

OFFICE MANAGEMENT

Maintenance and Disposition of  
Intelligence, Security, Military  
Police, and Mapping Functional Files

Effective 1 January 1970



AR 340-18-5  
C 11

*[Handwritten signature]*  
1/11/79

CHANGE }  
No. 11 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 1 December 1978

**OFFICE MANAGEMENT  
MAINTENANCE AND DISPOSITION OF  
INTELLIGENCE, SECURITY, MILITARY POLICE,  
AND MAPPING FUNCTIONAL FILES**

*Effective 15 January 1979*

*This change revises descriptions and/or disposition instructions for file numbers 501-08, 503-04, 503-08, 503-13, 504-01, 504-05, 504-06, 504-09, 504-06, 504-10, 508-10, 508-11, 508-13, and 508-25; rescinds file numbers 502-01, 503-11, 503-14, 503-15, 504-11, 513-05, 515-04, 516-03, 516-04, 516-06, 516-07, 516-08, 516-09, 516-12, 516-16, 516-17; establishes new file numbers 503-08, 503-12, 508-27, 508-28, 509-21; establishes subfunctional categories 517 Operational Intelligence Files and 518 Criminal Information Files; and provides for general updating.*

AR 340-18-5, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2.....	.... 1 and 2
5 through 10 .....	5 through 10.3
15 through 24 .....	15 through 24.1
25 through 32 .....	25 through 31
.....	33 through 36

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

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

By Order of the Secretary of the Army:

Official:

J. C. PENNINGTON  
*Brigadier General, United States Army  
The Adjutant General*

**BERNARD W. ROGERS**  
*General, United States Army  
Chief of Staff*

**DISTRIBUTION:**

*Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9A, requirements for, AR Maintenance and Disposition of Intelligence, Security, Military Police and Mapping Functional Files—C.

6/19/78

AR 340-18-5  
C 10

CHANGE }  
No. 10 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 29 August 1977

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF INTELLIGENCE,  
SECURITY, MILITARY POLICE, AND MAPPING  
FUNCTIONAL FILES

Effective 1 January 1978

This change revises descriptions and/or disposition instructions for file numbers 503-04, 503-06, 508-08, 509-17 and 509-19; includes new file numbers 503-09, 503-10, 503-11, 503-13, 503-14, 503-15, 508-26, and 511-18; and provides for general updating.

AR 340-18-5, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
5 through 8.1.....	5 through 8.2
15 through 19.....	15 through 19
23 and 24.....	23 and 24.1

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

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

By Order of the Secretary of the Army:

BERNARD W. ROGERS  
General, United States Army  
Chief of Staff

Official:  
J. C. PENNINGTON  
Brigadier General, United States Army  
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Intelligence, Security, Military Police and Mapping Functional Files—C.

CHANGE }  
No. 6 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 26 September 1974

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF INTELLIGENCE,  
SECURITY, MILITARY POLICE, AND MAPPING  
FUNCTIONAL FILES

Effective 1 January 1975

This change revises description and disposition instructions for file numbers 503-01 and 508-11; rescinds file number 508-12; and modifies disposition instructions for file number 503-12, and 508-21 and sub-functional categories 513, 514, 515, and 516.

AR340-18-5, 14 August 1969, is changed as follows:

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

Remove pages	Insert pages
<del>1 and 2</del> .....	1 and 2
<del>7 and 8</del> .....	7 and 8
<del>11 and 12</del> .....	11 and 12
<del>15 through 18</del> .....	15 through 18
<del>25 through 32</del> .....	25 through 32
<del>Authentication</del> .....	Authentication

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Intelligence, Security, Military Police, and Mapping Functional Files—C (Qty Rqr Block No. 248).

CHANGE

No. 5

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 31 July 1973

## OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF INTELLIGENCE,  
SECURITY, MILITARY POLICE, AND MAPPING  
FUNCTIONAL FILES

*Effective 1 January 1974*

*This change revises file numbers 508-24 and 512-02; revises disposition of file numbers 505-16 and 509-09; and adds file number 512-07.*

AR 340-18-5, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
5 and 6.....	5 and 6
11 and 12.....	11 and 12
17 and 18.....	17 and 18
23 and 24.....	23 and 24
Authentication.....	Authentication

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

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

By Order of the Secretary of the Army:

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

Official:

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

## DISTRIBUTION:

*Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Intelligence, Security, Military Police, and Mapping Functional Files—C (Qty Rqr Block No. 248).

CHANGE }  
 No. 4 }

HEADQUARTERS  
 DEPARTMENT OF THE ARMY  
 WASHINGTON, DC, 19 July 1973

## OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF INTELLIGENCE,  
 SECURITY, MILITARY POLICE, AND MAPPING FUNC-  
 TIONAL FILES

*Effective 1 January 1973*

*This change revises the disposition of file number 507-01, 507-03, 508-09, 508-10, 508-11, 508-12, 508-13, and 508-15; adds file numbers 502-08 and 508-25; and rescinds file numbers 506-03 and 506-04.*

AR 340-18-5, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
5 and 6.....	5 and 6
13 through 18.....	13 through 18

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

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

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

*Active Army, ARVG, USAR:* To be distributed in accordance with DA Form 12-9 requirements for AR, Records—C (qty rqr block No. 340).

CHANGE }  
No. 3 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 6 August 1971

OFFICE MANAGEMENT  
MAINTENANCE AND DISPOSITION OF  
INTELLIGENCE, SECURITY, MILITARY POLICE,  
AND MAPPING FUNCTIONAL FILES

*Effective 1 January 1972*

*This change revises the disposition of file numbers 503-07, 504-13, 504-16, 507-01, 508-04, 508-13, 508-19, 509-01, 509-10, 509-17, 514-07, and 516-24; adds file numbers 506-03, 506-04, 509-18, 513-11, and 516-27; and rescinds file numbers 505-07, 505-08, 505-09, and 505-10. Other changes are concerned with phrasing and terminology.*

AR 340-18-5, 14 August 1969, is changed as follows:

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

<i>Remove pages--</i>	<i>Insert pages--</i>
7 through 20 .....	7 through 19
25 through 32 .....	25 through 32
Authentication .....	Authentication

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

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

By Order of the Secretary of the Army:

Official:

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

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

Distribution:

*Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9 requirements for AR, Records—C (Qty Rqr Block No. 340).

ARMY REGULATION }  
 No. 340-18-5 }

HEADQUARTERS  
 DEPARTMENT OF THE ARMY  
 WASHINGTON, DC, 1 September 1980

**OFFICE MANAGEMENT**  
**MAINTENANCE AND DISPOSITION OF**  
**INTELLIGENCE, SECURITY, MILITARY POLICE, AND**  
**MAPPING**  
**FUNCTIONAL FILES**

*Effective 1 October 1980*

*This revision updates the files descriptions and records disposition instructions.*

*Local supplementation of this regulation is prohibited except upon approval of HQDA (DAAG-AMR-P).*

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

	Paragraph	Page
Purpose .....	1	1
Applicability .....	2	1
Related regulations .....	3	1
Scope .....	4	2
APPENDIX A. SUBFUNCTIONAL CATEGORIES—CONVERSION TABLE .....		A-1
B. FUNCTIONAL FILE NUMBERS—CONVERSION TABLE .....		B-1

**1. Purpose.** This regulation prescribes file numbers, descriptions, and retention periods for files. These files relate to—

- a. Intelligence activity involving gathering, evaluating, and disseminating intelligence information.
- b. The protection of classified information.
- c. Foreign liaison.
- d. Provost marshal (military police) activities.
- e. Administration of prisoners of war.
- f. Mapping and geodesy.

**2. Applicability.** a. This regulation applies to—  
 (1) The Active Army, Army National Guard, and the US Army Reserve.

(2) Offices in charge of intelligence, security, military police, and mapping functions that must identify, keep, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature kept by other offices are governed by AR 340-18-1 and/or the Army regulation in

the 340-18 series pertaining to the function of that office.

b. This regulation does not apply to—

- (1) Active Army TOE units below division level.
- (2) Army Reserve elements.
- (3) ROTC elements.
- (4) Army National Guard units.
- (5) TDA units conducting basic combat training or advanced individual training.

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

\*This regulation supersedes AR 340-18-5, 14 August 1969, including all changes.



**4. Scope.** Under the Army Functional Files System, files on the major functional category of Intelligence, Security, Military Police, and Mapping have been assigned the basic file number 500. A list of the existing and revised subfunctional categories is at appendix A. A list of the old and new functional file numbers is at appendix B. Common mission files are described in this regulation under file number 501-01 through 501-08. Other mission files are grouped into 17 subfunctional categories, as follows:

<i>Subfunctional category file No.</i>	<i>Subfunctional category file title</i>	<i>Page</i>
502	Intelligence files .....	7
503	Counterintelligence investigative files .....	9
504	Signal security files .....	13
505	Operational intelligence files .....	17

<i>Subfunctional category file No.</i>	<i>Subfunctional category file title</i>	<i>Page</i>
506	Information security files .....	19
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508	Industrial defense files .....	25
509	Military police investigative and complaint files .....	27
510	Criminal information files .....	33
511	Military police and civilian guard protective services files .....	35
512	Military censorship files .....	39
513	Prisoner of war and civilian internee/detainee files .....	41
514	Foreign liaison files .....	45
515	Military mapping and geodetic files .....	47
516	Map specification and design files	49
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518	Cartographic and geodetic source materials files .....	53

501—COMMON MISSION FILES

1. Common mission files may be gathered in any office to document the performance of its assigned intelligence, security, military police, and mapping activities. However, all the common mission files seldom will be gathered in a single office.

