destroy after 2 years.
  - b. Other offices and TOE units: Destroy after 2 years.
- 

**FN:** 600-8-3r**Title:** Foreign postal agreements**Authority:** NC1-AU-78-13**Privacy Act:** Not applicable.**Description:** Information relating to agreements with foreign governments concerning the establishment of military postal services, the conduct of military postal operations, receipt and dispatch of Expeditionary Force Messages (EFM), and other postal matters. Included are signed agreements, changes thereto, and related information.**Disposition:**

- a. Office of overseas commands responsible for concluding the agreements: Permanent. Retire 2 years after termination of agreement.
  - b. Other offices: Destroy on termination of the agreement or on discontinuance, as applicable.
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**FN:** 600-8-3s

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**Table B-75****File category 600: Personnel—general—Continued**

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**Title:** APO establishment files**Authority:** NC1-AU-78-98**Privacy Act:** Not applicable.**Description:** Information reflecting the establishment, opening, relocation, reclassification, discontinuance, and closing of Army post offices (APOs) and APO units. Included are requests for such action containing justification data and other information, notification of opening APOs, statements regarding APOs held in reserve, and related information.**Disposition:**

- a. Office performing Army-wide responsibility: Destroy 6 years after discontinuance of the APO.
  - b. Other offices: Destroy 2 years after discontinuance of the APO or APO unit.
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**FN:** 600-8-3t**Title:** Postal service authorizations**Authority:** NN-166-204**Privacy Act:** AO065TAPC**Description:** Information relating to authorization for nonentitled individuals or organizations to use Army postal services. Included are requests for authorization, approvals, disapprovals, and related information.**Disposition:** Destroy 1 year after disapproval, or 1 year after termination of authorization, as applicable.

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**FN:** 600-8-3u**Title:** Mail carrier irregularity files**Authority:** GRS 12, Item 8**Privacy Act:** Not applicable.**Description:** Information reflecting carrier's irregularities in the handling, documenting, or routing of mail. Included are copies of reports of irregular handling of mail and related information.**Disposition:** Destroy in CFA after 3 years.

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**FN:** 600-8-3v**Title:** Unit locator**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used by installation postal officers to maintain a current record of units at the installation and those inactivated, redesignated, or departed within the previous 2 years.**Disposition:** Destroy after 2 years.

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**FN:** 600-8-3w (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 600-8-3x**Title:** Mail manifests**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to manifest mail shipments between postal activities.**Disposition:** Destroy after 2 years.

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**FN:** 600-8-3y**Title:** EFM processing files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated by Army postal activities from processing EFM for delivery to the communications services. Included are forms reflecting exchange of EFM coupons between postal activities, records used to ensure issuance of coupons in numerical sequence, receipts for coupons and funds, periodic counts or verification of funds, and related papers and similar information accumulated as a result of local procedures.**Disposition:** Destroy after 2 years.

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**FN:** 600-8-3z**Title:** Mail controls**Authority:** NN-166-204**Privacy Act:** Not applicable.

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**Table B-75****File category 600: Personnel—general—Continued**

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**Description:** Information relating to the control of incoming and outgoing mail. Included are routine suspense slips, delivery receipts, and similar information.**Disposition:** Destroy after 3 months.

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**FN:** 600-8-3aa**Title:** Accountable equipment files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained by COPEs which are required to account for the receipt, control, repair and turn-in of equipment. Included are equipment requisitions, supplies and equipment receipts, and related information.**Disposition:** Destroy on receipt of revised or updated accountable equipment records, or 6 months after reclassification from operating APO to mail-address-only APO, or on closing or discontinuance, whichever is first.

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**FN:** 600-8-3bb**Title:** U.S. Postal Service accountable mail files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail by military postal activities. Included are POD Form 3883 (Firm Delivery Book Record—Registered, Certified, and Numbered Insured), POD Form 3805 (Window Registration Book), and POD Form 3877 (Firm Mailing Book). Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.**Disposition:** Overseas military post offices: Destroy after 2 years under the direct supervision of the postal officer. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance of an operating APO, forward files to the accountable postmaster.

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**FN:** 600-8-3cc**Title:** Money order account files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, issue, and payment of money orders. Included are requisitions, invoices, issuance control forms, money order business reports and supporting information, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on discontinuance or disbandment of the postal activity.**Disposition:** Overseas military post offices: Destroy after 2 years. On closing or discontinuance of APO financial units, forward financial unit files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance, forward COPE's consolidated holding area or overseas records center as appropriate, and destroy files maintained by or for APO financial units.

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**FN:** 600-8-3dd**Title:** Postage stamp stock accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, control, and sale of stamps, stamp paper, and metered postage. Included are fixed credit receipts, stamp stock requisitions, records of receipt and issue, destruction certificates, records of collection through postage meter machines, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.

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**Table B-75****File category 600: Personnel—general—Continued**

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**Disposition:** Overseas military post office: Destroy after 2 years, except that fixed credit receipts will be delivered to the responsible individual when properly relieved of his or her fixed credit. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail address only APO, or on closing or discontinuance, forward files, including APO financial unit files, to the accountable postmaster.

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**FN:** 600-9a**Title:** Weight controls**Authority:** NC1-AU-83-24**Privacy Act:** AO640-10aTAPC

**Description:** Documents accumulated at the unit level in administration of the Army weight control program. Included are requests for preliminary medical evaluation, results of examination by medical activity, notifications by commander to individual soldier and responses thereto, records of re-examination, certification by commander that individual has met requirements of the program, and similar information.

**Disposition:**

- a. File in MPRJ upon transfer or separation of the individual.
- b. File in MPRJ per AR 640-10 upon satisfactory completion of program by the individual.
- c. Retain in unit files as active during period that individual is in the program.

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**FN:** 600-19a**Title:** Quality of life administrative files**Authority:** NC1-AU-85-15**Privacy Act:** Not applicable.

**Description:** Information accumulated at the installation office that oversees administration of the Quality of Life minimum standards outlined in DA Pam600-19. Included is oversight information on the minimum standard for each listed function, facility, or activity. Not included is detailed information on the operations and administration of each of the functions, facilities, or activities, such information will be filed under the appropriate MARKS number.

**Disposition:** Destroy when no longer needed for current operations.

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**FN:** 600-20a**Title:** EO reports**Authority:** GRS 1, Item 25f**Privacy Act:** Not applicable.

**Description:** Information reflecting activities and conditions related to equal opportunity (EO) for military personnel. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices and TOE units: Destroy after 2 years.

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**FN:** 600-20b**Title:** EO surveys**Authority:** GRS 1, Item 26d**Privacy Act:** Not applicable.

**Description:** Surveys on implementation and effectiveness of equal opportunity programs. Included are reviews, appraisals, recommendations, final survey reports, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 7 years.
- b. Other offices and TOE units: Destroy after 2 years.

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**FN:** 600-20c**Title:** EO complaint cases**Authority:** GRS 1, Item 25a**Privacy Act:** A0690-600SAMR

**Description:** Information reflecting complaints of personnel concerning EO. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 4 years after final resolution of case.
- b. Other offices and TOE units: Destroy 2 years after final resolution of case.

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**Table B-75****File category 600: Personnel—general—Continued**

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**FN:** 600-25a**Title:** Funeral support reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Annual reports compiled to reflect funeral support rendered at the installation level. Included are reports indicating number of requests for funeral support received, number of honors provided, personnel costs and dollar costs, impact assessments on accomplishment of installation primary mission, and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
- b. Reporting installations: Destroy after 2 years.

---

**FN:** 600-25b**Title:** U.S. visitor files**Authority:** NN-166-204**Privacy Act:** AO001aTAPC

**Description:** Information accumulated in controlling, administering, and facilitating visits of U.S. personnel to Army installations. Included are requests to visit, information on social and billeting arrangements made and honors rendered, meetings and demonstrations scheduled and conducted, and similar information.

**Disposition:** Destroy after 2 years.

---

**FN:** 600-25c**Title:** Ceremonies**Authority:** NC1-AU-79-16**Privacy Act:** A0600-25MDW

**Description:** Information on conduct of ceremonies by the Army or on Army participation in ceremonies conducted by other organizations. Included are such ceremonies as retirements, funerals, reviews, honor guards, parades, displays, exhibits, fairs, observance of local and national holidays, and comparable activities. The files consist of copies of ceremonial and parade orders, drawings indicating formations or order of march, group instructions, request for Army participation or assistance, authorizations for troop participation, parachute jumps, equipment drops, participation in events of national or international nature, events that need coordination with other Services and Government agencies, and coordinating actions and related information.

**Disposition:**

- a. Office having Army-wide responsibility:
  - (1) Historically important ceremonies: Permanent.
  - (2) Other ceremonies: Destroy after 5 years.
- b. Other offices: Destroy after 2 years or when no longer needed for current operations, whichever is later.

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**FN:** 600-37a**Title:** Suitability evaluation boards**Authority:** NC1-AU-81-23**Privacy Act:** AO600-37aDAPE

**Description:** Documents related to the Department of the Army Suitability Evaluation Board at HQDA and suitability evaluation boards at the MACOM level. Included in each case file are applications, case summaries of board findings, conclusions and recommendations, advisory opinions to the Army Board for Correction of Military Records, and related information.

**Disposition:** Destroy after 20 years in CFA.

---

**FN:** 600-38a**Title:** Meal card management files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents used in the receipt, issue, and control of meal cards. Included are DA Forms 4809-R (Meal Card Control Registers) meal card control logs, notifications of lost or stolen meal cards, and similar information.

**Disposition:**

- a. Active Army:
  - (1) Meal Card Control Registers and control logs: Destroy 1 year after filled or otherwise rendered inactive.
  - (2) Correspondence on lost or stolen meal cards: Destroy after 2 years.
  - (3) Other records: Destroy after 6 months.
- b. Reserve Components: Destroy after 1 year.

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**FN:** 600-46a

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**Table B-75****File category 600: Personnel—general—Continued**

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**Title:** Military personnel surveys**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable**Description:** Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
- b. Summaries and conclusions of the surveys: Permanent.
- c. Other files: Destroy when essential data have been extracted.
- d. Reporting offices and TOE units: Destroy on completion of the survey.

**FN:** 600-47a**Title:** Defense related employment reports**Authority:** NN-172-206**Privacy Act:** OPM/GOVT1 and AO001DAPE**Description:** Information related to recording and reporting Defense related employment of former and retired military officers, certain civilian employees as defined in AR 600-47, and former civilian officers and employees of defense contractors presently employed by the U.S. Army. Included are DOD and Defense related employment reports, DD Form 1787 (Report of DOD and Defense Related Employment), listings of present or former employees of defense contractors, and similar information.**Disposition:**

- a. Office of the Adjutant General (OTAG): Destroy after 3 years.
- b. Other offices: Destroy after 1 year.

**FN:** 600-50b**Title:** Employment and financial interest statements**Authority:** GRS 1, Item 24**Privacy Act:** OPM/GOVT-4**Description:** Information showing Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under AR 600-50. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related information.**Disposition:** Destroy 6 years after separation, retirement, reassignment, or death of the person. Destroy control lists when superseded or obsolete.**FN:** 600-50c**Title:** Ethics in Government financial disclosure statements**Authority:** NC1-AU-79-76**Privacy Act:** OPM/GOVT-4**Description:** Information pertaining to individual DA employees required to file under the Ethics in Government Act of 1978, Public Law (PL)95-521. Each file is maintained by employee name and includes SF 278(Financial Disclosure Statement for Executive Branch Personnel); SF 278A(Financial Disclosure Statement); official position description;disqualification statements, if applicable; and similar information.**Disposition:**

- a. Records on individuals filing per section 201b, PL 95-521 and not subsequently confirmed by the U.S. Senate: Destroy 1 year after nominee ceased being under Senate consideration for appointment.
- b. Other records: Destroy after 6 years, except that information needed in an on-going investigation will not be destroyed until completion of the investigation.

**FN:** 600-50d**Title:** Ethics in Government controls**Authority:** NC1-79-76**Privacy Act:** Not applicable.**Description:** Information accumulated pursuant to the Ethics in Government Act of 1978, PL 95-521. Included are DOD and DA directives, correspondence involving extensions, transmittal of forms, public releases, and similar information.

Note: Financial disclosure statements will be filed under FN 600-50c.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for current operations.**FN:** 600-55a

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**Table B-75****File category 600: Personnel—general—Continued**

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**Title:** Operator's examination and qualification records**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** DA Form 348 (Equipment Operator's Qualification Record, Except Aircraft) and driver tests and examinations.**Disposition:**

- a. Operator Qualification Record: Transfer with MPRJ or OPF, as applicable.
- b. Tests and examinations: Destroy after recording on applicable qualification record.

**FN:** 600-55b**Title:** Equipment operation permits**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** Documents used to authorize individuals to operate Government equipment.**Disposition:** Destroy 3 years from date of issue or when revoked by proper authority, whichever occurs first.**FN:** 600-55c**Title:** Equipment operator permit registers**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** Registers or comparable documents used to account for equipment operator permits used.**Disposition:** Destroy 3 years after the last entry on the page or in the bound book.**FN:** 600-61a**Title:** Personnel management assistance visits**Authority:** NC1-AU-80-41**Privacy Act:** Not applicable.**Description:** Documents relating to having and reporting on personnel management assistance (PERMAS) visits. Included are notifications of assistance, worksheets, draft reports, final reports, and related documents.**Disposition:**

- a. Report of visit: Destroy 2 years after next PERMAS visit.
- b. Other documents: Destroy after next PERMAS visit.

**FN:** 600-85a**Title:** Alcohol and drug abuse management files**Authority:** NC1-AU-79-6**Privacy Act:** Not applicable.**Description:** Information reflecting implementation and status of the Alcohol and Drug Abuse Program. Included are reports, lessons learned, and other information relating to prevention, identification treatment, rehabilitation, evaluation, and research and development.**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
- b. Other offices and TOE units: Destroy after 2 years.

**FN:** 600-85b**Title:** Alcohol and drug abuse statistics**Authority:** NC1-AU-80-43**Privacy Act:** Not applicable.**Description:** Information reflecting statistics related to the Alcohol and Drug Abuse Program. Included are compilations and related information.**Disposition:**

- a. Office having Army-wide responsibility and OTSG:
  - (1) Consolidated reports: Permanent.
  - (2) Feeder reports: Destroy after 5 years.
- b. Other offices and TOE units: Destroy when no longer needed for current operations.

**FN:** 600-85c**Title:** Alcohol and Drug Intervention Council (ADIC) meetings**Authority:** NN-172-187**Privacy Act:** Not applicable.**Description:** Information related to periodic meetings of interservice command or installation Alcohol and Drug Intervention Councils. Included are notices,agenda, minutes and reports of meetings, and similar information.**Disposition:** Destroy after 6 years.

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**Table B-75****File category 600: Personnel—general—Continued**

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**FN:** 600-85d**Title:** Alcohol and drug abuse rehabilitation**Authority:** NC1-AU-83-18**Privacy Act:** A0600-85DAPE

**Description:** Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). They accumulate at ADAPCP clinics throughout the Army. Included are results of biochemical urinalysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition.

**Disposition:** Destroy 5 years after—

a. Patients terminated participation in any ADAPCP track or

b. Decision not to enroll a screened referral into the ADAPCP, except:

(1) All medical consultation and laboratory slips pertaining to active duty military clients will be forwarded to the custodian of the service member's health record for inclusion therein.

(2) Upon permanent change of station (PCS), the patient's ADAPCP medical record will be forwarded to the gaining installation alcohol and drug control officer.

(3) If individual patient records are a part of a current research or program evaluation project, they may be retained until no longer needed provided all patient identifying data are expunged, and that all patient records are destroyed 2 years from completion of the research program or program evaluation project.

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**FN:** 600-85e**Title:** Alcohol and drug abuse sample prescreening report files**Authority:** To be determined.**Privacy Act:** A0600-85DAPE

**Description:** Copies of DA Form 5180-R (Urinalysis Custody and Report Record) and related documents, pertaining to urinalysis sample prescreening tests. These records are maintained by installation activities authorized to perform such tests.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 600-200a**Title:** MOS classification board proceedings**Authority:** NN-166-204**Privacy Act:** AO600-200TAPC

**Description:** Documents relating to evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction or discharge, where readjustment or reclassification is indicated because of mental, physical or emotional instability, psychiatric reasons, or inefficiency. Included are proceedings of MOS classification boards and related information.

**Disposition:** Destroy after 2 years.

---

**FN:** 600-200b**Title:** Promotion eligibility rosters**Authority:** NN-166-204**Privacy Act:** A0600-200TAPC

**Description:** Documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 600-200c**Title:** Centralized and semi-centralized selection board reporting files**Authority:** NC1-AU-78-63**Privacy Act:** A0600-200TAPC

**Description:** Documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

**Disposition:**

a. Office having Army-wide responsibility: Permanent. Cut off annually. Retire to WNRC after 5 years in CFA.

b. Other offices and TOE units: Destroy after 2 years.

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**FN:** 600-200d**Title:** Promotion eligibility determinations**Authority:** NN-166-204**Privacy Act:** A0600-200TAPC

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**Table B-75****File category 600: Personnel—general—Continued**

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**Description:** Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.

**Disposition:** Destroy after 1 year.

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**FN:** 600-200e**Title:** Enlisted promotions**Authority:** N1-AU-86-1**Privacy Act:** A0600-200TAPC

**Description:** Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion or advancement rosters (AAC-COI Report), computations for sergeant, specialist 4, and lower rank advancements, approved or disapproved requests, promotion or advancement instructions, and similar or related information.

**Disposition:** Destroy 1 year after completion of action.

---

**FN:** 600-200f**Title:** Reductions in grade**Authority:** NN-166-204**Privacy Act:** A0600-200TAPC

**Description:** Documents related to disapproving recommendations for reduction in grade of enlisted personnel. Included are disapproved requests and similar or related documents.

**Disposition:** Destroy after 3 months.

---

**FN:** 600-290a**Title:** Passport files**Authority:** NN-166-204**Privacy Act:** A0055-355bDALO

**Description:** Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.

**Disposition:**

a. U.S. Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 will be destroyed after 1 year.

b. Other offices: Destroy after 1 year.

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**Table B-76****File category 600: Personnel—general—rescinded FNs**

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**FN:** 600a**Title:** Office personnel registers**Use:** FN 1y

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**FN:** 600b**Title:** Office personnel locator**Use:** FN 1z

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**FN:** 600c**Title:** Military job descriptions**Use:** FN 1bb

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**FN:** 600d**Title:** Military temporary duty travel**Use:** FN 1hh

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**FN:** 600e**Title:** Office military personnel files**Use:** FN 1ii

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**FN:** 600j**Title:** Office general personnel files—military**Use:** FN 1w

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**FN:** 600-8d**Title:** Personnel Data Cards**Use:** Retire PDCs to NPRC

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**FN:** 600-10a**Title:** Casualty cases**Use:** FN 600-8-1a

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**FN:** 600-10b**Title:** Casualty evidence

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**Table B-76****File category 600: Personnel—general—rescinded  
FNs—Continued**

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**Use:** FN 600-8-1b**FN:** 600-10c**Title:** Casualty compilations**Use:** FN 600-8-1c**FN:** 600-10d**Title:** Casualty statistics**Use:** FN 600-8-1d**FN:** 600-10e**Title:** Emergency data**Use:** FN 600-8-1e**FN:** 600-10f**Title:** Individual U.S. PW/CI/detainee files**Use:** FN 600-8-1f**FN:** 600-10g**Title:** U.S. PW/CI/detainee rosters**Use:** FN 600-8-1g**FN:** 600-10h**Title:** U.S. PW/CI/detainee status inquiries**Use:** FN 600-8-1h**FN:** 600-10i**Title:** U.S. PW/MIA/detainee intelligence**Use:** FN 600-8-1i**FN:** 600-21a**Title:** EO reports**Use:** FN 600-20a**FN:** 600-21b**Title:** EO surveys**Use:** FN 600-20b**FN:** 600-21c**Title:** EO complaint cases**Use:** FN 600-20c**FN:** 600-31a**Title:** Personnel action suspense reports**Use:** FN 600-8-2a**FN:** 600-33a**Title:** Line of duty files**Use:** FN 600-8-1j**FN:** 600-50a**Title:** Office standards of conduct files**Use:** FN 1ff

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**B-66. File category 601: Personnel procurement***a. Prescribing directives.*

(1) AR 601-25, Delay in Reporting for and Exemption from Active Duty, Initial and Active Duty Training, and Reserve Forces Duty.

(2) AR 601-50, Appointment of Temporary Officers in the Army of the United States Upon Mobilization.

(3) AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army.

(4) AR 601-141, U.S. Army Health Professions Scholarship Program.

(5) AR 601-208, Recruiting/Reenlistment Advertising Program.

(6) AR 601-210, Regular Army and Army Reserve Enlistment Program.

(7) AR 601-222, Armed Services Institutional Vocational Testing Program.

(8) AR 601-270, Military Entrance Processing Stations (MEPS).

(9) AR 601-280, Total Army Retention Program.

*b. Description.* These records concern appointment of officer personnel, enlistment and re-enlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army. See table B-77.

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**Table B-77****File category 601: Personnel procurement**

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**FN:** 601**Title:** General personnel procurement correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel procurement which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel procurement that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 601a**Title:** Military personnel procurement statistics**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable.**Description:** Documents on furnishing or consolidating statistical information on military personnel procurement programs. Included are reports and similar information.**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated statistics: Permanent.

(2) Field reports: Destroy after 5 years.

(3) Interim reports: Destroy after 6 months.

b. Intermediate offices: Destroy after 3 years.

c. Reporting agencies: Destroy after 2 years.

**FN:** 601b**Title:** Military personnel procurement plans**Authority:** NC1-AU-75-31**Privacy Act:** Not applicable.**Description:** Documents relating to the establishment or changing of the basic concepts for obtaining personnel to meet requirements for the Regular Army and Reserve Components, through universal military training, recruiting, reenlistment, or other means. Included are approved plans, disapproved plans, changes to plans, coordination documents, and similar documents.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 5 years.

**FN:** 601c**Title:** Military personnel procurement quotas**Authority:** NN-166-204**Privacy Act:** Not applicable**Description:** Documents reflecting the establishment and assignment of quotas or allocations for induction, enlistment, appointment, officer candidate courses, ROTC, USMA, or similar source of actual or potential military personnel. Included are estimated quota requirements, assigned quotas, and similar documents.**Disposition:**

a. Establishing offices: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

**FN:** 601-25a

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**Table B-77****File category 601: Personnel procurement—Continued**

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**Title:** Delay board proceedings**Authority:** NN-166-204**Privacy Act:** AO640DARP**Description:** Documents relating to delay in orders to active duty of Army Reserve personnel. Included are applications for delay or renewal thereof, copies of orders appointing delay and appeal boards, board proceedings, and related documents.**Disposition:** Destroy 6 months after the individual reports for active duty. However, when the active duty orders pertaining to an individual retained in the Ready Reserve are revoked, the files will be destroyed when the individual is ordered to active duty and complies with such orders, is discharged from the Army Reserve, is transferred to the Standby Reserve Inactive Status List, or transferred to the Retired Reserve.

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**FN:** 601-50a**Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents related to verifying the eligibility of individuals for appointment as temporary officers in the Army of the United States upon mobilization. Included are letters, reports, designations, and similar documents.**Disposition:** Destroy after 2 years.

---

**FN:** 601-100a**Title:** Appointment applications**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents reflecting the application of the individual, the consideration, and acceptance or rejection thereof. Included are applications, requests for waivers, recommendations, evaluation reports, rating sheets, test papers, interview sheets, notifications, and similar information.**Disposition:** Destroy after 1 year.

---

**FN:** 601-100b**Title:** Appointment selection boards**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents reflecting determinations made by boards for selecting or rejecting applicants for appointment. Included are board proceedings listing individuals selected or rejected and related information.**Disposition:** Destroy after 3 years.

---

**FN:** 601-100c**Title:** Appointment lists**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and related information.**Disposition:** Destroy after 2 years.

---

**FN:** 601-100d**Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents related to verifying the eligibility of individuals for appointment as commissioned and warrant officers in the Regular Army. Included are letters, reports, designations, and similar documents.**Disposition:** Destroy after 2 years.

---

**FN:** 601-141a**Title:** Health professional registrant files**Authority:** NC1-AU-81-62**Privacy Act:** A0601-141DASG**Description:** Documents related to the processing of doctors of medicine, osteopathy, dentistry, veterinary medicine, and other allied specialists who are liable for military training and service under the Selective Service Act. These include those accepting Reserve commissions and those who refuse or are not qualified for appointment. Included are reports of medical examination and history, qualification determination reports, correspondence on classification, physical status, availability for active duty, and similar matters.

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**Table B-77****File category 601: Personnel procurement—Continued**

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**Disposition:**

a. During registration, but not full mobilization: Destroy 1 year after registrant reaches maximum draft age.

b. Files remaining after order to active duty and acceptance of commission in Army Reserve: Destroy after 1 year.

c. Files on individuals found not qualified for appointment during mobilization: Return to Selective Service Region or its local office.

---

**FN:** 601-208a**Title:** Recruiting publicity campaigns**Authority:** NC1-AU-78-12**Privacy Act:** Not applicable.**Description:** Documents related to determining types of publicity media to be used and to develop publicity or promotion campaigns, including liaison with local committees to stimulate volunteer entry or reentry into military service. Included are letters, minutes of meetings, and related documents.**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

---

**FN:** 601-208b**Title:** Recruiting advertising media**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to the creation and production of specific radio and television advertising programs used in recruiting campaigns. Included are copies of posters, still pictures, motion pictures, and related documents.**Disposition:** Destroy after 5 years.

---

**FN:** 601-210a**Title:** Active recruiting prospect files**Authority:** NC1-AU-79-73**Privacy Act:** AO601-210DAPE**Description:** Documents reflecting individuals who are prospects for enlistment. Included are active recruiting prospect cards.**Disposition:** Place in recruiting enlistee files (FN 601-210b) on enlistment of individual or place in terminated recruiting prospect files (FN601-210c) when individual is no longer considered a prospect for enlistment.

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**FN:** 601-210b**Title:** Recruiting enlistee files**Authority:** NN-166-204**Privacy Act:** AO601-210DAPE**Description:** Recruiting prospect cards reflecting recruiting prospects who have been enlisted.**Disposition:** Destroy in CFA 3 months after expiration term of service (ETS) of initial enlistment.

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**FN:** 601-210c**Title:** Terminated recruiting prospect files**Authority:** NN-166-204**Privacy Act:** AO601-210DAOE**Description:** Recruiting prospect cards reflecting individuals who have not been enlisted and are no longer considered prospects for enlistment.**Disposition:** Review and destroy at the end of each calendar year. (Review is made by area supervisor.)

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**FN:** 601-210d**Title:** Recruiting centers of influence**Authority:** NN-166-204**Privacy Act:** A0601-210DAPE**Description:** Documents reflecting information such as names of individuals, establishments, Selective Service Boards and radio or television stations. Included are center of influence cards and related documents.**Disposition:** Destroy when obsolete or no longer needed.

---

**FN:** 601-210e**Title:** Recruiter Impropriety (RI) investigations**Authority:** NC1-AU-83-23**Privacy Act:** AO601-210bUSAREC**Description:** Documents created in reviewing and investigating allegations of, and taking corrective action or disciplinary action on,

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**Table B-77****File category 601: Personnel procurement—Continued**

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recruiter irregularities and improprieties. Included are allegation documents, investigative reports and actions thereon, and related papers.

**Disposition:** Destroy 2 years after last action.

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**FN:** 601-210f

**Title:** Enlistment contracts

**Authority:** NC1-AU-80-41

**Privacy Act:** AO601-210DAPE

**Description:** Documents reflecting individuals who have enlisted in the Armed Forces of the United States or who have had their enlistments voided while in the Delayed Entry Program (DEP). These documents are maintained by the District Recruiting Commands. In the former case, documents will include triplicate copies of DD Form 4 (Enlistment Contract—Armed Forces of the United States) and supplements thereto. In cases of DEP voided enlistments, the documents will include, as a minimum, the DD Form 1966, DD Form 4, DA Form 3286 series and appropriate addendums, the SF 88, SF 93, and consultation sheets when applicable, copies of approved waivers with supporting documents, DD Form 1304.12K, copy of cancellation of REQUEST reservation, and copies of the authority for voiding the enlistment.

**Disposition:** Destroy after 1 year.

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**FN:** 601-210g

**Title:** Inquiry and eligibility files

**Authority:** N1-AU-88-11

**Privacy Act:** AO601-210aDAPE

**Description:** Documents related to verifying the eligibility of individuals for enlistment in the Regular Army and the USAR. Included are letters, reports, and similar documents.

**Disposition:** Destroy after 7 years.

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**FN:** 601-210h

**Title:** Unfulfilled and erroneous enlistment contracts

**Authority:** NC1-AU-82-01

**Privacy Act:** AO601-210aDAPE

**Description:** These records are created when a soldier claims that the commitments made upon enlistment were erroneous or have not been fulfilled. Records are created at the field level and case files are forwarded to the U.S. Total Army Personnel Command (PERSCOM) for determinations and pursuit of alternative options. Included are requests from field commanders for determination of whether or not enlistment commitment was erroneous or cannot be fulfilled, requests for waivers of low mental test scores, requests for assistance in coordinating alternate options, determinations by CG, PERSCOM, and similar information.

**Disposition:**

a. CG, PERSCOM: Destroy 1 year after term of contract involved.

b. Other offices: Use FN 640a.

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**FN:** 601-210i

**Title:** Recruiting Station Management Files

**Authority:** NN-166-204

**Privacy Act:** Not Applicable.

**Description:** Documents used to facilitate, control, or supervise the performance of a specific function, process, or action of recruiting prospects as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunctions, process, or action with which they are used. Included are feeder reports, working papers and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action, DEP logs, processing logs, station workplans, and the planning guide.

**Disposition:** Destroy 15 months after completion of action or when no longer needed for current operations, whichever is earliest.

---

**FN:** 601-222a

**Title:** Test material accountability

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents accumulated from accounting for each test booklet and scoring key. Included are test booklet and scoring key ledger sheets, reports of investigation concerning loss, and related information.

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**Table B-77****File category 601: Personnel procurement—Continued**

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**Disposition:** Destroy 1 year after all booklets or scoring keys listed thereon have been destroyed.

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**FN:** 601-222b

**Title:** Test score transmittals

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used in transmitting test scores to custodians of personnel records, to selection and evaluation boards, and other agencies authorized to receive test scores. Included are copies of correspondence and related information.

**Disposition:** Destroy after 1 year.

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**FN:** 601-222c

**Title:** Test material destruction files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting destruction of such testing materials as test manuals, test booklets, scoring keys, answer sheets, and similar items. Included are destruction certificates and related information.

**Disposition:** Destroy after 2 years.

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**FN:** 601-222d

**Title:** Qualification test answers

**Authority:** NC-AU-75-39

**Privacy Act:** 601-210aUSAREC

**Description:** Documents relating to mental qualification tests administered to applicants for enlistment and registrants. Included are scored answer sheets or booklets pertaining to the Armed Forces Qualification Test, Armed Forces women's selection test, terminal screening, non-language qualification test, Army Qualification Battery, Women's Army Classification Battery, and similar tests.

**Disposition:** Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded per AR601-270).

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**FN:** 601-222e

**Title:** Test development

**Authority:** NC1-AU-79-21

**Privacy Act:** Not applicable.

**Description:** Information reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and related information. This includes information accumulated for continuous evaluation and analysis for management improvement of Army-wide test programs, such as background data on test development, establishment, and procedures, coordination with other agencies, and similar information.

**Disposition:**

a. Development: Office responsible for developing test: Permanent. PIF upon discontinuance of test and cut off at the end of that year.

b. Other offices: Destroy after 2 years.

c. Background data: Destroy 25 years after test is discontinued.

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**FN:** 601-222f

**Title:** Test material inventories

**Authority:** NC-AU-75-38

**Privacy Act:** Not applicable.

**Description:** Documents resulting from daily inventories and examinations of test booklets and scoring keys in current use and other periodic inventories taken of all accountable test materials. Included are daily inventory sheets, periodic inventory papers, and related documents.

**Disposition:**

a. U.S. Military Enlistment Processing Command: Destroy 1 month after approval of semi-annual inventory.

b. Other offices: Destroy after 1 year.

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**FN:** 601-222g

**Title:** Test material stock controls

**Authority:** NC-AU-75-37

**Privacy Act:** Not applicable.

**Description:** Documents reflecting the balance of test booklets and scoring keys on hand. Included are forms used for test booklet and scoring key running inventories.

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**Table B-77****File category 601: Personnel procurement—Continued**

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**Disposition:** Destroy after 1 year.**FN:** 601-222h**Title:** Specimen test materials**Authority:** NC-AU-75-33**Privacy Act:** Not applicable.**Description:** Documents accumulated by the office having Army-wide responsibility. Files are used for research, reference, and study. Included are specimen sets and extra copies of current and obsolete Army personnel test materials, such as test manuals, test booklets, answer sheets, and scoring devices.**Disposition:** Destroy when no longer needed for reference.**FN:** 601-270a**Title:** Examination/enlistment files**Authority:** NC1-AU-83-52**Privacy Act:** 601-210aUSAREC**Description:** Information about examining individuals for military service. Included are consent forms, reports of medical prescreening and examination, aptitude scores, and other related records, reports, and correspondence.**Disposition:** Destroy when no longer needed for current operations.**FN:** 601-270b**Title:** Entrance examinations (Rescinded; use FN 40-400s).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 601-270c**Title:** Registrant examination summary reports (Rescinded; use FN40-400t).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 601-280a**Title:** Reenlistment eligibility**Authority:** NN-166-204**Privacy Act:** A0601-280bTAPC and A0635-5TAPC**Description:** Documents used for determining reenlistment eligibility of enlisted personnel. Included are DA Form 1315 (Reenlistment Data), containing entries transferred from personnel records, additional documentation of interviews, remarks by the commander, and similar information.**Disposition:** Forward with MPRJ per AR 601-280 and AR 640-10. Destroy on reenlistment of individual.**FN:** 601-280b**Title:** Bar to Reenlistment files**Authority:** NN-166-204**Privacy Act:** A0601-280aTAPC**Description:** Documents related to evaluating a service member for possible denial of reenlistment. Included are DA Form 4126-R (Bar to Reenlistment) evaluations, recommendations, commanders' certifications, suspensions of bars to reenlistment, reviews, documentation of withdrawal of bar to reenlistment, and similar information.**Disposition:**

- a. Approved certificate to bar reenlistment and approved recommendation to withdraw bar to reenlistment: File in "permanent" section of MPRJ per AR 601-280 and AR 640-10.
- b. Bar to reenlistment certificates for which total withdrawal has been approved: Remove from MPRJ and destroy.

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**B-67. File category 602: Man-materiel systems***a. Prescribing directives*

- (1) AR 602-1, Human Factors Engineering Program.
- (2) AR 602-2, Manpower and Personnel Integration (MANPRINT) in the Materiel Acquisition Process.

*b. Description.* These records concern policies, procedures, and

standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering, computer assisted instruction, devices for personnel testing, interviewing, and training, automated physical examinations, and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention. See table B-78.

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**Table B-78****File category 602: Man-materiel systems**

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**FN:** 602**Title:** General man-materiel systems correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to man-materiel systems which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to man-materiel systems that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 602-1a**Title:** Human factors cases**Authority:** NN-166-204**Privacy Act:** A0602DAPE-ARI**Description:** Information relative to the conduct or technical supervision of individual human factors study projects. Included are project proposals and approvals, study reports, preliminary evaluations of the reports, and similar information.**Disposition:**

- a. Project office and offices of project advisory committee chairman: Permanent. Cut off annually, or PIF on completion of evaluation and cut off at the end of that year.
- b. Offices of project advisory group members: Destroy 2 years after completion of the study.

**FN:** 602-1b**Title:** Agency work programs**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information reflecting statements of human factors research tasks which have been approved for execution. They are accumulated by agencies sponsoring or conducting human factors research. Included are agency work programs and communications directly related to the work program.**Disposition:** Destroy after 5 years.**FN:** 602-1c**Title:** Study report distribution**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the distribution of human factors study reports. Included are distribution lists, requests for reports, and transmittal letters.**Disposition:** Destroy after 2 years or on supersession, as applicable.**FN:** 602-2a**Title:** MANPRINT program files**Authority:** N1-AU-90-8**Privacy Act:** Not applicable.**Description:** Information created during the materiel acquisition

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**Table B-78****File category 602: Man-materiel systems—Continued**

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process for developmental, non-developmental, and product improvement programs which relate to MANPRINT. Included are system MANPRINT management plan, training requirements analysis, new equipment training plan, human factors engineering analysis, and health hazard assessments.

**Disposition:**

- a. Office of the Project Manager: Permanent. Place with project management plans under FN 70-17a and retire accordingly on removal of the item or system from project management control.  
b. Other offices: Destroy 1 year after system is fielded.
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**B-68. File category 604: Personnel security clearance**

- a. *Prescribing directives.* None.  
b. *Description.* None. This file category is rescinded. Files will be assigned to the FNs listed in table B-79.
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**Table B-79****File category 604: Personnel security clearance—rescinded FNs**

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**FN:** 604**Title:** General personnel security correspondence files**Use:** FN 380**FN:** 604-5a**Title:** Security clearance information**Use:** FN 380-67a**FN:** 604-5b**Title:** Position sensitive files**Use:** FN 380-67b**FN:** 604-5c**Title:** Personnel security inspections and surveys**Use:** FN 380-67c**FN:** 604-5d**Title:** Information access files**Use:** FN 1h**B-69. File category 608: Personal affairs**

- a. *Prescribing directives.*
- (1) AR 608-1, Army Community Service Program.
  - (2) AR 608-2, Servicemen's Group Life Insurance (SGLI), Veteran's Group Life Insurance (VGLI); United States Government Life Insurance (USGLI) and National Service Life Insurance (NSLI).
  - (3) AR 608-4, Control and Registration of War Trophies and War Trophy Firearms.
  - (4) AR 608-8, Mortgage Insurance for Service Members.
  - (5) AR 608-9, The Survivor Benefit Plan (SBP).
  - (6) AR 608-10, Child Development Services.
  - (7) AR 608-15, The Army Savings Program.
  - (8) AR 608-18, The Army Family Advocacy Program.
  - (9) AR 608-20, Voting by Personnel of the Armed Forces.
  - (10) AR 608-25, Retirement Services Program.
- b. *Description.* These records relate to matters of personal concern to the soldier, his or her dependents, and the community, such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific series. See table B-80.
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**Table B-80****File category 608: Personal affairs**

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**FN:** 608**Title:** General personal affairs correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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**Table B-80****File category 608: Personal affairs—Continued**

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a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personal affairs which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to personal affairs that are received for information only, on which no action is required. This includes cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

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a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

**FN:** 608a**Title:** Personal affairs cases**Authority:** NN-166-204**Privacy Act:** A0608-10CFSC, A0608aCFSC, A0608TAPC, and A0608bCFSC

**Description:** Documents related to answering personal affairs inquiries in specific cases, investigating specific requests, providing general information based on prior policies or determinations, or routing cases to proper channels. Included are documents reflecting matters such as election of contingency options, social security, savings, bonds, insurance, taxes, family assistance, survivor assistance, naturalization and citizenship, marriage, voting, and other civil duties and responsibilities.

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: Destroy after 2 years.

**FN:** 608b**Title:** Personal affairs reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents reflecting the status of a personal affairs program or phases of the program. Included are letters, forms, and related documents.

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: Destroy after 2 years.

**FN:** 608-1a**Title:** Army Community Service (ACS) program**Authority:** NN-166-204**Privacy Act:** A0608bCFSC

**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see FN 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponenty); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are—

a. Volunteer agreements.

b. Volunteer time cards.

c. Volunteer service records.

d. ACS program reports and summaries.

e. Installation fact sheets.

f. Summary listing of facilities for the handicapped.

g. Lending closet property files.

h. ACS registration cards.

i. Program facility reports, and USDA and Title XX agreement and

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**Table B-80****File category 608: Personal affairs—Continued**

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management files.

j. Similar documents and information.

:

a. For a above: Destroy on completion of new agreement or termination of volunteer status.

b. For b above: Return to volunteer after entry on permanent service record.

c. For c above: Return to volunteer upon transfer or separation.

d. For d above:

(1) Office requiring report (HQDA): Destroy summary and analysis reports in CFA after 5 years, and destroy feeder reports on extraction of data.

(2) MACOM and installation ACS centers: Destroy after 2 years.

e. For e and f above: Destroy on supersession or obsolescence.

f. For g above: Use descriptions and dispositions for FN 710 series.

g. For h above: Destroy on transfer, separation, or retirement of individual.

h. For i above: Destroy in CFA after 3 years.

i. For j above: Destroy when no longer needed for current operations.

**FN:** 608-1b

**Title:** ACS case management and intake files

**Authority:** NN-166-204

**Privacy Act:** A0608bCFSC

**Description:** All personal affairs case files, such as budget counseling, family, and individual counseling files.

: Destroy 2 years after case closure.

**FN:** 608-1c

**Title:** Family advocacy case management team files (Rescinded; use FN608-18a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

: Not applicable.

**FN:** 608-2a

**Title:** Veterans Administration insurance files

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents related to preparing claims for waiver of premiums because of disability and reporting dates applicant was returned to duty or separated from the service. Included are VA Forms 29-357 (Claim for Disability Insurance Benefits) and related documents.

