

Table B-23
File category 55: Transportation and travel—Continued

Description: Not applicable.
Disposition: Not applicable.

FN: 55-80d

Title: Interstate highway systems
Authority: NC1-AU-85-31
Privacy Act: Not applicable.

Description: Correspondence, reports, and other information relating to the selection and designation of routes of the national system of interstate highways.

Disposition:

- a. Office having Army-wide responsibility:
 - (1) General files: Permanent.
 - (2) State files: Destroy after 3 years.
- b. Other offices: Destroy after 3 years.

FN: 55-80e

Title: Road test research files
Authority: NC1-AU-85-29
Privacy Act: Not applicable.

Description: Files relating to highway studies and tests accumulated as a result of Army participation in the American Association of State Highway Officials Road Test Research Project.

Disposition: Destroy when superseded by new study or test.

FN: 55-80f

Title: Access road projects
Authority: NC1-AU-86-7

Privacy Act: Not applicable.

Description: Information pertaining to access roads to installations and maneuver area roads important to national defense.

Disposition:

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
- b. Other offices: Destroy 3 years after completion or disapproval of the project.

FN: 55-80g

Title: Non-interstate highway systems
Authority: NC1-AU-83-16
Privacy Act: Not applicable.

Description: Information consisting of correspondence, reports, and other records relating to the selection and designation (location, standards, and so forth) of routes of highway systems other than interstate systems.

Disposition:

- a. HQ, MTMC offices having Army-wide responsibility:
 - (1) General files: Permanent.
 - (2) State files: Destroy after 3 years.
- b. Other offices: Destroy after 3 years.

FN: 55-80h

Title: Traffic engineering services
Authority: NC1-AU-79-45
Privacy Act: Not applicable.

Description: Information that accumulates as reference material in the planning and execution of traffic engineering surveys and studies.

Disposition:

- a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
- b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.

FN: 55-162a

Title: Materiel transport files
Authority: NN-166-204
Privacy Act: Not applicable.

Description: Information relating to the transport of bulky or oversized materiel. This information reflects liaison with other technical agencies and includes specifications, charts, reports, and similar information.

Disposition:

- a. Office having Army-wide staff responsibility: Destroy 1 year after materiel is removed from supply channels.
- b. Other offices: Destroy 2 years after supersession, or obsolescence.

Table B-23
File category 55: Transportation and travel—Continued

FN: 55-170a

Title: Returnable container files
Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, stock cards, memorandum receipts, reports, and similar papers.

Disposition: Destroy 3 years after return of container.

FN: 55-355AIRa

Title: Airlift clearances

Authority: NN-173-207

Privacy Act: Not applicable.

Description: Information relating to the clearance of air shipments into the Military Airlift Command (MAC) system. Included are clearance requests, challenge actions, and related information.

Disposition: Destroy after 1 year.

FN: 55-355FRTa

Title: Statistical tabulations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Statistical data pertaining to domestic freight movements and cargo shipped overseas for use in preparing statistical reports as required. These statistics are tabulated from bill of lading punchcards and ocean manifests.

Disposition:

- a. Basic data tabulated from punchcards: Destroy after 6 years.
- b. Supplemental data compiled from bill of lading punchcards and other sources for special studies or reports: Destroy after 2 years.

FN: 55-355FRTb

Title: Transportation control number indices

Authority: NC1-AU-79-22

Privacy Act: Not applicable.

Description: Copies of DD Form 1384-2 (Transportation Control and Movement Document) used to locate related documentation to answer inquiries.

Disposition: Destroy when the related index files are destroyed.

FN: 55-355FRTc

Title: Routing orders

Authority: GRS 9, Item 1b

Privacy Act: Not applicable.

Description: Information which is related to the authorization and routing of freight shipments destined for any point in the United States or overseas. Included are requests for routing, route orders, confirmation of route orders, reports of routing, unit permit authorizations, and related information.

Disposition: Destroy after 3 years.

FN: 55-355FRTd

Title: Domestic shipment controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated as a result of preparing and transmitting required reports in connection with proposed domestic movements and controlling nuclear shipments.

Disposition: Destroy on arrival of shipment, or after 1 year.

FN: 55-355FRTe

Title: Freight forwarder agreements

Authority: II-NNA-1945

Privacy Act: Not applicable.

Description: Information relating to rate negotiations with freight forwarders. Included are signed copies of freight forwarder agreements.

Disposition: Destroy 6 years after cancellation of agreement.

FN: 55-355FRTf

Title: Freight accounts

Authority: II-NNA-1469

Privacy Act: Not applicable.

Table B-23**File category 55: Transportation and travel—Continued**

Description: Files relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages; investigations; recommended settlements; and related information.

Disposition: Destroy after 3 years, except that information relating to unsettled claims or investigations will not be destroyed until settlement is accomplished.

FN: 55-355FRTg

Title: Bills of lading

Authority: NN-166-96

Privacy Act: A0055-71SAFM

Description: Information relating to inbound and outbound shipments. Included are property-received and property-shipped bills of lading, freight bills, shipping information, shipment planning worksheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading, and cross-reference sheets.

Disposition: Destroy after 3 years, except files which reflect acceptance of Foreign Military Sales/Support Arrangement/Military Assistance Grant Aid materiel at point of origin by an official of the foreign government, or a freight forwarder or carrier acting as representative of the foreign government, will be retired after 2 years and destroyed 10 years after retirement.

FN: 55-355FRTh

Title: Prepaid outbound salvage bills of lading

Authority: NN-166-204

Privacy Act: A0055-71SAFM

Description: Information relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.

Disposition: Destroy after 1 year.

FN: 55-355FRTI

Title: Prepaid inbound bills of lading

Authority: NN-166-204

Privacy Act: A0055-71SAFM

Description: Information relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving information, commercial bills of lading, freight bills, transit privilege bills of lading, and cross-reference sheets.

Disposition: Destroy after 2 years.

FN: 55-355FRTJ

Title: Overseas freight operation files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated in overseas transportation offices in connection with the movement of supplies and materiel by Government-owned transportation facilities as distinguished from similar information reflecting movement by commercial carriers. Included are freight warrants and waybills.

Disposition: Destroy after 2 years.

FN: 55-355FRTk

Title: Transit privilege bills of lading

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated as a result of specific transit operations, such as transit certificates, bills of lading, transit freight bills, tonnage credits, and prepaid freight bills recorded for transit.

Disposition: Destroy 3 years after expiration of transit privilege, except that files that show acceptance of Foreign Military Sales/Supply Support Arrangement/Military Assistance Grant Aid materiel at point of origin by an official of the foreign government, or a freight forwarder or carrier acting as representative of the foreign government, will be retired 2 years after expiration of the transit privilege and destroyed 10 years after retirement.

FN: 55-355FRTm

Title: Bills of lading registers

Authority: NN-164-217

Privacy Act: Not applicable.

Table B-23**File category 55: Transportation and travel—Continued**

Description: Registers containing data relative to each bill of lading issued or accomplished such as, to whom or by whom issued, date of issue or accomplishment, and consignor.

Disposition: Destroy in accordance with instructions for bills of lading recorded therein.

FN: 55-355FRTn

Title: Household shipment contracts

Authority: NC1-330-78-13

Privacy Act: A0055-71SAFM

Description: Information relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement. Included are contracts, purchase orders, service orders, delivery orders, receipts, travel orders, requests for shipment, inventories, and payment and collection vouchers.

Disposition:

a. Contracts for \$25,000 or less relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 1 year after final payment.

b. Contracts for more than \$25,000 relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 6 years and 3 months after final payment.

FN: 55-355FRTp

Title: Carrier performance files

Authority: NN-166-204

Privacy Act: A0210-7bCFSC

Description: Information reflecting carrier's qualifications and performance in moving personal property shipments. Included are letters of intent, brochures, inspection reports, commendations, quality control information, and suspension and revocation of suspension notices.

Disposition: Destroy when superseded, obsolete, or on discontinuance of carrier service.

FN: 55-355FRTq

Title: Personal property traffic files

Authority: NC1-AU-79-35

Privacy Act: Not applicable.

Description: Information used to assure fair distribution of business among approved carriers. Included are traffic distribution records and related information.

Disposition: Destroy 2 years after preparation of new record or after removal as approved carrier.

FN: 55-355FRTr

Title: Personal property bills of lading public files

Authority: NC1-166-204

Privacy Act: A0055-355MTMC

Description: Information showing bills of lading issued for movement of personal property shipments.

Disposition: Destroy after 1 year.

FN: 55-355FRTs

Title: Personal property reports

Authority: NN-166-204

Privacy Act: A0055-355MTMC

Description: Reports and related information showing volume of personal property shipped and other data relative to shipment of personal property.

Disposition: Destroy after 2 years.

FN: 55-355FRTt

Title: Bills of lading reviews

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information concerning the violation of Army regulations and tariffs in processing bills of lading.

Disposition: Destroy after 3 years.

FN: 55-355FRTu

Title: Privately-owned vehicle shipments

Authority: NN-166-204

Privacy Act: A0055-355MTMC

Table B-23
File category 55: Transportation and travel—Continued

Description: Information relating to the shipment of privately owned vehicles. Included are turn-in slips, copies of shipping information, service orders, affidavits pertaining to encumbrances, acceptance reports, and receipts for funds.
Disposition: Destroy after 2 years.

FN: 55-355FRTv

Title: Shipment discrepancy reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used to report discrepancies in shipments such as over, short, astray, loss of, or damage to military freight, improper loading, blocking, or bracing; improper handling by carrier or tender, or use of carrier's inadequate equipment or facilities; misdirected shipments, documentation errors, and nonobservance of carrier tariff requirements or military regulations.

Disposition: Destroy after 2 years, except information relating to unsettled claims or investigations will not be destroyed until settlement.

FN: 55-355FRTw

Title: Bills of lading statistics

Authority: GRS 9, Item 4b

Privacy Act: Not applicable.

Description: Memorandum copies of bills of lading and related information used by Headquarters and field offices of the MTMC for review in detecting technical and procedural errors and in preparing statistical data and reports.

Disposition: Destroy after 1 year. Cut off at end of each month.

FN: 55-355FRTx

Title: Bills of lading audits

Authority: GRS 9, Item 4b

Privacy Act: Not applicable.

Description: Information accumulated in field offices of the MTMC incident to the audit of selected bills of lading. Included are reproduced copies of original bills of lading.

Disposition: Destroy after 1 year. Cut off at end of each month.

FN: 55-355FRTy

Title: Freight rate litigations

Authority: NC1-AU-79-22

Privacy Act: Not applicable.

Description: Data developed for use in proposed litigation before the Interstate Commerce Commission, other regulatory bodies, or the Federal courts on freight rates, freight classification, and similar matters. Included are records of testimony, summaries of testimony, exhibits, copies of contracts and agreements with carriers, and correspondence reflecting negotiations with carriers.

Disposition: Destroy 10 years after supersession or obsolescence.

FN: 55-355FRTz

Title: Freight rate negotiations

Authority: NC1-AU-82-3

Privacy Act: Not applicable.

Description: Information relating to negotiations with carriers or carriers' associations on transportation rates, freight classifications, and similar matters.

Disposition: Destroy 7 years after supersession, obsolescence, or when no longer needed for current operations.

FN: 55-355FRTaa

Title: Domestic household shipment bills of lading

Authority: NC1-217-78-5

Privacy Act: AO055-355MTMC

Description: Information relating to receipt, packing, crating, shipment, and storage of domestic household goods and effects. Included are bills of lading, travel orders, orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information. Note: These records may, at the user's discretion, be interfiled with 55-355FRTbb, international household shipment bills of lading. If interfiled, these records will be retained for 6 years in accordance with the disposition instructions for 55-355FRTbb.

Disposition: Destroy after 3 years.

Table B-23
File category 55: Transportation and travel—Continued

FN: 55-355FRTbb

Title: International household shipment bills of lading

Authority: NN-166-204

Privacy Act: AO055-71SAFM

Description: Information relating to the receipt, packing, crating, shipment, and storage of international household goods and effects. Included are bills of lading, travel orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information.

Disposition: Destroy 6 years after close of the account.

FN: 55-355FRTcc

Title: Cargo analyses

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Summary and statistical data regarding cargo shipped and factor data used for planning purposes in projecting cargo movements and requirements.

Disposition: Offices having Army-wide staff responsibility: Destroy after 10 years.

FN: 55-355FRTdd

Title: Cargo movement data

Authority: II-NNA-1951

Privacy Act: Not applicable.

Description: Reports of programmed cargo movement and actual loadings by type of cargo.

Disposition: Destroy after 1 year.

FN: 55-355FRTee

Title: Discrepancy reports

Authority: NN-173-207

Privacy Act: Not applicable.

Description: Information reflecting discrepancies in shipments such as improper marking, packing, preservation, stowage, handling, misdirected shipments, documentation errors, and nonobservance of military regulations.

Disposition: Destroy after 2 years except information relating to unsettled claims or investigations will not be destroyed until settlement.

FN: 55-355HWYa

Title: Motor carrier facility files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information (maintained by Army installations and activities) used to select proper carriers. Included are questionnaires completed by commercial motor carriers indicating their facilities for handling freight, operating authority, photographs showing types of equipment available for utilization, and similar information.

Disposition: Destroy after 1 year.

FN: 55-355HWYb

Title: Highway transportation problem areas

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Correspondence regarding specific problem areas pertaining to movement of oversize, overweight, or other special military movements over public highways.

Disposition: Destroy after 10 years.

FN: 55-355HWYc

Title: Authorized representative designations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Correspondence regarding designation of individuals authorized to request and issue permits for movement of oversized, overweight, or other specialized shipments over public highways.