2. Abbreviated titles have been used to identify these common mission files. Do not use the abbreviated titles alone for labeling files. A title prefix that describes the records to be filed will precede the abbreviated titles. For example: 501-01 Intelligence Instruction Files; 501-02 Industrial Defense Administrative Files; 501-07 Military Police Reference Paper Files.

File No.	Description	Disposition
501-01	<p>Instruction files. Documents on preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files are gathered in offices in charge of preparing and interpreting instructions. Included are—</p> <p>a. The coordinating actions, studies, interpretations, and published record copies of instructions (e.g., regulations, supplements, memorandums, circulars, pamphlets, and bulletins).</p> <p>b. SOPs or similar issuances.</p> <p>c. Messages used for expeditious interim changes to instructions.</p> <p>d. Technical newsletters or comparable media used to send semi-official and authoritative instructions.</p> <p>e. Official training materials.</p>	<p><i>offices of major subcommands</i></p> <p>A. Offices of HQDA, offices of major <del>and intermediate</del> <sup>Headquarters</sup> commands, and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR 310-25): Permanent. Cut off yearly or on supersession or obsolescence, as reference needs require. <i>After in 5 yr. blocks after 20-25 years</i></p> <p>B. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.</p>
501-02	<p>Administrative files. Documents on the overall or general routine administration of intelligence, security, military police, and mapping activities. It excludes specific files described in this regulation. These files include, but are not limited to—</p> <p>a. Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility. If comments result in more action affecting the mission or function of the office, documents should be filed with the proper mission functional files.</p> <p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p>	<p>Destroy after 2 years. However, documents in the cut off file that need more action or relate to reopened cases should be brought forward and filed in the current file.</p>

*Qm*  
*PCV NCI-44-82-17*  
*1/12/83*

1 September 1980

File No.	Description	Disposition
	<p>c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices in charge of these management functions.</p> <p>d. Extracts of IG, GAO, AAA, or comparable reports of inspections, surveys, or audits that belong to the operation of the mission or function.</p> <p>e. Documents relating generally to the application of ADPS and PCM operations within the functional area on intelligence, security, military police, and mapping activities.</p> <p>f. Comments on, or contributions to, news releases or other media furnished to information officers to publicize and promote the mission or functions.</p>	
501-03	<p>Agreement files.</p> <p>a. Documents on agreements between—</p> <ol style="list-style-type: none"> <li>(1) Elements of the Army.</li> <li>(2) The Army and other military services or Federal agencies.</li> <li>(3) The Army and other nonfederal organizations or agencies; but not with foreign governments.</li> </ol> <p>b. These agreements are negotiated to give continued understanding between recognized organizations and the Army for the purpose of giving or obtaining various types of support services. The services include—</p> <ol style="list-style-type: none"> <li>(1) Logistic.</li> <li>(2) Medical.</li> <li>(3) Administrative.</li> <li>(4) Fire protection.</li> <li>(5) Facilities.</li> <li>(6) Payroll.</li> </ol> <p>c. Services and similar support will be on a one-time or continuing basis; and on a reimbursable or non-reimbursable basis. Included are—</p> <ol style="list-style-type: none"> <li>(1) Agreements.</li> <li>(2) Agreement checklists.</li> <li>(3) Amendments.</li> <li>(4) Review comments.</li> <li>(5) Related correspondence.</li> <li>(6) Similar documents.</li> </ol>	<p>Office requesting support and office giving support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement.</p> <p>Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.</p> <p>Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement.</p>
501-04	<p>Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned persons about the mission,</p>	<p>Destroy on supersession or obsolescence.</p>

File No.

Description

Disposition

functions, and physical layout of an office. Included are—

- a. Photographs.
- b. Transparencies or vugraphs.
- c. Copies of specially prepared handouts.
- d. Related or similar documents.

*A (1) Elements of HQ DA, major commands, and major subcommands: Permanent.*

501-05

Committee files. Documents on establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which DA takes part, as well as committees within all echelons and elements of the Army. Included are—

- a. Proposals, approvals, and disapprovals to establish the committee.
- b. Charters, terms of reference, and comments on them.
- c. Directives establishing, changing, continuing, or dissolving the committee.
- d. Documents nominating, approving, appointing, and relieving committee members.
- e. Notices, agenda, minutes, and reports of committee meetings.
- f. Related documents.

Office of committee chairperson or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent. Cut off when no longer needed for current operations. Offices of other committee members: Destroy when no longer needed for current operations.

*[NC1-AV-81-5, item 1 and NC1-AV-78-64, item 1; posted by RAO, 4/28/81]*

*Offer 20 years after cutoff*

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

501-06

Staff visit files. Documents on scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description does not apply to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are—

- a. Requests for permission to visit.
- b. Reports of visit.
- c. Recommendations.
- d. Other directly related documents.

Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.

Office visited: Destroy after 2 years, except files on recurring staff visits will be destroyed on completion of the next visit.

501-07

Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although gathered reference papers may relate to varied subjects and functions, they should bear a title relating them to the

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<p>functions, subfunction, process, or action with which they are used. Reference paper files consist of the following types of documents:</p> <p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials gathered for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include—</p> <p>(1) Official and quasi-official recommendations.</p> <p>(2) The coordinating actions.</p> <p>(3) Documents which contribute to or result from preparation of the communication or other record.</p> <p>b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.</p> <p>c. Copies of technical and intelligence documents, emergency plans, mobilization plans, and similar reproduced materials. These copies do not fall within the description for reference publications files.</p> <p>d. Documents received for general information purposes that call for no action. Also, they are not needed for documentation of specific functions.</p> <p>e. Extra copies of documents kept by action officers. They show actions taken by the action officer. Such files should not be established unless absolutely necessary.</p> <p>f. Copies of documents gathered by supervisory offices (e.g., chiefs of directorates, divisions, branches, or separate offices). These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element in charge of performing the action, process, or function. These files should only be established when needed.</p>	<p>Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year.</p> <p>Destroy when no longer needed to facilitate or control work.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Destroy after 1 year.</p> <p>Destroy after 1 year.</p> <p>Destroy after 1 year. However, documents in the active file that need more action or relate to reopened cases should be brought forward and filed in the current file.</p>
501-08	<p>Unidentified files. Documents on the performance of intelligence, security, military police, and mapping activities not described in this regulation.</p> <p>Note. Use of this temporary file number calls for prior approval of the organization's records management officer.</p>	<p>Keep in CFA until file number is added to this regulation.</p>

## 502—INTELLIGENCE FILES

These files relate to the gathering, evaluating, and disseminating of domestic, foreign positive, and scientific and technical intelligence information. It also includes the handling of captured documents.

*Note.* Send all signal and special intelligence files to the Commander, United States Army Intelligence and Security Command (INSCOM), Arlington, VA 22212. Do not transfer signal or special intelligence files to local RHA, OCRHA, or GSA records centers.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
502-01	<p><b>Intelligence reporting files.</b> Reports are gathered in intelligence offices resulting from the—</p> <p><i>a.</i> Collection, evaluation, analysis, integration, and interpretation of technical intelligence.</p> <p><i>b.</i> Domestic intelligence or information about activities or conditions in the US which possibly or really threaten the internal security.</p> <p><i>c.</i> Information on the war potential, military geography, military forces, and other military and related activities of foreign countries.</p> <p><i>Note.</i> Record copies of intelligence reports are kept by the Defense Intelligence Agency (DIA).</p>	Destroy after 2 years.
502-02	<p><b>Intelligence collection files.</b> Documents on the procurement and selection of intelligence information. It also includes—</p> <p><i>a.</i> Intelligence collection plans.</p> <p><i>b.</i> The scheduling of collection requirements.</p> <p><i>c.</i> The monitoring and evaluation of collection priorities.</p>	Permanent.
502-03	<p><b>Scientific and technical intelligence product files.</b> These files consist of—</p> <p><i>a.</i> One copy of each confirmed DIA scientific and technical intelligence production (study, trend study, report, handbook, and comparable productions).</p> <p><i>b.</i> Contributions (inputs) to other agency products.</p>	Permanent.
502-04	<p><b>Intelligence dissemination files.</b> Documents on the dissemination and distribution of—</p> <p><i>a.</i> Finished intelligence.</p> <p><i>b.</i> Intelligence reports.</p> <p><i>c.</i> Scientific and technical information.</p>	Permanent.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
502-05	<p><b>Intelligence confidential fund files.</b> Documents on expenditures of special funds. These funds cover expenses incurred in discharging assigned duties of agents for the Assistant Chief of Staff for Intelligence (ACSI) not otherwise payable from other DA funds. Included are—</p> <ul style="list-style-type: none"> <li>a. IG inspection reports of accounts.</li> <li>b. Intelligence contingency funds.</li> <li>c. Property books.</li> </ul>	<p>Offices performing Army-wide responsibility: Destroy after 8 years.</p> <p>Operating offices: Destroy 1 year after audit and clearance by an OACSI inspector general.</p>
502-06	<p><b>Captured documents files.</b> Documents captured or confiscated in wartime by international law. This also includes records of foreign government, military, private and other institutions. Keep a separate entity to preserve administrative origin and arrangement to the fullest extent practicable. (This description does not include captured cryptologic records.)</p> <p><i>Note.</i> After an Army agency has completed intelligence or other exploitation of captured documents, it will request disposition instructions from HQDA (DAAG-AMR-P), WASH DC 20314.</p>	Permanent
502-07	<p><b>Credentials and badge control files.</b> Documents showing the issue and control of credentials and badges naming US Army intelligence personnel. Included are—</p> <ul style="list-style-type: none"> <li>a. Receipts.</li> <li>b. Inventories.</li> <li>c. Related documents.</li> </ul>	<p>Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials or badge.</p> <p>Other receipts and inventories: Destroy after next inventory if all items are accounted for.</p>

## 503—COUNTERINTELLIGENCE INVESTIGATIVE FILES

1. These files are gathered from the counterintelligence program involving the—

- a. Investigation of hostile foreign intelligence activities.
- b. Investigations in connection with the Military Personnel Security Program, Civilian Employees Security Program, and the Industrial Security Program.