: Destroy after 2 years.

**FN:** 608-4a

**Title:** Trophy firearms registrations

**Authority:** NC1-AU-83-27

**Privacy Act:** A0608-4DAMO

**Description:** Information on the retention and registration of firearms secured by persons during armed conflicts. Included are retention authorizations, registration forms, directly related correspondence, and similar information.

:

a. Offices having Army-wide responsibility: Destroy after 56 years.

b. Other offices: Destroy after 3 years.

**FN:** 608-4b

**Title:** Trophy confiscations

**Authority:** II-NN-3358

**Privacy Act:** Not applicable.

**Description:** Information relating to the confiscation of war trophies shipped by military personnel, such as certificates of authorization for retention and return of trophy to the United States Bureau of Customs or military authorities, property turn-in slips, and related information.

: Destroy after 6 years.

**FN:** 608-8a

**Title:** FHA mortgage payment insurance files

**Authority:** NN-165-15

**Privacy Act:** A0037-202SAFM

**Description:** Information on the payment of Federal Housing Administration mortgage insurance premiums by DA for eligible members of the Army. Procedures and requirements for obtaining certificates of eligibility are contained in AR 608-8. Included are

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**Table B-80****File category 608: Personal affairs—Continued**

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certificates of eligibility, certificates of termination, premium notices, and related information.

: Destroy 10 years after final separation of the person.

**FN:** 608-9a

**Title:** Survivor Benefit Plan (SBP) application/declination files

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents accumulated in the processing of applications for (and declination of the Survivor Benefit Plan (SBP).

: Destroy after 1 year.

**FN:** 608-10a

**Title:** Child Development Services

**Authority:** N1-AU-87-14

**Privacy Act:** A0608-10CFSC

**Description:** Data or information required for the operation and assessment of all programs within the Army Child Development Services (CDS) Program. Included are:

a. Child records (except as indicated in b below).

b. Records of children who have had serious accidents, injuries, or unusual occurrences requiring emergency consultation or treatment.

c. Personnel records of center based employees. (This category does not include official personnel files of appropriated fund or nonappropriated fund employees, which are maintained under FNs 690-200a and 215-3a respectively).

d. Annual CDS program or facility reports.

e. USDA Child Food Program reports.

f. All other records.

:

a. For a above: Destroy 1 year after child no longer attends CDS operations.

b. For b above: Destroy 3 years after incident or 1 year after child no longer attends CDS operations, whichever is longer.

c. For c above: Destroy 3 years after termination of employment.

d. For d above: Destroy after 5 years.

e. For e above:

(1) Office with Army-wide responsibility, and major Army commands: Destroy after 5 years.

(2) Installations: Destroy 2 years after audit by USDA.

For f above: Destroy after 2 years.

**FN:** 608-15a

**Title:** Savings program reports

**Authority:** N1-AU-86-13

**Privacy Act:** Not applicable

**Description:** Information on reports and awards made in connection with the Army Savings Program and savings bonds. Included are reports, applications for awards, statistical data, approval and presentation letters, and related information.

:

a. Summary reports kept by USAFAC: Destroy after 10 years.

b. Other reports: Destroy after 2 years.

**FN:** 608-15b Not used.

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

: Not applicable.

**FN:** 608-15c

**Title:** Savings bond reports and reconciliations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Controls, reports, and reconciliation forms with related information pertaining to deductions and purchase of bonds. Included are quarterly reconciliations of bond balances with the Accounting Division, bond participation reports, and related information.

: Destroy after 3 years.

**FN:** 608-18a

**Title:** Family advocacy case management team files

**Authority:** NC1-AU-83-18

**Privacy Act:** A0040-66bDASG

**Description:** Documents relating to established or suspected cases of

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**Table B-80****File category 608: Personal affairs—Continued**

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child or spouse maltreatment under the provisions of the Army Family Advocacy Program (FAP). Included are DD Form 2486 (Child/Spouse Abuse Incident Report) Standard Form 600 (Chronological Record of Medical Care) social work assessment, case management summary, record of referral, extract of pertinent information from the military police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents. (Statistical compilations on case loads and trends and related interpretive studies will be maintained permanently by offices with Army-wide responsibility under FNs 25-30i or 25-30q, as applicable.)

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:

- a. Destroy when involved minor child is age 23.
- b. In case of spouse abuse: Destroy 5 years after the case is closed.
- c. Unfounded cases: Destroy upon a case determination of unfounded.

**FN:** 608-20a

**Title:** Soldier voting files

**Authority:** NN-16-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to soldier voting procedures. Included are reports, items for bulletins, correspondence, and related documents.

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: Destroy 1 year after election to which files relate.

**FN:** 608-25a

**Title:** Retirement services cases

**Authority:** NN-166-204

**Privacy Act:** AO608bCFSC

**Description:** Documents related to providing information and assistance to personnel who have retired. Included are correspondence and related documents.

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: Destroy after 1 year.

**FN:** 608-25b

**Title:** Retiree volunteer waivers of claims

**Authority:** NN-166-204

**Privacy Act:** AO608-25CFSC

**Description:** These files accumulate in Retirement Services Offices that sponsor retiree volunteer programs. The Retirement Services Officer is required to maintain a file of signed waiver of claim documents as prescribed in AR 608-25. Functions and activities of these volunteers will be determined by appropriate commanders and may include pre-retirement counseling, being an assistant retirement officer, employment, education, and training assistance, financial counseling, participation in the ACS program, and other similar appropriate activities.

---

: Destroy after 6 years.

**FN:** 608-25c

**Title:** Retired personnel locator

**Authority:** NN-166-204

**Privacy Act:** AO001DAPE

**Description:** Documents reflecting the location of retired military personnel. Included are microfilm, rosters, and related documents.

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: Destroy when superseded or obsolete.

**FN:** 608-25d

**Title:** Statement of employment

**Authority:** NN-166-204

**Privacy Act:** AO608-25CFSC

**Description:** Documents pertaining to avoidance of conflict of interest by retired Regular Army officers. These files are accumulated by HQDA. Included are statements of employment and related documents.

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: Destroy on death of individual.

**FN:** 608-25e

**Title:** Retirement services control cards

**Authority:** NN-166-204

**Privacy Act:** AO608-25CFSC

**Description:** Documents reflecting information on each individual being given pre-retirement counseling. Included are retirement services control cards and related documents.

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: Destroy 1 year after departure from the installation or retirement of the individual.

**FN:** 608-33a

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**Table B-80****File category 608: Personal affairs—Continued**

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**Title:** Individual U.S. PW/CI/detainee files (Rescinded; use FN600-8-1f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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: Not applicable.

**FN:** 608-33b

**Title:** U.S. PW/CI/detainee rosters (Rescinded; use FN 600-8-1g.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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: Not applicable.

**FN:** 608-33c

**Title:** U.S. PW/CI/detainee status inquiries (Rescinded; use FN600-8-1h.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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: Not applicable.

**FN:** 608-33d

**Title:** U.S. PW/MIA/detainee intelligence (Rescinded; use FN600-8-1i.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

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: Not applicable.

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**B-70. File category 611: Personnel selection and classification***a. Prescribing directives.*

(1) AR 611-1, Military Occupational Classification Structure Development and Implementation.

(2) AR 611-3, Army Occupational Survey Program (AOSP).

(3) AR 611-75, Selection, Qualifications, Rating and Disrating of Marine Divers.

(4) AR 611-110, Selection and Training of Army Aviation Officers.

(5) AR 611-201, Enlisted Career Management Fields and Military Occupational Specialties.

*b. Description.* These records concern methods and procedures for identifying skills and abilities of military personnel, testing, and awarding military occupational specialties for use in assignment to related duties and jobs. See table B-81.

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**Table B-81****File category 611: Personnel selection and classification**

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**FN:** 611

**Title:** General personnel selection and classification correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to personnel selection and classification which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to personnel selection and classification that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated

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**Table B-81****File category 611: Personnel selection and classification—Continued**

by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 611-1a**Title:** MOS information**Authority:** NC-AU-75-32**Privacy Act:** Not applicable.

**Description:** Documents used in developing and maintaining commissioned officers, warrant officers, and enlisted MOS structures that identify and describe military positions for Army-wide use, and establishing personnel qualifications to facilitate the selection, training, distribution, assignment, management, and professional development and use of personnel. Included are studies involving research, classification, job analysis, job evaluation, and similar data needed to design and improve existing occupational and personnel management methods, techniques, and systems.

**Disposition:**

- a. Office performing Army-wide responsibility: Destroy 2 years after cancellation of the related MOS.
- b. Other offices: Destroy when no longer needed for reference.

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**FN:** 611-1b**Title:** Military occupational specialty files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information related to developing, refining, and recommending new or revised MOS for personnel required to support new or changed Army field systems. The MOS recommendations provide the basis for implementation of new MOS, revisions to existing MOS, and deletion of existing MOS resulting from organizational and doctrinal changes, and new or modified equipment or weapons systems.

**Disposition:**

- a. Office responsible for recommending new or revised MOS: Destroy 2 years after DA approval or disapproval.
- b. Other offices: Destroy after 3 years.

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**FN:** 611-3a**Title:** Military personnel surveys**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable.

**Description:** Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar documents.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
- b. Summaries and conclusions of the surveys: Permanent.
- c. Other files: Destroy when essential data has been extracted.
- d. Reporting offices: Destroy on completion of the survey.

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**FN:** 611-75a**Title:** Diving records**Authority:** NC1-AU-84-25**Privacy Act:** Not applicable.

**Description:** Organizational or activity records of dives made by qualified divers. This record accumulates data for later analysis and serves as a source for later verification of dives made by an individual. Included are diving logs, diving log worksheets, and related information.

**Disposition:**

- a. Diving Logs: Destroy after 20 years.
- b. Diving logs worksheets and related information: Destroy when no longer needed for current operations.

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**FN:** 611-110a**Title:** Flight training applications**Authority:** NC1-AU-80-41**Privacy Act:** Not applicable.

**Description:** Information related to selecting Army officers, USMA cadets, ROTC cadets, and officer candidates for training leading to the award of an aeronautical rating of Army aviator. Included are

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**Table B-81****File category 611: Personnel selection and classification—Continued**

applications, preference statements, assignment orders or instructions, selection documents, and related information.

**Disposition:**

- a. RESTCOM: Destroy 1 year after transfer or separation of the individual.
- b. PERSCOM: Destroy after 3 years in CFA.

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**FN:** 611-201a**Title:** Military job descriptions**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents reflecting duties of military positions. Included are job descriptions and related documents.

**Disposition:** Destroy when superseded or obsolete.

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**B-71. File category 612: Personnel processing**

a. *Prescribing directive.* AR 612-201, Processing Procedures at U.S. Army Reception Battalions (RCS MILPC-MCRI).

b. *Description.* These records concern processing of military personnel upon entry into the service, in a training or temporarily unassigned status, upon assignment overseas and return, and for separation from the service. See table B-82.

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**Table B-82****File category 612: Personnel processing**

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**FN:** 612**Title:** General personnel processing correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel processing which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel processing that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 612-201a**Title:** Personnel processing activities reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents providing data for planning purposes, for reporting progress, and for evaluation of personnel processing procedures at personnel processing activities. Included are letters, forms, and similar information.

**Disposition:** Destroy after 2 years.

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**B-72. File category 614: Assignments, details, and transfers**

a. *Prescribing directives.*

- (1) AR 614-30, Overseas Service.
- (2) AR 614-100, Officers Assignment Policies, Details and Transfers.

(3) AR 614-115, (C) Military Intelligence Officer Excepted Career Program (U).

(4) AR 614-120, Interservice Transfer of Army Commissioned Officers on the Active Duty List.

(5) AR 614-162, Selection, Training, and Assignment of In-Service Officer Volunteers to Special Forces Organizations.

(6) AR 614-200, Selection of Enlisted Soldiers for Training and Assignment.

*b. Description.* These records concern length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the military services involving Army personnel and uniformed members of the other services. See table B-83.

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**Table B-83****File category 614: Assignments, details, and transfers**

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**FN:** 614

**Title:** General assignments, details, and transfers correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to assignments, details and transfers which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to assignments, details, and transfers that are received for information only, on which no action is required. This includes cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 614a

**Title:** Military personnel distribution controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to determining and effecting the actual distribution or redistribution of personnel. Included are notifications of allocations and levies, reports or rosters of personnel available, requirements (requisitions), distribution instructions, short shipments, and related documents.

**Disposition:** Destroy after 1 year.

---

**FN:** 614-30a

**Title:** Military personnel overseas assignments

**Authority:** NN-166-204

**Privacy Act:** A0614-30DAPE

**Description:** Documents related to assigning or reassigning specific officers, warrant officers, and enlisted personnel to overseas duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays, or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related documents.

Note: This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under FN 210-10a.

**Disposition:**

a. Destroy 1 year after transfer or separation of individual.

b. PERSCOM: Destroy after 3 years in CFA.

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**FN:** 614-100a

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**Table B-83****File category 614: Assignments, details, and transfers—Continued**

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**Title:** Officer/Warrant Officer assignments

**Authority:** NC1-AU-81-69

**Privacy Act:** AO640-10aTAPC

**Description:** Documents related to assigning or reassigning specific officers and warrant officers to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information.

**Disposition:**

a. Destroy 1 year after transfer or separation of individual.

b. PERSCOM: Destroy after 3 years in CFA.

---

**FN:** 614-100b

**Title:** Officer personnel assignment accessory files

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related information.

**Disposition:** Destroy when superseded, obsolete, or no longer needed.

---

**FN:** 614-100c

**Title:** Branch transfer requests

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Information relating to processing specific cases involving branch transfers. Included are requests, recommendations, coordination, and related information.

**Disposition:** Destroy after 1 year.

---

**FN:** 614-100d

**Title:** Branch detail requests

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents relating to processing specific cases involving branch details. Included are requests, applications, recommendations, coordination papers, and related documents.

**Disposition:** Destroy after 1 year.

---

**FN:** 614-115a

**Title:** Intelligence/CI operative files

**Authority:** N1-AU-88-05

**Privacy Act:** AO381-100aDAMI

**Description:** Information related to military personnel in the Military Intelligence Excepted Career Program.

**Disposition:** Destroy 15 years after release, separation, transfer, retirement, or resignation. Transfer to Investigative Records Repository after 5 years.

---

**FN:** 614-120a

**Title:** Interservice transfer files

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Information related to interservice transfer of Army commissioned officers. Included are requisitions, nominations, applications, and preference statements of individuals; assignment orders or instructions; deferments, delays, or restrictions; terminations or extensions thereof; and related information.

**Disposition:**

a. Destroy 1 year after transfer or separation of individual.

b. PERSCOM: Destroy after 3 years in CFA.

---

**FN:** 614-162a

**Title:** Special Forces volunteer applications

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Information related to assigning officers to Special Forces organizations. Included are nominations, applications and preference statements of individuals, assignment orders, deferments, delays or restrictions, terminations or extensions thereof, and related information.

**Disposition:**

a. Destroy 1 year after transfer or separation of the individual.

b. PERSCOM: Destroy after 3 years in CFA.

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**Table B-83****File category 614: Assignments, details, and transfers—Continued**

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**FN:** 614-200a**Title:** Eligibility determinations**Authority:** NN-166-204**Privacy Act:** AO640-10aTAPC**Description:** Documents related to determining eligibility of individuals for admission to USMA, officer candidate schools, Reserve Officers Training Program, or similar personnel programs. Included are approvals, disapprovals, waivers, and similar documents.**Disposition:** Destroy after 1 year.

---

**FN:** 614-200b**Title:** Enlisted assignments**Authority:** NC1-AU-80-41**Privacy Act:** AO640-10aTAPC**Description:** Documents related to assigning or reassigning specific enlisted persons to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information.**Note:** This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under FN 210-10a.**Disposition:**

- a. Destroy 1 year after transfer or separation of individual.
- b. PERSCOM: Destroy after 3 years in CFA.

---

**FN:** 614-200c**Title:** Enlisted personnel assignment accessory files**Authority:** NN-166-204**Privacy Act:** A0649-10aTAPC**Description:** Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related documents.**Disposition:** Destroy when superseded, obsolete, or no longer needed.

---

**B-73. File category 621: Education***a. Prescribing directives.*

- (1) AR 621-1, Training of Military Personnel at Civilian Institutions.

- (2) AR 621-5, Army Continuing Education System (ACES).

*b. Description.* These records concern the Army program to improve the general educational level of military personnel and to provide for nonmilitary opportunities, services, and scholarships, fellowships, and grants offered by civilian institutions. Training received in military schools (FN 351 series), and dependents' education (FN 352-series) is excluded. See table B-84.

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**Table B-84****File category 621: Education**

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**FN:** 621**Title:** General education correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to education which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

- b. NONACTION: Matters relating to education that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers,

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**Table B-84****File category 621: Education—Continued**

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duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 621-1a**Title:** Degree completion files**Authority:** NC1-AU-80-10**Privacy Act:** A0621-1DAPE**Description:** Information on the admission of Army students to civilian educational institutions to pursue degree programs. Included are requests for admission, statements and notices of acceptance, and related information.**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.

---

**FN:** 621-1b**Title:** Civilian school plans**Authority:** NN-166-204**Privacy Act:** A0621-1TAPC**Description:** Documents on the development and supervision of civilian schooling for military personnel. Included are planned requirements for such training, selection of schools and courses, arrangements for special noncatalog courses, program revisions, and related information.**Disposition:**

- a. Office having Army-wide responsibility:

- (1) Annual review of the Army's Civilian Education Program: Permanent.

- (2) All other records: Destroy after 15 years.

- b. Training agencies: Destroy after 5 years.

- c. USMA:

- (1) Paper originals: Destroy 2 years after verification that film meets requirements of 41 CFR 101-11.504 as adequate substitute for paper from a reference standpoint.

- (2) Microfilm: Permanent. Offer silver original and one diazo copy to USMA Archives when 20 years old, provided film has been verified as meeting requirements of 41 CFR 101-11.504.

- d. Other offices: Destroy after 2 years.

---

**FN:** 621-1c**Title:** Civilian school admissions**Authority:** NN-166-204**Privacy Act:** A0621-1DASG**Description:** Documents on the admission of Army students to civilian educational institutions. Included are requests for admission, statements and notices of acceptance, and related information.**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.

---

**FN:** 621-1d**Title:** Civilian school theses**Authority:** NN-163-44**Privacy Act:** Not applicable.**Description:** Theses prepared by military personnel enrolled in civilian educational institutions and forwarded to their training agencies.**Disposition:** Destroy after 10 years.

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**FN:** 621-5a**Title:** Educational development programs**Authority:** NN-166-204**Privacy Act:** A0621-1DAPE**Description:** Documents about administering the ACES. Included are program planning documents, documents relating to ACES subprograms, services and materials provided by the Defense Activity for Nontraditional Educational Support, communications with institutions and associations, enrollment applications, inventories of test materials, notifications of possible compromise of test materials and resulting investigations, and related information.**Disposition:**

- a. Office with Army-wide responsibility, and offices of major Army command headquarters: Destroy after 5 years.

- b. Other offices: Destroy after 2 years.

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**Table B-84****File category 621: Education—Continued**

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FN: 621-5b

**Title:** Basic Skills Education Program (BSEP) files**Authority:** NN-166-204**Privacy Act:** A0621-1DAPE**Description:** Information on individual soldiers accumulated under the BSEP. Included are DA Form 669 (Educational Development Record), evaluations, background documentation, and similar information.**Disposition:** On permanent change of station (PCS), forward with MPRJ; on separation, give to individual; on death, destroy.

FN: 621-5c

**Title:** ACES reports**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.**Description:** Documents on the types of courses, enrollments, funds expended, and other information pertaining to ACES. Included are recurring reports, extracted statistical and narrative data, and similar information.**Disposition:**

a. Offices having Army-wide responsibility:

(1) Consolidated reports: Permanent.

(2) Other reports: Destroy after 5 years.

b. Other offices: Destroy after 5 years.

FN: 621-5d (Not used)

**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 621-5e

**Title:** Individual educational development files**Authority:** NC1-AU-80-10**Privacy Act:** A0621-1DAPE**Description:** DA Form 669 (Educational Development Record) and related documents. PCS of individual: Forward record and its contents with the MPRJ.**Disposition:**

a. Separation of the individual: Withdraw and give record to individual.

b. Death of individual: Destroy on death of individual.

FN: 621-5f

**Title:** Army Apprenticeship Program**Authority:** To be determined.**Privacy Act:** To be determined.**Description:** Documents indicating training received by Army members enrolled in the Army Apprenticeship Program. Included are military training achievements, course attendance, completion records, diagnostic tests, composite course descriptions and scores recorded in transcript registry for each member, and similar information.

Note: Records of individuals re-enrolling in the program will be refiled in the active file.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**B-74. File category 623: Personnel evaluation***a. Prescribing directives.*

(1) AR 623-1, Academic Evaluation Reporting System.

(2) AR 623-105, Officer Evaluation Reporting System.

(3) AR 623-205, Enlisted Evaluation Reporting System.

*b. Description.* These records concern measuring the performance of military personnel in their duty assignments or as students through the use of evaluation reports, academic reports, and similar rating systems. See table B-85.

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**Table B-85****File category 623: Personnel evaluation**

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FN: 623

**Title:** General personnel evaluation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.

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**Table B-85****File category 623: Personnel evaluation—Continued**

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**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel evaluation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel evaluation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 623-1a

**Title:** Academic Evaluation Report appeals**Authority:** NC1-AU-81-8**Privacy Act:** A0600-37aDAPE**Description:** Information related to ODCSPER Special Review Board's consideration of Academic Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.**Disposition:** Destroy after 20 years in current files area.

FN: 623-105a

**Title:** Officer Evaluation Report appeals**Authority:** NC1-AU-81-8**Privacy Act:** A0600-37aDAPE**Description:** Documents related to ODCSPER Special Review Board's consideration of Officer Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.**Disposition:** Destroy after 20 years in current files area.

FN: 623-205a

**Title:** Enlisted Evaluation Report appeals**Authority:** N1-AU-87-18**Privacy Act:** A0600-37aDAPE**Description:** Information related to ODCSPER Special Review Board's consideration of Enlisted Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.**Disposition:** Destroy 20 years in current files area.

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**B-75. File category 624: Promotions***a. Prescribing directive.* AR 624-100, Promotions of Officers on Active Duty.*b. Description.* These records concern criteria relating to the promotion in grade of officer and warrant officer personnel. This includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists. See table B-86.

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**Table B-86****File category 624: Promotions**

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FN: 624

**Title:** General promotions correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.

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**Table B-86****File category 624: Promotions—Continued**

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**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to promotions which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to promotions that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN: 624-100a****Title:** Promotion eligibility rosters**Authority:** NN-166-204**Privacy Act:** AO640-10aTAPC**Description:** Documents relating to individuals eligible for consideration for promotion. Included are recommendations and similar or related information.**Disposition:** Destroy after 2 years.

---

**FN: 624-100b****Title:** Centralized and semi-centralized selection board reporting files**Authority:** NN-166-204**Privacy Act:** AO600-37-aDAPE**Description:** Documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.**Disposition:**

a. Office having Army-wide responsibility: Permanent. Cut off annually; retire to WNRC after 5 years in CFA.

b. Other offices: Destroy after 2 years.

---

**FN: 624-100c****Title:** Promotion eligibility determinations**Authority:** NC1-AU-78-63**Privacy Act:** A0600-37bDAPE**Description:** Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar information.**Disposition:** Destroy after 1 year.

---

**FN: 624-100d****Title:** Numerical promotion lists**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.**Disposition:** Destroy on separation of the individual, or when superseded or obsolete.

---

**FN: 624-100e****Title:** Nominations and confirmations**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable.**Description:** Documents reflecting officers nominated by the President for appointment or promotion in the Regular Army and officers whose nominations have been confirmed by the Senate. Included are rosters, lists, and similar or related documents.**Disposition:** Permanent.

---

**B-76. File category 630: Personnel absences***a. Prescribing directives.*

(1) AR 630-5, Leave and Passes.

(2) AR 630-10, Absence Without Leave and Desertion.

*b. Description.* These records concern leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; absences from regular duty or post with a pass; authorized administrative absence; or holiday. See table B-87.

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**Table B-87****File category 630: Personnel absences**

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**FN:** 630**Title:** General personnel absences correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel absences which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel absences that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN: 630-5a****Title:** Leave of absence files**Authority:** NN-166-204**Privacy Act:** To be determined.**Description:** Copies of DA Form 31 used in requesting and granting leave for military personnel.**Disposition:** Maintain on an FY basis. Destroy after 6 months.

---

**FN: 630-5b****Title:** Leave control logs**Authority:** NN-166-204**Privacy Act:** To be determined.**Description:** DA Form 4179-R, used to control absences from unit or activity, containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and similar information. Included are logs and similar documents.**Disposition:** Destroy after 1 FY.

---

**FN: 630-5c****Title:** Enlisted personnel passes**Authority:** NN-166-204**Privacy Act:** To be determined.**Description:** Documents authorizing enlisted personnel to be absent on other than leave.**Disposition:** Destroy upon return of the individual from pass, except when required as evidence in proceedings.

---

**FN: 630-10a****Title:** AWOL statistical reports**Authority:** NC1-AU-79-21**Privacy Act:** Not applicable.**Description:** Documents used to provide statistical data concerning military personnel absent without leave. Included are feeder reports, letters, forms, and related documents.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

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**Table B-87****File category 630: Personnel absences—Continued**

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b. Other offices and TOE units: Destroy after 1 year.

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**B-77. File category 633: Apprehension and confinement**

a. *Prescribing directives.* None.

b. *Description.* None. This file category is rescinded. Files will be established as shown in table B-88.

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**Table B-88****File category 633: Apprehension and confinement (Rescinded FNs)**

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**FN:** 633-51a

**Title:** Individual enemy CI files

**Use:** FN 190-57a

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**FN:** 633-51b

**Title:** Enemy CI general information

**Use:** FN 190-57b

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**FN:** 633-51c

**Title:** Enemy CI status inquiries

**Use:** FN 190-57c

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**FN:** 633-51d

**Title:** Enemy CI complaints and investigations

**Use:** FN 190-57d

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**FN:** 633-51e

**Title:** CI strength reports

**Use:** FN 190-57e

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**FN:** 633-51f

**Title:** Enemy CI rosters

**Use:** FN 190-57f

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**FN:** 633-51g

**Title:** Enemy CI property accounting files

**Use:** FN 190-57g

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**FN:** 633-51h

**Title:** Enemy CI educational media

**Use:** FN 190-57h

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**FN:** 633-51i

**Title:** Enemy CI noncontract labor

**Use:** FN 190-57i.)

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**FN:** 633-51j

**Title:** Enemy CI camp labor reports

**Use:** FN 190-57j

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**FN:** 633-51k

**Title:** Enemy CI payrolls

**Use:** FN 190-57k

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**FN:** 633-51m

**Title:** Enemy CI pay data subsidiary files

**Use:** FN 190-57m

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**FN:** 633-51n

**Title:** Enemy CI pay and allowances records

**Use:** FN 190-57n

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**B-78. File category 635: Personnel separations**

a. *Prescribing directives.*

(1) AR 635-5, Separation Documents.

(2) AR 635-40, Physical Evaluation for Retention, Retirement or Separation.

(3) AR 635-100, Officer Personnel.

(4) AR 635-200, Enlisted Personnel.

b. *Description.* These records concern separation of military personnel from the service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from

the rolls; types of discharge and reasons therefor; and physical evaluation of individuals for retention, separation, or retirement. See table B-89.

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**Table B-89****File category 635: Personnel separations**

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**FN:** 635

**Title:** General personnel separations correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel separations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to personnel separations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 635-5a

**Title:** Separation files

**Authority:** NN-166-204

**Privacy Act:** AO635-5/TAPC

**Description:** Copies of DD Form 214 (Certificate of Release or Discharge from Active Duty) not otherwise distributed by the Separation Transfer Activity. Included are copies of the form and related documents.

**Disposition:**

a. Copy Number 8: Destroy after 6 months.

b. All other copies: Destroy at conclusion of processing of the individual.

---

**FN:** 635-40a

**Title:** Temporary disability retirement lists

**Authority:** NN-166-204

**Privacy Act:** A0635-40TAPC

**Description:** Information relating to military personnel who have been placed on the TDRL and are examined at intervals pending final disposition. Information is maintained at HQDA. Included for each individual are medical board recommendations for retention or discharge, correspondence, and related information.

**Disposition:** Destroy 3 years after member is found physically fit, is separated, or is retired.

---

**FN:** 635-100a

**Title:** Individual retirement cases (officer)

**Authority:** NN-166-204

**Privacy Act:** A0608-25CFSC

**Description:** Documents related to processing of, and providing information and assistance to, officers and warrant officers planning to retire from active duty. Included are correspondence and related information.

**Disposition:** Destroy after 1 year.

---

**FN:** 635-100b

**Title:** Officer separation proceedings

**Authority:** NN-166-204

**Privacy Act:** A0635-200TAPC

**Description:** Information relating to release, discharge, and resignation of officers from active duty. Included are documents pertaining to individual RA, ARNG, and USAR officers separating by reason of convenience of the Government, dependency or hardship, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Also included are individual discharge cases, resignations, discharge board proceedings, notifications when administrative board is waived or not required and

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**Table B-89****File category 635: Personnel separations—Continued**

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entry level separations. Excluded are documents which are to be filed in OMPF or MPRJ.

**Disposition:**

- a. Information on individuals confined by foreign civil authorities: Destroy 2 years after execution of discharge.
  - b. Information on other individuals: Destroy after 2 years.
- 

**FN:** 635-200a**Title:** Discharge board proceedings**Authority:** NN-166-204**Privacy Act:** A0635-200TAPC

**Description:** Information about considering individual soldiers for separation by reason of convenience of the Government, dependency or hardship, defective enlistment or induction, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Included are individual discharge cases, excluded are documents which are to be filed in the OMPF or MPRJ.

**Disposition:**

- a. Information on individuals confined by foreign civil authorities: Destroy 2 years after execution of discharge.
  - b. Information on other individuals: Destroy after 2 years.
- 

**FN:** 635-200b**Title:** Individual retirement cases (enlisted)**Authority:** NN-166-204**Privacy Act:** A0608-25CFSC

**Description:** Documents related to the processing of, and providing information and assistance to, enlisted personnel planning to retire. Included are correspondence and related information.

**Disposition:** Destroy after 1 year.

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**B-79. File category 638: Deceased personnel**

a. *Prescribing directives.* AR 638-30, Graves Registration Organization and Functions in Support of Major Military Operations.

b. *Description.* These records concern responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. This includes disposition of personal effects of deceased personnel. See table B-90.

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**Table B-90****File category 638: Deceased personnel**

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**FN:** 638**Title:** General deceased personnel correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to deceased personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to deceased personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. **ACTION:** Destroy after 2 years.
  - b. **NONACTION:** Destroy when no longer needed for current operations.
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**Table B-90****File category 638: Deceased personnel—Continued**

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**FN:** 638-1a**Title:** Personal effects cases (Rescinded; use FN 600-8-1k.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable**Disposition:** Not applicable.**FN:** 638-30a**Title:** Burial registers**Authority:** NC-AU-75-30**Privacy Act:** Not applicable.

**Description:** Registers kept in cemeteries such as records of interments and reservations, and similar information on which are recorded the section, plot, and grave numbers; decedent's name, grade, or rating; date of interment or date reservation was made.

**Disposition:** Permanent. Retain at the installation until discontinuance, at which time they will be transferred to the overseas records center or retired to the WNRC, whichever is appropriate. However, original registers should be destroyed when all entries therein have been transcribed to a later register and the entries have been verified.

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**FN:** 638-30b**Title:** Cemetery visitors registers**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Registers kept at national or overseas military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

**Disposition:**

- a. National cemeteries: Destroy 3 months after date of last entry.
  - b. Temporary overseas cemeteries: Destroy 3 months after closing of cemetery.
  - c. Permanent overseas cemeteries: Destroy on transfer of the cemetery to the American Battle Monuments Commission.
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**FN:** 638-40a**Title:** Individual deceased personnel files (Rescinded; use FN600-8-1m.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 638-40b**Title:** Cemetery interment files (Rescinded; use FN 600-8-1n.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**B-80. File category 640: Personnel records and identification of individuals**

a. *Prescribing directives.*

- (1) AR 640-2-1, Personnel Qualification Records.
- (2) AR 640-3, Identification Cards, Tags, and Badges.
- (3) AR 640-10, Individual Military Personnel Records.

b. *Description.* These records concern initiation, transmittal, maintenance, and disposition of personnel files, documents authorized for inclusion in personnel files, location of military personnel records, and access to records by authorized individuals. Included are records on preparation, issue, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons. See table B-91.

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**Table B-91****File category 640: Personnel records and identification of individuals**

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**FN:** 640**Title:** General personnel records and identification of individuals' correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel records and identification of individuals which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel records and identification of individuals that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 640a**Title:** Informational personnel files**Authority:** NN-166-204**Privacy Act:** AO640TAPC

**Description:** Documents accumulated at various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of documents filed in the MPRJ; transmitting documents and documents reflecting duty assignments and appointments; changes in personnel data, leave authorizations, branch transfers and details; authorization for separate rations, quarters, or the wearing of civilian clothing; and related information.

**Disposition:** Destroy 1 year after transfer or separation of the individual.

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**FN:** 640b**Title:** Office military personnel files (Rescinded; use FN 1ii.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 640-2-1a**Title:** Status and personnel data**Authority:** II-NNA-782**Privacy Act:** AO640DARP

**Description:** Documents providing action offices with supplemental data or information concerning such matters as qualification, efficiency ratings, duty assignments, grade, date of rank, and similar information on individuals. Included are extracts from other personnel records and similar documents.

**Disposition:** Destroy on transfer or separation of individual when obsolete.

---

**FN:** 640-3a**Title:** Accident investigator card applications**Authority:** NN-170-4**Privacy Act:** AO190-21DACF

**Description:** Information reflecting applications for accident investigator identification cards. Included are copies of DA Form 428 (Application for Identification Card) and similar information.

**Disposition:** Destroy on surrender or replacement of card.

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**FN:** 640-3b**Title:** Military identification card applications**Authority:** NN-166-204**Privacy Act:** AO640-3CFSC

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**Table B-91****File category 640: Personnel records and identification of individuals—Continued**

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**Description:** Documents reflecting applications for military identification cards. Included are duplicate copies of DA Forms 428 and similar documents.

**Disposition:** Destroy after 1 year.

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**FN:** 640-3c**Title:** Identification card registers**Authority:** NN-166-204**Privacy Act:** AO640-3CFSC

**Description:** Documents used for maintaining accountability for military identification or privilege identification cards. Included are registers and similar documents.

**Disposition:** Destroy after 5 years. However, destroy bound registers 5 years after last entry.

---

**FN:** 640-3d**Title:** Identification card requisition documents**Authority:** NN-170-4**Privacy Act:** Not applicable.

**Description:** Documents used to requisition, request, or draw down stocks of blank identification cards submitted by an end-use activity.

**Disposition:** Destroy in CFA after 5 years.

---

**FN:** 640-3e**Title:** Privilege card applications**Authority:** NC1-AU-84-27**Privacy Act:** A0640-3CFSC

**Description:** Documents reflecting applications for privilege cards. Included are DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card) and similar documents.

**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 640-3f**Title:** Civilian identification card applications**Authority:** NN-170-4**Privacy Act:** A0640-3CFSC

**Description:** Information showing application for civilian identification cards. Included are DA Forms 428 and similar information.

**Disposition:** Destroy after 1 year.

---

**FN:** 640-3g**Title:** Civilian identification card accountability**Authority:** NN-170-4**Privacy Act:** A0640-3CFSC

**Description:** Information used to maintain accountability for civilian identification cards. Included are registers and similar information.

**Disposition:** Destroy 4 years after the last card number entered has been accounted for.

---

**FN:** 640-3h**Title:** Personnel identification instruments**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents related to devising or revising identification cards, tags, badges, or similar instruments of identification. Included are coordinating actions, artwork, and related documents.

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

---

**FN:** 640-3i**Title:** Identification cards**Authority:** NN-166-204**Privacy Act:** A0640-3CFSC

**Description:** Documents used by military personnel, their dependents, or other authorized personnel for establishing identity. Included are DD Forms 2A (Armed Forces Identification Card), DD Forms 1173 (Uniformed Services Identification and Privilege Card), and similar documents.

**Disposition:** Destroy when card is voided prior to issue, is replaced, or is no longer valid.

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**FN:** 640-3j**Title:** Abuse of privilege files**Authority:** NN-166-204**Privacy Act:** AO210-60SAFM and A0600-8-1bTAPC

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**Table B-91****File category 640: Personnel records and identification of individuals—Continued**

**Description:** Information relating to abuse of privileges, including (but not limited to) unauthorized resale of commodities, shoplifting, unauthorized access to activities, and misuse of privilege. Included are warning letters, temporary suspension of privileges letters, and related information and documentation.

**Disposition:** Destroy 6 months after reinstatement of privileges. Forward to gaining organization on transfer. Destroy on separation.

**FN:** 640-10a

**Title:** Military Personnel Records Jackets

**Authority:** NC1-AU-84-23

**Privacy Act:** A0640-10aTAPC

**Description:** Documents pertinent to the career and current assignment of the individual. The jacket accompanies the individual upon change in assignment or status. Documents in this file are restricted to those authorized for filing therein by AR 640-10.

**Disposition:** The maintenance, forwarding, and disposition of the DA Form 201 and its contents are governed by AR 640-10 and AR 635-10.

**FN:** 640-10b

**Title:** Official Military Personnel Folder (OMPF) files

**Authority:** NC1-AU-84-23 and NC1-AU-76-14

**Privacy Act:** A0640-10bTAPC and A0680-31aTAPC

**Description:** Basic documents relating to the career of each military member of the Army. During service this file provides basic documentation for HQDA. After completion of service, it contains historical documentation, including permanent records from the MPRJ. Documents placed in this record are limited to those authorized for filing therein by AR 640-10. The individual's efficiency file is included.

**Disposition:**

a. Transfer to U.S. Army Personnel Center (ARPERCEN) on separation of individual.

b. PERSCOM Machine Readable Records:

(1) Master files used for internal Army operations: Blank when no longer needed for current Army operations.

(2) Duplicate master files identified for permanent retention: In conjunction with HQDA (SAIS-PSP), transfer annually to the National Archives, after verification of data, along with appropriate file layouts and code books.

**FN:** 640-10c

**Title:** Qualification record extracts

**Authority:** NN-166-204

**Privacy Act:** A0640-10aTAPC

**Description:** Information extracted from personnel records onto qualification records such as DA Forms 2 and 2-1.

**Disposition:** Destroy on transfer or separation of the individual.

**FN:** 640-10d

**Title:** Out-processing files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used to control and account for MPRJs during processing for transfer or separation. Included are logs, registers, and sign-out sheets.

**Disposition:** Destroy after 1 year or 1 year after last entry on log or register.

**FN:** 640-10e

**Title:** Career branch individual files

**Authority:** NC1-AU-81-71

**Privacy Act:** A0640-10cTAPC

**Description:** Documents relating to the career of the individual, assembled in a file to provide information required for ready reference by the office responsible for planning and determining career personnel actions, such as assignments, reassignments, details, classification, promotions, selection or nonselection, retention on active duty, and related career management activities. These files duplicate, in part, the basic information in the official military personnel folder. They also contain additional material used in monitoring the career of the individual, such as preference cards and statements, interview records or correspondence with the individual concerning present or future assignments and retention on active duty, and similar documents. These files are maintained in control branches and are transferred to the

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**Table B-91****File category 640: Personnel records and identification of individuals—Continued**

gaining branch in the event the individual transfers to a new career branch.

**Disposition:**

a. Destroy upon death, separation, or retirement, except as prescribed below:

(1) Army Reserve officers released from active duty, and Regular Army officers appointed in the Army Reserve at a time of release from active duty upon resignation of Regular Army commission: Forward following documents, if available, to appropriate Army headquarters for officers assigned to Army Reserve units, or to U.S. Army Reserve Components Personnel and Administration Center for officers not assigned to Army Reserve units: Efficiency reports, academic reports, letters of appreciation and commendation, admonitions and reprimands imposed under Article 15, UCMJ, statement of service rendered as of 28 February 1954, college transcripts, and personnel actions, such as promotions, nonselections, and category extensions and denials.

(2) For Army Medical Department officers, forward the Career Management Individual File within 90 days of separation to Commander, ARPERCEN, ATTN: DARP-OPS-AM, 9700 Page Boulevard, St. Louis, MO 63132-5200. The documents to be forwarded are the same as stated in a above.

(3) Destroy remaining documents.

b. National Guard officers released from active duty:

(1) Forward following documents, if available, to the National Guard Bureau: Efficiency reports, academic reports, letters of appreciation and commendation, and admonitions and reprimands under Article 15, UCMJ.

(2) Destroy remaining files.

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**B-81. File category 672: Decorations, awards, and honors**

a. *Prescribing directives.*

(1) AR 672-5-1, Military Awards.

(2) AR 672-12, The Expert Infantryman Badge.

(3) AR 672-20, Incentive Awards.

(4) AR 672-74, Army Accident Prevention Awards.

b. *Description.* These records concern the design, eligibility, presentation, and wearing of medals, decorations, badges and tabs, unit awards and streamers, and special awards and honors for outstanding service or accomplishment. Included are the Army Incentive Awards Program; the supply, manufacture, and sale of decorations and appurtenances; honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesy. See table B-92.