Disposition:

a. Office having Army-wide staff responsibility: Destroy 2 years after publication of individual's name in directory.

b. Office of authorized representative: Destroy on revocation or supersession of designation.

Table B-23
File category 55: Transportation and travel—Continued

FN: 55-355HWYd
Title: Highway movement permits
Authority: NN-163-15
Privacy Act: Not applicable
Description: Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.
Disposition: Destroy 3 years after completion of move.

FN: 55-355NONa
Title: Damaged or improper shipment statistical studies
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.
Disposition: Destroy after 5 years.

FN: 55-355NONb
Title: Parcel post shipment files
Authority: NN-171-28
Privacy Act: Not applicable.
Description: Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.
Disposition: Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid materiel will be retired after 2 years and destroyed 10 years after retirement.

FN: 55-355NONc
Title: Port car reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.
Disposition: Destroy after 1 year.

FN: 55-355NONd
Title: Cargo transporter reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to the preparation of required reports in connection with cargo transporters.
Disposition:
a. Joint Container Control Agency and Activities: Destroy after 2 years.
b. Other offices: Destroy after 3 months.

FN: 55-355NONE
Title: Port of entry customs files
Authority: NN-164-74
Privacy Act: AO055-355aDALO
Description: Information accumulated at ports of entry that relates to the entry and admission free-of-duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.
Disposition: Destroy after 5 years.

FN: 55-355NONf
Title: Foreign aid program reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Weekly reports submitted by Army terminals showing materiel on hand, enroute to ports, and shipped from ports under foreign aid programs.
Disposition:
a. Offices preparing reports: Destroy after 6 months.
b. Offices receiving report:

Table B-23
File category 55: Transportation and travel—Continued

- (1) Summary on consolidated reports: Destroy after 5 years.
- (2) Feeder reports: Destroy after 1 year.

FN: 55-355NONg
Title: Shippers' export declarations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Shippers' export declarations that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.
Disposition: Destroy after 1 year.

FN: 55-355NONh
Title: Transportation officer appointments
Authority: NN-166-204
Privacy Act: AO001bTAPC and OPM/GOVT1
Description: Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.
Disposition: Destroy 2 years after termination of appointment.

FN: 55-355NONi
Title: Cargo and passenger invoice recapitulations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.
Disposition: Destroy after 3 years.

FN: 55-355PERa
Title: Passenger agreements
Authority: NC1-AU-79-22
Privacy Act: Not applicable.
Description: Copies of agreements negotiated between the DOD and commercial air, bus, and rail carriers.
Disposition:
a. HQ, MTMC: Destroy 10 years after cancellation or supersession.
b. Other offices: Destroy 1 year after cancellation or supersession.

FN: 55-355PERb
Title: Personnel transportation plans
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.
Disposition:
a. Disapproved plans and related information: Destroy 2 years after disapproval.
b. Approved plans and related information: Destroy 1 year after supersession.

FN: 55-355PERc
Title: Troop movements
Authority: II-NNA-19
Privacy Act: Not applicable.
Description: Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.
Disposition: Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.

FN: 55-355PERd
Title: Passenger recapitulations and statistics
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.

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File category 55: Transportation and travel—Continued

Disposition: Destroy after 2 years.

FN: 55-355PERe

Title: Loading manifests

Authority: II-NNA-934

Privacy Act: Not applicable.

Description: Loading manifests of personnel involved in parachute jumps and glider flights.

Disposition: Destroy after 2 years.

FN: 55-355PERf

Title: Passenger manifests

Authority: II-NNA-934

Privacy Act: AO055-355DALO

Description: Information listing passengers (including remains of deceased personnel) and their destinations.

Disposition: Destroy after 1 year.

FN: 55-355PERg

Title: Passenger accounts

Authority: II-NNA-1469

Privacy Act: AO055-355aDALO

Description: Information relating to accounts of carriers pertaining to claims, adjustments, and other matters that accumulate in the handling, adjusting, and settling of passenger bills, carriers' claims, and carriers' accounts.

Disposition: Destroy after 3 years.

FN: 55-355PERh

Title: Passenger warrants

Authority: II-NNA-1482

Privacy Act: AO055-355DALO

Description: Copies of used and canceled passenger warrants, transportation certificates, travel orders, and similar information serving the same purposes issued for travel of personnel in overseas areas.

Disposition: Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.

FN: 55-355PERi

Title: Customs declarations

Authority: NN-164-74

Privacy Act: AO055-355DALO

Description: Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items.

Disposition: Destroy after 6 months.

FN: 55-355PERj

Title: Baggage inspections and clearances

Authority: NN-166-204

Privacy Act: AO055-355DALO

Description: Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured materiel trophies, certificates of ownership or right to possess other items of materiel, certificates of retention and customs declaration, receipts for articles withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured materiel trophies.

Disposition: Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.

FN: 55-355PERk

Title: Government transportation requests

Authority: II-NNA-1002

Privacy Act: AO055-355DALO

Table B-23
File category 55: Transportation and travel—Continued

Description: Copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations, and travel orders.

Disposition: Destroy after 3 years.

FN: 55-355PERm

Title: Transportation request registers

Authority: II-NNA-1002

Privacy Act: AO055-355DALO

Description: Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished.

Disposition: Destroy after 3 years.

FN: 55-355PERn

Title: Transportation request reports

Authority: II-NNA-985

Privacy Act: Not applicable.

Description: Reports made to higher headquarters that show transportation requests issued.

Disposition: Destroy after 2 years.

FN: 55-355PERp

Title: Meal tickets

Authority: NC1-AU-77-165

Privacy Act: Not applicable.

Description: Copies of used and canceled meal tickets with information relating to their issue.

Disposition: Destroy after 3 years.

FN: 55-355PERq

Title: Local transportation authorizations

Authority: II-NNA-1469

Privacy Act: AO055-355aDALO

Description: Information pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.

Disposition: Destroy after 3 years.

FN: 55-355PERr

Title: Bus passes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.

Disposition: Destroy on turn-in or replacement of pass.

FN: 55-355PERs

Title: Bus trip reports

Authority: II-NNA-1469

Privacy Act: Not applicable.

Description: Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers.

Disposition: Destroy after 6 months.

FN: 55-355PERT

Title: Theater priority lists

Authority: II-NN-3581

Privacy Act: AO055-355DALO

Description: Information relating to the scheduling of dependents for movement to and from an overseas command. Included are theater priority lists and changes.

Disposition: Destroy on completion of processing of all dependents included on the priority lists.

FN: 55-355PERu

Title: Processing of Overseas Replacement (POR) files (Rescinded; use FN 55-46a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-23
File category 55: Transportation and travel—Continued

FN: 55-355SEAE
Title: Port extract requisitions
Authority: II-NNA-1194
Privacy Act: Not applicable.
Description: Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.
Disposition: Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.

FN: 55-355SEAF
Title: Secondary port overseas extract requisitions
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.
Disposition: Destroy 6 months after completion of related shipment.

FN: 55-355SEAG
Title: Port due-in information
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.
Disposition: Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.

FN: 55-355SEAH
Title: Port controls
Authority: NC1-AU-77-52
Privacy Act: Not applicable.
Description: Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.
Disposition: Destroy after 10 years.

FN: 55-355SEAI
Title: Port studies
Authority: NC1-AU-79-45
Privacy Act: Not applicable.
Description: Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.
Disposition:
a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.

FN: 55-355TTTA
Title: Tariffs and tenders
Authority: NC1-AU-83-16
Privacy Act: Not applicable.
Description: Information relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of DOD materiel. Included are proposals, study data, tariff and tender information, and similar information.
Disposition:

Table B-23
File category 55: Transportation and travel—Continued

a. HQ MTMC: Destroy 10 years after cancellation or termination.
b. Other offices: Destroy on cancellation or termination.

FN: 55-355TTTB
Title: Transit privilege negotiations
Authority: II-NNA-221
Privacy Act: Not applicable.
Description: Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.
Disposition: Destroy 6 years after withdrawal or cancellation of transit privileges.

FN: 55-355TTTC
Title: Transit privilege applications
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Applications and related information concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers' agents.
Disposition: Destroy 2 years after close or completion of case.

FN: 55-355TTTD
Title: Transit utilization reports
Authority: II-NNA-1091
Privacy Act: Not applicable.
Description: Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.
Disposition: Destroy after 2 years.

FN: 55-355TTTE
Title: Transit inventory audit and tonnage reports
Authority: NC1-AU-79-22
Privacy Act: Not applicable.
Description: Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.
Disposition: Destroy after 3 years.

FN: 55-355TTTTF
Title: Personal property rate tariffs/tenders
Authority: NC1-AU-79-22
Privacy Act: Not applicable.
Description: Rate tariff or tenders submitted by carriers to installations and activity transportation officers that apply to the installation or activity to which submitted.
Disposition: Destroy 10 years after cancellation or termination.

FN: 55-357a (Not Used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 55-357b
Title: Terminal facilities files
Authority: II-NNA-19
Privacy Act: Not applicable.
Description: Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.
Disposition:
a. Office having Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference.
b. Office of authorized representative: Destroy on revocation or supersession of designation.

Table B-23
File category 55: Transportation and travel—Continued

FN: 55-355HWYd
Title: Highway movement permits
Authority: NN-163-15
Privacy Act: Not applicable
Description: Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.
Disposition: Destroy 3 years after completion of move.

FN: 55-355NONa
Title: Damaged or improper shipment statistical studies
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.
Disposition: Destroy after 5 years.

FN: 55-355NONb
Title: Parcel post shipment files
Authority: NN-171-28
Privacy Act: Not applicable.
Description: Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.
Disposition: Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid materiel will be retired after 2 years and destroyed 10 years after retirement.

FN: 55-355NONc
Title: Port car reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.
Disposition: Destroy after 1 year.

FN: 55-355NONd
Title: Cargo transporter reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to the preparation of required reports in connection with cargo transporters.
Disposition:
a. Joint Container Control Agency and Activities: Destroy after 2 years.
b. Other offices: Destroy after 3 months.

FN: 55-355NONE
Title: Port of entry customs files
Authority: NN-164-74
Privacy Act: AO055-355aDALO
Description: Information accumulated at ports of entry that relates to the entry and admission free-of-duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.
Disposition: Destroy after 5 years.

FN: 55-355NONf
Title: Foreign aid program reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Weekly reports submitted by Army terminals showing materiel on hand, enroute to ports, and shipped from ports under foreign aid programs.
Disposition:
a. Offices preparing reports: Destroy after 6 months.
b. Offices receiving report:

Table B-23
File category 55: Transportation and travel—Continued

- (1) Summary on consolidated reports: Destroy after 5 years.
- (2) Feeder reports: Destroy after 1 year.

FN: 55-355NONg
Title: Shippers' export declarations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Shippers' export declarations that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.
Disposition: Destroy after 1 year.

FN: 55-355NONh
Title: Transportation officer appointments
Authority: NN-166-204
Privacy Act: AO001bTAPC and OPM/GOVT1
Description: Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.
Disposition: Destroy 2 years after termination of appointment.

FN: 55-355NONi
Title: Cargo and passenger invoice recapitulations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.
Disposition: Destroy after 3 years.

FN: 55-355PERa
Title: Passenger agreements
Authority: NC1-AU-79-22
Privacy Act: Not applicable.
Description: Copies of agreements negotiated between the DOD and commercial air, bus, and rail carriers.
Disposition:
a. HQ, MTMC: Destroy 10 years after cancellation or supersession.
b. Other offices: Destroy 1 year after cancellation or supersession.

FN: 55-355PERb
Title: Personnel transportation plans
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.
Disposition:
a. Disapproved plans and related information: Destroy 2 years after disapproval.
b. Approved plans and related information: Destroy 1 year after supersession.

FN: 55-355PERc
Title: Troop movements
Authority: II-NNA-19
Privacy Act: Not applicable.
Description: Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.
Disposition: Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.

FN: 55-355PERd
Title: Passenger recapitulations and statistics
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.

Table B-23
File category 55: Transportation and travel—Continued

Disposition: Destroy after 2 years.

FN: 55-355PERe
Title: Loading manifests
Authority: II-NNA-934
Privacy Act: Not applicable.
Description: Loading manifests of personnel involved in parachute jumps and glider flights.
Disposition: Destroy after 2 years.

FN: 55-355PERf
Title: Passenger manifests
Authority: II-NNA-934
Privacy Act: AO055-355DALO
Description: Information listing passengers (including remains of deceased personnel) and their destinations.
Disposition: Destroy after 1 year.

FN: 55-355PERg
Title: Passenger accounts
Authority: II-NNA-1469
Privacy Act: AO055-355aDALO
Description: Information relating to accounts of carriers pertaining to claims, adjustments, and other matters that accumulate in the handling, adjusting, and settling of passenger bills, carriers' claims, and carriers' accounts.
Disposition: Destroy after 3 years.

FN: 55-355PERh
Title: Passenger warrants
Authority: II-NNA-1482
Privacy Act: AO055-355DALO
Description: Copies of used and canceled passenger warrants, transportation certificates, travel orders, and similar information serving the same purposes issued for travel of personnel in overseas areas.
Disposition: Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.

FN: 55-355PERi
Title: Customs declarations
Authority: NN-164-74
Privacy Act: AO055-355DALO
Description: Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items.
Disposition: Destroy after 6 months.

FN: 55-355PERj
Title: Baggage inspections and clearances
Authority: NN-166-204
Privacy Act: AO055-355DALO
Description: Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured materiel trophies, certificates of ownership or right to possess other items of materiel, certificates of retention and customs declaration, receipts for articles withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured materiel trophies.
Disposition: Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.

