

APPENDIX

CONVERSION TABLE

1000 TRAINING AND EDUCATION FILES

Asterisk (*) indicates revised descriptions and/or disposition instructions.

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1001-01	Training program files	210-01 thru 210-08
1001-02	Training administrative files	1001-02
1001-03	Training instruction files	1001-01
1001-04	Training publications background file.	1001-01
1001-05	Training facility requirement files ..	1002-01
1001-06	Training planning and programing reference paper files.	1001-07
1001-07	Training operations administrative files.	1001-02
*1001-08	Training media files	1002-07
*1001-09	Training operation files	1002-02
1001-10	Training inspection files	1002-03
*1001-11	Unit test files	1002-04
*1001-12	Training report files	1002-05
1001-13	Operational readiness report files ..	Previously rescinded.
*1001-14	Target practice files	1002-06
*1001-15	Air defense target practice files ...	1006-03
1001-16	Air defense center operation files ..	1006-01
1001-17	Air defense center data files	1006-02
Added	Character guidance training ma- terial files.	1007-01
Added	Character guidance training record files.	1007-02
1001-18	Group training reference paper files ..	1001-07
1001-19	Proficiency award files	1008-01
1001-20	Proficiency test files	1008-02
1001-21	Individual training record files ...	1008-03
1001-22	Leaders course evaluation files ..	1008-04
1002-01	National Guard unit activation and status files.	207-02
1002-02	Reserve unit activation and status files.	207-02
1002-03	Nontroop program Reserve orga- nization files.	207-02
1002-04	RD unit formulation files	207-02

Old file No.	File title	New file No.
1002-05	Reserve unit affiliation files	207-02
1002-06	Sponsor list files	207-02
1002-07	Equivalent training authorization approval files.	1003-01
1002-08	Training and pay category files	1003-02
1002-09	Reserve training project files	1003-03
1002-10	Project list files	1003-04
1002-11	Reserve training administrative files.	1001-02
1002-12	ROTC agreement files	207-02
1002-13	ROTC administrative files	Previously rescinded.
1002-14	ROTC unit evaluation files	1004-02
1002-15	ROTC class standing files	1004-04
1002-16	ROTC performance report files	1004-03
*1002-17	ROTC enrollment report files	1004-01 (The Adjutant General will use 702-16.)
1002-18	ROTC camp files	1004-05
1002-19	NDCC administrative files	1001-02
1002-20	NDCC unit establishment files	207-02
1002-21	NDCC instruction files	1001-01
1002-22	NDCC instructor selection files	1005-01
1002-23	NDCC uniform approval files	1005-02
1002-24	Reserve components training reference paper files.	1001-07
1003-01	School training instruction files	1001-01
1003-02	School administrative files	1001-02
1003-03	Curricula approval files	1011-01
1003-04	School planned input files	1010-03
1003-05	Consolidated classes schedule files	1011-02
1003-06	Faculty academic record files	1012-06
703-13, Chapter 7, AR 345-210	Officer candidate school panel proceeding files.	1012-07
1003-07	Quota files	1010-04
1003-08	School information files	1001-02
1003-08.1	Instructor information files	1010-07
1003-09	Course publication files	1011-03
1003-10	Medical training material files	1011-08
1003-11	School study files	1011-04
1003-12	Student study files	Previously rescinded.
1003-13	Individual academic record files	1012-03
1003-14	Collateral individual training record files.	1012-04
1003-15	Faculty board files	1012-05
1003-16	School inspection files	1011-05
1003-17	Medical education committee files	1011-07
1003-18	Student selection files	1012-01

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1003-19	School foreign student files	1012-02
1003-20	Service school affiliation files	1010-02
1003-21	Resident and intern performance report files.	Previously rescinded.
1003-22	Disenrollment record files	1012-08
1003-23	School visit files	1010-05
1003-24	Branch instructor conference files ..	1011-06
1003-25	School reporting files	1010-06
1003-25.1	Medical facility affiliation files	1010-01
1003-26	Military schools training reference paper files.	1001-07
1003-27	Civilian schooling instruction files ..	1001-01
1003-28	Civilian schooling administrative files.	1001-02
1003-29	Civilian schooling plan files	1013-01
1003-30	Civilian school admission files	1013-02
1003-31	Gratuitous agreement files	1001-03
1003-32	Civilian school theses files	1013-03
1003-33	Civilian schooling reference paper files.	1001-07
1003-34	Educational development instruc- tion files.	1001-01
1003-35	Educational development adminis- trative files.	1014-01
1003-36	Educational development reporting files.	1014-04
1003-37	Individual record files	1014-08
*1003-38	College equivalency evaluation files ..	1014-06
1003-39	Armed Forces Institute branch office establishment files.	1014-02
1003-40	Course approval files	1014-03
1003-41	Enrollment application files	1014-07
1003-42	Test violation files	1014-09
1003-43	Armed Forces Institute activity re- ports files.	1014-05
1003-44	General educational development reference papers files.	1001-07
1004-01	Training aids administrative files ..	1001-02
1004-02	Training aids program files	1020-01
1004-03	Training aids control files	1020-02
1004-04	Training films background files	1020-03
1004-05	Training film files	1020-04
1004-06	DA training devices files	1020-05
1004-07	DA graphic aid files	1020-06
1004-08	Training photograph files	1020-07
1004-09	Local training aids files	1020-08
1004-10	Training publication report files ..	1001-02
1004-11	Training aid work order files	1020-09

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1004-12	Training material reference paper files.	1001-07
1005-01	Dependent school instruction files	1001-01
1005-02	Dependents education information files.	1015-01
1005-03	Oversea school establishment files	1015-11
1005-03.1	Nonavailability certificate files	1015-12
1005-03.2	Dependents school accreditation files.	1015-02
1005-04	Continental school establishment files.	1015-03
1005-04.1	Dependents education program files	1015-04
1005-05	Dependent school report files	1015-13
1005-06	Dependent school administrative files.	1015-05
1005-07	Dependent school enrollment files	1015-08
1005-08	Dependent school employee personnel files.	1015-06
1005-09	Daily attendance register files	1015-09
1005-10	Dependent school strength report files.	1015-10
1005-11	Dependent school teacher plan book files.	1015-07
1005-12	High school absentee files	1017-01
*1005-13	High school permanent record files	1017-02
1005-14	High school report card files	1017-03
1005-15	High school class register book files	1017-04
1005-16	High school class report files	1017-05
1005-17	Credit transfer certificate files	1017-06
1005-18	High school student personnel files	1017-07
*1005-19	Elementary school permanent record files.	1016-01
1005-20	Elementary school report card files	1016-02
1005-21	Elementary school teachers class register files.	1016-03
1005-22	Elementary school student personnel files.	1016-04
1005-23	Dependent school reference paper files.	1001-07
1006-01	Civilian training administrative files.	801-02
1006-02	Civilian training instructions files	801-01
1006-03	Foreign training approval files	810-05
1006-04	Civilian training waivers files	810-03
1006-05	Operating office civilian training files.	810-07
1006-06	Training and promotion agreements files	810-01

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1006-07	Civilian training reports files	810-06
1006-08	Civilian training materials files	810-11
1006-09	Research and study fellowship files	810-02
1006-10	Non-Government training contribution files.	810-04
1006-11	Installation training files	810-08
1006-12	Off-post training files	Rescinded. Use 810-08
1006-13	Record of training files	810-10
1006-14	Contract training files	810-09
1006-15	Individual apprentice training files	810-12
1006-16	Apprentice training examination files.	810-13
1006-17	Civilian personnel training reference papers files.	801-07
1007-01	Foreign national training instructions files.	1001-01
1007-02	Foreign training administrative files.	1001-02
1007-03	Foreign training program files	1009-01
1007-04	Foreign training program control files.	1009-02
1007-05	Mission training files	1009-03
1007-06	Observer and orientation training files.	1009-04
1007-07	Training assistance files	1009-05
1007-08	Foreign national personnel files	1009-06
1007-09	Foreign nationals Reserve training files.	1009-07
1007-10	Foreign training reports files	1009-08
1007-11	Foreign national training reference papers files.	1001-07
1008-01	Rifle practice promotion administrative files.	1001-02
1008-02	Rifle practice promotion instructions files.	1001-01
1008-03	NBPRP files	1019-01
1008-04	Civilian rifle club files	1019-02
1008-05	National Match files	1019-03
1008-06	Rifle practice promotion reference paper files.	1001-07
1009-01	Educational assistance administrative files.	1001-02
1009-02	Dependent educational assistance instruction files.	1001-01
1009-03	Student loan files	1018-01
1009-04	Scholarship files	1018-02
1009-05	Educational assistance reference paper files.	1001-07