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**Table B-92****File category 672: Decorations, awards, and honors**

**FN:** 672

**Title:** General decorations, awards, and honors correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to decorations, awards, and honors which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to decorations, awards, and honors that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

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**Table B-92**  
**File category 672: Decorations, awards, and honors—Continued**

**Disposition:**

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 672-5-1a

**Title:** Decoration and award issuances

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to providing information about awards given to individuals. Included are announcements, lists, cards, and similar information.

**Disposition:** Destroy after 2 years.

---

**FN:** 672-5-1b

**Title:** Military award cases

**Authority:** NN-166-204

**Privacy Act:** A0672-5-1TAPC

**Description:** Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Medal of Honor) for individuals. Included are requests and related information.

**Disposition:**

a. Approval and disapproval authority:

(1) Approved awards relating to wartime and combat activities: Permanent. Retire to WNRC.

(2) Approved peacetime awards and all disapproved awards: Destroy after 25 years. Retire to WNRC.

b. Other offices: Destroy after 2 years.

---

**FN:** 672-5-1c

**Title:** Award ceremonies

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to ceremonies arranged for the presentation of awards. Included are requests for troop support, diagrams, citations, and similar information.

**Disposition:** Destroy after 2 years.

---

**FN:** 672-5-1d

**Title:** Award publicity

**Authority:** NN-171-138

**Privacy Act:** Not applicable.

**Description:** Information related to publicizing or encouraging specific awards programs. Included are record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy in CFA after 10 years.

b. Other offices: Destroy after 2 years.

---

**FN:** 672-5-1e

**Title:** Unit award cases

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting recommendation, review, and approval or disapproval of awards to units. Included in each case are approved or disapproved requests, certificates, and similar information.

**Disposition:**

a. Offices exercising awarding authority: Permanent.

b. Other offices: Destroy after 1 year.

---

**FN:** 672-5-1f

**Title:** Decoration and award statistics

**Authority:** 351-5142

**Privacy Act:** Not applicable.

**Description:** Documents relating to statistical information on the number of awards issued. Included are cards and tabulations, reports compiled from the cards, and similar or related documents.

**Disposition:** Destroy after 10 years. However, files from which essential information has been extracted will be destroyed after 1 year.

---

**FN:** 672-5-1g

**Title:** Approved Medal of Honor award cases

**Authority:** NC1-AU-81-02

**Privacy Act:** A0672-5-1TAPC

**Description:** Documents related to the recommendation, review, and

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**Table B-92**  
**File category 672: Decorations, awards, and honors—Continued**

approval of the Medal of Honor. Included are approved requests and related documents.

**Disposition:** Permanent. Retire to WNRC.

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**FN:** 672-5-1h

**Title:** Proficiency awards

**Authority:** NN-166-204

**Privacy Act:** A0672-5-1TAPC

**Description:** Information relating to the award of badges. Included are proficiency tests and related documents.

**Disposition:** Destroy on transfer of the individual.

---

**FN:** 672-5-1i

**Title:** Public award cases

**Authority:** NC1-AU-83-12

**Privacy Act:** A0672-5-1TAPC

**Description:** Information concerning the recommendations, review, and approval or disapproval of awards to members of the public, non-career Government officials, private institutions, and non-U.S. citizens.

Included in each case are approved or disapproved requests, certificates, and similar information.

**Disposition:**

a. Office exercising approval authority: Destroy after 56 years.

b. Other offices: Destroy after 2 years.

---

**FN:** 672-5-1j

**Title:** Special achievement awards

**Authority:** NN-171-138

**Privacy Act:** A0672-5-1TAPC

**Description:** Information reflecting the recommendation, review and approval or disapproval of awards for achievements such as research and development and ROTC (excluding awards under AR 672-20) to posts, camps, stations, service schools, individuals, and groups. Included are requests, certificates, citations, and similar information.

**Disposition:**

a. Offices exercising awarding authority: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

---

**FN:** 672-10a

**Title:** Expert field medical badge award (Rescinded, use FN672-5-1h.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 672-12a

**Title:** Expert Infantryman Badge awards

**Authority:** NN-166-204

**Privacy Act:** A0672-5-1TAPC

**Description:** Information relating to the award of the Expert Infantryman Badge. Included are proficiency tests and related documents.

**Disposition:** Destroy on transfer of the individual.

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**FN:** 672-20a

**Title:** Incentive awards reports

**Authority:** GRS 1, Item 13 and NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information used to provide statistical information on participation, approvals, savings, and other aspects of the incentive awards program. Included are retained copies of reports, report corrections, and similar information.

**Disposition:**

a. Office having Army-wide responsibility: Destroy in CFA after 3 years.

b. Other offices: Destroy after 2 years.

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**FN:** 672-20b

**Title:** Incentive award cases

**Authority:** GRS 1, Item 12a(1)

**Privacy Act:** AO690-20TAPC

**Description:** Information relating to submitting, evaluating, and approving or disapproving each incentive awards case. Included are approved and rejected suggestions and award nominations specified in AR 672-20.

**Disposition:** Destroy 2 years after final action.

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**FN:** 672-20c

**Title:** Employee suggestion controls and subject indices

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**Table B-92****File category 672: Decorations, awards, and honors—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used as suspense control of employee suggestions on which action is not completed and subjective index to completed suggestions. Included are top portions of DA Form 1045 (Suggestion) and similar information. Transfer from control file to subject index file upon final action on suggestion.**Disposition:** Destroy 2 years after final action.

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**FN:** 672-20d**Title:** Civilian service emblem controls**Authority:** NN-166-204**Privacy Act:** AO690-20TAPC**Description:** Information showing eligibility for, or award of, civilian service emblems.**Disposition:** Destroy on transfer or separation of employee, or when no longer needed for current operations.

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**FN:** 672-20e**Title:** Local incentive awards committee meetings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting actions taken by local incentive award committees. Included are minutes of meetings and similar information.**Disposition:** Destroy after 3 years.

---

**FN:** 672-20f**Title:** Award publicity**Authority:** NN-171-138**Privacy Act:** Not applicable.**Description:** Information related to publicizing or encouraging specific awards programs, such as the employee suggestion program. Included are record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy in CFA after 10 years.
- b. Other offices: Destroy after 2 years.

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**FN:** 672-20g**Title:** Public award cases (Rescinded, use FN 672-5-1i.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 672-74a**Title:** Safety awards**Authority:** NC1-AU-78-95**Privacy Act:** Not applicable.**Description:** Information reflecting the consideration and selection of commands, installations, activities, and individuals for recognition of outstanding effort and achievement in preventing accidents. Included are approved requests, orders, certificates, citations, disapproved requests, and similar information.**Disposition:**

- a. Office having award selection responsibility: Destroy after 10 years.
  - b. Other offices: Destroy after 2 years.
- 

**B-82. File category 680: Personnel information systems***a. Prescribing directives.*

- (1) AR 680-1, Unit Strength Accounting and Reporting.
- (2) AR 680-31, Military Personnel Asset Inventory and Information Reconciliation.

*b. Description.* These records concern functions and procedures pertaining to personnel accounting and reporting of data concerning military and civilian personnel. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel. See table B-93.

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**Table B-93****File category 680: Personnel information systems**

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**FN:** 680**Title:** General personnel information systems correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to personnel information systems which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel information systems that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 680-1a**Title:** Military personnel registers**Authority:** NN-166-204**Privacy Act:** Not Applicable.**Description:** Documents used to record absences from military installations or activities on other than leave, containing signatures; time of departure or arrival; name, grade, rank of individual; destination and address while absent; length of absence; and similar information. Included are registers and similar documents.**Disposition:** Destroy after 6 months.

---

**FN:** 680-1b**Title:** Informational personnel files (Rescinded; use FN 640a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 680-31a**Title:** Army strength reports**Authority:** NC1-AU-81-46**Privacy Act:** A0680-31bTAPC**Description:** Documents compiled to report actual or projected strength of the Army and various categories thereof. Included are special studies, plans, ADP summaries, printouts and listings, personnel asset inventories, and similar information.

**Disposition:** a. Office having Army-wide responsibility: Cut off annually, hold 1 year in CFA, retire to WNRC with next regular shipment. Destroy 25 years after cutoff.

b. Reporting organizations and Military Personnel Strength Monitors at installations and MACOMs: Destroy after 2 years.

c. Other offices and TOE units: Destroy when no longer needed for current operations.

---

**B-83. File category 690: Civilian personnel***a. Prescribing directives.*

- (1) AR 690-200, General Personnel Provisions.
- (2) AR 690-300, Employment (Civilian Personnel).
- (3) AR 690-400, Employee Performance and Utilization.
- (4) AR 690-500, Position Classification, Pay and Allowances.
- (5) AR 690-600, Equal Employment Opportunity Discrimination Complaints.
- (6) AR 690-700, Personnel Relations and Services.

- (7) AR 690–800, Insurance and Annuities.
- (8) AR 690–890, Federal Employees Health Benefits.
- (9) AR 690–900, Employment (Civilian Personnel).
- (10) AR 690–950, Career Management.
- (11) ER 690–1–711, Labor-Management Relations.

b. *Description.* These records concern the administration of the civilian personnel program. Most of the records contained in the 690 series are prescribed by the Federal Personnel Manual (FPM). These FPM regulations are now being converted to Army regulations. This conversion is under the direction of The Deputy Chief of Staff for Personnel (DCSPER), HQDA.

(1) As the different chapters of the FPM are converted, they are placed into an “overall” series of ARs. For example, when chapter

274 of the FPM is revised, it will be placed in AR 690–200, if the FPM chapter were 710, the AR number would be 700, chapter 840, 800, and so forth.

(2) Given this numbering structure, we have departed from several of the basic MARKS concepts to make the filing of civilian personnel records easier.

(3) The general correspondence category will be retained; however, for ease of filing there will be a general correspondence category for each of the major categories within the 690 series (for example, 690–200, 690–300, 690–400, and so on).

(4) Changes from the basic MARKS concept for series 690–200, 690–300, 690–400, and so forth are listed in table B–94. This table lists the FPM chapters that fall under a specific AR 690-series. These changes will simplify filing within these category of records.

**Table B–94**  
**FPM chapters that fall under a specific AR–690 series**

File category	Prescribing directive	Prescribing FPM chapters
690–200	AR 690–200	Not applicable.
690–300	AR 690–300	Records in the 690–300 series contain information prescribed by FPM chapters: 300, 301, 302, 304, 305, 306, 307, 308, 309, 310, 311, 312, 315, 316, 330, 331, 332, 333, 334, 335, 337, 338, 339, 351, 352, 353, 361, and 362.
690–400	AR 690–400	Records in the 690–400 series contain information that is prescribed by FPM chapters 410, 411, 412, 430, and 451.
690–500	AR 690–500	Records in the 690–500 series contain information that is prescribed by FPM chapters 511, 512, 530, 531, 532, 536, 539, 540, 550, 571, and 591.
690–700	AR 690–700	Records in the 690–700 series contain information that is prescribed by FPM chapters 711, 713, 715, 720, 731, 732, 733, 735, 736, 751, 752, 754, 771, 722, and 792.
690–800	AR 690–800	Records in the 690–800 series contain information that is prescribed by the 800 series of chapters in the basic FPM.
690–890	AR 690–890	Records in the 690–890 series contain information that is prescribed by the 890 series of chapters in the basic FPM.
690–900	AR 690–900	Records in the 690–900 series contain information that is prescribed by FPM chapters 910, 920, 930, 931, 933, and 990.

c. *Category files tables.* Current 690 series FNs are listed in table B–95. Rescinded FNs in the 690 series are listed in table B–96.

**Table B–95**  
**File category 690: Civilian personnel**

**FN:** 690

**Title:** General civilian personnel correspondence files

**Authority:** NN–167–31 and NN–165–192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. **NONACTION:** Matters relating to civilian personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

**FN:** 690d

**Table B–95**  
**File category 690: Civilian personnel—Continued**

**Title:** Employee evaluation records

**Authority:** II–NNA–1175

**Privacy Act:** A690–200TAPC

**Description:** Information used as a “tickler” file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record) and similar information.

**Disposition:** Destroy 1 year after separation of employee. Cut off inactive file monthly.

**FN:** 690–1–711a

**Title:** Labor relation administration files

**Authority:** NC1–AU–78–113

**Privacy Act:** Not applicable.

**Description:** Correspondence and other information accumulating from administration of the Contract Work Hours Standard Act, Davis-Bacon Act, Copeland Act, or other acts governing labor matters.

**Disposition:**

a. Offices at Army Staff:

(1) Copies of wage rate decisions made by Department of Labor: Destroy after 1 year.

(2) Remaining files: Destroy after 10 years.

b. Other offices: Destroy after 6 years.

**FN:** 690–200

**Title:** General personnel management correspondence files

**Authority:** NN–167–31 and NN–165–192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program

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**Table B-95****File category 690: Civilian personnel—Continued**

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and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to personnel management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 690-200a

**Title:** Official personnel folders

**Authority:** GRS 1, Item 1, II-NNA-1175

**Privacy Act:** OPM/GOVT-1

**Description:** Information on civil service employees reflecting qualifications, efficiency, promotions, awards, certificates of clearance and security determinations under EO 10450, and similar information. Included are individual personnel folders.

**Disposition:**

a. **Transfer of employee:** Transfer folder to new employing office.

b. **Separation of employee:** Retire to NPRC (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 30 days after separation unless retention is required by FPM Supplement 296-33. NPRC (CIV) will destroy 75 years after date of birth or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.

Note: The civilian employee's medical file must be transferred or retired with the OPF. See disposition instructions for FN 40-5h.

---

**FN:** 690-200c

**Title:** Employee service records

**Authority:** NC1-AU-81-63; GRS 1, Item 2b

**Privacy Act:** OPM/GOVT-2

**Description:** Information reflecting the service of civil service employees. Included are Standard Forms 7 and similar information.

**Disposition:** Destroy 3 years after separation of employee or in accordance with foreign country's requirements, whichever is later.

---

**FN:** 690-200d

**Title:** Civilian personnel inspections

**Authority:** NC1-AU-78-51

**Privacy Act:** OPM/GOVT-2

**Description:** Information on inspections conducted by Director of Civilian Personnel, ODCSPER, HQDA; Bureau of Inspections, OPM; and other authorized officials. Included are reports of inspection, reports of corrective action taken, reclaims, and similar information.

**Disposition:**

a. **Office having Army-wide responsibility:** Destroy after 5 years.

b. **Other offices:** Destroy 1 year after next comparable inspection.

Note: Retain reports containing job evaluation determinations with effect on grade level standards until superseded.

---

**FN:** 690-200e

**Title:** Locator files

**Authority:** GRS 1, Item 11

**Privacy Act:** OPM/GOVT-1

**Description:** Information providing the name, address, telephone number, and similar data for each civilian employee assigned to an organization other than a NAFL.

**Disposition:** Destroy on transfer or separation of the employee.

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**FN:** 690-200f

**Title:** Chronological journals

**Authority:** GRS 1, Item 14a

**Privacy Act:** OPM/GOVT-1

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Description:** Information used for preparing reports, reviewing actions previously processed, and preparing for OPM and DA inspections. Included are SF 50 (Notification of Personnel Action) (copy 5), and similar information.

**Disposition:** Destroy after 2 years. Cut off at the end of each month.

---

**FN:** 690-200g

**Title:** Civilian personnel program reports

**Authority:** NC1-AU-79-26

**Privacy Act:** Not applicable.

**Description:** Information which provides data concerning various aspects of civilian personnel management activities. Included are statistical and narrative reports, consolidations, summaries and extracts of reports, and similar information.

**Disposition:**

a. **Office having Army-wide responsibility:**

(1) Consolidated and summarized reports: Permanent.

(2) Other information: Destroy after 5 years, except destroy feeder reports after 1 year.

b. **Other offices:** Destroy after 5 years, except destroy feeder reports after 1 year.

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**FN:** 690-300

**Title:** General civilian personnel employment correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian personnel employment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to civilian personnel employment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 690-300a

**Title:** Civil Service eligibility certificates

**Authority:** GRS 1, Item 5

**Privacy Act:** OPM/GOVT-5

**Description:** Information providing a record of requests to the OPM for certification of eligibles and reports of actions taken on certificates of eligibles. Included are SF 39 (Request for Certification) (copy 3), CSC Form 1844A (Certificate for Eligibles) (copy 2), SF 62 (Statement of Reasons for Objecting to an Eligible or Passing Over a Preference Eligible), and similar information.

**Disposition:** Destroy after 2 years.

---

**FN:** 690-300b

**Title:** Qualification standards

**Authority:** GRS 1, Item 7a(1)

**Privacy Act:** Not applicable.

**Description:** Information used for rating applications for appointments and approving noncompetitive actions. Included are index to standards, OPM Handbook X-118, examination announcements, special standards (such as promotion and training agreements), and similar information.

**Disposition:** Destroy when qualification standard is superseded. (Superseded standards may be retained until OPM inspection covering period during which the standard was applicable.)

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**FN:** 690-300c

**Title:** Rosters

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Authority:** GRS 1, Item 32**Privacy Act:** OPM/GOVT-5**Description:** Information which provides an index to applications of qualified eligibles, governs the order of selection of applications for appointment, provides a basis for determining subsequent recruiting needs, provides a reference to determine actions taken on specific applications, and provides a reference to the Qualifications Standards file. Included are DA Form 236(Roster of Qualified Civilian Applicants) and similar information.**Disposition:** Destroy after OPM inspection.

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**FN:** 690-300d**Title:** Active applications**Authority:** GRS 1, Item 15**Privacy Act:** OPM/GOVT-5**Description:** Information on persons who can be considered for appointment. Included are applications and related information.**Disposition:** Destroy after 2 years or on receipt of OPM inspection report, whichever is first. (In all cases retain applications having direct bearing on an appointment in question until the question is settled.)

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**FN:** 690-300e**Title:** Inactive applications**Authority:** GRS 1, Item 15**Privacy Act:** OPM/GOVT-5**Description:** Information on applicants for Federal employment rated as not qualified for consideration for appointment, applicants for whom there are adequate civil service registers, applicants who decline or will not be available for appointment for an indefinite period of time, and applicants for whom employment determinations preclude selection. Included are applications and related information.**Disposition:** Destroy after 2 years or on receipt of OPM inspection report, whichever is first.

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**FN:** 690-300f**Title:** Placement considerations**Authority:** NC1-AU-81-21**Privacy Act:** OPM/GOVT-5**Description:** Information which pertains to employees who were considered to fill a vacancy but not selected, as well as information that is being held for future consideration of employment. Included are requests for consideration, vouchers, results of interviews, qualification summaries, copies of notices of eligibility, "stopper lists," and similar information.**Disposition:** Destroy after 5 years.

---

**FN:** 690-300g**Title:** Referrals and selections**Authority:** NC1-AU-81-21**Privacy Act:** OPM/GOVT-5**Description:** Information showing placement and promotion actions under the Merit Placement and Promotion Program. Included are DA Forms 2600 (Referral and Selection Register) and similar information.**Disposition:** Destroy after 5 years.

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**FN:** 690-300h**Title:** Competitive area/level files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information showing competitive levels within areas serviced by the civilian personnel officer which are used as a basis for preparing retention registers. Included are cards, listings, and similar information.**Disposition:** Destroy on discontinuance of installation.

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**FN:** 690-300i**Title:** Retention registers**Authority:** GRS 1, Item 17b(1)**Privacy Act:** AO690-200TAPC**Description:** Information showing retention groups of employees according to tenure, length of service, performance ratings, and veterans preference.**Disposition:** Destroy after 2 years, unless appeals are pending.

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**FN:** 690-300j**Title:** Reemployment files

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Authority:** II-NNA-1175**Privacy Act:** A690-200TAPC**Description:** Information on persons separated for military service, receiving compensable injury benefits, or serving overseas with reemployment rights, who have other restoration or reemployment rights. Included are DD Forms 234(Interview and Evaluation Record), skills listings, and similar information.**Disposition:** Destroy 1 year after employee restoration or reemployment rights have expired. (Return to employee evaluation FN 690d if the person is reemployed.)

---

**FN:** 690-300k**Title:** Individual overseas employment referrals**Authority:** NN-168-121**Privacy Act:** OPM/GOVT-5**Description:** Information on persons registered in the Overseas Employment Referral Program. Included in each folder are the application, name, skills, grade levels, and locations for which registered, offers received and action taken, correspondence with registrant, date dropped from system and reasons, and similar information.**Disposition:** Destroy 2 years after the person is dropped from the system.

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**FN:** 690-300n**Title:** Severely physically handicapped appointment applications**Authority:** NC1-AU-81-13**Privacy Act:** OPM/GOVT-5**Description:** Case files of approved or disapproved applications for appointment by severely physically handicapped persons under the special placement program. Included in each case file are copy of position description, SF 171 (Personal Qualifications Statement), copy of a report of medical examination reflecting nature and extent of the disability, statement of how the specific position and work environment accommodate the proposed appointee's disability, information on temporary trial appointments or, if not serving under such an appointment, VA or State vocational rehabilitation certification and supporting information, documentation of reasons for approval or disapproval, and related information.**Disposition:** Destroy after 5 years.

---

**FN:** 690-300p**Title:** Expert and consultant data**Authority:** II-NNA-2094**Privacy Act:** OPM GOVT-1**Description:** Information on experts and consultants, showing names, designations, rates of compensation, duties, and number of days service. Included are extra copies of personnel actions, descriptions of services to be performed, and similar information.**Disposition:** Destroy 2 years after separation of employee.

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**FN:** 690-300q (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 690-300r**Title:** Separated career employee files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** OPM CENTRAL-1**Description:** Information on the separated career employee program as authorized by Civilian Personnel Regulation 330. Included are displacement orders issued by regional offices of Office of Personnel Management, DA Forms 1194-R (Noncareer Indefinite Employee Position Record), and similar information. This does not include documents to be retained in the OPF**Disposition:** Destroy 1 year after completion of action. See FN 690-200a for disposition instructions for the OPF.

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**FN:** 690-300s**Title:** Repromotion eligibility files**Authority:** NC-AU-76-6**Privacy Act:** OPM GOVT-1**Description:** Information on employees who are demoted without

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**Table B-95****File category 690: Civilian personnel—Continued**

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personal cause and who are eligible for placement in former or higher grade. Included are lists or cards recording names, titles, grades, and positions for which employees meet minimum qualification requirements.

**Disposition:** Destroy when employee is placed in former or higher grade.

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**FN:** 690-300t

**Title:** Reduction-in-force

**Authority:** GRS 1, Item 17a

**Privacy Act:** OPM/GOVT-5

**Description:** Information reflecting reduction-in-force data, including name of employee, date, position, and grade, last performance rating, competitive level code, and similar information. Included are cards (punched and plain), card forms, and similar information.

**Disposition:** Destroy on separation of employee. However, cards used as work cards for preparation of retention registers will be destroyed on completion of the activity for which they were established.

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**FN:** 690-300u

**Title:** Announcement, notification, and publicity files

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** Included are position announcement, public notices of opportunity to compete, notices of scheduled examinations, and material reflecting all efforts made to reach the best sources of quality candidates.

**Disposition:** Destroy 5 years after termination of related register.

---

**FN:** 690-300v

**Title:** Eligibles' certifications

**Authority:** NC1-AU-83-4

**Privacy Act:** OPM/GOVT-1

**Description:** SF 39 (Certificates of eligibility) and all information upon which certification is based.

**Disposition:** Destroy after 5 years.

---

**FN:** 690-300w

**Title:** Recruitment and hiring mail and correspondence

**Authority:** NC1-AU-83-4

**Privacy Act:** OPM/GOVT-1

**Description:** Communications resulting from normal operations in an examining office. Included are notifications of ineligibility, letters denying transfer of eligibility, correspondence concerning accommodations for holding examinations, and correspondence relating to the shipment of examination information and test material.

**Disposition:** Destroy after 1 year, except notifications of ineligibility may be returned to the applicant.

---

**FN:** 690-300x

**Title:** OPM reports

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** Information used to satisfy OPM's reporting requirements. Included are copies of quarterly, annual, or special reports and background material used to prepare reports.

**Disposition:** Destroy when superseded by a comparable report or when reporting requirement is rescinded.

---

**FN:** 690-300y

**Title:** Application record cards

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** OPM Form 5000A or equivalent.

**Disposition:** Destroy 90 days after the examination.

---

**FN:** 690-300z

**Title:** Examination answer sheets

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** Written test answer sheets for both eligibles and ineligibles.

**Disposition:** Destroy after 1 year.

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**FN:** 690-300aa

**Title:** Lost or exposed test material cases

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Description:** Information describing the circumstances surrounding the loss or unauthorized exposure of examination material. Included are specifics about the nature, extent, and cause of loss, investigative reports, and corrective action required.

**Disposition:** Destroy 5 years after case is closed.

---

**FN:** 690-300bb

**Title:** Displaced Employee Program (DEP)

**Authority:** NC1-AU-83-4

**Privacy Act:** AO690-200TAPC

**Description:** Information and rosters reflecting application and registration of individuals eligible to participate in the DEP.

**Disposition:** Destroy 3 months after employee's DEP eligibility expires.

---

**FN:** 690-300cc

**Title:** Special deferments

**Authority:** NN-166-204

**Privacy Act:** AO690-200TAPC

**Description:** Information on each request for deferment or action in support of deferment. Included are DD Form 97 (Summary of Occupational Deferment Actions) and similar information.

**Disposition:** Destroy 1 year after transfer or separation of person or on termination of deferment.

---

**FN:** 690-400

**Title:** General civilian employee performance and utilization correspondence files

**Authority:** Not applicable.

**Privacy Act:** Not applicable

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian employee performance and utilization which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to civilian employee performance and utilization that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 690-400a

**Title:** Civilian training programs

**Authority:** NN-166-204, GRS 1, Item 29a(1)

**Privacy Act:** Not applicable.

**Description:** Information on establishing, managing, and evaluating local training programs for civilian employees. Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, and similar information.

**Disposition:**

a. Operating personnel offices: Destroy after 5 years, or 5 years after completion of a specific training program.

b. Other offices: Destroy after 2 years.

---

**FN:** 690-400b

**Title:** Civilian training materials

**Authority:** NC1-AU-78-94

**Privacy Act:** Not applicable.

**Description:** Information used in training civilian employees through short term on-post training courses and instructional conferences. Included are minutes and agenda of instructional conferences, course outlines, handouts, instruction sheets, and similar information.

**Disposition:**

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**Table B-95****File category 690: Civilian personnel—Continued**

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- a. Offices preparing materials for Army-wide use: Destroy after 10 years. Cut off annually or PIF when superseded or obsolete and cut off at the end of that year.
- b. Offices preparing materials for local use: Destroy 2 years after superseded or obsolete.

---

**FN:** 690-400c**Title:** Civilian training reports**Authority:** NC1-AU-79-26, GRS 1, Item 29b**Privacy Act:** Not applicable.**Description:** Information showing the status of civilian training in Government and non-Government facilities. Included are reports and similar information.**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 5 years.

---

**FN:** 690-400d**Title:** Installation training**Authority:** GRS 1, Item 29b**Privacy Act:** OPM/GOVT-1**Description:** Information showing attendance and progress of employees in specific courses involving on-the-job or off-the-job training. Included are completed forms reflecting training attendance, ratings, training time tables, and similar information.**Disposition:** Destroy in CFA after 5 years.

---

**FN:** 690-400e**Title:** Training and promotion agreements**Authority:** NC1-AU-79-26**Privacy Act:** Not applicable.**Description:** Information related to negotiating master training and promotion agreements with Office of Personnel Management for professional fields in which there is a current and continuing Army-wide shortage of available personnel. Included are requests for establishment of training programs not currently authorized by regulations, agreements, program approvals, and similar information.**Disposition:**

- a. Office negotiating the agreement: Destroy 10 years after supersession or obsolescence.
- b. Other offices: Destroy after 2 years.

---

**FN:** 690-400f**Title:** Research and study fellowships**Authority:** NC1-AU-79-26**Privacy Act:** AO690-200TAPC**Description:** Information on awarding the Secretary of the Army's Research and Study Fellowships to outstanding career employees can make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar information.

Note: Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate subjective file.

**Disposition:**

- a. DA staff office performing final review: Destroy after 10 years.
- b. Reviewing offices of DA staff and major and intermediate commands: Destroy after 2 years.

---

**FN:** 690-400g**Title:** Civilian training waivers**Authority:** GRS 1, Item 29b**Privacy Act:** AO690-200TAPC**Description:** Information authorizing waivers to selection and assignment criteria for employee training in non-Government facilities. Included are requests for waivers, recommendations, approvals, and similar information.

Note: Operating personnel offices will use FN 690-400j.

**Disposition:**

- a. Offices responsible for authorizing the waivers: Destroy when 5 years old or 5 years after completion of a specific training program.
- b. Other offices: Destroy after 2 years.

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**FN:** 690-400h**Title:** Non-Government training contributions

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on authorizing civilian employees to accept contributions from non-Government organizations incident to training in non-Government facilities and to accept payment for travel, subsistence, and other expenses incident to attendance at meetings. Included are requests for approval of acceptance, certifications on tax exempt status of the contributing organization, acceptance authorizations, and similar information.**Disposition:** Destroy after 3 years.

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**FN:** 690-400i**Title:** Foreign training approvals**Authority:** NC1-AU-78-94**Privacy Act:** Not applicable.**Description:** Information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees. Included are recommendations for use of such facilities, approvals, and similar information.

Note: Excluded are contractual information and personnel assignment information.

**Disposition:**

- a. Office responsible for DA approval: Destroy 5 years after withdrawal of the facility for training purposes.
- b. Recommending offices: Destroy on determination that services of the foreign facility are no longer required.
- c. Other offices: Destroy after 2 years.

---

**FN:** 690-400j**Title:** Non-Government training**Authority:** II-NN-3557**Privacy Act:** AO690-200TAPC**Description:** Information showing contract training of civilian employees in non-Government facilities. Included are requests for training approval, justifications, obligated service agreements, recommendations for waivers, approvals, and similar information.**Disposition:** Destroy in CFA 3 years after completion of training or upon expiration of obligated service agreement.

---

**FN:** 690-400k**Title:** Records of training**Authority:** GRS 1, Item 29b**Privacy Act:** OPM/GOVT-1**Description:** Information showing individual trainee participation in off-the-job training courses. Included are second copies of completed record of training forms and similar information.**Disposition:** Review annually and destroy that portion on persons no longer employed at the installation.

---

**FN:** 690-500**Title:** General position classification, pay and allowances correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to position classification, pay, and allowances which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to position classification, pay, and allowances that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

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**Table B-95****File category 690: Civilian personnel—Continued**

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- a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 690-500a**Title:** Master job descriptions**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.**Description:** Information used in analyzing a specific position to determine whether the position matches an existing job. Included are DA Forms 374 (Job Description) and similar information.**Disposition:**

- a. Record copy: Destroy 5 years after position is abolished or description superseded, unless there is a likelihood the job will be reestablished.  
b. Other copies: Destroy when position is abolished or description superseded.

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**FN:** 690-500c**Title:** Job description extra copies**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.**Description:** Copies used for distribution to employees and filing in official personnel folders when personnel actions are processed.**Disposition:** Destroy when superseded or when job is abolished.

---

**FN:** 690-500d**Title:** Job number logs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting a continuous list of numbers assigned and other identifying data on evaluated jobs. Included are registers, logbooks, and similar information.**Disposition:** Destroy on discontinuance of installation or when a new numbering system is prescribed.

---

**FN:** 690-500e**Title:** Civilian position structure**Authority:** II-NNA-1175**Privacy Act:** Not applicable.**Description:** Information reflecting the civilian position structure of each organizational segment. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 690-500f**Title:** Group action request lists**Authority:** NN-166-204**Privacy Act:** OPM/GOVT-1**Description:** Information relating to processing personnel and position actions resulting from job surveys. Included are DA Forms 279 (Group Action Request List) (copy 1).**Disposition:** Destroy in CFA 4 years after supersession.

---

**FN:** 690-500g**Title:** Job standards**Authority:** GRS 1, Item 7a(1)**Privacy Act:** Not applicable.**Description:** Information which provides guidance in evaluating jobs. It consists of OPM and DA classification and qualification standards. Included are job evaluation decisions, post-audit reports by OPM and higher headquarters which have the effect of standards, and similar information.**Disposition:** Destroy on supersession.

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**FN:** 690-500h**Title:** Job standards development**Authority:** GRS 1, ITEM 7a(2)**Privacy Act:** Not applicable.**Description:** Information on developing classification or qualification standards. Included are tentative drafts of standards, correspondence, project schedules and materials, and similar information.**Disposition:** Review at least yearly after publication of final standards and destroy all information which has been superseded or is no longer applicable.

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**FN:** 690-500i

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Title:** Wage rates**Authority:** NC1-AU-78-51**Privacy Act:** Not applicable.**Description:** Information on determining and applying base rate schedules for wage grade jobs. Included are tentative and revised schedules of full-scale wage surveys, requests for changes to surveys and survey schedules, minutes of meetings, comments, recommendations and justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives, and shift differentials, data summaries, wage schedules, notifications of wage schedule applications, and similar information.**Disposition:**

- a. DOD Wage Fixing

**Authority:** Permanent. PIF on completion of succeeding full-scale survey and cut off at the end of that year.

b. Locality wage fixing boards: Destroy on completion of succeeding full-scale survey.

c. Other offices: Destroy when superseded, obsolete, or no longer required for current operations.

---

**FN:** 690-500j**Title:** Merit pay computations**Authority:** NC1-AU-84-4**Privacy Act:** OPM/GOVT-1**Description:** Information for a merit pay unit listing covered employees. Included are initial salary, computation of funds for the unit, salary increases granted automatically, merit pay increases granted based on points received from a performance appraisal rating, and similar information.**Disposition:** Destroy 7 years after date of computation of pay increase.

---

**FN:** 690-500k**Title:** Differential and allowances**Authority:** NC1-AU-78-71**Privacy Act:** Not applicable.**Description:** Information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances. Included are SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information.**Disposition:** Destroy 3 years after end of fiscal year in which all allowances granted have been terminated.

---

**FN:** 690-600a**Title:** EEO complaint cases**Authority:** GRS 1, Item 26a**Privacy Act:** A0690-600SAMR**Description:** Information reflecting complaints of personnel and job applicants concerning Equal Employment Opportunity (EEO) cases resolved within the agency by Equal Employment Opportunity Commission or by a U.S. Court. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy 4 years after final resolution of case.  
b. Other offices: Destroy 2 years after final resolution of case.

---

**FN:** 690-700**Title:** General personnel relations and services correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel relations and services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

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**Table B-95****File category 690: Civilian personnel—Continued**

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b. NONACTION: Matters relating to personnel relations and services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 690-700a**Title:** Adverse actions**Authority:** NC1-AU-78-82**Privacy Act:** OPM GOVT-3

**Description:** Information on proposed adverse personnel actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statements of witnesses, notice of decision, and similar information. Excluded are letters of reprimand. Use FN 690-200a.

**Disposition:** Destroy after 7 years unless employee appeals, in which case transfer to FN 690-700b.

---

**FN:** 690-700b**Title:** Appeal and grievance cases**Authority:** NC1-AU-78-81**Privacy Act:** A0690-700DAPE

**Description:** Information showing actions taken on appeals and grievances submitted by civilian employees. Included in each case file are employee grievance record, decisions delivered, including records of grievance committee, review decisions, and similar information.

**Disposition:** Destroy in CFA after 7 years unless appeals are pending.

---

**FN:** 690-700c**Title:** Basic labor relations**Authority:** NN-171-131**Privacy Act:** Not applicable.

**Description:** Information relating to overall labor relations between Army elements and labor organizations. Included are petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, union complaints, and similar information.

**Disposition:** Destroy 2 years after termination of recognition. When recognition of a labor organization is terminated and then renewed before the 2-year period expires, bring information forward to the current file.

---

**FN:** 690-700d**Title:** Labor negotiations**Authority:** NC1-AU-83-47**Privacy Act:** Not applicable.

**Description:** Information relating to contract negotiations between Army elements and labor organizations. Included are labor organization proposals, counter proposals, minutes of meetings, transcripts, draft and approved agreements, supplements, nonnegotiability documents, and similar information.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

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**FN:** 690-700e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 690-700f**Title:** EEO reports**Authority:** GRS 1, Item 25f**Privacy Act:** Not applicable.

**Description:** Information reflecting activities and conditions related to equal employment opportunity for civilian employees. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.  
b. Other offices: Destroy after 2 years.
- 

**FN:** 690-700g**Title:** EEO surveys**Authority:** GRS 1, Item 25d**Privacy Act:** Not applicable.

**Description:** Surveys on implementation and effectiveness of EEO programs. Included are reviews, appraisals, recommendations, final survey reports, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 7 years.  
b. Other offices: Destroy after 2 years.
- 

**FN:** 690-700i**Title:** Applicant race, sex, national origin, and disability status files**Authority:** GRS 1, Item 25f**Privacy Act:** OPM GOVT-7

**Description:** Information reflecting race, sex, national origin, and disability status. Included are OPM Form 1386, Standard Form 256, and similar information.

**Disposition:** Destroy after 5 years.

---

**FN:** 690-700j**Title:** Appeal and grievance logs**Authority:** NC-AU-76-5**Privacy Act:** Not applicable.

**Description:** Information showing a continuing list of numbers assigned to control individual appeal and grievance case files. Included are registers, logbooks, cards, and similar information.

**Disposition:** Destroy when no longer needed to facilitate or control individual case files.

---

**FN:** 690-800**Title:** General insurance and annuities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to insurance and annuities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to insurance and annuities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 690-800a**Title:** Compensation cases**Authority:** GRS 1, Item 31**Privacy Act:** DOL/ESA-13

**Description:** Information relating to individual civilian employee compensation cases for work-related injury or illness. Included are examining physician's reports, investigative reports, information substantiating claims, applications for compensation and supporting information, U.S. Department of Labor forms, and similar information. Note: Final adjudication regarding compensation claims or awards is made by the U.S. Department of Labor, Office of Worker's Compensation Program (OWCP) (or OWCP's district offices.) In the event a case is reopened at any time after this file has been destroyed, documents can be retrieved from the National Archives, through the

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**Table B-95****File category 690: Civilian personnel—Continued**

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Department of Labor. Point of contact with Department of Labor is the Records Officer for Employment Standards Administration, Department of Labor, 200 Constitution Ave, N.W. Washington, DC 20210.

**Disposition:** Destroy 5 years after compensation is terminated.

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**FN:** 690-890a

**Title:** Former spouse health benefits

**Authority:** OPM

**Privacy Act:** OPM/CENTRAL-1

**Description:** Information on implementing that portion of the Civil Service Retirement Spouse Equity Act of 1984 allowing for former spouses of Federal employees, former employees, and annuitants to enroll in the Federal Employee Health Benefits (FEHB) Program. Included are applications, court orders, employing office's copy of SF 2809 and SF 2810, eligibility approval or denial letters, and similar information.

**Disposition:** Transfer file to OPM upon occurrence of any of the following:

- a. The former spouse cancels the enrollment.
  - b. The employing office terminates the enrollment.
  - c. The former spouse begins receiving an annuity payment.
- 

**FN:** 690-900

**Title:** General and miscellaneous civilian personnel correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to general and miscellaneous civilian personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to general and miscellaneous civilian personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
- 

**FN:** 690-900a

**Title:** Individual apprentice training

**Authority:** GRS 1, Item 29b

**Privacy Act:** OPM/GOVT-1

**Description:** Information on apprenticeship training. Included are apprenticeship applications, apprenticeship agreements, notices of authorization for training and subsistence allowance, Department of Veterans Affairs certificates of eligibility and entitlement, Veterans Affairs notices of expiration of entitlement, daily progress records, monthly progress reports, and similar information.

**Disposition:** Destroy 5 years after completion of prescribed training course. However, when apprentice does not complete training, destroy 6 years after he or she drops out of training.

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**FN:** 690-900b

**Title:** Apprentice training examinations

**Authority:** NN-166-204

**Privacy Act:** OPM GOVT-1

**Description:** Information showing an apprentice's achievement in the training program.

**Disposition:** Destroy after 1 year.

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**FN:** 690-900c

**Title:** SES, ST, and Supergrade files

**Authority:** GRS 1, Item 23b(3) and NC1-AU-81-70

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**Table B-95****File category 690: Civilian personnel—Continued**

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**Privacy Act:** OPM/GOVT-1

**Description:** Information concerning senior executive service (SES), scientific and technical (ST), and supergrades generated according to 5 USC 3104, 3131, and 3324. Included are copies of position descriptions, position evaluations, and data on present position incumbent such as individual's qualifications, promotions, and awards.

**Disposition:** Office with responsibility to monitor and control SES career related records:

- a. General position documentation: Destroy in CFA 5 years after cancellation of position.
  - b. Information relating to current position incumbent: Destroy in CFA 5 years after transfer or separation of employee.
- 

**FN:** 690-900d

**Title:** Hours of work

**Authority:** NC1-AU-80-7

**Privacy Act:** Not applicable.

**Description:** This is information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of civilian employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
  - b. Other offices: Destroy 1 year after no longer effective.
- 

**FN:** 690-950a

**Title:** Career management referrals

**Authority:** NC1-AU-81-21

**Privacy Act:** OPM/GOVT-5

**Description:** Information showing placement and promotion actions under the Career Management Program. Included are DA Form 2302-2-R (Civilian Career Program Referral Record) and similar information.