2. Investigative files within the scope of AR 381-45 will be sent according to that regulation to the Investigative Records Repository, US Army Intelligence and Security Command, Ft Meade, MD 20755.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
503-01	<p><b>Counterintelligence collection files.</b> Documents on the procurement and selection of counterintelligence information. It also includes—</p> <ul style="list-style-type: none"> <li>a. The scheduling of collection to meet requirements for production.</li> <li>b. Guidance and instructions for collection.</li> <li>c. The receipt and making of collection requests.</li> <li>d. Liaison with organizational elements of the intelligence system on collection matters.</li> </ul>	Permanent.
503-02	<p><b>Counterintelligence production files.</b> Documents on the process of analyzing and evaluating counterintelligence studies and information. It also includes—</p> <ul style="list-style-type: none"> <li>a. The scheduling of requirements for production.</li> <li>b. Production instructions.</li> <li>c. The receipt and making of requests for the production of counterintelligence studies.</li> <li>d. Communications with organizational elements of the intelligence system on the production of counterintelligence studies.</li> </ul>	Permanent.
503-03	<p><b>Counterintelligence information request files.</b> Documents on action taken on requests from other agencies for information on organizations or other counterintelligence matters. Included are—</p> <ul style="list-style-type: none"> <li>a. Requests for information.</li> <li>b. Replies to these requests.</li> <li>c. Related papers.</li> </ul>	Offices of the Army Staff: Permanent.
503-04	<p><b>DOD-affiliated personnel and incident investigative files.</b></p> <ul style="list-style-type: none"> <li>a. Consist of individual case files acquired on— <ul style="list-style-type: none"> <li>(1) Members of the Armed Forces, including retired personnel.</li> </ul> </li> </ul>	<p>Destroy 15 years after date of last action, except as follows:</p> <ul style="list-style-type: none"> <li>a. Personnel and incident investigations of a significant nature, to include those resulting in an adverse personnel action or courtmar-</li> </ul>



<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	(2) Members of Reserve Components.	<p>tial. Destroy 25 years after date of last action. Files determined to be of possible historical value may be offered to the National Archives.</p> <p>b. Investigations of espionage and sabotage, or other major investigations of a counterintelligence/security nature: Permanent. Offer to National Archives 25 years after date of last action.</p> <p>c. Files on persons being considered for affiliation with DOD, but affiliation is not completed: Destroy after 1 year.</p>
	(3) Applicants for commission/enlistments.	
	(4) DOD civilian personnel and applicants for such status.	
	(5) Persons having need for access to official information requiring protection in the interest of national defense under the DOD Industrial Security Program.	
	(6) Persons being considered for participation in other authorized DOD programs.	
	b. Files also include investigations of incidents of a counterintelligence nature under AR 381-12, AR 381-20, and AR 381-47.	
503-05	<p><b>Local intelligence, counterintelligence, and security files.</b> Documents on intelligence, counterintelligence and security activities related to local persons, criminals, incidents, and organizations which are of interest only to local area commands. Included are dossiers on—</p> <p>a. Local persons.</p> <p>b. Criminals.</p> <p>c. Crimes.</p> <p>d. Organizations.</p> <p>e. Incidents.</p> <p>f. Related papers.</p> <p><i>Note.</i> Do not send these files to the US Army Investigative Records Repository.</p>	Destroy on supersession, obsolescence, or deactivation of the related area command.
503-06	<p><b>Counterintelligence spot reporting files.</b> Reports of actual or presumed instances of activities or matters of special counterintelligence interest prepared according to AR 381-20.</p>	All preparing offices: Permanent.
503-07	<p><b>Counterintelligence survey and inspection files.</b></p> <p>a. Documents on survey and inspections of installation to decide—</p> <p>(1) Necessary security measures against sabotage, espionage, subversion, and unauthorized use or access to classified information.</p> <p>(2) Measures necessary to detect or neutralize clandestine audio and visual surveillance in locations where classified information is present.</p> <p>(3) The effectiveness of established technical survey policies.</p> <p>b. Included are—</p> <p>(1) Requests for surveys and inspections.</p>	Destroy after next comparable survey or inspection.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	(2) Survey and inspection reports. (3) Communications about surveys and inspections. (4) Comparable papers.	
503-08	<b>Non-DOD affiliated personnel and organizational files.</b> Documents on activities of non-DOD affiliated persons and organizations threatening the security, or involving the disruption or subversion, of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies, acquired by AR 380-13.	Destroy after 1 year, except as follows: <i>a.</i> Files may be revalidated yearly for retention under procedures and criteria contained in AR 380-13. <i>b.</i> Files created within DOD which contain significant analytical comments, value judgments, or recommendations related to information received or acquired from agencies outside DA. They will be offered to the National Archives for a determination of historical value when not validated for continued Army retention. <i>c.</i> Files related to special investigations/operations, conducted with approval of the Defense Investigative Review Council: Permanent. Offer to National Archives within 25 years after date of last action.
503-09	<b>Counterintelligence special operations files.</b> <i>a.</i> Documents on the results of— (1) Counterespionage operations (2) Countersubversion and countersabotage operations. (3) Programs conducted by or with the Army. <i>b.</i> Included are— (1) Reports. (2) Agreements. (3) Contracts. (4) Similar or related documents.	Permanent.
503-10	<b>Intelligence/counterintelligence source files.</b> <i>a.</i> Documents containing information about— (1) Personnel who have been used as source of intelligence or counterintelligence information by the Army. (2) The details on the use/activities of a source which are necessary to confirm claims against the Army by source or heirs of the source. <i>b.</i> Included are— (1) Agreements.	Destroy 75 years after date of last action.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	(2) Contracts. (3) Information reports. (4) Financial reports. (5) Similar or related documents.	
503-11	<p><b>Foreign personnel and organizational files.</b> Documents on foreign personnel and organizations of interest and acquired during the conduct of counterintelligence activities. Includes are—</p> <p>a. Reports. b. Studies. c. Related documents created within DA. d. Information from non-Army agencies, organizations, and persons.</p>	<p>Major reports and investigations of a counterintelligence or security nature, to include investigations of sabotage and espionage: Permanent.</p> <p>Other documents: Destroy 25 years after date of last action. Files determined to be of possible historical value and all permanent files will be offered to the National Archives 25 years after date of last action.</p>

## 504—SIGNAL SECURITY FILES

These files relate to signal security (SIGSEC). These files consist of records, reports, and correspondence concerned with communications security (COMSEC). This also includes cryptosecurity, transmission security, physical security of COMSEC material, emission security measures to telecommunications, and control of compromising emanations (TEMPEST); electronic security (ELSEC); and COMSEC logistics. Access to classified SIGSEC information will be according to AR 380-40 and AR 604-5. All files that are gathered through administration of SIGSEC within DA will be destroyed or retired as called for in this record series. Commanders of organizations which are ordered to be inactivated or which have no further need for COMSEC material or SIGSEC files will, after disposition of COMSEC material accounting records, secure authorization from the proper COMSEC office of record (i.e., the Army COMSEC Central Office of Record (ACCOR), COMSEC Field Office of Record (CFOR), or the parent/COMSEC Material Direct Support Activity (CMDSA) account) and dispose of their holdings as follows:

