

**Table B-76****File category 600: Personnel—general—rescinded FNs—Continued****FN: 600-10e****Title:** Emergency data**Use:** FN 600-8-1e**FN: 600-10f****Title:** Individual U.S. PW/CI/detainee files**Use:** FN 600-8-1f**FN: 600-10g****Title:** U.S. PW/CI/detainee rosters**Use:** FN 600-8-1g**FN: 600-10h****Title:** U.S. PW/CI/detainee status inquiries**Use:** FN 600-8-1h**FN: 600-10i****Title:** U.S. PW/MIA/detainee intelligence**Use:** FN 600-8-1i**FN: 600-21a****Title:** EO reports**Use:** FN 600-20a**FN: 600-21b****Title:** EO surveys**Use:** FN 600-20b**FN: 600-21c****Title:** EO complaint cases**Use:** FN 600-20c**FN: 600-31a****Title:** Personnel action suspense reports**Use:** FN 600-8-2a**FN: 600-33a****Title:** Line of duty files**Use:** FN 600-8-1j**FN: 600-50a****Title:** Office standards of conduct files**Use:** FN 1ff**B-66. File category 601: Personnel procurement****a. Prescribing directives.**

(1) AR 601-25, Delay in Reporting for and Exemption from Active Duty, Initial and Active Duty Training, and Reserve Forces Duty.

(2) AR 601-50, Appointment of Temporary Officers in the Army of the United States Upon Mobilization.

(3) AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army.

(4) AR 601-141, U.S. Army Health Professions Scholarship Program.

(5) AR 601-208, Recruiting/Reenlistment Advertising Program.

(6) AR 601-210, Regular Army and Army Reserve Enlistment Program.

(7) AR 601-222, Armed Services Institutional Vocational Testing Program.

(8) AR 601-270, Military Entrance Processing Stations (MEPS).

(9) AR 601-280, Total Army Retention Program.

**b. Description.** These records concern appointment of officer personnel, enlistment and re-enlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army. See table B-77.

**Table B-77****File category 601: Personnel procurement****FN: 601****Title:** General personnel procurement correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

**Disposition:**

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

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

**FN: 601a****Title:** Military personnel procurement statistics**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable.

**Description:** Documents on furnishing or consolidating statistical information on military personnel procurement programs. Included are reports and similar information.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated statistics: Permanent.

(2) Field reports: Destroy after 5 years.

(3) Interim reports: Destroy after 6 months.

b. Intermediate offices: Destroy after 3 years.

c. Reporting agencies: Destroy after 2 years.

**FN: 601b****Title:** Military personnel procurement plans**Authority:** NC1-AU-75-31**Privacy Act:** Not applicable.

**Description:** Documents relating to the establishment or changing of the basic concepts for obtaining personnel to meet requirements for the Regular Army and Reserve Components, through universal military training, recruiting, reenlistment, or other means. Included are approved plans, disapproved plans, changes to plans, coordination documents, and similar documents.

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 5 years.

**FN: 601c****Title:** Military personnel procurement quotas**Authority:** NN-166-204**Privacy Act:** Not applicable

**Description:** Documents reflecting the establishment and assignment of quotas or allocations for induction, enlistment, appointment, officer candidate courses, ROTC, USMA, or similar source of actual or potential military personnel. Included are estimated quota requirements, assigned quotas, and similar documents.

**Disposition:**

a. Establishing offices: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

**FN: 601-25a****Title:** Delay board proceedings**Authority:** NN-166-204**Privacy Act:** AO640DARP

**Table B-77****File category 601: Personnel procurement—Continued**

**Description:** Documents relating to delay in orders to active duty of Army Reserve personnel. Included are applications for delay or renewal thereof, copies of orders appointing delay and appeal boards, board proceedings, and related documents.

**Disposition:** Destroy 6 months after the individual reports for active duty. However, when the active duty orders pertaining to an individual retained in the Ready Reserve are revoked, the files will be destroyed when the individual is ordered to active duty and complies with such orders, is discharged from the Army Reserve, is transferred to the Standby Reserve Inactive Status List, or transferred to the Retired Reserve.

**FN: 601-50a****Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC

**Description:** Documents related to verifying the eligibility of individuals for appointment as temporary officers in the Army of the United States upon mobilization. Included are letters, reports, designations, and similar documents.

**Disposition:** Destroy after 2 years.**FN: 601-100a****Title:** Appointment applications**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC

**Description:** Documents reflecting the application of the individual, the consideration, and acceptance or rejection thereof. Included are applications, requests for waivers, recommendations, evaluation reports, rating sheets, test papers, interview sheets, notifications, and similar information.

**Disposition:** Destroy after 1 year.**FN: 601-100b****Title:** Appointment selection boards**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC

**Description:** Documents reflecting determinations made by boards for selecting or rejecting applicants for appointment. Included are board proceedings listing individuals selected or rejected and related information.

**Disposition:** Destroy after 3 years.**FN: 601-100c****Title:** Appointment lists**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC

**Description:** Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and related information.

**Disposition:** Destroy after 2 years.**FN: 601-100d****Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC

**Description:** Documents related to verifying the eligibility of individuals for appointment as commissioned and warrant officers in the Regular Army. Included are letters, reports, designations, and similar documents.

**Disposition:** Destroy after 2 years.**FN: 601-141a****Title:** Health professional registrant files**Authority:** NC1-AU-81-62**Privacy Act:** A0601-141DASG

**Description:** Documents related to the processing of doctors of medicine, osteopathy, dentistry, veterinary medicine, and other allied specialists who are liable for military training and service under the Selective Service Act. These include those accepting Reserve commissions and those who refuse or are not qualified for appointment. Included are reports of medical examination and history, qualification determination reports, correspondence on classification, physical status, availability for active duty, and similar matters.

**Disposition:****Table B-77****File category 601: Personnel procurement—Continued**

a. During registration, but not full mobilization: Destroy 1 year after registrant reaches maximum draft age.

b. Files remaining after order to active duty and acceptance of commission in Army Reserve: Destroy after 1 year.

c. Files on individuals found not qualified for appointment during mobilization: Return to Selective Service Region or its local office.

**FN: 601-208a****Title:** Recruiting publicity campaigns**Authority:** NC1-AU-78-12**Privacy Act:** Not applicable.

**Description:** Documents related to determining types of publicity media to be used and to develop publicity or promotion campaigns, including liaison with local committees to stimulate volunteer entry or reentry into military service. Included are letters, minutes of meetings, and related documents.

**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

**FN: 601-208b****Title:** Recruiting advertising media**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents relating to the creation and production of specific radio and television advertising programs used in recruiting campaigns. Included are copies of posters, still pictures, motion pictures, and related documents.

**Disposition:** Destroy after 5 years.**FN: 601-210a****Title:** Active recruiting prospect files**Authority:** NC1-AU-79-73**Privacy Act:** AO601-210DAPE

**Description:** Documents reflecting individuals who are prospects for enlistment. Included are active recruiting prospect cards.

**Disposition:** Place in recruiting enlistee files (FN 601-210b) on enlistment of individual or place in terminated recruiting prospect files (FN 601-210c) when individual is no longer considered a prospect for enlistment.

**FN: 601-210b****Title:** Recruiting enlistee files**Authority:** NN-166-204**Privacy Act:** AO601-210DAPE

**Description:** Recruiting prospect cards reflecting recruiting prospects who have been enlisted.

**Disposition:** Destroy in CFA 3 months after expiration term of service (ETS) of initial enlistment.

**FN: 601-210c****Title:** Terminated recruiting prospect files**Authority:** NN-166-204**Privacy Act:** AO601-210DAOE

**Description:** Recruiting prospect cards reflecting individuals who have not been enlisted and are no longer considered prospects for enlistment.

**Disposition:** Review and destroy at the end of each calendar year. (Review is made by area supervisor.)

**FN: 601-210d****Title:** Recruiting centers of influence**Authority:** NN-166-204**Privacy Act:** A0601-210DAPE

**Description:** Documents reflecting information such as names of individuals, establishments, Selective Service Boards and radio or television stations. Included are center of influence cards and related documents.

**Disposition:** Destroy when obsolete or no longer needed.**FN: 601-210e****Title:** Recruiter Impropriety (RI) investigations**Authority:** NC1-AU-83-23**Privacy Act:** AO601-210bUSAREC



**Table B-77**  
**File category 601: Personnel procurement—Continued**

**Description:** Documents created in reviewing and investigating allegations of, and taking corrective action or disciplinary action on, recruiter irregularities and improprieties. Included are allegation documents, investigative reports and actions thereon, and related papers.

**Disposition:** Destroy 2 years after last action.

**FN: 601-210f**

**Title:** Enlistment contracts

**Authority:** NC1-AU-80-41

**Privacy Act:** AO601-210DAPE

**Description:** Documents reflecting individuals who have enlisted in the Armed Forces of the United States or who have had their enlistments voided while in the Delayed Entry Program (DEP). These documents are maintained by the District Recruiting Commands. In the former case, documents will include triplicate copies of DD Form 4 (Enlistment Contract—Armed Forces of the United States) and supplements thereto. In cases of DEP voided enlistments, the documents will include, as a minimum, the DD Form 1966, DD Form 4, DA Form 3286 series and appropriate addendums, the SF 88, SF 93, and consultation sheets when applicable, copies of approved waivers with supporting documents, DD Form 1304.12K, copy of cancellation of REQUEST reservation, and copies of the authority for voiding the enlistment.

**Disposition:** Destroy after 1 year.

**FN: 601-210g**

**Title:** Inquiry and eligibility files

**Authority:** N1-AU-88-11

**Privacy Act:** AO601-210A DAPE

**Description:** Documents related to verifying the eligibility of individuals for enlistment in the Regular Army and the USAR. Included are letters, reports, and similar documents.

**Disposition:** Destroy after 7 years.

**FN: 601-210h**

**Title:** Unfulfilled and erroneous enlistment contracts

**Authority:** NC1-AU-82-01

**Privacy Act:** AO601-210A DAPE

**Description:** These records are created when a soldier claims that the commitments made upon enlistment were erroneous or have not been fulfilled. Records are created at the field level and case files are forwarded to the U.S. Total Army Personnel Command (PERSCOM) for determinations and pursuit of alternative options. Included are requests from field commanders for determination of whether or not enlistment commitment was erroneous or cannot be fulfilled, requests for waivers of low mental test scores, requests for assistance in coordinating alternate options, determinations by CG, PERSCOM, and similar information.

**Disposition:**

- a. CG, PERSCOM: Destroy 1 year after term of contract involved.
- b. Other offices: Use FN 640a.

**FN: 601-210i**

**Title:** Recruiting Station Management Files

**Authority:** NN-166-204

**Privacy Act:** Not Applicable.

**Description:** Documents used to facilitate, control, or supervise the performance of a specific function, process, or action of recruiting prospects as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunctions, process, or action with which they are used. Included are feeder reports, working papers and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action, DEP logs, processing logs, station workplans, and the planning guide.

**Disposition:** Destroy 15 months after completion of action or when no longer needed for current operations, whichever is earliest.

**FN: 601-222a**

**Title:** Test material accountability

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Table B-77**  
**File category 601: Personnel procurement—Continued**

**Description:** Documents accumulated from accounting for each test booklet and scoring key. Included are test booklet and scoring key ledger sheets, reports of investigation concerning loss, and related information.

**Disposition:** Destroy 1 year after all booklets or scoring keys listed thereon have been destroyed.

**FN: 601-222b**

**Title:** Test score transmittals

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used in transmitting test scores to custodians of personnel records, to selection and evaluation boards, and other agencies authorized to receive test scores. Included are copies of correspondence and related information.

**Disposition:** Destroy after 1 year.

**FN: 601-222c**

**Title:** Test material destruction files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting destruction of such testing materials as test manuals, test booklets, scoring keys, answer sheets, and similar items. Included are destruction certificates and related information.

**Disposition:** Destroy after 2 years.

**FN: 601-222d**

**Title:** Qualification test answers

**Authority:** NC-AU-75-39

**Privacy Act:** 601-210AUSAREC

**Description:** Documents relating to mental qualification tests administered to applicants for enlistment and registrants. Included are scored answer sheets or booklets pertaining to the Armed Forces Qualification Test, Armed Forces women's selection test, terminal screening, non-language qualification test, Army Qualification Battery, Women's Army Classification Battery, and similar tests.

**Disposition:** Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded per AR 601-270).

**FN: 601-222e**

**Title:** Test development

**Authority:** NC1-AU-79-21

**Privacy Act:** Not applicable.

**Description:** Information reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and related information. This includes information accumulated for continuous evaluation and analysis for management improvement of Army-wide test programs, such as background data on test development, establishment, and procedures, coordination with other agencies, and similar information.

**Disposition:**

- a. Development: Office responsible for developing test: Permanent. PIF upon discontinuance of test and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.
- c. Background data: Destroy 25 years after test is discontinued.

**FN: 601-222f**

**Title:** Test material inventories

**Authority:** NC-AU-75-38

**Privacy Act:** Not applicable.

**Description:** Documents resulting from daily inventories and examinations of test booklets and scoring keys in current use and other periodic inventories taken of all accountable test materials. Included are daily inventory sheets, periodic inventory papers, and related documents.

**Disposition:**

- a. U.S. Military Enlistment Processing Command: Destroy 1 month after approval of semi-annual inventory.
- b. Other offices: Destroy after 1 year.

**Table B-77****File category 601: Personnel procurement—Continued****FN: 601-222g****Title:** Test material stock controls**Authority:** NC-AU-75-37**Privacy Act:** Not applicable.**Description:** Documents reflecting the balance of test booklets and scoring keys on hand. Included are forms used for test booklet and scoring key running inventories.**Disposition:** Destroy after 1 year.**FN: 601-222h****Title:** Specimen test materials**Authority:** NC-AU-75-33**Privacy Act:** Not applicable.**Description:** Documents accumulated by the office having Army-wide responsibility. Files are used for research, reference, and study.**Description:** Included are specimen sets and extra copies of current and obsolete Army personnel test materials, such as test manuals, test booklets, answer sheets, and scoring devices.**Disposition:** Destroy when no longer needed for reference.**FN: 601-270a****Title:** Examination/enlistment files**Authority:** NC1-AU-83-52**Privacy Act:** 601-210aUSAREC**Description:** Information about examining individuals for military service. Included are consent forms, reports of medical prescreening and examination, aptitude scores, and other related records, reports, and correspondence.**Disposition:** Destroy when no longer needed for current operations.**FN: 601-270b****Title:** Entrance examinations (Rescinded; use FN 40-400s).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 601-270c****Title:** Registrant examination summary reports (Rescinded; use FN 40-400t).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 601-280a****Title:** Reenlistment eligibility**Authority:** NN-166-204**Privacy Act:** A0601-280bTAPC and A0635-5TAPC**Description:** Documents used for determining reenlistment eligibility of enlisted personnel. Included are DA Form 1315 (Reenlistment Data), containing entries transferred from personnel records, additional documentation of interviews, remarks by the commander, and similar information.**Disposition:** Forward with MPRJ per AR 601-280 and AR 640-10. Destroy on reenlistment of individual.**FN: 601-280b****Title:** Bar to Reenlistment files**Authority:** NN-166-204**Privacy Act:** A0601-280aTAPC**Description:** Documents related to evaluating a service member for possible denial of reenlistment. Included are DA Form 4126-R (Bar to Reenlistment) evaluations, recommendations, commanders' certifications, suspensions of bars to reenlistment, reviews, documentation of withdrawal of bar to reenlistment, and similar information.**Disposition:**

a. Approved certificate to bar reenlistment and approved recommendation to withdraw bar to reenlistment: File in "permanent" section of MPRJ per AR 601-280 and AR 640-10.

b. Bar to reenlistment certificates for which total withdrawal has been approved: Remove from MPRJ and destroy.

