

Table B-65**File category 381: Military Intelligence—Continued**

be offered in conjunction with HQDA (SAIS-PDD) to the National Archives 25 years after date of last action.

FN: 381-20j

Title: Daily inventories (Rescinded; use FN 380-40p.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-20k

Title: Accounting reports (Rescinded; use FN 380-40q.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-20l

Title: Counterintelligence surveys and inspections

Authority: NC1-AU-75-20

Privacy Act: Not applicable.

Description: Information on surveys and inspections of commands, agencies, and installations to determine vulnerabilities to foreign directed intelligence collection, countermeasures recommendations, and the effectiveness of implemented countermeasures. Included are requests for surveys and inspections, survey and inspection reports, communications about surveys and inspections, and similar information.

Disposition: Destroy after next comparable survey or inspection.

FN: 381-20m

Title: Local intelligence, counterintelligence, and security files

Authority: NC1-AU-75-2

Privacy Act: AO381-45cDAMI

Description: Dossiers on intelligence, counterintelligence, and security activities related to local persons, criminals, incidents, and organizations which are of interest only to local area commands. Note: Do not send these files to the U.S. Army Investigative Records Repository.

Disposition: Destroy on supersession, obsolescence, or deactivation of the related area command.

FN: 381-45a

Title: Counterintelligence surveys and inspections (Rescinded; use FN 381-20l.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-45b

Title: Local intelligence, counterintelligence, and security files (Rescinded; use FN 381-20m.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-45c

Title: DOD-affiliated personnel and incident investigations

Authority: NC1-AU-77-2

Privacy Act: A0380-67DAMI

Description: Individual case files acquired on members of the Armed Forces, including retired personnel, members of Reserve Components, applicants for commission and enlistment, DOD civilian personnel and applicants for such status, persons having need for access to official information requiring protection in the interest of national defense under the DOD Industrial Security Program, and persons being considered for participation in other DOD programs. Files also include information pertaining to investigations of incidents of a counterintelligence nature under AR 381-12, AR 381-20, and AR 381-47, and information pertaining to adverse actions, reports, and adjudicative documentation in arriving at security clearance determinations as prescribed by AR 604-5.

Table B-65**File category 381: Military Intelligence—Continued**

Disposition: Office maintaining record copy of dossier: Destroy 15 years after date of last action, except—

a. Personnel and incident investigations of a significant nature, to include those resulting in an adverse personnel action or court-martial: Destroy 25 years after date of last action. Files determined to be of possible historical value may be offered through HQDA (SAIS-PSP) to the National Archives 25 years after date of last action.

b. Investigations of espionage and sabotage, or other major investigations of a counterintelligence or security nature: Permanent. Offer in conjunction with HQDA (SAIS-PDD) to the National Archives 25 years after date of last action.

c. Files on persons being considered for affiliation with DOD, but affiliation is not completed: Destroy after 1 year. Other offices (including CPOs) receiving information from these files, but not maintaining record copy of the dossier: Destroy when no longer needed for current operations.

FN: 381-45d

Title: Intelligence/counterintelligence sources

Authority: NC1-AU-77-6

Privacy Act: AO195-2aUSACIDC

Description: Information containing data about personnel who have been used as sources of intelligence or counterintelligence information by the Army; the details on the use or activities of a source which are necessary to confirm claims against the Army by source or heirs of the source. Included are agreements, contracts, information reports, financial reports, audiovisual products under the guidelines of AR 381-47 and FM 30-17A, and related information.

Disposition: Destroy 75 years after date of last action.

FN: 381-100a

Title: Intelligence collections

Authority: NC1-AU-83-30

Privacy Act: Not applicable.

Description: Information on the procurement and selection of intelligence information. Included are intelligence collection plans, the scheduling of collection requirements, the monitoring and evaluation of collection priorities, audiovisual products under the guidelines of DIAM 58-1 and DIAM 58-13, and intelligence reference files.

Disposition: Permanent.

FN: 381-141a

Title: Intelligence contingency funds (ICF)

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the use, administration, supervision, and control of certain funds within DA appropriations reserved for intelligence and related activities as set forth in AR 381-141, and not otherwise payable from other DA funds. Included are records of ICF accounts, transactions, appointments, inspections, audits, original supporting documents and other information relating to the use of ICF.

Disposition: Destroy after audit by HQDA ODCSINT or 6 years and 3 months following the end of the fiscal year in which the actions occurred, whichever is first.

B-56. File category 385: Safety

a. *Prescribing directives.*

- (1) AR 385-10, Army Safety Program.
- (2) AR 385-11, Ionizing Radiation Protection (Licensing, Control, Transportation, Disposal, and Radiation Safety).
- (3) AR 385-16, System Safety Engineering and Management.
- (4) AR 385-40, Accident Reporting and Records.
- (5) AR 385-55, Prevention of Motor Vehicle Accidents.
- (6) AR 385-64, Ammunition and Explosives Safety Standards.
- (7) AR 385-70, Unmanned Free Balloons, Moored Balloons and Kites, Unmanned Rockets, and Derelict Friendly Airborne Objects.
- (8) AR 385-95, Army Aviation Accident Prevention.
- (9) DA Pam 385-95, Aircraft Accident Investigation and Reporting.

b. *Description.* These records concern administration of the Army safety program, which is directed toward accident prevention

Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accident prevention. Records on nuclear accidents and incidents, and some other elements on safety, are placed in respective subject series. See table B-66.

Table B-66
File category 385: Safety

FN: 385

Title: General safety correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

a. **ACTION:** Destroy after 2 years.

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

FN: 385-10a

Title: Safety liaison files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting coordination and exchange of information with private and public safety agencies and representation of the Army on safety councils and committees. Included are replies to inquiries, requests for information, and similar information. Excluded is information which is an integral part of the safety standard files described elsewhere.

Disposition: Destroy after 2 years.

FN: 385-10b

Title: Safety hazards

Authority: NC1-AU-77-40

Privacy Act: Not applicable.

Description: Information on technical review and advice on safety hazards and identifying, eliminating, or controlling safety hazards. Included are hazard reports and similar information.

Disposition: Destroy after 5 years or when no longer necessary for current operations.

FN: 385-10c

Title: Safety awareness files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on developing or selecting safety materials to make personnel aware of safety hazards. Included are posters, placards, cartoons, newspaper items, photographs, letters, and similar material.

Disposition: Destroy after 2 years.

FN: 385-10d

Title: Safety standards

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-66

File category 385: Safety—Continued

Description: Information reflecting the development of safety standards and practices in developmental and production operations; the safe location, design, layout, and construction of facilities where explosives are handled or operations are exposed to explosive hazards; the safe handling, storage, and movement of explosives and other dangerous materials; and other areas requiring safety standards. Included are recommendations, coordination actions, studies, waivers and exceptions from safety standards, and similar information. (Waivers and exceptions pertaining to contracts will be disposed of with the related contract files.)

Disposition:

a. Office responsible for developing standard: Destroy 10 years after superseded or obsolete.

b. Other offices:

(1) Waivers and exceptions: Destroy on expiration or 1 year after disapproval.

(2) Other records: Destroy after 2 years.

FN: 385-10e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 385-10f

Title: Accident and incident cases

Authority: NC1-AU-82-8

Privacy Act: A385-10/40OSA

Description: Information relating to individual accidents and incidents. Included are reports of accidents and incidents and investigations thereof, involving Army missile systems, Army and non-Army motor vehicles, Army marine equipment, fires, explosives, and damage to Army property; harmful chemical, biological, and radiological exposures; occupational injuries, illnesses, or death of military, Army civilian employees, or contractor personnel, injury or illness to non-Army personnel or damage to non-Army property as a result of Army operations, artillery misfirings or accidents, and similar information.

Disposition: Destroy after 5 years, except:

a. U.S. Army Safety Center (USASC): Destroy after 30 years in CFA.

b. OCE records created prior to 1 Jan 82: Destroy after 30 years.

c. Reports of artillery misfirings or accidents and harmful chemical, biological, and radiological exposures accumulated by units in a combat environment or designated as combat support elements: Permanent.

FN: 385-10g

Title: Target practice safety files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information indicating time of live ammunition firing, the target practice area, type of weapons used, organization doing the firing, and firing safety measures taken.

Disposition: Destroy after 1 year, except destroy safety cards after 2 years.

FN: 385-10h

Title: Operator's examination and qualification records

Authority: GRS 10, Item 7

Privacy Act: A0600-55DAMO

Description: DA Form 348 (Equipment Operator's Qualification Record, Except Aircraft), and driver tests and examinations.

Disposition:

a. Operator qualification record: Transfer with MPRJ or Official Personnel Folder (OPF), as applicable.

b. Tests and examinations: Destroy after recording on applicable qualification record.

FN: 385-10i

Title: Safety surveys

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures.

Table B-66**File category 385: Safety—Continued**

Included are survey reports, record of changes made as a result of the survey findings, and similar information.

Disposition:

- a. All safety offices: Destroy after 5 years.
- b. Offices surveyed: Use FN 1c.

FN: 385-11a

Title: Radiation protection surveys

Authority: II-NN-3552

Privacy Act: Not applicable.

Description: Information accumulated by radiation protection officers from local surveys to assure that protective practices and procedures are being followed by persons handling ionizing radiation sources or radioactive materials. Included are local x-ray protection surveys, radiation work permits, fume hood surveys, air filter surveys, radioisotope laboratory surveys, laser and microwave surveys, and similar information.

Disposition: Maintain in accordance with Title 10, Code of Federal Regulations, Part 20 or license conditions. Destroy in CFA after 5 years.

FN: 385-11b

Title: Radiation protection training

Authority: II-NN-3552

Privacy Act: Not applicable.

Description: Information about preparing and presenting training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to radiation. Included are locally developed training materials and aids, notifications of training sessions, attendance records, test results, training background of radiation protection personnel or users, and similar information.

Disposition:

- a. Course materials and aids: Destroy when superseded or obsolete.
- b. Other information: Destroy after 2 years.

FN: 385-11c

Title: Radiation SOPs, regulations, and guidance

Authority: NN-166-204

Privacy Act: Not applicable.

Description: SOPs, regulations, and guidance maintained by radiation protection officers that prescribe procedures for procurement, use, disposal, and control of each radiation source. This includes provisions for maintaining doses as low as reasonably achievable.

Disposition: Destroy when superseded or on disposition of the radiation source.

FN: 385-11d

Title: Radiation analyses

Authority: NC1-AU-80-17

Privacy Act: Not applicable.

Description: Information on detecting and recording levels of radiation or radioactivity in material samples or objects, and the environment where radioactive materials are used. Included are chemical and radiation analysis reports; process control analysis reports; leak and wipe tests; air, biological, water, soil, and vegetation samples; and similar reports, logs, or information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11e

Title: Radiation sources accounting files

Authority: NC1-AU-80-17

Privacy Act: Not applicable.

Description: Information accumulated by radiation protection officers in controlling the receipt, transfer, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, damaged shipment reports, waste disposal reports, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11f

Title: Personnel dosimetry files

Authority: NC1-AU-79-37

Privacy Act: A0040-14DASG

Table B-66**File category 385: Safety—Continued**

Description: Information on recording and reporting external and internal exposures of persons to ionizing radiation. Included are dosimeters; all dosimeters processed for evaluation; dosimeter logs; consolidated reports of dosimeter readings; DD Forms 1141 or automated dosimeter reports, when not included in medical records; records of planned special exposures; and similar information.

Disposition:

- a. Office performing dosimetry evaluation service: Retain in CFA until disposition instructions are published in this regulation.
- b. Offices of radiation protection officers:
 - (1) DD Form 1141 or automated dosimetry report: Transfer with medical record upon transfer or separation of person concerned.
 - (2) Other information: Maintain in accordance with Title 10, Code of Federal Regulations, Part 20 or until license is terminated.

FN: 385-11g

Title: Dosimetry badge controls

Authority: NN-166-204

Privacy Act: A0040-14DASG

Description: Information on issue and control of dosimeters. Included are requests for issue and turn-in of dosimeters, information used to record issues and turn-ins, and similar information.

Disposition: Destroy after 1 year.

FN: 385-11h

Title: Radiation protection committee files

Authority: NC1-AU-78-44

Privacy Act: Not applicable.

Description: Information relating to review, evaluation, and approval or disapproval of the use of sources of ionizing radiation, procedures and conditions controlling such uses, and qualifications of individual users. Included are minutes of meetings, recommendations pertaining to items considered by the committee, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11i

Title: Radiation inspections

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information that supplements surveys available at the local and regional level. It evaluates and provides guidance on eliminating potential hazards in using radiation sources. This information relates to inspections conducted by Nuclear Regulatory Commission (NRC) and higher headquarters; special and routine radiation protection surveys; and microwave, laser, and high intensity light source surveys conducted by the U.S. Army Environmental Hygiene Agency. Included are notifications, inspection reports, staff assistance information, correspondence on corrective actions taken, and similar information.

Note: For local radiation survey files, FN 385-11a. Reports and information maintained by U.S. Army Environmental Hygiene Agency will be identified as preventive medicine surveys.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11j

Title: Radiation reports

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on reporting the use of ionizing radiation for actual and experimental diagnostic and therapeutic services, research, development, and industrial purposes, and other applications. Included are activity, status, or operating reports, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11k

Title: Radiation incident cases

Authority: To be determined.

Privacy Act: A0040-14DASG

Description: Information about investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation and comparable incidents involving radioactive materials. Included are telegraphic reports of incidents; reports of overexposures and

Table B-66
File category 385: Safety—Continued

laboratory spills; reports of loss or theft of radioactive materials; reports of accelerator, xray, nuclear reactor, or comparable incidents; and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11m

Title: Radioactive material licensing

Authority: II-NN-3552

Privacy Act: Not applicable.

Description: Information relating to obtaining HQDA authorization and NRC license to procure and use ionizing radiation sources. Included are license applications, coordinating actions, DA authorizations, licenses, permits, amendments thereto, and similar information.

Disposition: Destroy 2 years after cancellation or final expiration of the license and amendments, or 2 years after disapproval of the application.

FN: 385-11n

Title: Instrument and source calibration files

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on calibrating radiation sources and instruments that measure radiation. Included are calibration logs, manufacturers and locally developed calibration standards, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11p

Title: Radiation facilities

Authority: NC1-AU-80-51

Privacy Act: Not applicable.

Description: Information relating to the radiation health and safety review of plans and specifications for the location, design, layout, construction, or modification of facilities in which radiation sources are received, stored, used, or produced. These files accumulate in offices of radiation protection officers and directors of reactor facilities.

Included are design analyses, drawings, sketches, calculations, studies, recommendations, coordination actions, operating logs, calibration logs, daily and weekly checklists, and similar information.

Disposition:

a. Operating logs: Destroy after 75 years.

b. Other information: In accordance with Title 10 Code of Federal Regulations, Part 20, retain for 2 years after calibration record is made or after NRC inspection, whichever is later.

FN: 385-16a

Title: System safety files

Authority: NC1-AU-78-77

Privacy Act: Not applicable.

Description: Information relating to system safety criteria for materiel used in development, testing, production, utilization, and disposal. Included are technical safety engineering criteria for inclusion in system specifications, the preliminary hazard analysis, subsystem hazard analysis, system hazard analysis, and operational and support hazard analysis, surface danger zone data, safety subtest plans, reports and results, the System Safety Program Plan, other specialized or technical system safety analyses, and similar information.