**Disposition:** Destroy after 5 years.

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**FN:** 690-950b

**Title:** Occupational inventories

**Authority:** II-NN-3557

**Privacy Act:** OPM/GOVT-5

**Description:** Information on persons registered in specific career fields showing qualifications, availability, appraisals, and other data. Included are forms, printouts, and similar information.

**Disposition:** Destroy 2 years after person is no longer eligible for consideration.

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**FN:** 690-950c

**Title:** Career intern input requirements

**Authority:** II-NN-3557

**Privacy Act:** Not applicable.

**Description:** Information showing trainee input requirements in occupational fields. Included are letters, forms, printouts, and similar information.

**Disposition:** Destroy after 2 years.

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**Table B-96****File category 690: Civilian personnel—rescinded FNs**

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**FN:** 690a

**Title:** Office civilian personnel registers

**Use:** FN 1y

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**FN:** 690b

**Title:** Office civilian personnel locator

**Use:** FN 1z

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**FN:** 690c

**Title:** Office civilian travel

**Use:** FN 1hh

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**FN:** 690e

**Title:** Office pending requests

**Use:** FN 1dd

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**FN:** 690f

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**Table B-96****File category 690: Civilian personnel—rescinded  
FNs—Continued**

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**Title:** Office general personnel files—civilian**Use:** FN 1w

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**FN:** 690-200b**Title:** Office supervisor or manager civilian employee records**Use:** FN 1aa

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**FN:** 690-300m**Title:** Office separations for military service**Use:** FN 1cc

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**FN:** 690-500b**Title:** Office civilian job descriptions**Use:** FN 1bb

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**FN:** 690-700h**Title:** EEO complaint cases**Use:** FN 690-600a

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**FN:** 690-950d**Title:** Repromotion eligibility files**Use:** FN 690-300s

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**B-84. File category 700: Logistics***a. Prescribing directives.*

- (1) AR 700-4, Logistic Assistance Program.
- (2) AR 700-15, Packaging of Materiel.
- (3) AR 700-16, Obtaining, Storing, and Retrieving Container Design Data.
- (4) AR 700-22, Worldwide Ammunition Reporting System (WARS) (RCS:CSGLD-1322(R1)(MIN)).
- (5) AR 700-36, Overseas Laboratories for Support of Quality Surveillance on Petroleum Products.
- (6) AR 700-47, Defense Standardization and Specification Program.
- (7) AR 700-65, Nuclear Weapons and Nuclear Weapons Materiel.
- (8) AR 700-84, Issue and Sale of Personal Clothing.
- (9) AR 700-90, Army Industrial Preparedness Program.
- (10) AR 700-127, Integrated Logistic Support.
- (11) AR 700-131, Loan of Army Materiel.
- (12) AR 700-138, Army Logistics Readiness and Sustainability.
- (13) AR 700-142, Materiel Release, Fielding, and Transfer.
- (14) DA Pam 700-23, Replacement of Industrial Plant Equipment in the Production Base Support Program.

*b. Description.* These records concern logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Records pertaining to a specific logistical function are placed in the appropriate 700 series. See table B-97.

*Note.* Personal clothing records, prescribed by AR 700-84, are included within FN 710-2g, Soldier Issue Files, for the convenience of organizations maintaining such records.

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**Table B-97****File category 700: Logistics**

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**FN:** 700**Title:** General logistics correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information

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**Table B-97****File category 700: Logistics—Continued**

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relating to logistics which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to logistics that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 700-4a**Title:** Customer supply assistance reports**Authority:** II-NN-1411**Privacy Act:** Not applicable.**Description:** Reports of visits made by Army supply assistance personnel relative to supply assistance provided installations and activities.**Disposition:** Destroy after 2 years.

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**FN:** 700-15a**Title:** Packaging and handling deficiency reports**Authority:** II-NNA-1462**Privacy Act:** Not applicable**Description:** Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of deficiencies, reports of corrective action, and similar information.**Disposition:** Destroy after 1 year.

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**FN:** 700-16a**Title:** Ammunition demilitarization and renovation work orders**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents pertaining to the demilitarization and renovation of ammunition. Included are work orders, issue slips, turn-in slips, renovation work sheets, cost and production records, expenditure orders, and related papers.**Disposition:** Destroy after 1 year.

---

**FN:** 700-16b**Title:** Ammunition lot histories**Authority:** NC1-AU-80-28**Privacy Act:** Not applicable.**Description:** Documents relating to the inspection and acceptance of complete rounds of ammunition, propellants, missiles, and rocket motors. Included are data cards, acceptance sheets, firing records, and related papers.**Disposition:** Destroy 45 years after acceptance of each lot of ammunition and shipment from storage. DO NOT RETIRE.

---

**FN:** 700-16c**Title:** Depot surveillance files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Depot surveillance record or cards maintained as a cumulative record covering the entire period of storage of a lot of ammunition at an installation.**Disposition:** Destroy 2 years after the ammunition is shipped or other disposition is made.

---

**FN:** 700-22a**Title:** Storage reporting files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar information.**Disposition:** Destroy after 2 years.

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**FN:** 700-22b**Title:** Ammunition, guided missile, and rocket status reporting files

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**Table B-97****File category 700: Logistics—Continued**

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**Authority:** NC1-AU-77-49**Privacy Act:** Not applicable.**Description:** Reports submitted by field installations and activities to furnish data for budget estimates, distribution planning, and procurement scheduling relative to ammunition, guided missiles, and large rockets.**Disposition:**

- a. Office having Army-wide responsibility:
    - (1) Consolidated or summary reports: Destroy after 5 years.
    - (2) Feeder reports: Destroy on extraction of data.
  - b. Other offices and TOE units: Destroy after 2 years.
- 

**FN:** 700-22c**Title:** Ammunition inspection reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Inspection reports on ammunition in storage and ammunition storage conditions.**Disposition:** Destroy on completion of the next inspection.

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**FN:** 700-22d**Title:** Ammunition data cards**Authority:** NC1-AU-83-08**Privacy Act:** Not applicable.**Description:** Cards containing information on the nomenclature, characteristics, drawing and specification number, lot number, quantity, names of manufacturers, and other data on each lot of ammunition, ammunition components and explosives held in storage.**Disposition:**

- a. Ammunition Storage Activities: Destroy 1 year after ammunition lot has been exhausted locally.
  - b. Ammunition Data Card Repositories: Retain in CFA. Destroy 75 years after acceptance of ammunition lot. Do not retire to a Federal Records Center.
- 

**FN:** 700-22e**Title:** Ammunition suspension cards**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cards reflecting the identifying features of ammunition items suspended from issue or use because of malfunction.**Disposition:** Destroy on receipt of release or when lot is published as permanently suspended.

---

**FN:** 700-22f**Title:** Ordnance stock subsidiary controls**Authority:** II-NNA-1462**Privacy Act:** Not applicable.**Description:** Lot and stock record cards, and credit, debit, and adjustment vouchers maintained by stock control divisions as subsidiary accounts to control ammunition stock control accounts (Ammunition Field Service Account). Lot and stock record cards will be continued in effect until filled or final entry is made thereon.**Disposition:** Destroy after 2 years.

---

**FN:** 700-23a**Title:** Industrial reserve equipment historical property records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** DD Form 1342 (DOD Property Record), similar forms, inspection data cards, and checklists maintained by works, plants, and arsenals for production equipment held in industrial reserve.**Disposition:** Destroy on salvage, scrapping, or other final disposition of equipment.

---

**FN:** 700-36a**Title:** Petroleum product analysis reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents created incident to the testing of petroleum products as they pertain to the acceptability of such products in connection with new procurement or the analyses required of petroleum units in custody of Army storage facilities. A copy of the petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the

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**Table B-97****File category 700: Logistics—Continued**

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procurement file to which it relates for disposition with the related procurement file.

**Disposition:** Destroy after 2 years.

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**FN:** 700-47a**Title:** Standardization documents**Authority:** NC1-AU-85-70**Privacy Act:** Not applicable.**Description:** Record sets consisting of one copy of each published military and industry standard, specification, or handbook prepared or adopted on behalf of the DOD by the Army and reference sets of Federal, military, and industry standards, specifications, and handbooks used by the Army.**Note:** A record set of Federal standardization documents will not be maintained by the Army since GSA is responsible for their publication and distribution, nor will a record set of any standardization documents be maintained as publication record sets described in the 310 series of this regulation.**Disposition:**

- a. Record sets (maintained by the preparing activity): Destroy 20 years after cancellation or supersession of the standardization document.
  - b. Other offices: Destroy upon cancellation or supersession of the standardization document.
- 

**FN:** 700-47b**Title:** Materiel standardization plans**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents related to the development of formal plans for standardization of FCS classes of materiel or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to them.**Disposition:**

- a. Departmental Standardization Office: Destroy after 5 years.
  - b. Office of the preparing assignee activity: Destroy 2 years after completion or cancellation of all projects scheduled in the plan.
  - c. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.
- 

**FN:** 700-47c**Title:** Standardization document formulations**Authority:** NC1-AU-77-75**Privacy Act:** Not applicable.**Description:** Documents relating to the preparation, coordination, approval, maintenance, revision, and cancellation of Federal and military standards, specifications, and standardization handbooks and documents relating to the adoption of industry standardization documents when the Army is assigned responsibility for completing the action. Included are project initiation letters or assignments, reports of preliminary conferences, draft standardization documents and comments on them, necessary drawings, notices, agenda, and minutes of meetings, study project reports, coordinating actions, and copies of the published standardization documents with communications relating to them.**Disposition:**

- a. Office of the responsible preparing activity and office the responsible assignee activity: Destroy 5 years after publication of the standardization document.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 700-47d**Title:** Standardization document collaborations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to Army participation in the formulation, revision, or cancellation of specifications, standards, standardization plans, and handbooks prepared by other military departments or Federal agencies, or in the adoption of industry standardization documents by other military departments and Federal agencies. Included are copies of proposed standardization documents

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**Table B-97****File category 700: Logistics—Continued**

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and comments on them, notices, agenda, and minutes of meetings, and related documents.

**Disposition:**

- a. Responsible coordinating or participating activity: Destroy 5 years after publication of the standardization document.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 700-47e**Title:** Military supply standards**Authority:** NN-164-204**Privacy Act:** Not applicable.

**Description:** Documents created in preparing Military Supply Standards and Supply Supplements which respectively show standard items and items which are nonstandard. They are used to prevent the unjustified re-entry into the supply system of those items which are no longer required. Included are lists and tabulations of items, reports of simplification studies and technical analyses, and related papers.

**Disposition:** Destroy on revision or supersession of the related Military Supply Standard or Supplement.

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**FN:** 700-47f**Title:** Qualified product list formulations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents related to the preparation, review, issue, revision, and cancellation of lists which certify that a particular product or item has been tested, examined, or otherwise qualified for compliance with the requirements of the particular specification. Included are notifications of intent to establish, reissue, or expand a Qualified Products List (QPL), correspondence with manufacturers, certifications as to authorized distributors, qualification test reports, notifications of test results, and related papers.

**Disposition:**

a. Preparing activity:

- (1) Papers relating generally to the overall QPL: Destroy on supersession or cancellation of the QPL.
- (2) Papers relating to the qualification of a particular item: Destroy on elimination of qualification requirement or when the item no longer qualifies, whichever comes first.

b. Other offices: Destroy after 2 years.

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**FN:** 700-47g**Title:** Item standardization deviations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents created in maintaining items standardization through approving, disapproving, or commenting on proposed procurement of nonstandard items but not documents belonging in procurement transaction files. Included are requests and justifications for procurement of nonstandard or nonpreferred items, requests for authority to procure technical equipment without advertising, decisions, recommendations, agenda, minutes, and other papers of the advisory committee on procurement without advertising of technical equipment and components, approvals, disapprovals, and appeals, coordinating actions, and related papers.

**Disposition:**

a. Offices having Army-wide responsibility, Office of the Chairman of the Advisory Committee on Procurement Without Advertising, and office of the responsible assigned activity: Destroy 6 years after cancellation or expiration of the standardization deviation.

b. Other offices: Destroy after 2 years.

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**FN:** 700-47h**Title:** Standardization reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents reflecting information on standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Included are consolidated and feeder reports and related papers.

**Disposition:**

a. Consolidated reports: Destroy after 2 years.

b. Feeder reports: Destroy on preparation of the next comparable report.

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**FN:** 700-47i

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**Table B-97****File category 700: Logistics—Continued**

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**Title:** Standardization program recommendations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents relating to Army participation in the formulation of the materiel standardization program. Included are recommendations for standardizations plans with supporting data, lists of areas exempt from requirements for standardization, recommendations to exclude certain classes of items from the program, schedule change recommendations, and related papers.

**Disposition:**

- a. Departmental Standardization Office and offices of assignee activities: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 700-65a**Title:** International nuclear logistics files**Authority:** NC1-AU-77-88**Privacy Act:** Not applicable.

**Description:** Information which establishes DA positions relative to negotiations and planning of nuclear weapons programs of cooperation. Included are monitoring of military sales of nuclear capable systems and chemical and biological protective items.

**Disposition:** Permanent. PIF when related plan is finalized and cut off at the end of that year.

---

**FN:** 700-84a**Title:** Personal property accounts**Authority:** NN-166-204**Privacy Act:** A0710-2aDALO

**Description:** Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventory of personal property and similar forms, and related papers.

**Disposition:** Destroy after 2 years.

---

**FN:** 700-84b**Title:** ROTC commutation of uniforms**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents on commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents.

**Disposition:** Destroy 3 years after the school year end in which commutation of uniforms for a class will no longer continue. (The active period is 4 years for institutions drawing commutation for basic and advanced students. It is 2 years for institutions drawing commutation for advanced students only.)

---

**FN:** 700-84c**Title:** Clothing sale price lists**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Lists and supplements reflecting current prices for clothing store items.

**Disposition:** Destroy after 2 years.

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**FN:** 700-84d**Title:** Clothing cash and charge sales**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tape, cash register detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.

**Disposition:** Destroy after 2 years or after audit, whichever is first. However, cash register detail tapes may be destroyed after 1 year or after audit, whichever is first.

---

**FN:** 700-84e**Title:** Clothing issue/sales stores establishment files**Authority:** N1-AU-89-11**Privacy Act:** Not applicable.

**Description:** Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of Army Military Clothing Sales Stores (AMCSS) and

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**Table B-97****File category 700: Logistics—Continued**

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Clothing Initial Issue Points (CIIPS). Included are recommendations for establishment, change of capacity, or discontinuance of such facilities, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy approvals 2 years after discontinuance of the related facility. Destroy disapprovals after 1 year.
  - b. Other offices: Destroy approvals on discontinuance of the related facility. Destroy disapprovals after 1 year.
- 

**FN:** 700-84f**Title:** Clothing issue/sales stores reporting files**Authority:** N1-AU-89-11**Privacy Act:** Not applicable.

**Description:** Documents constituting a part of the reporting system on clothing issue point and sales store operations. Included are Summary of Operations-Army Clothing Sales Stores and Clothing Initial Issue Points reports and related information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy consolidated or summary reports after 5 years. Destroy feeder reports on extraction of data.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 700-84g**Title:** Clothing issue/sales stores program files**Authority:** N1-AU-89-11**Privacy Act:** Not applicable.

**Description:** Documents resulting from actions taken to evaluate and improve the overall clothing issue and sales stores program. Included are staff studies, survey and test reports, coordination actions, correspondence, and related documents.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 2 years after completion of next comparable study or survey, or when no longer needed for reference purposes.
  - b. Other offices: Destroy after next comparable survey or study.
- 

**FN:** 700-90a**Title:** Production requirement data**Authority:** NC1-AU-77-68**Privacy Act:** Not applicable.

**Description:** Documents used in arriving at future production and industrial mobilization requirements. Included are production reports, industrial mobilization reports, studies involving such aspects as production plans, production rates, production deliveries, production slippages, and production difficulties, and documents containing similar data.

**Disposition:**

- a. Office having Army-wide responsibility:
    - (1) Studies and consolidated or summary reports: Permanent.
    - (2) Feeder reports: Destroy on extraction, summarization, or consolidation of data.
  - b. Other offices of the Army staff: Destroy after 5 years.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 700-90b**Title:** Production record reports**Authority:** II-NNA-2325**Privacy Act:** Not applicable.

**Description:** Documents relating to production control of items on the Department of Defense Consolidated List of Principal Military Items. Included are production records, schedules and estimates, documents containing similar data, and related papers concerned with scheduling, dispatch, follow-up, and control of production items.

**Disposition:** Destroy after 5 years.**FN:** 700-90c**Title:** Industrial mobilization reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Reports and directly related documents reflecting progress and status of industrial mobilization and production and procurement planning.

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**Table B-97****File category 700: Logistics—Continued**

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**Disposition:** Destroy after 2 years.**FN:** 700-90d**Title:** Industrial mobilization facilities**Authority:** II-NNA-2147**Privacy Act:** Not applicable.

**Description:** Documents relating to individual facilities (commercial concerns on plants) and specific items of supply that are used in determining past and future production capabilities or related uses allied to mobilization planning. Included are facility allocations, procurement and production planning schedules, current procurement and production schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related papers.

**Disposition:** Destroy 6 years after the removal of related facility from list of prospective supply sources, or removal of related supply item from list of designated commodities.**FN:** 700-90e**Title:** Production equipment histories**Authority:** NC1-AU-77-69**Privacy Act:** Not applicable.

**Description:** Documents used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related papers. These files will accompany the equipment on transfer within the Army or on transfer to another military department.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 6 years after final disposition of equipment.
  - b. Other supervisory offices:
    - (1) Reports: Destroy after 2 years.
    - (2) Cards used as central control files: Destroy after final disposition of related equipment.
  - c. Offices maintaining equipment: Destroy 2 years after final disposition of the equipment, such as by sale or salvage.
- 

**FN:** 700-90f**Title:** Industrial defense surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents on surveys of installations listed in the Key Facilities List, which contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to ensure uninterrupted operations of key facilities essential to mobilization. Included are—

- a. Copies of industrial defense surveys.
- b. Letters and reports.
- c. Narrative descriptions.
- d. Related documents.

**Disposition:**

- a. Offices having DA staff responsibility: Destroy after 1 year, on completion of review and analysis, or removal from Key Facilities List, whichever is first.
  - b. Preparing offices:
    - (1) Initial survey: Destroy after 5 years or on removal from Key Facilities List, whichever is first.
    - (2) Narrative descriptions, photographs, maps, and similar descriptive material essential to conduct future surveys may be kept until superseded, obsolete, or no longer required.
    - (3) Annual surveys and letter reports: Destroy after 2 years or on removal from Key Facilities List, whichever is first.
  - c. Other offices: Destroy after 2 years.
- 

**FN:** 700-90g**Title:** Industrial defense operations**Authority:** NC1-AU-79-5**Privacy Act:** Not applicable.

**Description:** Documents on the operation of the industrial defense program by offices assigned that responsibility. Included are survey schedules, periodic reports, facilities lists, and general related information.

**Disposition:** Destroy after 3 years.**FN:** 700-90h**Title:** Key Facilities Lists**Authority:** NC1-AU-79-14

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**Table B-97****File category 700: Logistics—Continued**

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**Privacy Act:** Not applicable.

**Description:** Documents listing the facilities recommended and approved for inclusion in the Key Facilities List. Included are published lists, DD Forms 451 (Industrial Facilities Protection Program Change Lists), and related information.

**Disposition:**

- a. Lists published before 1 July 1974: Permanent.
  - b. Other published lists: Destroy when superseded by a new list.
  - c. DD Forms 451: Destroy 2 years after removal from the list, except correction forms may be destroyed after notation of correction.
- 

**FN:** 700-127a

**Title:** Integrated Logistic Support Plan (ILSP)

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** A Government-prepared document that lays out the total ILS strategy for a materiel system. It is prepared initially by the materiel developer, coordinated by the combat developer, logistician, and other participants, and made available 60 days prior to Milestone I, the ILSP is updated prior to each milestone decision. Approval of the decision review body constitutes approval of the ILSP which then becomes the action guide for all ILS program participants.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-127b

**Title:** Materiel Fielding Plan (MFP)

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** A Government-prepared document that includes the user planning, programming, and budgeting for the materiel system support requirements.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-127c

**Title:** Logistic Support Analysis/Logistic Support Analysis Record (LSA/LSAR)

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information on LSA created to ensure that ILS and MANPRINT influence system design and selection. Included are documents on analytical support concepts, project workforce and personnel requirements, design trade-offs to optimize logistic supportability, and MANPRINT considerations. The LSAR is a consolidation of logistics oriented technical information for the various engineering disciplines and ILS elements into one file to reduce redundancy, facilitate timely usage, and enhance consistency between elements and disciplines.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-131a

**Title:** Equipment loans

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting loan of equipment, tools, or material to, or from, other Government agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.

**Disposition:** Destroy 2 years after turn-in or other satisfactory accounting for items involved.

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**FN:** 700-138a

**Title:** Army aircraft inventory, status, and flying time.

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to reporting logistics readiness of aircraft. Included are aircraft inventory, status, flying time reports, and related aircraft logistics readiness correspondence.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-138b

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**Table B-97****File category 700: Logistics—Continued**

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**Title:** Readiness and sustainability reports (Rescinded; use FNs 700-138c — 700-138i.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 700-138c

**Title:** Materiel condition status reports for ground equipment and related correspondence

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to reporting logistics readiness for ground equipment. Includes materiel condition status reports and other related logistics readiness information concerning ground equipment.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-138d

**Title:** Army missile materiel readiness reports and related correspondence.

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to reporting logistics readiness for missiles. Includes missile readiness reports and other information concerning missile readiness.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-138e

**Title:** Unit Equipment Status and Servicability Report (UESSR).

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to Mission Capable (MC), Fully Mission Capable (FMC), Partially Mission Capable (PMC), Non Mission Capable Supply (NMCS), and Non Mission Capable Maintenance (NMC) for all reportable equipment by individual Army organization or unit. Includes monthly Unit Equipment Status and Servicability Reports (UESSRs) and related correspondence.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-138f

**Title:** Selected Command Unit Review Report (SCUR).

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to Selected Command Unit Review Report (SCUR). Includes SCUR for active Army units, Reserve Component units, Army Materiel Command or Major Support Command (AMC MSC) and related correspondence.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-138g

**Title:** Equipment Historical Availability Trend (EHAT) reports.

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to Equipment Historical Availability Trend (EHAT) reports and related correspondence.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-138h

**Title:** Total Logistics Readiness and Sustainability reports (TLRS).

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information relating to total Army logistics readiness and sustainability. Included are reports generated as a result of assessing the capability of the logistics system to sustain deployed forces engaged in simulated combat.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-138i

**Title:** Readiness Integrated Data Base (RIDB).

**Authority:** To be determined.

**Privacy Act:** Not applicable.

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**Table B-97****File category 700: Logistics—Continued**

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**Description:** Information relating to Readiness Integrated Data Base (RIDB) automation and development.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN:** 700-142a

**Title:** Materiel fielding files

**Authority:** N1-AU-90-4

**Privacy Act:** Not applicable.

**Description:** Information relating to materiel releases for issue, materiel fielding, and transfer of designated displaced systems. Included are materiel fielding memorandums of notification, materiel fielding plans, mission support plans, materiel fielding agreements, and related information.

**Disposition:** Destroy 2 years after completion of materiel fielding or transfer.

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**B-85. File category 702: Product assurance***a. Prescribing directives.*

(1) AR 702-3, Army Material Systems Reliability, Availability, and Maintainability.

(2) AR 702-4, Contract Quality Assurance Program.

(3) AR 702-4-1, Defense In-Plant Quality Assurance Program.

(4) AR 702-9, Post-Production Testing of Army Materiel.

(5) AR 702-16, Chemical Materiel Stockpile Reliability Program (CMSRP).

*b. Description.* These records concern policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycle, including material reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of product (or system) effectiveness. See table B-98.

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**Table B-98****File category 702: Product assurance**

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**FN:** 702

**Title:** General product assurance correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to product assurance which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to product assurance that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 702-3a

**Title:** Materiel quality controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used for controlling the quality of Army materiel which include data for the detection, prevention, and control of defects in materiel. Included are inspection sheets, reports, rework data, charts, graphs, statistical data, and similar documents.

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**Table B-98****File category 702: Product assurance—Continued**

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**Disposition:** Destroy when superseded, obsolete, when data is included in published standards or guidelines, or on completion of procurement or production of pertinent item, whichever is first.

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**FN:** 702-3b

**Title:** Materiel engineering cases

**Authority:** NC1-AU-85-66

**Privacy Act:** Not applicable.

**Description:** Documents relating to a specific project, subproject, task, or phase, which reflect the continuing history of a project through the industrial or applications engineering process which begins after a functionally satisfactory prototype has been produced. Included are documents relating to tests for production, preparation of specifications and drawings, testing of specifications including user tests, and similar information.

**Disposition:** Destroy 20 years after full production of the prototype takes place. Retire after 5 years in current files area.

---

**FN:** 702-3c

**Title:** Materiel drawings

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents depicting the design or working order of parts, components, assemblies, and items of materiel. Included are arrangement, assembly, book form, source control, interface, correlation detail, detail assembly, installation, kit, matched set, multisheet, tube bend, electronic, electrical, undimensioned drawings and diagrams or microfilm images thereof, comparable drawings, associated parts lists, indexes, data lists, coordination letters, and similar papers.

**Notes:**

a. The activity whose code number appears on the drawing normally is responsible for maintaining the record copy. The record copies are generally maintained in drawing number sequence.

b. This file number is not applicable to preliminary and experimental drawings created and maintained by research and development activities. These drawings are described in the sections dealing with research and development records.

**Disposition:**

a. Record copies: Destroy 6 years after the depicted item is no longer in the supply system or supported under the Military Assistance Program.

b. Other copies: Destroy when superseded, obsolete, or no longer needed for reference.

---

**FN:** 702-4a

**Title:** Manufacturing controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to scheduling, dispatch, follow-up, and control of items to be manufactured. Included are work orders, job orders, turn-in slips, estimate sheets, production reports, and related papers.

**Disposition:** Destroy 5 years after completion of related work.

---

**FN:** 702-4b

**Title:** Manufacturing method projects

**Authority:** II-NNA-2325

**Privacy Act:** Not applicable.

**Description:** Documents relating to the improvement, modification, and modernization of manufacturing processes and procedures. Included are drawings, photographs, job orders, routing sheets, reports of revised processes and procedures, and related papers.

**Disposition:** Destroy 5 years after completion of individual project.

---

**FN:** 702-4c

**Title:** Manufacture descriptions

**Authority:** II-NNA-1785

**Privacy Act:** Not applicable.

**Description:** Documents which describe the manufacturing methods and equipment required for manufacturing acids and chemicals; manufacturing and assembling weapons, tanks, and automotive items; manufacturing, loading, assembling, and packing propellants and explosive items; and comparable manufacturing activities. If the responsibility for manufacture of an item is transferred, the pertinent description of manufacture will be transferred to the installation or agency assuming responsibility for manufacture.

**Disposition:** Destroy on supersession of description of manufacture,

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**Table B-98****File category 702: Product assurance—Continued**

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discontinuance of installation, or discontinuance of manufacture of an item.

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**FN: 702-4d****Title:** Manufacturing quality controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents maintained for detection, prevention, and control of manufacturing defects. Included are in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.**Disposition:** Destroy 3 years after completion of final production order for the related component.

---

**FN: 702-4e****Title:** Gun folders**Authority:** II-NNA-2325**Privacy Act:** Not applicable.**Description:** Documents reflecting historical data concerning the manufacture of guns. Included are lists of parts, machine load sheets, summaries of routing time, copies of plant layouts for manufacturing components, photographs, and similar documents.**Disposition:** Destroy when related gun becomes obsolete.

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**FN: 702-4f****Title:** Inspection and proof reports**Authority:** II-NNA-2325**Privacy Act:** Not applicable.**Description:** Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and similar data relating to inspection and proof testing of manufactured components.**Disposition:** Destroy when related component becomes obsolete.

---

**FN: 702-4-1a****Title:** Component routings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents reflecting routing, deviation requests, operations to be performed, fixtures and special operations to be performed, fixtures and special tools and gauges required, periodic inspections, estimated time for each operation, and comparable matters, created in the manufacture of individual components.**Disposition:** Destroy when superseded by a revised routing, or upon completion of related work, whichever is first.

---

**FN: 702-4-1b****Title:** Foundry casting records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents reflecting basic working data pertaining to foundry operations and castings for individual components, such as precision casting acceptance slips, records of heat treatment and test, photos, radiographs, and related papers.**Disposition:** Destroy when related component becomes obsolete.

---

**FN: 702-4-1c****Title:** Tool drawings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Vellums, original drawings, and tracings used in manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.**Disposition:** Destroy when drawings become superseded or obsolete.

---

**FN: 702-4-1d****Title:** Print distribution files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cards or comparable documents utilized to control and facilitate the issuance of drawings and changes or revisions thereto utilized in manufacturing operations.**Disposition:** Destroy 3 years after related drawings are superseded or the components to which they relate become obsolete.

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**FN: 702-4-1e**

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**Table B-98****File category 702: Product assurance—Continued**

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**Title:** Shop plans and layouts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.**Disposition:** Destroy when superseded or obsolete.

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**FN: 702-9a****Title:** Ordnance ballistic acceptance tests**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information related to ballistic tests on armor lots.**Disposition:** Destroy after 10 years.

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**FN: 702-16a****Title:** Surveillance historical data**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Historical information on the performance of materiel over time.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN: 702-16b****Title:** Item serviceability/storability data**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Detailed information on testing procedures and storage requirements for current (standard) type classified items.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN: 702-16c****Title:** Development project data**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Detailed serviceability or storability information for items currently in development**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN: 702-16d****Title:** CMSP program data**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** The Chemical Materiel Surveillance Program (CMSP) encompasses wholesale and retail surveillance effort not conducted under the stockpile laboratory test program (SLTP) or the stockpile function test program (SFTP). It includes baseline performance data and visual inspections and tests (initial receipt, pre-issue, and so forth) conducted as part of the supply readiness program or other quality control activities, execution information, and test data for analysis and reporting.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN: 702-16e****Title:** SLTP project data**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Individual project information on SLTP for items currently in development.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN: 702-16f****Title:** SFTP project data**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Individual project information on SFTP used to determine the functional reliability, confirm shelf or service life, and detect trends in stockpile performance.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN: 702-16g****Title:** CMSRP planning files

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**Table B-98****File category 702: Product assurance—Continued**

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**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Information on the overall function of planning, designing, and implementing the stockpile reliability program.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**B-86. File category 703: Petroleum management**

a. *Prescribing directive.* AR 703-1, Coal and Petroleum Products Supply and Management Activities.

b. *Description.* These records concern policies and procedures related to management of petroleum, petroleum products, related materiel, and associated equipment. Included are procurement, storage, distribution, transportation, issue, control, utilization, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess products. See table B-99.

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**Table B-99****File category 703: Petroleum management**

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**FN:** 703

**Title:** General petroleum management correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature; and other information relating to petroleum management which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to petroleum management that are received for information only, on which no action is required. This includes cards, listings, indexes or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 703-1a

**Title:** Petroleum supply reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Petroleum supply program reports reflecting consumption, requirements, stock status, conservation data, and similar information.

**Disposition:**

a. Office performing Army-wide responsibility: Destroy after 5 years.

b. Other offices of the Army Staff and intermediate commands: Destroy after 1 year.

c. Preparing field offices: Destroy after 3 years.

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**FN:** 703-1b

**Title:** Petroleum product analysis reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents created incident to testing petroleum products for acceptability in connection with new procurement, or the analyses required of petroleum units having custody of Army storage facilities. A copy of petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the procurement file to which it relates, for disposition with the related procurement file.

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**Table B-99****File category 703: Petroleum management—Continued**

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**Disposition:** Destroy after 2 years.

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**FN:** 703-1c

**Title:** Solid fuel controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to the receipt, storage, and use of solid fuels. Included are copies of annual and supplemental requisitions received from installations and activities, copies of contracts, shipping notices, receiving reports, analysis reports, reports of burning tests, rejection reports, similar documents, and related papers.

**Disposition:**

a. Office performing Army-wide responsibility: Destroy after 2 years.

b. Creating offices: File in and dispose of with the appropriate related procurement file.

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**FN:** 703-1d

**Title:** Solid fuel perpetual inventories

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting stocks of solid fuel on hand.

**Disposition:** Destroy when card or form is filled and appropriate entries have been carried forward.

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**FN:** 703-1e

**Title:** Solid fuel requirements and estimates

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used in determining future requirements for solid fuels. Included are copies of purchase requests, requirements estimates, reports, and related information.

**Disposition:**

a. Office performing Army-wide responsibility: Destroy when no longer required in making future determinations.

b. Other offices: Destroy after 2 years.

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**B-87. File category 708: Cataloging of supplies and equipment**

a. *Prescribing directive.* AR 708-1, Cataloging and Supply Management Data.

b. *Description.* These records concern policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in the Department of the Army and the Department of Defense. See table B-100.

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**Table B-100****File category 708: Cataloging of supplies and equipment**

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**FN:** 708

**Title:** General cataloging of supplies and equipment correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to cataloging of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to cataloging of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

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**Table B-100****File category 708: Cataloging of supplies and equipment—Continued**

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**Disposition:**

- a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 708-1a**Title:** MCN register and control files**Authority:** GRS 23, Item 5**Privacy Act:** Not applicable.

**Description:** Management Control Numbers (MCNs) are used to control items that are not cataloged within the Federal Catalog System. They are assigned to installations, organizations, and activities by block number allotments. The assigning organization performs semiannual reviews of all assigned MCNs to determine which will be retained, canceled, or replaced with an National Stock Number (NSN). Included are registers, results of semiannual reviews, requests for assignment of MCN blocks, and similar information.

Note: MCNs are for internal use only and will not be used for item identification in official publications or documents, per AR 708-1.

**Disposition:**

- a. Registers: Destroy when no longer needed for current operations, provided all MCNs in a given register have been canceled or replaced with an NSN.  
b. Other correspondence: Destroy when no longer needed for current operations.

**FN:** 708-1b**Title:** Supply cataloging advisory group files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents relating to DA participation in advisory groups or committees concerned with assisting and advising in the development of cataloging policies, rules, procedures, and schedules. Included are copies of agenda, minutes of group meetings, and related papers.

**Disposition:** Destroy on supersession, obsolescence, or when no longer needed, whichever is first.

**FN:** 708-1c**Title:** Cataloging activity reports**Authority:** Nc1-AU-77-44**Privacy Act:** Not applicable.

**Description:** Documents used to report recurring official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required. Included are cataloging activity reports and related papers.

**Disposition:**

- a. Office requiring the report:  
(1) Consolidated or summarized reports: Destroy after 5 years.  
(2) Feeder reports: Destroy after 2 years.  
b. Other offices: Destroy after 2 years.

**FN:** 708-1d**Title:** Supply item identification files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents relating to proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and national stock number, name and description transmittal forms, reference drawings or illustration sketches, coordinating or collaborating actions, cancellation requests, and similar documents pertaining to the proposed item identifications.

**Disposition:**

- a. Submitting activities: Destroy 4 years after completion of action on the particular transaction.  
b. Proposing activities, when other than above: Destroy after 2 years.

**FN:** 708-1e**Title:** Item identification collaborations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents created by activities participating in the supply catalog system by commenting on original item identifications or on proposals for revision, transfer, or cancellation of existing item

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**Table B-100****File category 708: Cataloging of supplies and equipment—Continued**

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identifications. Included are proposals and retained copies of comments on them.

**Disposition:** Destroy after 1 year.

**FN:** 708-1f**Title:** Item identification cards**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Interim and approved supply item identification cards containing the basic source of catalog data for each item of supply, such as item name, number, and description, illustrating sketches, references to applicable drawings, specifications, and standards, and name of manufacturer. Identification cards aid in establishing ability to interchange and substitute between items of supply and establishing standard terminology for supply operations.

**Disposition:** Destroy on supersession, obsolescence, or when no longer needed, whichever is first.

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**B-88. File category 710: Inventory management***a. Prescribing directives.*

(1) AR 710-1, Centralized Inventory Management of the Army Supply System.

(2) AR 710-2, Supply Policy Below the Wholesale Level.

(3) DA Pam 710-2-series, Using Unit Supply System.

*b. Description.* These records concern control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and for maintaining inventory data on the quantity, location, and condition of supplies and equipment due-in, on-hand, and due-out. They make it possible to determine quantities of materiel available or required for issue and to facilitate distribution and management of materiel. See table B-101.

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**Table B-101****File category 710: Inventory management**

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**FN:** 710**Title:** General inventory management correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to inventory management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to inventory management that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 710-1a**Title:** Major item forecasting files**Authority:** II-NN-3347**Privacy Act:** Not applicable.

**Description:** Documents created in forecasting and computing the gross quantitative requirements for individual major and selected items of materiel. Included are materiel planning studies, distribution planning studies, and other studies on the item; analyses of replacement and

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**Table B-101****File category 710: Inventory management—Continued**

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consumption rates, readiness status, asset, data, and comparable information on the item; rebuild and overhaul schedules; analyses of DA planning documents which provide guidance in computing the requirements for the item; and similar information.

**Disposition:** Destroy 3 years after supersession of specific documents, or 2 years after obsolescence, discontinuance, or removal of the item, whichever is first.

**FN: 710-1b**

**Title:** Equipment management surveys

**Authority:** NC1-AU-77-63

**Privacy Act:** Not applicable.

**Description:** Documents accumulating because conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar information.

**Disposition:** Destroy on completion of next survey.

**FN: 710-1c**

**Title:** Administrative and management financial inventory accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the administration and management of financial inventory accounting systems at elements in a command. Included are consolidated reports, supply management reports, source material, posting media, and related information.

**Disposition:**

a. Offices of the Army Staff and major command headquarters: Destroy after 3 years.

b. Other offices: Destroy after 2 years.

**FN: 710-1d**

**Title:** Basic item files

**Authority:** II-NN-3347

**Privacy Act:** Not applicable.

**Description:** Documents which possess continuing value so long as the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature descriptions, stock numbering actions, limited selection family actions, catalog and supply data, specifications data, statements of agreement, excess declaration notices, documents providing similar data, and related papers.

**Disposition:** Destroy 1 year after obsolescence, discontinuance, or removal of the supply item.

**FN: 710-1e**

**Title:** Quantitative material requirement summaries

**Authority:** II-NN-2076

**Privacy Act:** Not applicable.

**Description:** Documents relating to the preparation of summaries which reflect, in consolidated form, the level of procurement, production, and rebuilding of material items necessary to satisfy quantitative material requirements. Included are copies of the published summaries, communications relating to them, and related papers.

**Disposition:** Destroy after 5 years.

**FN: 710-1f**

**Title:** Secondary item and repair part forecasting

**Authority:** II-NN-3347

**Privacy Act:** Not applicable.

**Description:** Documents created in forecasting the quantity of an individual secondary item or repair part required to meet anticipated demands on the supply system and in determining the most economical and effective time for the procurement. Included are supply control study forms, procurement directive data, requisitions, supply control analyses, consolidated requirement sheets, procurement documents, stock level change sheets, data on deliveries against contracts, status reports and availability reports; repair, fabrication, and set assembly data; shipping instructions, overhaul directives, cancellation notices, demands and issues; worksheets, documents providing similar data, and related papers.

**Disposition:** Withdraw and destroy during the next review after the documents have been retained for a period of 3 years, or 1 year after

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**Table B-101****File category 710: Inventory management—Continued**

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obsolescence, discontinuance, or removal of the supply item, whichever is first.

**FN: 710-1g**

**Title:** Supply control study folders

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** This file number will be used when all documents described under FN 710-1a through FN 710-1f are maintained in a single folder.

**Disposition:** Dispose of as indicated for above file numbers.

**FN: 710-1h**

**Title:** ADP supply control historical studies

**Authority:** II-NN-3347

**Privacy Act:** Not applicable.

**Description:** Punched cards and tabulations created in computing quantitative requirements and processing related supply management data with automatic data processing equipment. These files contain data comparable to that described under FN 710-1a through FN 710-1f. Standard cutoff procedures will be applied in effecting disposition of these files whenever possible.

**Disposition:** Dispose of in accordance with standards for FNs 710-1d through 710-1f for files containing like data.

**FN: 710-2a**

**Title:** Property book and supporting documents

**Authority:** II-NN-1002

**Privacy Act:** Not applicable.

**Description:** Documents reflecting description, receipt, and turn-in of property for which the property book officer (PBO) is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book.

**Note:**

a. Upon receipt of notice that an organization or unit is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that the property books have been reduced to a zero balance and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions.

b. If the officer conducting the examination is satisfied that the required action has been taken and that formal audit is unnecessary, the commander will direct immediate destruction of the records upon completion of examination or discontinuance of the organization or unit.

**Disposition:** Destroy after 2 years, except that:

a. Open document numbers in the supporting document file will be transferred to the current fiscal or calendar year document file.

b. DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years.)

**FN: 710-2b**

**Title:** Document registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are nonexpendable and expendable or durable registers for supply actions and similar information.

**Disposition:** Destroy after 2 years, except that open document numbers will be extracted into current fiscal or calendar year document register (first entries of new register) in original document number sequence.