- a. Destroy or transfer all COMSEC material according to specific instructions from the proper COMSEC office of record.
- b. Send all COMSEC material accounting records and SIGSEC files for proper final disposition to Commander, US Army Intelligence and Security Command, ATTN: IASA-AR, Arlington Hall Station, Arlington, VA 22212. Do not transfer SIGSEC files to records holding areas or Federal records centers.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
504-01	Signal security management files. Documents which are not of a routine nature or specifically covered elsewhere in this record series. These files include management documents on SIGSEC such as— <ol style="list-style-type: none"> <li>a. Long-range planning, programming, and budgeting of resources.</li> <li>b. Development of policy and procedures.</li> <li>c. Operational functions of the organization.</li> </ol>	Permanent. Retire to HQ, USAIN-SCOM 2 years after yearly cut off.
504-02	COMSEC supply correspondence files. Documents on the routine supply of COMSEC material, such as requests for— <ol style="list-style-type: none"> <li>a. Advice of the status of shipment of COMSEC aids.</li> <li>b. Reduction in copy count or cancellation in distribution of COMSEC aids.</li> <li>c. Disposition of COMSEC aids.</li> </ol>	Destroy after 1 year.
504-03	Item register files. Cards kept to account for all COMSEC material and to show its receipt, movement, and final disposition.	Destroy 1 year after close of the calendar year in which all items on each card have been disposed of as evidenced by destruction or transfer reports.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
504-04	<b>Daily inventory files.</b> Reports of daily inventories verifying the continued protection and control of COMSEC material and made once each work-day or between shifts.	Destroy on receipt of the Certification of Verification for the previous report period.
504-05	<b>Accounting report files.</b> Documents showing COMSEC accounting and distribution transactions, and relief from accountability of COMSEC material. Included are— <i>a.</i> Reports of transfer, possession, inventory, and destruction. <i>b.</i> Hand receipts. <i>c.</i> Document vouchers. <i>d.</i> Certificates of verification. <i>e.</i> Custodian appointments. <i>f.</i> Signature cards (DA Form 2012, COMSEC Account Data). <i>g.</i> Letters, messages, and other correspondence on routine COMSEC accounting and distribution.	ACCOR: <i>a.</i> Change of custodian transfer reports and possession reports: Destroy after 1 year. <i>b.</i> Other documents: destroy after 5 years in CFA. CFOR: <i>a.</i> Change of custodian transfer reports and position reports: Destroy after 1 year. <i>b.</i> Other documents: Destroy after 2 years. Other offices: <i>a.</i> Custodian appointments and signature cards: Destroy 1 year after supersession. <i>b.</i> Other accounting report files: Destroy after 1 year.
504-06	<b>Crypto-area visitor register files.</b> Registers used for recording pertinent information on persons entering the crypto facility. Sheets of a register involved in security report or an investigation will become an integral part of the report or investigation. These sheets will have the same disposition as the report or investigation.	Destroy after 1 year. Cut off each sheet at the end of each calendar year.
504-07	<b>Signal security approval files.</b> <i>a.</i> Requests for— (1) Approval to establish, alter, expand, or relocate a facility. (2) Exceptions to provisions of AR 530-4. (3) Approval of circuits. <i>b.</i> Included are— (1) Questionnaires. (2) Reports of approval. (3) Related papers.	Approving offices: Destroy 1 year after receipt of related superseding approval or after closing of account or facility. Requesting office: Destroy on receipt of related superseding approval or after closing of account or facility.
504-08	<b>Signal security inspection files.</b> Inspection reports and related correspondence, such as— <i>a.</i> Crypto facility inspection. <i>b.</i> TEMPEST test report. <i>c.</i> Periodic command inspection. <i>d.</i> Similar inspection.	Inspecting office: Destroy 1 year after receipt of related superseding inspection or after closing of account or facility. Inspected offices: Destroy on receipt of related superseding inspection or after closing of account or facility.
504-09	<b>Signal security reporting files.</b> Reports including message reports and related correspondence. Included are—	HQ, USAINSCOM special reports: Permanent. routine periodic reports may be destroyed after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<p>a. Electronic security reports.</p> <p>b. Cryptosecurity and transmission security analysis.</p> <p>c. Violation and summary reports.</p> <p>d. Report of violation of physical and cryptographic security.</p> <p>e. Compromise notifications and other reports not specifically covered in other paragraphs of this record series.</p> <p><i>Note.</i> Reports that are the subject of a formal investigation will be filed with the investigation reporting files.</p>	<p>Units directly subordinate to HQ USAINSCOM: Destroy after 2 years.</p> <p>Other offices: Destroy after 1 year.</p>
504-10	<p><b>Signal security investigation reporting files.</b> Reports of investigation concerning—</p> <p>a. The loss or subjection to compromise of COMSEC material.</p> <p>b. Investigations of transmission, physical, and other signal security violations.</p>	<p>HQ USAINSCOM: Destroy 5 years after completion of final corrective or disciplinary action. Records of a sufficiently serious nature to be classified as felonies will be kept permanently.</p> <p>Other offices: Destroy after 2 years.</p>
504-11	<b>Encrypted message text files.</b> Cipher copies of incoming and outgoing messages and message tapes. Messages involved in an investigation will be kept until the investigation is completed.	Destroy after a minimum retention of 5 days and before a maximum retention of 60 days.
504-12	<b>Allocation files.</b> Documents showing allocation of COMSEC material held for distribution.	<p>Allocation cards: Destroy 1 year after final distribution of all material to which the form relates.</p> <p>ADP printouts: Destroy after verification of allocation record.</p>
504-13	<b>Holder record files.</b> COMSEC material accounts record which serves as a unit record showing all items of COMSEC material held by each organization.	Destroy on receipt of superseding signed destruction or transfer report.
504-14	<b>COMSEC material distribution reporting files.</b> Documents submitted to Army COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material).	Destroy after 1 year. Earlier disposal is authorized if files have served their intended purpose.
504-15	<b>System status files.</b> Documents kept by the COMSEC National Inventory Control Point (NICP) on the procurement and issuance of each item of COMSEC material which includes data such as—	<p>Documents on COMSEC material other than aids: Destroy in CFA 6 years after obsolescence of the related system.</p> <p>Documents related to COMSEC aids: Destroy after 2 years or when material involved is superseded or removed for the system, whichever is first.</p>
	<p>a. Production status.</p> <p>b. Stocks.</p> <p>c. Demand data.</p> <p>d. Quantity issued.</p> <p>e. Effective date of Material.</p>	

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
504-16	Transaction files. An ADP or EAM produced record of COMSEC accounting transactions which shows receipt, issue, transfer, destruction, or adjustments (plus or minus) of COMSEC material.	COMSEC NICP and ACCOR: Destroy after 2 years. CFOR and other offices: Destroy after 1 year.

## 505—OPERATIONAL INTELLIGENCE FILES

These files relate to intelligence and security functions involving the gathering, evaluating, and disseminating of information of military value. They include SIGINT, TAREX, EW, and other related operational activities and management. Documents pertaining to SIGSEC will be filed under file number 504. Retire all permanent cutoff operational intelligence files in accordance with paragraph 2-5, AR 340-18-1. They will be sent to Commander, United States Army Intelligence and Security Command (IN-SOCOM), ATTN: IASA-AR, Arlington Hall Station, Arlington, VA 22212. Do not transfer operational intelligence files to local RHA, OCRHA, or to Federal records centers.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
505-01	<p><b>Operational mangement files.</b> Documents on operational and procedural activities of the organization. Included are—</p> <p>a. General mission assignment documents.</p> <p>b. Basic data requirements documents.</p> <p>c. Documents which are similar or related.</p> <p><i>Note 1.</i> Documents showing specific mission assignments and collection requirements are filed in record series 505-04.</p> <p><i>Note 2.</i> Copies made of documents showing assignments and requirements that continue in effect after cutoff will be placed in record series 103-05.</p>	<p>Permanent. Cut off yearly.</p> <p><i>See NCI-AV-78-8 item 1</i></p>
505-02	<p><b>Operational management reporting files.</b> Reports on the mangement of operational activities rather than the activities themselves as described in record series 505-03. Included are—</p> <p>a. Reports to cover capabilities, readiness, facilities, status, equipment, general monthly activities, special activity reports showing mission accomplishments.</p> <p>b. Similar reports and related documents.</p>	<p>Special activity reports showing mission accomplishment: Permanent.</p> <p>Other reports: Major and Intermediate Command Headquarters: Destroy after 2 years.</p> <p>Other offices: Destroy after 1 year.</p>
505-03	<p><b>Operational nonmanagement reporting files.</b> Documents consisting of reports on the actual, operational activities rather than the management of operational activities which are described in record series 505-02. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include—</p>	<p><i>See NCI-AV-78-8-item 3</i></p> <p>SIGINT project wrap-up, special research or technical study reports; EW reports and other operational reports:</p> <p>a. Major and Intermediate Command Headquarters: Permanent.</p> <p>b. Other offices: Destroy EW reports after 1 year; and other reports after 2 years.</p> <p>TAREX-IR, TSIS, TSAR, and TEL reports:</p>



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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<p>a. SIGINT collection, traffic analysis, and translations.</p> <p>b. TAREX periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting.</p> <p>c. Electronic warfare reports on manipulative or imitative experiment, jamming, cover and deception, and profile studies.</p> <p>d. Other intelligence reporting files including—</p> <p>(1) NSA formal reports.</p> <p>(2) Technical notes.</p> <p>(3) Exchange letters and working aids distributed to units actually engaged in performance of a specific mission.</p>	<p>a. HQ INSCOM: Permanent.</p> <p>b. Other offices: Destroy when no longer needed for reference.</p> <p>NSA reports: Destroy after 1 year. Cut off monthly.</p> <p>Community reports: Destroy after 1 year. Cut off yearly.</p> <p>Informal reports, technical notes, exchange letters, and working aids: Destroy when no longer needed for reference.</p>
505-04	<p>Operational mission assignment files. Documents created as a result of an assignment to cover a specific mission including TAREX specific collection requirements. Included are—</p> <p>a. Specific mission instructions.</p> <p>b. Related material.</p> <p><i>Note.</i> General mission assignments and basic TAREX data requirements will be filed under record series 505-01.</p>	<p><i>See NCI-AU-78-8, item 4</i></p> <p>Mission assignments other than one-time specific requirements (BTCTs, etc.):</p> <p>a. Major and Intermediate Command Headquarters: Permanent. Cut off yearly, or on supersession or rescission.</p> <p>b. Other offices: Destroy after 1 year.</p> <p>One-time specific collection requirement such as CIRs, CIRLs, ICRs and TCRs: Destroy after 2 years.</p>
505-05	<p>Operational recording files. Recordings, magnetic and paper tapes, tracings, ozalid copies, and related correspondence created or received in operational areas.</p> <p><i>Note.</i> Procedures prescribed in current intelligence directives will be adhered to before actual destruction.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
505-06	<p>Operational project case files. Documents are gathered in connection with a specific project. Included are—</p> <p>a. Authorization for the project.</p> <p>b. Test data.</p> <p>c. Drawings.</p> <p>d. Specifications.</p> <p>e. Photographs.</p> <p>f. Reports and related documents.</p>	<p>Permanent. PIF on completion of project.</p> <p><i>See NCI-AU-78-8 item 6</i></p>
505-07	<p>TAREX project case files. Documents consisting of TAREX operation plans, proposals, source files, and related documents.</p>	<p><i>See NCI-AU-78-8, item 7</i></p> <p>Permanent. PIF on completion of project.</p> <p><i>Note.</i> TAREX field offices will transfer project files to HQ INSCOM 1 year after completion of project.</p>

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## 506—INFORMATION SECURITY FILES

These records are created from the processes of safeguarding defense information in the interest of national security. These processes relate to—