7 October 1974
14 August 1969

C 5, AR 310-18-10
AR 310-18-10

★The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH, DC 20314.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

★DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Training and Education Functional Files—C (Qty Rqr Block No. 273)

CHANGE }
No. 8 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 December 1979

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRAINING
AND EDUCATION FUNCTIONAL FILES

Effective 1 January 1980

This change revises the file description or disposition instructions for file numbers 1002-01, 1002-02, 1003-02, 1003-05, 1009-04, 1010-03, 1010-04, 1010-05, 1011-06, 1014-01, 1017-02, 1020-01, and 1020-02; adds file numbers 1003-07, 1004-11, 1004-12, 1004-13, and 1004-14; rescinds file numbers 1015-06 and 1020-05; and provides general updating.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 340-18-10, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages	Insert pages
5 through 10	5 through 10
13 through 18	13 through 18.1
23 through 26	23 through 26
29 through 32	29 through 32

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Training and Educational Files—C.

CHANGE

No. 6

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1975

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRAINING
AND EDUCATION FUNCTIONAL FILES

Effective 1 January 1976

This change modifies the description of file number 1001-08; clarifies the disposition instructions for file numbers 1004-01, 1011-03, and 1012-04; and provides for general updating.

AR 340-18-10, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
5 and 6.....	5 and 6
9 and 10.....	9 and 10
17 through 20.....	17 through 20

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Training and Education Functional Files—C (Qty Rqr Block No. 273)

CHANGE }
No. 5 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 7 October 1974

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRAINING AND
EDUCATION FUNCTIONAL FILES

Effective 1 January 1975

This change clarifies disposition instructions for file number 1012-03; modifies the description of file numbers 1014-01 and 1014-03; rescinds file numbers 1014-02 and 1014-05; and provides general updating.

AR 340-18-10, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2	1 and 2
19 and 20	19 and 20
23 and 24	23 and 24
29 and 30	29 and 30
Authentication page	Authentication page

3. File this change sheet in the front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P), WASH, DC 20314.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Vice Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

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CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 25 July 1973

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF TRAINING AND
EDUCATION FUNCTIONAL FILES

Effective 1 January 1974

This change contains revised descriptions for file numbers 1014-08, 1019-03, and 1020-06; revised disposition instructions for numbers 1014-04, and 1014-08; corrects errors and omissions in printing; and provides general updating.

AR 340-18-10, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
9 and 10-----	9 and 10.
23 and 24-----	23 and 24.
31 through 33-----	31 through 33.
Authentication-----	Authentication

3. File this change sheet in the front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) WASH DC 20314.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
*General, United States Army
Chief of Staff*

Official:
VERNE L. BOWERS
*Major General, United States Army
The Adjutant General*

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Training and Education Functional Files: C (Qty Rqr Block No. 273).

CHANGE

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 July 1972

No. 3

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRAINING AND
EDUCATION FUNCTIONAL FILES

Effective 1 January 1973

This change identifies and provides disposition instructions for summer camp support files for US Army Reserve and National Guard units; eliminates the provision for individual training record files; and provides general updating.

AR 340-18-10, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
7 and 8.....	7 and 8
13 and 14.....	13 and 14

3. File this change sheet in the front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) TAGO BLDG FALLS CHURCH VA 22041.

By Order of the Secretary of the Army:

BRUCE PALMER, JR.
General, United States Army
Acting Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

Distribution:

Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Education and Training—C (qty rqr block No. 502).

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 4 August 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF TRAINING AND
EDUCATION FUNCTIONAL FILES

Effective 1 January 1972

This change contains revised file descriptions and disposition instructions and corrects errors made in printing.

AR 340-18-10, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
7 and 8.....	7 and 8
19 and 20.....	19 and 24
23 and 24.....	23 and 24
27 and 28.....	27 and 28
Authentication.....	Authentication

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2023 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) TAGO BLDG FALLS CHURCH VA 22041.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:

VERNE L. BOWERS,
*Major General, United States Army,
The Adjutant General.*

Distribution:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Education and Training—C (qty rqr block No. 502).

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 July 1970

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
TRAINING AND EDUCATION FUNCTIONAL FILES

Effective 1 January 1971

This change contains revised file descriptions and disposition instructions, corrects errors made in printing, and rescinds the appendix.

AR 340-18-10, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages—	Insert pages—
5 and 6.....	5 and 6
21 and 22.....	21 and 22
25 through 30.....	25 through 30
A-1 through A-5.....	

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGAR-P, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Education and Training—C (qty req block No. 502).

7 October 1971

C 5, AR 340-18-10

*AR 340-18-10

ARMY REGULATION

No. 340-18-10

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 14 August 1969

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRAINING
AND EDUCATION FUNCTIONAL FILES

Effective 1 January 1970

Local supplementation of this regulation is prohibited except upon approval of The Adjutant General.

1. Applicability. ★*a.* This regulation is applicable to all Department of the Army elements except active Army TOE units below division level, Army Reserve elements, ROTC elements, Army National Guard units, and TDA units conducting basic combat training or advanced individual training.

b. Offices responsible for training and education functions will use this regulation to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices are governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of the office.

2. Related regulations. AR 340-18-1 contains basic procedures to be used with the Army Functional Files System and the file numbers, descriptions, and retention periods for Office Housekeeping Files. File numbers, descriptions, and retention periods for files relating to major categories of records documenting mission functions are contained in Army Regulations 340-18-2 through 340-18-15 which are distributed only to the organizations performing the functions concerned.

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, AR 340-18-9, AR 340-18-11, AR 340-18-12, AR 340-18-13, AR 340-18-14, and AR 340-18-15, all dated 14 August 1969, supersedes AR 345-210, 31 October 1962, including all changes.

★3. **Scope.** Under the Army Functional Files System, files relating to the major functional category of training and education have been assigned the basic file number 1000. This regulation contains file numbers, descriptions, and retention periods for files relating to the training and education of active duty military personnel and their dependents, Reserve component personnel, and foreign nationals. Subfunctional category 1020 describes files relating to the preparation and use of training films, photographs, devices, and other training aids. Civilian personnel training files are described in AR 340-18-8. Common mission files are described in this regulation under file numbers 1001-01 through 1001-08. Other mission files are grouped into 19 subfunctional categories, as follows:

<i>Subfunctional category file number</i>	<i>Subfunctional category file title</i>	<i>Page number</i>
1002	Military training files.....	6
1003	Reserve component training files.....	8
1004	Reserve Officer Training Corps files.....	9
1005	National Defense Cadet Corps training files.....	10
1006	Air defense training files.....	11
1007	Character guidance training files.....	12
1008	Individual military personnel training files.....	13
1009	Foreign national training files.....	14
1010	Army school files.....	16
1011	Army school educational program files.....	18
1012	Army school student files.....	20
1013	Education in civilian schools files.....	22
1014	General educational development files.....	23
1015	General dependent children schools program files.....	25
1016	Dependent children elementary school files.....	28
1017	Dependent children secondary school files.....	29
1018	Educational assistance to dependents files.....	30
1019	Promotion of rifle practice files.....	31
1020	Training aids files.....	32

1001 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document the performance of its assigned training and/or education activities. However, all the common mission files seldom will accumulate in a single office.

2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example: 1001-01 Military Training Instruction Files; 1001-02 ROTC Administrative Files; 1001-07 Training Aids Reference Paper Files.

File No.

Description

Disposition

1001-01

Instruction files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; SOPs or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.