**Note:** At the end of the year (fiscal or calendar depending on how the record is maintained), the register becomes inactive and a new register is started. The old register is held in the current files area for 1 year. During that year, any open transactions which are completed are closed out (posted) on the old, inactive register. At the end of the 1 year period, all open numbers (if any still exist) are transferred to the new document register. The old inactive register is held for 1 additional year and then destroyed.

**FN: 710-2c**

**Title:** Hand receipts

**Authority:** NN-166-204

**Privacy Act:** A0710-2bDALO

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**Table B-101****File category 710: Inventory management—Continued**

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**Description:** Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. Does not include hand receipts signed by individual soldiers at the unit supply level. File these under FN 710-2g.

**Disposition:** Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Individuals may request and receive the canceled hand receipt for their own retention. In such case, the canceled hand receipt becomes the individual's personal property and ceases to be an official Army record.

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**FN:** 710-2d

**Title:** Property record inspection and inventory reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on inspections and inventories (including annual, change of PBO, cyclic) of property and property records. Included are reports, replies, and related information.

**Disposition:**

- a. Office conducting inspection: Destroy after 3 years.
  - b. Office inspected: Destroy after 1 year.
- 

**FN:** 710-2e

**Title:** Property officer designations

**Authority:** II-NNA-1781

**Privacy Act:** A0710-2aDALO

**Description:** Documents reflecting designation of property officers. Included are letters, disposition forms, or other media reflecting appointment and revocation.

**Disposition:** Destroy 2 years after termination of appointment.

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**FN:** 710-2f

**Title:** Personal property accounting files

**Authority:** II-NNA-971

**Privacy Act:** Not applicable.

**Description:** Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventories of personal property, related forms, and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 710-2g

**Title:** Soldier issue files

**Authority:** NC1-AU-81-68

**Privacy Act:** A0710-2dDALO

**Description:** Documents reflecting accountability for items issued to individual soldiers. Records are maintained at the unit level in single, by-name folder for each member. Records are maintained at the central issue facility in single, by-name folder for each member by designated unit. Included are hand receipts for bedding, linen, footlockers, and similar items issued by the unit supply room, records of personal clothing, such as DA Form 3078, and records of organizational clothing and equipment, such as DA Form 3645.

**Disposition:**

- a. Hand receipts: Destroy upon return or other complete accounting for items involved.
  - b. Personal clothing:
    - (1) Installation Clothing Initial Issue Point: Destroy after 2 years.
    - (2) Unit:
      - (a) Active Army: Destroy after 6 months provided inventory has been made without discrepancy.
      - (b) Reserve Components: Destroy upon posting to DA Form 4886 and subsequent Command Supply Discipline Program (CSDP) inspection.
      - (c) Transfer DA Form 4886 with MPRJ on separation. Destroy DA Form 3078 and DA Form 2765-1 after 2 years (see FN 710-2b.)
  - c. Organizational clothing and individual equipment (OCIE):
    - (1) Issue point: Destroy 12 months after transfer of individual or other relief from accountability.
    - (2) Unit: Forward to gaining organization on transfer; destroy on separation.
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**FN:** 710-2h

**Title:** Property loss, theft, and recovery reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

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**Table B-101****File category 710: Inventory management—Continued**

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**Description:** Weapons inventories and reports relating to the loss, theft, and recovery of firearms, ammunition, and related items.

**Disposition:**

- a. Weapons inventories that do not reflect discrepancies: Destroy after 2 years.
  - b. Weapons inventories that reflect discrepancies: Destroy after 4 years.
  - c. Loss, theft, and recovery reports: Destroy 1 year after recovery of item or after 5 years, whichever is first. Retain in CFA.
- 

**FN:** 710-2i

**Title:** Access controls (Rescinded; use FN 1v.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 710-2j

**Title:** Equipment management surveys

**Authority:** NC1-AU-77-63

**Privacy Act:** Not applicable.

**Description:** Documents accumulating as a result of conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar information.

**Disposition:** Destroy on completion of next survey.

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**FN:** 710-2k

**Title:** Account authorizations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to establishment of monetary credit authorizations for parent accounts and subaccounts drawing supplies from a self-service supply center.

**Disposition:** Destroy 1 year after posting authorization to customer's ledger and customer's ledger card.

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**FN:** 710-2m

**Title:** Receipting authorities

**Authority:** NC1-AU-84-28

**Privacy Act:** Not applicable.

**Description:** DA Forms 1687 (Notice of Delegation of Authority-Receipt for Supplies) or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Support Activity (SSA) or Self-Service Supply Center (SSSC).

**Disposition:** Destroy on preparation of new authorization.

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**FN:** 710-2n (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 710-2p

**Title:** Principal accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents constituting principal accounting data for self-service supply centers. Included are inventory receipts journal, sales and sales return journal, inventory adjustments journal, returns journal, general journal, general ledger, voucher register, customer's ledger card, and similar information.

**Disposition:** Destroy after 2 years, except that customer's ledger cards will be destroyed 2 years after filled and balances are brought forward to new card.

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**FN:** 710-2q

**Title:** Subordinate accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents constituting subordinate accounting files for self-service supply centers. Included are general ledger subsidiary accounts, such as monetary allowance, customer accounts, inventory by departments, sales by departments, inventory and accounting

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**Table B-101****File category 710: Inventory management—Continued**

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adjustments, returns, cost of sales by departments, receipts, collections from nonappropriated funds, transfers to finance and accounting offices, sales tapes, credit tapes, inventories, price adjustments, turn-in slips, reports of survey, issue slips, and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 710-2r

**Title:** Miscellaneous stock control files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used to control stock in self-service supply centers. Included are want slips, merchandise unit control books, restricted item slips, and related information.

**Disposition:** Destroy after 3 months, except that merchandise unit control books will be destroyed after 2 years.

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**FN:** 710-2s

**Title:** Reporting files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports relating to self-service supply center operations. Included are statements of operations, statements of customer accounts, and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 710-2t

**Title:** Unit supply reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports prepared by unit supply officers for submission to higher headquarters relating to the maintenance and receipt of unit supply items. Included are equipment status reports and reports on supply levels, critically short items, and other matters which affect the maintenance and receipt of supply items, and similar information.

**Disposition:** Destroy after 1 year.

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**FN:** 710-2u

**Title:** Administrative adjustment reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Approving authority copies of reports used to adjust inventory discrepancies disclosed because of physical inventories. Included are administrative adjustment reports, inventory count cards, copies of reports of survey, and similar information.

**Disposition:** Destroy after 2 years.

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**FN:** 710-2v

**Title:** Army headquarters requisitions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents accumulated at Army headquarters in connection with the process of approval and transmittal to supply agencies of requisitions for supplies, including requisitions from Army installations, National Guard, ROTC organizations, shipping orders, and correspondence relating to the filling of the requisitions.

**Disposition:** Destroy after 2 years.

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**FN:** 710-2w

**Title:** Supply operation reports

**Authority:** NC1-AU-77-74

**Privacy Act:** Not applicable.

**Description:** Reports and directly related documents pertaining to supply operations and accumulated by major commands and Army staff offices.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated, summary, or composite reports: Destroy after 6 years.

(2) Feeder reports: Destroy on extraction of necessary data.

b. Other offices of the Army staff and major command headquarters: Destroy after 2 years.

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**FN:** 710-2x

**Title:** Unit packing certificates

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

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**Table B-101****File category 710: Inventory management—Continued**

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**Description:** Documents which certify that proper crating and packing of organizational equipment has been accomplished prior to the movement of a unit to a new station.

**Disposition:** Destroy after 6 months.

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**FN:** 710-2y

**Title:** Unit supply inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Inspection reports of units outfitted prior to movement overseas. Included are showdown inspection reports, final inspection reports, and related papers.

**Disposition:** Destroy after 2 years.

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**FN:** 710-2z

**Title:** Unit training film issues and turn-ins

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to requests to film libraries for training films and filmstrips. Included are notifications of action taken on the requests and the return of training films and filmstrips to film libraries, issue slips, turn-in slips, and related papers.

**Disposition:** Destroy on turn-in of the film.

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**FN:** 710-2aa

**Title:** Unit training equipment issues and turn-ins

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to requests to station supply agencies for training equipment. Included are notifications of action taken on the request and the return of the equipment, issue slips, turn-in slips, and related information.

**Disposition:** Destroy on turn-in of the equipment.

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**FN:** 710-2bb

**Title:** Supply status and control

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Punch cards maintained to indicate authorized allowances, operating allowances, and stock balances for TOE units and control cards pertaining to stock record accounts.

**Disposition:** Destroy when statistical data is extracted.

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**FN:** 710-2cc

**Title:** Authorized supply codes

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to the assignment of authorized organization supply codes to each unit, organization, or activity authorized to maintain property on an organization or installation property book. Included are registers or related papers.

**Disposition:**

a. Registers: Destroy 1 year after cancellation of all supply codes listed on the sheet or in the bound register.

b. Other files: Destroy after 2 years.

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**FN:** 710-2dd

**Title:** Nonaccountable property files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to the receipt and issue of military property which is not recorded on an accountable stock record account of the station or on a memorandum receipt account of the station, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.

**Disposition:** Destroy after 2 years or on turn-in of equipment, after proper settlement of responsibility, or consolidation whichever is applicable.

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**B-89. File category 715: Procurement**

a. *Prescribing directives.*

(1) AR 715-5, Department of Defense Priorities and Allocations Manual.

(2) AR 715-6, Proposal Evaluation and Source Selection.

(3) AR 715-11, Army Procurement Management Review Program.

(4) AR 715-31, Army Competition Advocacy Program.

b. *Description.* The procurement records described below are generally prescribed by the FAR and the DOD Supplement thereto; however, for consistency of numbering within MARKS, they are identified here with the related 715 series publications on procurement. These records concern procurement of materiel and services through purchase or contract from sources outside the Army. This includes such functions as priorities and allocations, procurement, inspection, and quality control, high dollar parts, small business procedures, and open-end contract information. See table B-102.

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**Table B-102**  
**File category 715: Procurement**

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**FN: 715**

**Title:** General procurement correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature; and other information relating to procurement which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to procurement that are received for information only, on which no action is required. This includes cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

**FN: 715a**

**Title:** Debarred bidder lists

**Authority:** NC1-AU-77-54

**Privacy Act:** Not applicable.

**Description:** Documents relating to any suspension of bidders that prohibits contractual relationship with DOD. Included are lists of debarred, ineligible, or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar information.

**Disposition:**

a. Office responsible for final determination as to whether or not a bidder is placed on the list: Destroy 30 years after final determination.

b. Other offices: Destroy when no longer needed for current operations.

**FN: 715b**

**Title:** Bidder lists

**Authority:** NC-AU-75-3

**Privacy Act:** Not applicable.

**Description:** Cards and lists used to determine which contractors are eligible to receive invitations for bid on specific items.

**Disposition:** Destroy when no longer needed for current operations.

**FN: 715c**

**Title:** Master, open-end, and call-type contracts

**Authority:** NC-64-75-4

**Privacy Act:** Not applicable.

**Description:** Documents relating to master, open-end indefinite delivery, Federal Supply System (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see FN 715j).

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**Table B-102**

**File category 715: Procurement—Continued**

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**Disposition:**

a. Offices administering contract: Destroy 6 years and 3 months after final payment, except that records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of the board's decision.

b. Offices procuring under contract: Identify and dispose of records under FN 715j or 715k, as appropriate.

**FN: 715d**

**Title:** Procurement registers

**Authority:** II-NNA-2957

**Privacy Act:** Not applicable.

**Description:** Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.

**Disposition:** Destroy after 6 years.

**FN: 715e**

**Title:** Procurement directives

**Authority:** NC1-AU-77-124

**Privacy Act:** Not applicable.

**Description:** Documents used in initiating procurement or production action. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders lists, written bids, summaries or proposals, abstracts of bids, cost analyses reports, and similar information.

**Disposition:**

a. Directives canceled prior to award of contract or purchase order: Destroy after 1 year.

b. Other files: Destroy after 6 years. Do not retire.

**FN: 715f**

**Title:** Procurement action reports

**Authority:** NN-16-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to the reporting system designed to provide statistics about placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information.

**Disposition:** Consolidated reports and summaries: Destroy 2 years after end of FY of preparation.

Note: All the above reports (except consolidated reports and summaries) will be filed and disposed of with the related contracts.

**FN: 715g**

**Title:** Procurement inspections

**Authority:** GRS 3, Item 4c

**Privacy Act:** Not applicable.

**Description:** Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, GAO, and supervisory offices, documents indicating corrective action taken, and similar information.

**Disposition:** Destroy after 6 years.

**FN: 715h**

**Title:** Contracting officer designations

**Authority:** GRS 3, Item 2

**Privacy Act:** Under development.

**Description:** Documents reflecting the designation and rescission of contracting officers and contracting officers' representatives, which include the specific procurement authorities delegated. Original copies of the designation will be filed in the official contract file.

**Disposition:** Destroy 2 years after rescission or termination.

**FN: 715i**

**Title:** Tax exemption certificates

**Authority:** II-NNA-2076

**Privacy Act:** Not applicable.

**Description:** Documents relating to issue of tax exemption certificates which indicate proof of exemption of taxes from the contract price under procurement regulations. Included are U.S. Government tax exemption certificates, U.S. Government tax exemption identification cards, and similar information.

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**Table B-102****File category 715: Procurement—Continued**

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**Disposition:** Destroy 3 years after period covered by related account.

**FN:** 715j

**Title:** Small purchase categories

**Authority:** NC1-330-78-13

**Privacy Act:** Not applicable.

**Description:** Records or documents (other than those in paras 4.805 (a) through (j), FAR), pertaining to transactions below the appropriate small purchase limitation in Part 13, FAR.

**Disposition:** Destroy case file 1 year after final payment. If notice of final payment is not furnished by servicing FAO, destroy 1 year after acceptance of goods or services.

---

**FN:** 715k

**Title:** Contract actions

**Authority:** NC-217-75-8

**Privacy Act:** Not applicable.

**Description:** Contract case files, including original executed procurement documents, for any amount (but excluding the small purchase categories listed under FN 715j above).

**Disposition:**

- a. Contracting Officers: Destroy 6 years and 3 months after final payment.
  - b. Contracting Officers' representatives: Forward to Contracting Officer upon completion of the contract
- 

**FN:** 715m

**Title:** Military guide specifications

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Specifications and related correspondence used as guides for military construction contract specifications. These records are prescribed by Part 36, FAR and Part 36, DOD FAR Supplement.

**Disposition:**

- a. Correspondence: Destroy after 2 years.
  - b. Specifications: Destroy when no longer needed for current operations.
- 

**FN:** 715n

**Title:** Contractor's Statement of Contingent or Other Fees

**Authority:** GRS 3, Item 20

**Privacy Act:** Not applicable.

**Description:** Standard Form 119 (Contractor's Statement of Contingent or Other Fees) or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.

**Disposition:** Destroy when superseded, obsolete, or no longer required for current operations.

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**FN:** 715p

**Title:** Contract clause deviations

**Authority:** NC1-AU-80-45

**Privacy Act:** Not applicable.

**Description:** Documents used in authorizing deviations from contract clauses. Included are deviation requests, approvals, disapprovals, and similar documents.

**Disposition:** Destroy in current files area after 10 years. DO NOT RETIRE.

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**FN:** 715q

**Title:** Determinations and findings

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on determinations and findings (D&Fs) required prior to negotiation of contracts. Included are D&Fs and directly related correspondence. (In the case of Class D&Fs issued according to Subpart 15.3, FAR and DOD FAR Supplement, a reproduced copy of the D&F will be included in each contract file.)

**Disposition:**

- a. Office administering the contract: Destroy along with resulting contract.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 715r

**Title:** Contract financing files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to actions designed to provide

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**Table B-102****File category 715: Procurement—Continued**

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financial aid to contractors. Included are applications for contract financing, investigation documents, coordination documents, approvals, disapprovals, and similar documents.

**Disposition:** Destroy after 12 years.

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**FN:** 715s

**Title:** Contractors' insurance files

**Authority:** NC1-AU-77-59

**Privacy Act:** Not applicable.

**Description:** Documents used in determining proper insurance required by statute for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, insurance policies, premium audits, approvals, disapprovals, and comments providing similar data.

**Disposition:** Destroy after 6 years.

---

**FN:** 715t

**Title:** Contractors' bonds

**Authority:** NC1-AU-77-60

**Privacy Act:** Not applicable.

**Description:** Documents used in determining suitable and proper bonds for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, surety bonds, approvals, cancellations, and documents providing similar data.

**Disposition:** Destroy after 6 years.

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**FN:** 715u

**Title:** Contractors' pension and retirement files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to contractors' pension and retirement costs, benefit levels, funding methods, and similar matters. Included are copies of programs, company qualification data, studies, interpretations, and related papers.

**Disposition:** Destroy when plan or program is superseded or obsolete.

---

**FN:** 715v

**Title:** Buy American Act files

**Authority:** II-NNA-707

**Privacy Act:** Not applicable.

**Description:** Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence.

**Disposition:** Destroy after 10 years.

Note: Files relating to specific contracts will be destroyed therewith.

---

**FN:** 715w

**Title:** Contract reviews

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data.

**Disposition:** Destroy after 6 years, or after completion of review, whichever is applicable.

---

**FN:** 715x

**Title:** Bid and award protest files

**Authority:** NC1-AU-77-61

**Privacy Act:** Not applicable.

**Description:** Documents relating to actions taken with respect to correcting mistakes in bids and in settling protests of awards. Included are copies of bids, contracts, notices of award, decisions, copies of statutes, and similar information.

**Disposition:**

- a. Offices authorized to perform final review: Destroy 6 years after final determination.
  - b. Other offices: File and dispose of with related contract files.
- 

**FN:** 715y

**Title:** Contract appeals

**Authority:** NC1-AU-77-43

**Privacy Act:** Not applicable.

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**Table B-102****File category 715: Procurement—Continued**

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**Description:** Contract appeals files contain documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to Part 33, FAR and DOD FAR Supplement. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken, the contract and pertinent plans, specifications, amendments, and change orders, correspondence between the parties, transcripts of testimony taken during proceedings on matters in dispute prior to filing a notice of appeal with the board, and such additional documents as the contracting officer may consider essential or may be designated by the board.

**Disposition:** Destroy 10 years after final decision of the board.

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**FN:** 715z**Title:** Contract termination reports**Authority:** II-NNA-2067**Privacy Act:** Not applicable.**Description:** Reports and directly related correspondence pertaining to the status of contract termination.**Disposition:** Destroy after 3 years.

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**FN:** 715aa**Title:** Contract termination reviews**Authority:** II-NNA-2194**Privacy Act:** Not applicable.

**Description:** Documents related to the review of contract terminations. Included are proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals, and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in DOD FAR Supplement, paragraph 4.803.

**Disposition:** Destroy after 6 years, except the documents filed with the contract will be destroyed therewith.

---

**FN:** 715bb**Title:** Contractor responsibility files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents maintained for the purpose of determining contractors' responsibility as defined in FAR and DOD FAR Supplement, Part I, paragraph 9.104-1. Included are brochures; replies to questionnaires; financial data, such as balance sheets, profit and loss statements, cash forecasts, financial history of contractor and affiliated concerns; current and past production records, personnel data, lists of tools, equipment, and facilities; analyses of operational control procedures; and similar documents. Affirmative determinations of responsibility signed by the appropriate contracting officer are to be filed in the preaward portion of the applicable contract file.

**Disposition:** Destroy when superseded or obsolete, except that any documents pertaining to specific contracts will be destroyed 6 years after final payment of related contract(s).

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**FN:** 715cc**Title:** Procurement misconduct cases**Authority:** NC1-AU-77-53**Privacy Act:** A0210-7aCFSC and A0715DAJA

**Description:** Documents accumulated as case files which deal with specific incidents relating to fraud, misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, decisions, similar documents, and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list.

**Disposition:**

a. Offices authorized to make final determination: Destroy 30 years after final determination.

b. Other offices: Destroy 1 year after close of case.

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**FN:** 715dd**Title:** Unsuccessful bids**Authority:** GRS 3, Item b**Privacy Act:** Not applicable.

**Description:** Documents relating to unsuccessful bids (including tie bids) and all unsuccessful proposals or quotations for contracts.

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**Table B-102****File category 715: Procurement—Continued**

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**Disposition:** Dispose of according to the disposition instructions for the related contract.

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**FN:** 715ee**Title:** Open-end contract information**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Army circulars and related documents reflecting information on existing open-end contracts for use by contracting officers in procurement of supplies and equipment.

**Disposition:**

a. Office responsible for preparation and issue: Destroy 6 years after expiration date.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

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**FN:** 715ff**Title:** Nonaction bid invitations**Authority:** II-NNA-1176**Privacy Act:** Not applicable.

**Description:** Invitation for bids returned by prospective bidders without bid action.

**Disposition:** Destroy immediately after bid opening or on receipt of bid if it can be determined that no bid action was taken.

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**FN:** 715gg**Title:** Rejected bids**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Invitations for bids accumulated due to rejecting all bids responding to an invitation and a not issuing a new invitation.

**Disposition:** Destroy after 1 year.

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**FN:** 715hh**Title:** Procuring office customs entry files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents relating to the entry and admission free of duty of material procured abroad or returned from abroad by the Army. Included are customs permits, forms, summary of value, similar documents, and related correspondence.

**Disposition:** Destroy after 5 years.

---

**FN:** 715ii**Title:** Renegotiation Act reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Reports and correspondence relating to the receipt and transmittal of information concerning renegotiations performed by the Renegotiation Board.

**Disposition:** Offices of the Army Staff: Destroy after 10 years.

---

**FN:** 715jj**Title:** Small business information**Authority:** II-NNA-1451**Privacy Act:** Not applicable.

**Description:** Documents relating to communications or discussions which provide small business concerns with information about Army requirements for suppliers on bidders' lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement, and other matters concerning the participation of small business concerns in the military procurement program. Included are inquiries from small business concerns, memorandums recording discussion with representatives of small business concerns, and similar documents.

**Disposition:** Destroy after 6 years.

---

**FN:** 715kk**Title:** Small business program surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents relating to surveys of field purchasing officers to analyze the effectiveness of the small business program to afford small business concerns an equal opportunity to compete for procurements. Included are data accumulated for making surveys,

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**Table B-102****File category 715: Procurement—Continued**

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reports from procuring offices, survey reports, instructions or changes made because of the survey, and related papers.

**Disposition:**

- a. Offices performing surveys: Destroy after 6 years except that data accumulated in preparation for the survey will be destroyed on completion of the survey.
  - b. Offices surveyed: Destroy on completion of next comparable survey, or when no longer needed for reference, whichever is first.
- 

**FN: 715mm**

**Title:** Small business qualification files

**Authority:** II-NNA-1451

**Privacy Act:** Not applicable.

**Description:** Case files containing documents relating to the productive capacity, credit resources, and similar data about small business concerns accumulated to provide information about the availability of additional small business sources to meet current or anticipated requirements of the military procurement program.

**Disposition:** Destroy when superseded, obsolete, or when the concern is no longer considered as a source of supply for any reason.

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**FN: 715nn**

**Title:** Competency certificates

**Authority:** II-NNA-1451

**Privacy Act:** Not applicable.

**Description:** Documents relating to the issuance or withdrawal of certificates of the competency, capacity and credit standing of small business concerns furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific and small business concerns, and similar documents.

**Disposition:** Destroy after 6 years.

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**FN: 715pp**

**Title:** Small business reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents accumulated by small business advisers for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions.

**Disposition:**

- a. Consolidated and summary reports: Destroy when no longer needed for current operations.
  - b. Other documents: Destroy after 2 years.
- 

**FN: 715qq**

**Title:** Contractor reports

**Authority:** II-NNA-1451

**Privacy Act:** Not applicable.

**Description:** Reports received from contractors participating in the small business procurement program, related information, and summaries from the reports.

**Disposition:**

- a. Consolidated and summary reports: Destroy when no longer needed for current operations.
  - b. Other documents: Destroy after 2 years.
- 

**FN: 715rr**

**Title:** Qualification lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Lists of businesses determined to be qualified to participate in the small business program.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

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**FN: 715ss**

**Title:** Small business solicitation reviews

**Authority:** NC1-AU-77-39

**Privacy Act:** Not applicable.

**Description:** Documents relating to the review of requests for proposals or solicitations for compliance with regulatory requirements and the Small Business Act accumulated in major command headquarters. Included are requests for proposals, analyses executed by chief

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**Table B-102****File category 715: Procurement—Continued**

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purchasing offices, and corrective actions taken because of the review and related documents.

**Disposition:** Destroy 1 year after completion of the review.

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**FN: 715tt**

**Title:** Labor relations and EEO surveillance files

**Authority:** NN-165-75

**Privacy Act:** Not applicable.

**Description:** Documents relating to general surveillance procedures performed in administering the Army labor relations and industrial equal opportunity programs. Included are copies of contractors' payrolls, statements regarding compliance, and related documents.

**Disposition:**

- a. Contractors' payrolls: Destroy after 3 years.
  - b. Other documents: Destroy after 6 years.
- 

**FN: 715uu**

**Title:** Labor-management disputes

**Authority:** NC1-AU-77-56

**Privacy Act:** Not applicable.

**Description:** Documents relating to work stoppages, strikes, and disputes affecting Army contracts. Included are strike reports, reports of work stoppages, correspondence concerning disputes, plans to relieve work stoppages and to settle disputes, conference minutes, and related documents.

**Disposition:** Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

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**FN: 715vv**

**Title:** Labor standard exceptions

**Authority:** NC1-AU-77-57

**Privacy Act:** Not applicable.

**Description:** Documents pertaining to requests to deviate from standards set by the Department of Labor, assessment of the eight-hour law penalties, Walsh-Healy Act, and similar requirements. Included are requests for exceptions or deviations, determinations, studies, opinions, approvals, disapprovals, and related documents.

**Disposition:** Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

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**FN: 715ww**

**Title:** Labor standard violations

**Authority:** NC1-AU-77-58

**Privacy Act:** Not applicable.

**Description:** Documents accumulated as a result of actions taken because of violations of labor standards provisions of contracts. Included are reports of violations, investigations, terminations and findings, recommendations, and related documents.

**Disposition:** Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

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**FN: 715xx**

**Title:** Industrial equal employment compliance reviews

**Authority:** NN-165-75

**Privacy Act:** Not applicable.

**Description:** Documents accumulated in making compliance reviews to determine the extent to which contractors comply with the nondiscrimination in employment contract clauses. Included are compliance reports submitted by contractors, reports of routine and special compliance reviews made by Army compliance officers, follow-up reports, records of recommendations, certificates of merit, and similar or related papers.

**Disposition:** Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

---

**FN: 715yy**

**Title:** Industrial equal employment investigations

**Authority:** NN-165-75

**Privacy Act:** Not applicable.

**Description:** Documents relating to actions taken on complaints alleging noncompliance with the provisions of nondiscrimination contract clauses. Included are complaints, reports of investigation, hearings,

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**Table B-102****File category 715: Procurement—Continued**

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copies of decisions rendered, findings, statements, information concerning sanctions, recommendations, and similar related papers.

**Disposition:** Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

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**FN:** 715zz

**Title:** Industrial equal employment special visits

**Authority:** NN-165-75

**Privacy Act:** Not applicable.

**Description:** Documents relating to special visits made by industrial employment policy officers in attending conferences, briefing civilian audiences, meeting with contractor associations, conducting special studies, providing staff or technical supervision, and related matters. Included are requests for visit, approvals, copies of speeches or briefings, reports of visit, recommendations, and similar documents.

**Disposition:**

a. Offices of major and intermediate command HQ: Destroy after 10 years.

b. Other offices: Destroy after 6 years.

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**FN:** 715aaa

**Title:** Industrial equal employment reports

**Authority:** NN-165-75

**Privacy Act:** Not applicable.

**Description:** Documents reflecting data concerning various aspects of the industrial equal employment opportunity program. Included are statistical and narrative reports, summaries, consolidations, and related papers.

**Disposition:**

a. Office responsible for preparation of report: Destroy after 10 years.

b. Other offices: Destroy after 2 years.

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**FN:** 715bbb

**Title:** Individual item pricing files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items, for comparative pricing purposes, and for analyzing price trends. Included are ledger sheets, card records, and related papers.

**Disposition:**

a. Documents used in establishing revised standard prices: Destroy after 4 years.

b. Documents used for comparative pricing and evaluating price trends: Destroy when obsolete or when no longer required for current operations.

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**FN:** 715ccc

**Title:** Item pricing posting media

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used as posting media to individual item pricing files. Included are copies of purchase orders, contracts, abstracts of bids, summaries of proposals, and similar documents.

**Disposition:** Destroy after 1 year, or when files have served their intended purpose, whichever is first.

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**FN:** 715ddd

**Title:** Company pricing files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to negotiating with commercial concerns as to future pricing methods for improved pricing on contracts and negotiating price adjustments required by contract clauses, such as price escalation and price redeterminations. Included are reports, pricing agreements, financial statements, production records, and similar documents.

Note: Files relating to a specific contract will be filed therewith.

**Disposition:** Destroy 4 years after establishment of a revised pricing agreement or when the commercial concern is no longer considered a prospective source of supply, whichever is first.

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**FN:** 715eee

**Title:** Cost and price analyses

**Authority:** II-NNA-2076

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**Table B-102****File category 715: Procurement—Continued**

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**Privacy Act:** Not applicable.

**Description:** Documents used in collecting and analyzing data in the performance of comprehensive studies of price trends and variations. Included are studies, copies of price lists, contracts, estimates, reports, and other documents containing similar data.

**Disposition:**

a. Offices of the Army staff: Destroy after 10 years.

b. Other offices: Destroy after 6 years.

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**FN:** 715fff

**Title:** Technical data packages

**Authority:** NC-AU-75-3

**Privacy Act:** Not applicable.

**Description:** Copies of documents or microfilm images assembled to provide prospective bidders complete information relative to material required. The performance-type technical data package includes documents that establish performance requirements supplemented by quality assurance provisions and form and fit limits. These documents express, in narrative form, the output, function, or operation, and leave the design, fabrication, and internal working to the manufacturer's option. The design-type technical data package includes data necessary to manufacture a product conforming to established design. These packages contain data essential to ensure proper performance and to permit manufacture of the item by a competent manufacturer. Included in these files are lists of contents, drawing numbers, parts and lists of parts, Government furnished equipment, package data sheets and lists thereof, supplementary quality assurance provisions, gauge numbers, gauge drawings, and lists thereof, engineering drawings, specifications and standards and lists thereof, purchase descriptions, and similar data.

**Disposition:** Destroy when superseded, obsolete, or no longer required for current operations.

---

**FN:** 715ggg

**Title:** Advance planning procurement files

**Authority:** NN-168-26

**Privacy Act:** Not applicable.

**Description:** Documents relating to the release of advance planning information to industrial firms for their use in future planning and to aid in submitting bids for required material. Included are synopses of advance procurement planning information, lists of bidders, inquiries from industrial firms and answers thereto, reports, similar documents, and related papers.

**Disposition:** Destroy after 6 years.

---

**FN:** 715hhh

**Title:** Photographic inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Radiographs, micrographs, macrographs, and other films and prints relating to the inspection of material prior to the acceptance by the Army.

**Disposition:** Destroy after completion of related contract.

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**FN:** 715iii

**Title:** Laboratory test reports

**Authority:** II-NNA-1207

**Privacy Act:** Not applicable.

**Description:** Documents maintained by laboratories that relate to tests conducted on material. Included are chemical analysis, steel analysis, physical test, macrostructure and macrotech tests, treatment and test of material, and similar reports and directly related papers.

**Disposition:** Destroy after 10 years.

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**FN:** 715jjj

**Title:** Interservice inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to the performance of inspection services for other procuring activities.

Note: Interservice inspection files accumulated by Army procuring activities in performing inspection service for other departments will be retained in the custody of the inspecting activities in the absence of files to the activity administering the contract. Conversely, inspection files created by other activities in performing inspection services on Army contracts will be retained by the activities performing the inspection service in the absence of any specific agreements or requests for

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**Table B-102****File category 715: Procurement—Continued**

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transfer of such records to the Army procuring activities administering the contracts.

**Disposition:** Destroy 6 years after completion of inspection action on the related contract. However, if inspection documents have been furnished the procuring activity on a current basis, destroy retained copies after 1 year.

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**FN:** 715kkk

**Title:** Coordinated procurement program reports

**Authority:** NC1-AU-77-62

**Privacy Act:** Not applicable.

**Description:** Document containing data relative to DOD coordinated procurement program, such as reports and related papers.

**Disposition:** Destroy after 2 years.

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**FN:** 715mmm

**Title:** Canceled solicitations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Formal solicitations of offers to provide products or services which were canceled prior to award of a contract. Included are presolicitation documentation on the requirement, offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

**Disposition:** Destroy 5 years after cancellation.

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**FN:** 715nnn

**Title:** Vietnamese contract records

**Authority:** N1-AU-87-19

**Privacy Act:** Not applicable.

**Description:** Records accumulated by U.S. Forces in the Republic of Vietnam during the Southeast Asia War that pertain to contracts executed between the U.S. Government and Vietnamese contractors. Records include individual procurement transaction case files, contract review files, and other records documenting contractual relationships involving Vietnamese nationals.

**Disposition:**

- a. Destroy 65 years after cessation of the war in Vietnam (that is, 1975)
  - b. Destroy 5 years after cancellation.
- 

**FN:** 715-5a

**Title:** Controlled materials allocations

**Authority:** II-NNA-1933

**Privacy Act:** Not applicable.

**Description:** Documents reflecting the distribution of controlled materials from DOD to the Deputy Chief of Staff for Logistics, and further allocations within the Army to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.

**Disposition:** Destroy after 5 years.

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**FN:** 715-5b

**Title:** Controlled materials allotment cases

**Authority:** II-NNA-1933

**Privacy Act:** Not applicable.

**Description:** Documents reflecting allotments of controlled materials to contractors and producers. Included are requests, applications for allotments of controlled material and equipment, authorized controlled material (ACM) orders, applications for production and construction material and equipment, authorized production schedules and revisions thereto, allotment increases or decreases, schedules of materials requirements, construction authorizations and allotments of controlled materials, allotment certificates for offshore construction, authorization letters for purchase of construction machinery, and similar documents.

**Disposition:**

- a. Offices of the Army staff: Destroy after 5 years.
  - b. Other offices: Destroy after 3 years.
- 

**FN:** 715-5c

**Title:** Priority rating cases

**Authority:** II-NNA-1933

**Privacy Act:** Not applicable.

**Description:** Documents used in establishing the priority use of controlled materials by contractors and producers. Included are requests for filing applications for priority ratings, applications for priority ratings

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**Table B-102****File category 715: Procurement—Continued**

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for delivery of production and construction materials and equipment with supporting documents and recommendations, rating certificates and disapprovals of rating, requests for special priorities and assistance with related denials or approvals, and similar documents.

**Disposition:** Destroy after 3 years.

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**FN:** 715-5d

**Title:** Controlled materials reports

**Authority:** II-NNA-1933

**Privacy Act:** Not applicable.

**Description:** Reports on allocations, allotments, return of controlled materials allocations, ACM orders, unused balances, and similar matters.

**Disposition:**

- a. Office performing Army-wide responsibility, consolidated and summary reports: Destroy after 10 years.
  - b. Other offices of the Army staff: Destroy after 5 years.
  - c. Other offices: Destroy after 3 years.
- 

**FN:** 715-5e

**Title:** Controlled materials accounting files

**Authority:** II-NNA-1933

**Privacy Act:** Not applicable.

**Description:** Documents used to control and account for controlled materials. Included are general controlled materials, ledgers, budget ledgers, allotment ledgers, subsidiary ledgers, and similar documents.

**Disposition:**

- a. Office performing Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy after 3 years.
- 

**FN:** 715-5f

**Title:** Special assistance files

**Authority:** II-NNA-1933

**Privacy Act:** Not applicable.

**Description:** Documents used in requesting, coordinating, and granting priorities under the special assistance program. Included are requests for special assistance, coordination documents, diversion directives, official signature cards, preference of priority lists, and related documents.

**Disposition:**

- a. Preference or priority lists and official signature cards: Destroy when superseded or obsolete.
  - b. Remaining files: Office performing Army-wide responsibility: Destroy after 10 years.
  - c. Other offices: Destroy after 3 years.
- 

**FN:** 715-5g

**Title:** Controlled materials audits

**Authority:** II-NNA-1933

**Privacy Act:** Not applicable.

**Description:** Reports of audit, interim reports of audit, audit checklists, and related documents.

**Disposition:**

- a. Office performing Army-wide responsibility: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
- 

**FN:** 715-5h

**Title:** Representative samples

**Authority:** NC1-AU-77-78

**Privacy Act:** Not applicable.

**Description:** Representative samples of files, maintained by HQDA offices, described under FNs 715-5a, 715-5b, 715-5d, and 715-5e which are withdrawn from each annual block of files.

**Disposition:** Destroy after 5 years.

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**FN:** 715-5i

**Title:** Strategic and critical material requirement forecasting files

**Authority:** NC1-AU-77-70

**Privacy Act:** Not applicable.

**Description:** Documents created in computing and reporting the quantities of strategic and critical materials needed to meet current or

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**Table B-102****File category 715: Procurement—Continued**

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mobilization production schedules, or both, for end items. Included are computations, reports reflecting requirements, and related papers.

**Disposition:**

- a. Office performing Army-wide responsibility and requiring the reports: Destroy 3 years after supersession or obsolescence.
  - b. Other offices: Destroy on supersession or obsolescence.
- 

**FN:** 715-5j**Title:** Strategic and critical material studies (Rescinded, use 715-5i.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 715-5k**Title:** Material stockpile reference data**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents, maintained as a source of basic reference data, reflecting uses of, sources of, distribution of, quantities of, and comparable data on strategic and critical materials in, or to be included in, the national stockpile. Included are data sheets, changes thereto, and related papers.

**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 715-5m**Title:** National stockpile accounts**Authority:** NN-164-198**Privacy Act:** Not applicable.

**Description:** Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the Army for General Services Administration (GSA), Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored; commodity type; and vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers.

**Disposition:** Destroy 2 years after out shipment of material.

---

**FN:** 715-5n**Title:** National stockpile voucher registers**Authority:** NN-164-198**Privacy Act:** Not applicable.

**Description:** Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the GSA, Defense Materials Service.

**Disposition:** Destroy 6 years after individual sheets or individual bound books are filled.

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**FN:** 715-5p**Title:** National stockpile reports**Authority:** NN-164-198**Privacy Act:** Not applicable.

**Description:** Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the Army for the GSA, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity.

**Disposition:** Destroy after 2 years.

---

**FN:** 715-5q**Title:** National stockpile shipping files**Authority:** NC1-AU-77-47**Privacy Act:** Not applicable.

**Description:** Documents relating to the transportation of strategic and critical materials stored by the Army for the GSA. Included are memorandum copies of bills of lading with supporting documents such as freight classification, export certificates or declarations, transit certificates such as GSA Form 278, TPU Form 12, demurrage car record books, and similar documents.

**Disposition:** Destroy 3 years after all stored material of like kind and grade has been shipped out.

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**FN:** 715-5r**Title:** Military urgency planning lists**Authority:** NN-166-204

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**Table B-102****File category 715: Procurement—Continued**

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**Privacy Act:** Not applicable.

**Description:** Documents relating to the military urgency planning list of items published by DOD. Included are copies of the lists and documents connected with nomination of items for the lists.

Note: Record copies of the Master Urgency List are maintained by DOD and are retired as permanent documents by the Department.

**Disposition:**

- a. Offices responsible for Army-wide coordination of nomination of items: Destroy on publication of documents by the department.
  - b. Other offices: Destroy after 2 years, except that copies of lists will be destroyed when superseded or no longer required for reference, whichever is first.
- 

**FN:** 715-6a**Title:** Solicitation reviews**Authority:** NC1-AU-77-123**Privacy Act:** Not applicable.

**Description:** Invitations for bids or requests for proposals submitted to major command headquarters or HQDA for review to ensure compliance with procurement regulations prior to solicitation to bid.

**Disposition:** Destroy 1 year after completion of review.

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**FN:** 715-8a**Title:** Procurement assignment files (Rescinded)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 715-8b**Title:** Interdepartmental purchase request files (Rescinded)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 715-11a**Title:** Acquisition management reviews**Authority:** NC1-AU-79-48**Privacy Act:** Not applicable.

**Description:** Documents reflecting operations of the Army Acquisition Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits, semi-annual reports of cumulative results of reviews, actions taken on recommendations, follow-up visits, and related documents.

**Disposition:**

- a. Office performing Army-wide responsibility: Permanent. Retire after 12 years.
  - b. Surveyed activities: Destroy on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner.
  - c. Other offices: Destroy when no longer needed for current operations.
- 

**FN:** 715-31a**Title:** Competition Advocacy files**Authority:** NC1-AU-85-63**Privacy Act:** Not applicable.

**Description:** Information accumulated in carrying out a systematic program of competition advocacy to ensure competitive acquisition. Included are plans, documentation of exceptions to full competition, reviews and recommendations on lower echelon goals, reports on progress, and similar information.

Note: Excluded are formal directives governing operation of the program, which are instruction files (FN 310-1q).

**Disposition:** Destroy after 2 years.

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**B-90. File category 725: Requisition and issue of supplies and equipment**

a. *Prescribing directive.* AR 725-50, Requisitioning, Receipt, and Issue System.

b. *Description.* These records concern procedures pertaining to requisitioning and issue of items of supply and equipment. Includes

special requisitioning and issue systems such as MILSTRIP. See table B-103.