FN: 55-355PERk
Title: Government transportation requests
Authority: II-NNA-1002
Privacy Act: AO055-355DALO

Table B-23
File category 55: Transportation and travel—Continued

Description: Copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations, and travel orders.
Disposition: Destroy after 3 years.

FN: 55-355PERm
Title: Transportation request registers
Authority: II-NNA-1002
Privacy Act: AO055-355DALO
Description: Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished.
Disposition: Destroy after 3 years.

FN: 55-355PERn
Title: Transportation request reports
Authority: II-NNA-985
Privacy Act: Not applicable.
Description: Reports made to higher headquarters that show transportation requests issued.
Disposition: Destroy after 2 years.

FN: 55-355PERp
Title: Meal tickets
Authority: NC1-AU-77-165
Privacy Act: Not applicable.
Description: Copies of used and canceled meal tickets with information relating to their issue.
Disposition: Destroy after 3 years.

FN: 55-355PERq
Title: Local transportation authorizations
Authority: II-NNA-1469
Privacy Act: AO055-355aDALO
Description: Information pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.
Disposition: Destroy after 3 years.

FN: 55-355PERr
Title: Bus passes
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.
Disposition: Destroy on turn-in or replacement of pass.

FN: 55-355PERs
Title: Bus trip reports
Authority: II-NNA-1469
Privacy Act: Not applicable.
Description: Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers.
Disposition: Destroy after 6 months.

FN: 55-355PERt
Title: Theater priority lists
Authority: II-NN-3581
Privacy Act: AO055-355DALO
Description: Information relating to the scheduling of dependents for movement to and from an overseas command. Included are theater priority lists and changes.
Disposition: Destroy on completion of processing of all dependents included on the priority lists.

FN: 55-355PERu
Title: Processing of Overseas Replacement (POR) files (Rescinded; use FN 55-46a.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

Table B-23**File category 55: Transportation and travel—Continued****FN: 55-355PERv****Title:** Passenger Standing Routing Orders**Authority:** N1-AU-90-14**Privacy Act:** Not applicable.**Description:** Information relating to passengers' Standing Routing Orders (SROs) issued by an area command for repetitive movements of passengers within CONUS, and similar information.**Disposition:** Destroy 1 year after orders are changed.**FN: 55-355RALa****Title:** Railway engineering and operational data**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Basic engineering and operating data on railroads of the United States and foreign countries. Included are data on tracks, charts, gauges, clearance diagrams, bridge capacities, equipment lists, traffic information, and information on line haul and tonnage capacities for the countries indicated.**Disposition:**

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

FN: 55-355RALb**Title:** Switching accounts**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to carriers' claims and adjustments used in handling and settling passenger switching accounts and copies of orders.**Disposition:** Destroy after 6 years.**FN: 55-355RALc****Title:** Carloading rules and regulations**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information used in conducting loading and impact tests in formulating carloading rules and regulations for DOD materiel. Included are blueprints, photos, and loading and securement specifications.**Disposition:** Destroy 1 year after related equipment becomes obsolete.**FN: 55-355RALd****Title:** Car control processing files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used for expediting receipt and shipment of supplies; reflecting cars enroute, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence. Excluded are the car record books described below.**Disposition:** Destroy after 6 months.**FN: 55-355RALE****Title:** Car record books**Authority:** GRS 9, Item 1b**Privacy Act:** Not applicable.**Description:** Books and registers showing each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills.**Disposition:** Destroy after 3 years.**FN: 55-355RALf****Title:** Car seal record books**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Books containing accountable office record of the receipt and disposition of car seals which are maintained to facilitate monthly inspection as to whether seals were properly used.**Disposition:** Destroy 1 year after date of last entry.**FN: 55-355RALg****Title:** Railway equipment reports**Authority:** NN-166-204**Table B-23****File category 55: Transportation and travel—Continued****Privacy Act:** Not applicable.**Description:** Army headquarters copies of railway equipment reports designed to provide the Departments of the Army and the Air Force with a central inventory of railway equipment; information for computing and supporting requirements for procurement, maintenance, and operation; a basis for distributing or redistributing equipment; and a criterion for the replacement of equipment.**Disposition:** Destroy 6 months after equipment is transferred from the command, declared surplus, or salvaged.**FN: 55-355RALh****Title:** Car arrival reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information, such as car arrival reports, used to initiate diversions of shipments or immediate reshipment.**Disposition:** Destroy 3 months after diversion or reshipment.**FN: 55-355RALi****Title:** Railway transportation system capabilities studies**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Information that accumulates in the planning and execution of railway transportation system capabilities surveys and studies that cannot logically be filed elsewhere.**Disposition:**

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

FN: 55-355SEAA**Title:** General average claims**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to general average claims against cargo transport by the Military Sea Transport Service, accumulated in connection with determination of the amount of cargo involved, cost, amount of damage, and expense incurred in preservation.**Disposition:** Office having Army-wide staff responsibility: Destroy after 10 years.**FN: 55-355SEAB****Title:** Government vessel pier files**Authority:** NC1-AU-77-85**Privacy Act:** Not applicable.**Description:** Reports on Government-operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.**Disposition:** Destroy after 3 years.**FN: 55-355SEAC****Title:** Commercial vessel pier files**Authority:** NC1-AU-78-43**Privacy Act:** Not applicable.**Description:** Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.**Disposition:** Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed before settlement of the claim or completion of the investigation or litigation.**FN: 55-355SEAD****Title:** Port overseas requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the receipt of, or request for supplies for overseas commands, and to the follow-up and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related information.**Disposition:** Destroy 2 years after completion of all supply action.

Table B-23
File category 55: Transportation and travel—Continued

FN: 55-355SEAE
Title: Port extract requisitions
Authority: II-NNA-1194
Privacy Act: Not applicable.
Description: Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.
Disposition: Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.

FN: 55-355SEAF
Title: Secondary port overseas extract requisitions
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.
Disposition: Destroy 6 months after completion of related shipment.

FN: 55-355SEAG
Title: Port due-in information
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.
Disposition: Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.

FN: 55-355SEAH
Title: Port controls
Authority: NC1-AU-77-52
Privacy Act: Not applicable.
Description: Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.
Disposition: Destroy after 10 years.

FN: 55-355SEAI
Title: Port studies
Authority: NC1-AU-79-45
Privacy Act: Not applicable.
Description: Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.
Disposition:
a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.

FN: 55-355TTTA
Title: Tariffs and tenders
Authority: NC1-AU-83-16
Privacy Act: Not applicable.
Description: Information relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of DOD materiel. Included are proposals, study data, tariff and tender information, and similar information.

Table B-23
File category 55: Transportation and travel—Continued

Disposition:
a. HQ MTMC: Destroy 10 years after cancellation or termination.
b. Other offices: Destroy on cancellation or termination.

FN: 55-355TTTB
Title: Transit privilege negotiations
Authority: II-NNA-221
Privacy Act: Not applicable.
Description: Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.
Disposition: Destroy 6 years after withdrawal or cancellation of transit privileges.

FN: 55-355TTTC
Title: Transit privilege applications
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Applications and related information concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers' agents.
Disposition: Destroy 2 years after close or completion of case.

FN: 55-355TTTD
Title: Transit utilization reports
Authority: II-NNA-1091
Privacy Act: Not applicable.
Description: Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.
Disposition: Destroy after 2 years.

FN: 55-355TTTE
Title: Transit inventory audit and tonnage reports
Authority: NC1-AU-79-22
Privacy Act: Not applicable.
Description: Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.
Disposition: Destroy after 3 years.

FN: 55-355TTTF
Title: Personal property rate tariffs/tenders
Authority: NC1-AU-79-22
Privacy Act: Not applicable.
Description: Rate tariff or tenders submitted by carriers to installations and activity transportation officers that apply to the installation or activity to which submitted.
Disposition: Destroy 10 years after cancellation or termination.

FN: 55-357a (Not Used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 55-357b
Title: Terminal facilities files
Authority: II-NNA-19
Privacy Act: Not applicable.
Description: Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.
Disposition: Office having Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference.

B-20. File category 56: Surface transportation

a. *Prescribing directive.* AR 56-9, Watercraft.

b. *Description.* These files relate to administration, registration, operation, and management of motor vehicles and motor pools, hiring of motor vehicles, inventory control and reporting, maintenance cost reporting, safety inspection of privately owned vehicles, transportation of dependent school children, utilization of highways and operation and control of Army railroads and rail equipment. Also includes organization, functions, operations, and services of Army water terminals and other port activities. See table B-24.

Table B-24**File category 56: Surface transportation****FN: 56****Title:** General surface transportation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

Disposition:

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

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

FN: 56-9a**Title:** Vessel records**Authority:** II-NNA-1091**Privacy Act:** Not applicable.

Description: Forms in the DA Form 55 series needed to furnish a complete description of a boat (self-propelled vehicles under 1000 gross tons, and all nonself-propelled vessels), photographs of harbor boats, U.S. Coast Guard certificates, correspondence, and other information of a historical nature that might be of value to the command to which a vessel is assigned for operation.

Disposition: Destroy 2 years after final disposition of the vessel.**FN: 56-9b****Title:** Vessel logbooks**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Deck and engine logbooks of harbor craft containing accounts of activities aboard the vessel.

Disposition: Destroy after 6 years.**FN: 56-9c****Title:** Sailing orders**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Orders directing a vessel's mission, time of departure, destination, and other instructions related to the operation of the vessel.

Disposition: Destroy after 2 years.**FN: 56-9d****Title:** Marine Qualification Board files**Authority:** NC1-AU-84-40**Privacy Act:** A0056-9TRADOC**Table B-24****File category 56: Surface transportation—Continued**

Description: Information accumulated by the Marine Qualification Board to record the marine service of individual military and civilian employees of the Army. Included are DA Forms 3068-1 (Marine Service Record), requests for examinations, character and suitability statements, recommendations of commanding officers, physical qualification statements, experience qualifications and evaluations, and individual requests and replies regarding professional requirements for marine licensing, upgrading, and renewing, information indicating entitlements to sea pay, and similar information. Also included are registers used to record issuance of DA Form 3068 (Marine Service Book). Not included is the DA Form 3068 itself, which is a personal record retained by the individual.

Disposition:

a. DA Form 3068-1 and associated records: Destroy after 40 years. Do not retire.

b. Registers: Destroy 40 years after last entry in the register. Do not retire.

FN: 56-9e**Title:** Vessel assignments**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to the assignment, service testing, and operation of inland waterway and harbor craft under Army commands.

Disposition: Office having Army-wide responsibility: Destroy after 5 years.**FN: 56-9f****Title:** Ship operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Reports reflecting the use and operating costs of vessels. This does not include records that reflect the history of the vessel. At DA staff level, these files are used for budgeting, funding, increasing the fleet, disposing of vessels, and similar actions.

Disposition: Destroy after 5 years.**FN: 56-9g****Title:** Ship blueprints and tracings**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Blueprints and tracings of repair and alterations to vessels and their equipment.

Disposition: Destroy 6 years after last entry in the book.**FN: 56-9h****Title:** Ship care and preservation files**Authority:** II-NNA-1091**Privacy Act:** Not applicable.

Description: Information relating to the state of preservation of vessels in storage, including information such as evidence of corrosion and other deterioration or condensation within equipment; defective painted surfaces; adequacy of protected films, wrappings, dyeing agents, and dehumidification; and precautions to be observed before placing vessel into service.

Disposition: Destroy on final disposition of vessel.**FN: 56-9i****Title:** Vessel surveys**Authority:** II-NNA-1091**Privacy Act:** Not applicable.

Description: Certificates from the American Bureau of Shipping declaring vessels to be seaworthy.

Disposition: Destroy 5 years after issuance of new certificate.**FN: 56-9j****Title:** Vessel clearances**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Letters clearing vessels to enter foreign countries.

Disposition: Destroy after 1 year.

Table B-24
File category 56: Surface transportation—Continued

FN: 56-9k
Title: Hull registration files
Authority: NC1-AU-80-52
Privacy Act: Not applicable.
Description: Army inventories of the Marine fleet, consisting of information reflecting acquisition data for individual Army vessels, including builder, year constructed, contract, cost, current or former hull numbers, and design. Record may also include unit assignments during active use and method and means of disposition.
Disposition: Destroy after 50 years in CFA. Do not retire.

FN: 56-9m
Title: Crew lists
Authority: NN-166-204
Privacy Act: AO0001bTAPC/OPM GOVT 1
Description: Listings prepared at Army terminals that identify the individuals who make up the crew of a vessel.
Disposition: Destroy 1 year after reassignment of crewmembers, or final disposition of the vessel, whichever is applicable.

B-21. File category 58: Motor transportation

a. *Prescribing directive.* AR 58-1, Management, Acquisition, and Use of Administrative Use Motor Vehicles.

b. *Description.* These records concern specific modes of transportation and travel. See table B-25.

Table B-25
File category 58: Motor transportation

FN: 58
Title: General motor transportation correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:
a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature, and other information relating to motor transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)
b. **NOACTION:** Matters relating to motor transportation that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
Disposition:
a. **ACTION:** Destroy after 2 years.
b. **NOACTION:** Destroy when no longer needed for current operations.

FN: 58-1a
Title: Dispatcher organizational control records
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting the dispatch of equipment. Normal information includes names of users, time out, destination, equipment identification, and estimated time of return.
Disposition: Destroy after 1 month.

FN: 58-1b
Title: Equipment daily utilization files
Authority: NN-166-204

Table B-25
File category 58: Motor transportation—Continued

Privacy Act: Not applicable.
Description: Information completed by dispatcher and operator to provide information on the daily use of equipment and reports reflecting driver description of Army motor vehicle accidents.
Disposition: Destroy after required transfer of information to other records, unless required for accident investigation or State gasoline tax purposes.