A. Offices of HQ Department of the Army, offices of major ~~and intermediate~~ commands headquarters, and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR 310-2.5: Permanent. Cut off annually or on supersession or obsolescence, as reference needs require).
B. Other Offices: Destroy when superseded, obsolete or no longer needed for reference, whichever is first.

Offices of major subcommands
Offer in 5-year blocks after 20-25 years (Eff. 1 Mar 84)

gm
ex NCI-44-82-79
1/12/83

1001-02

Administrative files. Documents relating to the overall or general routine administration of training and/or education activities, but exclusive of specific files described in this regulation. These files include, but are not limited to:

Destroy after 2 years or on discontinuance, whichever is first. However, Documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.

b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.

c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.

d. Extracts of IG, GAO, AAA, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function.

e. Documents relating generally to the application of ADPS and PCM operations within the functional area relating to training and/or education.

f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.

No.	Description	Disposition
1001-03	Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other nonfederal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a onetime or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.	Office requesting support and office providing support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized. (1 Mar 81)
1001-04	Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence. A (1) Elements of HQ DA, major commands, and major sub-commands: Permanent,
1001-05	Committee files. Documents relating to 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 Department of the Army participates; 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; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.	A Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent Cut off when no longer needed for current operations. ^{After 20 years after cutoff.} B Offices of other committee members: Destroy when no longer needed for current operations. A (2) Elements et other command levels: Destroy 10 years after committee is dissolved.
1001-06	Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.	Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study. Office Visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.
1001-07	Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should	

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A (1) Elements of HQ DA, major commands, and major sub-commands: Permanent,

A (2) Elements et other command levels: Destroy 10 years after committee is dissolved.

File No.	Description	Disposition
	<p>bear a title relating them to the function, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:</p> <p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.</p> <p>b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.</p> <p>c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.</p> <p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p> <p>e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.</p> <p>f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices, of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.</p>	<p>Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year.</p> <p>Destroy when no longer needed.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Destroy after 1 year.</p> <p>Destroy after 1 year.</p> <p>Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>
1001-08	<p>Unidentified files. Documents relating to the performance of mission activities not described in this regulation.</p> <p><i>Note.</i> Use of this temporary file number requires prior approval of the organization's records management officer.</p>	<p>Retain in CFA until file number is added to this regulation.</p>

1002 MILITARY TRAINING FILES

These files relate to planning, conducting, supervising, and evaluating military training.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1002-01	Training facility requirement files. Documents related to determining requirements for training facilities to include requirements for acquisition, activation, retention, utilization, expansion, consolidation, inactivation, or disposition. Included are studies, justifications, maps, and related documents.	★Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 5 years.
1002-02	Training operation files. Documents related to planning and conducting basic training, general training, command post exercises, field exercises, field maneuvers, and other actual training operations. Included are exercise plans, observation inspection reports, scenarios, critiques, map exercises, general training programs, unit technical training programs, final reports and comments on them, and related documents.	★Offices performing Army-wide responsibility and offices of major and intermediate command headquarters conducting the maneuver or exercise, or planning the training operation or program: <u>Permanent</u> . Cut off on completion of action on the exercise report. Other offices of the Army staff and of headquarters of major and intermediate commands: Destroy after 2 years.
1002-03	Training-inspection files. Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related documents.	Headquarters, Department of the Army; major commands; and intermediate commands: Destroy after 2 years. Other offices: Destroy after 1 year.
1002-04	Unit test files. Documents related to administering training tests to units. Included are advance notices of tests, checklists, reports of test results, notices of ratings, and related documents.	Destroy after 2 years.
1002-05	Training reporting files. Documents reflecting the strength and status of training for the Active Army and the Reserve components. Included are training evaluation reports, Army National Guard active duty for training reports, replacement training operation reports, missile and other firing training status reports, and related documents.	Offices performing Army-wide responsibility: Permanent. Offices of major and intermediate command headquarters: Destroy after 5 years. Other offices: Destroy after 2 years.
1002-06	Target practice files. Documents involving the— a. Time of firing of live ammunition. b. The area involved. c. The type of weapon used. d. The organization doing the firing. e. The firing safety measures taken.	Destroy after 1 year; except destroy safety cards after 2 years.
1002-07	Training media files. Documents accumulated by headquarters of divisions, installations, and lower echelon activities engaged in training operations, particularly the conduct of training. Included are training schedules, programs, lesson plans, memorandums, directives, and similar or related documents.	Destroy after 1 year except that lesson plans will be destroyed when superseded or obsolete.

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1003 RESERVE COMPONENT TRAINING FILES

These files relate to military training of Reserve component members and units.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1003-01	Equivalent training authorization approval files. Documents related to approving authorizations for award of retirement point credits to USAR members for activities equivalent to training performed with member's unit of assignment or unit of attachment for administration and training (i.e., planning, supervising, or giving military instruction to any component of the Armed Forces; aerial flights; duty as a member of a board; attendance or participation in professional conventions and meetings of a military educational value, and similar training duty). Included are requests for authority to award retirement point credits with justifying information and comments of interested organizations, approval notifications, and similar or related documents.	Offices of Army headquarters and oversea command headquarters: Destroy after 5 years. Other offices: Destroy after 2 years.
1003-02	Training and pay category files. Documents relating to the determination of training and pay categories for USAR units and personnel. Included are requests for deviations or exceptions to training categories, approvals, and similar or related documents.	★DA staff offices responsible for final determination: Destroy after 10 years. Other offices: Destroy after 2 years.
1003-03	Reserve training project files. Documents related to the preparation, processing, and assignment of training projects to Reserve members who are unable to participate in training because of geographical location or similar reasons. Included are requests for project outlines, project assignments, progress reports correspondence with other Army agencies concerning any aspect of the project recommendations for the award of retirement point credits, project reports, and similar or related documents. <i>Note.</i> The final project report is filed in the functional file of the proponent agency.	Destroy 2 years after completion of the project.
1003-04	Project list files. Documents reflecting training projects approved for assignment to USAR personnel. Included are consolidated listings with brief outlines of the scope and point credits to be authorized each project and similar or related documents.	Destroy when superseded or obsolete.
★1003-05	Reserve unit attendance record set files. Permanent attendance records of members of reserve component units and activities during training or drill periods. Included are original DA Forms 1379 and supporting documents. Any data on the attendance reference copy that is vital to determining retirement point credits will be entered on the DA Form 1379. Copies of these documents are also accumulated by CONUS Army and oversea command reserve component offices and certain data processing activities.	Original DA Form 1379: Permanent. Cut off yearly and transfer to organization assigned by CONUS Army commander or major commander overseas; hold 1 year, then retire to Cdr, US Army RCPAC, 9700 Page Blvd., St. Louis, MO 63132. Other copies: CONUS Army and oversea command headquarters: Destroy after 3 years in CFA. Data processing activities and other offices: Destroy after 1 year.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1003-06	Annual training support files. Documents related to support for annual training of National Guard and US Army Reserve units. Included are support plans, critiques and scenarios, and related documents.	Destroy 1 year after completion of final action related to annual training support.
★1003-07	Reserve unit attendance reference set files. Documents used as worksheets and reference when the original attendance record is not available within the unit. Included are carbon copies of DA Forms 1379, DA Form 1380, and related documents. Data entered that are vital to determining retirement point credits will be posted to the original DA form 1379.	Destroy after 1 year.