Disposition:

a. Office performing or procuring the analysis: Destroy 10 years after the system is type-classified obsolete in accordance with AR 70-61.

b. Other offices: Destroy after 2 years.

FN: 385-16b

Title: System development management and engineering safety files

Authority: NC1-AU-78-77

Privacy Act: Not applicable.

Description: Information providing system safety input to management and engineering information for use during initial conception, development, and acquisition of materiel. Included are system safety input to required operating capabilities (ROC), letter requirement, and MOA, system safety input to solicitation documents, including responses to data calls, Federal Acquisition Regulation (FAR) and DOD FAR supplement clause requirements, and preparation of statement of

Table B-66
File category 385: Safety—Continued

work requirements, risk assessments for critical milestone reviews, system safety input to equipment performance report, value engineering proposal, value engineering change proposal, specification change notice, and similar information usually associated with major system acquisitions.

Disposition: Destroy 1 year after the development effort culminates in a type classification or reclassification action, or on cancellation of the development effort.

FN: 385-16c

Title: System safety historical files

Authority: N1-AU-90-16

Privacy Act: Not applicable.

Description: Information accumulated by offices responsible for collecting historical safety problem area information to determine safety problems of a commonly repeatable nature. Included are "lessons learned" from a particular system or several different systems, special projects, studies, or analyses of accident data, information on malfunctions and incidents, and similar information.

Disposition: Destroy after 5 years or when no longer needed for current operations.

FN: 385-16d

Title: Type-classified items safety files

Authority: NC1-AU-78-77

Privacy Act: Not applicable.

Description: Information providing safety significant data on systems that have been type-classified and fielded. Included are information and associated correspondence on safety related equipment improvement recommendations, equipment change proposals, request for waiver, request for deviation, and depot maintenance work request, rationale for modification of fielded items to minimize inherent hazards, analyses or studies of the data to determine undesirable hazards or trends in fielded systems, and similar information.

Disposition: Destroy after system has been declared obsolete in accordance with AR 70-61.

FN: 385-40a

Title: Accident experiences

Authority: NC1-AU-78-41 and NC1-AU-79-57

Privacy Act: Not applicable.

Description: Records related to statistical reporting of Army accidents that summarize and analyze Army accident experience and trends involving Army aircraft and missile systems, motor vehicles, fires, damage to property, and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar information. (This description does not include information relating to the investigation of specific accidents, accident claim files, nor the control documents accumulated by automated processing activities for preparation of statistical reports.)

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 5 years.

FN: 385-40b

Title: Accident and incident cases (Rescinded; use FN 385-10f.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 385-40c

Title: Radiation incident cases (Rescinded; use FN 385-11k.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 385-55a

Title: Equipment operation permits (Rescinded; use FN 600-55b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-66
File category 385: Safety—Continued

FN: 385-55b
Title: Equipment operator permit registers (Rescinded; use FN 600-55c.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 385-64a
Title: Explosive safety controls
Authority: II-NNA-1945
Privacy Act: Not applicable.
Description: Information used in determining whether prospective carriers' facilities and equipment meet overall safety standards and policies of DOD. Included are certifications of carriers, copies of inspection reports, notifications, and reports of investigation of carriers' operations.
Disposition: Destroy on discontinuance of service of the carrier.

FN: 385-64b
Title: Motor carriers' explosive safety files
Authority: II-NNA-1469
Privacy Act: Not applicable.
Description: Information relating to precautions recommended and taken by carriers in connection with transporting individual shipments of explosives and other dangerous articles.
Disposition: Destroy after 1 year.

FN: 385-70a
Title: Balloon operation plans
Authority: NN-163-51
Privacy Act: Not applicable.
Description: Information relating to coordinating, controlling, and preventing entry of balloons into or over air defense identification zones, areas of high-density air traffic, positive control airspace, and proposed launch areas. Included are proposed balloon flight operational plans, coordinating actions, approvals, disapprovals, and related information.
Disposition: Destroy 2 years after disapproval or completion of the applicable balloon launching operation.

FN: 385-70b
Title: Balloon flight reports
Authority: NN-163-51
Privacy Act: Not applicable.
Description: Reports containing data on date, time, prelaunch forecast of impact area and time, actual impact position and time, and appropriate remarks for each balloon flight conducted. Included are balloon flight performance reports, estimates of the number of flights which will be conducted during the next year, and related information.
Disposition: Destroy after 2 years.

FN: 385-95a
Title: Aviation safety statistics
Authority: NN-168-144
Privacy Act: Not applicable.
Description: Statistical data on flying hours exposure and aircraft accidents or incidents. Included are tables, charts, and similar information.
Disposition: Destroy after 10 years in CFA.

FN: 385-95b
Title: Aviation safety council files
Authority: NN-168-144
Privacy Act: Not applicable.
Description: Information relating to meetings of aviation safety councils. Included are minutes of meetings and similar information.
Disposition: Destroy after 2 years.

FN: 385-95c
Title: Aviation accident and incident cases
Authority: NC1-AU-79-58
Privacy Act: A0385-1040ASO

Table B-66
File category 385: Safety—Continued

Description: Information relating to individual aviation accidents and incidents. Included are reports of accidents and incidents and investigations thereof, involving Army aircraft.
Disposition:
a. U.S. Army Safety Center: Destroy after 30 years in CFA.
b. Other offices and TOE units: Destroy after 5 years.

B-57. File category 405: Real estate

a. Prescribing directives.

- (1) AR 405-10, Acquisition of Real Property and Interests Therein.
- (2) AR 405-20, Federal Legislative Jurisdiction.
- (3) AR 405-25, Annexation.
- (4) AR 405-70, Utilization of Real Estate.
- (5) AR 405-80, Granting Use of Real Estate.
- (6) AR 405-90, Disposal of Real Estate.

b. Description. These records concern acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate. See table B-67.

Table B-67
File category 405: Real estate

FN: 405
Title: General real estate correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:

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

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

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

FN: 405-10a
Title: Real property titles (Rescinded; use FN 405-90h.)

Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 405-10b (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 405-10c (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.

Table B-67
File category 405: Real estate—Continued

Description: Not applicable.
Disposition: Not applicable.

FN: 405-10d (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 405-10e
Title: Maneuver and right-of-entry permits
Authority: NC1-AU-80-5
Privacy Act: AOO27-20aDAJA
Description: Information on obtaining permission from land owners and managers to allow Government personnel or equipment to enter, pass over, explore, or temporarily use such lands. Included are permits and agreements, such as right-of-entry for purposes of survey, exploration, or construction, right to pass over, and similar permits or agreements.
Disposition:
a. Permits or agreements involved in claims:
(1) Claim files for \$1,000 or less: Destroy 6 years after claim is settled.
(2) Claim files in excess of \$1,000: Destroy 10 years after claim is settled.
b. Remaining files:
(1) CONUS: Destroy 2 years after cancellation or termination of permit or agreement.
(2) OCONUS: Destroy 2 years after cancellation or termination of permit or agreement, or destroy when no longer needed for current operations.

FN: 405-10f
Title: Acquisition files
Authority: NC1-AU-79-51
Privacy Act: Not applicable.
Description: Information on the acquisition of real estate by purchase, condemnation, transfer, donation, easement license, permit, lease, and space assignment. Included are offers to sell, options, acceptances, appraisal reports, easement information, certificates of inspection, tract ownership data, title evidence data, payment and closing sheets, reports on vacating of property, consent to option, agreements for mutual cancellation of contract, leases, notices of renewal, releases, supplemental agreements, and similar information.
Disposition:
a. OCE: Destroy 10 years after completion of the acquisition transaction. Retire completed condemnation cases with the next annual shipment.
b. Other offices:
(1) Files pertaining to leases for \$25,000 or more per annum: Destroy 10 years after terminated and final payment is made.
(2) Files pertaining to leases for less than \$25,000 per annum: Destroy 6 years after termination and final payment.
(3) Remaining files: Destroy 6 years after approval of the completed real estate audit and disbursement is consummated.

FN: 405-10g
Title: Acquisition controls
Authority: II-NNA-1447
Privacy Act: Not applicable.
Description: Information used in controlling acquisition actions. Included are acquisition docket sheets, comparable forms, and related information.
Disposition: Destroy after final audit has been approved by Chief of Engineers.

FN: 405-10h
Title: Acquisition progress reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Reports and directly related information which show acquisition progress.

Table B-67
File category 405: Real estate—Continued

Disposition: Destroy after 2 years, except final report will be placed in the realty historical files.

FN: 405-10i
Title: Lease control
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information consisting of lease data cards and space occupancy data cards.
Disposition: Destroy 2 years after termination of lease.

FN: 405-10j
Title: Recruiting facilities
Authority: NC1-AU-78-119
Privacy Act: Not applicable.
Description: Information on providing space for recruiting offices, recruiting main stations, or recruiting detachments of the Army, Navy, Air Force, and Marine Corps and for collocating such facilities. Included are space assignment information, collocation studies, consolidated directory of recruiting facilities, and similar information.
Disposition:
a. OCE: Destroy 10 years after termination of lease or disposal of property.
b. Other offices: Destroy 2 years after termination of lease or disposal of property.

FN: 405-10k
Title: Real property acquisition supervisory files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information kept by Corps of Engineers Division offices that duplicate the files kept in subordinate offices as described herein.
Disposition: Destroy when no longer needed for current operations or 1 year after the prescribed cutoff for the District, whichever is earliest.

FN: 405-10m
Title: Management controls
Authority: II-NNA-1447
Privacy Act: Not applicable.
Description: Information kept to aid in controlling the use of real property. Included are grant record cards, reports of changes, and related information.
Disposition:
a. Grant record cards: Destroy 1 year after termination.
b. Remaining records: Destroy after 1 year.

FN: 405-10n
Title: Foreign leaseholding reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Reports and related information showing Army leaseholdings outside of installations in foreign countries.
Disposition: Destroy after 1 year.

FN: 405-10p
Title: Overseas real property reports
Authority: NN-166-204
Privacy Act: Not applicable
Description: Reports showing procurement of real property and rights, performance factors, comparable data on real property administration in overseas commands, and similar information.
Disposition: Destroy after 3 years.

FN: 405-10q
Title: Homeowners assistance cases
Authority: NC1-AU-79-43
Privacy Act: A0405-10bCE
Description: Information on the applications of persons involved in losses sustained in real estate market because of military base closures by DOD agencies. Included are application forms, appraisal reports, questionnaires, copies of deeds and mortgages, evidence or proof of ownership and occupancy of residences, applicants' appeals and final actions or decisions, and similar information.
Disposition:

Table B-67

File category 405: Real estate—Continued

- a. Offices having Army-wide responsibility: Destroy 10 years after final action or decision on appeals, as applicable.
- b. Other offices: Destroy 10 years after payment in full satisfaction of claim or final decision on appeals, as applicable.

FN: 405-10r

Title: Homeowners assistance progress reports

Authority: NC1-AU-78-127

Privacy Act: Not applicable.

Description: Included are docket sheets, change reports, summary reports, and similar information.

Disposition: Offices having Army-wide responsibility: Destroy after 5 years in CFA.

FN: 405-10s

Title: Relocation assistance cases

Authority: NC1-AU-78-127

Privacy Act: A0405-10bCE

Description: Information related to relocation of persons and their personal property because of the acquisition of real estate for Army military or civil works purposes, or for other Federal agencies. Included are questionnaires, location assistance, reports of investigations, waivers, recapitulations and summaries, statements of determination, relocation summary reports, and similar information.

Disposition:

- a. Offices having Army-wide responsibility: Destroy 10 years after final action or determination on appeals, as applicable.
- b. Other offices: Destroy 10 years after payment in full satisfaction of claim or final determination on appeals, as applicable.

FN: 405-10t

Title: Relocation assistance progress reports

Authority: NC1-AU-79-43

Privacy Act: Not applicable.

Description: Included are docket sheets, change reports, summary reports, and related information.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 5 years in CFA.
- b. Other offices: Destroy when superseded.

FN: 405-10u

Title: Homeowners assistance and relocation assistance supervisory files

Authority: NC1-AU-79-43

Privacy Act: Not applicable.

Description: Information kept by CE division offices which duplicates the record copy kept by district offices as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 405-20a

Title: Real property Federal jurisdiction files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the acquisition of Federal jurisdiction over land acquired by the United States in the several States and retrocession of Federal jurisdiction to the States. Note: Place the original cession and retrocession instruments in the realty historical file.

Disposition: Destroy after 6 years.

FN: 405-25a

Title: Real property annexations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on annexation of Federal property by States and their political subdivisions.

Disposition: Destroy after 6 years.

FN: 405-70a

Title: Real property utilization files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the use and status of real property, including space utilization criteria, the use of space in problem areas (such as metropolitan areas), inspection or surveys of space utilization,

Table B-67

File category 405: Real estate—Continued

and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies on use.

Disposition: Destroy after 2 years or on discontinuance of the installation (except that a current copy of the real property utilization report will be kept on discontinuance and transferred to a representative of the Corps of Engineers).

FN: 405-70b

Title: Real property retention studies

Authority: NC-AU-75-19 and NC1-AU-80-5

Privacy Act: Not applicable.

Description: Information on studies of real property at installations to decide the effectiveness of utilization and necessity for retention. Included are reports and studies.

Disposition: Destroy on supersession by a new study or on transfer of related installation from Army control, whichever is earliest.

FN: 405-70c

Title: Real property management supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is earliest.

FN: 405-70d

Title: Civil Works real property record cards

Authority: NC1-AU-75-19

Privacy Act: Not applicable.

Description: Real estate record cards for civil works buildings and structures.

Disposition: Destroy 2 years after disposal of property and completion of real estate audit. Retain in CFA.

FN: 405-70e

Title: Leased land management files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to agronomic practices on land under grazing or cropping lease.

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

FN: 405-80a

Title: Real estate management files

Authority: NC1-AU-85-59

Privacy Act: A0405-80CE

Description: Information on the management of real estate. Included are leases, licenses, appraisal reports, invitations for bids, easements, notices of revocation, permits, statements of crop rotations, reports of terminations, abstracts of bids, outgrant instruments, compliance inspection reports, and similar information.

Disposition:

a. CONUS:

(1) OCE: Destroy after 3 years.

(2) Other offices:

(a) Destroy compliance inspection reports 1 year after supersession by new report.

(b) Destroy files on restoration clauses that are removed 3 years after termination of instrument, except instrument and applicable restoration information will be kept until final restoration.

(c) Destroy remaining information 3 years after termination of basic instrument and final collection thereon.

b. OCONUS: Destroy after final action or when no longer needed for current operations, whichever is later.

FN: 405-80b

Title: Post engineer real estate files

Authority: NC-AU-75-19

Privacy Act: A0405-80cCE

Description: Copies of information pertaining to military real estate matters handled by CE. Included are copies of leases, trespass

Table B-67
File category 405: Real estate—Continued

agreements, releases, requests for disposal of building and improvements, comparable instruments, and related information. These files may gather at HQDA, headquarters of major overseas commands, installations, and activities (but not Corps of Engineers districts, divisions, and subordinate offices).
Disposition: Destroy 2 years after termination of lease, agreement, or comparable instrument, or 2 years after disposal of the property, as applicable.

FN: 405-80c

Title: Real property summaries
Authority: NC1-AU-79-61
Privacy Act: Not applicable.
Description: These records include real property grant listings, real estate lease listings, summaries of outgrants, leases, and rent-free space, reports of changes, and similar information.
Disposition:

- a. OCE:
(1) 30 September summaries: Destroy after 10 years in CFA.
(2) 30 September detailed listings: Destroy after 1 year.
(3) Other listings and reports of changes: Destroy after close of fiscal year.
b. Other offices: Destroy on supersession.