FN: 58-1c
Title: Administrative motor vehicle authorizations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Requests for allowances of vehicles indicating requirements, justifications, approvals, and disapprovals.
Disposition: Destroy after 2 years.

FN: 58-1d
Title: Administrative motor vehicle requisitions
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Requisitions for vehicles and related information created in the supply and redistribution of vehicles.
Disposition: Destroy after 2 years.

FN: 58-1e
Title: Administrative transport management surveys and inspections
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information showing results of management surveys and inspections of administrative vehicle operations. Included are survey and inspection reports.
Disposition:
a. MACOMs: Destroy after 5 years.
b. Other offices: Destroy 1 year after next comparable survey or inspection.

FN: 58-1f
Title: Transportation services authorizations
Authority: NN-166-204
Privacy Act: AO055-355aDALO
Description: Information relating to the justification, authorization, cancellation, and review of the establishment of transportation services such as domicile-to-duty, group transportation, transportation of dependent school children, and the daily recurring dispatch of administrative vehicles. Included are requests, approvals, disapprovals, cancellations, and reviews.
Disposition:
a. Office having Army-wide responsibility: Destroy 5 years after cancellation or supersession.
b. Other offices: Destroy 1 year after cancellation of service, or when superseded by a new authorization (except that routine requests will be destroyed after 1 month).

FN: 58-1g
Title: Administrative motor vehicles subordinate controls
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Cards, charts, graphs, and comparable information used to control location and other data relative to administrative vehicles.
Disposition: Destroy when superseded or obsolete.

FN: 58-1h
Title: Vehicle identification plates
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information accumulated in connection with requesting, transferring, issuing, and disposing of U.S. or local identification plates or license plates.
Disposition:
a. Office responsible for issuing plates: Destroy 5 years after disposal of plates.
b. Other offices: Destroy after 1 year.

Table B-25**File category 58: Motor transportation—Continued****FN: 58-1i****Title:** Administrative motor service cost and performance reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports showing cost and performance data on the operation of administrative vehicles.**Disposition:** Destroy 3 years after discontinuance of ledger or date of work sheet.**FN: 58-1j****Title:** Motor vehicle stock status**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated in connection with the system for the location, by station and status, of motor vehicles. Included are motor vehicle records and corresponding punch cards.**Disposition:** Destroy 6 months after transfer or shipment of vehicle.**FN: 58-1k****Title:** Automotive vehicle transfer releases**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated at Army headquarters directing shipment of automotive vehicles within the Army area.**Disposition:** Destroy after 2 years.**FN: 58-1m****Title:** Motor vehicle locator records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information constituting a part of a location, inventory, or identification system for motor vehicles, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards or tags, and related information.**Disposition:** Destroy on supersession or obsolescence.**FN: 58-1n****Title:** Vehicle inventory and density reports**Authority:** II-NNA-1006**Privacy Act:** Not applicable.**Description:** Vehicle density reports, inventory reports of motor vehicles, and comparable statistical reports and related data.**Disposition:** Destroy on completion of next report or after 1 year, whichever comes first.**FN: 58-1p****Title:** Quarterly administrative vehicle allocation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports concerning the supply of motor vehicles for administrative purposes. Included are copies of quarterly administrative vehicle allocation reports, or comparable reports containing information showing the type, description, estimated requirements, recommended and authorized allocation, and other data.**Disposition:** Destroy after 3 years.**FN: 58-1q****Title:** Vehicle titles**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the registration of vehicles. Included are titles, manufacturers' and dealers' statements of origin, and related information. They will accompany the vehicle upon transfer.**Disposition:** Destroy on sale, salvage, or other final disposition of related vehicle.**FN: 58-1r****Title:** Equipment operation permits**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** Information used to authorize individuals to operate Government equipment.**Disposition:** Destroy 3 years from date of issue or when revoked by proper authority, whichever occurs first.**Table B-25****File category 58: Motor transportation—Continued****FN: 58-1s****Title:** Equipment operator permit registers**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** Registers or comparable information used to account for equipment operator permits used.**Disposition:** Destroy 3 years after the last entry on the page or in the bound register.**B-22. File category 59: Air transportation***a. Prescribing directive.*

(1) AR 59-3, Air Transportation Movement of Cargo By Scheduled Military and Commercial Air Transportation — CONUS Outbound.

(2) AR 59-8, Department of Defense (DOD) Common User Airlift.

(3) AR 59-10, DOD Use of Commercial Air Transportation Under the War Air Service Program (WASP).

(4) AR 59-21, MAC Transportation Authorization (MTA).

(5) AR 59-105, Air Terminals and Aerial Ports.

b. Description. These records concern air movement of persons, baggage, and cargo by Military Airlift Command or commercial airlift, air traffic facilities and activities, arrangements for air transportation, aerial terminals and ports. See table B-26.**Table B-26****File category 59: Air transportation****FN: 59****Title:** General air transportation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** No applicable.**Description:***a. ACTION:* Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to air transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)*b. NONACTION:* Matters relating to air transportation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.**Disposition:***a. ACTION:* Destroy after 2 years.*b. NONACTION:* Destroy when no longer needed for current operations.**FN: 59-3a****Title:** Commercial air shipments**Authority:** NN-173-207**Privacy Act:** Not applicable.**Description:** Information relating to the authorization and arrangement for commercial air shipments. Included are correspondence and reports.**Disposition:** Destroy after 3 years.**FN: 59-8a****Title:** Airlift requirements and utilization reports**Authority:** NN-173-207**Privacy Act:** Not applicable.

Table B-26
File category 59: Air transportation—Continued

Description: Reports showing monthly, special, and annual airlift requirements and airlift space assignment and utilization. Included are airlift requirement reports, air space assignments, and MAC traffic movement reports.

Disposition:

- a. Office having Army-wide staff responsibility:
(1) Consolidated or summary reports: Destroy after 6 years.
(2) Feeder reports: Destroy after 1 year.
b. Other offices: Destroy after 1 year.

FN: 59-8b

Title: Military Airlift Command coordinations

Authority: NN-173-207

Privacy Act: Not applicable.

Description: Information relating to channel sequence listings, proposed Aerial Port of Embarkation (APOE) and channel changes, APOE management levels, embargoes, APOE storage capabilities, special handling and restricted movement, fleet developments, and MAC user conferences. Included are minutes of conference meetings, memorandums, and related information.

Disposition: Destroy after 3 years.

FN: 59-10a

Title: Air cargo mail status reports

Authority: NN-173-207

Privacy Act: Not applicable.

Description: Reports reflecting the status of air cargo mail at APOE.

Disposition: Destroy after 1 year.

FN: 59-21a

Title: Transportation control movement documents (TCMD)

Authority: NN-173-207

Privacy Act: Not applicable.

Description: Information used to control movement, terminal handling, and tracing of air cargo shipments.

Disposition:

- a. Office having Army-wide staff responsibility: Consolidated TCMD listings: Destroy after 10 years except that input information may be destroyed when verified on listing.
b. Other offices: Destroy after 1 year. Earlier disposal is authorized.

FN: 59-21b

Title: Shipment control processing files

Authority: NN-173-207

Privacy Act: Not applicable.

Description: Information used in the processing and expediting of air shipments. Included are shipment validations, reports of shipments, bills of lading, and tracer requests and responses.

Disposition: Destroy after 1 year. Earlier disposal is authorized.

FN: 59-105a

Title: Port level files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Correspondence and related information generated as a result of analyses or inquiries stemming from MAC's airlift activity at a given port or ports.

Disposition:

- a. Office having Army-wide staff responsibility: Destroy after 3 years.
b. Other offices: Destroy after 1 year.

B-23. File category 60: Exchange service

a. Prescribing directives.

(1) AR 60-10, Army and Air Force Exchange Service (AAFES) General Policies.

(2) AR 60-20, Army and Air Force Exchange Service (AAFES) Operating Policies.

b. Description. These records concern establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army Exchange Service and exchanges at installations). See table B-27.

Table B-27
File category 60: Exchange service

FN: 60

Title: General exchange service correspondence files

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

Privacy Act: Not applicable.

Description:

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

Disposition:

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

FN: 60-10a

Title: General exchange service policies

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information accumulated at the installation level in exercising command oversight of the exchange system. Included is information on liaison with exchange manager, requirements for opening exchange facilities, requests for stockage items, enforcement of Army resale policies, advice to AAFES on tax and claim matters, provision of utilities to exchange activities, policy on issuance of identification information authorizing use of facilities, and similar information.

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

FN: 60-20a

Title: Exchange service operating policies

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information accumulated at the installation level in overseeing actual exchange operations (as opposed to the policy oversight of FN 60-10a above). Included is information relating to activities and patronage, sales operations and procurement, theater operations, taxes, fiscal management, administration policies, and similar information.

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

FN: 60-20b

Title: Ration control systems

Authority: NC1-AU-86-23

Privacy Act: AO060-20DAMO

Description: Information accumulated in overseas commands to comply with Joint Services blackmarket monitoring control policy and to maintain records of controlled items purchased at retail sales facilities. Included are applications, ration control plates, authorizations, registers, sales slips, and similar information.

Disposition: Destroy when no longer needed for current operations or when no longer needed to meet host country laws and regulations.

B-24. File category 65: Postal service

- a. *Prescribing directive.* Postal matters are now prescribed by—
 (1) AR 600-8-3, Unit Postal Operations.
 (2) DOD Postal Manual 4525.6-M, Volume II, Mail Handling and Delivery Procedures for Mail Rooms and Postal Service Centers.
- b. *Description.* None. This category is rescinded. Files will be established as shown in table B-28.

Table B-28**File category 65: Postal service—rescinded FNs**

FN: 65
Title: General postal service correspondence files
Use: FN 600, General personnel correspondence files

FN: 65a
Title: Postal personnel designations
Use: FN 600-8-3a

FN: 65b
Title: Postal losses and shortages
Use: FN 600-8-3b

FN: 65c
Title: Postal activity inspections and audits
Use: FN 600-8-3c

FN: 65d
Title: Postal directory sources
Use: FN 600-8-3d

FN: 65e
Title: Postal directories
Use: FN 600-8-3e

FN: 65f
Title: Standing delivery orders
Use: FN 600-8-3f

FN: 65g
Title: Post office accountable mail receipt
Use: FN 600-8-3g

FN: 65h
Title: Mail call and hours of collection files
Use: 600-8-3h

FN: 65i
Title: Unit mail clerk's receipts
Use: FN 600-8-3i

FN: 65j
Title: Postal lockbox assignments
Use: FN 600-8-3j

FN: 65k
Title: Mail distribution schemes
Use: FN 600-8-3k

FN: 65m
Title: Mail routing guides
Use: FN 600-8-3m

FN: 65n
Title: Mail key controls
Use: FN 600-8-3n

FN: 65p
Title: Delivery service controls
Use: FN 600-8-3p

FN: 65q
Title: Postal activity reports
Use: FN 600-8-3q

Table B-28**File category 65: Postal service—rescinded FNs—Continued**

FN: 65r
Title: Foreign postal agreements
Use: FN 600-8-3r

FN: 65s
Title: APO establishment files
Use: FN 600-8-3s

FN: 65t
Title: Postal service authorizations
Use: FN 600-8-3t

FN: 65u
Title: Mail carrier irregularity files
Use: FN 600-8-3u

FN: 65v
Title: Unit locator
Use: FN 600-8-3v

FN: 65w (not used)
Title: Not applicable
Use: Not applicable

FN: 65x
Title: Mail manifests
Use: FN 600-8-3x

FN: 65y
Title: EFM processing files
Use: FN 600-8-3y

FN: 65z
Title: Mail controls
Use: FN 600-8-3z

FN: 65aa
Title: Accountable equipment files
Use: FN 600-8-3aa

FN: 65bb
Title: U.S. Postal Service accountable mail files
Use: FN 600-8-3bb

FN: 65cc
Title: Money order account files
Use: 600-8-3cc

FN: 65dd
Title: Postage stamp stock accounts
Use: 600-8-3dd

B-25. File category 66: Courier service

- a. *Prescribing directive.* AR 66-5, Armed Forces Courier Service.
 b. *Description.* These files relate to procedures and instructions pertaining to transmission of material requiring protected handling by military courier. These includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required. See table B-29.

Table B-29**File category 66: Courier service**

FN: 66
Title: General courier service correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.

Description:
 a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility;

Table B-29

File category 66: Courier service—Continued

program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to courier service which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

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

Disposition:

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

FN: 66-5a

Title: Station establishment files

Authority: NC1-AU-78-96

Privacy Act: Not applicable.

Description: Information relating to the establishment or disestablishment of courier stations.

Disposition: Headquarters, Armed Forces Courier Service: Destroy in CFA 10 years after disestablishment of a station.

FN: 66-5b

Title: Designated courier files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to designation of Armed Forces Courier Service (ARFCOS) couriers. Included are forms designating couriers, reports of refusal to act as designated courier, and related information.

Disposition: Headquarters, ARFCOS, and courier stations: Destroy after 6 years.

FN: 66-5c

Title: Authorization records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting recipients authorized to receive ARFCOS material.

Disposition: Destroy 1 year after supersession or cancellation.

FN: 66-5d

Title: Card and key accountability files

Authority: NN-163-54

Privacy Act: Not applicable.

Description: Information reflecting accountability for ARFCOS identification cards and rotary lock keys. Included are receipts signed by courier officers, commanding officers, and officers in charge of courier station for the station's allotment of cards and keys.

Disposition: Headquarters, ARFCOS, and courier stations: Destroy on receipt of a new or adjusted receipt, or on return of card or key.

