

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 1-1 e.)

AR 340-21

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

AR 380-5

Department of the Army Information Security Program. (Cited in paras 5-7 c, 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 9-4 e.)

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

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

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 listed in this pamphlet.)

Section III Prescribed Forms

DA Form 543-R

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

OF 24

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

OF 282

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

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.

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

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

Table B-1

File category 1: Office administrative housekeeping operations—Continued

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

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.

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

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

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.

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

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

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

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

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 personnel registers used to prepare input to Standard Installation Division Personnel System (SIDPERS).
Disposition: Destroy after 6 months.

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.

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

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

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.

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.

FN: 1ee

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.

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.

FN: 1gg

Title: Office security awareness
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents that concern compliance with security regulations by all personnel.
Disposition: Destroy after the next periodic application.

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.

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.

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

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

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.

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.

FN: 1nn
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: 1oo
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.

B-2. File category 1: Administration

a. Prescribing directives.

- (1) AR 1-1, Planning, Programming, 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.

Table B-2
File category 1: Administration

FN: 1
Title: General administration correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:

Table B-2
File category 1: Administration—Continued

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

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.

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 programmed 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

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

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 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.

FN: 1-1f. Not used.**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**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.

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

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

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.

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 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.

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:

Table B-2
File category 1: Administration—Continued

- 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.

FN: 1-1p

Title: Agency and command planning files

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.

Table B-2
File category 1: Administration—Continued

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

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

Table B-2
File category 1: Administration—Continued

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 11).

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:

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.

FN: 1-23b

Title: Amateur rocketry files (Rescinded)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

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.

FN: 1-33a

Title: Memorialization board files

Authority: NC1-AU-80-9

Table B-2
File category 1: Administration—Continued

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 1-33 requires 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 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.

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

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

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 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 (Intraser-vice).
- (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).

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

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

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.

FN: 5-4b**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.

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.

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.

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.

Table B-3
File category 5: Management—Continued

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 operations.

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

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.

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.

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

Table B-3
File category 5: Management—Continued

material 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.

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.

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.

FN: 5-8a

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.

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.

Table B-3
File category 5: Management—Continued

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.

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

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.

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.

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.

Table B-3
File category 5: Management—Continued

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.

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 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.

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.

Table B-4
File category 10: Organization and Functions

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.

FN: 10-1-7a

Title: Survey reports

Authority: NC1-AU-85-27

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.

Table B-4

File category 10: Organization and Functions—Continued

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.

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:

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

- 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.

Table B-5
File category 11: Army programs

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.

Table B-5
File category 11: Army programs—Continued

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

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.

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

Table B-5
File category 11: Army programs—Continued

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
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 FN 11-2-240a.
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.

FN: 11-2-240d
Title: Civil works guide specifications (Rescinded; use FN 1110-2-1200a)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 11-2-240e
Title: Construction programs
Authority: NN-166-204
Privacy Act: Not applicable.

Table B-5
File category 11: Army programs—Continued

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.

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.

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.

Table B-5
File category 11: Army programs—Continued

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.

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.

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.
 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.

Table B-5
File category 11: Army programs—Continued

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 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.

Table B-5

File category 11: Army programs—Continued

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.

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.

Table B-6

File category 12: Security assistance

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

Table B-6

File category 12: Security assistance—Continued

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, Programing, 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.

FN: 12-5a

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.

Table B-6
File category 12: Security assistance—Continued

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.

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.

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.

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 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

Table B-6
File category 12: Security assistance—Continued

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.

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 FN 735-11-2a 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 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.

Table B-6
File category 12: Security assistance—Continued

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 12-15f 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. Army Reserve. Included are applications for the training, approvals, recommendations, designations of training unit, and related documents.
Disposition: Destroy after 2 years.

FN: 12-15h

Title: Foreign training reports
Authority: NC1-AU-79-80
Privacy Act: Not applicable.

Table B-6
File category 12: Security assistance—Continued

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.

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.

Table B-7
File category 15: Boards, commissions, and committees

FN: 15

Title: General boards, commissions, and committees correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.