**B-67. File category 602: Man-materiel systems**a. *Prescribing directives*

(1) AR 602-1, Human Factors Engineering Program.

(2) AR 602-2, Manpower and Personnel Integration (MAN-PRINT) in the Materiel Acquisition Process.

b. *Description.* These records concern policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering, computer assisted instruction, devices for personnel testing, interviewing, and training, automated physical examinations, and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention. See table B-78.**Table B-78****File category 602: Man-materiel systems****FN: 602****Title:** General man-materiel systems correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to man-materiel systems which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)b. **NONACTION:** Matters relating to man-materiel systems that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.**Disposition:**a. **ACTION:** Destroy after 2 years.b. **NONACTION:** Destroy when no longer needed for current operations.**FN: 602-1a****Title:** Human factors cases**Authority:** NN-166-204**Privacy Act:** A0602DAPE-ARI**Description:** Information relative to the conduct or technical supervision of individual human factors study projects. Included are project proposals and approvals, study reports, preliminary evaluations of the reports, and similar information.**Disposition:**

a. Project office and offices of project advisory committee chairman: Permanent. Cut off annually, or PIF on completion of evaluation and cut off at the end of that year.

b. Offices of project advisory group members: Destroy 2 years after completion of the study.

**FN: 602-1b****Title:** Agency work programs**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information reflecting statements of human factors research tasks which have been approved for execution. They are accumulated by agencies sponsoring or conducting human factors research. Included are agency work programs and communications directly related to the work program.**Disposition:** Destroy after 5 years.**FN: 602-1c****Title:** Study report distribution**Authority:** NN-166-204**Privacy Act:** Not applicable.



**Table B-78****File category 602: Man-materiel systems—Continued**

**Description:** Information relating to the distribution of human factors study reports. Included are distribution lists, requests for reports, and transmittal letters.

**Disposition:** Destroy after 2 years or on supersession, as applicable.

**FN:** 602-2a

**Title:** MANPRINT program files

**Authority:** N1-AU-90-8

**Privacy Act:** Not applicable.

**Description:** Information created during the materiel acquisition process for developmental, non-developmental, and product improvement programs which relate to MANPRINT. Included are system MANPRINT management plan, training requirements analysis, new equipment training plan, human factors engineering analysis, and health hazard assessments.

**Disposition:**

a. Office of the Project Manager: Permanent. Place with project management plans under FN 70-17a and retire accordingly on removal of the item or system from project management control.

b. Other offices: Destroy 1 year after system is fielded.

**B-68. File category 604: Personnel security clearance**

a. *Prescribing directives.* None.

b. *Description.* None. This file category is rescinded. Files will be assigned to the FNs listed in table B-79.

**Table B-79****File category 604: Personnel security clearance—rescinded FNs**

**FN:** 604

**Title:** General personnel security correspondence files

**Use:** FN 380

**FN:** 604-5a

**Title:** Security clearance information

**Use:** FN 380-67a

**FN:** 604-5b

**Title:** Position sensitive files

**Use:** FN 380-67b

**FN:** 604-5c

**Title:** Personnel security inspections and surveys

**Use:** FN 380-67c

**FN:** 604-5d

**Title:** Information access files

**Use:** FN 1h

**B-69. File category 608: Personal affairs**

a. *Prescribing directives.*

(1) AR 608-1, Army Community Service Program.

(2) AR 608-2, Servicemen's Group Life Insurance (SGLI), Veteran's Group Life Insurance (VGLI); United States Government Life Insurance (USGLI) and National Service Life Insurance (NSLI).

(3) AR 608-4, Control and Registration of War Trophies and War Trophy Firearms.

(4) AR 608-8, Mortgage Insurance for Service Members.

(5) AR 608-9, The Survivor Benefit Plan (SBP).

(6) AR 608-10, Child Development Services.

(7) AR 608-15, The Army Savings Program.

(8) AR 608-18, The Army Family Advocacy Program.

(9) AR 608-20, Voting by Personnel of the Armed Forces.

(10) AR 608-25, Retirement Services Program.

b. *Description.* These records relate to matters of personal concern to the soldier, his or her dependents, and the community, such

as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific series. See table B-80.

**Table B-80****File category 608: Personal affairs**

**FN:** 608

**Title:** General personal affairs correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN:** 608a

**Title:** Personal affairs cases

**Authority:** NN-166-204

**Privacy Act:** A0608-10CFSC, A0608aCFSC, A0608TAPC, and A0608bCFSC

**Description:** Documents related to answering personal affairs inquiries in specific cases, investigating specific requests, providing general information based on prior policies or determinations, or routing cases to proper channels. Included are documents reflecting matters such as election of contingency options, social security, savings, bonds, insurance, taxes, family assistance, survivor assistance, naturalization and citizenship, marriage, voting, and other civil duties and responsibilities.

**Disposition:** Destroy after 2 years.

**FN:** 608b

**Title:** Personal affairs reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting the status of a personal affairs program or phases of the program. Included are letters, forms, and related documents.

**Disposition:** Destroy after 2 years.

**FN:** 608-1a

**Title:** Army Community Service (ACS) program

**Authority:** NN-166-204

**Privacy Act:** A0608bCFSC

**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see FN 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal pronouncement); food stamp assistance; welcome

**Table B-80**  
**File category 608: Personal affairs—Continued**

visits; and special programs for handicapped dependents. Included are—

- a. Volunteer agreements.
- b. Volunteer time cards.
- c. Volunteer service records.
- d. ACS program reports and summaries.
- e. Installation fact sheets.
- f. Summary listing of facilities for the handicapped.
- g. Lending closet property files.
- h. ACS registration cards.
- i. Program facility reports, and USDA and Title XX agreement and management files.
- j. Similar documents and information.

**Disposition:**

- a. For a above: Destroy on completion of new agreement or termination of volunteer status.
- b. For b above: Return to volunteer after entry on permanent service record.
- c. For c above: Return to volunteer upon transfer or separation.
- d. For d above:
  - (1) Office requiring report (HQDA): Destroy summary and analysis reports in CFA after 5 years, and destroy feeder reports on extraction of data.
  - (2) MACOM and installation ACS centers: Destroy after 2 years.
- e. For e and f above: Destroy on supersession or obsolescence.
- f. For g above: Use descriptions and dispositions for FN 710 series.
- g. For h above: Destroy on transfer, separation, or retirement of individual.
- h. For i above: Destroy in CFA after 3 years.
- i. For j above: Destroy when no longer needed for current operations.

**FN: 608-1b**

**Title:** ACS case management and intake files

**Authority:** NN-166-204

**Privacy Act:** A0608bCFSC

**Description:** All personal affairs case files, such as budget counseling, family, and individual counseling files.

**Disposition:** Destroy 2 years after case closure.

**FN: 608-1c**

**Title:** Family advocacy case management team files (Rescinded; use FN 608-18a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 608-2a**

**Title:** Veterans Administration insurance files

**Authority:** NN-166-204

**Privacy Act:** A0640-10aTAPC

**Description:** Documents related to preparing claims for waiver of premiums because of disability and reporting dates applicant was returned to duty or separated from the service. Included are VA Forms 29-357 (Claim for Disability Insurance Benefits) and related documents.

**Disposition:** Destroy after 2 years.

**FN: 608-4a**

**Title:** Trophy firearms registrations

**Authority:** NC1-AU-83-27

**Privacy Act:** A0608-4DAMO

**Description:** Information on the retention and registration of firearms secured by persons during armed conflicts. Included are retention authorizations, registration forms, directly related correspondence, and similar information.

**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 56 years.
- b. Other offices: Destroy after 3 years.

**FN: 608-4b**

**Title:** Trophy confiscations

**Authority:** II-NN-3358

**Privacy Act:** Not applicable.

**Table B-80**  
**File category 608: Personal affairs—Continued**

**Description:** Information relating to the confiscation of war trophies shipped by military personnel, such as certificates of authorization for retention and return of trophy to the United States Bureau of Customs or military authorities, property turn-in slips, and related information.

**Disposition:** Destroy after 6 years.

**FN: 608-8a**

**Title:** FHA mortgage payment insurance files

**Authority:** NN-165-15

**Privacy Act:** A0037-202SAFM

**Description:** Information on the payment of Federal Housing Administration mortgage insurance premiums by DA for eligible members of the Army. Procedures and requirements for obtaining certificates of eligibility are contained in AR 608-8. Included are certificates of eligibility, certificates of termination, premium notices, and related information.

**Disposition:** Destroy 10 years after final separation of the person.

**FN: 608-9a**

**Title:** Survivor Benefit Plan (SBP) application/declination files

**Authority:** NN-166-204

**Privacy Act:** A0640-10aTAPC

**Description:** Documents accumulated in the processing of applications for (and declination of the Survivor Benefit Plan (SBP).

**Disposition:** Destroy after 1 year.

**FN: 608-10a**

**Title:** Child Development Services

**Authority:** N1-AU-87-14

**Privacy Act:** A0608-10CFSC

**Description:** Data or information required for the operation and assessment of all programs within the Army Child Development Services (CDS) Program. Included are:

- a. Child records (except as indicated in b below).
- b. Records of children who have had serious accidents, injuries, or unusual occurrences requiring emergency consultation or treatment.
- c. Personnel records of center based employees. (This category does not include official personnel files of appropriated fund or nonappropriated fund employees, which are maintained under FNs 690-200a and 215-3a respectively).
- d. Annual CDS program or facility reports.
- e. USDA Child Food Program reports.
- f. All other records.

**Disposition:**

- a. For a above: Destroy 1 year after child no longer attends CDS operations.
- b. For b above: Destroy 3 years after incident or 1 year after child no longer attends CDS operations, whichever is longer.
- c. For c above: Destroy 3 years after termination of employment.
- d. For d above: Destroy after 5 years.
- e. For e above:
  - (1) Office with Army-wide responsibility, and major Army commands: Destroy after 5 years.
  - (2) Installations: Destroy 2 years after audit by USDA.

For f above: Destroy after 2 years.

**FN: 608-15a**

**Title:** Savings program reports

**Authority:** N1-AU-86-13

**Privacy Act:** Not applicable

**Description:** Information on reports and awards made in connection with the Army Savings Program and savings bonds. Included are reports, applications for awards, statistical data, approval and presentation letters, and related information.

**Disposition:**

- a. Summary reports kept by USAFAC: Destroy after 10 years.
- b. Other reports: Destroy after 2 years.

**FN: 608-15b** Not used.

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.



**Table B-80**  
**File category 608: Personal affairs—Continued**

**FN: 608-15c**

**Title:** Savings bond reports and reconciliations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Controls, reports, and reconciliation forms with related information pertaining to deductions and purchase of bonds. Included are quarterly reconciliations of bond balances with the Accounting Division, bond participation reports, and related information.

**Disposition:** Destroy after 3 years.

**FN: 608-18a**

**Title:** Family advocacy case management team files

**Authority:** NC1-AU-83-18

**Privacy Act:** A0040-66bDASG

**Description:** Documents relating to established or suspected cases of child or spouse maltreatment under the provisions of the Army Family Advocacy Program (FAP). Included are DD Form 2486 (Child/Spouse Abuse Incident Report) Standard Form 600 (Chronological Record of Medical Care) social work assessment, case management summary, record of referral, extract of pertinent information from the military police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents. (Statistical compilations on case loads and trends and related interpretive studies will be maintained permanently by offices with Army-wide responsibility under FNs 25-30i or 25-30q, as applicable.)

**Disposition:**

- a. Destroy when involved minor child is age 23.
- b. In case of spouse abuse: Destroy 5 years after the case is closed.
- c. Unfounded cases: Destroy upon a case determination of unfounded.

**FN: 608-20a**

**Title:** Soldier voting files

**Authority:** NN-16-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to soldier voting procedures. Included are reports, items for bulletins, correspondence, and related documents.

**Disposition:** Destroy 1 year after election to which files relate.

**FN: 608-25a**

**Title:** Retirement services cases

**Authority:** NN-166-204

**Privacy Act:** AO608bCFSC

**Description:** Documents related to providing information and assistance to personnel who have retired. Included are correspondence and related documents.

**Disposition:** Destroy after 1 year.

**FN: 608-25b**

**Title:** Retiree volunteer waivers of claims

**Authority:** NN-166-204

**Privacy Act:** A0608-25CFSC

**Description:** These files accumulate in Retirement Services Offices that sponsor retiree volunteer programs. The Retirement Services Officer is required to maintain a file of signed waiver of claim documents as prescribed in AR 608-25. Functions and activities of these volunteers will be determined by appropriate commanders and may include pre-retirement counseling, being an assistant retirement officer, employment, education, and training assistance, financial counseling, participation in the ACS program, and other similar appropriate activities.

**Disposition:** Destroy after 6 years.

**FN: 608-25c**

**Title:** Retired personnel locator

**Authority:** NN-166-204

**Privacy Act:** AO001DAPE

**Description:** Documents reflecting the location of retired military personnel. Included are microfilm, rosters, and related documents.

**Disposition:** Destroy when superseded or obsolete.

**Table B-80**  
**File category 608: Personal affairs—Continued**

**FN: 608-25d**

**Title:** Statement of employment

**Authority:** NN-166-204

**Privacy Act:** AO608-25CFSC

**Description:** Documents pertaining to avoidance of conflict of interest by retired Regular Army officers. These files are accumulated by HQDA. Included are statements of employment and related documents.

**Disposition:** Destroy on death of individual.

**FN: 608-25e**

**Title:** Retirement services control cards

**Authority:** NN-166-204

**Privacy Act:** AO608-25CFSC

**Description:** Documents reflecting information on each individual being given pre-retirement counseling. Included are retirement services control cards and related documents.

**Disposition:** Destroy 1 year after departure from the installation or retirement of the individual.

**FN: 608-33a**

**Title:** Individual U.S. PW/CI/detainee files (Rescinded; use FN 600-8-1f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 608-33b**

**Title:** U.S. PW/CI/detainee rosters (Rescinded; use FN 600-8-1g.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 608-33c**

**Title:** U.S. PW/CI/detainee status inquiries (Rescinded; use FN 600-8-1h.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 608-33d**

**Title:** U.S. PW/MIA/detainee intelligence (Rescinded; use FN 600-8-1i.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**B-70. File category 611: Personnel selection and classification**

a. *Prescribing directives.*

(1) AR 611-1, Military Occupational Classification Structure Development and Implementation.

(2) AR 611-3, Army Occupational Survey Program (AOSP).

(3) AR 611-75, Selection, Qualifications, Rating and Disrating of Marine Divers.

(4) AR 611-110, Selection and Training of Army Aviation Officers.

(5) AR 611-201, Enlisted Career Management Fields and Military Occupational Specialties.

b. *Description.* These records concern methods and procedures for identifying skills and abilities of military personnel, testing, and awarding military occupational specialties for use in assignment to related duties and jobs. See table B-81.