- a. The dissemination of classified information.
- b. The systems for classification, regrading and declassification.
- c. The safekeeping and control of classified information.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
506-01	<p>Security classification files.</p> <p>a. Documents relating to the security classification or grading system involving the classification or downgrading of documents. Included are—</p> <ol style="list-style-type: none"> <li>(1) Correspondence or memorandums on downgrading.</li> <li>(2) Reports on security classification.</li> </ol> <p>b. It excludes other files described in this record series.</p>	<p>Offices in charge of issuance: Destroy 10 years after final declassification action.</p> <p>Other offices: Destroy after 3 years.</p>
506-02	<p>Security regrading case files. Documents on the review of specific classified documents or equipment for the purpose of regrading the documents or equipment.</p>	<p>Offices in charge of regrading: Destroy after 15 years.</p>
506-03	<p>Classified material access files. Documents showing authorization to have access to classified files. They include forms containing—</p> <ol style="list-style-type: none"> <li>a. Person's name and signature.</li> <li>b. Classification of files concerned.</li> <li>c. Information desired.</li> <li>d. Signature of an official authorizing access.</li> </ol>	<p>Destroy on transfer, reassignment, or separation of the person, or when obsolete.</p>
506-04	<p>Security information access case files. Documents on the review of specific requests for access to classified files or equipment for purposes of research and study.</p>	<p>Offices performing Army-wide responsibility: Destroy after 20 years.</p> <p>Other offices: Destroy after 2 years.</p>
506-05	<p>Security information release files. Documents on the review of classified or potentially classified documentary materials for purposes of dissemination or release of information to sources outside the Army, such as—</p> <ol style="list-style-type: none"> <li>a. The review of manuscripts.</li> <li>b. Photography.</li> <li>c. Lectures.</li> <li>d. Radio.</li> <li>e. Television scripts.</li> <li>f. Other materials.</li> </ol>	<p>Offices performing Army-wide responsibility: Destroy after 20 years.</p> <p>Other offices; Destroy after 2 years.</p>

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
506-06	<p><b>Security information exchange files.</b> Documents on the exchange of security classified information with other Government agencies, industry, and foreign governments. Included are—</p> <p>a. Correspondence on the exchange of information. b. Exchange agreements. c. Related documents.</p>	Destroy after 20 years.
506-07	<p><b>Noncryptographic registered document accounting files.</b> Documents showing the accountability of non-Army noncryptographic registered documents. Included are—</p> <p>a. Semiannual inventory/report of transfer. b. Transfer reports. c. Similar documents.</p>	Destroy when superseded by a new report, if all documents referred to are accounted for either by a report of destruction or inclusion in the new report.
506-08	<p><b>TOP SECRET document record files.</b> Documents used to record—</p> <p>a. The names of persons having had access to the TOP SECRET document. b. Copies of extracts distributed.</p>	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.
506-09	<p><b>TOP SECRET material accountability files.</b> Documents showing the identity, receipt, dispatch, downgrading, source, movement from one office to another, destruction, and current custodian of all TOP SECRET material for which the TOP SECRET control office is responsible.</p>	Destroy 2 years after all items on each page have been destroyed, downgraded, dispatched, or when entries are transferred to a new page.
506-10	<p><b>Security compromise case files.</b> Documents on investigations of alleged security violations such as—</p> <p>a. Missing documents. b. Unauthorized disclosure of information. c. Unattended open security containers. d. Documents not properly safeguarded and matters of a similar nature.</p>	Destroy 2 years after completion of final corrective or disciplinary action. Records of violations of a sufficiently serious nature to be classified as felonies are permanent.
506-11	<p><b>Security inspection and survey files.</b> Documents on inspections and surveys chiefly conducted by security officers. This includes routine after-duty-hours security inspections conducted under the supervision of a security officer to decide the adequacy of measures taken to protect security information against the hazards of fire, explosion, sabotage, and unauthorized access. Included are—</p>	Destroy after next comparable inspection or survey.

## 507-PERSONNEL SECURITY FILES

These files are gathered from the administration of the security program on clearance of Army military and civilian personnel for access to classified information.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
507-01	<p>Security clearance information files. Documents containing information concerning the security clearance of individual personnel and the accreditation of personnel for access to classified files requiring special access authorizations. Included are—</p> <p>a. Cards. b. Printouts. c. Other lists or indexes.</p> <p><i>Note.</i> This description does not include reports of investigation, counterintelligence case files, or clearance documents filed in the official personnel folder.</p>	<p>A. USACPSCF; Destroy after 1 year.</p> <p>B. Other Offices: Destroy on transfer or separation of person, or supersession, as applicable.</p> <p>[NCI-AH-81-65]</p>
507-02	<p>Security briefing and debriefing files. Documents on security briefing and debriefing of personnel authorized access to classified material. Included are—</p> <p>a. Briefing statements. b. Debriefing statements and certificates. c. Related papers.</p>	<p>Destroy 2 years after transfer/separation of person.</p>

## 508—INDUSTRIAL DEFENSE FILES

These files relate to the industrial defense program designed chiefly to encourage and assist management of a limited number of facilities considered of vital importance to the defense of the US, to strengthen the defense of their facilities. The aim of the program is to minimize the loss of vital production capability (for any reason) of industrial facilities on the Department of Defense Key Facilities List.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
508-01	<p><b>Industrial defense survey files.</b> Documents on surveys of installations listed in the Key Facilities List. The Key Facilities List contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to insure uninterrupted operations of key facilities essential to mobilization. Included are—</p> <p>a. Copies of industrial defense surveys.</p> <p>b. Letter reports.</p> <p>c. Narrative descriptions.</p> <p>d. Related documents.</p>	<p>Offices performing DA staff responsibility: Destroy after 1 year, on completion of review and analysis, or removal from Key Facilities List, whichever is first.</p> <p>Preparing offices:</p> <p>a. Initial survey: Destroy after 5 years or on removal from Key Facilities List, whichever is first. Narrative descriptions, photographs, maps, and similar descriptive material essential to conduct future surveys may be kept until superseded, obsolete, or no longer required.</p> <p>b. Annual surveys and letter reports: Destroy after 2 years or on removal from Key Facilities List, whichever is first.</p> <p>Other offices: Destroy after 2 years.</p>
508-02	<p><b>Industrial defense operating files.</b> Documents on the operation of the industrial defense program by offices assigned industrial defense program responsibility. Included are—</p> <p>a. Survey schedules.</p> <p>b. Periodic reports.</p> <p>c. Facilities lists.</p> <p>d. General related correspondence.</p>	<p>Destroy after 3 years.</p>
508-03	<p><b>Key Facilities List files.</b> Documents listing the facilities recommended and approved for inclusion in the Key Facilities List. Included are—</p> <p>a. Published lists.</p> <p>b. DD Forms 451 (Industrial Facilities Protection Program Change List).</p>	<p>Lists published before 1 July 1974: Permanent.</p> <p>Other published lists: Destroy when superseded by a new list.</p> <p>DD Forms 451: Destroy 2 years after removal from the list, except correction forms may be destroyed after notation of correction.</p>

509—MILITARY POLICE INVESTIGATIVE AND COMPLAINT FILES

1. These files relate to those activities of military police pertaining to—
  - a. Criminal investigations.
  - b. Complaints.
  - c. Crime prevention.
  - d. Armed Forces Disciplinary Control Boards.
2. Files on military police activities concerned with the security and protection of installations are described in record series 511.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
509-01	<p>Jurisdiction responsibility files.</p> <p>a. Documents on the determination and establishment of the scope and responsibility of the Army for—</p> <ol style="list-style-type: none"> <li>(1) Crime prevention.</li> <li>(2) Detection and investigation of crimes and offenses.</li> <li>(3) Apprehension.</li> <li>(4) Restraint.</li> <li>(5) Custody of offenders or suspected offenders subject to the Uniform Code of Military Justice.</li> </ol> <p>b. Included are—</p> <ol style="list-style-type: none"> <li>(1) Agreements with other armed services or civil authorities.</li> <li>(2) Similar papers contributing to the overall concept and policies.</li> </ol>	<p>Offices performing Army-wide responsibility: Permanent.</p> <p>Other offices: Destroy on supersession or on obsolescence.</p>
509-02	<p>Armed Forces disciplinary control board files. Documents on the activities of the AFDCB. Included are—</p> <ol style="list-style-type: none"> <li>a. Minutes of board meetings.</li> <li>b. Recommendations and actions taken.</li> <li>c. The supporting documents such as reports and off-limits lists.</li> <li>d. General correspondence related to the function of the board.</li> </ol>	<p>Armed Forces Disciplinary Control Boards: Destroy after 5 years except that establishing charters or directives will be retained until 5 years after the board is discontinued.</p> <p>Other offices: Destroy after 2 years.</p>
509-03	<p>CID fund files. Documents on the expenditures of funds for expenses incurred in discharging assigned duties of criminal investigators not otherwise payable from DA funds. Included are—</p> <ol style="list-style-type: none"> <li>a. Vouchers.</li> <li>b. Subvouchers and supporting documents.</li> <li>c. Records of advanced funds.</li> <li>d. Voucher registers.</li> <li>e. CID clothing records.</li> </ol>	<p>CID clothing record, vouchers, voucher register, subvoucher and other documents: Destroy 1 year after inspection and clearance by Comptroller, USACIDC.</p>
509-04	<p>Crime prevention program files. Documents created in planning, coordinating, executing, and reviewing courses of action for the prevention of crimes and offenses.</p>	<p>Offices in charge of directing or developing this program: Permanent</p> <p>Other offices: Destroy after 2 years, on supersession or on obsolescence.</p>