FN: 66-5e

Title: Identification cards

Authority: GRS 11, Item 4a

Privacy Act: AO190-13CFSC

Description: Identification cards for ARFCOS couriers and courier assistants.

Disposition:

- a. Courier Stations: Destroy card upon expiration or revocation and forward letter of destruction to the Director, ARFCOS, Alexandria, VA 22331.
b. Headquarters, ARFCOS: Destroy letter upon completion of accounting action.

Table B-29

File category 66: Courier service—Continued

FN: 66-5f

Title: Identification card correspondence files

Authority: NN-166-204

Privacy Act: AO190-13CFSC

Description: Correspondence relating to the issue and acknowledgment of the return of ARFCOS identification cards.

Disposition: Headquarters ARFCOS and courier stations: Destroy after 2 years.

FN: 66-5g

Title: Originator receipts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Original receipts for ARFCOS material, copies of which are furnished to the originators of the material.

Disposition:

- a. Courier Stations: Transfer 1 year after cut-off to Armed Forces Courier Station Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.
b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.

FN: 66-5h

Title: Delivery receipts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Receipts for ARFCOS materials which are obtained by couriers upon delivery.

Disposition:

- a. Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.
b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.

FN: 66-5i

Title: Pouch invoices

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used as receipts between courier stations.

Disposition:

- a. Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.
b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.

FN: 66-5j

Title: Daily inventories

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the daily inventory of ARFCOS material.

Disposition: Courier stations: Destroy after 1 year. Cut off monthly.

FN: 66-5k

Title: Courier station inspections

Authority: NN-163-55

Privacy Act: Not applicable.

Description: Information reflecting the technical inspection of courier stations. Included are inspection reports, inspection checklists, and related information.

Disposition: Headquarters ARFCOS: Destroy after 4 years in CFA.

FN: 66-5m

Title: Courier service reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports reflecting activity and cost of operations of courier stations.

Disposition:

- a. Headquarters, ARFCOS: Destroy after 4 years in CFA.
b. Courier stations: Destroy after 1 year.

FN: 66-5n

Title: Losses, compromises, or violations

Authority: NN-163-55

Table B-29**File category 66: Courier service—Continued****Privacy Act:** Not applicable.**Description:** Information relating to the loss or possible compromise of ARFCOS material, violations concerning the use of ARFCOS, irregularity reports, and general operational problems. Included are reports, recommendations, and related information.**Disposition:** Headquarters ARFCOS: Destroy after 3 years in CFA.**FN:** 66-5p**Title:** Supplies and equipment requests**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used in requisitioning ARFCOS supplies and equipment.**Disposition:** Courier stations: Destroy after 1 year.**FN:** 66-5q**Title:** Pouch labels**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to label pouches transported by ARFCOS.**Disposition:** Courier stations: Destroy when they have served their purpose.**B-26. File category 70: Research, development, and acquisition***a. Prescribing directives.*

- (1) AR 70-1, Systems Acquisition Policy and Procedures.
- (2) AR 70-2, Materiel Status Recording.
- (3) AR 70-9, Army Research Information Systems and Report.
- (4) AR 70-10, Test and Evaluation During Development and Acquisition of Materiel.
- (5) AR 70-14, Publication and Reprints of Articles in Professional Journals.
- (6) AR 70-16, Department of the Army System Coordinator (DASC) System.
- (7) AR 70-17, System/Program/Project/Product Management.
- (8) AR 70-25, Use of Volunteers as Subjects of Research.
- (9) AR 70-28, Assigning Popular Names to Major Items of Equipment.
- (10) AR 70-31, Standards for Technical Reporting.
- (11) AR 70-33, Mutual Weapons Development Data Exchange Program (MWDDEP) and Defense Development Exchange Program (DDEP).
- (12) AR 70-35, Advanced Planning Information for Research and Development.
- (13) AR 70-37, Configuration Management.
- (14) AR 70-41, Cooperation with Allies and Other Nations in Research and Development of Defense Equipment.
- (15) AR 70-44, DOD Engineering for Transportability.
- (16) AR 70-58, International Professional (Scientists and Engineers) Exchange Program.
- (17) AR 70-61, Type Classification of Army Materiel.
- (18) AR 70-66, United States-Canadian Defense Development Sharing Program.
- (19) AR 70-74, Independent Research and Development.

b. Description. These records concern policies, procedures, and standards for research, development, and acquisition. Includes production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, materiel, methods, and utilization of human resources can be devised and introduced into the Army inventory, studies to establish technical adequacy and qualitative characteristics of materiel, exchange of and access to technical and scientific information, collaboration on changes and modifications of development items based on results of studies and tests, policies and procedures for materiel acquisition system management. See table B-30.

Table B-30**File category 70: Research, development, and acquisition****FN:** 70**Title:** General research, development, and acquisition correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

Disposition:a. **ACTION:** Destroy after 2 years.b. **NONACTION:** Destroy when no longer needed for current operations.**FN:** 70-1a**Title:** New equipment training program development files**Authority:** NC1-AU-80-18**Privacy Act:** Not applicable.

Description: Information accumulated in developing new equipment training concepts, policies, procedures, and directives. Included are new equipment training plans, personnel requirements information, mission orders, contract data requirements lists, materiel fielding plans, inspection and receiving reports, programs of instruction, lesson plans, training statements of work, training and equipment specifications, coordinating actions, and related information.

Disposition:

a. Office developing the training program: Destroy 2 years after training responsibilities are transferred to an Army, civilian, or other U.S. Government affiliated school, or decision is made to discontinue the training.

b. Other offices: Destroy after 2 years.

FN: 70-1b**Title:** Combat/training development requirements**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information reflecting requirements for studies, materiel, war games, field experiments, troop tests, international standardization actions, doctrinal media, tables of organization and equipment, and other combat development actions, dates required, and action agency. Included are policy and procedural memorandums and directives, program documents, revisions thereto, coordinating actions, and related information.

Disposition:

a. Office responsible for preparation of program: Destroy after 20 years.

b. Other offices: Destroy after 2 years, or on supersession or obsolescence, whichever is first.

FN: 70-1c**Title:** Combat/training development annual reviews**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information summarizing actions taken on review of materiel requirement documents, status of and comments on studies, results of field experiments and troop tests and similar combat development activities. Included are copies of published annual reviews and contributions and communications relating to them.

Table B-30
File category 70: Research, development, and acquisition—Continued

Disposition:

- a. Office responsible for preparation and issue: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.

FN: 70-1d

Title: Combat/training development quarterly reviews.

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information to guide and inform combat development agencies of major actions, current trends, and problems. Included are copies of published reviews, requests for information on validity of materiel requirements, and contributions and communications relating to them.

Disposition:

- a. Office responsible for preparation and issue: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.

FN: 70-1e

Title: Materiel development objectives

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information relating to preparation, coordination, approval, and issue of statements of requirements for materiel requiring exploratory or advanced development to determine its feasibility sufficiently to establish qualitative materiel requirements (QMRs). Included are recommended qualitative materiel development objectives (QMDOs) and advance development objectives (ADOs), coordinating actions, approvals or disapprovals, and copies of the published QMDOs or ADOs and communications relating to them.

Disposition:

- a. HQ, TRADOC office responsible for submitting the QMDO or ADO to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
- b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.

FN: 70-1f

Title: Materiel requirements

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information relating to preparation and coordination of statements reflecting requirements for materiel of proven feasibility needed to meet operational and organizational objectives of the Army. Included are recommendations for new ROC and revisions to existing ROC, QMR and materiel need (MN), coordinating actions, copies of published requirements and related information.

Disposition:

- a. HQ, TRADOC or other combat developer office responsible for preparing and submitting requirement to HQDA and HQDA office having approval authority: Permanent.
- b. Other offices: Destroy after 2 years or 2 years after completion of project, as applicable.

FN: 70-1g

Title: Small development requirements

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information relating to preparation and coordination of statements of requirement for development of training devices, major innovations or improvements to existing equipment, and components or parts intended for two or more types of equipment. Small development requirements (SDRs) are used to state requirements for items of proven feasibility which do not warrant establishment of a qualitative materiel requirement. Included are recommendations for SDRs, coordinating actions pertaining to them, and copies of published SDRs.

Disposition:

- a. HQ, TRADOC office responsible for submitting SDR to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
- b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.

Table B-30
File category 70: Research, development, and acquisition—Continued

FN: 70-1h

Title: Combat/training development objectives and requirements priorities

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to establishing priorities on combat development objectives and requirements including changes to them. Included are published lists of recommended priorities and related information.

Disposition:

- a. Office responsible for preparation: Destroy after 2 years.
- b. Other offices: Destroy after 1 year.

FN: 70-1i

Title: Materiel monitoring files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information accumulated by combat development organizations from monitoring the progress of research and development projects to assure that projected end items satisfy the requirements of the user. Included are coordinating actions accomplished at selected phases of the research and development cycle, progress reports, trip reports, and information reflecting participation in steering and materiel coordination groups and project reviews.

Disposition: Destroy 2 years after completion or termination of the related project.

FN: 70-1j

Title: Non-Army materiel comments

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated in reviewing, commenting on, and establishing the Army position on statements of materiel requirements or materiel development proposals of the Air Force, Navy, Marine Corps, or other non-Army organizations, but exclusive of comments on materiel proposed for international standardization. Included are coordinating actions, communications relating to the requirements or proposals, and copies of the requirements or proposals.

Disposition: Destroy after 2 years.

FN: 70-1k

Title: Joint research development objectives and joint operational requirements

Authority: NC1-AU-77-121

Privacy Act: Not applicable.

Description: Information relating to joint objectives and requirements. Included are coordination actions which provide HQDA position on such joint documentation to include comments for approval, disapproval, or revision, and copies of published joint documents.

Disposition: Destroy 2 years after completion or termination of program or project.

FN: 70-1m

Title: RD supervisory files

Authority: N1-AU-87-2

Privacy Act: Not applicable.

Description: Information relating to overall administration of research, development, test, and evaluation activities which due to their general nature cannot logically be filed with information relating to a specific project or task.

Disposition:

- a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.
- b. Offices at headquarters of intermediate commands responsible for supervision of the Research and Development (RD) function: Permanent.
- c. Offices involved in research, development, test or evaluation at installations and laboratories: Destroy after 5 years.

Table B-30

File category 70: Research, development, and acquisition—Continued

d. Other offices: Destroy after 2 years.

FN: 70-1n

Title: RD project controls

Authority: N1-AU-87-01

Privacy Act: Not applicable.

Description: Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analyses of specific RD projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title.

Disposition:

a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.

b. Offices at headquarters of intermediate commands: Permanent. PIF on completion, termination, or cancellation of the project and cut off at the end of that year.

c. Offices of laboratory chiefs and directors supervising RD projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, correspondence and documents which influence the course of action taken on a project and which are not duplicated in the RD project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.

FN: 70-1p

Title: RD project reports

Authority: NC1-AU-75-19

Privacy Act: Not applicable.

Description: Reports prepared by developing agencies containing information about individual research, development, test, and evaluation projects and project tasks, including the identification, time phasing, resource requirements, objectives, and other information about the project or task. Included are research and development plans and similar reports.

Disposition: Destroy when no longer needed for current operations.

FN: 70-1q

Title: RD specifications and drawings

Authority: NC1-AU-78-24

Privacy Act: Not applicable.

Description: Preliminary, experimental, and final specifications and drawings created in connection with research and development projects. Arrange by drawing or specification number, by project, or item nomenclature.

Disposition:

a. Offices delegated responsibility for maintenance of record sets: Permanent. PIF on supersession or obsolescence and cut off at the end of that year.

b. Other offices: Destroy on supersession or obsolescence.

FN: 70-1r

Title: RD item cases

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information created in connection with a specific project, task, or subtask as described in FN 70-1s through FN 70-1ff. This standard and file number may be used when it is impractical or undesirable to file the segments of the item case file separately.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1s

Title: Authorizations

Authority: NN-164-25

Privacy Act: Not applicable.

Table B-30

File category 70: Research, development, and acquisition—Continued

Description: Information reflecting actions leading up to and including the authorization for initiation of a project, task, or subtask. Included are project proposals, copies of military requirements, military characteristics, and technical characteristics, technical committee minutes, and related correspondence.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1t

Title: RD procurement files

Authority: NN-164-25

Privacy Act: Not applicable.