**Table B-81****File category 611: Personnel selection and classification****FN: 611****Title:** General personnel selection and classification correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 611-1a****Title:** MOS information**Authority:** NC-AU-75-32**Privacy Act:** Not applicable.

**Description:** Documents used in developing and maintaining commissioned officers, warrant officers, and enlisted MOS structures that identify and describe military positions for Army-wide use, and establishing personnel qualifications to facilitate the selection, training, distribution, assignment, management, and professional development and use of personnel. Included are studies involving research, classification, job analysis, job evaluation, and similar data needed to design and improve existing occupational and personnel management methods, techniques, and systems.

**Disposition:**

a. Office performing Army-wide responsibility: Destroy 2 years after cancellation of the related MOS.

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

**FN: 611-1b****Title:** Military occupational specialty files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information related to developing, refining, and recommending new or revised MOS for personnel required to support new or changed Army field systems. The MOS recommendations provide the basis for implementation of new MOS, revisions to existing MOS, and deletion of existing MOS resulting from organizational and doctrinal changes, and new or modified equipment or weapons systems.

**Disposition:**

a. Office responsible for recommending new or revised MOS: Destroy 2 years after DA approval or disapproval.

b. Other offices: Destroy after 3 years.

**FN: 611-3a****Title:** Military personnel surveys**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable.

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

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

**Table B-81****File category 611: Personnel selection and classification—Continued**

b. Summaries and conclusions of the surveys: Permanent.

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

d. Reporting offices: Destroy on completion of the survey.

**FN: 611-75a****Title:** Diving records**Authority:** NC1-AU-84-25**Privacy Act:** Not applicable.

**Description:** Organizational or activity records of dives made by qualified divers. This record accumulates data for later analysis and serves as a source for later verification of dives made by an individual. Included are diving logs, diving log worksheets, and related information.

**Disposition:**

a. Diving Logs: Destroy after 20 years.

b. Diving logs worksheets and related information: Destroy when no longer needed for current operations.

**FN: 611-110a****Title:** Flight training applications**Authority:** NC1-AU-80-41**Privacy Act:** Not applicable.

**Description:** Information related to selecting Army officers, USMA cadets, ROTC cadets, and officer candidates for training leading to the award of an aeronautical rating of Army aviator. Included are applications, preference statements, assignment orders or instructions, selection documents, and related information.

**Disposition:**

a. Destroy 1 year after transfer or separation of the individual.

b. PERSCOM: Destroy after 3 years in CFA.

**FN: 611-201a****Title:** Military job descriptions**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents reflecting duties of military positions. Included are job descriptions and related documents.

**Disposition:** Destroy when superseded or obsolete.**B-71. File category 612: Personnel processing**

a. *Prescribing directive.* AR 612-201, Processing Procedures at U.S. Army Reception Battalions (RCS MILPC-MCRI).

b. *Description.* These records concern processing of military personnel upon entry into the service, in a training or temporarily unassigned status, upon assignment overseas and return, and for separation from the service. See table B-82.

**Table B-82****File category 612: Personnel processing****FN: 612****Title:** General personnel processing correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

b. NONACTION: Matters relating to personnel processing that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by



**Table B-82****File category 612: Personnel processing—Continued**

action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

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

**FN: 612-201a**

**Title:** Personnel processing activities reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents providing data for planning purposes, for reporting progress, and for evaluation of personnel processing procedures at personnel processing activities. Included are letters, forms, and similar information.

**Disposition:** Destroy after 2 years.

**B-72. File category 614: Assignments, details, and transfers**

a. *Prescribing directives.*

- (1) AR 614-30, Overseas Service.
- (2) AR 614-100, Officers Assignment Policies, Details and Transfers.
- (3) AR 614-115, (C) Military Intelligence Officer Excepted Career Program (U).
- (4) AR 614-120, Interservice Transfer of Army Commissioned Officers on the Active Duty List.
- (5) AR 614-162, Selection, Training, and Assignment of In-Service Officer Volunteers to Special Forces Organizations.
- (6) AR 614-200, Selection of Enlisted Soldiers for Training and Assignment.

b. *Description.* These records concern length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the military services involving Army personnel and uniformed members of the other services. See table B-83.

**Table B-83****File category 614: Assignments, details, and transfers****FN: 614**

**Title:** General assignments, details, and transfers correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

**Table B-83****File category 614: Assignments, details, and transfers—Continued**

a. ACTION: Destroy after 2 years.

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

**FN: 614a**

**Title:** Military personnel distribution controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to determining and effecting the actual distribution or redistribution of personnel. Included are notifications of allocations and levies, reports or rosters of personnel available, requirements (requisitions), distribution instructions, short shipments, and related documents.

**Disposition:** Destroy after 1 year.

**FN: 614-30a**

**Title:** Military personnel overseas assignments

**Authority:** NN-166-204

**Privacy Act:** A0614-30DAPE

**Description:** Documents related to assigning or reassigning specific officers, warrant officers, and enlisted personnel to overseas duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays, or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related documents.

Note: This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under FN 210-10a.

**Disposition:**

- a. Destroy 1 year after transfer or separation of individual.  
b. PERSCOM: Destroy after 3 years in CFA.

**FN: 614-100a**

**Title:** Officer/Warrant Officer assignments

**Authority:** NC1-AU-81-69

**Privacy Act:** AO640-10aTAPC

**Description:** Documents related to assigning or reassigning specific officers and warrant officers to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information.

**Disposition:**

- a. Destroy 1 year after transfer or separation of individual.  
b. PERSCOM: Destroy after 3 years in CFA.

**FN: 614-100b**

**Title:** Officer personnel assignment accessory files

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related information.

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

**FN: 614-100c**

**Title:** Branch transfer requests

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Information relating to processing specific cases involving branch transfers. Included are requests, recommendations, coordination, and related information.

**Disposition:** Destroy after 1 year.

**FN: 614-100d**

**Title:** Branch detail requests

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents relating to processing specific cases involving branch details. Included are requests, applications, recommendations, coordination papers, and related documents.

**Disposition:** Destroy after 1 year.

**Table B-83**  
**File category 614: Assignments, details, and transfers—Continued**

**FN:** 614-115a  
**Title:** Intelligence/CI operative files  
**Authority:** N1-AU-88-05  
**Privacy Act:** AO381-100aDAMI  
**Description:** Information related to military personnel in the Military Intelligence Excepted Career Program.  
**Disposition:** Destroy 15 years after release, separation, transfer, retirement, or resignation. Transfer to Investigative Records Repository after 5 years.

**FN:** 614-120a  
**Title:** Interservice transfer files  
**Authority:** NN-166-204  
**Privacy Act:** AO640-10aTAPC  
**Description:** Information related to interservice transfer of Army commissioned officers. Included are requisitions, nominations, applications, and preference statements of individuals; assignment orders or instructions; deferments, delays, or restrictions; terminations or extensions thereof; and related information.  
**Disposition:**  
a. Destroy 1 year after transfer or separation of individual.  
b. PERSCOM: Destroy after 3 years in CFA.

**FN:** 614-162a  
**Title:** Special Forces volunteer applications  
**Authority:** NN-166-204  
**Privacy Act:** AO640-10aTAPC  
**Description:** Information related to assigning officers to Special Forces organizations. Included are nominations, applications and preference statements of individuals, assignment orders, deferments, delays or restrictions, terminations or extensions thereof, and related information.  
**Disposition:**  
a. Destroy 1 year after transfer or separation of the individual.  
b. PERSCOM: Destroy after 3 years in CFA.

**FN:** 614-200a  
**Title:** Eligibility determinations  
**Authority:** NN-166-204  
**Privacy Act:** AO640-10aTAPC  
**Description:** Documents related to determining eligibility of individuals for admission to USMA, officer candidate schools, Reserve Officers Training Program, or similar personnel programs. Included are approvals, disapprovals, waivers, and similar documents.  
**Disposition:** Destroy after 1 year.

**FN:** 614-200b  
**Title:** Enlisted assignments  
**Authority:** NC1-AU-80-41  
**Privacy Act:** AO640-10aTAPC  
**Description:** Documents related to assigning or reassigning specific enlisted persons to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information.  
**Note:** This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under FN 210-10a.  
**Disposition:**  
a. Destroy 1 year after transfer or separation of individual.  
b. PERSCOM: Destroy after 3 years in CFA.

**FN:** 614-200c  
**Title:** Enlisted personnel assignment accessory files  
**Authority:** NN-166-204  
**Privacy Act:** A0649-10aTAPC  
**Description:** Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related documents.  
**Disposition:** Destroy when superseded, obsolete, or no longer needed.

**B-73. File category 621: Education**

*a. Prescribing directives.*

(1) AR 621-1, Training of Military Personnel at Civilian Institutions.

(2) AR 621-5, Army Continuing Education System (ACES).

*b. Description.* These records concern the Army program to improve the general educational level of military personnel and to provide for nonmilitary opportunities, services, and scholarships, fellowships, and grants offered by civilian institutions. Training received in military schools (FN 351 series), and dependents' education (FN 352-series) is excluded. See table B-84.

**Table B-84**  
**File category 621: Education**

**FN:** 621  
**Title:** General education correspondence files  
**Authority:** NN-167-31 and NN-165-192  
**Privacy Act:** Not applicable.  
**Description:**

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

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

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

**FN:** 621-1a  
**Title:** Degree completion files  
**Authority:** NC1-AU-80-10  
**Privacy Act:** A0621-1DAPE  
**Description:** Information on the admission of Army students to civilian educational institutions to pursue degree programs. Included are requests for admission, statements and notices of acceptance, and related information.  
**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.

**FN:** 621-1b  
**Title:** Civilian school plans  
**Authority:** NN-166-204  
**Privacy Act:** A0621-1TAPC  
**Description:** Documents on the development and supervision of civilian schooling for military personnel. Included are planned requirements for such training, selection of schools and courses, arrangements for special noncatalog courses, program revisions, and related information.

**Disposition:**  
a. Office having Army-wide responsibility:  
(1) Annual review of the Army's Civilian Education Program: Permanent.  
(2) All other records: Destroy after 15 years.  
b. Training agencies: Destroy after 5 years.  
c. USMA:  
(1) Paper originals: Destroy 2 years after verification that film meets requirements of 41 CFR 101-11.504 as adequate substitute for paper from a reference standpoint.



**Table B-84****File category 621: Education—Continued**

(2) Microfilm: Permanent. Offer silver original and one diazo copy to USMA Archives when 20 years old, provided film has been verified as meeting requirements of 41 CFR 101-11.504.  
d. Other offices: Destroy after 2 years.

**FN: 621-1c****Title:** Civilian school admissions**Authority:** NN-166-204**Privacy Act:** A0621-1DASG**Description:** Documents on the admission of Army students to civilian educational institutions. Included are requests for admission, statements and notices of acceptance, and related information.**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.**FN: 621-1d****Title:** Civilian school theses**Authority:** NN-163-44**Privacy Act:** Not applicable.**Description:** Theses prepared by military personnel enrolled in civilian educational institutions and forwarded to their training agencies.**Disposition:** Destroy after 10 years.**FN: 621-5a****Title:** Educational development programs**Authority:** NN-166-204**Privacy Act:** A0621-1DAPE**Description:** Documents about administering the ACES. Included are program planning documents, documents relating to ACES subprograms, services and materials provided by the Defense Activity for Nontraditional Educational Support, communications with institutions and associations, enrollment applications, inventories of test materials, notifications of possible compromise of test materials and resulting investigations, and related information.**Disposition:**

a. Office with Army-wide responsibility, and offices of major Army command headquarters: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

**FN: 621-5b****Title:** Basic Skills Education Program (BSEP) files**Authority:** NN-166-204**Privacy Act:** A0621-1DAPE**Description:** Information on individual soldiers accumulated under the BSEP. Included are DA Form 669 (Educational Development Record), evaluations, background documentation, and similar information.**Disposition:** On permanent change of station (PCS), forward with MPRJ; on separation, give to individual; on death, destroy.**FN: 621-5c****Title:** ACES reports**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.**Description:** Documents on the types of courses, enrollments, funds expended, and other information pertaining to ACES. Included are recurring reports, extracted statistical and narrative data, and similar information.**Disposition:**

a. Offices having Army-wide responsibility:

(1) Consolidated reports: Permanent.

(2) Other reports: Destroy after 5 years.

b. Other offices: Destroy after 5 years.

**FN: 621-5d (Not used)****Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 621-5e****Title:** Individual educational development files**Authority:** NC1-AU-80-10**Privacy Act:** A0621-1DAPE**Table B-84****File category 621: Education—Continued****Description:** DA Form 669 (Educational Development Record) and related documents. PCS of individual: Forward record and its contents with the MPRJ.**Disposition:**

a. Separation of the individual: Withdraw and give record to individual.

b. Death of individual: Destroy on death of individual.

**FN: 621-5f****Title:** Army Apprenticeship Program**Authority:** To be determined.**Privacy Act:** To be determined.**Description:** Documents indicating training received by Army members enrolled in the Army Apprenticeship Program. Included are military training achievements, course attendance, completion records, diagnostic tests, composite course descriptions and scores recorded in transcript registry for each member, and similar information.

Note: Records of individuals re-enrolling in the program will be refiled in the active file.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.**B-74. File category 623: Personnel evaluation**a. *Prescribing directives.*

(1) AR 623-1, Academic Evaluation Reporting System.

(2) AR 623-105, Officer Evaluation Reporting System.

(3) AR 623-205, Enlisted Evaluation Reporting System.

b. *Description.* These records concern measuring the performance of military personnel in their duty assignments or as students through the use of evaluation reports, academic reports, and similar rating systems. See table B-85.**Table B-85****File category 623: Personnel evaluation****FN: 623****Title:** General personnel evaluation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 623-1a****Title:** Academic Evaluation Report appeals**Authority:** NC1-AU-81-8**Privacy Act:** A0600-37aDAPE**Description:** Information related to ODCSPER Special Review Board's consideration of Academic Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings,

**Table B-85****File category 623: Personnel evaluation—Continued**

conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.

**Disposition:** Destroy after 20 years in current files area.

**FN:** 623-105a

**Title:** Officer Evaluation Report appeals

**Authority:** NC1-AU-81-8

**Privacy Act:** A0600-37aDAPE

**Description:** Documents related to ODCSPER Special Review Board's consideration of Officer Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.

**Disposition:** Destroy after 20 years in current files area.

**FN:** 623-205a

**Title:** Enlisted Evaluation Report appeals

**Authority:** N1-AU-87-18

**Privacy Act:** A0600-37aDAPE

**Description:** Information related to ODCSPER Special Review Board's consideration of Enlisted Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.

**Disposition:** Destroy 20 years in current files area.

**B-75. File category 624: Promotions**

a. *Prescribing directive.* AR 624-100, Promotions of Officers on Active Duty.

b. *Description.* These records concern criteria relating to the promotion in grade of officer and warrant officer personnel. This includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists. See table B-86.

**Table B-86****File category 624: Promotions**

**FN:** 624

**Title:** General promotions correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**Table B-86****File category 624: Promotions—Continued**

**FN:** 624-100a

**Title:** Promotion eligibility rosters

**Authority:** NN-166-204

**Privacy Act:** AO640-10aTAPC

**Description:** Documents relating to individuals eligible for consideration for promotion. Included are recommendations and similar or related information.