FN: 405-80d

Title: Real estate claims
Authority: II-NNA-2291
Privacy Act: AO405-80CE
Description: Information on those demands for payment for rent, damages, and other payments arising under the terms and conditions, whether expressed or implied, of leases or other contracts for either the use or occupancy of real estate. Extract sheets on all claims arising out of the use and occupancy of real property will be placed in the realty historical file before destruction of records.
Disposition:

- a. Claims files for \$1,000 or less: Destroy 6 years after claim is settled.
b. Claims files in excess of \$1,000: Destroy 10 years after claim is settled.

FN: 405-80e

Title: Real estate claim controls
Authority: GRS 15, Item 3
Privacy Act: Not applicable.
Description: These records include real estate claims docket cards, real estate claims reports, and similar information.
Disposition: Destroy 2 years after settlement.

FN: 405-80f

Title: Trailer site leases
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information on leasing trailer sites on military reservations and civil works projects. Included are lease agreements, schedules of collections, and similar information.
Disposition: Destroy 3 years after close of fiscal year or termination of the lease.

FN: 405-90a

Title: Disposal files
Authority: NC1-AU-78-122
Privacy Act: Not applicable.
Description: Information on the disposal of real property, including buildings, growing crops, timber, sand, gravel, and quarried stone products by sale, transfer, or donation. Included are appraisal reports, transfer of new construction, invitations for bids and acceptance, notice of availability for disposal, abstracts of bids, account of sales of public property at public auction or on sealed proposals, statements and certificate of awards, and requests for approval of disposal of buildings and improvements.
Disposition:

- a. OCE: Destroy after 5 years.
b. Field offices:
(1) Files involving transfer and donation of properties which contain recapture clauses: Destroy 10 years after property is no longer subject to recapture clause.

Table B-67
File category 405: Real estate—Continued

- (2) Files involving disposal of sand, gravel, crops, stone quarried products, or timber located on land which is not excess: Destroy 1 year after completion of disposal transaction.
(3) Remaining files: Destroy 6 years after disposal action on the property and completion of the disposal portion of the realty historical file, if action has been included in approved audit.

FN: 405-90b (Not used.)

Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 405-90c

Title: Disposal reports
Authority: NC1-AU-78-122
Privacy Act: Not applicable.
Description: Information gathered in connection with progress reporting of inactive, excess, and surplus real property at military installations. Included are real property disposal reports, summary reports, excess real property reports, and similar information.
Disposition:

- a. Reports of changes: Destroy after 1 year, except final disposal report and report of excess real property will be placed in the realty historical files.
b. Summary reports (OCE): Destroy September and cumulative summaries after 10 years, retire after 5 years.
c. Other summaries: Destroy after 1 year.
d. Other files: Destroy when no longer needed for current operations.

FN: 405-90d

Title: Disposal supervisory files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.
Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 405-90e

Title: Custodial property accountability files
Authority: II-NNA-646
Privacy Act: Not applicable.
Description: This information is kept by CE representatives designated to assume accountability of an installation declared excess to Army needs. Included are inventories of installed property, miscellaneous property lists, transfer of property information, the shipping information, the receiving reports, and related information.
Disposition: Destroy after 2 years.

FN: 405-90f

Title: Military real property record cards
Authority: II-NNA-646
Privacy Act: Not applicable.
Description: Information which constitutes the basis for the repairs and utilities accounting system for the receipt and disposition of real property, that is, land and interests therein, leaseholds, buildings and improvement, and appurtenances thereto.
Note: These records will be kept at the installation until control of the real estate passes to the COE as a result of the installation being declared surplus to Army needs. At that time custody of DA Forms 2877 will be transferred by the repairs and utilities accountable officer to a representative of the COE. After disposal of the real estate to another Government agency, DA Forms 2877 will be transferred to the receiving agency. After disposal to an agency or person outside the Government, DA Forms 2877 will be transferred to the purchaser. When a building is destroyed in any manner, DA Forms 2877 will become an integral part of the report of survey of DD Form 1354 (Transfer and Acceptance of Military Real Property) and will be disposed of with facilities engineering stock record account files.
Disposition: DA Form 2877: When not accepted by a purchaser outside the Government, destroy 1 year after consummation of the real property disposal action.

Table B-67**File category 405: Real estate—Continued****FN: 405-90g****Title:** Military real property record drawings**Authority:** NC1-AU-75-27**Privacy Act:** Not applicable.**Description:** Current and complete files of all drawings on the design and construction of a project, including regional map and reservation map; post layouts; architectural, mechanical, and structural building plans; water distribution, steam distribution, gasoline storage, and fuel systems; roads, aprons, runways, and parking areas; storm drainage systems; and railroads.

Note: These files will be kept at the installation to which they apply until the control of surplus real estate passes to COE when their transfer will be effected in the same manner as military real property record card files above.

Disposition: Files not accepted by a purchaser outside the Government: Destroy 1 year after consummation of the real property disposal action.**FN: 405-90h****Title:** Real property title/historical files**Authority:** NC1-AU-83-5**Privacy Act:** Not applicable.**Description:** Information documenting the condition of title and history of the acquisition, management, and disposal of real property maintained.**Disposition:**

a. Records maintained by U.S. Army Corps of Engineers Divisions and Districts having operational real estate responsibility:

(1) Records predating 1917: Permanent. In conjunction with HQDA (SAIS-PSP), offer to the National Archives when no longer needed for current operations.

(2) Records dated 1917 or later: Destroy 10 years after unconditional disposal of property.

b. Copies maintained by other offices: Destroy when no longer needed for current operations.

c. Records retired into the Federal Records Center System prior to 1 January 1985:

(1) Records predating 1917: Permanent.

(2) Records dated 1917 or later: Retain until 2035 when they will be reviewed for possible destruction.

d. Indexes:

(1) Indexes pertaining to real property title/historical files already in the custody of the National Archives and those listed above as "Permanent": Permanent. In conjunction with HQDA (SAIS-PSP), offer to the National Archives when no longer needed for current operations.

(2) All other indexes: Destroy with the records to which they relate or when no longer needed for current operations.

B-58. File category 415: Construction**a. Prescribing directives.**

(1) AR 415-10, Military Construction-General.

(2) AR 415-15, Military Construction, Army (MCA) Program Development.

(3) AR 415-17, Cost Estimating for Military Programming.

(4) AR 415-20, Project Development and Design Approval.

(5) AR 415-35, Minor Construction.

b. Description. These records concern construction at military installations and facilities under Department of the Army control, including design, funding, and awarding of contracts, and administration of construction programs, excludes master planning (see 210 series), and work classified as maintenance and repair (see 420 series). See table B-68.**Table B-68****File category 415: Construction****FN: 415****Title:** General construction correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Table B-68****File category 415: Construction—Continued****Description:**

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 415-10a**Title:** Contract correspondence**Authority:** II-NNA-1295**Privacy Act:** Not applicable.**Description:** Information pertaining to military construction contracts, architect-engineer contracts, civil works construction, maintenance, and operation contracts, and repairs and utilities contracts. It excludes other files specifically described below.**Disposition:** Destroy after 6 years.**FN: 415-10b (Not used.)****Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 415-10c****Title:** Military construction contracts**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** These files may gather in various operating elements of an office in charge of administering architect-engineer and construction contracts for military projects.

Note: Certain files on a contract may also gather in offices at other locations when other responsibility for performing certain functions is delegated to such offices.

a. Each such office will be designated as the "office of record," and will be responsible for completely documenting the function in order that duplicate files kept by other elements can be destroyed as non-record material. Record files of each operating element will be sent to the records holding area without consolidation with files of other elements.

b. Information reflecting accounting and control of expenditures made under the contract, such as construction authorization, distribution of fixed-fee vouchers, allotment ledgers, fund control registers, reimbursement vouchers, statements of Federal and State unemployment tax, Social Security tax receipts, travel vouchers, progress reports of liabilities and disbursements incurred, bank recapitulations, financial reports, closing statements, and related information will be disposed of with proper finance and fiscal files.

c. Plans, specifications, analyses of design, and "as-built" and shop drawings will be disposed of by the instructions for military construction project files. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of claim or completion of the investigation or litigation.

d. Records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the board. These files include records listed in the Army Standard Pricing System (ASPS) Nos. 2 and 3, such as preaward data; contractual instruments; compensation and insurance information; contractor

Table B-68
File category 415: Construction—Continued

terminations; contract property account records, photographs, notices of award, and notices of assignment; notices to proceed, stop, and start orders; related correspondence and all information determined by the contracting officer as essential for completion of the individual contract; tool and equipment files pertaining to the rental, inspection, and repair of equipment; materials inspection files accumulated in the inspection of material, equipment, and supplies purchased by the contractor for use under contract provisions; payroll files; and related information.

Disposition:

- a. Office of record: Destroy 6 years and 3 months after final payment.
- b. Supervisory and other offices: These are non-record copies. Destroy 1 year after final payment or when no longer needed for current operations.

FN: 415-10e

Title: Military planning, design, and construction correspondence

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on the overall function of planning, designing, and construction of projects for the Army, Air Force, and other Government agencies (as assigned). It excludes specific files described herein.

Disposition:

- a. OCE: Permanent. Retire after 5 years.
- b. Other offices: Destroy after 5 years.

FN: 415-10f

Title: Military construction projects (Rescinded. Use 210-20b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 415-10g

Title: Canceled projects

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Military construction project files or parts thereof that have been canceled.

Disposition:

- a. Files on canceled underground storage projects: Destroy 20 years after cancellation. Retire after 5 years.
- b. Other files: Destroy 10 years after cancellation. Do not retire.

FN: 415-10h

Title: Project authorizations

Authority: NC1-AU-79-62

Privacy Act: Not applicable.

Description: Information describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued by OCE to engineer field offices, and directly related information.

Disposition: OCE:

- a. Design directives: Destroy after 5 years.
 - b. Construction directives: Destroy 10 years after physical completion of the last construction project covered by a directive series.
- Note: Copies of directives gathered by field offices or that support other functions are filed under other proper file numbers.

FN: 415-10i

Title: Military construction supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 415-15a

Title: Design development files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Table B-68
File category 415: Construction—Continued

Description: Information on the development of design of emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.

Disposition: OCE: Destroy 4 years after completion of design.

FN: 415-15b

Title: Design and construction investigations

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described in subfunctional category 1514.

Disposition: OCE: Destroy 4 years after completion of investigation.

FN: 415-15c

Title: Specification development reviews

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 10 years.
- b. Other offices of the Army Staff: Destroy after 2 years or on discontinuance, whichever is first.

FN: 415-15d

Title: Standard designs

Authority: NC1-AU-82-24

Privacy Act: Not applicable.

Description: Original standard drawings (or microfilm thereof), standard specifications, and design analyses prepared under the supervision of the COE by OCE and CE division and district offices, pertaining to emergency, modified emergency, semi-permanent and permanent types of standard buildings, structures, or other facilities.

Disposition:

- a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year. Original drawings will be destroyed if an approved microfilm has been made.
- b. Field offices: Return original drawing to OCE after 1 year, or when necessity for changes has been minimized.

FN: 415-15e

Title: Standard design references

Authority: GRS 17, Item 4-9

Privacy Act: Not applicable.

Description: These files include one full-sized reproducible copy or microfilm negative of standard drawings, standard specifications, and design analysis.

Disposition: Field offices: Destroy when superseded, obsolete, or no longer required for reference.

FN: 415-15f

Title: Division and district standard drawings

Authority: NC1-AU-82-24

Privacy Act: Not applicable.

Description: Files include original standard drawings (or microfilm negative thereof) pertaining to standard construction within a division or district. It does not include files described as standard design files as stated above.

Disposition: Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.

FN: 415-15g

Title: Abstract of bid experiences

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Abstracts of bids submitted by district offices and used as a basis for gathering data on bid experience for military construction.

Disposition: Office having Army-wide responsibility: Destroy after 2 years.

Table B-68
File category 415: Construction—Continued

FN: 415-15h
Title: Project authorizations
Authority: NC1-AU-79-62
Privacy Act: Not applicable.
Description: Information describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued by OCE to engineer field offices and directly related information.
Disposition: OCE:
a. Design directives: Destroy after 10 years.
b. Construction directives: Destroy 10 years after physical completion of the last construction project covered by a directive series.
Note: Copies of directives gathered by field offices or directives that support other functions are filed under other proper file numbers.

FN: 415-17a
Title: Cost estimates
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Reports of bid analyses, estimates, studies, and similar information received from field and headquarters, DA agencies, or architect engineers.
Disposition: Offices having Army-wide responsibility: Destroy on discontinuance of the function to which they relate.

FN: 415-17b
Title: Military procurement action reports
Authority: II-NNA-1781
Privacy Act: Not applicable.
Description: Information indicating the status of military construction and architectural engineering contract awards submitted by contracting officers of field agencies to heads of procuring agencies. Included are procurement action reports, changes to reports, and completion reports.
Disposition:
a. Offices of Army Staff: Retain in CFA. Destroy after 10 years or when all monies under applicable appropriation have been expended, whichever is first, except change order reports will be destroyed on receipt of succeeding report.
b. Field offices: File with and dispose of with related contract file.

FN: 415-17c
Title: Procurement action summaries and special reports
Authority: NC1-AU-78-116
Privacy Act: Not applicable.
Description: Progress summaries and special operating reports on military construction.
Disposition: Offices having Army-wide responsibility: Destroy after 10 years.

FN: 415-20a
Title: Completed military project references
Authority: GRS 17, Item 4-9
Privacy Act: Not applicable.
Description: Copies of modified standards, specifications, completion reports, and "as-built" drawings (or microfilm negatives thereof) which may be kept in engineer district offices after destruction of other military construction project files.
Disposition: Destroy when project is abandoned or passes from military control. Earlier destruction is authorized.

FN: 415-35a
Title: Minor and troop construction projects
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations and justifications; tests; geological investigations; cement, concrete, and foundation reports; logbooks and field layout books; computations and cross-sections; relocations; analyses of design, specifications and addenda; original tracings; "as-built" and shop drawings progress photographs, inspection, progress, and completion reports; and similar information.
Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design,

Table B-68
File category 415: Construction—Continued

reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.
Disposition:
a. Office responsible for awarding contract or for executing work by other means: Destroy 10 years after completion of the project.
b. Other offices: Destroy 2 years after completion of the project.

B-59. File category 420: Facilities engineering

- a. *Prescribing directives.*
- (1) AR 420-10, Management of Installation Directorates of Engineering and Housing.
 - (2) AR 420-17, Real Property and Research Management.
 - (3) AR 420-22, Preventive Maintenance and Self-Help Programs.
 - (4) AR 420-41, Utilities Contracts.
 - (5) AR 420-46, Water and Sewage.
 - (6) AR 420-49, Heating, Energy Selection and Fuel Storage, Distribution, and Dispensing Systems.
 - (7) AR 420-54, Air Conditioning, Evaporative Cooling, Dehumidification, and Mechanical Ventilation.
 - (8) AR 420-72, Surfaced Areas, Railroads, and Associated Structures.
 - (9) AR 420-74, Natural Resources: Land, Forest, and Wildlife Management.
 - (10) AR 420-76, Pest Management.
 - (11) AR 420-81, Custodial Services.
 - (12) AR 420-90, Fire Prevention and Protection.
 - (13) DA Pam 420-6, Resources Management System.

b. *Description.* These records concern maintenance and repair of real property, operation of utilities plants and systems, fire prevention and protection, minor construction (addition, expansion, alteration, conversion, or replacement of existing real property facilities), management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services such as custodial, entomology, refuse collection and disposal, snow removal, and ice alleviation. See table B-69.