1004 RESERVE OFFICER TRAINING CORPS FILES

These files relate to military training of ROTC members and units in educational institutions conducting Junior or Senior Division programs.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1004-01	ROTC enrollment reporting files. Documents relating to ROTC enrollment data reported to HQDA. Included are— a. DA Form 130. b. Consolidated reports. c. Related documents	Destroy after 3 years.
1004-02	ROTC unit evaluation files. Documents related to evaluating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notifications of probationary status, waivers, academic evaluation reports, correspondence concerning corrective action, and similar or related documents.	Destroy 5 years after expiration of the waiver, or removal of the unit from probation; or destroy on discontinuance of the unit.
1004-03	ROTC performance reporting files. Documents reflecting by class standings the performance of ROTC graduates at officer orientation courses. Included are reports to Army areas, reports to Department of the Army Staff agencies, and notifications to the president of each institution of the accomplishments of the ROTC graduates of his school and similar or related documents.	DA staff offices and offices of major command headquarters: Destroy when no longer needed for current operations. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
1004-04	ROTC class standing files. Documents reflecting relative class standings and failures of ROTC officers attending officer orientation courses. Included are forms, print-outs, correspondence, and similar or related documents.	Destroy after 3 years.
1004-05	ROTC camp files. Documents of operation and administration of annual camp training of ROTC files identified in this regulation.	Destroy 1 year after completion of subsequent camp.
1004-06	Not used.	
1004-07	ROTC cadet record files. DA Forms 131 (ROTC Cadet Record) reflecting data of enrollment, training, and disposition of ROTC cadets. These files are not needed for institutional purposes after the student leaves or after the unit is withdrawn.	Destroy in CFA 5 years after cadet terminates enrollment in ROTC or 5 years after withdrawal of unit from institution. If cadet transfers to another ROTC institution, transfer record to gaining institution on request, as provided in AR 145-1.
1004-08	ROTC cadet MPRJ files. Documents relating to ROTC cadets. These documents are filed in DA Form 201 (MPRJ). Included in each MPRJ are— a. The record of military status of registrant. b. Armed Forces security questionnaire. c. Deferment agreement. d. Acknowledgement of understanding service requirement. e. ROTC graduate branch selection record. f. Report of medical examination. g. Photographs. h. Letters of commendation. <i>Note.</i> ROTC cadet records (DA Form 131) are maintained under file number 1004-07.	On appointment in the USAR or on disenrollment, withdraw documents except those to be sent in the MPRJ. File under number 1004-09. Forward MPRJ to first assigned organization, appropriate area commander, or Cdr, RCPAC, as indicated in AR 145-1.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1004-09	<p>ROTC separated cadet files. Documents relating to former cadets. Documents are maintained in manila folders. Included in each former cadet's file are—</p> <ol style="list-style-type: none"> a. The Armed Forces security questionnaire. b. Deferment agreement. c. ROTC graduate branch selection record. d. Report of medical examination. e. Photographs. f. Letters of commendation. <p><i>Note.</i> ROTC cadet records (DA Form 131) are maintained under file number 1004-07.</p>	Destroy after 1 year or on withdrawal of unit from ROTC program.
1004-10	<p>ROTC screening test answer sheet files. Documents related to administering the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.</p>	Destroy after 3 months.
★1004-11	<p>ROTC unit pay and allowance files. Files created under the military pay record system, effective 1 July 1949. Included are organizational payroll records created by units, such as—</p> <ol style="list-style-type: none"> a. Papers used in preparing vouchers pertaining to pay, travel, or other allowances. b. Vouchers, copies of which have been sent to the disbursing officers for payment. 	Destroy after 3 years.
★1004-12	<p>ROTC commutation of uniform files. Documents of commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents.</p>	<p>Destroy 3 years after the end of the school year in which commutation of uniforms for a class will no longer continue.</p> <p><i>Note.</i> The active period is 4 years for institutions drawing commutation for basic and advanced students. It is 2 years for institutions drawing commutation for advanced students only.</p>
★1004-13	<p>ROTC military property files. Documents relating to accountability of military property held by ROTC activities. Included are vouchers, requisitions, stock record cards, voucher registers, and reports.</p>	Destroy after 2 years.
★1004-14	<p>ROTC cadet evaluation reporting files. Documents of cadet evaluations, which are prepared by professors of military science and commanders prior to graduation. Included are evaluation reports and related documents.</p>	Destroy 2 years after graduation, or forward to higher command when requested.

1005 NATIONAL DEFENSE CADET CORPS TRAINING FILES

These files relate to military training of students in secondary schools who are members of the National Defense Cadet Corps (NDCC).

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1005-01	NDCC instructor selection files. Documents relating to the selection of instructors for NDCC schools. Included are letters containing detailed experience qualifications, approvals by the Army staff, and similar or related documents.	Destroy 2 years after termination of employment by the school.
1005-02	NDCC uniform approval files. Documents relating to approvals for NDCC schools to adopt uniforms basically similar to the Army uniform. Included are recommendations, approvals, and similar or related documents.	Destroy on discontinuance of the unit or on adoption of another uniform.

1006 AIR DEFENSE TRAINING FILES

These files relate to air defense center operations, air defense area grid replicas, and air defense target practice.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1006-01	Air defense center operation files. Documents reflecting a record of incidents having a bearing on the functions of the air defense center. Included are aggressor track reports, operational deficiency reports, rosters, communication check sheets, daily operational time reports, tabulations and analysis records and reports of achievement in target acquisition, operational journals, and similar or related documents.	Destroy after 2 years or on discontinuance, whichever is first.
1006-02	Air defense center data files. Documents from which defense area grid replicas are prepared. Included are operational reports, target data sheets, running status of equipment and communication sheets, track record sheets, and similar related documents.	Destroy 6 months after submission of the report to which the files relate or on discontinuance, whichever is first.
1006-03	Air defense target practice files. Documents pertaining to accuracy of target practice and prepared to analyze the status of air defense training. Included are reports of results of annual service practice and Army Training Test for missile and automatic weapons units, pertinent directives, worksheets, maps, overlays, camera film, and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.

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1007 HUMAN SELF-DEVELOPMENT TRAINING FILES

These files relate to the planning, conducting, and reporting of human self development guidance training given to military personnel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1007-01	★ Human Self Development training material files. Documents used for instructing military personnel in human self development. Included are instructional packets consisting of texts, lesson plans, orientation, transparencies, and films; topical posters; and similar documents.	Destroy when superseded or obsolete, except that accountable material will be returned to supply channels when no longer needed.
1007-02	★ Human Self Development training record files. Documents reflecting the training or orientation of personnel in human self development. Included are rosters of personnel attending, training reports, and similar or related documents.	Destroy after 1 year.

1009 FOREIGN NATIONAL TRAINING FILES

These files relate to military education and training of personnel of friendly foreign nations under the Military Assistance Grant Aid Training Program, Mutual Security Military Sales Training Program, and non-MAP training programs. These files are accumulated by Military Assistance Advisory Groups, missions, attachés, Department of the Army staff agencies, and major and intermediate commands.

File No.	Description	Disposition
1009-01	Foreign training program files. Documents relating to the development of programs for the training of foreign nationals by US 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.	<p>and MAAGs and missions</p> <p>A. Offices performing Army-wide responsibility: Permanent. Offer when 20 yrs. old. MAAC's, missions, and attachés: Permanent. Offices of major command headquarters: Destroy after 5 years.</p> <p>B. Other offices: Destroy after 2 years. [NC1-AU-81-14, signed 23 June 81; 63]</p>
1009-02	Foreign training program control files. Documents reflecting category of training, number of spaces programmed, number and cost of training spaces allocated, operating balances by category, and similar data for each grant country program. Included are program control accounts and related documents.	Permanent. Offer when 20 yrs. old.
1009-03	Mission training files. Documents accumulated by missions from assisting foreign nations in the establishment and operation of training systems and training facilities.	Permanent. Offer when 20 yrs. old.
1009-04	Observer and orientation training files. Documents relating to observer or on-the-job training at Army installations, orientation course, visits, and orientation/observer visits by senior foreign military personnel for the purpose of acquainting them with US Army methods and training. Included are visit or training requests, authorizations, acceptances, coordinations, itineraries, and related documents.	<p>★Offices performing Army-wide responsibility: Destroy after 15 years.</p> <p>Other offices: Destroy after 2 years.</p>
1009-05	Training assistance files. Documents related to training furnished 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.	<p>A. Offices performing Army-wide responsibility: Permanent. Offer when 20 yrs. old.</p> <p>B. Other offices: Destroy after 2 years.</p> <p>C. US Army Institute for Military Assistance: Permanent. Offer when 20 years old. [NC1-AU-81-14, signed 23 June 81; 63]</p>
1009-06	Foreign national personnel files. Documents related to selection and processing of foreign nationals for training in US Army facilities. Included are biographical data on the student, other foreign student data, copies of academic reports, and related documents.	<p>MAAG's, missions and attachés: Destroy when no longer needed for reference.</p> <p>Other offices: Destroy after 5 years.</p>
<p>Note: Army schools will use file no. 1012-02 for documents pertaining to foreign students.</p>		
1009-07	Foreign national reserve training files. Documents related to arranging U.S. Army Reserve and Army National Guard training for foreign nationals who are on active or reserve status in the armed forces of an entitled nation. Included are applications for such training, ap-	Destroy after 2 years.