**Disposition:** Destroy after 2 years.

**FN:** 624-100b

**Title:** Centralized and semi-centralized selection board reporting files

**Authority:** NN-166-204

**Privacy Act:** AO600-37-aDAPE

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

**Disposition:**

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

b. Other offices: Destroy after 2 years.

**FN:** 624-100c

**Title:** Promotion eligibility determinations

**Authority:** NC1-AU-78-63

**Privacy Act:** A0600-37bDAPE

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

**Disposition:** Destroy after 1 year.

**FN:** 624-100d

**Title:** Numerical promotion lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.

**Disposition:** Destroy on separation of the individual, or when superseded or obsolete.

**FN:** 624-100e

**Title:** Nominations and confirmations

**Authority:** NC1-AU-78-63

**Privacy Act:** Not applicable.

**Description:** Documents reflecting officers nominated by the President for appointment or promotion in the Regular Army and officers whose nominations have been confirmed by the Senate. Included are rosters, lists, and similar or related documents.

**Disposition:** Permanent.

**B-76. File category 630: Personnel absences**

a. *Prescribing directives.*

(1) AR 630-5, Leave and Passes.

(2) AR 630-10, Absence Without Leave and Desertion.

b. *Description.* These records concern leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; absences from regular duty or post with a pass; authorized administrative absence; or holiday. See table B-87.

**Table B-87****File category 630: Personnel absences**

**FN:** 630

**Title:** General personnel absences correspondence files

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

**Privacy Act:** Not applicable.



Table B-87

## File category 630: Personnel absences—Continued

**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

FN: 630-5a

**Title:** Leave of absence files**Authority:** NN-166-204**Privacy Act:** To be determined.**Description:** Copies of DA Form 31 used in requesting and granting leave for military personnel.**Disposition:** Maintain on an FY basis. Destroy after 6 months.

FN: 630-5b

**Title:** Leave control logs**Authority:** NN-166-204**Privacy Act:** To be determined.**Description:** DA Form 4179-R, used to control absences from unit or activity, containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and similar information. Included are logs and similar documents.**Disposition:** Destroy after 1 FY.

FN: 630-5c

**Title:** Enlisted personnel passes**Authority:** NN-166-204**Privacy Act:** To be determined.**Description:** Documents authorizing enlisted personnel to be absent on other than leave.**Disposition:** Destroy upon return of the individual from pass, except when required as evidence in proceedings.

FN: 630-10a

**Title:** AWOL statistical reports**Authority:** NC1-AU-79-21**Privacy Act:** Not applicable.**Description:** Documents used to provide statistical data concerning military personnel absent without leave. Included are feeder reports, letters, forms, and related documents.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

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

**B-77. File category 633: Apprehension and confinement**

a. Prescribing directives. None.

b. Description. None. This file category is rescinded. Files will be established as shown in table B-88.

Table B-88

## File category 633: Apprehension and confinement (Rescinded FNs)

FN: 633-51a

**Title:** Individual enemy CI files**Use:** FN 190-57a

FN: 633-51b

**Title:** Enemy CI general information**Use:** FN 190-57b

FN: 633-51c

**Title:** Enemy CI status inquiries**Use:** FN 190-57c

FN: 633-51d

**Title:** Enemy CI complaints and investigations**Use:** FN 190-57d

FN: 633-51e

**Title:** CI strength reports**Use:** FN 190-57e

FN: 633-51f

**Title:** Enemy CI rosters**Use:** FN 190-57f

FN: 633-51g

**Title:** Enemy CI property accounting files**Use:** FN 190-57g

FN: 633-51h

**Title:** Enemy CI educational media**Use:** FN 190-57h

FN: 633-51i

**Title:** Enemy CI noncontract labor**Use:** FN 190-57i.)

FN: 633-51j

**Title:** Enemy CI camp labor reports**Use:** FN 190-57j)

FN: 633-51k

**Title:** Enemy CI payrolls**Use:** FN 190-57k

FN: 633-51m

**Title:** Enemy CI pay data subsidiary files**Use:** FN 190-57m

FN: 633-51n

**Title:** Enemy CI pay and allowances records**Use:** FN 190-57n**B-78. File category 635: Personnel separations**

a. Prescribing directives.

(1) AR 635-5, Separation Documents.

(2) AR 635-40, Physical Evaluation for Retention, Retirement or Separation.

(3) AR 635-100, Officer Personnel.

(4) AR 635-200, Enlisted Personnel.

b. Description. These records concern separation of military personnel from the service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons therefor; and physical evaluation of individuals for retention, separation, or retirement. See table B-89.

Table B-89

File category 635: Personnel separations

**FN: 635**

**Title:** General personnel separations correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN: 635-5a**

**Title:** Separation files

**Authority:** NN-166-204

**Privacy Act:** A0635-5/TAPC

**Description:** Copies of DD Form 214 (Certificate of Release or Discharge from Active Duty) not otherwise distributed by the Separation Transfer Activity. Included are copies of the form and related documents.

**Disposition:**

a. Copy Number 8: Destroy after 6 months.

b. All other copies: Destroy at conclusion of processing of the individual.

**FN: 635-40a**

**Title:** Temporary disability retirement lists

**Authority:** NN-166-204

**Privacy Act:** A0635-40TAPC

**Description:** Information relating to military personnel who have been placed on the TDRL and are examined at intervals pending final disposition. Information is maintained at HQDA. Included for each individual are medical board recommendations for retention or discharge, correspondence, and related information.

**Disposition:** Destroy 3 years after member is found physically fit, is separated, or is retired.

**FN: 635-100a**

**Title:** Individual retirement cases (officer)

**Authority:** NN-166-204

**Privacy Act:** A0608-25CFSC

**Description:** Documents related to processing of, and providing information and assistance to, officers and warrant officers planning to retire from active duty. Included are correspondence and related information.

**Disposition:** Destroy after 1 year.

**FN: 635-100b**

**Title:** Officer separation proceedings

**Authority:** NN-166-204

**Privacy Act:** A0635-200TAPC

**Description:** Information relating to release, discharge, and resignation of officers from active duty. Included are documents pertaining to individual RA, ARNG, and USAR officers separating by reason of convenience of the Government, dependency or hardship, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Also included are individual discharge cases, resignations, discharge board proceedings,

Table B-89

File category 635: Personnel separations—Continued

notifications when administrative board is waived or not required and entry level separations. Excluded are documents which are to be filed in OMPF or MPRJ.

**Disposition:**

a. Information on individuals confined by foreign civil authorities:

Destroy 2 years after execution of discharge.

b. Information on other individuals: Destroy after 2 years.

**FN: 635-200a**

**Title:** Discharge board proceedings

**Authority:** NN-166-204

**Privacy Act:** A0635-200TAPC

**Description:** Information about considering individual soldiers for separation by reason of convenience of the Government, dependency or hardship, defective enlistment or induction, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Included are individual discharge cases, excluded are documents which are to be filed in the OMPF or MPRJ.

**Disposition:**

a. Information on individuals confined by foreign civil authorities:

Destroy 2 years after execution of discharge.

b. Information on other individuals: Destroy after 2 years.

**FN: 635-200b**

**Title:** Individual retirement cases (enlisted)

**Authority:** NN-166-204

**Privacy Act:** A0608-25CFSC

**Description:** Documents related to the processing of, and providing information and assistance to, enlisted personnel planning to retire. Included are correspondence and related information.

**Disposition:** Destroy after 1 year.

**B-79. File category 638: Deceased personnel**

a. *Prescribing directives.* AR 638-30, Graves Registration Organization and Functions in Support of Major Military Operations.

b. *Description.* These records concern responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. This includes disposition of personal effects of deceased personnel. See table B-90.

Table B-90

File category 638: Deceased personnel

**FN: 638**

**Title:** General deceased personnel correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**



**Table B-90**

**File category 638: Deceased personnel—Continued**

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

**FN: 638-1a**

**Title:** Personal effects cases (Rescinded; use FN 600-8-1k.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 638-30a**

**Title:** Burial registers

**Authority:** NC-AU-75-30

**Privacy Act:** Not applicable.

**Description:** Registers kept in cemeteries such as records of interments and reservations, and similar information on which are recorded the section, plot, and grave numbers; decedent's name, grade, or rating; date of interment or date reservation was made.

**Disposition:** Permanent. Retain at the installation until discontinuance, at which time they will be transferred to the overseas records center or retired to the WNRC, whichever is appropriate. However, original registers should be destroyed when all entries therein have been transcribed to a later register and the entries have been verified.

**FN: 638-30b**

**Title:** Cemetery visitors registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Registers kept at national or overseas military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

**Disposition:**

- a. National cemeteries: Destroy 3 months after date of last entry.
- b. Temporary oversea cemeteries: Destroy 3 months after closing of cemetery.
- c. Permanent overseas cemeteries: Destroy on transfer of the cemetery to the American Battle Monuments Commission.

**FN: 638-40a**

**Title:** Individual deceased personnel files (Rescinded; use FN 600-8-1m.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 638-40b**

**Title:** Cemetery interment files (Rescinded; use FN 600-8-1n.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**B-80. File category 640: Personnel records and identification of individuals**

*a. Prescribing directives.*

- (1) AR 640-2-1, Personnel Qualification Records.
- (2) AR 640-3, Identification Cards, Tags, and Badges.
- (3) AR 640-10, Individual Military Personnel Records.

*b. Description.* These records concern initiation, transmittal, maintenance, and disposition of personnel files, documents authorized for inclusion in personnel files, location of military personnel records, and access to records by authorized individuals. Included are records on preparation, issue, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons. See table B-91.

**Table B-91**

**File category 640: Personnel records and identification of individuals**

**FN: 640**

**Title:** General personnel records and identification of individuals' correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 640a**

**Title:** Informational personnel files

**Authority:** NN-166-204

**Privacy Act:** AO640TAPC

**Description:** Documents accumulated at various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of documents filed in the MPRJ; transmitting documents and documents reflecting duty assignments and appointments; changes in personnel data, leave authorizations, branch transfers and details; authorization for separate rations, quarters, or the wearing of civilian clothing; and related information.

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

**FN: 640b**

**Title:** Office military personnel files (Rescinded; use FN 11i.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 640-2-1a**

**Title:** Status and personnel data

**Authority:** II-NNA-782

**Privacy Act:** AO640DARP

**Description:** Documents providing action offices with supplemental data or information concerning such matters as qualification, efficiency ratings, duty assignments, grade, date of rank, and similar information on individuals. Included are extracts from other personnel records and similar documents.

**Disposition:** Destroy on transfer or separation of individual when obsolete.

**FN: 640-3a**

**Title:** Accident investigator card applications

**Authority:** NN-170-4

**Privacy Act:** AO190-21DACF

**Description:** Information reflecting applications for accident investigator identification cards. Included are copies of DA Form 428 (Application for Identification Card) and similar information.

**Disposition:** Destroy on surrender or replacement of card.

**Table B-91****File category 640: Personnel records and identification of individuals—Continued****FN: 640-3b****Title:** Military identification card applications**Authority:** NN-166-204**Privacy Act:** AO640-3CFSC**Description:** Documents reflecting applications for military identification cards. Included are duplicate copies of DA Forms 428 and similar documents.**Disposition:** Destroy after 1 year.**FN: 640-3c****Title:** Identification card registers**Authority:** NN-166-204**Privacy Act:** AO640-3CFSC**Description:** Documents used for maintaining accountability for military identification or privilege identification cards. Included are registers and similar documents.**Disposition:** Destroy after 5 years. However, destroy bound registers 5 years after last entry.**FN: 640-3d****Title:** Identification card requisition documents**Authority:** NN-170-4**Privacy Act:** Not applicable.**Description:** Documents used to requisition, request, or draw down stocks of blank identification cards submitted by an end-use activity.**Disposition:** Destroy in CFA after 5 years.**FN: 640-3e****Title:** Privilege card applications**Authority:** NC1-AU-84-27**Privacy Act:** A0640-3CFSC**Description:** Documents reflecting applications for privilege cards. Included are DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card) and similar documents.**Disposition:** Destroy when no longer needed for current operations.**FN: 640-3f****Title:** Civilian identification card applications**Authority:** NN-170-4**Privacy Act:** A0640-3CFSC**Description:** Information showing application for civilian identification cards. Included are DA Forms 428 and similar information.**Disposition:** Destroy after 1 year.**FN: 640-3g****Title:** Civilian identification card accountability**Authority:** NN-170-4**Privacy Act:** A0640-3CFSC**Description:** Information used to maintain accountability for civilian identification cards. Included are registers and similar information.**Disposition:** Destroy 4 years after the last card number entered has been accounted for.**FN: 640-3h****Title:** Personnel identification instruments**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents related to devising or revising identification cards, tags, badges, or similar instruments of identification. Included are coordinating actions, artwork, and related documents.**Disposition:**

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

**FN: 640-3i****Title:** Identification cards**Authority:** NN-166-204**Privacy Act:** A0640-3CFSC**Description:** Documents used by military personnel, their dependents, or other authorized personnel for establishing identity. Included are DD Forms 2A (Armed Forces Identification Card), DD Forms 1173 (Uniformed Services Identification and Privilege Card), and similar documents.**Table B-91****File category 640: Personnel records and identification of individuals—Continued****Disposition:** Destroy when card is voided prior to issue, is replaced, or is no longer valid.**FN: 640-3j****Title:** Abuse of privilege files**Authority:** NN-166-204**Privacy Act:** AO210-60SAFM and A0600-8-1bTAPC**Description:** Information relating to abuse of privileges, including (but not limited to) unauthorized resale of commodities, shoplifting, unauthorized access to activities, and misuse of privilege. Included are warning letters, temporary suspension of privileges letters, and related information and documentation.**Disposition:** Destroy 6 months after reinstatement of privileges.

Forward to gaining organization on transfer. Destroy on separation.

**FN: 640-10a****Title:** Military Personnel Records Jackets**Authority:** NC1-AU-84-23**Privacy Act:** A0640-10aTAPC**Description:** Documents pertinent to the career and current assignment of the individual. The jacket accompanies the individual upon change in assignment or status. Documents in this file are restricted to those authorized for filing therein by AR 640-10.**Disposition:** The maintenance, forwarding, and disposition of the DA Form 201 and its contents are governed by AR 640-10 and AR 635-10.**FN: 640-10b****Title:** Official Military Personnel Folder (OMPF) files**Authority:** NC1-AU-84-23 and NC1-AU-76-14**Privacy Act:** A0640-10bTAPC and A0680-31aTAPC**Description:** Basic documents relating to the career of each military member of the Army. During service this file provides basic documentation for HQDA. After completion of service, it contains historical documentation, including permanent records from the MPRJ. Documents placed in this record are limited to those authorized for filing therein by AR 640-10. The individual's efficiency file is included.**Disposition:**

- a. Transfer to U.S. Army Personnel Center (ARPERCEN) on separation of individual.
- b. PERSCOM Machine Readable Records:
  - (1) Master files used for internal Army operations: Blank when no longer needed for current Army operations.
  - (2) Duplicate master files identified for permanent retention: In conjunction with HQDA (SAIS-PSP), transfer annually to the National Archives, after verification of data, along with appropriate file layouts and code books.