Table B-69
File category 420: Facilities engineering

FN: 420
Title: General facilities engineering correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:
a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to facilities engineering which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)
b. NONACTION: Matters relating to facilities engineering that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
Disposition:
a. ACTION: Destroy after 2 years.

Table B-69**File category 420: Facilities engineering—Continued**

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

FN: 420-6a

Title: Job order registers

Authority: NC1-AU-85-40

Privacy Act: Not applicable.

Description: Information used in the control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling and completion, description, and cost.

Disposition: Destroy 2 years after date of last entry.

FN: 420-10a

Title: Facilities engineering correspondence

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on the criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities at military installations. It excludes specific files described herein.

Disposition:

a. OCE: Destroy in CFA after 10 years.

b. Other offices: Destroy when no longer needed for reference.

FN: 420-10b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-10c

Title: Facilities engineering project estimates

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on preparing, reviewing, and approving projects for maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by post engineers, requests for approval of projects, and information reflecting approval of projects.

Disposition:

a. Reviewing offices: Destroy after 3 years.

b. Post engineers: Destroy 2 years after completion or disapproval of project.

FN: 420-10d

Title: Construction inspection reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.

Disposition: Destroy after 6 years.

FN: 420-10e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-10f

Title: Fire protection designs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

Disposition:

a. Office having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy when superseded or no longer required for reference.

Table B-69**File category 420: Facilities engineering—Continued****FN: 420-17a**

Title: Installation facility services

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files include information on the conduct of fire protection activities, conduct of rodent and insect control programs, janitorial services and refuse collection, and the operation of facilities engineering shops. Typical information are fire drill reports, insect and rodent control reports, refuse and salvage collection reports, and related correspondence. Excluded are specific information defined under file prevention and protection files (AR 420-90.)

Disposition: Destroy after 2 years or on discontinuance of the installation.

FN: 420-17b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-17c

Title: Forest management plans

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the sustained production of timber and related natural resource values (for example, natural beauty, recreation, wildlife, watershed protection, and yield of high-quality water).

Disposition: Destroy on supersession of the plan or section of the plan.

FN: 420-17d

Title: Utilities operations

Authority: NC1-AU-82-18

Privacy Act: Not applicable.

Description: Information accumulated at installations relating to operation of plants and systems (for example, water, sewer, electric, gas, heating, boiler, ice manufacturing, cold storage refrigeration, air-conditioning, fuel storage and distribution). Included are service economy reports, reports of consumption, and laboratory test reports.

Disposition: Destroy after 2 years or in accordance with State laws, whichever is longest.

FN: 420-17e

Title: Facilities engineering service and work orders

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Originals and copies of service orders, work orders, and related information kept by the post engineer activity that is authorized to perform repair, maintenance, minor construction, and operational work.

Disposition:

a. Original forms and related information: Destroy 2 years after completion of work.

b. Copies of forms: Destroy 1 month after completion of work, or earlier when not required for management purposes, as determined locally.

FN: 420-17f

Title: Facilities engineering stock record accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by a post engineer which reflects by items the receipt, storage, maintenance, and disposition of real property, installed property, and facilities engineering stock. These files include voucher registers, stock record cards, or any equivalent forms, vouchers supporting postings to real property cards, such as copies of leases, transfer and acceptance of military real property form, work orders, notices of cancellation of leases, and reports of survey, vouchers supporting postings to installed property cards, such as transfers of new construction forms, copies of leases, requisitions on storekeepers, inventory adjustment reports, work orders, notices of cancellation of lease, reports of survey, and project turn-in slips, and vouchers supporting postings to stock cards for facilities engineering stock such as shipping information, purchase orders, inventory

Table B-69
File category 420: Facilities engineering—Continued

adjustment reports, requisitions on storekeepers, reports of survey, and property turn-in slips. Cards will be continued in effect until filled or until reduced to a zero balance.

Disposition: Destroy after 2 years.

FN: 420-17g

Title: Job order registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used in control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling, and completion, descriptions, costs, and similar information.

Disposition: Destroy 2 years after date of last entry.

FN: 420-17h

Title: Real property inventories

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Reports, change reports, and related information which show status, cost, capacity, condition, present use, maintenance, and management of real property.

Disposition: Destroy 1 year after supersession by a new installation inventory, or on final disposal of property.

FN: 420-17i (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-17j

Title: Integrated Facilities Systems (IFS) input files

Authority: GRS 20, Item 10

Privacy Act: Not applicable.

Description: Information (data transcriptions) used to list input into the automated system. These forms include—

a. Assets accounting, unique, and real property management inputs such as installation headers, training suitability data, disposal data cards, property and building information schedules, cards for drawing numbers and complexes, utilities, facilities, and fire protection, tenant data, functional group and error message records, equipment updates, economic indicators, inspection results, and similar forms.

b. Facilities engineering management system inputs, such as issues and turn-ins, work requests and orders, design estimates, contract data, service orders, labor and equipment utilization, resources, fuel and sales inputs, and similar forms.

Disposition:

a. Destroy 1 year after input into system (a above).

b. Destroy 2 years after completion of project (b above).

FN: 420-17k

Title: IFS printed output forms

Authority: GRS 20, Item 3

Privacy Act: Not applicable.

Description: Printed output Facilities Engineering Management System (FEMS) and Assets Accounting reports produced by the automated system, including transaction lists, error lists, special projects, interface transactions, material reports, design status, contract status, master and shop schedules, service orders and backlogs, standing operations orders, facility descriptions for buildings and other than buildings, space utilization, missing essential data elements, facility disposal, building information schedule, installation inventory of military real property, and similar reports.

Disposition:

a. Year-End facility reference report: Destroy after 2 years.

b. Other output: Destroy when no longer needed for current operations.

FN: 420-17m

Title: IFS master file tapes

Authority: GRS 20, Item 10

Privacy Act: Not applicable.

Table B-69
File category 420: Facilities engineering—Continued

Description: Master file tapes and disc packs used in IFS processing. These routine master file tapes include unique, labor and equipment master, FEMS master job, task code master, installation management and planning, recurring and deficiency dollar, standard financial system (STANFINS) interface table, history, and similar or related master file tapes.

Disposition:

a. Captured year-end FEMS master job files and history files: Blank after 3 years.

b. Other files: Blank older versions upon third update cycle, or when no longer needed for current operations.

FN: 420-22a

Title: Ground maintenance files

Authority: NC1-AU-81-37

Privacy Act: Not applicable.

Description: Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.

Disposition:

a. Office having Army-wide responsibility: Destroy after 6 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 420-41a

Title: Utility contract reviews

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the review of contracts for the purchase and sale of utilities services. Included are confirmed copies and other copies of the contracts or supplemental agreements, recommendations relating to contracts, and information reflecting approval or proposed revision of contracts and the necessity for continued sale.

Disposition:

a. Information on open-end type purchase contracts and sales contracts: Destroy 2 years after termination of contract.

b. Other files: Destroy after 2 years.

FN: 420-41b

Title: Contract reviews

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of contracts and modifications and copies of related records of negotiation furnished to higher echelon offices for review purposes. This excludes utilities contract review files.

Disposition: All review offices: Destroy after 6 years or when they have served their purpose.

FN: 420-41c

Title: Other agencies contracts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to the sale of power by marketing agencies from CE hydroelectric projects. Included are copies of contracts administered by marketing agencies and agreements.

Disposition: Destroy 6 years after expiration of the contract.

FN: 420-41d

Title: Utilities contracts

Authority: NC1-AU-76-48

Privacy Act: Not applicable.

Description: These files contain information that pertains to contracting for facilities engineering work normally administered by the post engineer, contracting for buying and selling utilities services at military installations and at CE civil works projects, and inspection and maintenance contracts administered by Army headquarters. Included are contracts, delivery orders, invoices, service authorization, and correspondence on specific contracts. Utilities contract files also contain—

a. Information on unsettled claims, incomplete investigations, or pending litigation, which will not be disposed of until settlement of the claim or completion of the investigation or litigation.

b. Delivery orders, service authorizations, or comparable instruments created in connection with master, open end, or indefinite delivery type

Table B-69
File category 420: Facilities engineering—Continued

contracts, which will be considered as separate individual transactions. Disposition will be based on final payment of the individual delivery order, service authorization, or comparable instrument.

Disposition:

- a. Office of record: Destroy 6 years and 3 months after final payment.
- b. Supervisory and other offices: Destroy upon termination of contract.

FN: 420-46a

Title: Utilities maintenance files

Authority: NC1-AU-75-19

Privacy Act: Not applicable.

Description: Information on the maintenance of utilities equipment and systems such as water and sewage, electrical refrigeration and air-conditioning, boilers and warm air furnaces, steam distribution, gas and oil storage, and other utility systems. These records will be kept at the installation and will remain with the buildings and grounds when transferred from the jurisdiction of the Army.

Disposition: Destroy 1 year after salvage, replacement, or dismantling of related plant or system.

FN: 420-49a

Title: Utilities maintenance files (Rescinded; use FN 420-46a).

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-49b

Title: Utilities operating logs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Logbooks pertaining to the operation of utilities.

Disposition: Retain on the premises with related equipment and machinery. These logbooks will be transferred if related equipment and machinery is transferred. Destroy on final disposition of related equipment and machinery.

FN: 420-54a

Title: Air-conditioning policy exceptions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to DA approval for exceptions to stated policy on installation, use, replacement, and alteration of air-conditioning systems or individual air-conditioning units. Included are proposals, justifications, requests, approvals, disapprovals, sketches, engineering analyses, and related information.

Disposition: Destroy 1 year after salvage, replacement, or dismantling of related system or equipment.

FN: 420-72a

Title: Traffic engineering surveys and studies

Authority: NC1-AU-85-30

Privacy Act: Not applicable.

Description: Information that accumulates in the planning and execution of engineering surveys and studies pertaining to installation traffic. Studies and surveys completed as part of the installation site selection or master planning must be filed with related site selection or master planning files.

Disposition:

- a. Office performing study or survey: Destroy when no longer needed for current operations.
- b. Installations or activities surveyed: Destroy after next comparable survey.

FN: 420-72b

Title: Transportation research and studies

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to transportation research and study projects that cover various aspects of traffic management improvement, simplification, and adaptation to computer systems. Included are requests for initiation of projects and project reports.

Disposition: Office responsible for project studies: Destroy after 3 years or 3 years after completion of the related study, as applicable.

Table B-69
File category 420: Facilities engineering—Continued

FN: 420-74a

Title: Resources conservation programs, goals, and schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to setting goals for the Army Resources Conservation Program and to time-phased schedules for accomplishment of approved goals. Included are schedules, goals, recommendations, comments, approvals, disapprovals, changes, and related information.

Disposition: Destroy 2 years after supersession.

FN: 420-74b

Title: Timber disposal files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on reviewing and authorizing the availability of timber for harvesting of woodlands on federally owned lands, including declarations of availability and authorizations for harvesting.

Disposition: Destroy after 5 years.

FN: 420-74c

Title: Wildlife management plans and implementations

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on the protection of fish and wildlife on military reservations, including protection of resources and vegetation that provide a natural habitat for fish and wildlife, control of hunting and fishing, observance of game laws, and similar measures.

Disposition:

- a. Cooperative plan agreements: Destroy on supersession of the plan or section of the plan.
- b. Licensing documentation: Destroy when no longer needed for current operations.

(Note: Collection vouchers indicating funds generated by this program and transmitted to FAO are identified under FN 37-103a).

FN: 420-74d

Title: Natural beauty and outdoor recreation files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on natural beauty of the landscape and grounds and facilities for outdoor recreation.

Disposition: Destroy when superseded, obsolete, or no longer needed for current operations.

FN: 420-74e

Title: Land management plans

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information accumulated in the preparation, development, review, and approval of plans for the improvement and management of installation lands. Included are land management, planting, and fire protection plans.

Disposition: Destroy on supersession of the plan or section thereof.

FN: 420-74f

Title: Herbicide management files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information relating to use of herbicides on military land.

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

FN: 420-74g

Title: Reforestation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on reforestation of military reservations containing information about acres planted for reforestation and acres planted for windbreaks and shelter belts and similar information including the reports made by field installations, copies of consolidated reports sent to the Secretary of Defense, and correspondence concerning the reports.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.

Table B-69
File category 420: Facilities engineering—Continued

b. Other offices: Destroy after 2 years.

FN: 420-74h

Title: Wildlife cooperative agreements

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on cooperative agreements for development, improvement, and protection of fish and wildlife on military reservations.

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

FN: 420-74i

Title: Conservation awards

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on DA Conservation Awards.

Disposition:

a. OCE: Destroy after 3 years.

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

FN: 420-74j

Title: Natural resources reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on soil and water conservation, forest management, and fish and wildlife management.

Disposition:

a. OCE: Destroy after 2 years.

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

FN: 420-74k

Title: Real property maintenance supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the district, whichever is earliest.

FN: 420-74m

Title: Land management files

Authority: NC1-AU-81-53

Privacy Act: Not applicable.

Description: Information on preservation, development, improvement, and maintenance of real property on military reservations (including control of erosion, dust, and vegetative fire hazards), drainage establishment and maintenance of vegetative covers, control of weeds and noxious plants, and irrigation and supply of water for plant growth on military land.

Disposition:

a. Office having Army-wide responsibility: Destroy after 6 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 420-76a

Title: Entomology services

Authority: NC1-AU-81-51

Privacy Act: Not applicable.

Description: Information on the criteria, practices, and application of measures for insect and rodent control to protect personnel, material, buildings, and other facilities.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 6 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 420-81a

Title: Sanitary services

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on standards and practices in the collection and disposal of refuse and the collection of salvage, including

Table B-69
File category 420: Facilities engineering—Continued

communications about methods of refuse disposal and collection systems, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 420-81b

Title: Custodial services

Authority: NC1-AU-78-113

Privacy Act: Not applicable.

Description: Information on the criteria and procedures for performing cleaning, janitorial, and preventive maintenance and services at Army installations.

Disposition:

a. Office having Army-wide responsibility: Destroy after 6 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 420-81c

Title: Installation maintenance progress and inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on the progress and inspection of maintenance and repair activity in connection with post real and installed property. Included are progress, work, and inspection reports.

Disposition: Destroy after 2 years or on discontinuance of the installation.

FN: 420-90a

Title: Fire prevention files

Authority: NC1-AU-78-113

Privacy Act: Not applicable.

Description: Information on the criteria, standards, practices, and application of fire prevention and protection practices and methods.

Disposition:

a. Office having Army-wide responsibility: Destroy after 6 years.

b. Other offices and TOE units: Destroy when superseded, obsolete, or no longer required for reference.

FN: 420-90b

Title: Installation fire prevention and protection files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files include information on the automatic sprinkler and alarm system, water distribution system showing location of fire hydrants, pumps, valves, standpipe connection, and similar devices, sources of water supply, available post fire fighting equipment, tables of running distances, pressure in water mains, fireflow and pump tests, liaison with civil or military organizations, and fire station log summaries.

Disposition:

a. Individual run reports and routine reports of equipment tests: Destroy after 1 year.

b. Remaining files: Retain at the installation. When responsibility for buildings or grounds is transferred, these files will also be transferred.