Description: These files consist of a copy of the RD contract or grant agreement (if the project includes one), with changes, modifications, or addenda to it.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1u

Title: RD item test data

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information received from testing elements of design agencies which reflect the results of tests, trials, and evaluations of research and engineering design of RD items. Included are test reports and comparable test data.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1v

Title: RD item specifications and drawings

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Copies of experimental, preliminary, and final drawings and copies of specifications or technical requirements created in the design, engineering development, and modification of an item.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1w

Title: RD item cross-references

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Cross-references or notations as to the existence and location of scale models, motion picture films, and comparable items which are not filed with the project, task, or subtask file.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1x

Title: RD item reports

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information consisting of a copy of each technical, progress, or test report issued or received in connection with a project, task, or subtask. Included are feasibility, cost effectiveness, and state-of-the-art study reports, weekly, quarterly, and final progress reports, contractor reports, research, engineering and service test plans and reports, and reprints from scientific journals which pertain to basic research projects supported by the Army.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1y

Title: RD item correspondence

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Retained copies of correspondence relating to a project, task, or subtask.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

Table B-30**File category 70: Research, development, and acquisition—Continued****FN: 70-1z****Title:** RD item meetings**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Minutes of meetings, conference reports, trip reports, reports of consultations, and similar information pertaining to the project, task, or subtask.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN: 70-1aa****Title:** RD item films**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Motion picture films exposed and printed during research, development, test, and evaluation of a project, task, or subtask, the original negatives of which have been forwarded to the Army Pictorial Center in accordance with AR 108-2.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN: 70-1bb****Title:** RD item photographs**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Copies of photographs and color transparencies relating to a routine project, task, or subtask or for which the permanent negatives have been forwarded to the U.S. Army Photographic Agency in accordance with AR 108-2.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN: 70-1cc****Title:** RD item training files**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information relating to a project, task, or subtask office's participation in the preparation of a course of technical instruction or training on the project item.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN: 70-1dd****Title:** RD item maintenance files**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information relating to the development of a maintenance support plan or maintenance package for the RD item. Included are draft maintenance allocations charts, lubrication orders, technical manuals, and spare parts lists.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN: 70-1ee****Title:** RD item completion notices**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local document indicating that all research and development on the particular item has ceased.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN: 70-1ff****Title:** Other RD items**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Other information as determined by the project, task, or subtask offices as being necessary for inclusion in the item files.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**Table B-30****File category 70: Research, development, and acquisition—Continued****FN: 70-1gg****Title:** International materiel evaluations**Authority:** NC1-AU-84-13**Privacy Act:** Not applicable.**Description:** Information relating to the evaluation and acquisition of materiel already developed by allies and friendly nations which meets operational needs of the U.S. Army.**Disposition:**

a. Office having Army-wide or major command-wide responsibility:

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

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

FN: 70-2a**Title:** Materiel status record**Authority:** NC1-AU-86-9**Privacy Act:** Not applicable.**Description:** Information regarding the development of items or systems. Included are requirement documents, system or item nomenclature and similar identifying information, project or task number, security classification guide, in-process review results, type classification actions, and similar information.**Disposition:**

a. Army Materiel Status Office: Permanent. Retire when no longer needed for current operations.

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

FN: 70-9a**Title:** Research reporting files**Authority:** N1-AU-86-10**Privacy Act:** Not applicable.**Description:** Information compiled on research studies to be conducted or sponsored by DA. The reports reflect the research, project number, title, and name of the investigator; purpose, approach, and status of the study; and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.**Disposition:** Destroy when no longer needed for current operations.**FN: 70-10a****Title:** Combat/training development objectives**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.**Description:** Information relating to the preparation and coordination of science and technology objectives, or comparable long-range operational, organizational, and materiel objectives. Included are coordinating actions on proposed objectives, recommendations for addition, deletions, and changes, and similar information.**Disposition:**

a. Office responsible for submitting objectives to DA and HQDA offices responsible for final review and approval:

(1) Final copy of STO or comparable information: Permanent.

(2) Other records: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

FN: 70-10b**Title:** Test and experimentation CDOG changes**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated from transmitting consolidated approved troop test and field experimentation projects to DA for publication in the combat developments objective guide (CDOG). Included are transmittal letters, documents containing a summary and objectives for each approved project, and communications relating to their submission.**Disposition:**

a. Office responsible for the submission: Destroy after 3 years.

b. Other offices: Destroy after 2 years.

FN: 70-10c**Title:** Troop tests**Authority:** NC1-AU-78-52

Table B-30

File category 70: Research, development, and acquisition—Continued

Privacy Act: Not applicable.

Description: Information relating to planning, direction, and conduct of individual troop tests of new organizational and operational concepts and doctrine. Included are test directives and plans, coordinating actions, invitations to observers, observer reports, final test reports, and communications relating to the tests.

Disposition:

- a. Office of the test director: Permanent.
- b. Office at major command headquarters responsible for direction and administration of troop tests and offices of proposing agencies: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

FN: 70-10d

Title: Troop test final evaluations

Authority: NC1-AU-78-52

Privacy Act: Not applicable.

Description: Information relating to review, coordination, and final evaluation of reports of troop tests, including coordination at Army Staff level of conclusions resulting from tests which differ from concepts previously approved by DA.

Disposition:

- a. Office responsible for Army staff coordination of the final report and office responsible for final evaluation and submission to HQDA: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10e

Title: Field experimentation programs

Authority: NC1-AU-78-52

Privacy Act: Not applicable.

Description: Information relating to preparation, review, and approval of the program governing field experimentation with operational and organizational concepts, doctrine, and techniques. Included are recommendations for major and minor experiments, coordinating actions, and copies of the published experimentation programs.

Disposition:

- a. Office responsible for preparation of the program: Permanent. Cut off at end of the target fiscal year.
- b. Other offices: Destroy 2 years after end of the target fiscal year.

FN: 70-10f

Title: Field experiment controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used in authorizing, controlling, and assisting in conduct of field experimentation on organizational and operational concepts and doctrine. Included are proposals for field experiments, general and specific program directives, training texts for organizing and training experimental organizations, outline and detailed plans for the experiment, arrangements for incorporating minor experiments into plans for major experiments, approvals and coordinating actions, and copies of the final reports.

Disposition:

- a. Office responsible for staff supervision and control of the experiments and offices of concepts and doctrine field agencies responsible for furnishing advice and assistance: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 70-10g

Title: Field experiment cases

Authority: NC1-AU-78-52

Privacy Act: Not applicable.

Description: Information reflecting the continuing history of a field experiment from the initiation and planning phase, through conduct and reporting, to termination or completion. Included are experiment directives, feasibility studies on proposed experiments, outline plans with basic evaluation plans, detailed and training plans, and texts used for organizing and training experimental units, communications with supporting and advising agencies, and maps, photographs, and other information experiment leaders consider necessary to document the case file.

Table B-30

File category 70: Research, development, and acquisition—Continued

Disposition: Office of the experiment director or leader: Permanent. PIF on completion or termination of the experiment and cut off at the end of that year. Retire when no longer needed for reference.

FN: 70-10h

Title: Field experiment final evaluations

Authority: NC1-AU-78-52

Privacy Act: Not applicable.

Description: Information relating to the review, coordination, and final evaluation of reports of field experiments on organizational and operational concepts. Included are final reports of field experiments and other reports required by the experiment directives, documents containing evaluations and official positions on the reports, and coordinating actions on the final reports.

Disposition:

- a. Office responsible for coordination of the experiment report at the Army Staff, and office at major command headquarters responsible for final evaluation: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10i

Title: War gaming files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated from subjecting organizational concepts to operations research analysis under prescribed rules of play representing actual conditions and using planning factors as realistic as possible. Included are completed specialized war game forms, documents containing rules, plans, and methods for each war game played, special texts and technical information, war game and contractor analysis reports, and communications providing assistance and advice for the war games.

Disposition:

- a. Office responsible for conducting the war game: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 70-10j

Title: War game final evaluations

Authority: NC1-AU-78-54

Privacy Act: Not applicable.

Description: Information relating to the review, coordination, evaluation, and preparation of the official position on the results of war games. Included are analysis and evaluation of the war games, official position papers, and coordinating actions.

Disposition:

- a. Office responsible for establishing the official position and office responsible for coordinating the results of war games at the Army Staff: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10k

Title: War game handbooks

Authority: NC1-AU-78-54

Privacy Act: Not applicable.

Description: Information relating to preparation, review, and issuance of books prescribing rules, methods, techniques, and procedures which may or must be used in war gaming. Included are coordinating actions on proposed war game handbooks, copies of the published handbooks, and communications relating to them.

Disposition:

- a. Office responsible for preparation: Permanent.
- b. Other offices: Destroy after 2 years, on supersession, or obsolescence, as applicable.

FN: 70-10m

Title: Test and experiment comments

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information related to reviewing and commenting on plans for, results of, or the methods used in organizational and operational war games, field experiments, and tests conducted by organizations outside the Army combat development system. These

Table B-30
File category 70: Research, development, and acquisition—Continued

files consist of test, experiment, and war game reports, coordinating actions, and similar information.

Disposition:

- a. Office responsible for preparation of the Army comment or establishment of the Army position: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10n

Title: Test schedules

Authority: NC1-AU-78-107

Privacy Act: Not applicable.

Description: Information created in the development of coordinated, integrated, command-wide testing schedules. Included are reports or minutes of test scheduling conferences, test program documents, coordinating actions, and similar information.

Disposition: Destroy after 2 years.

FN: 70-10p

Title: Test controls

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information relating to the management, administration, and control of tests of research and development and other items which are conducted by subordinate testing organizations. Included are engineering, service, and other test directives, plans, and reports, and correspondence relating to the test.

Disposition: Offices of test directors at intermediate command headquarters, and offices of system test managers: Destroy 5 years after completion of the last scheduled test of the item.

FN: 70-10q

Title: Installation test schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used by testing organizations to authorize, schedule, and control the testing and evaluation of individual items. Included are copies of project orders, copies of operating schedules, critical events feeder reports, and similar information.

Disposition: Destroy 2 years after completion of related test.

FN: 70-10r

Title: Item tests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the testing and evaluation of research and development items (and in some cases production items) to make sure that design, technical, and military characteristics and requirements are met and to provide design agencies with information for corrective action. Included are research, environmental, engineering, service, and other test directives; plans; preliminary and final reports; firing reports; related correspondence; and comparable test data.

Disposition:

- a. Testing organizations: Destroy 5 years after approval of final test report.
- b. Testing element of testing organization: Destroy when no longer needed for conduct of testing.

FN: 70-14a

Title: Scientific and professional articles

Authority: NC-AU-75-8

Privacy Act: Not applicable.

Description: Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.

Disposition: Destroy after 5 years.

FN: 70-16a

Title: RD project controls

Authority: N1-AU-87-1

Privacy Act: Not applicable.

Table B-30
File category 70: Research, development, and acquisition—Continued

Description: Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analysis of specific research and development projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature or title.

Disposition:

- a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.
- b. Offices at headquarters of intermediate commands: Permanent. PIF on completion, termination, or cancellation of the project and cut off at the end of that year.
- c. Offices of laboratory chiefs and directors supervising research and development projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, information which influences the course of action taken on a project and which is not duplicated in the research and development project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.

FN: 70-17a

Title: Project management plans

Authority: N1-AU-87-3

Privacy Act: Not applicable.

Description: Information reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and to inform higher authority of the system's status. Included are project management master plans, superseded and obsoleted parts of the plans, reports used to keep the plan current, and similar information.

Disposition:

- a. Office of the project manager: Permanent. PIF on removal of the item or system from project management control and cut off at the end of that year.
- b. Other Offices: Destroy on supersession, obsolescence, or when no longer needed for reference.

FN: 70-17b

Title: Project manager controls

Authority: NN-164-25

Privacy Act: Not applicable.

Description: This information reflects control of research, development, procurement, production, storage, and issue of those weapon and equipment systems which are selected for special management because of urgent operational needs, high unit or total cost, technical complexity, or unusual political implications. This information, as such, is accumulated only by offices of those project managers who rely on other Army installations or commands to contract for and directly supervise the technical and engineering aspects of the system. Information accumulated by offices of project managers who are responsible for the direct technical administration of the engineering aspects of a particular system should be filed under the appropriate functional file, for example, research and development item case file, industrial engineering case file, and contract file, since information which may be required for future historical, legal, or administrative purposes may not be documented elsewhere.

Disposition: Destroy 6 years after removal of the item or system from Project Management Control.

FN: 70-17c

Title: Project registers

Authority: NC1-AU-78-126

Privacy Act: Not applicable.

Description: Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.

Disposition:

Table B-30**File category 70: Research, development, and acquisition—Continued**

- a. Offices of the Army staff and headquarters at major and intermediate commands: Permanent. PIF on supersession, when register is filled, or on completion of the project, whichever is applicable, and cut off at the end of that year.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 70-17d**Title:** Commodity management controls**Authority:** NN-164-25**Privacy Act:** Not applicable.

Description: Commodity master plans for selected items and related information reflecting the development, procurement, production, storage, issue, maintenance, and disposition of individual items of equipment controlled and reported on by commodity managers. Included are copies of QMRs, research and development project cards, technical characteristics, minutes of technical committee meetings, funding information documents, contracts and other procurement information, basis-of-issue documents, correspondence, and other information containing historical data on the particular item.

Disposition: Destroy on final disposition of the item. However, folders pertaining to completed phases, such as research and development, industrial engineering, and procurement may be withdrawn and destroyed on completion of the phase.

FN: 70-25a**Title:** Research medical volunteer registry**Authority:** NC1-AU-86-52**Privacy Act:** A70-25DASG

Description: Information contained in a registry pertaining to personal demographic data on individuals participating in medical research. Included are name, SSN, sex, date of birth, and similar information.

Disposition: after 65 years.**FN: 70-28a****Title:** Equipment names**Authority:** NC1-AU-84-36**Privacy Act:** Not applicable.

Description: Information relating to development items of equipment. Included are correspondence containing proposed names, coordinating actions on the proposed names, approvals, and similar information.

Disposition:

- a. Approval authority: Permanent.
- b. Offices proposing equipment name: Destroy when system is no longer operational.

FN: 70-31a**Title:** Technical report records**Authority:** N1-AU-86-60**Privacy Act:** Not applicable.

Description: These files consist of one copy of each preliminary, progress, or final research and development technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.

Disposition: Office responsible for preparation and issue or requiring preparation by contractor: Permanent. Cut off annually and retire with next regular transfer or retirement.

FN: 70-31b**Title:** Technical references**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

Description: Copies of documents maintained to provide reference for an entire research and development agency, command, installation, or activity. They include one copy of each technical report or publication issued by the organization or received from its contractors and one copy of these reports of interest which are received from other sources.

Table B-30**File category 70: Research, development, and acquisition—Continued**

Disposition: Destroy on supersession, or when no longer needed for reference.