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**Table B-103****File category 725: Requisition and issue of supplies and equipment**

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**FN:** 725**Title:** General requisition and issue of supplies and equipment correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to requisition and issue of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to requisition and issue of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 725-50a**Title:** Due-in document registers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers recording due-in shipments or notices of shipment.**Disposition:** Destroy 3 months after date of last entry.

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**FN:** 725-50b**Title:** Requisition suspense and status files**Authority:** GRS 3, Item 9b**Privacy Act:** Not applicable.**Description:** Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.**Disposition:** Destroy 3 months after completion of supply action or on cancellation of requisition.

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**FN:** 725-50c**Title:** Station supply reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports concerning the status of supply, excess stock and the redistribution of stock (including station status stock report), and report on the status of equipment.**Disposition:** Destroy after 2 years.

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**FN:** 725-50d**Title:** Priority requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Requisition documents containing priority designators in the 1 through 8 category which are maintained in a separate file, as required by AR710-2.**Disposition:** Destroy after 1 year, or after the next annual general inspection, whichever is later.

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**FN:** 725-50e**Title:** Training ammunition control cards**Authority:** II-NNA-1226**Privacy Act:** Not applicable.**Description:** Documents maintained by major command headquarters

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**Table B-103****File category 725: Requisition and issue of supplies and equipment—Continued**

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to control the distribution of ammunition and explosives allocated for training purposes.

**Disposition:** Destroy on final entry on card.

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**FN:** 725-50f**Title:** Receiving authorities**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QSS), or similar activity.**Disposition:** Destroy on preparation of new authorization.

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**FN:** 725-50g (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 725-50h**Title:** Issue histories**Authority:** II-NNA-148**Privacy Act:** Not applicable.**Description:** Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.**Disposition:** Destroy after 2 years.

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**FN:** 725-50i**Title:** Requisition registers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers maintained to record requisitions submitted for supplies to be furnished the Army by other Government agencies.**Disposition:** Destroy after 1 year.

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**FN:** 725-50j**Title:** Requisition references**Authority:** II-NNA-984**Privacy Act:** Not applicable.**Description:** Extra copies of requisitions that are maintained by the activity responsible for initiating the requisitions.**Disposition:** Destroy when no longer needed, but not later than 6 months after disapproval of requisition or completion of supply action.

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**FN:** 725-50k**Title:** Major item status reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents accumulated in reporting major items to key depots or stock control points and consolidated reports prepared therefrom for submission to higher headquarters.**Disposition:** Destroy after 1 year, except stock record cards will be destroyed 1 year after filled or last entry thereon.

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**B-91. File category 735: Property accountability**

a. *Prescribing directives.*

(1) AR 735-5, Policies and Procedures for Property Accountability.

(2) AR 735-11-2, Reporting of Item and Packaging Discrepancies.

(3) AR 735-17, Accounting for Library Materials.

(4) AR 735-20, Financial Accounting and Reporting for Real Property and Capital Equipment.

(5) AR 735-60, Financial Inventory Accounting: General Policies and Principles.

b. *Description.* These records concern authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. They include pricing, accounting for lost, damaged, and destroyed property; reports of surveys fixing

responsibility; and financial inventory accounting for materials and property. See table B-104.

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**Table B-104****File category 735: Property accountability**

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**FN:** 735**Title:** General property accountability correspondence**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to property accountability which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to property accountability that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 735-5a**Title:** Stock inventory and reconciliations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Stock balance sheets or comparable work papers used for inventory, reconciliation, or adjustment of stock balances.**Disposition:** Destroy after 2 years.**FN:** 735-5b**Title:** Stock record account authorization controls**Authority:** II-NNA-881**Privacy Act:** Not applicable.**Description:** Background material consisting of documents pertaining to requests for, authorization and assignment of, or cancellation of, stock record account serial numbers and information concerning audit status, accountability, and transfer of accountability.**Disposition:** Destroy 2 years after termination of account.**FN:** 735-5c**Title:** Property accounting deviations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to deviations from property accounting procedures granted under the provisions of AR 735-5. Included are requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, similar documents, and related papers.**Disposition:** Destroy 2 years after expiration or disapproval of deviation.**FN:** 735-5d**Title:** Stock level controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to establishing and amending stock levels at stations and depots. Included are requests by station to depots for revision in station stock level and requests by depots to control points for revision to depot stock level.**Disposition:** Destroy after 1 year.**FN:** 735-5e**Title:** Property accountability transfers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents attesting to the transfer of property

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**Table B-104****File category 735: Property accountability—Continued**

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accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.

**Disposition:** Destroy after 2 years.**FN:** 735-5f**Title:** Installation property accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated by departmental offices in staff supervision of property accounts at field installations. Included are copies of audit reports received from USAAA; reports on the status of property accounts, and comparable information.**Disposition:** Destroy after 2 years.**FN:** 735-5g**Title:** Stock record account serial number registers**Authority:** NC1-AU-80-46**Privacy Act:** Not applicable.**Description:** Registers recording stock record account serial numbers and indicating each designation and station to which assigned.**Disposition:** Destroy after 5 years.**FN:** 735-5h**Title:** Stock record account serial number lists**Authority:** II-NNA-881**Privacy Act:** Not applicable.**Description:** Lists issued periodically which reflect current stock record account serial numbers assigned within the geographical area of a major command.**Disposition:** Destroy on supersession.**FN:** 735-5i**Title:** Property account waivers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to waivers of military property accounting requirements under the provisions of AR 735-5. Included are requests for waiver, reports of circumstances or conditions, coordination papers, approvals, disapprovals, similar documents, and related papers.**Disposition:** Destroy after 10 years.**FN:** 735-5j**Title:** Stock record accounts**Authority:** NC1-AU-76-63**Privacy Act:** Not applicable.**Description:** The stock record accounts of depots, stations, and other activities constitute installation or activity property accounts, depot custodial records and other documentation of accountable supply distribution activity (ASDA) wholesale stocks. As such they are distinguished from contract property accounts. Installation or activity property account and depot custodial records and other documentation of ASDA wholesale stocks are those which reflect the receipt (regardless of source), storage, issue, usage or location of Government property furnished to Army contractors under contract. Stock record account files are the basic records showing by item the receipt, disposal, and quantities of supplies on hand. These accounts are maintained by an accountable officer, except for depot custodial records and other documentation of ASDA wholesale stocks, which are maintained by a responsible officer. They include vouchers with supporting documents or attachments thereto; stock record cards or any equivalent forms used in their place; and stock record account files, which normally consist of the following:

a. Debit voucher files, which include shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a debit voucher file.

b. Inventory and stock record adjustment voucher files, including inventory adjustment reports, reports of survey, or other stock record adjustment vouchers.

c. Requisition files or credit voucher files, consisting of—

- (1) Requisitions.
- (2) Shipping.
- (3) Substitution advices.
- (4) Extract requisitions.
- (5) Cancellation advices.
- (6) Purchase requests.

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**Table B-104****File category 735: Property accountability—Continued**

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(7) Army shipping documents.

(8) Other documents filed in a requisition file supporting action taken on a requisition or shipping order.

d. Unserviceable property files, including Army shipping documents, or comparable documents which are filed in an unserviceable property file as a record of property held pending repair or reclamation.

e. Transaction histories, count cards, survey cards, and other documentation in support of inventory accounting.

f. Stock accounting and stock control registers, such as debit voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes.

g. Stock record cards will be continued in effect until filled, or until final entry is made thereon.

**Disposition:**

a. Destroy after 2 years. However, prior to destruction of a property account, all vouchers, both debit and credit, representing memorandum receipt accounts which have not been covered by subsequent consolidations or memorandum receipts will be removed from the files and retained pending settlement of the transactions or inclusion in subsequent consolidated memorandum receipts. Neither vouchers nor stock record cards reflecting adjusting of shortages will be destroyed before final approval is authenticated on appropriate adjustment documents, such as inventory adjustment report or report of survey. Documents relating to equipment being tested for agencies and proving grounds will be destroyed 2 years after disposition of the equipment being tested. Documents relating to all items coded "K" or "R" in the notes column of the Federal Supply Catalog, DOD Section, Medical Material will be destroyed after 3 years.

b. DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years).

**FN: 735-5k****Title:** Memorandum receipt jackets**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents that may be accumulated by responsible officers, which reflect station or installation property held on memorandum receipts, consisting of property issue slips, property turn-in slips, individual and consolidated memorandum receipts, and related papers filed with memorandum receipts.**Disposition:**

a. Individual memorandum receipts and related papers: Destroy upon inclusion in a consolidated memorandum receipt or upon turn-in of the property issued or other satisfactory and complete accounting of responsibility.

b. Consolidated memorandum receipts: Destroy when the items shown thereon are included in a current consolidated memorandum receipt, or upon final and complete accounting for all items shown thereon.

**FN: 735-5m****Title:** Contract property accounts**Authority:** II-NN-2076**Privacy Act:** Not applicable.**Description:** Stock record cards or their equivalent, vouchers, and related papers maintained to account for Government materials furnished to contractors.**Note:**

a. If contract property accounts are maintained in separate and distinct sections of a military property account, such sections of the account will be withdrawn for concurrent disposition with the related contract files.

b. In the event of interrelating transactions between contract property sections and other sections of a property account, all interrelated vouchers filed in other sections of the account will be removed from these sections and filed with the appropriate contract property account.

c. When interrelated vouchers are withdrawn, a certificate attesting to their withdrawal will be completed and filed with the withdrawn vouchers in the related contract property section.

d. If contract property accounts are interfiled in the regular account, the complete property account will be retained for the maximum period prescribed for the related accounts. An exception can be made if the quantity of contract vouchers is small and segregation is practicable and desirable. In such cases, all such vouchers may be withdrawn from the regular account and filed with the related contracts for disposition with them.

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**Table B-104****File category 735: Property accountability—Continued**

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e. When the latter action is taken, a certificate attesting to the withdrawal will be executed for filing and disposition with the vouchers.

f. When vouchers which pertain to contract property are filed in a single file in numerical sequence without regard to the type of transaction and it is impracticable to segregate them, they will be destroyed after expiration of the maximum time period prescribed for retaining of the related contracts.

**Disposition:** Disposition instructions applicable to the related contract file will also apply to these contract property account files.**FN: 735-5n****Title:** Government-furnished material and equipment files**Authority:** II-NNA-2067**Privacy Act:** Not applicable.**Description:** Documents reflecting Government owned materials, tools, and equipment furnished to contractors. This description will not be construed to include reports or other documents constituting, or required to be filed with, a voucher to a contract property account.**Disposition:** Destroy 2 years after turn-in or other satisfactory accounting for items involved.**FN: 735-5p****Title:** Hospital linen inventories**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Inventories which are retained by the inventory officer, such as quarterly hospital linen inventories used to determine losses or gains incurred in the operation of hospital linen control and distribution.**Disposition:** Destroy after 1 year.**FN: 735-5q****Title:** Lease and rental cases**Authority:** II-NNA-2147**Privacy Act:** Not applicable.**Description:** Documents relating to individual leases or rentals of Government owned equipment to private concerns or individuals. Included are invoices, shipping documents, collection vouchers, agreements, and related documents.**Disposition:** Destroy 6 years after close of FY in which final collection of rentals is made.**FN: 735-5r****Title:** Report of survey files**Authority:** NC1-AU-81-22**Privacy Act:** Not applicable.**Description:** Reports that describe the circumstances and recommend action concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.**Disposition:**

a. Destroy files involving pecuniary liability 5 years after completion of final action.

b. Destroy other files after 3 years.

**FN: 735-5s****Title:** Report of survey control register files**Authority:** NC1-AU-81-22**Privacy Act:** Not applicable.**Description:** Registers and related documents maintained to control reports of survey.**Disposition:** Destroy after 5 years.**FN: 735-5t****Title:** Relief from responsibility (liability admitted) files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131 (Cash Collection Voucher), DD Form 362 (Statement of Charges), and similar forms and records. This does

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**Table B-104****File category 735: Property accountability—Continued**

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not include those copies of forms that support entries to the property book, which are filed under FN 710-2a.

**Disposition:**

- a. DD Form 1131: Destroy 3 months after completion of collection action.
  - b. DD Form 362: Destroy 3 months after verification that all amounts have been collected from the soldier's pay.
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**FN:** 735-11a**Title:** Report of survey files (Rescinded; use FN 735-5r.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 735-11b**Title:** Report of survey control register files (Rescinded; use FN735-5s.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 735-11c**Title:** Relief from responsibility (liability admitted) files (Rescinded; use FN 735-5t.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 735-11d**Title:** Report of survey files (Rescinded; use FN 735-5r.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 735-11e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 735-11f**Title:** Installation property accounts (Rescinded; use FN 735-5f.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 735-11g**Title:** Inventory adjustment reports (Rescinded; use FN 735-5j.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 735-11-2a**Title:** Packaging and handling deficiency reports**Authority:** II-NNA-1462**Privacy Act:** Not applicable.**Description:** Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports or corrective action, and related papers.**Disposition:** Destroy after 1 year.

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**FN:** 735-17a**Title:** Library vouchers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Vouchers, supporting papers, and voucher register and inventory balance record of books.**Disposition:** Destroy after 2 years.

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**FN:** 735-17b**Title:** Shelf list cards

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**Table B-104****File category 735: Property accountability—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cards indicating all books in the library arranged in the order in which the books stand on the shelves, and reflecting item identification by classification, title, author, voucher numbers (additions or reductions), and other information necessary to facilitate the processes of accountability.**Disposition:** Destroy after all items indicated thereon have been dropped from accountability records.

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**FN:** 735-17c**Title:** Library catalogs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books on the shelves. Upon discontinuance of the facility or transfer of the books to a library depot or other library, the current library card catalog files will be included in the transfer if possible.**Disposition:** Destroy when related books have been permanently removed from the library collection.

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**FN:** 735-20a**Title:** Financial inventory accounting files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals, category ledgers, inventory control records, retained copies of financial supply management reports, financial statements, consolidated worksheets, analyses of change in operating stock on hand, summaries of inventory position, posting media, correspondence and related records. General ledgers summarizing these data are maintained by finance and accounting officers.**Disposition:** Destroy after 1 year.

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**FN:** 735-60a**Title:** Administrative and management financial inventory accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the administration and management of financial inventory accounting systems at elements in the command. Included are consolidated reports, supply management reports, source material, posting media, and related information.**Disposition:**

- a. Offices of the Army Staff and major command headquarters: Destroy after 3 years.
  - b. Other offices: Destroy after 2 years.
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**B-92. File category 738: Maintenance management***a. Prescribing directives.*

(1) DA Pam 738-750, The Army Maintenance Management System (TAMMS).

(2) DA Pam 738-751, Functional Users Manual for The Army Maintenance Management System, Aviation (TAMMS-A).

*b. Description.* These records concern the management of maintenance actions for Army equipment. The records described below were formerly prescribed by TM 38-750, TAMMS, and were identified in the previous edition of MARKS with FNs 750-1c through 750-1k. See table B-105.

*Note.* Maintenance records for aviation remain in TM 38-750 and are identified within MARKS with AR 750-1 for consistency of numbering.

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**Table B-105****File category 738: Maintenance management**

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**FN:** 738**Title:** General maintenance management correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.

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**Table B-105****File category 738: Maintenance management—Continued**

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**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to maintenance management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to maintenance management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN: 738-750a****Title:** Maintenance requests**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents used to request maintenance services, to report completion of modification work orders (MWOs), to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for recording two or all three of these functions. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.

**Disposition:** Dispose of as provided by DA Pam 738-750.

---

**FN: 738-750b****Title:** Maintenance request registers**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents used to record and control maintenance work. These documents are usually in the form of registers.

**Disposition:** Destroy 6 months after last entry.

---

**FN: 738-750c****Title:** Exchange tags**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents (normally tags) used as receipts for replacement parts or components.

**Disposition:** Destroy on return or issue of related equipment.

---

**FN: 738-750d****Title:** Preventive maintenance schedules**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.

**Disposition:** Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.

---

**FN: 738-750e****Title:** Equipment inspection and maintenance worksheets**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment. (This does not include forms for inspecting and maintaining aircraft, DA Form 2408-13 or similar forms, for which see DA Pam 738-751.)

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**Table B-105****File category 738: Maintenance management—Continued**

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**Disposition:**

a. Destroy on posting to related equipment logbook, on entering the deficiencies on a new form, or on completion of next serviceability test or check, as applicable.

b. If needed for historical inspection data purposes, destroy when these purposes have been served.

---

**FN: 738-750f****Title:** Historical records or logbooks**Authority:** II-NNA-175**Privacy Act:** Not applicable.

**Description:** DA Pam 738-750 prescribes the use of equipment logbooks and maintenance historical files. This record begins at the time the manufacturer delivers the equipment and is identified with and travels with the item until it is dropped from the Army inventory. These historical maintenance documents provide commanders with up-to-date information concerning the readiness and condition of equipment. In addition, by checking the records accompanying the equipment, maintenance personnel are readily aware of the past maintenance accomplished and can quickly determine the next necessary maintenance. DA Pam 738-750 lists the various forms constituting the historical record, provides transfer and disposition instructions for the forms, outlines procedures to be followed in disposition or transfer of the documents related to equipment involved in Military Assistance Programs, and lists each type of equipment for which an historical file is to be created and maintained.

Note: This does not include aircraft maintenance records, for which see FN 738-751a below.

**Disposition:** Dispose of in accordance with DA Pam 738-750.

---

**FN: 738-750g****Title:** Shop property accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents accumulating in tool rooms, parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct exchange cards, property issue and turn-in slips, and similar information reflecting the issue, turn-in, and usage of items, such as repair parts, kits, tools, and assemblies. These documents may also constitute a section of the accountable officer's stock record account or may be subsidiary to it. Stock record cards and direct exchange cards should be continued in use until filled or the final entry is made.

**Disposition:** Destroy after 2 years.

---

**FN: 738-750h****Title:** Equipment record cards**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents maintained to provide a perpetual inventory of selected major or end items of equipment and to retain timely data for required equipment reports. Included are installation equipment inventory record cards, record of engineering equipment requiring repair parts, support cards, and similar forms. Engineer equipment requiring repair parts support records will be transferred as required by DA Pam 738-750.

**Disposition:** Destroy 2 years after equipment is removed from agency control.

---

**FN: 738-750i****Title:** Diagnostic medical and dental xray systems and specific components**Authority:** NC1-AU-80-17**Privacy Act:** Not applicable.

**Description:** Information related to certified diagnostic xray systems and specific components assembled, installed, and reinstalled. Included are FD Form 2579 (Report of Assembly of a Diagnostic Xray System), acceptance inspection report, compliance testing report, periodic verification, certification, and calibration records, records of periodic maintenance services, DA Form 2407 (Maintenance Request), manufacturer's compliance, maintenance, and calibration schedule, extract or copy of the radiation protection survey pertaining to the individual xray system, and similar information.

**Disposition:** Office performing maintenance, verification, certification, and calibration: Retain in CFA for life of the xray system. Destroy in CFA

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**Table B-105****File category 738: Maintenance management—Continued**

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5 years after transfer of the xray system to Defense Property Disposal Office for scrap. All information relating to the xray system will accompany equipment upon transfer.

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**FN:** 738-750j**Title:** Calibration data cards**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cards used to record each standard or item of test and measuring equipment requiring a calibration service and to record calibration accomplishment.**Disposition:**

a. Master file: Forward to the appropriate commodity command on final disposition of related instrument.

b. Other copies: Dispose of in accordance with DA Pam 738-750.

---

**FN:** 738-750k**Title:** Engine log or run-in data files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.**Disposition:** Destroy after 2 years.**FN:** 738-750m**Title:** Shop locator records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops or utilized as a check or inventory for such equipment. Reusable forms should be used until filled.**Disposition:** Destroy on return or reissue of related equipment.**FN:** 738-751a**Title:** Aircraft maintenance records**Authority:** NC1-AU-85-80**Privacy Act:** Not applicable.**Description:** DA Pam 738-751 prescribes the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record.**Disposition:**

a. Aircraft that are sold to private individuals or corporations: Transfer maintenance records to the buyer.

b. Aircraft dropped from inventory due to scrappage or cannibalization: Destroy 2 years after aircraft is dropped from inventory.

c. Aircraft destroyed by crash: Destroy after 30 years. Retire to WNRD after 5 years at the installation.

---

**FN:** 738-751b**Title:** Maintenance requests**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents used to request maintenance services, to report accomplishment of MWOs, to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for recording two or all three of these functions. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.**Disposition:** Dispose of as provided by DA Pam 738-751.**FN:** 738-751c**Title:** Maintenance request registers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents used to record and control maintenance work. These documents are usually registers.

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**Table B-105****File category 738: Maintenance management—Continued**

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**Disposition:** Destroy 6 months after last entry.**FN:** 738-751d**Title:** Exchange tags**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents (normally tags) used as receipts for replacement of parts or components.**Disposition:** Destroy on return or issue of related equipment.**FN:** 738-751e**Title:** Preventive maintenance schedules**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.**Disposition:** Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.**FN:** 738-751f**Title:** Equipment inspection and maintenance worksheets**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment.**Disposition:** Destroy on posting to related equipment logbook, on entering the deficiencies on a new form, or on completion of next serviceability test or check, as applicable. If needed for historical inspection data purposes, destroy when these purposes have been served.**FN:** 738-751g**Title:** Engine log or run-in data files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.**Disposition:** Destroy after 2 years.**FN:** 738-751h**Title:** Installed and spare engine reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing or rotary wing aircraft. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.**Disposition:**

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

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**B-93. File category 740: Storage and supply activities**

a. *Prescribing directives.*

(1) AR 740-1, Storage and Supply Activity Operations.

(2) AR 740-3, Care of Supplies in Storage (COSIS).

(3) AR 740-32, Responsibilities for Technical Escort of Dangerous Materials.

b. *Description.* These records concern organization, mission, and function of Army depots; establishment, status, and utilization of storage and warehousing facilities; warehousing and depot operations and performance measurement. Placement of supplies and equipment in storage, including the receipt, handling, packaging, preserving, and inspection incident to storage functions, and reissue of material. See table B-106.

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**Table B-106****File category 740: Storage and supply activities**

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**FN:** 740**Title:** General storage and supply activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to storage and supply activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to storage and supply activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 740-1a**Title:** Depots supply operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports relating to depot supply operations containing data accumulated from requisitions and receiving documents for use at the depot in controlling depot operations.**Disposition:** Destroy after 2 years.

---

**FN:** 740-1b**Title:** Locator records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents constituting a part of a location system for supplies and equipment or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 740-1c**Title:** Warehouse plans and layouts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Warehouse, shed, or open storage space planning and layout diagrams or comparable papers relating to space planning and layout.**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 740-1d**Title:** Daily humidity and temperature charts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents, normally in the form of charts, which reflect daily ammunition magazine humidity and temperature readings.**Disposition:** Destroy 6 months after transfer of data to annual graph.

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**FN:** 740-1e**Title:** Atmospheric annual graphs**Authority:** NC1-AU-77-147**Privacy Act:** Not applicable.**Description:** Annual graphs which reflect atmospheric data of ammunition magazines in connection with the storage of ammunition, ammunition components, and explosives.**Disposition:** Destroy 5 years after demolition of magazine.

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**FN:** 740-1f**Title:** Storage registers**Authority:** NN-166-204

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**Table B-106****File category 740: Storage and supply activities—Continued**

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**Privacy Act:** Not applicable.**Description:** Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.**Disposition:** Destroy after 1 year.

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**FN:** 740-1g**Title:** Storage identification and inspection reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, to determine the suitability of storage methods and conditions and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable papers. (This description does not include files relating to the storage of ammunition.)**Disposition:** Destroy after 2 years.

---

**FN:** 740-1h**Title:** Warehouse receipts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Car arrival reports, shipping documents, tallies, or comparable documents retained for car spotting, the assignment of labor and equipment, the unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.**Disposition:** Destroy 3 months after receipt of shipment, or when they have served their intended purpose, whichever is first.

---

**FN:** 740-1i**Title:** Warehouse shipping files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Army shipping documents, tallies, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for picking, packing, and loading stock for shipment.**Disposition:** Destroy 3 months after shipment, or when they have served their intended purpose, whichever is first.

---

**FN:** 740-1j**Title:** Labor pool and equipment operating files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to the assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing such information as the date, shift, cars or trucks loaded or unloaded, and comparable documents.**Disposition:** Destroy after 6 months.

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**FN:** 740-1k**Title:** Storage reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar reports.**Disposition:** Destroy after 2 years.

---

**FN:** 740-1m**Title:** Depot stock availability reports**Authority:** II-NN-2076**Privacy Act:** Not applicable.**Description:** Reports prepared periodically listing stock availability balances. These are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously reported as due out.

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**Table B-106****File category 740: Storage and supply activities—Continued**

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**Disposition:** Destroy after 3 months, or on completion of next report, whichever is first.

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**FN:** 740-1n

**Title:** Depot stock status and transactions analysis reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports reflecting current balances on a depot's stock records or summarizing individual transactions. Included are depot stock status reports and depot transaction analysis reports.

**Disposition:** Destroy after 3 months, or on completion of next report, whichever is first.

---

**FN:** 740-1p

**Title:** Due-in documents

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment, or for warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents. Such documents are excluded when filed with vouchers to the stock record account.

**Disposition:** Destroy 6 months after receipt of shipment, or when they have served their intended purpose, whichever is first.

---

**FN:** 740-1q

**Title:** Model (service) stocks

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities which lack an organizational supply officer. Included are model stock lists and their revisions, property issue slips, and property turn-in slips.

**Disposition:** Destroy after 2 years.

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**FN:** 740-1r

**Title:** Supply item references

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Standard nomenclature lists, interchangeable stock numbers lists or cards, standard stock catalogs, and similar supply reference aids.

**Disposition:** Destroy on supersession or obsolescence.

---

**FN:** 740-1s

**Title:** Transportation unit controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents constituting a system for control of the identification of separate shipments.

**Disposition:** Destroy 6 months after date of last shipment from a shipping installation.

---

**FN:** 740-3a

**Title:** Material handling equipment use files

**Authority:** II-NNA-2076

**Privacy Act:** Not applicable.

**Description:** Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports, and similar documents.

**Disposition:**

a. Offices of the Army staff: Destroy after 1 year.

b. Other offices: Destroy after 2 years.

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**FN:** 740-32a

**Title:** Technical escort files

**Authority:** NN-172-194

**Privacy Act:** Not applicable.

**Description:** Information on each escort operation performed by U.S. Army technical escort teams for shipments of chemical agents, biological agents, radiological agents, and etiological agents. Included are checklist and report forms, copies of incident reports, trip monitor cards, operational reports, requests for transportation, and related information.

**Disposition:** Destroy after 2 years.

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**B-94. File category 746: Marking, packing, and shipment of supplies and equipment**

a. *Prescribing directive.* AR 746-1, Packaging of Army Materiel for Shipment and Storage.

b. *Description.* These records concern painting and marking of Army materiel for identification. This includes preparing of materiel for shipment (cleaning, preserving, packing, packaging, and marking), loading, and escorting of shipments. See table B-107.

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**Table B-107****File category 746: Marking, packing, and shipment of supplies and equipment**

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**FN:** 746

**Title:** General marking, packing, and shipment of supplies and equipment correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to marking, packing, and shipment of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. **NONACTION:** Matters relating to marking, packing, and shipment of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 746-1a

**Title:** Packaging and handling deficiency reports

**Authority:** II-NNA-1462

**Privacy Act:** Not applicable.

**Description:** Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers.

**Disposition:** Destroy after 1 year.

---

**FN:** 746-1b

**Title:** Preservation and packaging files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to the preservation and packaging of materiel.

**Disposition:** Destroy on supersession or obsolescence, or on incorporation of data in methods and procedures directives or similar system.

---

**FN:** 746-1c

**Title:** Packing, boxing, and crating files

**Authority:** NC1-AU-77-48

**Privacy Act:** Not applicable.

**Description:** Documents relating to assembling, protecting, packing, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents.

**Disposition:** Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

---

**FN:** 746-1d

**Title:** Box and crate work orders

**Authority:** II-NNA-410

**Privacy Act:** Not applicable.

**Description:** Box and crate shop work orders and supporting papers indicating all work performed by the activity and reflecting the status of

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**Table B-107****File category 746: Marking, packing, and shipment of supplies and equipment—Continued**

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work in process in terms of materials and workforce hours consumed and work accomplished.

**Disposition:** Destroy after 3 months.

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**FN:** 746-1e

**Title:** Box and crate order and control registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used in connection with controlling operations, production scheduling, future production requirement, unit cost determinations, and similar matters.

**Disposition:** Destroy after 1 year.

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**B-95. File category 750: Maintenance of supplies and equipment**

a. *Prescribing directive.* AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations.

b. *Description.* These records concern actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. Also includes activities and operations responsible for maintenance functions. Current file numbers in the 750 category are listed in table B-108. Rescinded file numbers in the 750 category are listed in table B-109.

*Note.* Under instructions in DA Pam 738-750, most record-keeping activities (except for aircraft) were transferred from TM 38-750. See table B-109.

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**Table B-108****File category 750: Maintenance of supplies and equipment**

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**FN:** 750

**Title:** General maintenance of supplies and equipment correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to maintenance of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to maintenance of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 750-1a

**Title:** Maintenance summary and management files

**Authority:** NC1-AU-77-45

**Privacy Act:** Not applicable.

**Description:** Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality

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**Table B-108****File category 750: Maintenance of supplies and equipment—Continued**

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control, and similar information.

**Note:** Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated reports and summaries affecting policy, precedent, and procedure: Destroy 5 years after supersession or obsolescence.

(2) Other reports: Destroy when no longer needed for current operations.

(3) Feeder reports: Destroy on extraction of data.

b. Other offices:

(1) Consolidated reports and summarizations: Destroy when no longer needed for current operations.

(2) Feeder reports: Destroy on extraction of necessary data.

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**FN:** 750-1b

**Title:** Item maintenance engineering files

**Authority:** NN-165-10

**Privacy Act:** Not applicable.

**Description:** Documents created in maintenance engineering of development, reproduction, or standardization of items of materiel to determine maintenance support required; assure incorporation of ease of maintenance in design; improve maintenance operations on existing items; reduce maintenance; and prepare, coordinate, and issue technical manuals and bulletins, lubrication orders, and modification work orders. Included are contributions to and comments on maintenance specifications; support plans for development items; reports or minutes of maintenance evaluation review; reports, drawings, and similar papers resulting from investigating and correcting deficiencies or otherwise modifying the materiel; and draft copies of the published equipment publications and communications relating to them.

**Disposition:**

a. Office responsible for preparation: Destroy 6 years after publication of the related instruction, or on termination of the project when no such publication is issued.

b. Other offices: Destroy after 2 years, or 2 years after publication of the related equipment publication, except that Equipment Improvement Recommendations maintained by National Maintenance Points will be destroyed after 6 years.

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**FN:** 750-1h

**Title:** Installed and spare engine reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing or rotary wing aircraft. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

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**FN:** 750-1m

**Title:** Maintenance technical assistance files

**Authority:** NC1-AU-77-46

**Privacy Act:** Not applicable.

**Description:** Reports and related papers accumulating from conduct of technical assistance programs which provide advice and assistance to improve organizational and field maintenance performance.

**Disposition:**

a. Office having Army-wide responsibility: Destroy after 3 years.

b. Other offices: Destroy when no longer needed for current operations.

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**FN:** 750-1n

**Title:** Support unit records

**Authority:** II-NNA-2076

**Privacy Act:** Not applicable.

**Description:** Documents maintained by supporting maintenance elements to provide pertinent information relative to units supported, such as official designation of the unit; applicable TOE; location; current listings of equipment eligible for support; names of air, supply, maintenance, and key NCOs; copies of latest inspection reports; copies

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**Table B-108****File category 750: Maintenance of supplies and equipment—Continued**

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of latest work request and job order, and similar information. Transfer to new supporting element on transfer of the supported unit.

**Disposition:** Destroy on obsolescence of the data or on discontinuance of the supported unit, whichever is first.

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**Table B-109****File category 750: Maintenance of supplies and equipment—rescinded FNs**

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**FN:** 759-1c

**Title:** Maintenance request files

**Use:** FN 738-750a

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**FN:** 750-1d

**Title:** Maintenance request register files

**Use:** FN 735-750b

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**FN:** 750-1e

**Title:** Exchange tag files

**Use:** FN 738-750c

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**FN:** 750-1f

**Title:** Preventive maintenance schedule files

**Use:** FN 738-750d

---

**FN:** 750-1g

**Title:** Equipment inspection and maintenance worksheet files

**Use:** FN 738-750e

---

**FN:** 750-1i

**Title:** Historical record or logbook file

**Use:** FN 738-750f

---

**FN:** 750-1j

**Title:** Shop property account files

**Use:** FN 738-750g

---

**FN:** 750-1k

**Title:** Equipment record card files

**Use:** FN 738-750h

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**FN:** 750-51a

**Title:** Maintenance technical assistance files

**Use:** 750-1m

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**FN:** 750-51b

**Title:** Support unit record files

**Use:** FN 750-1n

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**B-96. File category 755: Utilization and disposal of supplies and equipment**

*a. Prescribing directive.* ER 755-2-1, Utilization and Disposal of Supplies and Equipment.

*b. Description.* These records concern reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property. Current 755 file numbers are listed in table B-110. Rescinded 755 file numbers are listed in table B-111.

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**Table B-110****File category 755: Utilization and disposal of supplies and equipment**

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**FN:** 755

**Title:** General disposal of supplies and equipment correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and

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**Table B-110****File category 755: Utilization and disposal of supplies and equipment—Continued**

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replies, informal reports with related papers, general recommendations, and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to disposal of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to disposal of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 755-2-1a

**Title:** Supply files (COE)

**Authority:** NC1-AU-78-91

**Privacy Act:** Not applicable.

**Description:** Files created in connection with the requisitioning, procurement (except for authorities to procure), storage and issue, warehousing and stock control, preservation and inspection, and disposition of materials and supplies, small business procedures, and related matters. Included are correspondence, reports of inspection, requisitions invitations to bid, SBA Form 70, and related papers.

**Disposition:** Destroy after 5 years in CFA.

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**Table B-111****File category 755: Utilization and disposal of supplies and equipment—rescinded FNs**

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**FN:** 755-2a

**Title:** Excess property reporting files

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**FN:** 755-2b

**Title:** Small arms sales records

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**FN:** 755-2c

**Title:** Disposal activity reports

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**FN:** 755-2d

**Title:** Surplus property donations

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**FN:** 755-2e

**Title:** Property disposal accounts

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**FN:** 755-2f

**Title:** Demilitarization and mutilation files

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**B-97. File category 795: International logistics**

*a. Prescribing directives.* None.

*b. Description.* None. This category is rescinded. See table B-112.

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**Table B-112****File category 795: International logistics—rescinded FNs**

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**FN:** 795-22a

**Title:** ILP requirements

**Use:** FN 12-8b

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**FN:** 795-22b

**Title:** ILP accounts

**Use:** FN 12-8c

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**FN:** 795-22c

**Title:** Foreign government receipts

**Use:** FN 12-8d

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**Table B-112****File category 795: International logistics—rescinded  
FNs—Continued**

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FN: 795-22d

Title: ILP reports

Use: FN 12-8e

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**B-98. File category 840: Heraldic activities**

a. *Prescribing directive.* AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

b. *Description.* These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel. See table B-113.

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**Table B-113****File category 840: Heraldic activities**

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FN: 840

Title: General heraldic activities correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to heraldic activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to heraldic activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 840-10a

Title: Heraldic items

Authority: NC1-AU-77-171

Privacy Act: Not applicable.

**Description:** Information on the development, research, design, and approval or disapproval of symbolic items worn or displayed by persons, organizations, or equipment. Included are equipment, including insignia, medals, badges, ribbons, coats of arms, guidons, pennants, streamers, aircraft markings, official seals, and other heraldic devices. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and similar information. Excluded is information filed in unit, organization, or installation history files.

**Disposition:**

a. Office having Army-wide responsibility: Permanent. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

b. Other offices: Destroy after 2 years.

FN: 840-10b

Title: Heraldic manufacturing drawings

Authority: NC1-AU-77-171

Privacy Act: Not applicable.

**Description:** Original manufacturing drawings on linen cloth used in the development of heraldic items for the Armed Forces and other Government departments and agencies. Included are drawings pertaining to flags, streamers, coats of arms, insignia, seals, and other symbolic items.

**Disposition:** Office having Army-wide responsibility: Permanent. In

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**Table B-113****File category 840: Heraldic activities—Continued**

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coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

FN: 840-10c

Title: Heraldic general reference collections

Authority: NC1-AU-80-2

Privacy Act: Not applicable.

**Description:** Information accumulated in control of uniforms and symbolic items of an official nature, both military and civilian, including their design, development, wear, authorization, and use. Included are historical materials pertaining to U.S. uniforms, insignia, accouterments, decorations, medals, seals, flags, streamers, and other official symbolism.

**Disposition:** Office having Army-wide responsibility: Permanent. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

**B-99. File category 870: Historical activities**

a. *Prescribing directives.*

(1) AR 870-5, Military History: Responsibilities, Policies, and Procedures.

(2) AR 870-20, Historical Properties and Museums.

b. *Description.* These records concern preparation and use of historical data and studies, administration of the Army Historical Program, organizational history, lineage, and honors, establishment and maintenance of museums, historical services, and acquisition, accountability, and disposition of historical properties. See table B-114.

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**Table B-114****File category 870: Historical activities**

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FN: 870

Title: General historical activities correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to historical activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to historical activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 870-5a

Title: Organizational histories

Authority: NC1-AU-80-33

Privacy Act: Not applicable.

**Description:** Information reflecting organizational history as described in AR870-5. Included are unit history and annual supplements, when prepared, copies of lineage and honors certificates, data on organizational flags, coats of arms, and distinctive insignia (where applicable), citations for organizational decorations, newspaper, book, and magazine clippings, unframed photographs, pictures, certificates, and letters, programs and other data relating to historical ceremonies and organizational traditions, names and social security numbers of all

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**Table B-114****File category 870: Historical activities—Continued**

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commanders and dates of assumption of command, copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, detachments, the entry into or release from active Federal (or military) service, and other information of primary interest and value to and directly connected with the specific organization.

**Disposition:**

a. Agencies not converting the data to microform: Permanent. Transfer to the U.S. Army Center of Military History, ATTN: CSER-HSR, WASH DC20314-0200 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. Records may also be transferred if the unit is temporarily unable to provide proper care for them.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent. Transfer to the U.S. Army Center of Military History, ATTN: CSER-HSR, WASH DC 20314-0200 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide proper care for the records.

(b) Other microform copies: Destroy when no longer needed for current operations.

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**FN: 870-5b****Title:** Installation historical files**Authority:** NC1-AU-80-32**Privacy Act:** Not applicable.**Description:** Information maintained to reflect a chronological record of noteworthy events of interest from an historical or a statistical standpoint which occur at an installation or activity.**Disposition:**

a. Agencies not converting the data to microform: Permanent. Retire upon discontinuance of installation or activity.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and diazo or vesicular copy: Permanent. Retire upon discontinuance of installation or activity.

(b) Other microform copies: Destroy when no longer needed for current operations.

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**FN: 870-5c****Title:** Annual historical summaries**Authority:** NC1-AU-80-34**Privacy Act:** Not applicable.**Description:** Information relating to annual historical summaries prepared by Army Staff agencies, major CONUS and major OCONUS commands, as required by AR870-5. Included are annual historical summaries with annexes and attachments and other directly related information.**Disposition:**

a. Agencies not converting the data to microform:

(1) Summaries and directly related unique background material: Permanent.

(2) Other records: Destroy after 10 years.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and is an acceptable substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and diazo or vesicular copy: Permanent.

(b) Original microforms depicting other records: Destroy after 10 years.

(c) Other microform copies: Destroy when no longer needed for current operations.

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**FN: 870-5d****Title:** Historian's background material files**Authority:** NC1-AU-80-35

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**Table B-114****File category 870: Historical activities—Continued**

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**Privacy Act:** A0870-5DAMH**Description:** Information used as the background or basis for published historical volumes. Included are internal critiques and outside reviews; the first complete typed draft of the manuscript; special research studies, including pertinent compilations of statistics and charts; personnel diaries, transcripts of personal interviews, memoirs, and personal correspondence between authors and participants; and security and statistical clearance documents.**Disposition:**

a. Agencies not converting the data to microform: Permanent. PIF on publication of related volumes. Cut off at the end of that year.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and diazo or vesicular copy: Permanent. In coordination with HQDA (SAIS-PDD), offer microforms from initial filming to the National Archives upon completion of all quality checks. Offer microforms from subsequent filmings, in 2-year blocks, as a direct accession to an existing series of records already accessioned into the National Archives.

(b) Other microform copies: Destroy when no longer needed for current operations.

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**FN: 870-5e****Title:** Historical inquiries**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Data accumulated in answering inquiries about historical events or persons.**Disposition:** Destroy when obsolete or no longer needed. (However, information that possesses value to other organizations or offices may be transferred as provided by this pamphlet.)