Offer when 20 years old.
 7 years at the institution.
 Retire after Military Assistance Institute for US Army

1008 INDIVIDUAL MILITARY PERSONNEL TRAINING FILES

These files relate to the attendance and proficiency of individuals participating in various types of military training.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1008-01	Proficiency award files. Documents relating to the award of badges such as the expert infantryman badge. Included are proficiency tests for award of badges and related documents.	Destroy on transfer of the individual.
1008-02	Proficiency test files. Documents reflecting degree of proficiency in military training such as completion of the infiltration course. Included are proficiency tests and related documents.	Destroy on publication of classification order or after appropriate entry has been made on the qualification card or in the service record.
1008-03	Individual training record files. Rescinded. No longer required. Use file number 1001-07 if individual training records are desired by unit commander.	
1008-04	Leaders course evaluation files. Documents relating to evaluation of individual students attending leaders courses at noncommissioned officer academies. Included are student leadership evaluation report summary sheets, rating sheets, summary evaluation reports, reaction test observations, and related documents.	Destroy 6 months after graduation of the class.

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File No.

Description

Disposition

1009-07 Foreign national reserve training files. Documents related to arranging U.S. Army Reserve and Army National Guard training for foreign nationals who are on active or reserve status in the armed forces of an entitled nation. Included are applications for such training, approvals, recommendations, designations of training units and similar or related documents.

Destroy after 2 years or on discontinuance, whichever is first.

Destroy after 20 yrs.

1009-08 Foreign training reporting files. Documents reflecting the status and progress of foreign nationals in U.S. Army installations, oversea schools, and third country schools and installations. Included are training reports and similar or related documents.

Offices performing Army wide staff responsibility: Permanent. ~~Destroy after 2 years.~~

Offices of major command headquarters: Destroy after 5 years.

Other offices: Destroy after 2 years ~~or on discontinuance, whichever is first.~~

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1010 ARMY SCHOOL FILES

These files relate to the education of members of the active Army, members of reserve components, and civilians in Army schools.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1010-01	Medical facility affiliation files. Documents reflecting the affiliation of civilian institutions with Army medical facilities for training purposes. Included are affiliation agreements; recommendations for approval; affiliation program cost estimates; memorandums of agreement for training of individual affiliates, including approvals thereof; notifications of termination of affiliation agreements; and related documents.	Destroy 5 years after termination of the affiliation agreement.
1010-02	Service school affiliation files. Documents relating to the affiliation of personnel and courses of service schools with civilian educational institutions. Included are affiliation agreements related documents.	Destroy after 10 years. Transfer to RHA after 5 years.
1010-03	School planned input files. Documents related to the planning, execution, and revision of personnel inputs for Army school courses. Included are comprehensive statements of the training needs of each agency authorized to send students to Army schools, schedules of school classes to accommodate planned inputs, allocations of school quotas to input agencies, coordinating documents, and related documents.	★Offices performing Army-wide responsibility: Destroy after 10 years. Do not retire. Other offices: Destroy after 2 years.
1010-04	Quota files. Documents relating to the establishment, allocation, and control of quotas for the education and training of Army personnel at military schools which are not under the control of US-CONARC. Included are requests for quotas, estimated quota requirements, invitational quotas, final approved quotas, and related documents.	★Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 2 years.
1010-05	School visit files. Documents relating to intra-service school visits and visits to USAR schools and Army training centers to exchange ideas, insure correctness and uniformity of doctrine and teaching techniques, observe teaching methods, and assist in preparation of instructional materials. Included are visit requests, reports of visits, and related documents.	★School or training center making the visit: Destroy 5 years after next visit. Other offices: Destroy after next comparable visit.
1010-06	School reporting files. Documents reflecting such information as the number of school enrollments, turnbacks, graduates, and failures; number of personnel enrolled from other services; number of Reserve components students; and similar data. Included are forms, printouts, correspondence, and related documents.	Requiring offices performing Army-wide responsibility: <i>Consolidated or summarized reports</i> : Permanent. <i>Feeder reports</i> : Destroy after 2 years. Schools and other offices: Destroy after 2 years.
1010-07	Instructor information files. Documents accumulated by schools to provide a locally available record of qualifications, experience, effectiveness, and comparable information on potential instructors, assigned instructors, and guest speakers. They are used in requesting assignment or employment of instructors, utilizing instructors, and determining their need for additional training. Included are instructor evaluation forms, qualification data, biographical sketches, and related documents.	Place in inactive file on transfer or separation of the instructor. Cut off the inactive file after 5 years, hold 5 years, and destroy.

1 December 1979

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	approvals, recommendations, designations of training unit, and related documents.	
1009-08	Foreign training reporting files. Documents reflecting the status and progress of foreign nationals in U.S. Army installations, oversea schools, and third country schools and installations. Included are training reports and related documents.	Offices performing Army wide responsibility: <u>Permanent</u> . Offices of major command headquarters: Destroy after 5 years. Other offices: Destroy after 2 years.

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Note. Documents relating to transferred, separated, and potential instructors who return as instructors or guest speakers will be withdrawn from the inactive file and placed in the current file.

1 December 1979

1011 ARMY SCHOOL EDUCATIONAL PROGRAM FILES

These files relate to class schedules, methods of instruction, and the curriculum of Army schools.

File No.	Description	Disposition
1011-01	Curriculum approval files. Documents related to controlling and approving the establishment, content, and conduct of individual Army school courses for accuracy, currency, applicability, need, and compliance with doctrine. Included are recommendations concerning the elimination of overlap and duplication between courses, inclusion of common subjects, and revision of courses; reports of staff assistance visits; course approvals; copies of special texts and programs and courses of instruction; and related documents.	Offices with responsibility for approving and controlling school curriculum: Permanent. Cut off on formal revision or discontinuance of the course. Other offices: Destroy after 5 years. <i>See NCI-AU-78-1 item 7</i>
1011-02	Consolidated class schedule files. Documents reflecting programmed classes and their starting dates, approved personnel inputs for each class, and related data. Included is the annual consolidated schedule of classes for the Army school system and related documents.	Permanent.
1011-03	Course publication files. Documents related to establishing, revising, and discontinuing courses of instruction at Army colleges, service schools, other schools, and those joint schools for which the Army has records management responsibility. Included are programs of instruction; courses of instruction; lesson plans; social texts or syllabuses; coordinating actions; approvals for establishment, revision, or discontinuance of the courses; and related documents.	Military Academy: Permanent. Cut off on revision or discontinuance of the course. Other schools: Destroy 5 years after revision or discontinuance of the course.
1011-04	School study files. Documents accumulated by schools relating to methods of instruction, evaluations of the curriculum, analyses of group educational accomplishments, and comparable topics. Included are studies and related documents.	Permanent. <i>Offer NARS when 20 yrs. old. (NCI-AU-78-2)</i>
1011-05	School inspection files. Documents relating to inspections of the status and quality of the education and training conducted by Army schools and teaching facilities. Included are inspection reports, reports of corrective action, and related documents.	Offices conducting the inspection: Destroy after 5 years or after the next comparable inspection, whichever is first. Schools and teaching facilities: Destroy 1 year after the next comparable inspection Other offices: Destroy after 2 years.
1011-06	Branch instructor conference files. Documents relating to conferences with branch instructors assigned to other schools to assist in standardizing branch doctrine, to keep abreast of current developments, and discuss problems of mutual interest. Included are agenda, agenda approvals, conference reports, and related documents.	★Sponsoring schools: Destroy after 15 years. Other offices: Destroy after 2 years.
1011-07	Medical education committee files. Documents relating to the general supervision of the Army Medical Department graduate professional education program by hospital education committees. Included are minutes of meetings; correspondence relating to the training and activities of interns and residents; lists of activities and special events; letters from colleges, hospitals, and State	<i>Destroy after 20 years.</i> Hospital education committees: Permanent. Retire 5 years after completion of course. Other offices: Destroy after 2 years. <i>NCI-AU-78-2</i> <i>944/21/80</i>

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 4 January 1980

Immediate Action INTERIM CHANGE

AR 340-18-10
INTERIM CHANGE
NO. I01
EXPIRES 4 January 1981

Office Management

Maintenance and Disposition of Training and Education Functional Files

This interim change establishes a files description and disposition instructions for School Accreditation files. It expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by 1st class mail through the publications pinpoint distribution system to all holders of AR 340-18-10; is, as an interim measure, issued in other than page-for-page format; and will be included in Change 9, AR 340-18-10.