FN: 70-33a**Title:** MWDDEP and DDEP files**Authority:** NC1-AU-84-16**Privacy Act:** Not applicable.

Description: Information relating to the Army's participation in the Mutual Weapons Development Data Exchange Program (MWDDEP) and the Defense Development Exchange Program (DDEP). Included are master agreements, data exchange annex (DEA) proposals, coordinations, and approvals, visit coordinations and approvals, reports, correspondence, similar information.

Disposition:

- a. Office having Army-wide responsibility: Permanent. Cutoff on termination of DEA.
- b. Other offices: Destroy 2 years after termination of DEA.

FN: 70-35a**Title:** Unfunded study files**Authority:** NC1-AU-85-73**Privacy Act:** Not applicable.

Description: Information related to studies conducted and funded by civilian concerns as a part of their defense oriented research and development programs. Included are study assistance requests or applications, coordinating actions, policy agreements governing the release of information, copies of studies and evaluations thereto, and similar information.

Disposition:

- a. Sponsoring developing agencies or commands:
 - (1) Final reports: Permanent.
 - (2) All other files: Destroy 5 years after completion of study.
- b. Technical monitoring office: Destroy 5 years after completion of study.
- c. Monitoring office: Destroy 2 years after completion of study

FN: 70-35b**Title:** Problem statements**Authority:** NN-167-37**Privacy Act:** Not applicable.

Description: Information on individual research and development problems and needs provided to industrial, academic, and nonprofit research concerns. The information enables the concerns to determine how they can most effectively seek participation in the Army research and development program, to prepare and submit unsolicited proposals directed toward solving the stated needs, and to orient their research and development programs toward maintaining the capability for response to definite requirements for research or hardware development. Included are completed qualitative requirements information (QRI) forms or comparable problem statements, coordinating actions, communications from qualified concerns indicating whether or not they can assist in fulfilling the stated needs, and related information (but not unsolicited proposals, or reports equivalent thereto, resulting from the QRI or problem statement).

Disposition: Destroy 2 years after revision, cancellation, or expiration of the QRI or problem statement.

FN: 70-35c**Title:** Information-to-industry briefings**Authority:** NN-167-37**Privacy Act:** Not applicable.

Description: Information created in briefing representatives of industrial, academic, and nonprofit research concerns on current research and development problems and anticipated requirements. Included are briefing invitations and announcements, registration documents, listings of attendees, agendas, minutes of briefings or copies of presentations given, and similar information.

Disposition: Destroy after 5 years.**FN: 70-35d****Title:** APCP registrations**Authority:** NN-167-37**Privacy Act:** Not applicable.

Table B-30**File category 70: Research, development, and acquisition—Continued**

Description: Information accumulated in qualifying and registering industrial, academic, and research concerns for participation in the Army Potential Contractor Program (APCP) or comparable program. Included are application forms and brochures reflecting qualifications of the concerns, evaluations of qualifications, copies of policy agreements for release of APCP information, confirmatory approvals, and similar information.

Disposition: Destroy 1 year after registration terminates.

FN: 70-37a

Title: Configuration Management

Authority: N1-AU-90-18

Privacy Act: Not applicable.

Description: Documentation used for defining the engineering approved design and baseline management of Army materiel, including software, in terms of specifications, drawings and associated records, and documentation proposing and controlling changes to, or departures from, that approved design using engineering change proposals (ECPs), requests for waiver (RFWs), and related correspondence.

Disposition:

- a. Requesting office: Destroy after 5 years.
- b. Approving office: Destroy 2 years after materiel has been exhausted from the system.

FN: 70-41a

Title: Cooperative RD files

Authority: NC1-AU-84-15

Privacy Act: Not applicable.

Description: Information initiating cooperative research and development efforts (Memorandums of Understanding, (MOUs)) among allies and other nations to increase international standardization, simplify international logistics, and improve the use of scientific and technical resources. Included is information involved in the negotiation, staffing, and approval of MOUs and similar information.

Disposition:

- a. Office having Army-wide responsibility and U.S. Army research and development agencies negotiating MOUs: Permanent. PIF on termination of MOU and cut off at the end of that year.
- b. Other offices: Destroy after 3 years.

FN: 70-41b

Title: Foreign scientific information

Authority: N1-AU-86-2

Privacy Act: Not applicable.

Description: Information relating to relationships with foreign nations respecting the exchange and collection of scientific information. Included is information relating to plans for cooperation, discussions, visits with foreign government officials, and information concerning comparable relationships.

Disposition: Permanent.

FN: 70-44a

Title: Transportability criteria files

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information accumulated by the transportability agent participating in each materiel development command program or project. Included is information on transportation constraints, special permit requirements, environmental standards, tiedown procedures, and similar information relating to transportability criteria in all required modes.

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

FN: 70-45a

Title: Scientific and raw data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained and used by scientific and engineering personnel for research, development, and test of an item, a group of items, or within a field of scientific inquiry. Included are scientific notes, drafts of technical reports and articles, telemetering,

Table B-30**File category 70: Research, development, and acquisition—Continued**

oscilloscopes, and time and motion films and recordings, types, punched cards, round recordings, and similar rough or raw data which is not made a part of the official research and development item case file.

Disposition: Destroy on incorporation or summarization of the data in a technical report or paper, on completion of the project, task, or subtask, or when no longer needed for research within the field of inquiry.

FN: 70-55a

Title: RD supervisory files (Rescinded; use FN 70-1m.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 70-55b

Title: Laboratory notebooks (Rescinded; use FN 27-60tt.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 70-58a

Title: International Professional (Scientist and Engineers) Exchange Program files

Authority: NC1-AU-84-14

Privacy Act: AO070AMC

Description: Information relating to the exchange of foreign and U.S. professional personnel for RDTE assignments. Included are assignment coordinations, resumes, performance evaluations, and similar information.

Disposition:

- a. Office having Army-wide responsibility:
 - (1) Records relating to overall policies and procedures, including overall aspects of specific country programs: Permanent.
 - (2) Other offices: Destroy after 5 years.

FN: 70-61a

Title: RD project items

Authority: NC1-AU-81-9

Privacy Act: Not applicable.

Description: Case or item files consisting of information relating to the establishment, revision, or termination of projects, the assignment of type designators (model numbers), type classification, and comparable matters. Arrange by project or item number, by nomenclature, or by chronology.

Disposition: Office of the committee chairman or secretariat, whichever is designated as the office of record:

- a. Chairman or secretariat at the Army staff: Permanent. Retire 2 years after completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action.
- b. Chairman or secretariat at headquarters of major and intermediate commands: Permanent. PIF on completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action and cut off at the end of that year. Retire after 2 years in the CFA and 3 years in the RHA.

FN: 70-66a

Title: Development sharing program files

Authority: NC1-AU-84-17

Privacy Act: Not applicable.

Description: Information accumulated from the U.S. Army implementation of the United States-Canadian Defense Development Sharing Program (DDSP). Included are correspondence or other documents exchanging information about projected development projects, proposals to participate in developmental projects, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Permanent. PIF on termination of project and cut off at the end of that year.
- b. Other offices: Destroy 2 years after termination of project.

Table B-30**File category 70: Research, development, and acquisition—Continued****FN: 70-74a****Title:** Independent research program reviews**Authority:** NN-167-37**Privacy Act:** Not applicable.

Description: Information relating to the review of industrial research and development programs, supported in part by RDTE funds allowed for general overhead to assure that the Army does not conduct, contract for, or indicate a potential need for duplicate research. Included are company brochures summarizing the results of research efforts, received copies of technical evaluations, coordinating actions, final evaluations, and similar information.

Disposition:

a. Offices at headquarters of developing agencies: Destroy after 6 years.

b. Other offices:

(1) Brochures: Destroy when no longer needed for reference.

(2) Other information: Destroy after 2 years.

B-27. File category 71: Force development*a. Prescribing directive.*

(1) AR 71-2, Basis of Issue Plans (BOIP), Qualitative and Quantitative Personnel Requirements Information (QQPRI).

(2) AR 71-3, User Testing.

(3) AR 71-13, The Department of the Army Equipment Authorization and Usage Program.

(4) AR 71-31, Management System for Tables of Organization and Equipment.

b. Description. These records concern development and formulation of new or revised doctrine, organizations, materiel objectives and requirements and their integration into the Army, requirements for a projected force structure, establishment of qualitative operational requirements for new equipment, and modernization and replacement of existing equipment. See table B-31.

Table B-31**File category 71: Force development****FN: 71****Title:** General force development correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

Table B-31**File category 71: Force development—Continued****FN: 71-2a****Title:** BOIP and QQPRI files**Authority:** NC1-AU-77-107**Privacy Act:** Not applicable.

Description: Information interrelated to TOEs, TDAs, CTAs, JTAs, and automatic data processing (ADP) in which a new item of equipment will be placed, the number of items to be included in each organization element, and other equipment and personnel required to operate and support the new items being introduced into the Army system. Included are communications concerning the basis of issue plans (BOIP) and the qualitative and quantitative personnel requirements information (QQPRI), recommendations, comments, approvals, adjustments, and disapprovals, and related information.

Disposition:

a. Office responsible for approval: Permanent. Retire after two Consolidated TOE Updates (CTUs).

b. Office responsible for developing and recommending approval: Destroy 3 years after applied to TOE.

c. Other offices: Destroy 2 years after applied to TOE.

FN: 71-2b**Title:** Doctrinal/training media status reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information related to status reports on approved projects included in the doctrinal and training media program.

Disposition:

a. Offices of MACOM headquarters responsible for submission of the report to HQDA: Destroy after 5 years.

b. Reporting offices and other offices below the Army Staff: Destroy after 2 years.

FN: 71-2c**Title:** TOE development files (Rescinded; use FN 71-31c.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 71-3a****Title:** Combat/training development study schedules**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information relating to the development, coordination, and approval of combat development studies. Included are recommendations for changes to studies relating to combat development objectives and materiel requirements contained in Catalog of Approved Requirements Documents (CARDS), recommendations for new studies, coordinating actions or study proposals, draft programs, and copies of published schedules.

Disposition:

a. Office responsible for preparation of schedule: Destroy after 20 years.

b. Office recommending study project: Destroy after 5 years.

c. Other offices: Destroy after 2 years.

FN: 71-3b**Title:** Troop test schedules**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.

Description: Information relating to preparation of a schedule reflecting approved tests to evaluate organizational and operational concepts, doctrine, techniques, and procedures or to further test equipment for its impact on these areas. Included are troop test project requirement proposals, coordinating actions, copies of published troop test programs, and communications relating to them.

Disposition:

a. Office responsible for final approval and office responsible for preparation and issue: Permanent.

b. Other offices: Destroy after 2 years.

FN: 71-3c**Title:** Operational tests**Authority:** NC1-AU-77-23**Privacy Act:** Not applicable.

Table B-31
File category 71: Force development—Continued

Description: Information reflecting the planning, execution, reporting, and evaluation of operational tests, force development tests, and experimentation systems. Included are directives, test plans, reports, reference documents, test database records, evaluation reports, and related information.

Disposition:

a. Office having Army-wide responsibility:

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

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular set: Permanent. Retire along with the related indexes, lists, and finding media.

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

(3) Indexes, lists and other finding media: Permanent. Retire along with the appropriate microform sets.

b. Other offices: Destroy upon completion of final test report.

FN: 71-3d

Title: Test and experiment raw data

Authority: NC1-AU-81-17

Privacy Act: Not applicable.

Description: Raw data accumulated in conducting troop tests and field experiments and maintained and used by test directors to generate reduced data. Included are raw data in its collected form, such as data forms, questionnaires, magnetic tapes (including printouts of tapes), films, and similar media.

Disposition: Destroy after 1 year, or when no longer needed for research within the field of inquiry, whichever is later.

FN: 71-13a

Title: Materiel allowances

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting allowances of materiel required by and authorized for Army units to accomplish both war and peacetime missions. They are used in computing quantitative requirements for materiel and supplies. Included are authorization documents, such as CTAs, MTOEs, TDA and operational projects; communications pertaining to the authorization documents; and copies of strategic, contingency, operational, and other plans which provide a basis for computing quantitative requirements.

Disposition:

a. Offices responsible for final approval: Destroy 3 years after supersession or obsolescence of the basic allowance document.

b. Other offices: Destroy 1 year after supersession or obsolescence of the basic allowance document.

FN: 71-13b

Title: Equipment tables

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Tables or lists which govern the issue of equipment and supplies to units and organizations. Included are tables of organization, tables of equipment, and tables of allowances.

Disposition: Destroy on supersession or obsolescence.

FN: 71-13c

Title: Supply or equipment authorizations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorizations.

Disposition: Destroy when incorporated in a numbered publication or on rescission, whichever is first.

FN: 71-13d

Title: TOE manpower authorization criteria files

Authority: NC1-AU-78-35

Privacy Act: Not applicable.

Description: Information relating to developing, refining, recommending, and approving of TOE manpower authorization criteria (MACRIT). The approved MACRIT provides factors and formulas for

Table B-31
File category 71: Force development—Continued

computing the numbers of direct workers required to perform a specified TOE work activity effectively.

Disposition:

a. Office responsible for approving the MACRIT: Permanent. Cut off after 3 years or when cyclic revision is approved.

b. Office responsible for developing MACRIT: Destroy after 3 years or when cyclic revision is approved.

c. Other offices: Destroy after publication in AR 570-2.

FN: 71-31a

Title: Equipment tables (Rescinded; use FN 71-13b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 71-31b

Title: TOE manpower authorization criteria (Rescinded; use FN 71-13d.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 71-31c

Title: TOE development files

Authority: NC1-AU-77-117

Privacy Act: Not applicable.