Table B-7**File category 15: Boards, commissions, and committees—Continued****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 FN 25-30q.)

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, charters, terms or references, and agreements, copies of directives

Table B-7**File category 15: Boards, commissions, and committees—Continued**

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 FN 15-1e.)**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.

Table B-7**File category 15: Boards, commissions, and committees—Continued****FN: 15-2-2b****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 AR 15-6. 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.

Table B-7**File category 15: Boards, commissions, and committees—Continued****Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Coordinating offices: Destroy after 2 years.

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.

FN: 15-36a**Title:** Unsolicited proposals (Rescinded; use FN 27-60ss.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**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.**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.**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 25 series files.**Table B-8****File category 18: Army automation****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.

Table B-8
File category 18: Army automation—Continued

Disposition: Not applicable.

FN: 18-3a
Title: ADP management reports. (Rescinded. Use FN 25-10dd.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 18-7a
Title: ADPE inventory files. (Rescinded. Use FN 25-10ee.)
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 25-11ff.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 18-7c
Title: Data processing registers and schedules. (Rescinded, use FN 25-11gg.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 18-7d
Title: Data processing controls and balances (Rescinded, use FN 25-11hh.)
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

Table B-8
File category 18: Army automation—Continued

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.
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 astronomical, 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.

Table B-8
File category 18: Army automation—Continued

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 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.

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.

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.

Table B-9
File category 20: Assistance, inspections, investigations, and follow-up

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.)
Description:
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

Table B-9
File category 20: Assistance, inspections, investigations, and follow-up—Continued

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.
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.

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.

Table B-9**File category 20: Assistance, inspections, investigations, and follow-up—Continued****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.**FN:** 20-1f**Title:** IG Inspections (HQDA)**Authority:** NC1-AU-79-39**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.

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.**Table B-10****File category 25: Information management****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 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

Table B-10**File category 25: Information management—Continued**

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.
- 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.

Table B-10**File category 25: Information management—Continued**

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.

FN: 25-1i

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.

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:

Table B-10
File category 25: Information management—Continued

- 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.

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.

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.

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.

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.

Table B-10
File category 25: Information management—Continued

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.
- (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:

Table B-10**File category 25: Information management—Continued**

- 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**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:****Table B-10****File category 25: Information management—Continued**

- 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.

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.

Table B-10
File category 25: Information management—Continued

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.
Disposition: Destroy after 3 years.

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 DC 20310-4800.
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

Table B-10
File category 25: Information management—Continued

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 videotapes, film prints, or videodiscs with the official production folder to the DOD Motion Media Records Center.

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.

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.

FN: 25-1vv
Title: Still photography files
Authority: NC1-AU-79-33
Privacy Act: Not applicable.

Table B-10
File category 25: Information management—Continued

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.

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.

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.

Disposition: Destroy after 6 years.

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.

FN: 25-1zz

Title: Photographer identifications

Authority: NC1-AU-79-33

Privacy Act: A0001bTAPC and OPM GOVT-1

Description: Photographer identifications or permits and related control documents used to record the issue.

Disposition: Destroy on expiration or transfer.

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.

FN: 25-1bbb. Not Used

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-10
File category 25: Information management—Continued

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.

FN: 25-1ddd

Title: Automation management reports

Authority: NC1-AU-79-33

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.

FN: 25-1eee

Title: Automation inventory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting an inventory of automation 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.

FN: 25-1fff

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.

Table B-10
File category 25: Information management—Continued

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 FN 25-1b.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 25-5b
Title: Information Management Plans (IMP) (Rescinded; use FN 25-1c.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 25-5c
Title: Information Manager Designations/Appointments (Rescinded; use FN 25-1d.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

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.

Table B-10
File category 25: Information management—Continued

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.

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 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.

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.

Table B-10
File category 25: Information management—Continued

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.

FN: 25-30g

Title: Printing equipment controls

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Information related to granting authority to issue, 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

Table B-10
File category 25: Information management—Continued

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 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.

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