FN: 420-90c

Title: Fire reporting cases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports of fires (or explosions followed by fire) resulting in loss of life, material, and structures received from field organizations. Included are reports of investigations and other communications.

Disposition:

a. OCE: Destroy after 25 years. Cut off at end of each year and retire after 5 years.

b. Other offices and TOE units: Destroy 1 year after close of investigation.

FN: 420-90d

Title: Fire loss experiences

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Table B-69
File category 420: Facilities engineering—Continued

Description: Information and data compiled from fire reports or other sources to note trends and experience from losses due to fires or explosions followed by fire.

Disposition:

- a. OCE: Destroy after 25 years in CFA.
- b. Other offices: Destroy after 5 years.

FN: 420-90e

Title: Fire protection meetings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information that may gather from the Army's participation in meetings and liaison with public industry on fire prevention and protection methods and practices.

Disposition: Destroy after 10 years.

FN: 420-90f (Rescinded; use FN 420-10f.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

B-60. File category 500: Emergency employment of Army and other resources

a. *Prescribing directives.*

(1) AR 500-4, Military Assistance to Safety and Traffic.

(2) AR 500-5, The Army Mobilization and Operations Planning System.

(3) AR 500-10, Nonindustrial Facilities for Mobilization.

(4) AR 500-50, Civil Disturbances.

(5) ER 500-1-1, Natural Disaster Procedures.

b. *Description.* These records concern actions involved in preparing for war or emergencies; bringing the Army to a state of readiness; and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency action and measures taken to minimize and assist in riots, demonstrations, and other disorders, floods, earthquakes, storms, fires, and accidents, and planning and operations in support of National Civil Defense Program. Records pertaining to specific subjects concerning emergency employment or mobilization are placed in appropriate subject series. See table B-70.

Table B-70
File category 500: Emergency employment of Army and other resources

FN: 500

Title: General emergency employment of Army and other resources correspondence files

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

Privacy Act: Not applicable.

Description:

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

b. NONACTION: Matters relating to emergency employment of Army and other resources that are received for information only, on which no action is required. These includes cards, listings, indexes, or other

Table B-70
File category 500: Emergency employment of Army and other resources—Continued

items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 500-1-1a

Title: Domestic emergency operation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on reporting on domestic emergency operations. Included are situation reports on domestic emergencies, progress reports on emergency flood control or natural disaster activities, and summary of operations.

Disposition: Destroy after 5 years, except that teletype reports will be destroyed after 1 year.

FN: 500-1-1b

Title: Post action reports

Authority: NC1-AU-85-3

Privacy Act: Not applicable.

Description: Information on reports required following flood emergency or other natural disaster domestic emergency. Included are post-disaster, post-flood, and similar reports with related background documentation.

Disposition:

a. Creating office and office(s) assisting with disaster, flood and other recovery efforts: Final reports and copies with selected exceptional or unique background documentation that will significantly enhance the final report — Permanent, retire to FRC after 10 years, transfer to NARA after 20 years.

b. All other: Destroy when no longer needed for current operations.

FN: 500-4a

Title: Emergency plans

Authority: NC1-AU-77-22

Privacy Act: Not applicable.

Description: Information relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other information relating to emergency planning.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices and TOE units: Destroy when superseded, obsolete, or no longer needed for current operations.

FN: 500-4b

Title: Emergency reports

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Description: Information relating to emergency situations or disasters reflecting damage, assistance provided to civil agencies or populations, and other participation in emergency operations. Included are initial, daily, interim, and final emergency operations reports and related information.

Disposition:

a. Office of the Army Staff requiring the reports: Permanent.

b. Other offices: Destroy after 2 years.

FN: 500-4c

Title: Emergency tests and exercises (Rescinded; use FN 350-28a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 500-5a

Title: Mobilization plans and programs

Authority: NC-AU-75-24

Table B-70

File category 500: Emergency employment of Army and other resources—Continued

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, approval, and issue of plans and programs that provide guidance for the orderly and rapid expansion of the Army during partial or full mobilization. Included are mobilization planning documents (mobilization programs of DA are included in and published as annexes to the mobilization guidance documents issued to operating agencies), mobilization plans and programs of commands and installations with mobilization planning and programming responsibilities, coordinating actions, approvals, and related information.

Disposition:

- a. Office responsible for preparation: Permanent. Cut off annually following revision, supersession, or rescission.
- b. Other offices: Destroy copies of mobilization plans and programs when superseded or no longer needed and destroy other information after 2 years.

FN: 500-5b

Title: Strategic, capabilities, and mobilization studies

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to various types of studies conducted in development of strategic capabilities and mobilization plans and concepts. Included are studies, comments, approvals, disapprovals, and similar information.

Disposition:

- a. Office of the Army Staff responsible for study: Permanent. PIF on completion of study and cut off at the end of that year.
- b. Other offices, including commenting offices: Destroy after 2 years.

FN: 500-5c

Title: Production equipment history files

Authority: NC1-AU-77-69

Privacy Act: Not applicable.

Description: Information used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related information. These files will accompany the equipment on transfer within the Army or on transfer to another military department.

Disposition:

- a. Office having Army-wide responsibility: Destroy 6 years after final disposition of equipment.
- b. Other supervisory offices: Reports: Destroy after 2 years.
- c. Cards used as central control files: Destroy after final disposition of related equipment.
- d. Offices maintaining equipment: Destroy 2 years after final disposition of the equipment, such as by sale or salvage.

FN: 500-10a

Title: Nonindustrial facilities mobilization files

Authority: NN-173-150

Privacy Act: Not applicable.

Description: Information showing the allocation of nonindustrial facilities for mobilization. Included are nonindustrial facility allocation forms, reviews, and revalidation and inventories of Army allocated facilities.

Disposition:

- a. Facility allocations: Destroy on cancellation of facility allocation.
- b. Inventories: Destroy when superseded by a new inventory.

FN: 500-50a

Title: Civil disturbance operations

Authority: NC-AU-75-23

Privacy Act: Not applicable.

Description: Information prepared by Army departmental staffs, agency headquarters, or task force elements responsible for directing the activities of field units engaged in quelling civil disturbances and riots. Included are directives, messages, movement summaries, lists of participating units, operation and fragmentary orders, situation reports, intelligence reports, intelligence summaries, logistics reports, personnel status reports, operation cost reports, journals, photographs, map overlays, and related information.

Note: Housekeeping-type records and routine operational records not directly related to the mission should be maintained and disposed of

Table B-70

File category 500: Emergency employment of Army and other resources—Continued

separately. Examples of housekeeping-type records are office personnel records, contracts, purchase orders, bills of lading, transportation requests, meal tickets, and individual medical records.

Disposition: Permanent.

FN: 500-50b

Title: Civil disturbance reports

Authority: NC-AU-75-23

Privacy Act: Not applicable.

Description: Information prepared by Army departmental staffs, agency headquarters, or task force elements engaged in quelling civil disturbances. Included are after-action reports and historical summaries.

Disposition: Permanent.

B-61. File category 525: Military operations

a. Prescribing directives.

(1) AR 525-1, Department of the Army Command and Control System.

(2) AR 525-22, Electronic Warfare (EW) Policy.

(3) TM 31-200-1, Warfare Devices and Techniques/Unconventional References.

b. Description. These records concern DA Command and Control System and other requirements for combat operational information, activities and functions in support of military operations, resources and equipment used, lessons learned, search and rescue operations, strategic and tactical planning. They include use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives. See table B-71.

Note. The command reporting files and unconventional warfare (UW) planning files described below in FNs 525a, and 525b through 525f, respectively, are prescribed by the FORSCOM Mobilization and Deployment Planning System and TM 31-200-1, respectively. However, for consistency of numbering within MARKS, they are identified here with the related 525 series of publications on military operations.

Table B-71

File category 525: Military operations

FN: 525

Title: General military operations correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

- a. ACTION: Destroy after 2 years.

Table B-71**File category 525: Military operations—Continued**

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

FN: 525a

Title: Command reports

Authority: NC1-AU-82-11

Privacy Act: Not applicable.

Description: Command reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, and copies of maps, directives, overlays, sketches, or photographs supporting the reports. Command reporting files accumulated by the Office of the Chief of Staff include Chief of Staff Weekly Summary Articles.

Disposition:

a. Agencies not converting the data to microform:

(1) Office having Army-wide staff responsibility: Permanent.

(2) Units in a combat environment or designated as combat support elements: Permanent.

(3) Other offices: Destroy after 2 years.

b. Agencies converting the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 525b

Title: UW planning files

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to the development of the UW part of war plans. These files relate to the use of such techniques as guerrilla warfare and internal resistance in hostile areas. They also form a part of, or are preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, and similar information.

Disposition: Permanent. PIF on finalization of related plans and cut off at the end of that year.

FN: 525c

Title: UW research studies

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Documents produced from data and information in source materials relating to UW subjects. Included are studies, monographs, and similar information.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 525d

Title: UW sources

Authority: NC1-AU-75-24

Privacy Act: Not applicable.

Description: Source materials of research data collected for use in the production of studies on UW.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

FN: 525e

Title: UW materiel research files

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Materiel research information in support of UW projects, includes information relating to the formulation of requirements for new projects, the review of projects, and similar subjects.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

Table B-71**File category 525: Military operations—Continued****FN: 525f**

Title: UW nonmateriel research files

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Research program information involving experimentation and testing of methods and techniques of UW. Included are statements of research tasks, modifications of research tasks, and completed studies or evaluations.

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

FN: 525g

Title: Psychological operations plans

Authority: NC1-AU-78-39

Privacy Act: Not applicable.

Description: Information on the development of the psychological operations part of war plans. This information relates to the use of such techniques as propaganda, and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. It also forms a part of, or is a preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, or similar information.

Disposition: Permanent. PIF on finalization of related plans and cut off at the end of that year.

FN: 525h

Title: Psychological operations research studies

Authority: NC1-AU-78-39

Privacy Act: Not applicable.

Description: Documents produced from data in source materials relating to psychological operations subjects. Included are studies, monographs, and similar information.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 525i

Title: Psychological operations sources

Authority: NC1-AU-75-39

Privacy Act: Not applicable.

Description: Information containing source material of research data collected for use in the production of studies on psychological operations.

Disposition: Destroy when superseded or when no longer needed for reference, whichever is first.

FN: 525j

Title: Psychological operations materiel research files

Authority: NC1-AU-78-39

Privacy Act: Not applicable.

Description: Information relating to materiel research accomplished in support of psychological operations projects.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 525k

Title: Psychological operations nonmateriel research files

Authority: NC1-AU-78-39

Privacy Act: Not applicable.

Description: Information relating to research programs involving the experimentation and testing of methods and techniques of psychological operations. Included are statements of research tasks, modification of research tasks, and completed studies or evaluations.

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

FN: 525m

Title: Psychological operations information

Authority: NC1-AU-78-39

Privacy Act: Not applicable.

Description: Information relating to the development and distribution of informational materials. These materials are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives.

Table B-71
File category 525: Military operations—Continued

Included are flyers, posters, leaflets, and similar information produced from source data, and related requests for publication and distribution. **Disposition:** Destroy after 2 years, except that representative samples, especially any of unique significance illustrating psychological warfare techniques, are permanent.

FN: 525n

Title: Operations planning files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information relating to the preparation, coordination, and approval of operational war, campaign, defense, and other comparable plans which are applicable to or involve the resources and mission of the overall department, agency, command, installation, activity, or unit. These files do not relate to plans described elsewhere in this regulation or to plans confined to specific functional areas which are not a segment of, or an annex to, the overall plan. Included are copies of the approved plans, comments, recommendations, contributions, approvals, and disapprovals regarding the plans, and other directly related information.

Disposition:

- a. Office responsible for preparation of plan: Permanent. PIF on supersession or obsolescence and cut off at the end of that year.
- b. Other offices: Destroy copies of plans on supersession or obsolescence, and destroy other information after 2 years.

FN: 525p

Title: Operating procedures files

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Description: Information relating to the establishment of and changes in such matters as operating procedures and production methods (but not combat operation planning) and associated standing operating procedures thereto. Included are studies, coordinating actions, copies of standing operating procedures and administrative procedures manuals, and similar information.

Disposition:

- a. Office responsible for preparation: Permanent. PIF on supersession or rescission of the entire manual or procedure and cut off at the end of that year.
- b. Other offices: Destroy after 21 years or on supersession or obsolescence, as applicable.

FN: 525-1a

Title: Joint planning comments

Authority: NC1-AU-78-48

Privacy Act: Not applicable.

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

Disposition:

- a. DA offices responsible for establishing the coordinated Army view: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 525-22a

Title: Operational nonmanagement reports

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Information consisting of reports on the actual, operational activities rather than the management of operational activities which are described in FN 381-3b. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include SIGINT collection, traffic analyses, and translations, TAREX periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting, and electronic warfare reports on manipulative or imitative experiment, jamming, cover and deception, and profile studies, and other intelligence reporting files including NSA formal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission, and audiovisual products under the guidelines of USSID 117 (SI).

Table B-71
File category 525: Military operations—Continued

Disposition:

- a. SIGINT project wrap-up, special research or technical study reports, EW reports, and other operational reports:
 - (1) Major and intermediate command headquarters: Permanent.
 - (2) Other offices: Destroy EW reports after 1 year, and other reports after 2 years.
- b. TAREX-IR, TSIS, TSAR, and TEL reports:
 - (1) HQ INSCOM: Permanent.
 - (2) Other offices: Destroy when no longer needed for reference.
- c. NSA reports: Destroy after 1 year. Cut off monthly.
- d. Community reports: Destroy after 1 year. Cut off yearly.
- e. Informal reports, technical notes, exchange letters, and working aids: Destroy when no longer needed for reference.

B-62. File category 530: Operations and signal security

a. *Prescribing directives.*

- (1) AR 530-1, Operations Security (OPSEC).
- (2) AR 530-4, (C) Control of Compromising Emanations (U).

b. *Description.* These records concern the policies, responsibilities, and procedures for operations security, communications security, control of compromising emanations, and related matters. See table B-72.

Table B-72
File category 530: Operations and signal security

FN: 530

Title: General operations and signal security correspondence files

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

Privacy Act: Not applicable.

Description:

- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to operations and signal security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)
 - b. NONACTION: Matters relating to operations and signal security that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
- Disposition:**
- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.

FN: 530-1a

Title: Operations security

Authority: NC1-AU-77-114

Privacy Act: Not applicable.

Description: Information relating to the establishment of and changes to such matters as operating procedures, production methods, RDTE activities, training, and other military activities in both war and peacetime for the purpose of protecting or concealing information from hostile intelligence collection efforts. Included are studies, coordinating actions, copies of SOPs, and similar information.

Disposition:

- a. Office responsible for preparation: Permanent. PIF when superseded or obsolete and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

Table B-72
File category 530: Operations and signal security—Continued

FN: 530-2a
Title: Signal security management files (Rescinded; use FN 380-40b.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 530-4a
Title: Signal security management files (Rescinded; use FN 380-40b.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

B-63. File category 550: Foreign countries and nationals

a. *Prescribing directives.* AR 550-51, Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements.

b. *Description.* These records concern responsibilities and procedures for the negotiation, conclusion, forwarding, and depositing of international agreements. See table B-73.