Description: Information relating to initiation, development, review, approval, and printing of TOE. Included are advance plans, proposed drafts, coordination actions, recommendations for elimination or reduction of or additions to materiel and MOS requirements, changes, and related correspondence.

Disposition:

a. DA staff office responsible for approving TOE: Permanent.

b. Reviewing and preparing agencies: Destroy 3 years after printing of the related TOE.

c. Other offices: Destroy after 2 years.

B-28. File category 75: Explosives

a. Prescribing directives.

(1) AR 75-1, Malfunctions Involving Ammunition and Explosives (RCS CSGLD-1961(MIN)).

(2) AR 75-15, Responsibilities and Procedures for Explosive Ordnance Disposal.

b. Description. These records concern responsibilities and procedures in connection with use, safety, and disposition of explosives, and explosive ordnance disposal (EOD) activities. See table B-32.

Table B-32
File category 75: Explosives

FN: 75

Title: General explosives correspondence files

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

Privacy Act: Not applicable.

Description:

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

b. NONACTION: Matters relating to explosives that are received for information only, on which no action is required. These include cards,

Table B-32**File category 75: Explosives—Continued**

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: 75-1a

Title: Ammunition and explosives malfunction

Authority: N1-AU-87-15

Privacy Act: Not applicable.

Description: Information on the reporting of malfunctions of ammunition and explosives. Included are investigations, reports, forms, notifications of defects, suspension actions, and similar information.

Disposition: Destroy after 6 years.

FN: 75-15a

Title: ordnance incident reports

Authority: II-NNA-1039

Privacy Act: Not applicable.

Description: Reports on incident notification, requests for assistance, action taken concerning explosive ordnance that constitutes a potential hazard to operations, installations, personnel, or materiel, and assistance provided to civil authorities on disposal of nonmilitary commercial-type explosives, chemicals, or other dangerous articles. Included are reconnaissance reports, explosive ordnance incident reports, supporting documents, and related information.

Disposition:

a. EOD control detachments: Destroy 6 years after close of FY involved.

b. Other offices: Destroy 2 years after close of FY involved.

FN: 75-15b

Title: EOD activity reports

Authority: NN-172-194

Privacy Act: Not applicable.

Description: Reports reflecting summaries of EOD activities and workload status used in planning, programing, and revising EOD activities. Included are activity reports and related information.

Disposition:

a. EOD staff offices: Destroy 6 years after close of FY involved.

b. Other offices: Destroy 2 years after close of FY involved.

B-29. File category 95: Aviation*a. Prescribing directives.*

(1) AR 95-1, Flight Regulations.

(2) AR 95-2, Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigation Aids.

(3) AR 95-3, General Provisions, Training, Standardization, and Resource Management.

(4) AR 95-10, U.S Military Notices to Airmen (NOTAM) Systems.

(5) AR 95-87, Aircraft Hurricane Evacuation.

b. Description. These records concern Army flight regulations and operations, military aircraft identification and security control, Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records, investigation of flight violations, flight information and navigational aids, airfields and heliports, techniques, procedures, and personal qualifications involved in flight training. See table B-33. Records pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series, records on aircraft accident reporting are in the 385 series (table B-33). Rescinded file numbers in the 95 series are listed in table B-34.

Table B-33**File category 95: Aviation****FN: 95**

Title: General aviation correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 95-1a

Title: Individual flight records (IFR)

Authority: NC1-AU-82-15

Privacy Act: AO095-1TRADOC

Description: Information providing a record of the experience of individuals piloting Army aircraft. Included are the individual flight records, aeronautical rating orders, flying status orders, suspension from flying status orders, qualification records, reports of annual physical examinations, and related records.

Disposition: Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of the individual.

FN: 95-1b

Title: Flight examinations

Authority: NN-166-204

Privacy Act: AO095-1TRADOC

Description: Information accumulated in connection with the annual examination of Army aviators. Included are applications for instrument cards, instrument examiner's flight examination records, annual written examination administrative records, and related information.

Disposition: Destroy after 2 years.

FN: 95-1c

Title: Flying evaluation boards

Authority: NN-166-204

Privacy Act: AO095-1TRADOC

Description: Information created by boards convened to evaluate professional qualifications of personnel recommended for designation as Army aviators or to evaluate personnel for flying deficiencies or other disqualifying conditions. Included are retained copies of board proceedings, checklists of proceedings, copies of appointment orders, and related information.

Disposition: Destroy after 2 years.

FN: 95-1d

Title: Flight information

Authority: NC1-AU-78-108

Privacy Act: Not applicable.

Description: Information relating to the monitoring, collecting, evaluating, editing, and disseminating of flight information to appropriate civilian and military agencies. Included are proposed instrument approach procedures, notices to airmen, reports of Army airfield flight information, notices or errors and changes in facilities and navigation aids, communications relating to flight information, copies of the published flight information, and related information.

Table B-33
File category 95: Aviation—Continued

Disposition:

- a. Office having Army-wide responsibility: Destroy material pertaining or resulting in a flight information publication 5 years after supersession or obsolescence of publication.
- b. Other offices and TOE units: Destroy after 2 years or on supersession or obsolescence.

FN: 95-1e

Title: Aircraft operations

Authority: NC1-AU-79-54

Privacy Act: Not applicable.

Description: Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs; schedules reflecting takeoff time, destination, passenger manifest, and similar data; requests for, and cancellation of flights; and related information.

Disposition: Destroy after 2 years.

FN: 95-1f

Title: Installation flight rules

Authority: NC1-AU-78-108

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, issuance, and interpretation of local rules governing flight operation at each installation where Army aircraft are operated. Included are coordinating actions on proposed rules, copies of the published rules, communications relating to the rules, and related information.

Disposition:

- a. Offices responsible for preparation and issuance of the rules: Destroy 5 years after supersession or obsolescence of the rules.
- b. Other offices: Destroy after 2 years.

FN: 95-1g

Title: Aircraft clearances

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.

Disposition: Destroy after 6 months.

FN: 95-1h

Title: Aircraft flight logs

Authority: NN-163-51

Privacy Act: Not applicable.

Description: Information used in the navigation of aircraft and reflecting air traffic control clearance instructions, navigational data required for proper navigation and position reporting, and comparable data. (Logs required to reconstruct flight for investigative purposes will become a part of the investigative file to which they pertain.)

Disposition: Destroy after 1 year.

FN: 95-1i

Title: Flight record summaries

Authority: NC-AU-75-4

Privacy Act: AO095-1TRADOC

Description: Information reflecting flying hours, aircraft qualifications, and biographical data of aviators, flight surgeons, and aviation medical officers of all components. Included are microfilm copies of individual flight records and flight certificates.

Disposition: Destroy in CFA after 20 years.

FN: 95-1j

Title: Flight plans

Authority: NN-173-63

Privacy Act: Not applicable.

Description: Information reflecting flight destination, aviator, time of departure, and other data concerning the flight. Included are military flight plan, local flight clearance, and operations log.

Disposition: Destroy after 3 months.

FN: 95-1k

Title: Aviation policies

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-33
File category 95: Aviation—Continued

Description: Information relating to the preparation, review, approval, and issue of plans, programs, and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy, and copies of regulations and directives.

Disposition:

- a. Office having Army-wide responsibility: Permanent.
- b. Coordinating offices: Destroy after 2 years.

FN: 95-1m

Title: Flight orders

Authority: NN-167-36

Privacy Act: AO095-1TRADOC

Description: Information authorizing individual flights of Army aircraft and crews outside the local flight area. Included are flight orders and related information.

Disposition: Destroy after 2 years.

FN: 95-1n

Title: Individual Aircrew Training Folder (IATF)

Authority: N1-AU-86-53

Privacy Act: AO095-1TRADOC

Description: Training information established and maintained by the commander on individual aviation personnel assigned or attached to Army aviation units. Included are Aircrew Training Manual (ATM) base tasks and individual commander's task list for primary, alternate, and additional aircraft; maneuver grade and comment slips; standardization and instrument flight evaluations; no-notice flight evaluations; maintenance test pilot evaluations; aviation standardization committee designations; unit trainer, instructor pilot, standardization instructor pilot, maintenance test flight evaluator, and instrument flight examiner designations; and similar information.

Disposition: Place with individual flight records folder (IFRF) and forward with MPRJ upon retirement, discharge, resignation, assignment to USA control group, or death.

FN: 95-2a

Title: Airfield traffic activity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy after 2 years.

FN: 95-2b

Title: Navigational aids installations

Authority: NN-172-104

Privacy Act: Not applicable.

Description: Information relating to the establishment, relocation, realignment, and discontinuance of radio navigational aids and the subsequent establishment of instrument approach procedures for Army airfields. Included are studies, coordinating actions, maps and charts, requests for technical assistance in determining the most effective locations for the navigational aids, reports on ground and flight checks, requests for instrument approach procedure services, approvals, related information, and pertinent data necessary for the establishment and publication of the procedure.

Note: Files maintained by the U.S. Army Flight Information Office are covered by FN 95-1d, Flight information.

Disposition: Offices below the Army staff: Destroy on removal of navigational aid.

FN: 95-2c

Title: Aircraft operations

Authority: NC1-AU-79-54

Privacy Act: Not applicable.

Description: Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs, schedules reflecting takeoff time, destination, passenger manifest, and

Table B-33
File category 95: Aviation—Continued

similar data, requests for and cancellation of flights, and related information.

Disposition: Destroy after 2 years.

FN: 95-2d

Title: Controller training and proficiency records

Authority: NN-163-51

Privacy Act: A0095-37TRADOC-ATC

Description: DA Form 3479-R (Individual Air Traffic Control Training and Proficiency Record).

Disposition: Transfer with MPRJ or civilian personnel folder, as applicable.

FN: 95-2e

Title: Airspace utilization reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reporting data on activities conducted, locations and boundaries of the conducted activities; time, days, weeks, and months of use; altitudes used; appropriate remarks; and similar data relating to the use of assigned restricted area, warning area, and controlled firing area airspace. Included are restricted area utilization reports, warning area and controlled firing area utilization reports, and related information.

Disposition:

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

b. Other offices: Destroy after 2 years.

FN: 95-2f

Title: Airspace use agreements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Agreements and related information pertaining to joint use and shared use of airspace among Army activities and among Army and other activities.

Disposition: Destroy 2 years after revocation, rescission, or expiration of the agreement.

FN: 95-2g

Title: Airfield traffic activity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.

Disposition:

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

b. Other offices: Destroy after 2 years.

FN: 95-2h

Title: Aircraft clearances

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.

Disposition: Destroy after 6 months.

FN: 95-2i

Title: Aids and procedures checks

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the scheduled recurring flight checks of navigation aids by the Federal Aviation Administration and annual reviews of instrument approach procedures by Army commanders which do not result in the relocation or discontinuance of navigational aids, or in changes to instrument approach procedures. Included are reports of flight checks, reports of annual reviews, and related information.

Disposition: Destroy after 2 years.

FN: 95-2j

Title: Rule-making airspace cases

Authority: NC1-AU-78-108

Privacy Act: Not applicable.

Table B-33
File category 95: Aviation—Continued

Description: Information relating to Army proposals for the assignment, alteration, or revocation of restricted area, control area extension, control zone, and prohibited area airspace which require rule-making action by the Federal Aviation Agency (FAA). Included are airspace proposals, coordinating actions, studies, maps, approvals, disapprovals, and related information.

Disposition:

a. Office having Army-wide responsibility: Destroy 5 years after disapproval or publication as a rule.

b. Other offices: Destroy on disapproval as a rule.

FN: 95-2k

Title: Rule-making airspace comments

Authority: NC1-AU-78-108

Privacy Act: Not applicable.

Description: Information relating to evaluations and comments on rule-making proposals concerning the assignment, alteration, or revocation of airspace, if proposals originated with other agencies and if they might conflict with Army airspace interests. Included are comments, maps and related technical justification data, and related information.

Disposition:

a. Office responsible for submitting written data to the FAA: Destroy 5 years after disapproval or publication as a rule.

b. Other offices: Destroy on disapproval or publication as a rule.

FN: 95-2l

Title: Warning and controlled firing area files

Authority: NC1-AU-78-108

Privacy Act: Not applicable.

Description: Information relating to the establishment of controlled firing areas in which ordnance firing or demolition is conducted under controlled conditions so as to eliminate hazards to aircraft, and the establishment of warning areas where operations are conducted which are not compatible with normal flight operations and constitute a hazard to nonparticipating aircraft. Included are warning area and controlled firing area airspace proposal files, coordinating actions, studies, maps, approvals, disapprovals, and related information.

Disposition:

a. Office having Army-wide responsibility: Destroy 5 years after discontinuance of the firing area.

b. Other offices: Destroy on supersession or rescission.

FN: 95-2m

Title: Nonrule-making proposal comments

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated in reviewing and commenting on nonrule-making proposals submitted by other agencies in order to ensure that there is no conflict with Army airspace interests. Included are copies of the proposal, FAA circulars, Army comments on the proposal, maps and charts, and related information.

Disposition:

a. Offices of intermediate commands and offices of Army airspace representatives: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

FN: 95-2n

Title: Proposed construction notices

Authority: NN-163-51

Privacy Act: Not applicable.

Description: Information relating to the notification to the FAA of the proposed construction or alteration of any Army structure which might fall within the criteria of an obstruction to air navigation, but which is subsequently not considered an obstruction. Included are notices of proposed construction or alteration, maps, drawings, and related information.

Disposition:

a. Installations constructing the structures: Destroy on removal of the structure.

b. Other offices: Destroy after 2 years.

FN: 95-2o

Title: Manmade obstruction evaluations

Authority: NN-166-204

Privacy Act: Not applicable.