**FN: 640-10c****Title:** Qualification record extracts**Authority:** NN-166-204**Privacy Act:** A0640-10aTAPC**Description:** Information extracted from personnel records onto qualification records such as DA Forms 2 and 2-1.**Disposition:** Destroy on transfer or separation of the individual.**FN: 640-10d****Title:** Out-processing files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents used to control and account for MPRJs during processing for transfer or separation. Included are logs, registers, and sign-out sheets.**Disposition:** Destroy after 1 year or 1 year after last entry on log or register.**FN: 640-10e****Title:** Career branch individual files**Authority:** NC1-AU-81-71**Privacy Act:** A0640-10cTAPC**Description:** Documents relating to the career of the individual, assembled in a file to provide information required for ready reference by the office responsible for planning and determining career personnel actions, such as assignments, reassignments, details, classification,



**Table B-91****File category 640: Personnel records and identification of individuals—Continued**

promotions, selection or nonselection, retention on active duty, and related career management activities. These files duplicate, in part, the basic information in the official military personnel folder. They also contain additional material used in monitoring the career of the individual, such as preference cards and statements, interview records or correspondence with the individual concerning present or future assignments and retention on active duty, and similar documents. These files are maintained in control branches and are transferred to the gaining branch in the event the individual transfers to a new career branch.

**Disposition:**

a. Destroy upon death, separation, or retirement, except as prescribed below:

(1) Army Reserve officers released from active duty, and Regular Army officers appointed in the Army Reserve at a time of release from active duty upon resignation of Regular Army commission: Forward following documents, if available, to appropriate Army headquarters for officers assigned to Army Reserve units, or to U.S. Army Reserve Components Personnel and Administration Center for officers not assigned to Army Reserve units: Efficiency reports, academic reports, letters of appreciation and commendation, admonitions and reprimands imposed under Article 15, UCMJ, statement of service rendered as of 28 February 1954, college transcripts, and personnel actions, such as promotions, nonselections, and category extensions and denials.

(2) For Army Medical Department officers, forward the Career Management Individual File within 90 days of separation to Commander, ARPERCEN, ATTN: DARP-OPS-AM, 9700 Page Boulevard, St. Louis, MO 63132-5200. The documents to be forwarded are the same as stated in a above.

(3) Destroy remaining documents.

b. National Guard officers released from active duty:

(1) Forward following documents, if available, to the National Guard Bureau: Efficiency reports, academic reports, letters of appreciation and commendation, and admonitions and reprimands under Article 15, UCMJ.

(2) Destroy remaining files.

**B-81. File category 672: Decorations, awards, and honors****a. Prescribing directives.**

(1) AR 672-5-1, Military Awards.

(2) AR 672-12, The Expert Infantryman Badge.

(3) AR 672-20, Incentive Awards.

(4) AR 672-74, Army Accident Prevention Awards.

**b. Description.** These records concern the design, eligibility, presentation, and wearing of medals, decorations, badges and tabs, unit awards and streamers, and special awards and honors for outstanding service or accomplishment. Included are the Army Incentive Awards Program; the supply, manufacture, and sale of decorations and appurtenances; honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesies. See table B-92.

**Table B-92****File category 672: Decorations, awards, and honors****FN: 672****Title:** General decorations, awards, and honors correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to decorations, awards, and honors which cannot

**Table B-92****File category 672: Decorations, awards, and honors—Continued**

logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 672-5-1a****Title:** Decoration and award issuances**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Documents related to providing information about awards given to individuals. Included are announcements, lists, cards, and similar information.

**Disposition:** Destroy after 2 years.

**FN: 672-5-1b****Title:** Military award cases**Authority:** NN-166-204**Privacy Act:** A0672-5-1TAPC

**Description:** Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Medal of Honor) for individuals. Included are requests and related information.

**Disposition:**

a. Approval and disapproval authority:

(1) Approved awards relating to wartime and combat activities: Permanent. Retire to WNRC.

(2) Approved peacetime awards and all disapproved awards: Destroy after 25 years. Retire to WNRC.

b. Other offices: Destroy after 2 years.

**FN: 672-5-1c****Title:** Award ceremonies**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to ceremonies arranged for the presentation of awards. Included are requests for troop support, diagrams, citations, and similar information.

**Disposition:** Destroy after 2 years.

**FN: 672-5-1d****Title:** Award publicity**Authority:** NN-171-138**Privacy Act:** Not applicable.

**Description:** Information related to publicizing or encouraging specific awards programs. Included are record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar information.

**Disposition:**

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

b. Other offices: Destroy after 2 years.

**FN: 672-5-1e****Title:** Unit award cases**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting recommendation, review, and approval or disapproval of awards to units. Included in each case are approved or disapproved requests, certificates, and similar information.

**Disposition:**

a. Offices exercising awarding authority: Permanent.

b. Other offices: Destroy after 1 year.

**Table B-92**  
**File category 672: Decorations, awards, and honors—Continued**

**FN: 672-5-1f**  
**Title:** Decoration and award statistics  
**Authority:** 351-5142  
**Privacy Act:** Not applicable.  
**Description:** Documents relating to statistical information on the number of awards issued. Included are cards and tabulations, reports compiled from the cards, and similar or related documents.  
**Disposition:** Destroy after 10 years. However, files from which essential information has been extracted will be destroyed after 1 year.

**FN: 672-5-1g**  
**Title:** Approved Medal of Honor award cases  
**Authority:** NC1-AU-81-02  
**Privacy Act:** A0672-5-1TAPC  
**Description:** Documents related to the recommendation, review, and approval of the Medal of Honor. Included are approved requests and related documents.  
**Disposition:** Permanent. Retire to WNRC.

**FN: 672-5-1h**  
**Title:** Proficiency awards  
**Authority:** NN-166-204  
**Privacy Act:** A0672-5-1TAPC  
**Description:** Information relating to the award of badges. Included are proficiency tests and related documents.  
**Disposition:** Destroy on transfer of the individual.

**FN: 672-5-1i**  
**Title:** Public award cases  
**Authority:** NC1-AU-83-12  
**Privacy Act:** A0672-5-1TAPC  
**Description:** Information concerning the recommendations, review, and approval or disapproval of awards to members of the public, non-career Government officials, private institutions, and non-U.S. citizens. Included in each case are approved or disapproved requests, certificates, and similar information.  
**Disposition:**  
a. Office exercising approval authority: Destroy after 56 years.  
b. Other offices: Destroy after 2 years.

**FN: 672-5-1j**  
**Title:** Special achievement awards  
**Authority:** NN-171-138  
**Privacy Act:** A0672-5-1TAPC  
**Description:** Information reflecting the recommendation, review and approval or disapproval of awards for achievements such as research and development and ROTC (excluding awards under AR 672-20) to posts, camps, stations, service schools, individuals, and groups. Included are requests, certificates, citations, and similar information.  
**Disposition:**  
a. Offices exercising awarding authority: Destroy after 5 years.  
b. Other offices: Destroy after 2 years.

**FN: 672-10a**  
**Title:** Expert field medical badge award (Rescinded, use FN 672-5-1h.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 672-12a**  
**Title:** Expert Infantryman Badge awards  
**Authority:** NN-166-204  
**Privacy Act:** A0672-5-1TAPC  
**Description:** Information relating to the award of the Expert Infantryman Badge. Included are proficiency tests and related documents.  
**Disposition:** Destroy on transfer of the individual.

**FN: 672-20a**  
**Title:** Incentive awards reports  
**Authority:** GRS 1, Item 13 and NN-166-204  
**Privacy Act:** Not applicable.

**Table B-92**  
**File category 672: Decorations, awards, and honors—Continued**

**Description:** Information used to provide statistical information on participation, approvals, savings, and other aspects of the incentive awards program. Included are retained copies of reports, report corrections, and similar information.  
**Disposition:**  
a. Office having Army-wide responsibility: Destroy in CFA after 3 years.  
b. Other offices: Destroy after 2 years.

**FN: 672-20b**  
**Title:** Incentive award cases  
**Authority:** GRS 1, Item 12a(1)  
**Privacy Act:** A0690-20TAPC  
**Description:** Information relating to submitting, evaluating, and approving or disapproving each incentive awards case. Included are approved and rejected suggestions and award nominations specified in AR 672-20.  
**Disposition:** Destroy 2 years after final action.

**FN: 672-20c**  
**Title:** Employee suggestion controls and subject indices  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information used as suspense control of employee suggestions on which action is not completed and subjective index to completed suggestions. Included are top portions of DA Form 1045 (Suggestion) and similar information. Transfer from control file to subject index file upon final action on suggestion.  
**Disposition:** Destroy 2 years after final action.

**FN: 672-20d**  
**Title:** Civilian service emblem controls  
**Authority:** NN-166-204  
**Privacy Act:** A0690-20TAPC  
**Description:** Information showing eligibility for, or award of, civilian service emblems.  
**Disposition:** Destroy on transfer or separation of employee, or when no longer needed for current operations.

**FN: 672-20e**  
**Title:** Local incentive awards committee meetings  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information reflecting actions taken by local incentive award committees. Included are minutes of meetings and similar information.  
**Disposition:** Destroy after 3 years.

**FN: 672-20f**  
**Title:** Award publicity  
**Authority:** NN-171-138  
**Privacy Act:** Not applicable.  
**Description:** Information related to publicizing or encouraging specific awards programs, such as the employee suggestion program. Included are record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar information.  
**Disposition:**  
a. Office having Army-wide responsibility: Destroy in CFA after 10 years.  
b. Other offices: Destroy after 2 years.

**FN: 672-20g**  
**Title:** Public award cases (Rescinded, use FN 672-5-1i.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 672-74a**  
**Title:** Safety awards  
**Authority:** NC1-AU-78-95  
**Privacy Act:** Not applicable.  
**Description:** Information reflecting the consideration and selection of commands, installations, activities, and individuals for recognition of outstanding effort and achievement in preventing accidents. Included



**Table B-92**  
**File category 672: Decorations, awards, and honors—Continued**

are approved requests, orders, certificates, citations, disapproved requests, and similar information.

**Disposition:**

- a. Office having award selection responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 2 years.

**B-82. File category 680: Personnel information systems**

*a. Prescribing directives.*

- (1) AR 680-1, Unit Strength Accounting and Reporting.
- (2) AR 680-31, Military Personnel Asset Inventory and Information Reconciliation.

*b. Description.* These records concern functions and procedures pertaining to personnel accounting and reporting of data concerning military and civilian personnel. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel. See table B-93.

**Table B-93**  
**File category 680: Personnel information systems**

**FN: 680**

**Title:** General personnel information systems correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

**FN: 680-1a**

**Title:** Military personnel registers

**Authority:** NN-166-204

**Privacy Act:** Not Applicable.

**Description:** Documents used to record absences from military installations or activities on other than leave, containing signatures; time of departure or arrival; name, grade, rank of individual; destination and address while absent; length of absence; and similar information. Included are registers and similar documents.

**Disposition:** Destroy after 6 months.

**FN: 680-1b**

**Title:** Informational personnel files (Rescinded; use FN 640a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 680-31a**

**Title:** Army strength reports

**Authority:** NC1-AU-81-46

**Table B-93**  
**File category 680: Personnel information systems—Continued**

**Privacy Act:** A0680-31bTAPC

**Description:** Documents compiled to report actual or projected strength of the Army and various categories thereof. Included are special studies, plans, ADP summaries, printouts and listings, personnel asset inventories, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Cut off annually, hold 1 year in CFA, retire to WNRC with next regular shipment. Destroy 25 years after cutoff.
- b. Reporting organizations and Military Personnel Strength Monitors at installations and MACOMs: Destroy after 2 years.
- c. Other offices and TOE units: Destroy when no longer needed for current operations.

**B-83. File category 690: Civilian personnel**

*a. Prescribing directives.*

- (1) AR 690-200, General Personnel Provisions.
- (2) AR 690-300, Employment (Civilian Personnel).
- (3) AR 690-400, Employee Performance and Utilization.
- (4) AR 690-500, Position Classification, Pay and Allowances.
- (5) AR 690-600, Equal Employment Opportunity Discrimination Complaints.
- (6) AR 690-700, Personnel Relations and Services.
- (7) AR 690-800, Insurance and Annuities.
- (8) AR 690-890, Federal Employees Health Benefits.
- (9) AR 690-900, Employment (Civilian Personnel).
- (10) AR 690-950, Career Management.
- (11) ER 690-1-711, Labor-Management Relations.

*b. Description.* These records concern the administration of the civilian personnel program. Most of the records contained in the 690 series are prescribed by the Federal Personnel Manual (FPM). These FPM regulations are now being converted to Army regulations. This conversion is under the direction of The Deputy Chief of Staff for Personnel (DCSPER), HQDA.

(1) As the different chapters of the FPM are converted, they are placed into an "overall" series of ARs. For example, when chapter 274 of the FPM is revised, it will be placed in AR 690-200, if the FPM chapter were 710, the AR number would be 700, chapter 840, 800, and so forth.

(2) Given this numbering structure, we have departed from several of the basic MARKS concepts to make the filing of civilian personnel records easier.

(3) The general correspondence category will be retained; however, for ease of filing there will be a general correspondence category for each of the major categories within the 690 series (for example, 690-200, 690-300, 690-400, and so on).

(4) Changes from the basic MARKS concept for series 690-200, 690-300, 690-400, and so forth are listed in table B-94. This table lists the FPM chapters that fall under a specific AR 690-series. These changes will simplify filing within these category of records.

**Table B-94**  
**FPM chapters that fall under a specific AR-690 series**

File category	Prescribing directive	Prescribing FPM chapters
690-200	AR 690-200	Not applicable.
690-300	AR 690-300	Records in the 690-300 series contain information prescribed by FPM chapters: 300, 301, 302, 304, 305, 306, 307, 308, 309, 310, 311, 312, 315, 316, 330, 331, 332, 333, 334, 335, 337, 338, 339, 351, 352, 353, 361, and 362.
690-400	AR 690-400	Records in the 690-400 series contain information that is prescribed by FPM chapters 410, 411, 412, 430, and 451.
690-500	AR 690-500	Records in the 690-500 series contain information that is prescribed by FPM chapters 511, 512, 530, 531, 532, 536, 539, 540, 550, 571, and 591.
690-700	AR 690-700	Records in the 690-700 series contain information that is prescribed by FPM chapters 711, 713, 715, 720, 731, 732, 733, 735, 736, 751, 752, 754, 771, 722, and 792.
690-800	AR 690-800	Records in the 690-800 series contain information that is prescribed by the 800 series of chapters in the basic FPM.
690-890	AR 690-890	Records in the 690-890 series contain information that is prescribed by the 890 series of chapters in the basic FPM.
690-900	AR 690-900	Records in the 690-900 series contain information that is prescribed by FPM chapters 910, 920, 930, 931, 933, and 990.

c. *Category files tables.* Current 690 series FNs are listed in table B-95. Rescinded FNs in the 690 series are listed in table B-96.

**Table B-95**  
**File category 690: Civilian personnel**

**FN: 690**

**Title:** General civilian personnel correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN: 690d**

**Title:** Employee evaluation records

**Authority:** II-NNA-1175

**Privacy Act:** A690-200TAPC

**Description:** Information used as a "tickler" file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record) and similar information.