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after when 20 yrs old  
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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
509-05	<p><b>Crime prevention survey files.</b> Documents on surveys of internal areas conducted to minimize or eliminate the opportunity or desire to commit or engage in criminal activities. Included are—</p> <ol style="list-style-type: none"> <li>Survey reports.</li> <li>Recommendations.</li> <li>Evaluations.</li> <li>Related papers.</li> </ol>	<p>Destroy on completion of next survey of the same facility or 1 year after inactivation of the facility to which the survey pertains.</p>
509-06	<p><b>Special agent accreditation files.</b> Documents on the accreditation, non-accreditation, or withdrawal of accreditation of persons as criminal investigators. Included are:</p> <ol style="list-style-type: none"> <li>Applications.</li> <li>Recommendations.</li> <li>Approvals.</li> <li>Disapprovals.</li> <li>Related papers.</li> </ol>	<p>Approved accreditation, withdrawal of accreditations, and related papers: Destroy 10 years after separation, or retirement of person.</p> <p>Disapproved accreditations and related papers: Destroy after 1 year.</p>
509-07	<p><b>Provost marshal activities reporting files.</b> Reports containing statistical data on offenses, crime trends, confinements, traffic law enforcement, and other military police activities. Included are—</p> <ol style="list-style-type: none"> <li>Basic reports.</li> <li>Consolidated reports.</li> <li>Analysis.</li> </ol>	<p>Offices performing Army-wide responsibility:</p> <ol style="list-style-type: none"> <li>Consolidated data: Permanent.</li> <li>Feeder reports and similar data: Destroy on consolidation or extraction of essential data.</li> </ol> <p>Major command headquarters: Destroy after 5 years.</p> <p>Other offices: Destroy after 1 year.</p>
509-08	<p><b>FBI criminal-type reporting files.</b> FBI reports concerning crimes against the Government (except those involving espionage, sabotage or loyalty matters) or those containing criminal suitability-type information on members of the Army and DA civilians which are sent to commands and agencies concerned for information or proper action.</p> <p><i>Note 1.</i> This description does not include criminal-type FBI reports included as exhibits in military police criminal investigation reports or intelligence-type FBI reports.</p> <p><i>Note 2.</i> Send reports containing loyalty information on members of the Army and DA civilians to the US Army Investigative Records Repository after completion of action or 1 year after case becomes inactive.</p>	<p>On completion of action on the case, send copy of report to Crime Records Center, US Army Criminal Investigation Command, 2301 Chesapeake Avenue, Baltimore, MD 21222.</p> <p>Copies of reports kept by preparing offices: Destroy after 3 years provided that a copy has been sent, and DA Form 209 (Delay, Referral, or Follow-up Notice) acknowledging receipt of report by CDR, USACIDC has been received.</p> <p>Other copies: Destroy after 1 year.</p>
509-09	<p><b>Criminal investigation status reporting files.</b> Documents are gathered in Headquarters, US Army Criminal Investigation Command which provide information on the status of criminal investigations. Included are—</p>	<p>Destroy in CFA after 5 years except that selected documents containing information of current operational value will be reviewed yearly for continued retention not to exceed 20 years.</p>

OFFER when 20 years  
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File No.	Description	Disposition
	<ul style="list-style-type: none"> <li>a. Reports.</li> <li>b. Action officers activity summaries.</li> <li>c. Letters.</li> <li>d. Messages.</li> <li>e. Notes.</li> <li>f. Reports of investigation containing witness statements.</li> <li>g. Subject statements.</li> <li>h. Agents statements.</li> <li>i. Documents evidence.</li> <li>j. Action log (numerical sequence).</li> <li>k. Related documents.</li> </ul>	
509-10	<p><b>CRIM INVEST</b>                      Criminal investigation case files. CID reports of investigations, criminal information reports, character investigation reports and other records and reports controlled by CID Action Record.</p>	<p>Crime Records Center, HQ, USA-CIDC: Destroy 40 years after date of final action. <b>A</b></p> <p>Initial/status reports received by Crime Records Center: Destroy after receipt of final report at Crime Records Center, unless it contains data not included with final report. Initial/status reports retained by Crime Records Center will be destroyed 40 years after final action. <b>B</b></p> <p>HQ USACIDC regions, districts, field offices: <b>C</b></p> <ul style="list-style-type: none"> <li>a. Information copies received from preparing agency: Destroy after 1 year. <b>c1</b></li> <li>b. Other copies: Destroy 3 years after date of final report, unless a report of disciplinary action is required, in which case destroy 3 years after date of report of disciplinary action. <b>c2</b></li> <li>c. Resident agency: Transfer to parent element 1 year after date of final report, unless a report of disciplinary action is required, in which case, transfer to parent element 1 year after date of report of disciplinary action. <b>c3</b></li> <li>d. Actions closed on CID Action Record (CID Form 66): Destroy 3 years after date of final action. <b>c4</b></li> </ul>
509-11	<p>Evidence ledger and evidence custody files. Documents created by the US Army Criminal Investigation Command worldwide. They consist of documents showing the description, receipt, and disposition of physical property held as evidence for use in military or civil court proceedings, or for further use by criminal in-</p>	<p>Evidence ledger: Destroy 3 years after all listed items of evidence have been disposed of.</p> <p>Evidence custody: Resident agency/field officer (RA/FO): Send original with disposition authorization and destruction certificate to Crime Records Center after final action is taken.</p>



<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	investigators, or crime laboratories. Included are— <i>a.</i> Evidence vouchers. <i>b.</i> Statements of destruction. <i>c.</i> Ledgers. <i>d.</i> Related documents.	<i>a.</i> Copies kept at RA/FO: Destroy after notification that original has been received by Crime Records Center. <i>b.</i> Crime Records Center: Destroy 40 years after date of final report.
509-12	Polygraph examination files. Copies of examination records (other than original copies attached to the original (repository) copies of CID Reports of Investigation), including exhibit copies of polygraph examination reports.	Destroy 3 months after the pertinent investigation report has been closed or completed.
509-13	US Army Criminal Investigation Laboratory reporting files. Retained copies of laboratory reports, findings, ballistics tests, chemical analyses; and related correspondence, forms, and indexes prepared in conducting tests of material which may be used as evidence or exhibits in criminal investigations.	Destroy after 5 years.
509-14	Absentee case files. Case files containing records of absentees (AWOL personnel, escaped military prisoners (US Army personnel), and deserters). The files contain documents which pertain to the return or apprehension of absentee, and include reports on— <i>a.</i> Absentees wanted by the Armed Forces. <i>b.</i> The return of absentees. <i>c.</i> The apprehension of absentees. <i>d.</i> Correspondence on the description of absentees. <i>e.</i> Leads for apprehension.	Destroy 3 months after arrest or apprehension or completion of case, or 3 years after creation if absentee is not returned to military control. However, in time of war, when the person is not arrested or apprehended, retain until determined that the person died or was discharged without arrest or apprehension.
509-15	MP reporting files. Military police reports concerning routine complaints received and incidents observed or reported to military police (excluding criminal investigations). Included are reports with supporting documents such as— <i>a.</i> Statements. <i>b.</i> Affidavits. <i>c.</i> Copies of provisional passes. <i>d.</i> Similar documents. <i>Note 1.</i> This description does not include files furnished for court-martial purposes. <i>Note 2.</i> Military police reports of special categories of complaints (defined in AR 190-45) will be sent to Crime Records Center, US Army Criminal Investigation Command, 2301 Chesapeake Avenue, Baltimore, MD 21222. They will be kept under file number 509-10, Criminal investigation case files.	Destroy after 5 years.

File No.	Description	Disposition
509-16	<p>MP journal files.</p> <p>a. Documents containing a chronological record of police activity developed from—</p> <ol style="list-style-type: none"> <li>(1) Reports.</li> <li>(2) Complaints.</li> <li>(3) Incidents.</li> <li>(4) Information received and action taken.</li> <li>(5) Record of police radio traffic.</li> </ol> <p>b. Included are—</p> <ol style="list-style-type: none"> <li>(1) Desk blotters.</li> <li>(2) Police radio logs.</li> </ol>	<p>Destroy in CFA after 5 years.</p> <p>A Peacetime: Destroy in CFA after 5 years.</p> <p>B Mobilization: Units in a combat environment or designated as combat support elements: Destroy after 50 years.</p> <p>C Other elements: Destroy in CFA after 5 years.</p> <p>[NCI-AU-81-26, signed 9/23/81; 82]</p>
509-17	<p>MP desk reference files. Card indexes containing the names of persons who are identified in military police reports as—</p> <ol style="list-style-type: none"> <li>a. Subject.</li> <li>b. Victim.</li> <li>c. Complainant.</li> <li>d. Witness in connection with a complaint.</li> </ol>	<p>Each January withdraw cards; destroy 5 years after date of last entry on card.</p>
509-18	<p>Police property files.</p> <p>a. Documents showing the receipt and release of property that is—</p> <ol style="list-style-type: none"> <li>(1) Found.</li> <li>(2) Impounded.</li> <li>(3) Seized as contraband.</li> <li>(4) Prohibited property.</li> <li>(5) Safeguarded for detained personnel.</li> </ol> <p>b. Included are—</p> <ol style="list-style-type: none"> <li>(1) Logs.</li> <li>(2) Receipts.</li> <li>(3) Releases.</li> <li>(4) Related papers.</li> </ol>	<p>Destroy 5 years after return or release of property.</p>
509-19	<p>Prisoners or detained person receipt files. Documents showing the receipt of prisoners or detained person.</p>	<p>Destroy after 3 years.</p>
509-20	<p>Provisional pass files. Retained copies of passes issued to personnel for use during travel to their units.</p>	<p>Destroy after 3 years.</p>
509-21	<p>Loss, theft, and recovery of firearms files. Reports on the loss, theft, and recovery of firearms, ammunition, and related items.</p>	<p>Offices performing Army-wide responsibility: Destroy after 20 years.</p> <p>Other offices: Destroy 1 year after recovery, or after 5 years, whichever is first. Keep in CFA.</p>
509-22	<p>Serious incident reporting files. Reports of serious incidents which may embarrass or be of concern to DA or DOD. Included are initial, supplemental, terminal, and special interest followup reports, and related documents.</p>	<p>Destroy 1 year after completion or receipt of final report.</p>