Table B-73
File category 550: Foreign countries and nationals

FN: 550
Title: General foreign countries and nationals correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:
a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to emergency employment of Army and other resources which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

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

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

FN: 550-2a
Title: Foreign national tours (Rescinded; use FN 380-10h.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 550-51a
Title: International treaties
Authority: NC1-AU-78-38
Privacy Act: Not applicable.
Description: Information resulting from the drafting of military treaties, international agreements, or other instruments which have international military, military-economic, or military-political implications. These files also include information reflecting military considerations in the relationship of the United States to the United Nations.

Table B-73
File category 550: Foreign countries and nationals—Continued

Disposition: Permanent. PIF on termination and cut off at the end of that year.

FN: 550-51b
Title: Overseas base rights
Authority: NC-AU-75-24
Privacy Act: Not applicable.
Description: Information relating to the determination of the requirements for military base rights in foreign countries and the Army's participation in negotiations leading to agreements for the acquisition of base rights. Included are communications and staff studies concerning overseas base rights requirements, proposed agreements, and related information.
Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

B-64. File category 570: Manpower and equipment control

a. *Prescribing directives.*
(1) AR 570-2, Manpower Requirements Criteria (MARC)—Tables of Organization and Equipment.

(2) AR 570-4, Manpower Management.

(3) AR 570-5, Manpower Staffing Standards System.

(4) ER 570-2-1, Manpower and Equipment Control Civil Works Activities.

b. *Description.* These records concern criteria for authorizing, allocating, utilizing, and programming for military and civilian workforce and equipment. These includes criteria for establishment of workforce and equipment requirements in Army authorization documents. Procedures for preparation and recording of authorization documents will be numbered in the 310 series. See table B-74.

Table B-74
File category 570: Manpower and equipment control

FN: 570
Title: General manpower and equipment control correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.

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

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

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

FN: 570-1a
Title: Commissioned officer aviation position criteria (Rescinded; use FN 570-4h.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.

Table B-74
File category 570: Manpower and equipment control—Continued

Disposition: Not applicable.

FN: 570-2a

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

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-2b

Title: Manpower requirements criteria development files

Authority: NC1-AU-85-78

Privacy Act: Not applicable.

Description: Information reflecting the development of workforce requirements for combat support and combat service support positions under TOEs. Included are study schedules, program reports, data collection, final workforce requirements criteria studies, associated correspondence and printouts, and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy when standards are finalized.

FN: 570-2-1a

Title: Operation and maintenance correspondence

Authority: NC1-AU-78-6

Privacy Act: Not applicable.

Description: Documents on the overall operation and maintenance of civil works projects, but exclusive of specific files described herein.

Disposition:

a. OCE: Permanent.

b. Field offices: Destroy after 6 years.

FN: 570-3a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-3b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-3c

Title: Activation and status changes (Rescinded; use FN 570-4i.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-3d

Title: Manpower reports (Rescinded; use FN 570-4j.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-4a

Title: Manpower surveys

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information about on-site and other appraisals of workforce requirements. Included are schedules, personnel inventory and appraisal reports, comments, justifications, final workforce surveys, and similar information.

Disposition:

a. Schedules: Destroy after 1 year.

b. Other information: Destroy upon implementation of next workforce survey or implementation of other staffing standards.

Table B-74
File category 570: Manpower and equipment control—Continued

FN: 570-4b

Title: Manpower staffing standards (Rescinded; use FN 570-5a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-4c

Title: Manpower authorizations

Authority: NN-173-134

Privacy Act: Not applicable.

Description: Information and supporting documents reflecting workforce spaces allocated to successive echelons of command. Included are manning levels; program budget guidance; out-of-cycle requests, and other instructions which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments of the Army.

Disposition:

a. Office responsible for Army-wide allocation: Destroy after 10 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 570-4d

Title: Manpower statistical data

Authority: NC1-AU-85-76

Privacy Act: Not applicable.

Description: Information used to provide a source of statistical data for use in manpower analysis and evaluation efforts such as utilization reviews, workforce justifications, or analyzing current or projected workforce requirements and allocating workforce spaces. Included are strength data by occupational specialty, grade, or rank, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 570-4e

Title: Manpower force documentation

Authority: NC1-AU-78-41

Privacy Act: Not applicable.

Description: Information relating to the establishment of, or change in, the active Army, Reserve components, and the civilian workforce; the authorized strength of each; and workforce objectives. Included are printouts, correspondence, and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 3 years.

FN: 570-4f

Title: Manpower structure

Authority: NC1-AU-78-41

Privacy Act: Not applicable.

Description: Information on formulating authorizations or limitations on Army strength by position identity, rank or grade, specialty codes, or special category. Included are printouts, correspondence, and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 3 years.

FN: 570-4g

Title: Manpower resource data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used as a basis for workforce planning and programming or estimating immediate or future workforce resource needs. Included are studies; statistics on population by age groups, educational level, and sex; data related to workforce projection, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 570-4h

Title: Commissioned officer aviation position criteria

Authority: NC1-AU-85-79

Privacy Act: Not applicable.

Description: Information relating to aviation position requests. Included are command's operational request correspondence,

Table B-74
File category 570: Manpower and equipment control—Continued

temporary requests, limited duty requests, printouts, and similar information.

Disposition:

- a. Destroy requests after 3 years.
- b. Destroy printouts after 90 days.

FN: 570-4i

Title: Activation and status changes

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Description: Information related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, and disbanding or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are requests for publication of DA letters directing change in status, DA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and related information.

Disposition:

- a. Offices of the Army Staff: Permanent. Cut off annually or on discontinuance or disbandment of the related unit, as applicable. Hold 1 year in CFA and then retire.
- b. Other offices: Destroy 5 years after transfer, discontinuance, or disbandment of related unit.

FN: 570-4j

Title: Manpower reports

Authority: NC1-AU-85-77

Privacy Act: Not applicable.

Description: Information and feeder reports used to report workforce actual strength utilization data and expense data. Included are work reports, consolidations, extracts or tabulations thereof, and similar reports.

Disposition:

- a. Offices of the Army Staff:
 - (1) Year-end reports: Destroy after 15 years.
 - (2) Other reports: Destroy after 2 years.
- b. Other offices: Destroy after 2 years.

FN: 570-5a

Title: Manpower staffing standards development

Authority: NC1-AU-85-75

Privacy Act: Not applicable.

Description: Information reflecting the development and issuance of workforce staffing standards and providing guidance in applying these yardsticks for measuring personnel requirements. Included are final workforce staffing standards system reports; study development plans; measurement plans and reports; copies of workforce surveys, command-type letters, messages, and staffing guides; coordinating actions; interpretations; and similar information.

Disposition:

- a. Offices having Army-wide or MACOM-unique responsibility: Destroy when no longer needed for current operations.
- b. MACOM lead teams: Destroy when standard is superseded.
- c. Other offices (input teams): Destroy 2 years after completion of related study.

B-65. File category 600: Personnel—general

a. Prescribing directives.

- (1) AR 600-8, Military Personnel Management.
- (2) AR 600-8-1, Army Casualty and Memorial Affairs and Line of Duty Investigations.
- (3) AR 600-8-2, Suspension of Favorable Personnel Actions (Flags).

- (4) AR 600-8-3, Unit Postal Operations.
- (5) AR 600-9, The Army Weight Control Program.
- (6) AR 600-20, Army Command Policy.
- (7) AR 600-25, Salutes, Honors, and Visits of Courtesy.
- (8) AR 600-37, Unfavorable Information.
- (9) AR 600-38, Meal Card Management System.
- (10) AR 600-46, Attitude and Opinion Survey Program.
- (11) AR 600-50, Standards of Conduct for Department of the Army Personnel.
- (12) AR 600-55, Motor Vehicle Driver Selection, Testing, and Licensing.
- (13) AR 600-61, The Personnel Management Assistance System.
- (14) AR 600-85, Alcohol and Drug Abuse Prevention and Control Program.
- (15) AR 600-200, Enlisted Personnel Management System.
- (16) AR 600-290, Passports and Visas.
- (17) DA Pam 600-8-series, Military Personnel Management and Administrative Procedures.
- (18) DA Pam 600-19, Quality of Life Minimum Standards.
 - b. *Description.* These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a FN 600 series, information on civilian personnel within an office is identified with a FN 690 series. Current FNs in the 600 category are listed in table B-75. Rescinded FNs in the 600 category are listed in table B-76.

Table B-75

File category 600: Personnel—general

FN: 600

Title: General personnel correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

FN: 600f

Title: World-wide locator

Authority: NC1-AU-82-23

Privacy Act: A0001DAPE

Description: These records consist of quarterly computer output microforms (COM) sets indicating assignment and location of each member of the Active Army. This information is produced by U.S. Army Military Personnel Center for short- and long-term reference requirements of the Army. Included are quarterly COM sets of the worldwide locator.

Disposition:

Table B-75
File category 600: Personnel—general—Continued

- a. Original microforms, and one diazo or vesicular copy: Retire annually to WNRC. Destroy after 75 years.
b. Other copies: Destroy when no longer needed for current operations.

FN: 600g

Title: Personnel management studies

Authority: NC1-AU-85-61

Privacy Act: Not applicable.

Description: Information reflecting the analyses and development of personnel management concepts, standards, and systems. Included are feasibility studies, survey reports, analyses, evaluations, determinations, and related information.

Disposition:

- a. Offices performing Army-wide responsibility: Permanent.
b. Other offices: Destroy when no longer needed for current operations.

FN: 600h

Title: Military personnel trends

Authority: NC1-AU-78-63

Privacy Act: Not applicable.

Description: Documents reflecting trends in personnel strength, reenlistments, separations, distribution, efficiency reporting, promotions, and similar actions. Included are copies of reports reflecting personnel data about years of service, overall strengths, totals in MOS and grade, reenlistments and separations, average scores, Selection Board actions, eligibility for additional pay, temporary promotion eligibility, DA appointments, efficiency reporting, Army aviators in flight status, and similar personnel data.

Disposition:

- a. Summarized trend reports and studies prepared in Office of the Deputy Chief of Staff for Personnel (ODCSPER): Permanent. PIF when no longer required for current operations and cut off at the end of that year.
b. Copies of reports from which summaries and studies are prepared: Destroy after 10 years.

FN: 600i

Title: Military personnel auxiliary files

Authority: NN-166-204

Privacy Act: AO001bTAPC

Description: Documents maintained by HQDA, action offices, which concern the military service of the individual. Included in the file for each individual are forms, letters, and related documents.

Disposition: Destroy after 1 year.

FN: 600k

Title: Environmental support group case files

Authority: N1-AU-88-01

Privacy Act: AO001bTAPC

Description: Case files generated in response to requests for information submitted by the VA regional offices, private veterans organizations, and individual veterans. Requests are usually for tour of duty information to support a medical claim. Requests submitted by the VA usually include VA Form 21-4138 (Statement of Claim), and psychiatric reports. Responses generated by Environmental Support Group (ESG) usually include a cover letter summarizing findings and electrostatic copies of relevant documents, such as morning reports and unit histories.

Disposition: Destroy after 10 years. Cut off after 1 year and retire to a FRC.

FN: 600m

Title: Battalion tracking study

Authority: N1-AU-88-04

Privacy Act: AO001bTAPC

Description: Study tracks daily location of U.S. Army battalions, down to the company level, in Vietnam. Study supports Center for Disease Control (CDC) requirements to research, abstract, and maintain in automated format for CDC information from military records relating to potential exposure of U.S. Army personnel to herbicide spray.

Disposition:

- a. Master file and historical data tapes: Permanent. Record dates: 1984-1987. Transfer a copy to National Archives immediately.
b. Input data tapes and paper records:

Table B-75
File category 600: Personnel—general—Continued

(1) Hard copy battalion tracking records without corresponding ADP tapes: Permanent. Record dates: 1984-1987. Transfer to National Archives with master file tapes.

(2) All other paper records and input data tapes: Destroy after 5 years, or when no longer needed by agency, whichever is sooner.

c. Output data and reports: Destroy when no longer needed by the agency.

FN: 600n

Title: Vietnam experience/Agent Orange study

Authority: NN-AU-88-04

Privacy Act: AO001bTAPC

Description: Study tracks location of 23,000 U.S. Army military personnel in Vietnam. Study supports requirements by Congress and CDC to research, abstract, and maintain information for CDC from U.S. military records.

Disposition:

- a. Master file and historical data tapes: Permanent. Record dates: 1984-1987. Transfer a copy to National Archives immediately.
b. Input data tapes and paper records: Destroy after 5 years, or when no longer needed by agency, whichever is sooner.
c. Output data and reports: Destroy when no longer needed by the agency.
d. Systems documentation: Permanent. Record dates: 1984-1987. Transfer a copy to National Archives with master file transfer.

FN: 600-8a

Title: Individual personnel changes

Authority: NC1-AU-80-41

Privacy Act: AO600-8bTAPC

Description: Documents prepared for reporting a change to and updating the data processing activity file. Included are punched cards, DA Forms 3815, and related information.

Disposition: Dispose of in CFA in accordance with DA Pam 600-8-series.

FN: 600-8b

Title: Personnel information system reports

Authority: NC1-AU-80-41

Privacy Act: AO600-8bTAPC and AO600-8DARF

Description: Computer generated reports pertaining to strength accounting, organizational and personnel recordkeeping, information exchange with other automated systems, command and staff reporting designed for use by the functional manager, personnel manager, and data analysts (but not including the Personnel Strength Zero Balance Report, SIDPERS C-27).

Disposition: Dispose of in CFA in accordance with DA Pam 600-8-series.

FN: 600-8c

Title: Personnel strength zero balance reports

Authority: N1-AU-91-1

Privacy Act: AO600-8bTAPC and AO600-8DAPE

Description: This report (SIDPERS C-27) is a product of the SIDPERS. It replaced the Morning Report which was phased out beginning in 1973. SIDPERS is an integral part of the Army's Personnel Information System. The two major functions of the C-27 Report are for strength accounting and to correct duty status of each member of the Army on the last day of each month. Only the SIDPERS C-27 Report will be maintained and retired under this FN after "reconciliation" by the unit.

Disposition:

- a. Personnel Automation Section: The C-27, P01 reports, and monthly certification will be cut off annually or when the reported unit or activity is reduced to zero strength; held 1 year in RHA (or CFA if no RHA is available); and retired to the NPRC with the next regular shipment. Destroy 75 years after cutoff.
b. All other offices: Unit: Destroy after receipt of next copy. Battalion S1 or equivalent: Destroy after 1 year.

FN: 600-8e

Title: Transmittal letters

Authority: GRS 23, Item 4b

Privacy Act: Not applicable.

Description: Information used as control instruments in the transmission to USAFAC and acknowledgment of receipt by USAFAC

Table B-75
File category 600: Personnel—general—Continued

of original vouchers, substantiating JUMPS pay documents and schedules, allotment forms, and other information that supports, substantiates, or otherwise affects a person's pay.

Disposition:

- a. JUMPS Active Army: Destroy after 60 days.
- b. JUMPS-RC (ARNG/USAR): Destroy after 6 months.

FN: 600-8f

Title: Separation statistics

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting statistical data on Army separations (including retirements). Included are listings, printouts, message reports (such as MILPC-5), and similar information.

Disposition:

- a. Office with Army-wide responsibility: Destroy in CFA after 20 years.
- b. Other offices: Destroy after 2 years.

FN: 600-8g

Title: Personnel control facilities

Authority: NC1-AU-77-142

Privacy Act: Not applicable.

Description: Documents gathered at DA and major command headquarters on the operations of personnel control facilities from their establishment until their closure. Included are evaluations, statistical reports, feasibility studies to determine establishment or closure, and related information.