Page 19, file number 1011-09 is added as follows:

1011-09 School accreditation files. Documents Destroy in CFA 5 years after reflecting adherence of Army Service review by the Accreditation Schools with standards established by Board. Accreditation Boards to assure that courses of instruction completed in service schools are accepted for credit in civilian colleges and schools. Included are documents encompassing such matters as classroom and laboratory hours, instructor qualifications, job placement and follow-up program, library facilities, self studies and reviews, and related documents.

(DAAG-AMR)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Training and Education Functional Files--C (Qty Rqr Block No. 273)

12 September 1975

C 6, AR 340-18-10

1011-08 Medical training material files. Documents relating to the development and supervision of the Medical Internship and Residency Training Program. Included are department teaching plans, schedules, hospital conference reports, minutes of the Medical Records-Medical Audit Committee and Subcommittees, and similar or related documents.

WC1-AM-80-53
21/10/74

~~Permanent. Cut off on completion of the course training period or on graduation of the class, whichever is applicable.~~

Destroy when no longer needed for training purposes

1011-09 School accreditation files. Documents reflecting adherence of Army Service Schools with standards established by Accreditation Boards to assure that courses of instruction completed in service schools are accepted for credit in civilian colleges and schools. Included are documents encompassing such matters as classroom and laboratory hours, instructor qualifications, job placement and follow-up program, library facilities, self studies and reviews, and related documents.

Destroy in CFA 5 years after review by the Accreditation Board.

DAAG-AMDA

1012 ARMY SCHOOL STUDENT FILES

These files relate to student personnel who attend Army schools

File No.	Description	Disposition
1012-01	Student selection files. Documents relating to the selection of personnel for attendance at military schools. Included are requests for and allocations of school quotas, waivers of qualifications and choices for assignment, prerequisites for attendance, recommendations for school training, availability of school funds, transfer or relief of students, and similar or related documents.	Destroy 2 years after close of school year or on discontinuance, whichever is first.
1012-02	Foreign student files. Documents reflecting information 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 similar or related documents.	Destroy 2 years after completion of the course or on discontinuance, whichever is first.
1012-03	Individual academic record files. Documents indicating courses attended by Army members, length of each course, extent of completion of courses, and results thereof; aptitudes and personal qualities; grade and rating attained; and related data for each individual. Included are cards, card forms, and similar or related documents. <i>Note.</i> Records of individuals reenrolling in extension courses will be withdrawn and refiled in the active file.	Destroy after 40 years. Cut off annually. Records of extension courses, however, will be held 3 years in the CFA and 2 years in the RHA before retirement to the National Personnel Records Center (Military), 3700 Page Blvd, St. Louis, MO 63132. <i>In 12/3/79</i>
1012-04	Collateral individual training record files. Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long term records. Included are absentee reports, progress reports of individuals, delinquency reports, registration forms, examination papers, and similar or related documents.	★ Destroy after 1 year.
1012-05	Faculty board files. Documents pertaining to the class standing, rating, classification, and proficiency of students. Included are minutes of school faculty board meetings and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
1012-06	Class academic record files. Documents maintained by training instructors indicating progress and attendance of class members. Included are cards, card forms, and similar or related documents.	Destroy after 40 <i>when 10</i> years. <i>old.</i> <i>Class A</i>
1012-07	Officer candidate school panel proceeding files. Documents reflecting proceedings by panels of officers convened to investigate leadership ability, misconduct, and honor violations of officer candidates. Included are requests for candidates to appear before the panel, necessary certificates accomplished by the candidates, and similar or related documents.	Destroy after 5 years.

CI-A4-78-131

1-A4-77-91

(Civilian)

Note: This disposition applies only to records already in centers and records retired before 1-1-81. Records retired after that date will be covered by a schedule to be submitted.

15 July 1970

C 1, AR 340-18-10

File No.

Description

Disposition

012-08

Disenrollment record files. Documents reflecting a record or disenrollment from officer candidate-type training which provide data for evaluation of personnel who subsequently apply for an officer program in other services of the Armed Forces. Included are cards, card forms, and similar or related documents.

Destroy in CFA 5 years after disenrollment of the candidate.

15 July 1970

1013 EDUCATION-IN-CIVILIAN-SCHOOLS FILES

These files relate to programs designed to provide military personnel with education in civilian educational institutions and commercial and industrial organizations, in order to meet special requirements essential to the performance of the mission of the agency to which they are assigned.

File No.	Description	Disposition
1013-01	Civilian schooling plan files. Documents relating to the development and supervision of civilian schooling of military personnel. Included are documents pertaining to planned requirements for such training, selection of schools and courses, arrangements for special noncatalog courses, program revisions, and related matters.	a. Office performing Army-wide staff responsibility: Permanent. b. Training agencies: Destroy after 5 years. c. Other offices: Destroy after 2 years in discontinuity, whichever is first.
1013-02	Civilian school admission files. Documents relating to the admission of Army students to civilian educational institutions. Included are requests for admission, statements of acceptance, notifications of acceptance, and similar or related documents.	Destroy 2 years after completion of schooling, rejection of the individual or withdrawal of the student, as applicable.
1013-03	Civilian school theses files. Theses prepared by military personnel enrolled in civilian educational institutions and forwarded to their training agencies.	Destroy after 10 years.

1) Annual review of the Army's
Civilian Education Program - PERMANENT.
After NARS in 5 year blocks when oldest
records in the block are 20 years old.

2) All other records - Destroy after
15 years.

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NCI-44-78-2, Jm 4/21/80

1014 GENERAL EDUCATIONAL DEVELOPMENT FILES

These files relate to the establishment, operation, and supervision of an Army program designed to provide military personnel with the opportunity to continue their personal educational and vocational development by voluntary enrollment in civilian educational institutions, correspondence courses, group study courses, vocational practice and on-the-job training, and apprenticeship programs.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1014-01	Educational development program files. Documents relating to the administration of the General Educational Development Program. Included are communications pertaining to services and materials provided by the Defense Activity for Non-Traditional Educational Support (DANTES); communications with other institutions and associations; correspondence with local colleges concerning class schedules, courses, and comparable matters; educational level surveys; educational plans; inventories of test materials; and related documents.	★Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 2 years. <i>See NCI-AU-80-10</i>
1014-02	Armed Forces Institute Branch Office establishment files. Rescinded. Use file number 1001-02.	
1014-03	Course approval files. Documents relating to the use of non-DANTES texts for group study courses by installation education centers. Included are requests for approval of course materials, justifications, copies of texts proposed for use, approvals, requests for score reporting services, and related documents.	Office performing Army-wide staff approval: Destroy 5 years after disapproval or discontinuance of the course. Other offices: Destroy 2 years after disapproval or discontinuance of the course.
*1014-04	Educational development reporting files. Documents reflecting data on the type of courses, enrollments, funds expended, and other information pertaining to the General Educational Development Program. Included are educational services reports, consolidated reports, statistical and narrative data extracted therefrom, special activities reports, and related documents.	Offices performing Army-wide staff responsibility: Permanent. Dispose of feeder reports in accordance with file number 1001-07. Other offices: Destroy after 2 years.
1014-05	Armed Forces Institute activity reporting files. Rescinded. Use file number 1001-02.	
1014-06	College equivalency evaluation files. Documents relating to the evaluation of the education and training of Army personnel for the purpose of issuing a certificate equivalent to 2 years of college. Included are requests for evaluation, return endorsements, and related documents.	Destroy after 2 years or on completion of action, as applicable.
1014-07	Enrollment application files. Documents reflecting application for correspondence and self-teaching courses. Included are applications and related documents.	Destroy after 2 years.
*1014-08	GED individual record files. Documents reflecting participation in GED programs by military personnel. Included are counseling interview summaries, test scores, grade slips and transcripts, job transition training certifications and recommendations, and related documents.	PCS: Withdraw and forward with MPRJ. Separation: Death—Withdraw and destroy. Other—Withdraw and give to individual.
*1014-09	Test violation files. Documents related to investigating the loss or possible compromise of "Controlled Item Test	Destroy after 2 years.