**Disposition:** Destroy 1 year after separation of employee. Cut off inactive file monthly.

**FN: 690-1-711a**

**Title:** Labor relation administration files

**Authority:** NC1-AU-78-113

**Privacy Act:** Not applicable.

**Table B-95**  
**File category 690: Civilian personnel—Continued**

**Description:** Correspondence and other information accumulating from administration of the Contract Work Hours Standard Act, Davis-Bacon Act, Copeland Act, or other acts governing labor matters.

**Disposition:**

a. **Offices at Army Staff:**

(1) Copies of wage rate decisions made by Department of Labor: Destroy after 1 year.

(2) Remaining files: Destroy after 10 years.

b. **Other offices:** Destroy after 6 years.

**FN: 690-200**

**Title:** General personnel management correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN: 690-200a**

**Title:** Official personnel folders

**Authority:** GRS 1, Item 1, II-NNA-1175

**Privacy Act:** OPM GOVT-1

**Description:** Information on civil service employees reflecting qualifications, efficiency, promotions, awards, certificates of clearance and security determinations under EO 10450, and similar information. Included are individual personnel folders.

**Disposition:**

a. **Transfer of employee:** Transfer folder to new employing office.



**Table B-95**  
**File category 690: Civilian personnel—Continued**

b. Separation of employee: Retire to NPRC (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 30 days after separation unless retention is required by FPM Supplement 296-33. NPRC (CIV) will destroy 75 years after date of birth or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.

Note: The civilian employee's medical file must be transferred or retired with the OPF. See disposition instructions for FN 40-5h.

**FN: 690-200c**

**Title:** Employee service records

**Authority:** NC1-AU-81-63; GRS 1, Item 2b

**Privacy Act:** OPM/GOVT-2

**Description:** Information reflecting the service of civil service employees. Included are Standard Forms 7 and similar information.

**Disposition:** Destroy 3 years after separation of employee or in accordance with foreign country's requirements, whichever is later.

**FN: 690-200d**

**Title:** Civilian personnel inspections

**Authority:** NC1-AU-78-51

**Privacy Act:** OPM/GOVT-2

**Description:** Information on inspections conducted by Director of Civilian Personnel, ODCSPER, HQDA; Bureau of Inspections, OPM; and other authorized officials. Included are reports of inspection, reports of corrective action taken, reclaims, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years.
  - b. Other offices: Destroy 1 year after next comparable inspection.
- Note: Retain reports containing job evaluation determinations with effect on grade level standards until superseded.

**FN: 690-200e**

**Title:** Locator files

**Authority:** GRS 1, Item 11

**Privacy Act:** OPM/GOVT-1

**Description:** Information providing the name, address, telephone number, and similar data for each civilian employee assigned to an organization other than a NAFI.

**Disposition:** Destroy on transfer or separation of the employee.

**FN: 690-200f**

**Title:** Chronological journals

**Authority:** GRS 1, Item 14a

**Privacy Act:** OPM/GOVT-1

**Description:** Information used for preparing reports, reviewing actions previously processed, and preparing for OPM and DA inspections. Included are SF 50 (Notification of Personnel Action) (copy 5), and similar information.

**Disposition:** Destroy after 2 years. Cut off at the end of each month.

**FN: 690-200g**

**Title:** Civilian personnel program reports

**Authority:** NC1-AU-79-26

**Privacy Act:** Not applicable.

**Description:** Information which provides data concerning various aspects of civilian personnel management activities. Included are statistical and narrative reports, consolidations, summaries and extracts of reports, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility:
  - (1) Consolidated and summarized reports: Permanent.
  - (2) Other information: Destroy after 5 years, except destroy feeder reports after 1 year.
- b. Other offices: Destroy after 5 years, except destroy feeder reports after 1 year.

**FN: 690-300**

**Title:** General civilian personnel employment correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports,

**Table B-95**  
**File category 690: Civilian personnel—Continued**

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

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

**Disposition:**

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

**FN: 690-300a**

**Title:** Civil Service eligibility certificates

**Authority:** GRS 1, Item 5

**Privacy Act:** OPM/GOVT-5

**Description:** Information providing a record of requests to the OPM for certification of eligibles and reports of actions taken on certificates of eligibles. Included are SF 39 (Request for Certification) (copy 3), CSC Form 1844A (Certificate for Eligibles) (copy 2), SF 62 (Statement of Reasons for Objecting to an Eligible or Passing Over a Preference Eligible), and similar information.

**Disposition:** Destroy after 2 years.

**FN: 690-300b**

**Title:** Qualification standards

**Authority:** GRS 1, Item 7a(1)

**Privacy Act:** Not applicable.

**Description:** Information used for rating applications for appointments and approving noncompetitive actions. Included are index to standards, OPM Handbook X-118, examination announcements, special standards (such as promotion and training agreements), and similar information.

**Disposition:** Destroy when qualification standard is superseded. (Superseded standards may be retained until OPM inspection covering period during which the standard was applicable.)

**FN: 690-300c**

**Title:** Rosters

**Authority:** GRS 1, Item 32

**Privacy Act:** OPM/GOVT-5

**Description:** Information which provides an index to applications of qualified eligibles, governs the order of selection of applications for appointment, provides a basis for determining subsequent recruiting needs, provides a reference to determine actions taken on specific applications, and provides a reference to the Qualifications Standards file. Included are DA Form 236 (Roster of Qualified Civilian Applicants) and similar information.

**Disposition:** Destroy after OPM inspection.

**FN: 690-300d**

**Title:** Active applications

**Authority:** GRS 1, Item 15

**Privacy Act:** OPM/GOVT-5

**Description:** Information on persons who can be considered for appointment. Included are applications and related information.

**Disposition:** Destroy after 2 years or on receipt of OPM inspection report, whichever is first. (In all cases retain applications having direct bearing on an appointment in question until the question is settled.)

**FN: 690-300e**

**Title:** Inactive applications

**Authority:** GRS 1, Item 15

**Privacy Act:** OPM/GOVT-5

**Description:** Information on applicants for Federal employment rated as not qualified for consideration for appointment, applicants for whom

**Table B-95**  
**File category 690: Civilian personnel—Continued**

there are adequate civil service registers, applicants who decline or will not be available for appointment for an indefinite period of time, and applicants for whom employment determinations preclude selection. Included are applications and related information.  
**Disposition:** Destroy after 2 years or on receipt of OPM inspection report, whichever is first.

**FN: 690-300f**

**Title:** Placement considerations

**Authority:** NC1-AU-81-21

**Privacy Act:** OPM/GOVT-5

**Description:** Information which pertains to employees who were considered to fill a vacancy but not selected, as well as information that is being held for future consideration of employment. Included are requests for consideration, vouchers, results of interviews, qualification summaries, copies of notices of eligibility, "stopper lists," and similar information.

**Disposition:** Destroy after 5 years.

**FN: 690-300g**

**Title:** Referrals and selections

**Authority:** NC1-AU-81-21

**Privacy Act:** OPM/GOVT-5

**Description:** Information showing placement and promotion actions under the Merit Placement and Promotion Program. Included are DA Forms 2600 (Referral and Selection Register) and similar information.

**Disposition:** Destroy after 5 years.

**FN: 690-300h**

**Title:** Competitive area/level files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information showing competitive levels within areas serviced by the civilian personnel officer which are used as a basis for preparing retention registers. Included are cards, listings, and similar information.

**Disposition:** Destroy on discontinuance of installation.

**FN: 690-300i**

**Title:** Retention registers

**Authority:** GRS 1, Item 17b(1)

**Privacy Act:** AO690-200TAPC

**Description:** Information showing retention groups of employees according to tenure, length of service, performance ratings, and veterans preference.

**Disposition:** Destroy after 2 years, unless appeals are pending.

**FN: 690-300j**

**Title:** Reemployment files

**Authority:** II-NNA-1175

**Privacy Act:** A690-200TAPC

**Description:** Information on persons separated for military service, receiving compensable injury benefits, or serving overseas with reemployment rights, who have other restoration or reemployment rights. Included are DD Forms 234 (Interview and Evaluation Record), skills listings, and similar information.

**Disposition:** Destroy 1 year after employee restoration or reemployment rights have expired. (Return to employee evaluation FN 690d if the person is reemployed.)

**FN: 690-300k**

**Title:** Individual overseas employment referrals

**Authority:** NN-168-121

**Privacy Act:** OPM/GOVT-5

**Description:** Information on persons registered in the Overseas Employment Referral Program. Included in each folder are the application, name, skills, grade levels, and locations for which registered, offers received and action taken, correspondence with registrant, date dropped from system and reasons, and similar information.

**Disposition:** Destroy 2 years after the person is dropped from the system.

**Table B-95**  
**File category 690: Civilian personnel—Continued**

**FN: 690-300n**

**Title:** Severely physically handicapped appointment applications

**Authority:** NC1-AU-81-13

**Privacy Act:** OPM/GOVT-5

**Description:** Case files of approved or disapproved applications for appointment by severely physically handicapped persons under the special placement program. Included in each case file are copy of position description, SF 171 (Personal Qualifications Statement), copy of a report of medical examination reflecting nature and extent of the disability, statement of how the specific position and work environment accommodate the proposed appointee's disability, information on temporary trial appointments or, if not serving under such an appointment, VA or State vocational rehabilitation certification and supporting information, documentation of reasons for approval or disapproval, and related information.

**Disposition:** Destroy after 5 years.

**FN: 690-300p**

**Title:** Expert and consultant data

**Authority:** II-NNA-2094

**Privacy Act:** OPM GOVT-1

**Description:** Information on experts and consultants, showing names, designations, rates of compensation, duties, and number of days service. Included are extra copies of personnel actions, descriptions of services to be performed, and similar information.

**Disposition:** Destroy 2 years after separation of employee.

**FN: 690-300q (Not used.)**

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 690-300r**

**Title:** Separated career employee files

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

**Privacy Act:** OPM CENTRAL-1

**Description:** Information on the separated career employee program as authorized by Civilian Personnel Regulation 330. Included are displacement orders issued by regional offices of Office of Personnel Management, DA Forms 1194-R (Noncareer Indefinite Employee Position Record), and similar information. This does not include documents to be retained in the OPF.

**Disposition:** Destroy 1 year after completion of action. See FN 690-200a for disposition instructions for the OPF.

**FN: 690-300s**

**Title:** Repromotion eligibility files

**Authority:** NC-AU-76-6

**Privacy Act:** OPM GOVT-1

**Description:** Information on employees who are demoted without personal cause and who are eligible for placement in former or higher grade. Included are lists or cards recording names, titles, grades, and positions for which employees meet minimum qualification requirements.

**Disposition:** Destroy when employee is placed in former or higher grade.

**FN: 690-300t**

**Title:** Reduction-in-force

**Authority:** GRS 1, Item 17a

**Privacy Act:** OPM/GOVT-5

**Description:** Information reflecting reduction-in-force data, including name of employee, date, position, and grade, last performance rating, competitive level code, and similar information. Included are cards (punched and plain), card forms, and similar information.

**Disposition:** Destroy on separation of employee. However, cards used as work cards for preparation of retention registers will be destroyed on completion of the activity for which they were established.

**FN: 690-300u**

**Title:** Announcement, notification, and publicity files

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.



**Table B-95**  
**File category 690: Civilian personnel—Continued**

**Description:** Included are position announcement, public notices of opportunity to compete, notices of scheduled examinations, and material reflecting all efforts made to reach the best sources of quality candidates.

**Disposition:** Destroy 5 years after termination of related register.

**FN: 690-300v**

**Title:** Eligibles' certifications

**Authority:** NC1-AU-83-4

**Privacy Act:** OPM/GOVT-1

**Description:** SF 39 (Certificates of eligibility) and all information upon which certification is based.

**Disposition:** Destroy after 5 years.

**FN: 690-300w**

**Title:** Recruitment and hiring mail and correspondence

**Authority:** NC1-AU-83-4

**Privacy Act:** OPM/GOVT-1

**Description:** Communications resulting from normal operations in an examining office. Included are notifications of ineligibility, letters denying transfer of eligibility, correspondence concerning accommodations for holding examinations, and correspondence relating to the shipment of examination information and test material.

**Disposition:** Destroy after 1 year, except notifications of ineligibility may be returned to the applicant.

**FN: 690-300x**

**Title:** OPM reports

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** Information used to satisfy OPM's reporting requirements. Included are copies of quarterly, annual, or special reports and background material used to prepare reports.

**Disposition:** Destroy when superseded by a comparable report or when reporting requirement is rescinded.

**FN: 690-300y**

**Title:** Application record cards

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** OPM Form 5000A or equivalent.

**Disposition:** Destroy 90 days after the examination.

**FN: 690-300z**

**Title:** Examination answer sheets

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** Written test answer sheets for both eligibles and ineligibles.

**Disposition:** Destroy after 1 year.

**FN: 690-300aa**

**Title:** Lost or exposed test material cases

**Authority:** NC1-AU-83-4

**Privacy Act:** Not applicable.

**Description:** Information describing the circumstances surrounding the loss or unauthorized exposure of examination material. Included are specifics about the nature, extent, and cause of loss, investigative reports, and corrective action required.

**Disposition:** Destroy 5 years after case is closed.

**FN: 690-300bb**

**Title:** Displaced Employee Program (DEP)

**Authority:** NC1-AU-83-4

**Privacy Act:** AO690-200TAPC

**Description:** Information and rosters reflecting application and registration of individuals eligible to participate in the DEP.

**Disposition:** Destroy 3 months after employee's DEP eligibility expires.

**FN: 690-300cc**

**Title:** Special deferments

**Authority:** NN-166-204

**Privacy Act:** AO690-200TAPC

**Table B-95**  
**File category 690: Civilian personnel—Continued**

**Description:** Information on each request for deferment or action in support of deferment. Included are DD Form 97 (Summary of Occupational Deferment Actions) and similar information.

**Disposition:** Destroy 1 year after transfer or separation of person or on termination of deferment.

**FN: 690-400**

**Title:** General civilian employee performance and utilization correspondence files

**Authority:** Not applicable.

**Privacy Act:** Not applicable

**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 690-400a**

**Title:** Civilian training programs

**Authority:** NN-166-204, GRS 1, Item 29a(1)

**Privacy Act:** Not applicable.

**Description:** Information on establishing, managing, and evaluating local training programs for civilian employees. Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, and similar information.

**Disposition:**

a. Operating personnel offices: Destroy after 5 years, or 5 years after completion of a specific training program.

b. Other offices: Destroy after 2 years.

**FN: 690-400b**

**Title:** Civilian training materials

**Authority:** NC1-AU-78-94

**Privacy Act:** Not applicable.

**Description:** Information used in training civilian employees through short term on-post training courses and instructional conferences. Included are minutes and agenda of instructional conferences, course outlines, handouts, instruction sheets, and similar information.

**Disposition:**

a. Offices preparing materials for Army-wide use: Destroy after 10 years. Cut off annually or PIF when superseded or obsolete and cut off at the end of that year.

b. Offices preparing materials for local use: Destroy 2 years after superseded or obsolete.

**FN: 690-400c**

**Title:** Civilian training reports

**Authority:** NC1-AU-79-26, GRS 1, Item 29b

**Privacy Act:** Not applicable.

**Description:** Information showing the status of civilian training in Government and non-Government facilities. Included are reports and similar information.