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
509-23	Criminal investigation data reference files. Cards kept by CID units showing persons involved in criminal investigations. Included are DA Forms 2804 (Criminal Data Reference Card).	Cards sent to Crime Records Center: Destroy 40 years after date of final report. Other offices: Review yearly and destroy cards which have not shown an entry in the 3 previous years.
509-24	Polygraph certification files. Documents on certification of polygraph examiners. Included are— a. Applications. b. Recommendations. c. Approvals. d. Disapprovals. e. Related documents.	Approved certification: Destroy in CFA 10 years after separation or retirement of person. Disapproved certification and related papers: Destroy after 1 year.
509-25	Criminal investigative case/complaint log files. Logs which show information necessary to facilitate and control criminal investigative actions.	Crime Records Center, HQ, USA-CIDC: Destroy 40 years after date of final action. HQ USACIDC, Region HQ, separate field offices: Destroy 3 years after final action on all entries.
509-26	CID investigative activities reporting files. Documents containing statistical and analytical data on Reports Investigation, Crime Prevention Surveys, Criminal Information Reports, laboratory examinations, and other CID investigative activities. Included are— a. CID Form 41 (Summary Report on CID Activities). b. CID Form 49 (Summary Report of CID Laboratory Activities). c. Recurring reports and studies. d. Related ADP registers.	HQ, USACIDC: Destroy in CFA after 6 years. Region Headquarters: Destroy in CFA after 2 years. District Field Offices and subordinate elements: Destroy in CFA after 1 year.
509-27	Photographic identification files. Photographs of persons who are suspects/subjects of criminal investigations. Included are— a. Separate control logs/ledgers providing identifying data on the person in the photograph. b. Related documents.	Destroy in CFA after 3 years.
509-28	Informant files. Documents relating to informants used in the conduct of investigations. Included are— a. Informant data cards (CID Form 20). b. Agent activity summaries (CID Form 20). c. Cross index cards. d. Related documents.	HQ USACIDC: Informant cards and cross index cards: Destroy in CFA 5 years after termination of informant's service. USACIDC subordinate elements: Master source file: Destroy when no longer needed to control or facilitate work. Informant file and cross index cards: Destroy in CFA 2 years after termination of informant's service.

## 510—CRIMINAL INFORMATION FILES

These files relate to any person, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and personnel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
510-01	<p><b>Criminal information reports and cross-index cards.</b> Documents on any person, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and personnel. They may include information on—</p> <p><i>a.</i> Persons, action officer's activity summary, letters, messages, and notes.</p> <p><i>b.</i> Reports of investigation containing witness statements, subject statements, and technical investigative data.</p> <p><i>c.</i> Indices containing codes for the type of crime.</p> <p><i>d.</i> Agencies, firms, DA, and DOD organizations which were the subjects of criminal investigations.</p>	<p>HQ USACIDC: Destroy in CFA after 5 years or earlier when reports are no longer needed as authorized according to action by the USACIDC Criminal Investigative Records Standing Review Board. Selected reports containing information of current operational value may be kept past 5 years, and thereafter review yearly for continued retention, not to exceed 20 years.</p> <p>Region headquarters: Destroy in CFA after 3 years or earlier when authorized according to action by the USACIDC Criminal Investigative Records Standing Review Board. Deleted reports and corresponding cards containing information of current operational value may be kept past 3 years, and thereafter reviewed yearly for continued retention, not to exceed 5 years.</p> <p>Separate districts, districts, field offices, and designated resident agencies: Destroy in CFA after 3 years or earlier when authorized according to action by the USACIDC Criminal Investigative Record Standing Review Board.</p>
510-02	<p><b>Criminal Information Bulletin (CIB) files.</b> Criminal Information Bulletin (CIB) used to send out criminal information to subordinate units with USACIDC. The CIB contains—</p> <p><i>a.</i> The review and analysis of criminal information reports.</p> <p><i>b.</i> Reports of investigation.</p> <p><i>c.</i> The crime prevention survey.</p> <p><i>d.</i> Other investigative documents received.</p>	<p>HQ USACIDC: Destroy in CFA after 5 years or earlier when reports are no longer needed as authorized according to action by the USACIDC Criminal Investigative Records Standing Review Board. Selected reports containing information of current operational value may be kept past 5 years, and thereafter reviewed yearly for continued retention, not to exceed 20 years.</p> <p>Region headquarters: Destroy after 1 year, except that selected bulletins, and corresponding information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.</p>

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
		Separate districts, districts, field offices, and designated resident agencies: Destroy after 1 year, except that selected bulletins and corresponding cards containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.
510-03	<b>Lateral criminal information reports.</b> Documents on any person, civilian or military, suspected of being involved in a report of possible criminal activity affecting the US Army's interests, property, and personnel.	HQ USACIDC and region headquarters: Destroy after 3 years.  Separate districts, districts, field offices, and designated resident agencies: Destroy after 3 years.
510-04	<b>Essential elements of criminal information files.</b> Documents containing specific items of information and development of information pertaining to critical criminal activities and crime prone areas.	HQ USACIDC: Destroy after 1 year, except that selected EECI containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.  Region headquarters: Destroy after 1 year.  Separate districts, districts, field offices, and designated resident agencies: Destroy after 1 year.
510-05	<b>Criminal information data files.</b> Documents created by districts, field offices, and resident agencies containing raw data and significant data kept separately.	Destroy in CFA after 3 years or earlier when authorized according to action by the USACIDC Criminal Investigative Records Standing Review Board.
510-06	<b>Criminal information index printout files.</b> Indexes which contain lists of names, offenses and modus operandi information as reported in Criminal Information Reports (CIR).	HQ USACIDC: Destroy after 1 year. Selected printouts containing information of operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 20 years.  Region headquarters: Destroy after 1 year. Selected printout containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

### 511—MILITARY POLICE AND CIVILIAN GUARD PROTECTIVE SERVICES FILES

These files relate to military police and civilian guard activities concerned with the protection and security of installations. Included are—

- a. Personnel identification.
- b. Vehicle and firearm registration.
- c. Traffic law enforcement.
- d. Physical security surveys.
- e. Sentry dog files.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
511-01	Security identification application files. Documents on the issue of security identification cards or badges. Included are— a. Applications. b. Related documents.	Destroy 3 months after turn-in of card or badge.
511-02	Security identification accountability files. Documents used to keep accountability for identification cards and badges. Included are— a. Registers. b. Similar or related documents.	Destroy 3 years after last card or badge number entered has been accounted for.
511-03	Trophy firearm registration files. Documents on the retention and registration of firearms secured by persons during armed conflicts. Included are— a. Retention authorizations. b. Registration forms. c. Directly related correspondence.	Offices performing Army-wide responsibility: Permanent. Cut off on cessation of hostilities. Other offices: Destroy after 3 years.
511-04	Firearms authorization files. Documents authorizing DA civilian employees to carry firearms. Included are— a. Firearms authorization cards. b. Related papers.	Destroy on expiration of authorization.
511-05	Parking permit control files. Documents on— a. The allotment of parking spaces. b. Control of issuance and withdrawal of parking permits. c. The recording of violations by holders of parking permits.	Destroy on transfer or separation of parking permit holder, or when permit is superseded or revoked, whichever is first.
511-06	Vehicle registration and driver record files. Documents used to— a. Register privately owned motor vehicles. b. Record traffic violations and accidents of individual drivers.	Dispose of as provided by AR 190-5-1.
511-07	Missing vehicle register card files. Cards showing the description of missing or stolen military or civilian vehicles. Included are—	Destroy 1 year after recovery of the vehicle, or 3 years after the end of the year of creation if not recovered.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<ul style="list-style-type: none"> <li>a. Vehicle registers.</li> <li>b. Similar papers.</li> </ul>	
511-08	<p><b>Registration and permit files.</b></p> <ul style="list-style-type: none"> <li>a. Documents on the registration of—               <ul style="list-style-type: none"> <li>(1) Restricted property.</li> <li>(2) Privately owned weapons.</li> </ul> </li> <li>b. Documents on the issuance of hunting, fishing, and trapping permits.</li> </ul>	Destroy 1 year after expiration or revocation, or after 1 year if expiration or revocation is not applicable.
511-09	<p><b>Law enforcement files.</b> Documents on traffic enforcement activities, minor offenses, and uniform violation notices referred to US District Courts. Included are—</p> <ul style="list-style-type: none"> <li>a. Traffic law enforcement surveys.</li> <li>b. Accident reports.</li> <li>c. Traffic violation reports.</li> <li>d. Notices.</li> <li>e. Summons and violation notices (DD Form 1805).</li> </ul> <p><i>Note.</i> This description does not include documents on traffic accidents that are sent to and held by claims officers.</p>	Destroy in CFA after 2 years.
511-10	<p><b>Traffic survey files.</b> Documents showing the results of installation traffic surveys conducted to gain greatest flow and control of traffic. Included are—</p> <ul style="list-style-type: none"> <li>a. Reports.</li> <li>b. Recommendations.</li> <li>c. Related papers.</li> </ul>	Destroy after next comparable survey.
511-11	<p><b>Key accountability files.</b> Documents on the issue, return, and accountability for keys to secure areas.</p>	<p>Files on keys to restricted security areas: Destroy 3 years after turn-in of key.</p> <p>Files on keys to other areas: Destroy 6 months after turn-in of key.</p>
511-12	<p><b>Guard reporting files.</b> Retained copies of the Guard Report which is prepared daily and submitted to the installation commander or authorized representative.</p>	Destroy after 1 year.
511-13	<p><b>Gate guard files.</b> Documents on measures taken to guard Government facilities and military prisoners (US Army personnel). Included are—</p> <ul style="list-style-type: none"> <li>a. Assignment sheets.</li> <li>b. Gun registers.</li> <li>c. Registers showing movement of personnel or vehicles into or out of Government facilities.</li> <li>d. Package passes.</li> <li>e. Routine or negative reports.</li> <li>f. Similar papers.</li> </ul>	Destroy after 6 months.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
511-14	Patrol reporting files. Military police patrol report files and guard service control files. Included are— a. Reports of patrols who keep order in towns, on trains, and at transportation terminals. b. Guard check sheets. c. Door slip summaries. d. Routine and negative reports. e. Round reports. f. Service reports on interruptions and tests. g. Punch clock dial sheets. h. Similar papers.	Destroy after 1 year.
511-15	Sentry dog record files. Documents comprising the administration record of each sentry dog. Included are— a. The dog record card. b. Training and utilization record. c. Certificate of death form. d. Other nonmedical records.	Dispose of in accordance with AR 190-12.
511-16	Sentry dog facility inspection files. Inspection checklists used during inspection of sentry dog facilities.	Destroy after 1 year.
511-17	Physical security survey and inspection file. Documents on yearly installation surveys and inspections of selected installation activities which are concerned with the examination of physical and procedural safeguards of the installation and activities. Included are— a. Survey reports. b. Inspection reports. c. Recommendations. d. Related documents.	Destroy after next comparable yearly survey or inspection, or after determination that protection resources are no longer required.
511-18	Expelled or barred person files. Documents showing the expulsion and barring of persons from Army installations. Included are— a. Expulsion orders. b. Investigative reports. c. Related documents.	Destroy on revocation. Keep in CFA. However, these files may be cut off and transferred to the RHA when no longer needed in CFA for current operations.  Destroy on separation or retirement of person.
511-19	Military police investigator certification files. Documents on eligibility and suitability of personnel nominated by commanders for selection and certification as military police investigators. Included are— a. Requests. b. Name checks. c. Background checks. d. Approvals. e. Appeals. f. Rebuttals.	Destroy on separation or retirement of person.  Major Army command: Destroy 1 year after person's reassignment from major command.  Installation/activity: Destroy 1 year after person's departure/reassignment from installation/activity.