* See NCI-AU-80-10

File No.

Description

Disposition

Materials." Included are notifications of possible compromises, reports of investigations, notifications of suspension of testing, and related documents.

1015 GENERAL DEPENDENT CHILDREN SCHOOLS PROGRAM FILES

These files relate to the educational program administered by the United States Commissioner of Education, Department of Health, Education, and Welfare to provide free public education and school facilities for children who reside on Federal property in the continental United States and its possessions.

File No.	Description	Disposition
1015-01	Dependent children school information files. Documents related to providing general information in connection with the education of dependent children in the continental United States and its possessions. Included are inquiries and replies thereto concerning such matters as location, types, cost, and availability of educational facilities; teaching positions; procurement of supplies and equipment; home study courses; operation and administration of the program; and related documents.	Destroy after 1 year.
1015-02	Accreditation files. Documents pertaining to visits by regional educational associations to inspect facilities and curricula of dependents' schools for the purpose of accrediting them. Included are accreditation factfinding reports, warning letters, listings of accredited schools, pertinent correspondence, and related documents.	Office performing Army-wide staff responsibility: Destroy on completion of the next comparable visit. Dependent schools: Cut off on completion of action on the report. Destroy on completion of the next comparable visit. Other offices: Destroy after 2 years.
1015-03	Public Law 81-815 files. Documents relating to arrangements made by the United States Commissioner of Education to provide for the construction or extensive alteration and repair of school facilities for the dependent children of military and civilian personnel residing on Federal property in the continental United States and its possessions, where State or local funds may not be expended for this purpose. Included are reports of minutes of conferences between representatives of the US Office of Education, State or local educational agencies, and the installation concerned; applications for construction; coordination actions; Department of the Army recommendations; Office of Education approvals; and related documents.	Office performing Army-wide staff responsibility: Destroy 2 years after completion of the project. Installation concerned: Destroy on discontinuance of the school. Other offices: Destroy after 2 years.
1015-04	Public Law 81-874 files. Documents relating to arrangements made by the United States Commissioner of Education to provide free public education for the dependent children of military and civilian personnel residing on Federal property in the continental United States and its possessions, where State or local funds may not be expended for this purpose. Included are original and supplemental letter proposals (budget estimates) for authority and funds for the operation and maintenance of on-post dependents schools, and for the payment of tuition and/or transportation costs for children to attend off-post public schools; communications with representatives of the US Office of Education and local educational agencies; recommendations; approvals; disapprovals; enrollment and fiscal data reports; and related documents.	Office performing Army-wide staff responsibility: Cut off at the end of each fiscal year and destroy after 2 years. Offices at the installation concerned: Destroy after 3 years. Other offices: Destroy after 2 years.

*superseded by DOD
603-02
see OSD manual*

1 December 1979

File No.	Description	Disposition
1015-05	School activities files. Documents relating to school events; athletics; honor students; Parent-Teacher Associations and similar organizations; school and student transportation; cost accounting; lost textbooks; and similar activities. Included are teacher's notices, or bulletins, end of term reports, requests for repairs, requests for supplies, correspondence, and similar or related documents.	Dependent schools: Cut off at the end of the fiscal year and destroy after 1 year. Offices of headquarters of major commands, intermediate commands, and offices of lower echelons: Destroy after 2 years.
★1015-06	School employee files. Rescinded. Use file number 807-01.	
1015-07	Teacher plan book files. Documents outlining a semester program of subjects or classes. Included are plan books and related documents.	Destroy 3 months after the beginning of the following fiscal year.
1015-08	Enrollment files. Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preferences, admission cards, drop cards, and similar or related documents.	Destroy 1 year after graduation, withdrawal, transfer, or death of the student.
1015-09	Daily attendance register files. Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers, and similar or related documents.	Destroy after reviewing attendance registers for the next school year.
1015-10	Dependent school strength reporting files. Documents reflecting personnel strength in dependent schools. Included are periodic statistical reports, monthly enrollment reports, absentee report forms, similar or related documents.	Destroy 6 months after close of school year.
1015-11	Oversea school establishment or discontinuance files. Documents related to planning, coordinating and approving the establishment, consolidation, or discontinuance of dependent children schools or dormitories in oversea areas. Included are correspondence with representatives of other services in the area; notifications of school or dormitory discontinuance; authorizations for school establishment or discontinuance; and similar or related documents. <i>Note.</i> Function discontinued on 1 July 1976. These disposition instructions apply only to files accumulated prior to that date.	Office performing Army-wide staff responsibility: Cut off at end of the fiscal year and destroy after 2 years. Offices of headquarters of the major command and of the installation or school concerned: Destroy 1 year after discontinuance.
1015-12	Nonavailability statement files. Documents used to verify that schools in oversea areas are unable to provide an adequate education for the dependents of Department of Defense military and civilian personnel residing in the area. Included are nonavailability statements and related documents.	Destroy after 2 years.

All OSD
 Manual
 603/02

4 August 1971

C 2, AR 340-18-10

File No.

Description

Disposition

1015-13 Dependent school reporting files. Documents reflecting information on the average daily membership of all pupils enrolled in Army-operated schools, the average daily membership of DOD pupils enrolled in tuition-fee-type schools, the name and location of each such school, pertinent cost data, and similar types of information. Included are reports and related documents.

Offices performing Army-wide staff responsibility: Permanent.
Other offices: Destroy after 2 years or on discontinuance, whichever is first.

Offer NARS in 5 year blocks when oldest records in the block are 20 years old.

9m 4/4/80 NCI-AU-78-2

*see OSD manual
603/02*

1016 DEPENDENT CHILDREN ELEMENTARY SCHOOL FILES

★These files relate to the elementary education of dependent children of Department of Defense personnel up to and including grade 8 of an elementary school.

File No.	Description	Disposition
1016-01	Elementary school academic record files. Documents reflecting the standardized achievement, mental ability, yearly grade average, attendance of each student, and the teacher's comments. Included are forms, notes, and similar or related documents.	Destroy in CFA 5 years after graduation, death, or withdrawal of student. <i>Note.</i> When student transfers to another school, forward by mail to the sponsor or official of the receiving school on request.
1016-02	Elementary school report card files. Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and related documents.	Release to parents or student at the end of the school year, or on transfer or withdrawal of the student.
1016-03	Elementary school teacher class register files. Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, and absence and tardiness data. Included are class registers and similar or related documents.	Destroy in CFA after 5 years. Cut off at the end of the fiscal year.
1016-04	Elementary school student files. Documents pertaining to individual elementary school students. Included in each folder are reading records and health records; intelligence quotient, achievement, aptitude, and similar test results; notes related to pupil's progress and characteristics; and similar matters useful in counseling and useful to successor teachers.	Destroy in CFA 1 year after graduation, death, or withdrawal of student. <i>Note.</i> When student transfers to another school, the reading record and health record will be released to the parents or student for hand-carrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or the sponsor on request.