**Disposition:**

Table B-95  
File category 690: Civilian personnel—Continued

- a. Offices having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 5 years.

**FN: 690-400d**

**Title:** Installation training

**Authority:** GRS 1, Item 29b

**Privacy Act:** OPM/GOVT-1

**Description:** Information showing attendance and progress of employees in specific courses involving on-the-job or off-the-job training. Included are completed forms reflecting training attendance, A ratings, training time tables, and similar information.

**Disposition:** Destroy in CFA after 5 years.

**FN: 690-400e**

**Title:** Training and promotion agreements

**Authority:** NC1-AU-79-26

**Privacy Act:** Not applicable.

**Description:** Information related to negotiating master training and promotion agreements with Office of Personnel Management for professional fields in which there is a current and continuing Army-wide shortage of available personnel. Included are requests for establishment of training programs not currently authorized by regulations, agreements, program approvals, and similar information.

**Disposition:**

- a. Office negotiating the agreement: Destroy 10 years after supersession or obsolescence.
- b. Other offices: Destroy after 2 years.

**FN: 690-400f**

**Title:** Research and study fellowships

**Authority:** NC1-AU-79-26

**Privacy Act:** AO690-200TAPC

**Description:** Information on awarding the Secretary of the Army's Research and Study Fellowships so outstanding career employees can make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar information.

Note: Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate subjective file.

**Disposition:**

- a. DA staff office performing final review: Destroy after 10 years.
- b. Reviewing offices of DA staff and major and intermediate commands: Destroy after 2 years.

**FN: 690-400g**

**Title:** Civilian training waivers

**Authority:** GRS 1, Item 29b

**Privacy Act:** AO690-200TAPC

**Description:** Information authorizing waivers to selection and assignment criteria for employee training in non-Government facilities. Included are requests for waivers, recommendations, approvals, and similar information.

Note: Operating personnel offices will use FN 690-400j.

**Disposition:**

- a. Offices responsible for authorizing the waivers: Destroy when 5 years old or 5 years after completion of a specific training program.
- b. Other offices: Destroy after 2 years.

**FN: 690-400h**

**Title:** Non-Government training contributions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on authorizing civilian employees to accept contributions from non-Government organizations incident to training in non-Government facilities and to accept payment for travel, subsistence, and other expenses incident to attendance at meetings. Included are requests for approval of acceptance, certifications on tax exempt status of the contributing organization, acceptance authorizations, and similar information.

**Disposition:** Destroy after 3 years.

Table B-95  
File category 690: Civilian personnel—Continued

**FN: 690-400i**

**Title:** Foreign training approvals

**Authority:** NC1-AU-78-94

**Privacy Act:** Not applicable.

**Description:** Information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees. Included are recommendations for use of such facilities, approvals, and similar information.

Note: Excluded are contractual information and personnel assignment information.

**Disposition:**

- a. Office responsible for DA approval: Destroy 5 years after withdrawal of the facility for training purposes.
- b. Recommending offices: Destroy on determination that services of the foreign facility are no longer required.
- c. Other offices: Destroy after 2 years.

**FN: 690-400j**

**Title:** Non-Government training

**Authority:** II-NN-3557

**Privacy Act:** AO690-200TAPC

**Description:** Information showing contract training of civilian employees in non-Government facilities. Included are requests for training approval, justifications, obligated service agreements, recommendations for waivers, approvals, and similar information.

**Disposition:** Destroy in CFA 3 years after completion of training or upon expiration of obligated service agreement.

**FN: 690-400k**

**Title:** Records of training

**Authority:** GRS 1, Item 29b

**Privacy Act:** OPM/GOVT-1

**Description:** Information showing individual trainee participation in off-the-job training courses. Included are second copies of completed record of training forms and similar information.

**Disposition:** Review annually and destroy that portion on persons no longer employed at the installation.

**FN: 690-500**

**Title:** General position classification, pay and allowances correspondence files

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

**Privacy Act:** Not applicable

**Description:**

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

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

**Disposition:**

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

**FN: 690-500a**

**Title:** Master job descriptions

**Authority:** GRS 1, Item 7b

**Privacy Act:** Not applicable.



**Table B-95****File category 690: Civilian personnel—Continued**

**Description:** Information used in analyzing a specific position to determine whether the position matches an existing job. Included are DA Forms 374 (Job Description) and similar information.

**Disposition:**

- a. Record copy: Destroy 5 years after position is abolished or description superseded, unless there is a likelihood the job will be reestablished.
- b. Other copies: Destroy when position is abolished or description superseded.

**FN: 690-500c****Title:** Job description extra copies**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.

**Description:** Copies used for distribution to employees and filing in official personnel folders when personnel actions are processed.

**Disposition:** Destroy when superseded or when job is abolished.

**FN: 690-500d****Title:** Job number logs**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information reflecting a continuous list of numbers assigned and other identifying data on evaluated jobs. Included are registers, logbooks, and similar information.

**Disposition:** Destroy on discontinuance of installation or when a new numbering system is prescribed.

**FN: 690-500e****Title:** Civilian position structure**Authority:** II-NNA-1175**Privacy Act:** Not applicable.

**Description:** Information reflecting the civilian position structure of each organizational segment. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

**Disposition:** Destroy when superseded or obsolete.

**FN: 690-500f****Title:** Group action request lists**Authority:** NN-166-204**Privacy Act:** OPM/GOVT-1

**Description:** Information relating to processing personnel and position actions resulting from job surveys. Included are DA Forms 279 (Group Action Request List) (copy 1).

**Disposition:** Destroy in CFA 4 years after supersession.

**FN: 690-500g****Title:** Job standards**Authority:** GRS 1, Item 7a(1)**Privacy Act:** Not applicable.

**Description:** Information which provides guidance in evaluating jobs. It consists of OPM and DA classification and qualification standards. Included are job evaluation decisions, post-audit reports by OPM and higher headquarters which have the effect of standards, and similar information.

**Disposition:** Destroy on supersession.

**FN: 690-500h****Title:** Job standards development**Authority:** GRS 1, ITEM 7a(2)**Privacy Act:** Not applicable.

**Description:** Information on developing classification or qualification standards. Included are tentative drafts of standards, correspondence, project schedules and materials, and similar information.

**Disposition:** Review at least yearly after publication of final standards and destroy all information which has been superseded or is no longer applicable.

**FN: 690-500i****Title:** Wage rates**Authority:** NC1-AU-78-51**Privacy Act:** Not applicable.**Table B-95****File category 690: Civilian personnel—Continued**

**Description:** Information on determining and applying base rate schedules for wage grade jobs. Included are tentative and revised schedules of full-scale wage surveys, requests for changes to surveys and survey schedules, minutes of meetings, comments, recommendations and justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives, and shift differentials, data summaries, wage schedules, notifications of wage schedule applications, and similar information.

**Disposition:**

a. DOD Wage Fixing

**Authority:** Permanent. PIF on completion of succeeding full-scale survey and cut off at the end of that year.

b. Locality wage fixing boards: Destroy on completion of succeeding full-scale survey.

c. Other offices: Destroy when superseded, obsolete, or no longer required for current operations.

**FN: 690-500j****Title:** Merit pay computations**Authority:** NC1-AU-84-4**Privacy Act:** OPM/GOVT-1

**Description:** Information for a merit pay unit listing covered employees. Included are initial salary, computation of funds for the unit, salary increases granted automatically, merit pay increases granted based on points received from a performance appraisal rating, and similar information.

**Disposition:** Destroy 7 years after date of computation of pay increase.

**FN: 690-500k****Title:** Differential and allowances**Authority:** NC1-AU-78-71**Privacy Act:** Not applicable.

**Description:** Information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances. Included are SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information.

**Disposition:** Destroy 3 years after end of fiscal year in which all allowances granted have been terminated.

**FN: 690-600a****Title:** EEO complaint cases**Authority:** GRS 1, Item 26a**Privacy Act:** A0690-600SAMR

**Description:** Information reflecting complaints of personnel and job applicants concerning Equal Employment Opportunity (EEO) cases resolved within the agency by Equal Employment Opportunity Commission or by a U.S. Court. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.

**Disposition:**

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

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

**FN: 690-700****Title:** General personnel relations and services correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

b. NONACTION: Matters relating to personnel relations and services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created

**Table B-95**  
**File category 690: Civilian personnel—Continued**

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

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

**FN: 690-700a**  
**Title:** Adverse actions  
**Authority:** NC1-AU-78-82  
**Privacy Act:** OPM GOVT-3  
**Description:** Information on proposed adverse personnel actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statements of witnesses, notice of decision, and similar information. Excluded are letters of reprimand. Use FN 690-200a.  
**Disposition:** Destroy after 7 years unless employee appeals, in which case transfer to FN 690-700b.

**FN: 690-700b**  
**Title:** Appeal and grievance cases  
**Authority:** NC1-AU-78-81  
**Privacy Act:** A0690-700DAPE  
**Description:** Information showing actions taken on appeals and grievances submitted by civilian employees. Included in each case file are employee grievance record, decisions delivered, including records of grievance committee, review decisions, and similar information.  
**Disposition:** Destroy in CFA after 7 years unless appeals are pending.

**FN: 690-700c**  
**Title:** Basic labor relations  
**Authority:** NN-171-131  
**Privacy Act:** Not applicable.  
**Description:** Information relating to overall labor relations between Army elements and labor organizations. Included are petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, union complaints, and similar information.  
**Disposition:** Destroy 2 years after termination of recognition. When recognition of a labor organization is terminated and then renewed before the 2-year period expires, bring information forward to the current file.

**FN: 690-700d**  
**Title:** Labor negotiations  
**Authority:** NC1-AU-83-47  
**Privacy Act:** Not applicable.  
**Description:** Information relating to contract negotiations between Army elements and labor organizations. Included are labor organization proposals, counter proposals, minutes of meetings, transcripts, draft and approved agreements, supplements, nonnegotiability documents, and similar information.  
**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

**FN: 690-700e (Not used.)**  
**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 690-700f**  
**Title:** EEO reports  
**Authority:** GRS 1, Item 25f  
**Privacy Act:** Not applicable.  
**Description:** Information reflecting activities and conditions related to equal employment opportunity for civilian employees. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.  
**Disposition:**

**Table B-95**  
**File category 690: Civilian personnel—Continued**

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

**FN: 690-700g**  
**Title:** EEO surveys  
**Authority:** GRS 1, Item 25d  
**Privacy Act:** Not applicable.  
**Description:** Surveys on implementation and effectiveness of EEO programs. Included are reviews, appraisals, recommendations, final survey reports, and similar information.  
**Disposition:**  
 a. Office having Army-wide responsibility: Destroy after 7 years.  
 b. Other offices: Destroy after 2 years.

**FN: 690-700i**  
**Title:** Applicant race, sex, national origin, and disability status files  
**Authority:** GRS 1, Item 25f  
**Privacy Act:** OPM GOVT-7  
**Description:** Information reflecting race, sex, national origin, and disability status. Included are OPM Form 1386, Standard Form 256, and similar information.  
**Disposition:** Destroy after 5 years.

**FN: 690-700j**  
**Title:** Appeal and grievance logs  
**Authority:** NC-AU-76-5  
**Privacy Act:** Not applicable.  
**Description:** Information showing a continuing list of numbers assigned to control individual appeal and grievance case files. Included are registers, logbooks, cards, and similar information.  
**Disposition:** Destroy when no longer needed to facilitate or control individual case files.

**FN: 690-800**  
**Title:** General insurance and annuities correspondence files  
**Authority:** NN-167-31 and NN-165-192  
**Privacy Act:** Not applicable.  
**Description:**  
 a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to insurance and annuities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)  
 b. NONACTION: Matters relating to insurance and annuities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.  
**Disposition:**  
 a. ACTION: Destroy after 2 years.  
 b. NONACTION: Destroy when no longer needed for current operations.

**FN: 690-800a**  
**Title:** Compensation cases  
**Authority:** GRS 1, Item 31  
**Privacy Act:** DOL/ESA-13  
**Description:** Information relating to individual civilian employee compensation cases for work-related injury or illness. Included are examining physician's reports, investigative reports, information substantiating claims, applications for compensation and supporting information, U.S. Department of Labor forms, and similar information. Note: Final adjudication regarding compensation claims or awards is made by the U.S. Department of Labor, Office of Worker's Compensation Program (OWCP) (or OWCP's district offices.) In the event a case is reopened at any time after this file has been destroyed,



**Table B-95**  
**File category 690: Civilian personnel—Continued**

documents can be retrieved from the National Archives, through the Department of Labor. Point of contact with Department of Labor is the Records Officer for Employment Standards Administration, Department of Labor, 200 Constitution Ave, N.W. Washington, DC 20210.  
**Disposition:** Destroy 5 years after compensation is terminated.

**FN: 690-890a**

**Title:** Former spouse health benefits

**Authority:** OPM

**Privacy Act:** OPM/CENTRAL-1

**Description:** Information on implementing that portion of the Civil Service Retirement Spouse Equity Act of 1984 allowing for former spouses of Federal employees, former employees, and annuitants to enroll in the Federal Employee Health Benefits (FEHB) Program. Included are applications, court orders, employing office's copy of SF 2809 and SF 2810, eligibility approval or denial letters, and similar information.

**Disposition:** Transfer file to OPM upon occurrence of any of the following:

- a. The former spouse cancels the enrollment.
- b. The employing office terminates the enrollment.
- c. The former spouse begins receiving an annuity payment.

**FN: 690-900**

**Title:** General and miscellaneous civilian personnel correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

**FN: 690-900a**

**Title:** Individual apprentice training

**Authority:** GRS 1, Item 29b

**Privacy Act:** OPM/GOVT-1

**Description:** Information on apprenticeship training. Included are apprenticeship applications, apprenticeship agreements, notices of authorization for training and subsistence allowance, Department of Veterans Affairs certificates of eligibility and entitlement, Veterans Affairs notices of expiration of entitlement, daily progress records, monthly progress reports, and similar information.

**Disposition:** Destroy 5 years after completion of prescribed training course. However, when apprentice does not complete training, destroy 6 years after he or she drops out of training.

**FN: 690-900b**

**Title:** Apprentice training examinations

**Authority:** NN-166-204

**Privacy Act:** OPM GOVT-1

**Description:** Information showing an apprentice's achievement in the training program.

**Table B-95**  
**File category 690: Civilian personnel—Continued**

**Disposition:** Destroy after 1 year.

**FN: 690-900c**

**Title:** SES, ST, and Supergrade files

**Authority:** GRS 1, Item 23b(3) and NC1-AU-81-70

**Privacy Act:** OPM/GOVT-1

**Description:** Information concerning senior executive service (SES), scientific and technical (ST), and supergrades generated according to 5 USC 3104, 3131, and 3324. Included are copies of position descriptions, position evaluations, and data on present position incumbent such as individual's qualifications, promotions, and awards.  
**Disposition:** Office with responsibility to monitor and control SES career related records:

- a. General position documentation: Destroy in CFA 5 years after cancellation of position.
- b. Information relating to current position incumbent: Destroy in CFA 5 years after transfer or separation of employee.