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**FN: 870-5f****Title:** Historical program progress reports**Authority:** NC1-AU-78-128**Privacy Act:** Not applicable.**Description:** Statements and reports indicating progress in research, writing, editing, revising, reviewing, and completing volumes, monographs, and studies being planned or prepared by historical agencies.**Disposition:**

a. Offices having Army-wide staff responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

b. Historical agencies: Destroy after 10 years, or when they have served their purpose, whichever is first.

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**FN: 870-5g****Title:** Personal papers**Authority:** Not required.**Privacy Act:** Not applicable**Description:** Senior officials, such as Army Secretaries, Under Secretaries, Assistant Secretaries, and general officers, often accumulate copies of documents reflecting significant decisions, events, or transactions in which they are personally involved because of their official positions. Information in these collections is usually retained on a highly selective basis and often documents significant events, activities, decisions, or transactions equally or more effectively than the documentation maintained by the office of record. These collections should be maintained separately and identified with the individual official accumulating them, such as "MG Smith's personal paper files." Official record copies should never be included in these collections. Official record copies of all documentation should be filed in and properly disposed of with related files maintained by the office of record. (All records and copies thereof made or received by military or civilian members of the Army in the course of conducting Government business are official Government files. No person acquires a proprietary interest in any official documentation by virtue of his military or civilian position.)**Disposition:** On retirement or separation of the individual, transfer to the U.S. Army Military History Institute, Carlisle Barracks, PA 17013-5008. Earlier transfer is authorized.

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**Table B-114****File category 870: Historical activities—Continued**

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**FN:** 870-5h**Title:** Historian sources**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used as source data in preparation of historical volumes. Included are duplicates or photocopies of correspondence, reports, directives, pamphlets, publications, or other official records, preliminary or partial drafts, author's outline, author's original notes, and comparable information. (Record material should be returned on completion of the volume.)**Disposition:** Destroy 2 years after publication of the related volumes, except that material applicable to future volumes may be retained and files that possess value to other organizations or offices may be transferred.

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**FN:** 870-20a**Title:** Historical property accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Historical property catalog cards and historical property jackets which include bibliographies, field notes, working notes, exhibition information, repair reports, research information, and similar information.**Disposition:** Transfer records on permanent transfer of property. Destroy on salvage or other final disposition of property, unless otherwise directed by the Chief of Military History.

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**B-100. File category 920: Civilian marksmanship**

*a. Prescribing directive.* AR 920-15, National Board for the Promotion of Rifle Practice and Office of Director of Civilian Marksmanship.

*b. Description.* Records concerning promotion of civilian rifle practice, including matches and competition in use of rifled arms. This includes organization, functions, and responsibilities of National Board for Promotion of Rifle Practice and Office of Director of Civilian Marksmanship. It pertains to issue of arms, ammunition, and supplies to civilians and procurement and award of trophies, badges, and medals. See table B-115.

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**Table B-115****File category 920: Civilian marksmanship**

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**FN:** 920**Title:** General civilian marksmanship correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to civilian marksmanship which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to civilian marksmanship that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 920-15a**Title:** NBPRP files

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**Table B-115****File category 920: Civilian marksmanship—Continued**

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**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.**Description:** Documents relating to meetings of the National Board for the Promotion of Rifle Practice (NBPRP) and its Executive Committee. Included are agenda, notices, and minutes of meetings; documents assigning board members; and related information.**Disposition:**

a. Office of the board recorder: Permanent. Retire when no longer needed for current operations.

b. Offices of board members: Destroy after 2 years.

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**FN:** 920-15b**Title:** Civilian rifle club files**Authority:** NN-165-11**Privacy Act:** Not applicable**Description:** Documents about civilian rifle clubs and civilian school rifle clubs in the NBPRP program. Included are enrollment forms, bond records, surety bonds, requisitions, shipping documents, property inventories, descriptions of range facilities, annual statistical reports, qualification reports, and similar information.**Disposition:**

a. Correspondence and annual reports: Destroy after 1 year.

b. Other documents: Destroy 3 years after inactivation of the club.

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**B-101. File category 930: Service organizations**

*a. Prescribing directive.* AR 930-4, Army Emergency Relief.

*b. Description.* These records concern authority, organization, operations, and procedures of the Army Emergency Relief; mission and operations of the American National Red Cross; support, privileges, and facilities provided the Red Cross by the Army; use of Red Cross services by the Army; mission and operation of the United Services Organization, Inc. (USO); logistical support, privileges, and services provided by the Army to the USO; USO services provided to the Army, and similar information. See table B-116.

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**Table B-116****File category 930: Service organizations**

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**FN:** 930**Title:** General service organizations correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to service organizations which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to service organizations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 930-4a**Title:** Army Emergency Relief organization files**Authority:** NC-AU-76-9**Privacy Act:** Not applicable.**Description:** Information relating to the basis for authorizing, organizing, and prescribing procedures for operation of the Army

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**Table B-116****File category 930: Service organizations—Continued**

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Emergency Relief (AER) organization to relieve distress of members of the Army and their dependents.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.
  - b. Other offices: Destroy after 2 years.
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**FN:** 930-4b**Title:** Army Emergency Relief transactions**Authority:** NN-166-204**Privacy Act:** A0930-4CFSC

**Description:** Information accumulated by branches and sections of the AER organization in providing emergency financial assistance to members of the Army and their dependents. Included are financial and loan reports, applications for financial assistance, acknowledgments of remittances and assistance received, collection and indebtedness documents, cash books, loan ledgers, control ledgers, canceled checks, prenumbered receipts, and related information.

**Disposition:** Destroy in CFA after 3 years. (However, information pertaining to loans that have not been paid in full will be retained until paid or until approved as uncollectable.)

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**B-102. File category 1105: Corps of Engineers planning***a. Prescribing directives.*

- (1) ER 1105-2-10, Planning Programs.
- (2) ER 1105-2-40, Economic Considerations.

*b. Description.* This information concerns formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works); also for military construction projects, including pre-authorization, post authorization, and modification activities during planning before detailed design and implementation. It includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports' preparation and processing, and pertinent coordination and information activities. See table B-117.

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**Table B-117****File category 1105: Corps of Engineers planning**

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**FN:** 1105**Title:** General Corps of Engineers planning correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers planning which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers planning that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.
  - b. NONACTION: Destroy when no longer needed for current operations.
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**FN:** 1105-2-10a**Title:** Civil Works planning and development correspondence**Authority:** NN-166-204

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**Table B-117****File category 1105: Corps of Engineers planning—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information on the long-range planning and development of civil works activities, exclusive of specific files herein.

**Disposition:**

- a. OCE: Permanent.
  - b. Field offices: Destroy after 5 years.
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**FN:** 1105-2-10b**Title:** Civil works small projects**Authority:** NC1-AU-88-12**Privacy Act:** Not applicable.

**Description:** Information pertaining to small flood control projects authorized under Section 205, 1948 Flood Control Act; small beach erosion projects authorized under Section 103, 1962 Beach Erosion Act; and small navigation projects authorized under Section 107, 1960 Rivers and Harbors Act. Included are detailed project reports, reconnaissance reports, photographs, design memorandums, related correspondence, and similar information.

**Disposition:**

- a. OCE: Destroy when no longer needed for current operations.
  - b. Field offices:
    - (1) All detailed project reports: Permanent.
    - (2) Progress photographs: Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Visual Information Center, when no longer needed by the office of origin.
    - (3) Cartographic records (drawings, maps, specifications, and so forth): Permanent.
    - (4) All other records: Destroy when no longer needed for current operations.
- 

**FN:** 1105-2-10c**Title:** Civil works supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices which duplicate the files kept by subordinate offices, as described herein.

**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is first.

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**FN:** 1105-2-40a**Title:** Economic data**Authority:** NC1-AU-78-32**Privacy Act:** Not applicable.

**Description:** Information pertaining to crop values and distribution and flood plain areas by acres (that is, computation sheets of crop and structural losses, crop and structural curves, and specific economic flood backup data and maps).

**Disposition:** Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.

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**B-103. File category 1110: Corps of Engineers engineering and design***a. Prescribing directives.*

- (1) ER 1110-1-5, Plant Pest Quarantined Areas.
- (2) ER 1110-1-8, Required Visits to Construction Sites by Construction Personnel.
- (3) ER 1110-1-260, Fire Protection Policy.
- (4) ER 1110-1-261, Control of Field Testing Procedures.
- (5) ER 1110-1-500, Incorporation of Fallout Protection into Army Military Structures.
- (6) ER 1110-1-1400, Exchange of Geologic and Hydrologic Information.
- (7) EM 1110-1-1806, Presenting Subsurface Information in Contract Plans and Specifications.
- (8) ER 1110-1-8100, Laboratory Investigations and Materials Testing.
- (9) ER 1110-2-1, Provisions for Future Hydropower Installation at Corps of Engineer Projects.
- (10) ER 1110-2-100, Periodic Inspection and Continuing Evaluation of Completed Civil Works Structures.
- (11) ER 1110-2-240, Water Control Management.

- (12) ER 1110-2-1150, Post-Authorization Studies.
- (13) ER 1110-2-1200, Plans and Specifications.
- (14) ER 1110-2-1400, Reservoir Control Centers.
- (15) ER 1110-2-1403, Hydraulic and Hydrologic Studies by Corps Separate Field Operating Activities and Others.
- (16) ER 1110-2-1453, Criteria for SPH and PMH Wind Fields.
- (17) ER 1110-2-1454, Corps Responsibilities for Non-Federal Hydroelectric Power Development Under the Federal Power Act.
- (18) ER 1110-2-1455, Cooperative Stream Gauging Program.
- (19) EM 1110-2-1906, Laboratory Soils Testing.
- (20) ER 1110-2-4001, Notes on Sedimentation Activities.
- (21) ER 1110-6-1, Fire Protection and Safety.
- (22) ER 1110-345-710, Drawings.
- (23) ER 1110-345-711, Standard Designs by Field Offices.
- (24) ER 1110-345-720, Specifications.

b. *Description.* This information concerns design of military, civil, and other agency construction projects, including creation of design criteria, concept plans, guide and contract specifications, and requisite drawings of architectural construction and mechanical details for contract purposes, also, information on actions pertaining to investigation of current and proposed technologies for application to Corps of Engineers projects. See table B-118.

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**Table B-118**  
**File category 1110: Corps of Engineers engineering and design**

**FN:** 1110  
**Title:** General Corps of Engineers engineering and design correspondence files  
**Authority:** NN-167-31 and NN-165-192  
**Privacy Act:** Not applicable.  
**Description:**  
a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers engineering and design which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)  
b. NONACTION: Matters relating to Corps of Engineers engineering and design that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.  
**Disposition:**  
a. ACTION: Destroy after 2 years.  
b. NONACTION: Destroy when no longer needed for current operations.

**FN:** 1110-1-5a  
**Title:** Military guide specifications (Rescinded; use FN 310-1-5a.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN:** 1110-1-8a  
**Title:** Construction inspection reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.  
**Disposition:** Destroy after 6 years.

**FN:** 1110-1-260a  
**Title:** Fire protection designs  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.

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**Table B-118**  
**File category 1110: Corps of Engineers engineering and design—Continued**

**Description:** Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

**Disposition:**  
a. Offices having Army-wide responsibility: Destroy after 10 years.  
b. Other offices: Destroy when superseded or no longer required for reference.

**FN:** 1110-1-260b  
**Title:** Fire protection meeting files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information that may gather from meeting and liaison with public industry on fire prevention and protection methods and practices.  
**Disposition:** Destroy after 10 years.

**FN:** 1110-1-261a  
**Title:** Geological and soil data files  
**Authority:** NN-162-78  
**Privacy Act:** Not applicable.  
**Description:** These files include data sheets on tests and core borings, test pits, tunnels, and shafts; blasting pattern and blast effect tests; pressure tests; test grouting; field pumping tests; laboratory analyses on soils and rocks, and comparable information.  
**Disposition:**  
a. OCE: Destroy when superseded.  
b. Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.

**FN:** 1110-1-500a  
**Title:** Community shelter plans  
**Authority:** NC1-AU-78-113  
**Privacy Act:** Not applicable.  
**Description:** Information on the development and the adoption of plans for and by counties and municipalities. These are project-type files that identify shelters, match people with shelter spaces, provide for public dissemination of emergency action instructions, and establish other measures necessary for community fallout shelter planning and operations. Included are minutes of meetings with local officials, copies of local government proposals and contracts resulting therefrom, copies of planning step reports and related coordination actions, memorandums regarding local ordinances adopting the plans, copies of final plans, and similar information.  
**Disposition:** Destroy 6 years after completion or termination of project.

**FN:** 1110-1-500b  
**Title:** Community shelter surveys and inspections  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information on surveying, licensing, and marking public or private buildings and structures for use as fallout shelters. Included are data collection forms reflecting dimensions, construction materials, location, and other identifying features; packaged ventilation kit data collection forms; facility sketches; facility licenses or agreements; shelter sign posting records; manual analyses; trapped water, sewage, telephone and food survey reports, and similar information.  
**Disposition:** Destroy when facility is no longer used as a shelter.

**FN:** 1110-1-500c  
**Title:** Community shelter progress reports  
**Authority:** NC1-AU-78-112  
**Privacy Act:** Not applicable.  
**Description:** Information reflecting status and progress of the community shelter program. Included are reports identifying participating communities, data on contract negotiations, date of receipt of step reports, status of fallout shelter program, dollar value of contracts, and similar reports and data.  
**Disposition:**  
a. Office requiring report:  
(1) Consolidated reports: Destroy after 10 years.  
(2) Feeder reports: Destroy 1 year after consolidation.  
b. Offices submitting reports: Destroy after 2 years.

**FN:** 1110-1-1400a  
**Title:** Annual statements of surveys contemplated  
**Authority:** NN-166-204

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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

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**Privacy Act:** Not applicable.

**Description:** Information showing surveys of areas covered by charts of the Navy Oceanographic Office and the Coast and Geodetic Survey, which were proposed for the ensuing season.

**Disposition:** OCE: Destroy after 1 year.

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**FN:** 1110-1-1806a

**Title:** Drawing approvals

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Preliminary and contract drawings, design analyses, and related information sent by field installations to COE for approval.

**Disposition:** OCE: Destroy 1 year after approval or disapproval. Earlier destruction is authorized.

---

**FN:** 1110-1-8100a

**Title:** Investigational status reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Model study requirements or other laboratory investigation reports and status of unobligated and unexpected balances of civil works funds.

**Disposition:** OCE: Destroy after 1 year.

---

**FN:** 1110-1-8100b

**Title:** Laboratory test reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Copies of laboratory test reports kept by laboratories on specific construction projects.

**Disposition:** Destroy after 3 years. However, concrete test data and reports on unusually significant tests may be kept until no longer needed for future reference.

---

**FN:** 1110-1-8100c

**Title:** Division laboratory reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports covering activities at division laboratories indicating special investigations, acceptance, tests, new developments, and comparable information.

**Disposition:** Destroy when no longer needed for current operations.

---

**FN:** 1110-1-8100d

**Title:** Pavement and cold regions laboratory files

**Authority:** NC1-AU-78-32

**Privacy Act:** Not applicable.

**Description:** Information on the preparation of airfield pavement evaluation and failure reports and cold regions investigative tests and reports. Included are reports, supporting data, correspondence, and similar information.

**Disposition:**

a. Laboratory responsible for conducting investigation and test: Permanent. PIF when no longer used for current studies and investigations, and cut off at the end of that year.

b. Other offices:

(1) Pavement evaluation reports: Destroy when superseded by a new report or no longer needed for reference.

(2) Pavement failure reports: Destroy 5 years after correction of failure or determination that correction will be made.

(3) Supporting data: Destroy when no longer required for future evaluation.

---

**FN:** 1110-2-1a

**Title:** Hydroelectric plant operating reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Copies of Federal Power Commission reports pertaining to electric utilities and licenses (classes A and B) and annual reports of CE on named hydroelectric projects to the Federal Power Commission. (Field offices will file these reports in the project operation and maintenance basic FN11-2-240a).

**Disposition:** OCE: Destroy after 5 years.

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**FN:** 1110-2-100a

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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

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**Title:** Construction inspection reports (Rescinded; use FN1110-1-8a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1110-2-240a

**Title:** Master development plans

**Authority:** NC1-AU-82-21

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the administration and development of project land and water areas consisting of the master plan and full-scale maps.

**Disposition:** OCE: Permanent.

---

**FN:** 1110-2-240b

**Title:** Reservoir regulations manuals

**Authority:** NC1-AU-82-21

**Privacy Act:** Not applicable.

**Description:** Established plan for the functional operation of each reservoir.

Note: These files, when kept by field offices, are considered project operations and maintenance files.

**Disposition:** OCE: Permanent.

---

**FN:** 1110-2-1150a

**Title:** Civil works projects

**Authority:** NC1-AU-88-12

**Privacy Act:** Not applicable.

**Description:** Information created in connection with the planning, design, and construction of specific projects. It pertains to structures and work related to navigation improvements and maintenance, flood control, multiple-purpose projects, land structures, relocation, access roads, and parking areas. Included are assurance of local interest; design memorandums (definite project report); project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; "as-built" drawings; shop drawings; test and investigations (for example, aggregate, material, and durability); geological investigations (including borings, soil analyses, and so forth); cement and concrete reports; foundation reports; safety inspections; logbooks; construction field layout books; construction computations and cross-sections; relocations of roads, railroads, bridges, and cemeteries; progress photographs; history of constructions; pertinent correspondence, and related information.

Note: Design memorandums, analyses of design, specifications, addenda, "as-built" drawings or their microfilm negatives, shop drawings, history of construction, master development plans, and other records necessary for operations and maintenance will be retained as a part of the project operation and maintenance files (FN 11-2-240a).

**Disposition:**

a. OCE: Destroy when no longer needed for current operations.

b. Field offices:

(1) All formal, near print or printed documents, and reports concerning each project. Included are design memorandums, master development plans, operations and maintenance manuals, reservoir regulation manuals, and similar information: Permanent.

(2) Cartographic records (drawings, maps, specifications, and so forth): Permanent.

(3) Progress photographs: Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Audiovisual Center, when no longer needed by the office of origin.

(4) All other records, such as correspondence, raw data in the form of notes, computer printouts, forms, and so forth: Destroy when no longer needed for current operations.

---

**FN:** 1110-2-1150b

**Title:** Special civil works projects

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** These files contain correspondence, technical reports, agreements, and related information pertaining to special civil works projects and problems which fall outside routine procedures, including, but not limited to, such projects as the St. Lawrence Seaway, survey of

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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

water resources of Alaska, interstate pollution control, interstate water resources development compacts, investigation for the control of aquatic vegetation in navigable waters, research regarding general mineral resources affected by civil works, and projects affecting the interests of numerous Federal agencies.

**Disposition:** OCE: Permanent. Cut off after 5 years and retire after 5 more years.

---

**FN:** 1110-2-1200a**Title:** Civil Works guide specifications**Authority:** NC1-AU-83-19**Privacy Act:** Not applicable.**Description:** Specifications and related correspondence used as guides for civil works construction contract specifications.**Disposition:**

a. HQ, USACE/OCE: Destroy 7 years after supersession or obsolescence, as reference needs require.

b. Other offices:

(1) Correspondence: Destroy after 2 years.

(2) Specifications: Destroy when superseded or when no longer needed for current operations.

---

**FN:** 1110-2-1400a**Title:** Reservoir and lock and dam letter permits**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** These files include information on letters of permission to public organizations for dog field trials; memorial services; Boy Scout camping; Easter egg hunts; access to structures by other agencies to procure water samples and other data; requests from schools, clubs, and other organizations to visit structures, and other similar short-term activities for which formal permits are not required.**Disposition:** Destroy after 2 years.

---

**FN:** 1110-2-1400b**Title:** Reservoir regulation charts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Charts and related correspondence submitted on all flood control, navigation, and multiple-purpose reservoirs.**Disposition:** OCE: Destroy after 5 years.

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**FN:** 1110-2-1403a**Title:** Hydrologic and hydraulic data**Authority:** NC1-AU-78-32**Privacy Act:** Not applicable.**Description:** These files include data relative to discharge measurements and ground water levels, surveys, stream and tide gauge observations, pollution studies, silting and sedimentation, salinity studies, beach and bank erosion, wind and wave action, and similar data.**Disposition:**

a. OCE: Destroy when superseded or obsolete.

b. Field offices not converting data to microform: Permanent. Retire after reference needs have been exhausted or sufficiently minimized.

c. Field offices converting data to microform:

(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original information.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

---

**FN:** 1110-2-1403b**Title:** Investigational projects**Authority:** NC1-AU-85-6**Privacy Act:** Not applicable.**Description:** Information pertaining to investigative projects on hydraulics, hydrology, structural design, electrical and mechanical design, geology, soils, concrete, pavements, bituminous materials, and materials for building construction. Included are laboratory tests, model studies, investigations, technical reports, and related correspondence necessary to prepare design criteria, manuals, or technical publications

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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

on design and construction.

Note: Model studies pertaining to specific projects should be filed in the Civil Works project files (FN 335-2-5c).

**Disposition:**

a. OCE: Destroy reports of investigation when superseded or obsolete. Destroy remaining files 2 years after completion of study.

b. Field offices:

(1) Final reports, including printed and unpublished "letter" reports:

(a) Copy maintained by creating office: Permanent. PIF on completion of study, cut off at the end of that year, and retire to FRC when 10 years old, transfer to NARA when 20 years old.

(b) All other copies: Destroy when no longer required for reference.

(2) Background documentation and related work papers: Cut off files upon completion of study. Retire to FRC when 2 years old, destroy when 10 years old.

---

**FN:** 1110-2-1453a**Title:** Climatological data**Authority:** NC1-AU-83-15**Privacy Act:** Not applicable.**Description:** This information includes data pertaining to precipitation, evaporation, transpiration, wind velocity, frost, ice, snow, and other climatological data compiled for flood and storm studies, weather bulletins, and comparable data including environmental research and cryogenics.**Disposition:**

a. Offices not converting data to microform:

(1) Records predating 1873: Permanent.

(2) Records dated 1873 or later: Destroy when no longer needed for current operations.

b. Offices converting data to microform:

(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original information.

(2) Microforms:

(a) Records predating 1873: Permanent. In coordination with HQDA (SAIS-PSP), offer one silver halide set and one diazo or vesicular copy to the National Archives immediately.

(b) Other microform sets: Destroy when no longer needed for current operations.

---

**FN:** 1110-2-1454a**Title:** Federal Energy Regulatory Commission permits and licenses**Authority:** NC1-AU-85-49**Privacy Act:** Not applicable.**Description:** Information on COE operations under the Federal Power Act which includes reports of investigation on applications for Federal Energy Regulatory Commission permits and licenses for development of power affecting navigable waters. It includes applications or declarations of intention, investigations and reports, maps and plans, licenses, permits, public notice of hearings, and similar information.**Disposition:**

a. OCE: Destroy when no longer needed for current operations.

b. Field Offices:

(1) Monthly reports: Destroy after 6 years

(2) Remaining records: Destroy 7 years after expiration of permits or licenses.

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**FN:** 1110-2-1454b**Title:** Federal Energy Regulatory Commission operating reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on supervision and inspection of operations under a Federal Energy Regulatory Commission permit or license. Included are copies of monthly and annual reports submitted to the Federal Power Commission.**Disposition:** Destroy after 6 years.

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**FN:** 1110-2-1455a**Title:** Cooperative programs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to cooperative programs, such as

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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

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stream gauging, snow surveys, hydrometeorological and hydroclimatic networks, and similar cooperative programs.

**Disposition:**

- a. OCE: Destroy after 12 years.
  - b. Field offices: Destroy after 6 years. Cutoff yearly, or on completion of program, as applicable.
- 

**FN:** 1110-2-1906a**Title:** Geological and soil data**Authority:** NC1-AU-85-7**Privacy Act:** Not applicable.

**Description:** These files include data sheets on tests and core borings, test pits, tunnels, and shafts; blasting pattern and blast effect tests; pressure tests; test grouting; field pumping tests; laboratory analyses on soils and rocks, and comparable information.

**Disposition:**

- a. OCE: Destroy when superseded.
  - b. Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.
- 

**FN:** 1110-2-4001a**Title:** Sedimentation activity reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Report notes on sedimentation activities and related correspondence.

**Disposition:**

- a. OCE: Destroy after 1 year.
  - b. Field offices: Destroy after 2 years.
- 

**FN:** 1110-2-4001b**Title:** Reservoir sedimentation data**Authority:** NC1-AU-79-72**Privacy Act:** Not applicable.

**Description:** Reservoir sedimentation data summaries and reports of sedimentation surveys.

**Disposition:** Destroy after publication of information in periodic reports prepared by the Science and Education Administration, Department of Agriculture.

---

**FN:** 1110-3-204a**Title:** Building maintenance files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 6 years.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**FN:** 1110-6-1a**Title:** Fire protection designs**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices: Destroy when superseded or no longer required for reference.
- 

**FN:** 1110-6-1b**Title:** Fire protection meetings**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information that may gather from meeting and liaison with public industry on fire prevention and protection methods and practices.

**Disposition:** Destroy after 10 years.

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**FN:** 1110-345-710a (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.

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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

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**Disposition:** Not applicable.

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**FN:** 1110-345-710b (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-710c (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-710d (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-710e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-710f (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-710g (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-710h**Title:** Design development files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

**Description:** Information on the development of design for emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.

**Disposition:** OCE: Destroy after 4 years. PIF on completion of design and cut off at the end of that year.

---

**FN:** 1110-345-710i**Title:** Design and construction investigations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described elsewhere in the 1110-series of information prescribed by Engineer Regulations.

**Disposition:** OCE: Destroy 4 years after completion of investigation.

---

**FN:** 1110-345-710j**Title:** Specification development reviews**Authority:** NC1-AU-82-24**Privacy Act:** Not applicable.

**Description:** Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 10 years.
  - b. Other offices of the Army Staff: Destroy after 2 years.
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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

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**FN:** 1110-345-710k**Title:** Standard design references**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** These files include one full-size reproducible copy or microfilm negative of standard drawings, standard specifications, and design analyses.**Disposition:** Field offices: Destroy when superseded, obsolete, or no longer required for reference.

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**FN:** 1110-345-710m**Title:** Division and District standard drawings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Files include original standard drawings (or their microfilm negatives) pertaining to standard construction within a Division or District. It does not include files described as standard design files.**Disposition:** Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.

---

**FN:** 1110-345-711a**Title:** Standard designs**Authority:** NC1-AU-82-24**Privacy Act:** Not applicable.**Description:** Original standard drawings (or their microfilm thereof), standard specifications, and design analyses prepared under the supervision of the COE by OCE and CE division and district offices pertaining to emergency, modified emergency, semipermanent, and permanent types of standard buildings, structures, or other facilities.**Disposition:**

a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year. Original drawings will be destroyed if an approved microfilm has been made.

b. Field offices: Return original drawing to OCE after 1 year, or when necessity for changes decreases.

---

**FN:** 1110-345-711b**Title:** Design development files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the development of design for emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.**Disposition:** OCE: Destroy 4 years after completion of design.

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**FN:** 1110-345-711c**Title:** Design and construction investigations (Rescinded; use FN1110-345-710i).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-711d**Title:** Specification development reviews**Authority:** NC1-AU-83-20**Privacy Act:** Not applicable.**Description:** Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices of the Army Staff: Destroy after 2 years.

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**FN:** 1110-345-711e**Title:** Standard design references (Rescinded; use FN1110-345-710k.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

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**FN:** 1110-345-711f**Title:** Division and District standard drawings

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**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued**

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**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Files include original standard drawings (or their microfilm negative) pertaining to standard construction within a Division or District. It does not include files described as standard design files.**Disposition:** Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.

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**FN:** 1110-345-720a**Title:** Military guide specifications**Authority:** NC1-AU-83-20**Privacy Act:** Not applicable.**Description:** Specifications and related correspondence used as guides for military construction contract specifications.**Disposition:**

a. HQ, USACE/OCE and Huntsville Division: Destroy 7 years after supersession or obsolescence as reference needs require.

b. Other offices:

(1) Correspondence: Destroy after 2 years.

(2) Specifications: Destroy when no longer needed for current operations.

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**B-104. File category 1125: Corps of Engineers plant***a. Prescribing directives.*

(1) ER 1125-2-300, Plant Administration.

(2) ER 1125-2-301, Revolving Fund.

(3) ER 1125-2-303, Design, Acquisition, and Construction.

(4) ER 1125-2-304, Inspection, Maintenance, Operation and Repair.

ER 1125-2-306, Plant Ownership.

*b. Description.* This information concerns formulation and implementation of criteria and procedures for design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plant, aircraft, radio equipment, and network systems, shops and yards, personal property, and facilities. See table B-119.

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**Table B-119****File category 1125: Corps of Engineers plant**

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**FN:** 1125**Title:** General Corps of Engineers plant correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers plant which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers plant that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

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**FN:** 1125-2-300a**Title:** Plant data

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**Table B-119****File category 1125: Corps of Engineers plant—Continued**

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**Authority:** NC1-AU-85-44**Privacy Act:** Not applicable.**Description:** Information created in connection with the acquisition, operation, maintenance, alteration, repair identification, hire, lease scheduling, assigning accident investigation utilization, redistributions, and disposal of civil works aircraft, floating and land plants, nuclear power structures, and facilities. Included are plant description cards, drawings, photographs, operating and repair reports, and related information.**Disposition:**

- a. Records relating to nuclear power plants: Permanent.
  - b. All other records: Destroy 10 years after final disposition of plant.
- 

**FN:** 1125-2-301a**Title:** Plant replacement and improvement reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** The files include ENG Form 1978 (Plant Replacement and Expenditures); ENG Form 1978-A (Quarterly Report of Scheduled and Accrued Expenditures), and comparable forms showing actual progress against items of the approved program financed under the Revolving Fund.**Disposition:** Destroy after 6 years, except ENG Form 1978-A first, second, and third quarter reports will be destroyed after 1 year.

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**FN:** 1125-2-303a**Title:** Plant logbooks**Authority:** NC1-AU-78-113**Privacy Act:** Not applicable.**Description:** Engine, deck, and flight logbooks related to engineer civil works, floating plants, and aircraft.**Disposition:** Destroy 20 years after final disposition of the plant.

---

**FN:** 1125-2-303b**Title:** Marine design and construction files**Authority:** NC1-AU-81-35**Privacy Act:** Not applicable.**Description:** Information on the design of floating plant and studies pertaining to marine projects but exclusive of contract information on construction of plant by contract. Included are design memorandum; design analyses and criteria; calculations; technical specifications; plans(original and as-built); cost and weight estimates; photographs; trial performance studies; test reports; history of construction; operation, maintenance, and instructional manuals; prototype testing and evaluation data: ENG Form 3083-R (Floating Plant Initiation and Completion Design Report) and ENG Form 3638-R (Floating Plant Design and Construction Report).**Disposition:**

- a. Marine Design Center: Destroy 5 years after disposition of plant or removal of plant from service.
  - b. Other field offices: Destroy on disposition of plant, except destroy ENG Form 3083-R and ENG Form 3638-R after 5 years.
- 

**FN:** 1125-2-303c**Title:** Civil Works planning and development correspondence**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the long-range planning and development of Civil Works activities, but exclusive of specific files herein.**Disposition:**

- a. OCE: Permanent.
  - b. Field offices: Destroy after 5 years.
- 

**FN:** 1125-2-304a**Title:** Installation maintenance programs**Authority:** NC1-AU-81-47**Privacy Act:** Not applicable.**Description:** Information on long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 6 years.
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**Table B-119****File category 1125: Corps of Engineers plant—Continued**

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**b. Other offices:** Destroy when no longer needed for current operations.**FN:** 1125-2-304b**Title:** Operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting monthly and annual operations of Government-owned and contractor-owned dredges. Included are ENG Form 4266(Hopper Dredges), ENG Form 4267 (Pipeline, Dripper, or Bucket Dredges), ENG Form 3735 (Sidecasting Dredges), Cost Form 30 (Subaqueous Drilling), ENG Form 2987 (Aircraft Operations), comparable reports, and related information.**Disposition:** Destroy after 10 years.

---

**FN:** 1125-2-304c**Title:** Plant rate computations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting distribution of costs for operation of plant equipment. Included are Cost Forms 22 (Plant Rate Computation); ENG Forms 2438 (Plant Record Card-Group Plant), and comparable forms with related information.**Disposition:**

- a. Cost Forms 22: Destroy 4 years after final disposition of plant.
  - b. ENG Forms 2438: Destroy on final disposition of plant.
- 

**FN:** 1125-2-304d**Title:** Civil Works plant supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information kept by CE division offices which duplicates files kept by subordinate offices, as described herein.**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

---

**FN:** 1125-2-306a**Title:** Plant correspondence**Authority:** NC1-AU-79-60**Privacy Act:** Not applicable.**Description:** Information pertaining to all phases of acquisition, maintenance, operation, purchase, repayment, and utilization of Civil Works aircraft and the floating and land plant. It excludes specific files described in this category.**Disposition:**

- a. OCE: Destroy after 10 years. Retire after 5 years.
  - b. Other offices: Destroy after 5 years.
- 

**FN:** 1125-2-306b**Title:** Plant data**Authority:** NC1-AU-85-44**Privacy Act:** Not applicable.**Description:** Information created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling, assigning accident investigation utilization, redistribution, and disposal of Civil Works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings, photographs, operating and repair reports, and related information.**Disposition:**

- a. Records relating to nuclear power plants: Permanent.
  - b. All other records: Destroy 10 years after final disposition of plant.
- 

**B-105. File category 1130: Corps of Engineers project operation***a. Prescribing directives.*

- (1) ER 1130-2-303, Maintenance Guide.
- (2) ER 1130-2-305, Project Maps and Index Sheets.
- (3) ER 1130-2-306, Navigation Lights, Aids to Navigation, Charts, and Related Data—Policy, Practices, and Procedures.
- (4) ER 1130-2-310, Inspection of Dredging Operations.
- (5) ER 1130-2-320, Equipment Failures and Transmission System Interruptions, Multiple-Purpose Projects with Power.
- (6) ER 1130-2-322, In-Service Dates for Hydroelectric Generating Units and Monthly Power Plant Report.

(7) ER 1130-2-323, Power Station Operating Log, Multiple-Purpose Projects With Power.

(8) ER 1130-2-402, Policies—Operation and Maintenance Personnel and Telephone Services.

b. *Description.* This information concerns policies and procedures governing the day-to-day operations of projects in service. Information on safety, physical security, and some elements of administration will be placed in their respective subject series. See table B-120.

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**Table B-120**  
**File category 1130: Corps of Engineers project operation**

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**FN:** 1130

**Title:** General Corps of Engineers project operations correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers project operations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. **NONACTION:** Matters relating to Corps of Engineers project operations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

---

**FN:** 1130-2-303a

**Title:** Equipment records

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on equipment maintenance services. Included are reports and equipment tests, manufacturers' guarantees, spare parts information, and maintenance instructions.

**Disposition:** Destroy on disposal of related equipment.

---

**FN:** 1130-2-305a

**Title:** Project and index maps

**Authority:** NC1-AU-85-19

**Privacy Act:** Not applicable.

**Description:** Information used in active and supervisory control of Civil Works projects. Included are sets of maps consisting of an individual map of each active Civil Works project and index maps showing location of all river and harbor and flood control projects.

Note: District offices will place one copy of each revised project map in the Civil Works project file (FN 1110-2-1150a).

**Disposition:**

a. Districts and Operating Divisions: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

---

**FN:** 1130-2-305b

**Title:** Civil Works construction supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by CE Division offices which duplicates the information kept by subordinate offices, as described herein.

**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is first.

---

**FN:** 1130-2-305c

**Title:** Waterway and boundary maps

**Authority:** NC1-AU-85-4

**Privacy Act:** Not applicable.

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**Table B-120**

**File category 1130: Corps of Engineers project operation—Continued**

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**Description:** Information on the preparation and distribution of maps, charts, brochures, pamphlets, and comparable information, showing improved waterways, water resources facilities, principal waterways, navigation and flood control project maps, division and district boundary charts, and related matters. Included are original tracings, worksheets, graphs, sketches, other backup data used in their preparation, and similar information.

**Disposition:**

a. **OCE:** Destroy correspondence after 1 year. Remaining files are permanent. Cut off yearly and retire after 10 years.

b. Other offices: Destroy after 2 years, or on supersession or obsolescence.

---

**FN:** 1130-2-306a

**Title:** Navigation and chart data

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Tabular forms reporting harbor and waterway channel conditions to the Oceanographic Office and U.S. Coast and Geodetic Survey.

**Disposition:** OCE: Destroy when superseded or obsolete.

---

**FN:** 1130-2-306b

**Title:** Plant data

**Authority:** NC1-AU-85-44

**Privacy Act:** Not applicable.

**Description:** Information created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling, assigning accident investigation utilization, redistribution, and disposal of civil works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings, photographs, the operating and repair reports, and related information. When plan is transferred, related field office files will be transferred with it.

**Disposition:**

a. **OCE:** Permanent. PIF on final disposition of related plant and cut off at the end of that year.

b. Other offices: Destroy 2 years after final disposition of plant.

---

**FN:** 1130-2-310a

**Title:** Dredging schedules

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information constituting schedules kept by OCE that reflect planned dredging projects.

**Disposition:** Destroy when superseded or obsolete.

---

**FN:** 1130-2-320a

**Title:** Equipment failure and systems interruption reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the reporting of equipment failures and systems interruptions of CE hydroelectric projects. Included are reports and directly related correspondence.

**Disposition:** Destroy after 5 years.

---

**FN:** 1130-2-320b

**Title:** Civil Works project operation and maintenance supervisory files

**Authority:** NN-174-20

**Privacy Act:** Not applicable.

**Description:** Information kept by CE Division offices which duplicates the file kept by subordinate offices, as described herein.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

---

**FN:** 1130-2-322a

**Title:** Hydroelectric statements

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Statement of Revenue and Expenses and Statement of Assets and Liabilities, containing summations of various allocations of expenses and funds arising from the maintenance and operation of power producing facilities.

**Disposition:** Destroy after 5 years.

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**Table B-120****File category 1130: Corps of Engineers project operation—Continued**

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FN: 1130-2-322b

Title: Powerplant statistical reports

Authority: NN-166-204

Privacy Act: Not applicable.

**Description:** Copies of Federal Power Commission Form No. 4 (Monthly Power Plant Report) submitted by engineer field offices.**Disposition:**

- a. OCE: Destroy after 3 years.
  - b. Field offices: Destroy after 1 year.
- 

FN: 1130-2-323a

Title: Operation reports or logs

Authority: NN-166-204

Privacy Act: Not applicable.

**Description:** These files include station operation reports or logs concerning electric power generation and transmission facilities and necessary auxiliary equipment, tailwater and forebay water level recorder charts, lockmaster's daily log, visual and sound signaling systems report, the diving and divers' equipment reports and public use report (number of visitors), reports of trespass on Government property, work order registers, and similar information.**Disposition:** Destroy after 6 years.

---

FN: 1130-2-402a

Title: Ground maintenance files

Authority: NN-166-204

Privacy Act: Not applicable.

**Description:** Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 6 years.
  - b. Other offices: Destroy when no longer needed for current operations.
- 

**B-106. File category 1145: Corps of Engineers regulator functions***a. Prescribing directives.*

- (1) ER 1145-2-301, Use of Navigable Waters—Policy, Practice and Procedure.

- (2) ER 1145-2-305, Removal of Wrecks and Other Obstructions.

- (3) ER 1145-2-306, Representation of Submarine Cable and Pipe Line Areas on Government Charts.

*b. Description.* This information concerns actions involving regulatory functions assigned by law to the Corps of Engineers including, but not limited to, the issue of permits, removal of obstructive wreckage from navigable waterways, harbor and bulkhead lines, piers or dolphins in navigable streams, delineation of anchorage and quarantine areas, and disposal of soil in or adjacent to navigable waters. It excludes licenses and permits granted at reservoir projects which are in the 405 series. See table B-121.

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**Table B-121****File category 1145: Corps of Engineers regulatory functions**

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FN: 1145

Title: General Corps of Engineers regulatory functions correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

**Description:**

- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers regulatory functions which cannot logically be filed with the detailed record series listed below. (It

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**Table B-121****File category 1145: Corps of Engineers regulatory functions—Continued**

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does not include instruction files. See FN25-30q.)

- b. NONACTION: Matters relating to Corps of Engineers regulatory functions that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

- a. ACTION: Destroy after 2 years.

- b. NONACTION: Destroy when no longer needed for current operations.

---

FN: 1145a

Title: Reservoir permits

Authority: NN-166-204

Privacy Act: A1145aCE

**Description:** Information on the issuance of permits by the Government to persons or organizations for use of reservoir areas, such as permits for fishing structures and pleasure boats, and temporary permits for floating boathouses. Included are applications, permits, and related information.**Disposition:** Destroy 1 year after expiration.

---

FN: 1145b

Title: Standard permits

Authority: NC1-AU-80-16

Privacy Act: A1145bCE

**Description:** Information on the issuance of permits to perform work under the regulatory authority of the DA established by the River and Harbor Act of 1899; the Federal Water Pollution Control Act Amendments of 1972; the Clean Water Act of 1977; the Marine Protection, Research, and Sanctuaries Act of 1972; and other statutes. Included are permits and drawings and inspection reports.**Disposition:**

- a. OCE: Destroy when no longer needed for current operations.