*Supersedes
NS OSD
see OSD manual
603/02*

1017 DEPENDENT CHILDREN SECONDARY SCHOOL FILES

These files relate to the secondary education of dependent children of Department of Defense personnel enrolled in a grade 7-9 junior high school and/or a grade 7-12 high school.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1017-01	Secondary school absentee files. Documents reflecting absentee students. Included are homeroom teachers registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or homeroom assignment, notices of change by school principal to teacher upon change of classroom, student applications for permission to be absent, student pass slips, and related documents.	Destroy after 1 year.
1017-02	Secondary school academic record files. Documents reflecting student grades and credits earned. Included are forms, notes, and related documents.	★Destroy after 70 years. Cut off on transfer, graduation, withdrawal, or death of student. Retire to Washington National Records Center, Washington, DC 20409. <i>Note.</i> When student transfers to another Department of Defense school, forward by mail to official of the receiving school on request. When student transfers to a non-Department of Defense school, forward an official copy to the receiving school on request.
1017-03	Secondary school report card files. Documents reflecting scholastic grades, personality traits, and promotion or failure. Included are report cards and related documents.	Deliver to student on transfer, withdrawal, or at the end of the school year.
1017-04	Secondary school teacher class register files. Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and tardiness data, and withdrawal data. Included are class registers and related documents.	Destroy in CFA after 5 years. Cut off at the end of the fiscal year.
1017-05	Secondary school class reporting files. Documents reflecting teacher reports to principals and used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and related documents.	Destroy after 1 year.
1017-06	Credit transfer certificate files. Documents reflecting secondary school scholastic credits earned. Included are certificates and related documents.	Destroy after 1 year.
1017-07	Secondary school student files. Documents pertaining to individual secondary school students. Included in each folder are student health records, absence reports, and correspondence with parents pertaining to absence; records of achievement, and aptitude tests; notes concerning participation in extracurricular activities, hobbies, and other special interests or activities of the student; and miscellaneous memorandums used by student counselors.	Destroy in CFA 2 years after graduation, death, or withdrawal of student. <i>Note.</i> When student transfers to another school, the reading record and health record will be released to the parents or student for hand-carrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or the sponsor on request.

See
NCI-330-80-4

1018 EDUCATIONAL ASSISTANCE TO DEPENDENTS FILES

These files relate to the program whereby scholarships and loans are made (from welfare funds) to selected qualifying dependents of Army military personnel for the purpose of obtaining a college education.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1018-01	Student loan files. Documents related to making and administering individual loans to selected qualified dependents to assist them in obtaining a college education. Included are applications for loans and continuation of loans, reports of other assistance received, communications reflecting academic standings, and related documents.	Rejected applicant files: Destroy after 2 years. Granted student loan files: Destroy 6 years after repayment or cancellation.
1018-02	Scholarship files. Documents related to approving the selection of dependents of Army military personnel to receive scholarships and in monitoring their academic progress. Included are recommendations for award of scholarships, approvals, reports and other documents reflecting academic progress of selected students, and related documents.	Destroy 4 years after graduation or withdrawal of the student.

1019 PROMOTION OF RIFLE PRACTICE FILES

These files are related to promoting the use of military type small arms by citizens of the US who are not reached through military training programs, and promoting matches and competition in the use of such arms. Documents relating to the administration of the National Match Fund (nonappropriated); the actual award of medals and trophies; and personnel, administrative, and logistical support furnished matches will be maintained and disposed of in accordance with applicable instructions in the AR 340-18 series.

File No.	Description	Disposition
1019-01	NBPRP files. Documents relating to meetings of the National Board for the Promotion of Rifle Practice (NBPRP) and the Executive Committee thereof, wherein policies, procedures, and actions required to encourage, promote, and support small arms firing practice are developed. Included are agenda, notices, and minutes of meetings; documents assigning board members; and related documents.	<i>offer to NARS</i> Office of the Board recorder: Permanent. Retire when no longer needed for current operations. Offices of board members: Destroy after 2 years.
1019-02	Civilian rifle club files. Documents reflecting the participation of civilian rifle clubs and civilian school rifle clubs in the program of the National Board for Promotion of Rifle Practice. Included are enrollment forms, bond records, surety bonds, requisitions, shipping documents, property inventories, descriptions of range facilities, annual statistical reports, qualifications reports, and related documents.	Correspondence and annual reports: Destroy after 1 year. Other documents: Destroy 3 years after inactivation of the club.
1019-03	National Match Files. Documents related to planning, scheduling, administering, and conducting national rifle and pistol firing competition among members of the Armed Services, Reserve components, and rifle clubs of civilian organizations and civilian educational institutions. Included are correspondence with the National Rifle Association and competing clubs, comment on and approval of the program for the National Matches, lists of team members, firing score records, written protests, final reports of competition, individual records of awards, and related documents.	NBPRP: Permanent. Retire when no longer needed for current operations. Other offices: Destroy after 2 years.

NCI-AU78-1

offer to NARS

Disposition

when 2 symbols Item 8

Destroy

NCI-AU-80-30

JM 5/1/80

1020 TRAINING AIDS FILES

These files relate to the construction of training devices, the preparation of graphic training aids, the status of training publications, the accomplishment of training film projects, and controls over the production and issuance of such materials.

File No.	Description	Disposition
1020-01	Training aids program files. Documents relating to the formulation of annual programs for the development, production, and procurement of training aids. Included are graphic aids development programs, lists of film projects recommended for production, lists of approved film projects, work programs for training devices, and related documents.	★Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 2 years.
1020-02	Training aids control files. Documents containing requirements, justifications, and approvals for the development, production, and procurement of individual Department of the Army graphic aids and training devices. Included are training devices and graphic aids development and production requirements reports, training aids approvals and disapprovals, recommended development priorities, procurement acceptances and waivers, coordinating actions, and related documents.	★Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 2 years.
1020-03	Training film background files. Documents relating to the procurement, production, review, and issuance of official Department of the Army training films, graphic films, film strips, and television records. Included are film requirements reports, picture plans, scenarios, instructor's references, information on schools and audiences for whom the film is intended, letters designating technical advisors, requests to adopt films produced by non-Army agencies, coordination actions, and related documents.	US Army Audio Visual Agency: Permanent. Offices of the Army staff: Destroy 2 years after printing of the film, final approval of the answer print, or disapproval of the film requirement. Other offices: Destroy 1 year after printing of the film or on disapproval of the film project.
1020-04	Training film files. Negatives and intermediate prints of official Department of the Army training films.	US Army Audio Visual Agency: Permanent. Other offices: Destroy when superseded or obsolete.
★1020-05	DA Training device files. Rescinded.	
1020-06	DA graphic aid files. Documents used for the purpose of assisting instructors and commanders in the administration of military training. Included are record copies of Department of the Army graphic training aids such as charts, posters, illustrations, diagrams; and related documents.	Permanent.

Note: Still photographs and slides used as Department of the Army training aids will be filed under file number 1020-07.

*offer to NARS when 20 yrs old
NCL-DAU-78-1 Item 10*

*offer to NARS when 20 yrs old
NCL-DAU-78-1 Item 11*

25 July 1973

C 4, AR 340-18-10

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1020-07	Training photograph files. Documents used for training purposes or used as Department of the Army training aids. Included are negatives and prints of still photographs, slides taken; and similar or related documents.	US Army Audio Visual Agency: Permanent. Other offices: Destroy when no longer needed for training purposes.
1020-08	Local training aids files. Training aids developed or produced at schools and installations for local or service use only, and not approved for distribution outside the installation, school, or service at which the aid is required, except material furnished non-resident students of service schools. Included are graphic training aids, such as charts, diagrams, maps, and illustrations; locally produced training films of less than six minutes duration, training devices specifications, photographs, transparencies, and other reproductions of the aforementioned material; instructional material such as instructional notes, illustrative problems, practical exercises, advance sheets and checklists; and related correspondence and comparable materials used in presentation of the subject and completion of training by resident and nonresident students.	Destroy when superseded or obsolete or destroy on discontinuance, whichever is first.
1020-09	Training aid work order files. Documents reflecting requests for construction or manufacture of training aids. Included are work orders, cost estimates and data, sample illustrations, photographs, clippings, correspondence, and similar or related documents.	Destroy 1 year after completion of the related work or on discontinuance, whichever is first.