**FN: 690-900d**

**Title:** Hours of work

**Authority:** NC1-AU-80-7

**Privacy Act:** Not applicable.

**Description:** This is information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of civilian employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
- b. Other offices: Destroy 1 year after no longer effective.

**FN: 690-950a**

**Title:** Career management referrals

**Authority:** NC1-AU-81-21

**Privacy Act:** OPM/GOVT-5

**Description:** Information showing placement and promotion actions under the Career Management Program. Included are DA Form 2302-2-R (Civilian Career Program Referral Record) and similar information.

**Disposition:** Destroy after 5 years.

**FN: 690-950b**

**Title:** Occupational inventories

**Authority:** II-NN-3557

**Privacy Act:** OPM/GOVT-5

**Description:** Information on persons registered in specific career fields showing qualifications, availability, appraisals, and other data. Included are forms, printouts, and similar information.

**Disposition:** Destroy 2 years after person is no longer eligible for consideration.

**FN: 690-950c**

**Title:** Career intern input requirements

**Authority:** II-NN-3557

**Privacy Act:** Not applicable.

**Description:** Information showing trainee input requirements in occupational fields. Included are letters, forms, printouts, and similar information.

**Disposition:** Destroy after 2 years.

**Table B-96**  
**File category 690: Civilian personnel—rescinded FNs**

**FN: 690a**

**Title:** Office civilian personnel registers

**Use:** FN 1y

**FN: 690b**

**Title:** Office civilian personnel locator

**Use:** FN 1z

**Table B-96**  
**File category 690: Civilian personnel—rescinded FNs—Continued**

<b>FN: 690c</b> <b>Title:</b> Office civilian travel <b>Use:</b> FN 1hh
<b>FN: 690e</b> <b>Title:</b> Office pending requests <b>Use:</b> FN 1dd
<b>FN: 690f</b> <b>Title:</b> Office general personnel files—civilian <b>Use:</b> FN 1w
<b>FN: 690-200b</b> <b>Title:</b> Office supervisor or manager civilian employee records <b>Use:</b> FN 1aa
<b>FN: 690-300m</b> <b>Title:</b> Office separations for military service <b>Use:</b> FN 1cc
<b>FN: 690-500b</b> <b>Title:</b> Office civilian job descriptions <b>Use:</b> FN 1bb
<b>FN: 690-700h</b> <b>Title:</b> EEO complaint cases <b>Use:</b> FN 690-600a
<b>FN: 690-950d</b> <b>Title:</b> Repromotion eligibility files <b>Use:</b> FN 690-300s

**B-84. File category 700: Logistics**

*a. Prescribing directives.*

- (1) AR 700-4, Logistic Assistance Program.
- (2) AR 700-15, Packaging of Materiel.
- (3) AR 700-16, Obtaining, Storing, and Retrieving Container Design Data.
- (4) AR 700-22, Worldwide Ammunition Reporting System (WARS) (RCS: CSGLD-1322(R1)(MIN)).
- (5) AR 700-36, Overseas Laboratories for Support of Quality Surveillance on Petroleum Products.
- (6) AR 700-47, Defense Standardization and Specification Program.
- (7) AR 700-65, Nuclear Weapons and Nuclear Weapons Materiel.
- (8) AR 700-84, Issue and Sale of Personal Clothing.
- (9) AR 700-90, Army Industrial Preparedness Program.
- (10) AR 700-127, Integrated Logistic Support.
- (11) AR 700-131, Loan of Army Materiel.
- (12) AR 700-138, Army Logistics Readiness and Sustainability.
- (13) AR 700-142, Materiel Release, Fielding, and Transfer.
- (14) DA Pam 700-23, Replacement of Industrial Plant Equipment in the Production Base Support Program.

*b. Description.* These records concern logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Records pertaining to a specific logistical function are placed in the appropriate 700 series. See table B-97.

*Note.* Personal clothing records, prescribed by AR 700-84, are included within FN 710-2g, Soldier Issue Files, for the convenience of organizations maintaining such records.

**Table B-97**  
**File category 700: Logistics**

<b>FN: 700</b> <b>Title:</b> General logistics correspondence files <b>Authority:</b> NN-167-31 and NN-165-192 <b>Privacy Act:</b> Not applicable. <b>Description:</b> a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to logistics which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Matters relating to logistics that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action. <b>Disposition:</b> a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.
<b>FN: 700-4a</b> <b>Title:</b> Customer supply assistance reports <b>Authority:</b> II-NN-1411 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Reports of visits made by Army supply assistance personnel relative to supply assistance provided installations and activities. <b>Disposition:</b> Destroy after 2 years.
<b>FN: 700-15a</b> <b>Title:</b> Packaging and handling deficiency reports <b>Authority:</b> II-NNA-1462 <b>Privacy Act:</b> Not applicable <b>Description:</b> Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of deficiencies, reports of corrective action, and similar information. <b>Disposition:</b> Destroy after 1 year.
<b>FN: 700-16a</b> <b>Title:</b> Ammunition demilitarization and renovation work orders <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Documents pertaining to the demilitarization and renovation of ammunition. Included are work orders, issue slips, turn-in slips, renovation work sheets, cost and production records, expenditure orders, and related papers. <b>Disposition:</b> Destroy after 1 year.
<b>FN: 700-16b</b> <b>Title:</b> Ammunition lot histories <b>Authority:</b> NC1-AU-80-28 <b>Privacy Act:</b> Not applicable. <b>Description:</b> Documents relating to the inspection and acceptance of complete rounds of ammunition, propellants, missiles, and rocket motors. Included are data cards, acceptance sheets, firing records, and related papers. <b>Disposition:</b> Destroy 45 years after acceptance of each lot of ammunition and shipment from storage. DO NOT RETIRE.
<b>FN: 700-16c</b> <b>Title:</b> Depot surveillance files <b>Authority:</b> NN-166-204 <b>Privacy Act:</b> Not applicable.



**Table B-97****File category 700: Logistics—Continued**

**Description:** Depot surveillance record or cards maintained as a cumulative record covering the entire period of storage of a lot of ammunition at an installation.  
**Disposition:** Destroy 2 years after the ammunition is shipped or other disposition is made.

**FN: 700-22a**

**Title:** Storage reporting files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.

**Description:** Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar information.  
**Disposition:** Destroy after 2 years.

**FN: 700-22b**

**Title:** Ammunition, guided missile, and rocket status reporting files  
**Authority:** NC1-AU-77-49  
**Privacy Act:** Not applicable.

**Description:** Reports submitted by field installations and activities to furnish data for budget estimates, distribution planning, and procurement scheduling relative to ammunition, guided missiles, and large rockets.

**Disposition:**

a. Office having Army-wide responsibility:

- (1) Consolidated or summary reports: Destroy after 5 years.
- (2) Feeder reports: Destroy on extraction of data.

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

**FN: 700-22c**

**Title:** Ammunition inspection reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.

**Description:** Inspection reports on ammunition in storage and ammunition storage conditions.  
**Disposition:** Destroy on completion of the next inspection.

**FN: 700-22d**

**Title:** Ammunition data cards  
**Authority:** NC1-AU-83-08  
**Privacy Act:** Not applicable.

**Description:** Cards containing information on the nomenclature, characteristics, drawing and specification number, lot number, quantity, names of manufacturers, and other data on each lot of ammunition, ammunition components and explosives held in storage.

**Disposition:**

- a. Ammunition Storage Activities: Destroy 1 year after ammunition lot has been exhausted locally.
- b. Ammunition Data Card Repositories: Retain in CFA. Destroy 75 years after acceptance of ammunition lot. Do not retire to a Federal Records Center.

**FN: 700-22e**

**Title:** Ammunition suspension cards  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.

**Description:** Cards reflecting the identifying features of ammunition items suspended from issue or use because of malfunction.  
**Disposition:** Destroy on receipt of release or when lot is published as permanently suspended.

**FN: 700-22f**

**Title:** Ordnance stock subsidiary controls  
**Authority:** II-NNA-1462  
**Privacy Act:** Not applicable.

**Description:** Lot and stock record cards, and credit, debit, and adjustment vouchers maintained by stock control divisions as subsidiary accounts to control ammunition stock control accounts (Ammunition Field Service Account). Lot and stock record cards will be continued in effect until filled or final entry is made thereon.  
**Disposition:** Destroy after 2 years.

**FN: 700-23a**

**Title:** Industrial reserve equipment historical property records  
**Authority:** NN-166-204

**Table B-97****File category 700: Logistics—Continued****Privacy Act:** Not applicable.

**Description:** DD Form 1342 (DOD Property Record), similar forms, inspection data cards, and checklists maintained by works, plants, and arsenals for production equipment held in industrial reserve.  
**Disposition:** Destroy on salvage, scrapping, or other final disposition of equipment.

**FN: 700-36a**

**Title:** Petroleum product analysis reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.

**Description:** Documents created incident to the testing of petroleum products as they pertain to the acceptability of such products in connection with new procurement or the analyses required of petroleum units in custody of Army storage facilities. A copy of the petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the procurement file to which it relates for disposition with the related procurement file.

**Disposition:** Destroy after 2 years.**FN: 700-47a**

**Title:** Standardization documents  
**Authority:** NC1-AU-85-70  
**Privacy Act:** Not applicable.

**Description:** Record sets consisting of one copy of each published military and industry standard, specification, or handbook prepared or adopted on behalf of the DOD by the Army and reference sets of Federal, military, and industry standards, specifications, and handbooks used by the Army.

Note: A record set of Federal standardization documents will not be maintained by the Army since GSA is responsible for their publication and distribution, nor will a record set of any standardization documents be maintained as publication record sets described in the 310 series of this regulation.

**Disposition:**

- a. Record sets (maintained by the preparing activity): Destroy 20 years after cancellation or supersession of the standardization document.
- b. Other offices: Destroy upon cancellation or supersession of the standardization document.

**FN: 700-47b**

**Title:** Materiel standardization plans  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.

**Description:** Documents related to the development of formal plans for standardization of FCS classes of materiel or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to them.

**Disposition:**

- a. Departmental Standardization Office: Destroy after 5 years.
- b. Office of the preparing assignee activity: Destroy 2 years after completion or cancellation of all projects scheduled in the plan.
- c. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.

**FN: 700-47c**

**Title:** Standardization document formulations  
**Authority:** NC1-AU-77-75  
**Privacy Act:** Not applicable.

**Description:** Documents relating to the preparation, coordination, approval, maintenance, revision, and cancellation of Federal and military standards, specifications, and standardization handbooks and documents relating to the adoption of industry standardization documents when the Army is assigned responsibility for completing the action. Included are project initiation letters or assignments, reports of preliminary conferences, draft standardization documents and comments on them, necessary drawings, notices, agenda, and minutes of meetings, study project reports, coordinating actions, and copies of the published standardization documents with communications relating to them.

**Table B-97**  
**File category 700: Logistics—Continued**

**Disposition:**

- a. Office of the responsible preparing activity and office the responsible assignee activity: Destroy 5 years after publication of the standardization document.  
b. Other offices: Destroy after 2 years.

**FN: 700-47d**

**Title:** Standardization document collaborations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to Army participation in the formulation, revision, or cancellation of specifications, standards, standardization plans, and handbooks prepared by other military departments or Federal agencies, or in the adoption of industry standardization documents by other military departments and Federal agencies. Included are copies of proposed standardization documents and comments on them, notices, agenda, and minutes of meetings, and related documents.

**Disposition:**

- a. Responsible coordinating or participating activity: Destroy 5 years after publication of the standardization document.  
b. Other offices: Destroy after 2 years.

**FN: 700-47e**

**Title:** Military supply standards

**Authority:** NN-164-204

**Privacy Act:** Not applicable.

**Description:** Documents created in preparing Military Supply Standards and Supply Supplements which respectively show standard items and items which are nonstandard. They are used to prevent the unjustified re-entry into the supply system of those items which are no longer required. Included are lists and tabulations of items, reports of simplification studies and technical analyses, and related papers.

**Disposition:** Destroy on revision or supersession of the related Military Supply Standard or Supplement.

**FN: 700-47f**

**Title:** Qualified product list formulations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents related to the preparation, review, issue, revision, and cancellation of lists which certify that a particular product or item has been tested, examined, or otherwise qualified for compliance with the requirements of the particular specification. Included are notifications of intent to establish, reissue, or expand a Qualified Products List (QPL), correspondence with manufacturers, certifications as to authorized distributors, qualification test reports, notifications of test results, and related papers.

**Disposition:**

- a. Preparing activity:  
(1) Papers relating generally to the overall QPL: Destroy on supersession or cancellation of the QPL.  
(2) Papers relating to the qualification of a particular item: Destroy on elimination of qualification requirement or when the item no longer qualifies, whichever comes first.  
b. Other offices: Destroy after 2 years.

**FN: 700-47g**

**Title:** Item standardization deviations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents created in maintaining items standardization through approving, disapproving, or commenting on proposed procurement of nonstandard items but not documents belonging in procurement transaction files. Included are requests and justifications for procurement of nonstandard or nonpreferred items, requests for authority to procure technical equipment without advertising, decisions, recommendations, agenda, minutes, and other papers of the advisory committee on procurement without advertising of technical equipment and components, approvals, disapprovals, and appeals, coordinating actions, and related papers.

**Disposition:**

- a. Offices having Army-wide responsibility, Office of the Chairman of the Advisory Committee on Procurement Without Advertising, and

**Table B-97**  
**File category 700: Logistics—Continued**

- office of the responsible assigned activity: Destroy 6 years after cancellation or expiration of the standardization deviation.  
b. Other offices: Destroy after 2 years.

**FN: 700-47h**

**Title:** Standardization reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents reflecting information on standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Included are consolidated and feeder reports and related papers.

**Disposition:**

- a. Consolidated reports: Destroy after 2 years.  
b. Feeder reports: Destroy on preparation of the next comparable report.

**FN: 700-47i**

**Title:** Standardization program recommendations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to Army participation in the formulation of the materiel standardization program. Included are recommendations for standardizations plans with supporting data, lists of areas exempt from requirements for standardization, recommendations to exclude certain classes of items from the program, schedule change recommendations, and related papers.

**Disposition:**

- a. Departmental Standardization Office and offices of assignee activities: Destroy after 5 years.  
b. Other offices: Destroy after 2 years.

**FN: 700-65a**

**Title:** International nuclear logistics files

**Authority:** NC1-AU-77-88

**Privacy Act:** Not applicable.

**Description:** Information which establishes DA positions relative to negotiations and planning of nuclear weapons programs of cooperation. Included are monitoring of military sales of nuclear capable systems and chemical and biological protective items.

**Disposition:** Permanent. PIF when related plan is finalized and cut off at the end of that year.

**FN: 700-84a**

**Title:** Personal property accounts

**Authority:** NN-166-204

**Privacy Act:** A0710-2aDALO

**Description:** Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventory of personal property and similar forms, and related papers.

**Disposition:** Destroy after 2 years.

**FN: 700-84b**

**Title:** ROTC commutation of uniforms

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents on commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents.

**Disposition:** Destroy 3 years after the school year end in which commutation of uniforms for a class will no longer continue. (The active period is 4 years for institutions drawing commutation for basic and advanced students. It is 2 years for institutions drawing commutation for advanced students only.)

**FN: 700-84c**

**Title:** Clothing sale price lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Lists and supplements reflecting current prices for clothing store items.