- b. Field offices:

- (1) Issued permits: Destroy 7 years after revocation, expiration, or removal of the object to which the permit pertains.

- (2) Denied permits: Destroy 3 years after denial.

- (3) Issued permits, in paper or microform, retired to Federal Archives and Records Centers prior to 1 January 1981: Retain until 2055 at which time they will be reviewed for possible destruction.

---

FN: 1145c

Title: Nonaction construction permits

Authority: NN-166-204

Privacy Act: Not applicable.

**Description:** Construction permits on which construction is not started during the life of the permit.**Disposition:** Destroy 2 years after expiration of permit.

---

FN: 1145d

Title: Navigable waterways supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

**Description:** Information kept by CE division offices which duplicates the information kept by subordinate offices as described herein.**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

---

FN: 1145e

Title: Violation of Refuse Act files

Authority: NN-166-204

Privacy Act: Not applicable.

**Description:** Information on the Refuse Act of 1899. Included are investigation reports and water sample analyses.**Disposition:** Destroy after 5 years. Copies becoming part of litigation files will be disposed of with those case files.

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FN: 1145f

Title: Harbor line approvals

Authority: NC1-AU-85-2

Privacy Act: Not applicable.

**Description:** Information pertaining to the establishment of harbor lines,

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**Table B-121**  
**File category 1145: Corps of Engineers regulatory functions—Continued**

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pierhead lines, bulkhead lines, and changes to existing harbor lines. Included are original tracings approved by the Secretary of the Army.

**Disposition:**

a. OCE: Permanent.

(1) Original tracings: PIF on supersession or obsolescence and cut off at the end of that year.

(2) Remaining Files: Cut off yearly.

b. Field offices:

(1) Duplicate copy of approved harbor line and modification: Destroy when no longer needed for reference.

(2) Remaining files: Permanent. PIF on supersession and cut off at the end of that year.

---

**FN:** 1145-2-301a

**Title:** Navigable waterway files

**Authority:** NC1-AU-76-61

**Privacy Act:** Not applicable.

**Description:** Information on navigability as defined by law and pertaining to such matters as boundary waters, cable and pipeline areas, danger zones, seaplane operation areas, dumping grounds, fishing and hunting structures, aids to navigation, enforcement of protective laws, and penalties imposed for violations. It excludes case files pertaining to violations of navigation laws which result in a claim or litigation. Included are applications, correspondence, laws, regulations, legislation, maps, charts, notices to navigation interests, and similar information.

**Disposition:**

a. OCE: Permanent.

b. Field offices: Permanent. PIF on supersession and cut off at the end of that year.

---

**FN:** 1145-2-303a

**Title:** Reservoir permits (Rescinded; use FN 1145a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1145-2-303b

**Title:** Standard permits (Rescinded; use FN 1145b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 1145-2-303c

**Title:** Nonaction construction permits (Rescinded; use FN 1145c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 1145-2-303d

**Title:** Navigable waterways supervisory files (Rescinded; use FN 1145d.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 1145-2-303e

**Title:** Violation of Refuse Act files (Rescinded; use FN 1145e.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

---

**FN:** 1145-2-304a

**Title:** Harbor line approvals (Rescinded; use FN 1145f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN:** 1145-2-305a

**Title:** Wreck and obstruction files

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**Table B-121**  
**File category 1145: Corps of Engineers regulatory functions—Continued**

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**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the removal of wrecks and other obstructions in navigable waters, marking of wrecks by owners and Coast Guard, and authorizations for removal. Included are reports, authorizations, maps, and similar information.

**Disposition:** Destroy 2 years after completion of final action which includes settlement of claims or completion of litigations.

---

**FN:** 1145-2-306a

**Title:** Submarine cable and pipeline charts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Charts showing the location of submarine cables on Government charts.

**Disposition:** OCE: Destroy after 1 year.

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**B-107. File category 1165: Corps of Engineers water resource policies and authority***a. Prescribing directives.*

(1) ER 1165-2-21, Flood Damage Reduction Measures in Urban Areas.

(2) ER 1165-2-26, Implementation of Executive Order 11988 on Floodplain Management.

(3) ER 1165-2-116, Pollution Control at Civil Works Projects.

*b. Description.* Information which concerns activities pertaining to the administration of laws governing water resources as assigned by Congress to the Secretary of the Army and the Chief of Engineers. See table B-122.

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**Table B-122****File category 1165: Corps of Engineers water resource policies and authority**

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**FN:** 1165

**Title:** General Corps of Engineers water resource policies and authority correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers water resource policies and authority which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers water resource policies and authority that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 1165-2-21a

**Title:** Flood plain management data

**Authority:** NC1-AU-85-20

**Privacy Act:** Not applicable.

**Description:** Information consisting of statistical summaries and backup materials on flood plain management programs.

**Disposition:**

a. OCE: Destroy after 15 years.

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**Table B-122**  
**File category 1165: Corps of Engineers water resource policies and authority—Continued**

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b. Field offices: Destroy after 15 years.

**FN:** 1165-2-26a

**Title:** Conservation of natural resources

**Authority:** NC1-AU-83-3

**Privacy Act:** Not applicable.

**Description:** Special studies, reports, investigations, and related information dealing with conservation of resources and pertaining to power development, flood management, fish and wildlife, forests, soil erosion control, beach erosion control, pollution, public health and sanitation, water hyacinths and other aquatic plants, agricultural land use, and similar subjects.

**Disposition:** Permanent. PIF on completion of report, study, or investigation; cut off at the end of that year; retire after 5 years.

---

**FN:** 1165-2-26b

**Title:** Flood plain management services studies

**Authority:** NC1-AU-85-26

**Privacy Act:** Not applicable.

**Description:** Correspondence, calculations, reports, and related information pertaining to special, preliminary, and final flood plain investigation reports; technical services reports for specific projects or locations; river stage forecast maps; and similar information.

**Disposition:**

a. OCE:

(1) Reports of investigation: Destroy when superseded, obsolete, or no longer needed for current operations.

(2) Remaining files: Destroy 2 years after completion of study.

b. Districts and Operational Divisions:

(1) Flood plain information reports and similar finished reports and studies (except flood insurance studies prepared for the Federal Insurance Administration), River Stage Forecast Maps, and similar cartographic projects: Permanent.

(2) All other records (including flood insurance studies prepared for the Federal Insurance Administration): Destroy when no longer needed for current operations.

---

**FN:** 1165-2-26c

**Title:** Flood plain management assistance files

**Authority:** NC1-AU-85-18

**Privacy Act:** Not applicable.

**Description:** Information on flood plain management technical service given to Federal, State, and local agencies. Included are requests for flood hazard information, assistance and guidance on the use of flood data, and other data furnished.

**Disposition:**

a. OCE: Destroy when no longer needed for current operations.

b. Field offices: Destroy after 10 years.

---

**FN:** 1165-2-26d

**Title:** Flood plain management information reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports on flood plain management. Included are reports and directly related information.

**Disposition:**

a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year.

b. Field offices: Destroy when superseded or obsolete.

---

**FN:** 1165-2-26e

**Title:** Storm studies

**Authority:** NC1-AU-79-75

**Privacy Act:** Not applicable.

**Description:** Studies of storms of major flood-producing potential. Included are preliminary and final storm studies.

**Disposition:**

a. Offices not converting data to microform:

(1) Preliminary studies: Destroy upon completion of a final study.

(2) Final studies: Permanent. Retire upon discontinuance of the function.

b. Offices converting data to microform:

(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original information.

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**Table B-122**  
**File category 1165: Corps of Engineers water resource policies and authority—Continued**

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(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

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**FN:** 1165-2-116a

**Title:** Environmental pollution supervisory files

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information kept by CE Division offices that duplicates the files kept in subordinate offices, as described herein.

**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

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**B-108. File category 1180: Corps of Engineers contracts**

a. *Prescribing directive.* ER 1180-1-1, Engineer Contract Instructions.

b. *Description.* This information concerns implementation by Corps of Engineers of the FAR and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). See table B-123.

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**Table B-123**  
**File category 1180: Corps of Engineers contracts**

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**FN:** 1180

**Title:** General Corps of Engineers contracts correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers contracts which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers contracts that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

---

**FN:** 1180-1-1a

**Title:** Civil works contracts (CE)

**Authority:** NC1-AU-76-75

**Privacy Act:** Not applicable.

**Description:** Information relating to the procurement of supplies, material, and equipment and other services, but exclusive of construction and maintenance contract files. These files accumulate in various operating elements of a procurement office. Designation of offices of record and responsibility for documentation is described in the beginning of this section. Information accumulated in connection with Civil Works contract files are divided into two groups:

a. Contractual instrument files include information relating to one specific contract when created or accumulated; pre-award data, such as advertising order, determinations and findings, invitations for bid, abstracts of bids, accepted and unsuccessful bids, bonds, and original contract with modifications; copy of specifications and addendums thereto; notice to proceed and notice of completion; and related

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**Table B-123****File category 1180: Corps of Engineers contracts—Continued**

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information determined by the contracting officer to be essential to completion of the file.

b. Residual files, containing data other than those defined above, including requisitions and contract property accounts. Records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of decision of the board.

**Disposition:**

a. Destroy after 6 years and 3 months. Transfer after 3 years or on completion of GAO audit, whichever is first. Civil works construction and maintenance contract files for contracts upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these records.

b. Residual files: Destroy at time of transfer of the contractual instrument files or 3 years after final payment of the contract, whichever is later.

---

**FN:** 1180-1-1b**Title:** Civil works requisitions(CE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Requisitions with directly related information for supplies, equipment, material, or services that are maintained separately and not as a part of an individual contract file.**Disposition:** Destroy 2 years after completion or cancellation of requisition.

---

**FN:** 1180-1-1c**Title:** Bid data (COE)**Authority:** NC1-AU-77-79**Privacy Act:** Not applicable.**Description:** Abstracts of bids, submitted by district offices, used as a basis for accumulating data on bid experience for Civil Works construction.**Disposition:** Destroy after 2 years. Earlier disposal is authorized.

---

**FN:** 1180-1-1d**Title:** Bid experiences (COE)**Authority:** NC1-AU-77-79**Privacy Act:** Not applicable.**Description:** Selected abstracts of bids, bid analyses, and similar information used for comparison of trends.**Disposition:** Destroy after 4 years.

---

**FN:** 1180-1-1e**Title:** Invitation to bid reviews (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Invitations to bid for foundation drilling and grouting projects and supply for diamond bits submitted for review and control.**Disposition:** Destroy 1 year after completion of contract.

---

**FN:** 1180-1-1f**Title:** Sales contract registers (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers maintained to control and record the assignment of numbers to sales contracts, contractor's name and address, types of material sold, and term of contract.**Disposition:** Destroy 3 years after close of FY following last entry on individual sheet or in register.

---

**FN:** 1180-1-1g**Title:** Sales contracts (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the sale of surplus property. Included are invitations for bids, amendments to bids, bids and acceptance, abstracts of bids, statements and notices of awards, lists of successful bidders, contracts, changes and supplements to contracts, collection and deposit information, and related information.**Disposition:** Destroy 3 years after close of FY in which final payment is made.

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**FN:** 1180-1-1h**Title:** Unsuccessful and rejected bids (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.

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**Table B-123****File category 1180: Corps of Engineers contracts—Continued**

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**Description:** Unsuccessful and rejected bids maintained as a separate file and not as a part of an individual sales contract.

**Disposition:** Destroy 3 years after close of FY in which issued, except that bids returned without action will be destroyed immediately after bid opening.

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**FN:** 1180-1-1i**Title:** Civil procurement action reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information indicating the status of Civil Works construction and architectural engineering contract awards submitted by contracting officers of field agencies to the heads of procuring agencies. Included are procurement action reports, changes to reports, completion of reports, and similar information.**Disposition:**

a. OCE: Destroy 6 years after completion of related contract, except change reports will be destroyed on receipt of succeeding report.

b. Other offices: File with and dispose of with related contract file.

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**FN:** 1180-1-1j**Title:** Contract correspondence**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to military construction contracts; architect-engineer contracts; Civil Works construction, maintenance, and operation contracts; and repairs and utilities contracts. It excludes other files specifically described below.**Disposition:** Destroy after 6 years.

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**FN:** 1180-1-1k**Title:** Contracting officer designations**Authority:** GRS 3, Item 2**Privacy Act:** Under development.**Description:** Information reflecting the designation of contracting and ordering officers and contracting officer's representatives (military and civil) for design, construction, maintenance and repairs, and utilities contracts.**Disposition:** Destroy 2 years after revocation or supersession of designation.

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**FN:** 1180-1-1m**Title:** Contract qualifications**Authority:** NC1nAU-79-71**Privacy Act:** Not applicable.**Description:** Brochures, pamphlets, questionnaires, and related information pertaining to qualification and experience of firms and individuals soliciting services in connection with military and Civil Works design and construction.**Disposition:**

a. Performance evaluation reports: Destroy after 6 years.

b. Remaining files: Destroy when superseded.

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**FN:** 1180-1-1n**Title:** Wage rate predeterminations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the predeterminations of minimum wage rates for laborers and mechanics to be included in contract specifications for military and civil construction work. Included are requests for wage rates, schedules of classification and wage rates, modifications, superseded decisions, and letters of inadvertence issued by the Secretary of Labor.**Disposition:** Destroy after 3 years.

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**FN:** 1180-1-1p**Title:** Contractor's payroll files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Copies of payrolls submitted by construction contractors. They are used in determining compliance with labor laws and decisions.**Disposition:**

a. OCE: Destroy on completion of review.

b. Field offices: Destroy 3 years after final payment of related contract.

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**FN:** 1180-1-1q

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**Table B-123****File category 1180: Corps of Engineers contracts—Continued**

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**Title:** Civil Works construction and maintenance contracts**Authority:** NC1-AU-76-47**Privacy Act:** Not applicable..

**Description:** These files may gather in various operating elements of an office responsible for administration of architect engineer and construction contracts for Civil Works projects and contracts for relocation and alteration of railroads, highways, utilities, cemeteries, and municipal facilities. Certain files on a contract may also gather in offices at other locations when the responsibility for certain functions is delegated to such offices. Such an office is designated as the "office of record" and will completely document the function, so that duplicate files kept by other elements can be destroyed as reference information.

a. Record files of each operating element will be transferred to the records holding area without consolidation with files of other elements of the same office or other offices.

b. Record copies of specifications and addenda, and original "as-built" drawings will be included in files described as Civil Works project files.

c. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be disposed of until the claim is settled or the investigation or litigation is completed.

d. Records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the board. These files will be packed and shipped per instructions in this regulation.

e. These contract files include contractual instrument files of contracts and related information pertaining to design, construction, and maintenance of Civil Works projects.

(1) Contractual instrument files include pre-award data, daily log of construction, the advertising orders, estimates of cost, abstracts of bids, accepted and unsuccessful bids, notices to proceed, stop and start orders, notices of completion, progress photographs, related correspondence, and all other information determined by the contracting officer as essential for completion of the individual contract.

(2) Residual files of information other than those defined in d above, including wage rate and labor problems, contract property accounts, consolidated records of the contract work on any job, summarizations of progress over a particular period for a specific contract, construction progress reports, and charts.

**Disposition:** Destroy after 6 years and 3 months. Transfer after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in FNs 37-2-10r and 1180-1-1a upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

---

**FN:** 1180-1-1r**Title:** Contract appeals**Authority:** NC1-AU-78-59**Privacy Act:** Not applicable.

**Description:** Information compiled by contracting officers and transmitted through channels to the CE Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representatives pursuant to Defense Acquisition Regulation, appendix A, or ER 1180-1-1. Included is all information pertinent to the appeal, such as the finding of facts, and the decision from which the appeal is taken; the contract and pertinent plans, specifications, amendments, and change orders; correspondence between the parties; transcripts of testimony taken during the course of the proceedings on the matter in dispute before filing the notice of appeal with the Board; and additional information as the contracting officer may consider essential or as may be designated by the board.

**Disposition:**

a. Board of Contract Appeals: Destroy 10 years after final decision of the board.

b. Duplicate files of supervisory offices: Destroy 1 year after final decision of the board.

---

**FN:** 1180-1-1s**Title:** Requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Copies of requisitions from field offices, shipping orders, and purchase orders with related correspondence pertaining to the supply of materials and equipment to military construction projects and kept by offices at the Army Staff.

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**Table B-123****File category 1180: Corps of Engineers contracts—Continued**

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**Disposition:** Destroy 1 year after scheduled delivery.**FN:** 1180-1-1t**Title:** Expediting cases**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Copies of purchase orders, memorandums, and correspondence pertaining to expediting assistance for construction materials and equipment required to complete military construction projects and kept by offices at the Army Staff.

**Disposition:** Destroy 6 months after close of case.

---

**FN:** 1180-1-1u**Title:** Water supply storage space contracts**Authority:** NC1-AU-80-15**Privacy Act:** Not applicable.

**Description:** Contracts between the U.S. Government and States or local interests, entered into under Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long-term contracts, which continue in full force and effect for the physical life of the project, and short-term contracts, which provide for temporary needs.

**Disposition:**

a. Long-term contracts: Destroy 6 years after removal of the structure, abandonment of project, or after the U.S. Government discontinues operation of the project.

b. Short-term contracts: Destroy 6 years after termination of the contract.

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**FN:** 1180-1-1v**Title:** Construction contract supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information kept by CE Division offices which duplicate the files kept by subordinate offices, as described herein.

**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

---

**FN:** 1180-1-1w**Title:** Hired labor maintenance work files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on hired labor maintenance work on Civil Works completed projects, such as minor repairs to buildings, bridges, roads, or machinery and cleanup, mowing, and painting. Included are specifications, drawings, and reports.

**Disposition:** Destroy after 3 years, except that inspectors' completed reports will be filed with project operation and maintenance basic files (FN11-2-240a).

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## Glossary

### Section I Abbreviations

#### AARA

Access and Amendment Refusal Authority

#### ACCOR

Army COMSEC Central Office of Record

#### ACES

Army continuing education system

#### ACM

authorized controlled materials

#### ACPC

Army potential contractor program

#### ACS

Army Community Service

#### ADAPCP

alcohol and drug abuse prevention and control program

#### ADO

advance development objective

#### ADP

automatic data processing

#### ADPE

automatic data processing equipment

#### ADSM

automated data systems manual

#### AER

Army Emergency Relief

#### AFDCB

Armed Forces Disciplinary Control Board

#### AFEES

Armed Forces Examining and Entrance Station

#### AIEP

Army Ideas for Excellence Program

#### AMO

automation management officer

#### APO

Army post office

#### APOE

aerial port of embarkation

#### ARFCOS

Armed Forces Courier Service

#### AWOL

absent without leave

#### BOIP

basis of issue plan

#### CARDS

catalog of approved requirements documents

#### CCF

Chaplain's Consolidated Fund

#### CDC

Center for Disease Control

#### CDS

child development services

#### CEEB

College Entrance Examination Board

#### CFA

current files area

#### CI

Civilian internees; counter intelligence

#### CIB

Criminal Intelligence Bulletins

#### CINAF

composite institute address files

#### CMSP

Chemical Material Surveillance Program

#### CNPO

Central NAF Payroll Office

#### COB

command operating budget; close of business

#### COFF

cutoff, cut off

#### COLA

cost of living allowance; cost of living adjustment

#### COM

computer output microforms

#### COMSEC

communications security

#### CONUS

continental United States

#### COOP

Continuity of Operation Plans

#### COPE

Custodian of Postal Effects

#### CPA

certified public accountant

#### CSDP

Command Supply Discipline Program

#### CSRS

civil service retirement system

#### CTA

common table of allowances

#### CTT

Common Task Test

#### DAGO

Department of the Army General Order

#### D&F

determination and finding

#### DCSIM

Deputy Chief of Staff for Information Management

#### DCSINT

Deputy Chief of Staff for Intelligence

#### DEA

data exchange annex

#### Dest

destroy

#### DEP

delayed entry program; displaced employee program

#### DFARS

Department of Defense Federal Acquisition Regulation Supplement

#### DIA

Defense Intelligence Agency

#### Disc

discontinue, discontinuance

#### DISC4

Director for Information Systems Command, Control, Communications and Computers

#### DOD

Department of Defense

#### DODIG

Department of Defense Inspector General

#### DOIM

Director of Information Management

#### DPI

data processing installation

#### DRMO

Defense Reutilization and Marketing Office

#### EEO

Equal employment opportunity

#### EECI

essential elements of criminal intelligence

#### EFT

electronic funds transfer

#### EOD

explosive ordnance disposal

#### ESG

Environmental Support Group

#### ETS

Expiration Term of Service

<b>EW</b> electronic warfare	<b>IFS</b> Integrated Facilities System	<b>MIA</b> missing in action
<b>FAR</b> Federal Acquisition Regulation	<b>IG</b> inspector general	<b>MMPF</b> master military pay file
<b>FEMS</b> Facilities Engineering Management System	<b>IMA</b> information mission area	<b>MN</b> materiel need
<b>FERS</b> Federal employees retirement system	<b>IMO</b> information management officer	<b>MOA</b> memorandum of agreement
<b>FIPS</b> Federal information processing standards	<b>ITEP</b> Individual Training Evaluation Program	<b>MOS</b> military occupational specialty
<b>FIRMR</b> Federal Information Resource Management Regulation	<b>JA/ATT</b> Joint Airborne/Air Transportability Training	<b>MOU</b> memorandum of understanding
<b>FN</b> file number	<b>JACS</b> JUMPS Army Automated Coding system	<b>MPRJ</b> military personnel record jacket
<b>FOIA</b> Freedom of Information Act	<b>JINTACCS</b> Joint Interoperability of Tactical Command and Control System	<b>MPV</b> military pay voucher
<b>FOUO</b> For Official Use Only	<b>JTA</b> joint table of allowances	<b>MRPF</b> master retired pay file
<b>FPM</b> Federal Personnel Manual	<b>JTD</b> joint table of distribution	<b>MRR</b> machine-readable records; materiel readiness report
<b>FRC</b> Federal Records Center	<b>JTR</b> Joint Travel Regulation	<b>MSC</b> major subordinate command
<b>FSS</b> Federal Supply Schedule	<b>JUMPS</b> joint uniform military pay system	<b>MTDA</b> modification table of distribution and allowances
<b>GAO</b> General Accounting Office	<b>LES</b> leave and earnings statement	<b>MTOE</b> modification table of organization and equipment
<b>GH</b> guest house	<b>LFN</b> list of file numbers	<b>MUSARC</b> major U.S. Army Reserve command
<b>GSA</b> General Services Administration	<b>MAAG</b> Military Assistance Advisory Group	<b>MWO</b> modification work order
<b>HHG</b> household goods	<b>MAC</b> Military Airlift Command	<b>NAF</b> nonappropriated funds
<b>HREC</b> health record	<b>MACOM</b> major Army command	<b>NAFI</b> nonappropriated fund instrumentality
<b>HQDA</b> Headquarters, Department of the Army	<b>MAP</b> Military Assistance Program	<b>NARA</b> National Archives and Records Administration
<b>ICF</b> intelligence contingency funds	<b>MARKS</b> Modern Army Recordkeeping System	<b>NATO</b> North Atlantic Treaty Organization
<b>ICR</b> internal control review	<b>MARS</b> Military Affiliate Radio System	<b>NBPRP</b> National board for the promotion of rifle practice
<b>ICRC</b> International Committee of the Red Cross	<b>MCN</b> Management Control Number	<b>NCO</b> noncommissioned officer
<b>IFR</b> individual flight record	<b>MEDCEN</b> medical centers	<b>NCR</b> National Capital Region
<b>IFRF</b> individual flight record folder	<b>MEDDAC</b> medical department activity	

<b>NDA</b> nondisclosure agreement	<b>PCS</b> permanent change of station	<b>SBP</b> survivor benefit plan
<b>NDCC</b> National Defense Cadet Corps	<b>PERM</b> Permanent	<b>SES</b> Senior executive service
<b>NIPC</b> National Inventory Control Point	<b>PERMAS</b> Personnel Management Assistance System	<b>SF</b> standard form
<b>NLN</b> no longer needed	<b>PERSCOM</b> U.S. Total Army Personnel Command	<b>SFTP</b> Stockpile Function Test Program
<b>NPRC</b> National Personnel Records Center	<b>PFR</b> personnel finance record	<b>SIDPERS</b> Standard Installation/Division Personnel System
<b>NRC</b> Nuclear Regulatory Commission	<b>PIF</b> place in an inactive file	<b>SIGINT</b> signals intelligence
<b>NSA</b> National Security Agency	<b>POM</b> program objective memorandum	<b>SIGSEC</b> signals security
<b>NSN</b> National Stock Number	<b>POR</b> processing of overseas replacements	<b>SLTP</b> Stockpile Laboratory Test Program
<b>OCIE</b> organizational clothing and individual equipment	<b>POV</b> privately owned vehicle	<b>SOP</b> standing operating procedure
<b>OCRHA</b> overseas command records holding area	<b>PSE</b> physical security equipment	<b>SQT</b> skill qualification test
<b>OCS</b> Officer Candidate School	<b>PW</b> prisoner of war	<b>SRO</b> standing route order
<b>ODCSPER</b> Office of the Deputy Chief of Staff for Personnel	<b>QDT</b> quadruple terminal digit	<b>SSA</b> Supply Support Agency
<b>OMB</b> Office of Management and Budget	<b>QMDO</b> qualitative materiel development objective	<b>SSN</b> social security number
<b>OMPF</b> officer military personnel file	<b>QMR</b> qualitative materiel requirements	<b>SSSC</b> Self Service Supply Center
<b>OPF</b> official personnel folder	<b>QRI</b> qualitative requirements information	<b>STANFINS</b> Standard Army Finance System
<b>OPM</b> Office of Personnel Management	<b>QQPRI</b> qualitative and quantitative personnel requirements information	<b>SUBMACOM</b> major Army subordinate command
<b>OSA</b> Office of the Secretary of the Army	<b>RCPAC</b> Reserve Components Personnel and Administration Center	<b>TAADS</b> The Army Authorization Documents System
<b>OTAG</b> Office of the Adjutant General	<b>RDTE</b> research, development, test, and evaluation	<b>TCMD</b> transportation control and movement document
<b>OTIG</b> Office of the Inspector General	<b>Ret</b> retire	<b>TDA</b> tables of distribution and allowances
<b>OTJAG</b> Office of the Judge Advocate General	<b>RHA</b> records holding area	<b>TDRL</b> temporary disability retired list
<b>OWCP</b> Office of Workers' Compensation Program	<b>RIF</b> reduction in force	<b>TBO</b> transaction by others
<b>PBO</b> Property Book Officer	<b>ROC</b> required operational capability	<b>TFO</b> transaction for others
<b>PCF</b> practitioner credentialing files	<b>ROTC</b> Reserve Officers' Training Corps	<b>TISA</b> troop issue subsistence activities

**TJAG**  
The Judge Advocate General

**TLE**  
Technical Listening Equipment

**TOE**  
table of organization and equipment

**TRADOC**  
U.S. Army Training and Doctrine Command

**trf**  
transfer

**UCMJ**  
Uniform Code of Military Justice

**UPH**  
unaccompanied personnel housing

**USAAA**  
U.S. Army Audit Agency

**USAEHA**  
U.S. Army Environmental Hygiene Agency

**USAISC**  
U.S. Army Information Systems Command

**USAMHRI**  
U.S. Army Military History Research Institute

**USAMMA**  
U.S. Army Medical Materiel Agency

**USALSA**  
U.S. Army Legal Services Agency

**USAPACEHEA**  
U.S. Army Pacific Environmental Health Engineering Agency

**USAPPC**  
U.S. Army Printing and Publishing Command

**USAR**  
U.S. Army Reserve

**USASC**  
U.S. Army Safety Center

**USDA**  
United States Department of Agriculture

**USDB**  
U.S. Disciplinary Barracks

**USMA**  
U.S. Military Academy

**UW**  
unconventional warfare

**VA**  
vulnerability assessment; Department of Veterans Affairs

**VHA**  
variable housing allowance

**WCSC**  
Waterborne Commerce Statistics Center

**WIC**  
women, infants, and children

**WNRC**  
Washington National Records Center

## Section II Terms

### Acceptable substitute for original documents

Term primarily used to describe disposition standards for destruction of original records after they have been converted to microform. Before microfilm can become the record copy and the records or information from which the microfilm was produced can be destroyed, the microform image must meet all necessary quality standards. If the records may be used in a court of law, acceptability of the microform in place of the original records must be established.

### Accession

The act and procedures involved in transferring legal title and physical custody of records from Department of the Army to the National Archives. This action is done by HQDA (SAIS-IDP) WASH DC20310-0107 through a formal offer of the records to the National Archives of the United States).

### Accession number

A three-part number that is assigned to each records shipment to an FRC. It consists of the National Archives records group number, the fiscal year, and a four-digit sequential number (for example, 77-80-0001, 338-81-0001, 153-81-0001). Accession numbers uniquely identify retired records for locating them in an FRC.

### Action copy

That copy of a communication directed to a particular agency, office, or individual responsible for action, as opposed to an information copy.

### Administrative value

The usefulness of records to the originating or succeeding agency for current business.

### Alphabetical arrangement

There are two basic methods of arranging records alphabetically by subject, and by name. These methods are:

*a. Subject.* Under this method, use subject titles and arrange alphabetically.

*b. Name.* Arrange records by the name of persons, places, or organizations. These are examples of the name arrangement method:

(1) *Personal names.* File by surname, then

by first name, and middle initial. For example, Brown, Robert J.; Doe, John L.; Smith, Joe S.

(2) *Place names.* File first by name of larger place, and then by specific location. For example: Maryland, Camp Springs; Ohio, Xenia; Pennsylvania, Franklin; Wisconsin, Madison; Wyoming, Cheyenne.

(3) *Organizational names.* First file by general name, such as arsenal, battalion, depot, company, then file by specific name. For example: Arsenal, Pine Bluff; Depot, Red River; Military Ocean Terminal, Bayonne. When some records are filed by number and others by name within the same record group, the numbered records should come before the named records. For example: 32d MI Detachment; 45th Infantry Division; Main Army Depot.

### Appraisal

The process of determining the value (and therefore, the disposition) of records based upon their current administrative, legal, and fiscal use; their evidentiary and informational or research value; their arrangement; and their relationship to other records.

### Archival value

The determination in appraisal that records are worthy of permanent preservation by the National Archives.

### Audiovisual records

Records in pictorial or audio form, regardless of format.

### Cartographic records

Records depicting, in graphic or photogrammetric form, a portion of a linear surface, such as maps, globes, topographic and hydrographic charts, cartographies, relief models, and aerial photographs.

### Case file

A folder or other file unit containing material relating to a specific action, event, person, place, project, or thing.

### Central files

The records of several offices or organizational units physically or subjectively centralized and supervised in one location.

### Classification

The act of identifying documents or records in accordance with a predesignated filing system.

### Computer output microform

Microforms (microfiche, microfilm) containing data produced by a recorder from computer generated signals. A process of converting data from magnetic tape to human readable images on film.

### Copy

A reproduction or duplication of an original record. Copies identified by their functions include action copy, comeback copy, file or record copy, information or reference copy,

official copy, and stayback copy. Copies identified by method of creation include carbon, ribbon, electrostatic, mimeograph, offset, press, diazo, and vesicular.

#### **Current files area**

Areas and office space where current, day-to-day work is done and current records are created and maintained.

#### **Current records**

Records necessary for doing the current business of an office; they must be maintained in files equipment in the office.

#### **Cutoff**

The setting aside of a logical block of records on which all action has been completed. Then the retention and disposition instructions can be applied. Blocks of records are normally cut off at the end of a fiscal year, a calendar year, or a school year. Specific records within the block that represent incomplete or continuing action are withdrawn and carried forward into the new file.

#### **Date arrangement**

A system of arranging records or documents in chronological order by year, by month, or by day of the month.

#### **Deacidification**

The process by which the pH of paper documents is raised to a minimum of 7.0. This process is used as a method of preserving paper records of long-term value that are deteriorating due to age and use. The process is generally used before documents are thermoplastically laminated.

#### **Declassification**

The determination that security classified information no longer requires, in the interest of national security, protection against unauthorized disclosure. Removal or cancellation of the security information markings is normally involved.

#### **Departmental records**

Records accumulated by Headquarters, DA agencies as opposed to those accumulated by field operating agencies, staff support agencies, major Army commands, and similar organizations.

#### **Discontinuance**

The placing of an organization in an inactive status or in surplus status when all military functions have ceased. When this term is used, it also includes inactivation, disbandment, and reduction to zero strength.

#### **Disposition**

The actions taken with noncurrent records. These include transfer to a records holding area, retirement to a Federal records center, authorized donations, destruction, and accessioning into the National Archives.

#### **Disposition instructions**

Precise instructions specifying the date or

event for cutoff, transfer, retirement, or destruction of records.

#### **Disposition schedule**

A document governing, on a continuing basis, the retention and disposition of the recurring record series of an organization or agency. This pamphlet makes up the Army disposition schedule. These disposition instructions meet the requirements of 44 USC 3301–3314.

#### **Donation**

The transfer of Army records (which are eligible for destruction) to a qualified agency, organization, institution, or person. HQDA(SAIS-IDP) approval is required for donations.

#### **Duplex number arrangement**

A system of numeric filing where the number has two or more parts, separated by a dash, space, or a comma (for example, 340–1, 611–201, 096 10 2594). Under this method, arrange documents in straight numerical sequence by the first part of the number and then by succeeding parts of the number. Army Regulations are an example of documents filed under this method.

#### **Field records**

Records accumulated by field operating agencies, staff support agencies, major Army commands, posts, installations, and similar organizations, as opposed to those accumulated by HQDA.

#### **File**

*a.* An accumulation of records maintained in a predetermined physical arrangement.

*b.* To place documents in a predetermined location according to an overall plan of classification.

#### **File number**

The number assigned to records described under that file number. This number identifies information for filing, reference, and disposition authority.

#### **Geographical arrangement**

A system of arranging records alphabetically by geographical area such as major command, country, county, or territory.

#### **Housekeeping files**

Records accumulated or generated within an office that document the internal administrative functions of the office as opposed to those that document the primary missions of the office.

#### **Information management**

The administration of information, its uses and transmission, and the application of theories and techniques of information science to create, modify, or improve information handling systems.

#### **List of file numbers**

A listing of the specific file numbers and file

titles describing the records accumulated or generated within an office. The listing is prepared within each element where records are accumulated or generated and must be approved by the appropriate records management official.

#### **Modern Army Recordkeeping System**

A system for identifying, arranging, and retrieving Army records for reference and disposition according to the directive, usually an AR or DA Pamphlet, which prescribes their creation, maintenance, and use.

#### **Machine-readable records**

Machine-readable records (MRR) are data or information stored on magnetic media such as tape, disk packs, drums, and optical disks. For purposes of this regulation, punched cards are considered machine-readable media. MRR require machine processing and decoding for conversion to human-readable form; also, they document one or more specific functions of an element or office. MRR are records as defined by the Federal Records Disposal Act (section 366, title 44, United States Code (44 USC 366)).

#### **Master file**

The definitive state of a data file in an automated system at a given time.

*a. Current master file.* As distinguished from the prior master file (see *b* below), the current state of a data file in an automated system at a given time; or master continuous update tapes (or other media) containing data merged with valid transaction data to create a new (or updated) master file.

*b. Prior master file.* A file that was at one time the current master file, but was superseded in the master file updating process. Usually second, third, or fourth generation tapes (or other media) reflecting superseded data or a superseded master file that has lost all or some of its data.

*c. Historical (transaction) file.* A file of accumulated data from previous transactional updates and kept separately for historical purposes or a valid file of items used with the master data input file to create a master data output file. This file of items is sometimes kept for security backup, historical, or similar purposes for varying periods of time. A file may be identical in format and content to a master file, but kept separately for security backup, historical, or similar purposes.

#### **Mixed series records shipment**

A records shipment of one box under more than one MARKS file number, or created by more than one element of an organization. This shipment has one accession number.

#### **Noncurrent records**

Records no longer required for current operations.

#### **Office**

Any place where records are created, maintained, or used.

**Organizational arrangement**

A system of arranging records either alphabetically by name of organization, or numerically by organization number.

**Permanent records**

The designation applied to records worthy of permanent retention by the United States, and accessioned into the National Archives.

**Prescribed quality standards**

The survivability standard that microforms must meet before they are approved for use as the record copy of information. This phrase is primarily used in disposition standards to authorize the destruction of original records after they have been converted to microform.

**Preservation**

Specific measures, individual and collective, taken for the repair, maintenance, restoration, or protection of information storage media.

**Project file**

See case file.

**Reading file**

A file with copies of documents arranged in chronological order.

**Record copy**

That copy of a record kept by the agency, office, or element directly responsible for the function to which the record relates. No matter what method is used to create or duplicate the copy, record copies of incoming or outgoing communications may be in a variety of forms. These include paper copy, yellow file copy, ribbon copy, carbon copy, handwritten items, specific media, microforms, and so forth. It does not include reading file copies, or copies held for convenience or reference.

**Records**

All books, papers, maps, photographs, machine-readable materials, or other documentary materials regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

**Records center**

A facility that is designed and constructed for low-cost and efficient storage of records, and for reference service on semicurrent records,

pending their ultimate disposition. FRCs serving the Army are operated by GSA.

**Records holding area**

A facility established to collect and maintain cutoff records until they are either eligible for destruction or retirement to a Federal records center or other records depository. When located OCONUS, these facilities are referred to as Overseas Command Records Holding Areas (OCRHAs).

**Retention period**

The length of time that a record must be kept before it is destroyed. Records not authorized for destruction have a retention period of permanent.

**Retire**

The movement of records from a CFA or RHA into the Federal Records Center system.

**Security classified information**

Official records or information requiring protection against unauthorized disclosure. The degree of protection is specified by one of the following: TOP SECRET, SECRET, CONFIDENTIAL.

**Single series records shipment**

A records shipment of one or more boxes under one MARKS file number, accumulated by one element of an organization. This shipment has one accession number.

**Straight numerical arrangement**

A system of arranging records in consecutive numerical sequence, that is, 1, 2, 3, 4, 5, and so forth.

**Subject arrangement**

A system of arranging records by a meaningful title.

**Textual records**

The term applied to manuscript or typescript, as distinct from audiovisual, cartographic, and machine-readable records.

**Terminal digit arrangement**

A system of arranging records by number using the units and tens (terminal digits) of a number rather than the whole number. For example, the No. 3441-56-5929 would normally be separated as 344156-59-29 for terminal digit filings. The primary arrangement is "29," the secondary arrangement is "59," and the remaining digits are used for filing in straight numerical order.

**Transfer**

The movement of records from a CFA into an RHA.

**Unidentified files**

Records that are not currently described under MARKS file numbers. When such records are determined to exist, specific records management actions prescribed in this regulation will be taken.

**Unscheduled records**

Records which have not been approved by NARA for disposition.

**Working papers**

Documents such as rough notes, calculations, or drafts that are assembled or created and used in the preparation or analysis of other documents. These documents are also considered records and are filed under the appropriate MARKS number.

There are no entries in this section.

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**RESERVED**

# REQUEST FOR RECORDS

For use of this form, see AR 25-400-2; the proponent agency is ODISC4

## PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM

- These records will be used for official purposes only.
- Do not remove, permit to be removed, add to, or reveal the contents to unauthorized persons.
- The requester is responsible for return of these records intact to the office of record.

### SECTION I - TO BE COMPLETED BY THE REQUESTER

1. RECORD(s) REQUESTED *(Give file classification, subject, date, and other identifying information. If records of personnel are requested, give name (LAST NAME FIRST), grade, SSN, type of file requested, and purpose for which records are to be used.)*

2. REQUESTER'S ADDRESS

3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED

4. TELEPHONE NO.

5. DATE

6. NAME AND SIGNATURE OF REQUESTER

### SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN

7. SEARCHER'S REPORT

a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2.

b. RECORDS CURRENTLY ON LOAN *(Complete block 7d.)*

c. UNABLE TO IDENTIFY RECORDS

d. NAME, ADDRESS, TELEPHONE NO., AND DATE LOANED

8. DATE RECORDS MUST RETURNED

9. ADDRESS OF CUSTODIAN

10. TELEPHONE NO.

11. DATE

12. NAME AND SIGNATURE OF CUSTODIAN

### SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD

13. DATE RETURNED

14. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED



## RECORDS CROSS REFERENCE

For use of this form, see AR 25-400-2; the proponent agency is ODISC4

*File this sheet to show where related files are located.*

1. MARKS FILE NUMBER (in which this cross reference sheet is filed)

2. MARKS FILE NUMBER TITLE

3. RELATED RECORD INFORMATION (Use a separate DA Form 1613-R for each related record.)

a. ORIGINATOR

b. ADDRESSEE(s) (Use Item 3g if more space is needed.)

c. SUBJECT

d. DATE

e. LOCATION (of where record is filed.)

f. MEDIA

(1) MARKS FILE NUMBER

(2) MARKS FILE NUMBER TITLE

HARDCOPY

ELECTRONIC

g. SUMMARY (Give a brief summary/description of the contents of the related record.)



**Unclassified**

**PIN 060671-000**

# USAPA

ELECTRONIC PUBLISHING SYSTEM  
TEXT FORMATTER ... Version 2.45

PIN: 060671-000  
DATE: 11-24-98  
TIME: 15:42:12  
PAGES SET: 334

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DATA FILE: r254002.fil  
DOCUMENT: AR 25-400-2  
DOC STATUS: REVISION