Disposition:

- a. HQDA: Permanent.
- b. Major command headquarters: Destroy 15 years after close of personnel control facility.

FN: 600-8-1a

Title: Casualty cases

Authority: To be determined.

Privacy Act: A0600-8-1cTAPC

Description: Documents relating to individual casualties. They are accumulated by casualty reporting activities and by the HQDA office which has staff responsibility for processing casualties. Included are copies of casualty reports and messages, notifications to next-of-kin, and related information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600-8-1b

Title: Casualty evidence

Authority: To be determined.

Privacy Act: A0600-8-1cTAPC

Description: Documents related to missing persons boards and boards of inquest, and documents reflecting the status or possible information concerning casualties. Included are reports and related documents.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600-8-1c

Title: Casualty compilations

Authority: II-NN-3357

Privacy Act: A0600-8-1cTAPC

Description: Documents which summarize or extract specific information from the casualty statistical data card files. Included are listings, print-outs, and related documents.

Disposition:

- a. Office performing Army-wide responsibility: Permanent.
- b. Other offices: Destroy when no longer needed for reference.

FN: 600-8-1d

Title: Casualty statistics

Authority: II-NN-3357

Privacy Act: Not applicable.

Description: Documents related to the casualty reporting system, which provide the source for casualty compilations. Included are punched cards and related documents.

Table B-75
File category 600: Personnel—general—Continued

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600-8-1e

Title: Emergency data

Authority: To be determined.

Privacy Act: A0600-8-1aTAPC

Description: Documents executed by military personnel which provide essential emergency information, such as next-of-kin, designation of person to be notified in case of emergency, and individuals entitled to survivor benefits. Included are forms, letters, and related documents.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600-8-1f

Title: Individual U.S. PW/CI/detainee files

Authority: NC1-AU-82-25

Privacy Act: A0600-8-1cTAPC

Description: Documents on the internment and treatment of individual U.S. prisoner of war (PW), civilian internee (CI), or detainee by foreign powers. Included are—

- a. Personnel jackets containing reports of injury, escape, apprehension, location, punishment, and death.
- b. Records of impounded personal effects and U.S. currency.
- c. Related records on individual U.S. PW/CI/detainee.

Note: These files are kept by the U.S. Prisoner of War Information Center and U.S. Prisoner of War Information Center Branch.

Disposition: After notice of death, or return to U.S. Government control, files of PWs, CIs, and detainees employed by the U.S. Government will be sent to the custodian of the person's official personnel folder.

FN: 600-8-1g

Title: U.S. PW/CI/detainee rosters

Authority: NC1-AU-82-25

Privacy Act: A0600-8-1cTAPC

Description: Documents identifying PWs, CIs, and detainees captured or interned by, or in custody of, foreign powers. Included are master machine printouts, master punch cards, and master magnetic tapes.

Disposition: Permanent.

FN: 600-8-1h

Title: U.S. PW/CI/detainee status inquiries

Authority: NC1-AU-82-25

Privacy Act: A0600-8-1cTAPC

Description: Inquiries requesting information on the status of U.S. PWs, CIs, and detainees. Inquiries are received from next-of-kin, Government agencies, the Protecting Powers, International Committee of the Red Cross, and other interested agencies.

Disposition: Permanent.

FN: 600-8-1i

Title: U.S. PW/MIA/detainee intelligence

Authority: NC1-AU-82-25

Privacy Act: A0600-8-1cTAPC

Description: Documents relating to and containing information about DA personnel who have been designated Missing in Action (MIA) or recovered from hostile control and debriefed for intelligence or counterintelligence information. Included are reports and related documents.

Disposition: Permanent.

FN: 600-8-1j

Title: Line of duty files

Authority: NN-166-204

Privacy Act: A0600-8-1bTAPC

Description: Documents related to determining line of duty status and investigating incidents concerning individual members of the Army requiring line of duty determination. Included are statements of medical examination and duty status, reports of investigation, line of duty and misconduct status, notifications of findings, and similar information.

Disposition: Destroy after 5 years.

Table B-75
File category 600: Personnel—general—Continued

FN: 600-8-1k

Title: Personal effects cases

Authority: II-NNA-977

Privacy Act: AO600-8-1cTAPC

Description: Documents relating to the receipt, inventory, and disposition of the personal effects of an individual and of Government property which was in his or her possession, and of lost or unclaimed baggage of an individual or groups of individuals. Included are inventories of effects, certificates of removal of prohibited items from baggage, lists of miscellaneous collections, tally sheets, shipping lists, indexes, and related information.

Disposition: Destroy 2 years after disposition of effects. However, when connected with casualties from armed conflict, destroy 2 years after cessation of the conflict, or destroy 2 years after disposition of effects, whichever is later.

FN: 600-8-1m

Title: Individual deceased personnel files

Authority: NC1-AU-82-10

Privacy Act: Not applicable.

Description: Information on caring for the remains of decedents, relating to death, recovery or nonrecovery, identification or nonidentification, preparation and disposition, funeral arrangements, burial locations, military honors, contacts with next-of-kin, and similar information. Although mostly related to military personnel, this description includes similar information created by the Army as a result of handling any phase of the disposition of remains of dependents, civilian employees, or other persons.

Disposition:

- a. Office performing Army-wide responsibility: Destroy after 75 years.
- b. Temporary overseas cemeteries: Retain in CFA at installation until discontinuance. Upon discontinuance of installation, forward to the Commander, U.S. Total Army Personnel Command, Casualty and Memorial Affairs Operations Center (TAPC-PE) who will destroy when no longer needed for current operations.
- c. Other offices: Destroy after 5 years.

FN: 600-8-1n

Title: Cemetery interment files

Authority: NC1-81-25

Privacy Act: Not applicable

Description: Information relating to the permanent interment of a decedent. Included are cemetery retained copies of DA Form 2122 (Record of Interment), transit permit, headstone data, agreement for burial, if applicable, information containing pertinent data concerning each decedent, and similar information.

Disposition: Destroy when no longer needed for current operations. Keep in CFA.

FN: 600-8-2a

Title: Personnel action suspense reports

Authority: N1-AU-89-18

Privacy Act: AO640-10aTAPC

Description: Information on suspension of favorable personnel actions under AR 600-8-2. This information is maintained by the custodian of the DA Form 201 (Military Personnel Records Jacket) but in a separate, restricted access file and consists of DA Form 268 (Report of Suspension of Favorable Personnel Actions), related correspondence, references, sources of control, and similar information. Consult AR 600-8-2 for specific maintenance instructions.

Disposition:

- a. DA Form 268: Destroy 1 year after close of case.
- b. Other information: Destroy 90 days after close of case.

FN: 600-8-2b

Title: Flagging system management

Authority: N1-AU-89-17

Privacy Act: AO640-8bTAPC and AO640-10aTAPC

Description: Documents accumulated in a separate restricted access area of the flagged records work center pertaining to the management of the flagging system. Included are SIDPERS reports AAC-C03, Weekly Report of AWOL's By Name, and AAC-C95, Suspension of Favorable Personnel Actions Roster, DA Forms 3813, SIDPERS Control Data — Personnel/Organization Change, copies of DA Form 268, and related documents.

Table B-75
File category 600: Personnel—general—Continued

Disposition: Destroy 1 month after completion of reviews and actions.

FN: 600-8-3a

Title: Postal personnel designations

Authority: NC1-AU-77-166

Privacy Act: AO65TAPC

Description: Information designating military postal clerks, custodians of postal effects (COPEs), unit mail clerks, and official mail control officers. Included are copies of designating and relieving special orders, oaths of office and appointment affidavits, and related information.

Disposition: Destroy 2 years after termination of designation.

FN: 600-8-3b

Title: Postal losses and shortages

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the recording, reporting, and investigation of losses and shortages of postage stamps, stamped paper, and funds derived from their sale, losses or shortages of money order forms or funds, and losses or destruction of mail, including delay, accident, occurrence, or depreciation (theft and/or rifling) involving mail. Included are radio reports containing facts surrounding the loss or shortage, investigation progress reports, final investigation reports, records or postal claims, records of lost or rifled mail, and related information.

Disposition:

- a. Office performing Army-wide responsibility: Destroy 3 years after completion of the investigation.
- b. Other offices and TOE units: Destroy 1 year after completion of the investigation.

FN: 600-8-3c

Title: Postal activity inspections and audits

Authority: II-NNA-1028

Privacy Act: Not applicable.

Description: Information relating to the inspection and audit of military post offices, unit mail rooms, and other locations preparing official mail. Included are reports, inspection checklists, and related information.

Disposition:

- a. Military post office: Destroy after 2 years.
- b. Unit mailroom: Destroy after 1 year.

FN: 600-8-3d

Title: Postal directory sources

Authority: NN-166-204

Privacy Act: AO065TAPC and AO001DAPE

Description: Information used in the preparation and maintenance of postal directory cards. Included are copies of orders, memorandums, admission and disposition sheets, and similar information.

Disposition: Destroy on accomplishment of the necessary posting to the locator cards.

FN: 600-8-3e

Title: Postal directories

Authority: NC1-77-173

Privacy Act: AO065TAPC and AO001DAPE

Description: Information used in maintaining a locator system to facilitate the delivery of mail to individuals.

Disposition:

- a. Destroy information on permanent party personnel 1 year after departure of the individual.
- b. Destroy information on other personnel 3 months after departure of the individual.

FN: 600-8-3f

Title: Standing delivery orders

Authority: NN-166-204

Privacy Act: AO065DAPC

Description: Information used by individuals to authorize representatives to pick up their mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.

Table B-75**File category 600: Personnel—general—Continued**

Disposition: Destroy 3 years after termination of designation or issuance of revised standing delivery order.

FN: 600-8-3g

Title: Post office accountable mail receipts

Authority: NC1-AU-79-63

Privacy Act: Not applicable.

Description: Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail. Included are DD Form 434 (Record of Accountable Mail), POD Form 3883 (Firm Delivery Book Record Registered, Certified, and Numbered Insured), and POD Form 3877 (Firm Mailing Book).

Disposition: Destroy after 2 years.

FN: 600-8-3h

Title: Mail call and hours of collection files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: DD 1115 (Mail Call) and DD Form 1116 (Hours of Collection) or comparable forms.

Disposition: Destroy when obsolete or when they served their purpose.

FN: 600-8-3i

Title: Unit mail clerk's receipts

Authority: NN-166-204

Privacy Act: AO65TAPC

Description: Information used by unit mail clerks to receipt for funds for money orders, stamps, and stamp paper when it is impracticable for individuals personally to make purchases. Included are unit mail clerk's receipts for funds and purchase record forms.

Disposition: Destroy after 2 years.

FN: 600-8-3j

Title: Postal lockbox assignments

Authority: NN-166-204

Privacy Act: AO065TAPC

Description: Information used to record the assignment of individually assigned postal lockboxes. Place in inactive file upon termination of assignment.

Disposition: Destroy upon reassignment of lockbox.

FN: 600-8-3k

Title: Mail distribution schemes

Authority: NC1-AU-78-97

Privacy Act: Not applicable.

Description: Mail distribution schemes and data listing Army post offices which serve units and organizations.

Disposition:

- a. Publishing headquarters: Destroy in CFA 5 years after supersession or obsolescence.
- b. Postal activities: Destroy on receipt of revised distributing data.

FN: 600-8-3m

Title: Mail routing guides

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information prepared to facilitate mail delivery, reduce routing errors, and to aid in training new routing clerks. Included are cards, manuals, indexes, and similar information used as mail routing guides.

Disposition: Destroy on supersession or obsolescence, except that background information relating to the guide will be destroyed after 2 years.

FN: 600-8-3n

Title: Mail key controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Forms indicating the serial number of each rotary and latch key issued by COPEs to responsible individuals, date of receipts, current location, and signature of responsible individual.

Disposition: Destroy after all keys listed have been returned to the Custodian of Postal Effects (COPE).

Table B-75**File category 600: Personnel—general—Continued**

FN: 600-8-3p

Title: Delivery service controls

Authority: GRS 12, Item 6a

Privacy Act: Not applicable.

Description: Records of receipt and routing of items delivered to unit mailrooms by private delivery companies.

Disposition: Destroy after 1 year.

FN: 600-8-3q

Title: Postal activity reports

Authority: NC1-AU-83-56

Privacy Act: Not applicable.

Description: Reports containing data on postal activity. Included are reports pertaining to the Military Automated Mail Accounting System, Postal Activity Reporting System, and related information.

Disposition:

a. Office performing Army-wide responsibility:

- (1) MAMAS: Destroy after 3 years.
- (2) PARS: Destroy after 2 years.

b. Other offices and TOE units: Destroy after 2 years.

FN: 600-8-3r

Title: Foreign postal agreements

Authority: NC1-AU-78-13

Privacy Act: Not applicable.

Description: Information relating to agreements with foreign governments concerning the establishment of military postal services, the conduct of military postal operations, receipt and dispatch of Expeditionary Force Messages (EFM), and other postal matters. Included are signed agreements, changes thereto, and related information.

Disposition:

a. Office of overseas commands responsible for concluding the agreements: Permanent. Retire 2 years after termination of agreement.

b. Other offices: Destroy on termination of the agreement or on discontinuance, as applicable.

FN: 600-8-3s

Title: APO establishment files

Authority: NC1-AU-78-98

Privacy Act: Not applicable.

Description: Information reflecting the establishment, opening, relocation, reclassification, discontinuance, and closing of Army post offices (APOs) and APO units. Included are requests for such action containing justification data and other information, notification of opening APOs, statements regarding APOs held in reserve, and related information.

Disposition:

a. Office performing Army-wide responsibility: Destroy 6 years after discontinuance of the APO.

b. Other offices: Destroy 2 years after discontinuance of the APO or APO unit.

FN: 600-8-3t

Title: Postal service authorizations

Authority: NN-166-204

Privacy Act: AO065TAPC

Description: Information relating to authorization for nontitled individuals or organizations to use Army postal services. Included are requests for authorization, approvals, disapprovals, and related information.

Disposition: Destroy 1 year after disapproval, or 1 year after termination of authorization, as applicable.

FN: 600-8-3u

Title: Mail carrier irregularity files

Authority: GRS 12, Item 8

Privacy Act: Not applicable.

Description: Information reflecting carrier's irregularities in the handling, documenting, or routing of mail. Included are copies of reports of irregular handling of mail and related information.

Disposition: Destroy in CFA after 3 years.

Table B-75**File category 600: Personnel—general—Continued****FN: 600-8-3v****Title:** Unit locator**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used by installation postal officers to maintain a current record of units at the installation and those inactivated, redesignated, or departed within the previous 2 years.**Disposition:** Destroy after 2 years.**FN: 600-8-3w (Not used.)****Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 600-8-3x****Title:** Mail manifests**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to manifest mail shipments between postal activities.**Disposition:** Destroy after 2 years.**FN: 600-8-3y****Title:** EFM processing files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated by Army postal activities from processing EFM for delivery to the communications services. Included are forms reflecting exchange of EFM coupons between postal activities, records used to ensure issuance of coupons in numerical sequence, receipts for coupons and funds, periodic counts or verification of funds, and related papers and similar information accumulated as a result of local procedures.**Disposition:** Destroy after 2 years.**FN: 600-8-3z****Title:** Mail controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the control of incoming and outgoing mail. Included are routine suspense slips, delivery receipts, and similar information.**Disposition:** Destroy after 3 months.**FN: 600-8-3aa****Title:** Accountable equipment files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained by COPEs which are required to account for the receipt, control, repair and turn-in of equipment. Included are equipment requisitions, supplies and equipment receipts, and related information.**Disposition:** Destroy on receipt of revised or updated accountable equipment records, or 6 months after reclassification from operating APO to mail-address-only APO, or on closing or discontinuance, whichever is first.**FN: 600-8-3bb****Title:** U.S. Postal Service accountable mail files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail by military postal activities. Included are POD Form 3883 (Firm Delivery Book Record—Registered, Certified, and Numbered Insured), POD Form 3805 (Window Registration Book), and POD Form 3877 (Firm Mailing Book). Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.**Disposition:** Overseas military post offices: Destroy after 2 years under the direct supervision of the postal officer. On closing or**Table B-75****File category 600: Personnel—general—Continued**

discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance of an operating APO, forward files to the accountable postmaster.

FN: 600-8-3cc**Title:** Money order account files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, issue, and payment of money orders. Included are requisitions, invoices, issuance control forms, money order business reports and supporting information, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on discontinuance or disbandment of the postal activity.**Disposition:** Overseas military post offices: Destroy after 2 years. On closing or discontinuance of APO financial units, forward financial unit files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance, forward COPE's consolidated files to the records holding area or overseas records center as appropriate, and destroy files maintained by or for APO financial units.**FN: 600-8-3dd****Title:** Postage stamp stock accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, control, and sale of stamps, stamp paper, and metered postage. Included are fixed credit receipts, stamp stock requisitions, records of receipt and issue, destruction certificates, records of collection through postage meter machines, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.**Disposition:** Overseas military post office: Destroy after 2 years, except that fixed credit receipts will be delivered to the responsible individual when properly relieved of his or her fixed credit. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail address only APO, or on closing or discontinuance, forward files, including APO financial unit files, to the accountable postmaster.**FN: 600-9a****Title:** Weight controls**Authority:** NC1-AU-83-24**Privacy Act:** AO640-10aTAPC**Description:** Documents accumulated at the unit level in administration of the Army weight control program. Included are requests for preliminary medical evaluation, results of examination by medical activity, notifications by commander to individual soldier and responses thereto, records of re-examination, certification by commander that individual has met requirements of the program, and similar information.**Disposition:**

- File in MPRJ upon transfer or separation of the individual.
- File in MPRJ per AR 640-10 upon satisfactory completion of program by the individual.
- Retain in unit files as active during period that individual is in the program.

FN: 600-19a**Title:** Quality of life administrative files**Authority:** NC1-AU-85-15**Privacy Act:** Not applicable.**Description:** Information accumulated at the installation office that oversees administration of the Quality of Life minimum standards outlined in DA Pam 600-19. Included is oversight information on the

Table B-75

File category 600: Personnel—general—Continued

minimum standard for each listed function, facility, or activity. Not included is detailed information on the operations and administration of each of the functions, facilities, or activities, such information will be filed under the appropriate MARKS number.

Disposition: Destroy when no longer needed for current operations.

FN: 600-20a

Title: EO reports

Authority: GRS 1, Item 25f

Privacy Act: Not applicable.

Description: Information reflecting activities and conditions related to equal opportunity (EO) for military personnel. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices and TOE units: Destroy after 2 years.

FN: 600-20b

Title: EO surveys

Authority: GRS 1, Item 26d

Privacy Act: Not applicable.

Description: Surveys on implementation and effectiveness of equal opportunity programs. Included are reviews, appraisals, recommendations, final survey reports, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy after 7 years.

b. Other offices and TOE units: Destroy after 2 years.

FN: 600-20c

Title: EO complaint cases

Authority: GRS 1, Item 25a

Privacy Act: A0690-600SAMR

Description: Information reflecting complaints of personnel concerning EO. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy 4 years after final resolution of case.

b. Other offices and TOE units: Destroy 2 years after final resolution of case.

FN: 600-25a

Title: Funeral support reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Annual reports compiled to reflect funeral support rendered at the installation level. Included are reports indicating number of requests for funeral support received, number of honors provided, personnel costs and dollar costs, impact assessments on accomplishment of installation primary mission, and related information.

Disposition:

a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.

b. Reporting installations: Destroy after 2 years.

FN: 600-25b

Title: U.S. visitor files

Authority: NN-166-204

Privacy Act: AO001aTAPC

Description: Information accumulated in controlling, administering, and facilitating visits of U.S. personnel to Army installations. Included are requests to visit, information on social and billeting arrangements made and honors rendered, meetings and demonstrations scheduled and conducted, and similar information.

Disposition: Destroy after 2 years.

FN: 600-25c

Title: Ceremonies

Authority: NC1-AU-79-16

Privacy Act: A0600-25MDW

Table B-75

File category 600: Personnel—general—Continued

Description: Information on conduct of ceremonies by the Army or on Army participation in ceremonies conducted by other organizations. Included are such ceremonies as retirements, funerals, reviews, honor guards, parades, displays, exhibits, fairs, observance of local and national holidays, and comparable activities. The files consist of copies of ceremonial and parade orders, drawings indicating formations or order of march, group instructions, request for Army participation or assistance, authorizations for troop participation, parachute jumps, equipment drops, participation in events of national or international nature, events that need coordination with other Services and Government agencies, and coordinating actions and related information.

Disposition:

a. Office having Army-wide responsibility:

(1) Historically important ceremonies: Permanent.

(2) Other ceremonies: Destroy after 5 years.

b. Other offices: Destroy after 2 years or when no longer needed for current operations, whichever is later.

FN: 600-37a

Title: Suitability evaluation boards

Authority: NC1-AU-81-23

Privacy Act: AO600-37aDAPE

Description: Documents related to the Department of the Army Suitability Evaluation Board at HQDA and suitability evaluation boards at the MACOM level. Included in each case file are applications, case summaries of board findings, conclusions and recommendations, advisory opinions to the Army Board for Correction of Military Records, and related information.

Disposition: Destroy after 20 years in CFA.

FN: 600-38a

Title: Meal card management files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used in the receipt, issue, and control of meal cards. Included are DA Forms 4809-R (Meal Card Control Registers) meal card control logs, notifications of lost or stolen meal cards, and similar information.

Disposition:

a. Active Army:

(1) Meal Card Control Registers and control logs: Destroy 1 year after filled or otherwise rendered inactive.

(2) Correspondence on lost or stolen meal cards: Destroy after 2 years.

(3) Other records: Destroy after 6 months.

b. Reserve Components: Destroy after 1 year.

FN: 600-46a

Title: Military personnel surveys

Authority: NC1-AU-78-63

Privacy Act: Not applicable

Description: Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Summaries and conclusions of the surveys: Permanent.

c. Other files: Destroy when essential data have been extracted.

d. Reporting offices and TOE units: Destroy on completion of the survey.

FN: 600-47a

Title: Defense related employment reports

Authority: NN-172-206

Privacy Act: OPM/GOVT1 and AO001DAPE

Description: Information related to recording and reporting Defense related employment of former and retired military officers, certain civilian employees as defined in AR 600-47, and former civilian officers and employees of defense contractors presently employed by the U.S. Army. Included are DOD and Defense related employment reports, DD Form 1787 (Report of DOD and Defense Related Employment), listings

Table B-75**File category 600: Personnel—general—Continued**

of present or former employees of defense contractors, and similar information.

Disposition:

a. Office of the Adjutant General (OTAG): Destroy after 3 years.

b. Other offices: Destroy after 1 year.

FN: 600-50b

Title: Employment and financial interest statements

Authority: GRS 1, Item 24

Privacy Act: OPM/GOVT-4

Description: Information showing Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under AR 600-50. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related information.

Disposition: Destroy 6 years after separation, retirement, reassignment, or death of the person. Destroy control lists when superseded or obsolete.

FN: 600-50c

Title: Ethics in Government financial disclosure statements

Authority: NC1-AU-79-76

Privacy Act: OPM/GOVT-4

Description: Information pertaining to individual DA employees required to file under the Ethics in Government Act of 1978, Public Law (PL) 95-521. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel); SF 278A (Financial Disclosure Statement); official position description; disqualification statements, if applicable; and similar information.

Disposition:

a. Records on individuals filing per section 201b, PL 95-521 and not subsequently confirmed by the U.S. Senate: Destroy 1 year after nominee ceased being under Senate consideration for appointment.

b. Other records: Destroy after 6 years, except that information needed in an on-going investigation will not be destroyed until completion of the investigation.

FN: 600-50d

Title: Ethics in Government controls

Authority: NC1-79-76

Privacy Act: Not applicable.

Description: Information accumulated pursuant to the Ethics in Government Act of 1978, PL 95-521. Included are DOD and DA directives, correspondence involving extensions, transmittal of forms, public releases, and similar information.

Note: Financial disclosure statements will be filed under FN 600-50c.

Disposition: Destroy when superseded, obsolete, or no longer needed for current operations.

FN: 600-55a

Title: Operator's examination and qualification records

Authority: NN-166-204

Privacy Act: AO600-55DAMO

Description: DA Form 348 (Equipment Operator's Qualification Record, Except Aircraft) and driver tests and examinations.

Disposition:

a. Operator Qualification Record: Transfer with MPRJ or OPF, as applicable.

b. Tests and examinations: Destroy after recording on applicable qualification record.

FN: 600-55b

Title: Equipment operation permits

Authority: NN-166-204

Privacy Act: AO600-55DAMO

Description: Documents used to authorize individuals to operate Government equipment.

Disposition: Destroy 3 years from date of issue or when revoked by proper authority, whichever occurs first.

FN: 600-55c

Title: Equipment operator permit registers

Authority: NN-166-204

Table B-75**File category 600: Personnel—general—Continued****Privacy Act:** AO600-55DAMO

Description: Registers or comparable documents used to account for equipment operator permits used.

Disposition: Destroy 3 years after the last entry on the page or in the bound book.

FN: 600-61a

Title: Personnel management assistance visits

Authority: NC1-AU-80-41

Privacy Act: Not applicable.

Description: Documents relating to having and reporting on personnel management assistance (PERMAS) visits. Included are notifications of assistance, worksheets, draft reports, final reports, and related documents.

Disposition:

a. Report of visit: Destroy 2 years after next PERMAS visit.

b. Other documents: Destroy after next PERMAS visit.

FN: 600-85a

Title: Alcohol and drug abuse management files

Authority: NC1-AU-79-6

Privacy Act: Not applicable.

Description: Information reflecting implementation and status of the Alcohol and Drug Abuse Program. Included are reports, lessons learned, and other information relating to prevention, identification treatment, rehabilitation, evaluation, and research and development.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices and TOE units: Destroy after 2 years.

FN: 600-85b

Title: Alcohol and drug abuse statistics

Authority: NC1-AU-80-43

Privacy Act: Not applicable.

Description: Information reflecting statistics related to the Alcohol and Drug Abuse Program. Included are compilations and related information.

Disposition:

a. Office having Army-wide responsibility and OTSG:

(1) Consolidated reports: Permanent.

(2) Feeder reports: Destroy after 5 years.

b. Other offices and TOE units: Destroy when no longer needed for current operations.

FN: 600-85c

Title: Alcohol and Drug Intervention Council (ADIC) meetings

Authority: NN-172-187

Privacy Act: Not applicable.

Description: Information related to periodic meetings of interservice command or installation Alcohol and Drug Intervention Councils. Included are notices, agenda, minutes and reports of meetings, and similar information.

Disposition: Destroy after 6 years.

FN: 600-85d

Title: Alcohol and drug abuse rehabilitation

Authority: NC1-AU-83-18

Privacy Act: AO600-85DAPE

Description: Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). They accumulate at ADAPCP clinics throughout the Army. Included are results of biochemical urinalysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition.

Disposition: Destroy 5 years after—

a. Patients terminated participation in any ADAPCP track or

b. Decision not to enroll a screened referral into the ADAPCP, except:

(1) All medical consultation and laboratory slips pertaining to active duty military clients will be forwarded to the custodian of the service member's health record for inclusion therein.

(2) Upon permanent change of station (PCS), the patient's ADAPCP medical record will be forwarded to the gaining installation alcohol and drug control officer.

Table B-75
File category 600: Personnel—general—Continued

(3) If individual patient records are a part of a current research or program evaluation project, they may be retained until no longer needed provided all patient identifying data are expunged, and that all patient records are destroyed 2 years from completion of the research program or program evaluation project.

FN: 600-85e

Title: Alcohol and drug abuse sample prescreening report files

Authority: To be determined.

Privacy Act: A0600-85DAPE

Description: Copies of DA Form 5180-R (Urinalysis Custody and Report Record) and related documents, pertaining to urinalysis sample prescreening tests. These records are maintained by installation activities authorized to perform such tests.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600-200a

Title: MOS classification board proceedings

Authority: NN-166-204

Privacy Act: A0600-200TAPC

Description: Documents relating to evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction or discharge, where readjustment or reclassification is indicated because of mental, physical or emotional instability, psychiatric reasons, or inefficiency. Included are proceedings of MOS classification boards and related information.

Disposition: Destroy after 2 years.

FN: 600-200b

Title: Promotion eligibility rosters

Authority: NN-166-204

Privacy Act: A0600-200TAPC

Description: Documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information.

Disposition: Destroy after 2 years.

FN: 600-200c

Title: Centralized and semi-centralized selection board reporting files

Authority: NC1-AU-78-63

Privacy Act: A0600-200TAPC

Description: Documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

Disposition:

a. Office having Army-wide responsibility: Permanent. Cut off annually. Retire to WNRC after 5 years in CFA.

b. Other offices and TOE units: Destroy after 2 years.

FN: 600-200d

Title: Promotion eligibility determinations

Authority: NN-166-204

Privacy Act: A0600-200TAPC

Description: Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.

Disposition: Destroy after 1 year.

FN: 600-200e

Title: Enlisted promotions

Authority: N1-AU-86-1

Privacy Act: A0600-200TAPC

Description: Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion or advancement rosters (AAC-COI Report), computations for sergeant, specialist 4, and lower rank advancements, approved or disapproved requests, promotion or advancement instructions, and similar or related information.

Disposition: Destroy 1 year after completion of action.

Table B-75
File category 600: Personnel—general—Continued

FN: 600-200f

Title: Reductions in grade

Authority: NN-166-204

Privacy Act: A0600-200TAPC

Description: Documents related to disapproving recommendations for reduction in grade of enlisted personnel. Included are disapproved requests and similar or related documents.

Disposition: Destroy after 3 months.

FN: 600-290a

Title: Passport files

Authority: NN-166-204

Privacy Act: A0055-355bDALO

Description: Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.

Disposition:

a. U.S. Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 will be destroyed after 1 year.

b. Other offices: Destroy after 1 year.

Table B-76

File category 600: Personnel—general—rescinded FNs

FN: 600a

Title: Office personnel registers

Use: FN 1y

FN: 600b

Title: Office personnel locator

Use: FN 1z

FN: 600c

Title: Military job descriptions

Use: FN 1bb

FN: 600d

Title: Military temporary duty travel

Use: FN 1hh

FN: 600e

Title: Office military personnel files

Use: FN 1ii

FN: 600j

Title: Office general personnel files—military

Use: FN 1w

FN: 600-8d

Title: Personnel Data Cards

Use: Retire PDCs to NPRC

FN: 600-10a

Title: Casualty cases

Use: FN 600-8-1a

FN: 600-10b

Title: Casualty evidence

Use: FN 600-8-1b

FN: 600-10c

Title: Casualty compilations

Use: FN 600-8-1c

FN: 600-10d

Title: Casualty statistics

Use: FN 600-8-1d