MASS DATA CHANGE SHEET NOT REQUIRED.



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File No.	Description	Disposition
511-20	<p><i>g.</i> Related documents.</p> <p>Military police investigator consideration files. Documents on personnel considered and nonselected as military police investigators and the temporary or permanent withdrawal of credentials and related documents. Included are—</p> <ul style="list-style-type: none"> <li>a. Requests.</li> <li>b. Name checks.</li> <li>c. Background checks.</li> <li>e. Appeals.</li> <li>f. Rebuttals.</li> <li>g. Related documents.</li> </ul>	Destroy after 3 years.
511-21	<p>Local criminal information files. Documents on criminal activities directed against or involving US Army personnel, functions or prospects pertaining to local persons, criminals and incidents. Included are reports on—</p> <ul style="list-style-type: none"> <li>a. Local persons.</li> <li>b. Criminals.</li> <li>c. Crimes.</li> <li>d. Organizations.</li> <li>e. Incidents.</li> <li>f. Criminal methods of operation.</li> <li>g. Related documents.</li> </ul>	Destroy on supersession, obsolescence, or deactivation of the related area command.
511-22	<p>Personnel control facilities files. Documents gathered at DA and major command headquarters on the operations of personnel control facilities from their establishment until their closure. Included are—</p> <ul style="list-style-type: none"> <li>a. Evaluations.</li> <li>b. Statistical reports.</li> <li>c. Feasibility studies to determine establishment or closure.</li> <li>d. Similar or related documents.</li> </ul>	<p>HQDA: Permanent. <i>Offer to NARS when 20 years old (per NCI-AU-77-142)</i></p> <p>Major command headquarters: Destroy 15 years after close of personnel control facility.</p>
511-23	<p><i>MP investigator credential control files. Documents showing the issue and control of credentials naming MP investigator personnel. Included are—</i></p> <ul style="list-style-type: none"> <li>a. Receipts</li> <li>b. Inventories</li> <li>c. Related documents</li> </ul>	<p><i>Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials.</i></p> <p><i>Other receipts and inventories: Destroy after next inventory if all items are accounted for.</i></p>
	<p><i>[NCI-AU-82-2, signed 11/17/81; PS]</i></p>	

## 512—MILITARY CENSORSHIP FILES

These files are created from plans and methods for all types of censorship systems conducted by personnel of the Armed Forces, including—

- a. Armed Forces.
- b. Civil.
- c. Prisoner of war.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
512-01	Armed Forces censorship files. Documents on systems for the examination and control of personal communications to or from military personnel or persons accompanying or serving with the Armed Forces.	Permanent. offer when 20 years old NCI-AU-78-14
512-02	Civil censorship files. Documents relating to systems for the examination and control of communications to or from the members of the civil population not attached to the Armed Forces, in territories occupied, controlled, or liberated by the Armed Forces.	Permanent. offer when 20 years old NCI-AU-78-14
512-03	Prisoner of war censorship files. Documents on systems for the examination and control of communications to or from enemy prisoners of war held by the military authority.	Permanent.

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AR 340-18-5

513—PRISONER OF WAR AND CIVILIAN INTERNEE/DETAINEE FILES

These files are gathered from the administration of prisoners of war (PW), and civilian internees (CI)/detainees. They relate to—

a. Enemy personnel and civilians captured or interned by, or in the custody of US Forces.

b. US military personnel and civilians captured or interned by, or in the custody of enemy forces or foreign powers.

File No.	Description	Disposition
513-01	Individual enemy PW/CI/detainee files. Documents on individual enemy prisoners of war and civilian internees/detainees. Included are— a. Individual personnel jackets containing questionnaires, correspondence, basic personnel and clinical records. b. Reports of injury, escape, apprehension, death, and punishments. c. Records of impounded personal effects and foreign currency. d. Similar records of enemy PW/CI/detainees.	<del>See NCI-AV-78-57</del> PW camps: On death, repatriation, release, or transfer to the custody of an allied power, send to the US Prisoner of War Information Center (Br). US Prisoner of War Information Center (Br): On cessation of hostilities, or when no longer needed for current operation, send to the US Prisoner of War Information Center. US Prisoner of War Information Center: Permanent. <i>Destroy when 30 years old see NCI-AV-78-57</i>
513-02	Enemy PW/CI/detainee general information files. Documents on the overall operation and conduct of the enemy PW/CI/detainee program. It excludes other files described in this record series.	Permanent. <i>offer when 20 years old dw NCI-AV-78-57</i>
513-03	Enemy PW/CI/detainee status inquiry files. Inquiries from Government agencies, Protecting Powers, International Committee of the Red Cross (ICRC), and other interested agencies requesting information on the status of individual enemy PW, CI, and detainees.	<del>Permanent</del> <i>Destroy when 30 years old dw see NCI-AV-78-57</i>
513-04	Enemy Pw/CI detainee complaint and investigation files. a. Documents concerning— (1) PW/CI/detainee complaints. (2) Investigations of PW/CI/detainee camp treatment. (3) Camp incidents. (4) Deaths. (5) Similar matters. b. Included are— (1) Complaints. (2) Reports of action. (3) Comments. (4) Correspondence with Protecting Powers, ICRC, and other responsible agencies.	Permanent. <i>offer when 20 years old dw NCI-AV-78-57</i>
513-05	Internee strength reporting files. Reports prepared by PW/CI/detainee camps and hospitals showing—	Permanent. <i>offer when 20 years old dw NCI-AV-78-57</i>

1 September 1980

File No.	Description	Disposition
	<ul style="list-style-type: none"> <li>a. The assigned and attached PW/CI/detainee strength, gains, and losses.</li> <li>b. Status of PW, CI, and detainees.</li> <li>c. Historical data and other information.</li> </ul>	
513-06	<p><b>Enemy PW/CI/detainee roster files.</b> Documents identifying PW, CI, and detainees captured or interned by, or in the custody of US Forces. Included are—</p> <ul style="list-style-type: none"> <li>a. Master machine printouts.</li> <li>b. Master punched cards.</li> <li>c. Master magnetic tapes.</li> </ul>	Permanent. <i>OFFER when 10 years old</i> <i>OLW AU-78-57</i> <i>NCI-</i>
513-07	<p><b>Enemy PW/CI/detainee property accounting files.</b> Documents which account for property confiscated from or held for enemy PW, CI, and detainees. Included are—</p> <ul style="list-style-type: none"> <li>a. Receipts for property returned to PW/CI/detainee or released to Protecting Power.</li> <li>b. Statements concerning property not returned.</li> <li>c. Locations of property held.</li> <li>d. Related papers.</li> </ul>	Permanent. <del>Permanent.</del> <i>SEE NCI-AU-78-57</i>
513-08	<p><b>Enemy PW/CI/detainee educational media files.</b> Documents on the development and use of media designed for use in the PW/CI/detainee education program. Included are—</p> <ul style="list-style-type: none"> <li>a. Programs of instructions.</li> <li>b. Lesson plans and outlines.</li> <li>c. Instructor's guides.</li> <li>d. Recommendations.</li> <li>e. Evaluations of media.</li> <li>f. Related papers.</li> </ul>	Permanent. <i>OFFER when 20 years old</i> <i>NCI-AU-78-57</i>
513-09	<p><b>Enemy PW/CI/detainee labor noncontract files.</b> Permanent.</p> <ul style="list-style-type: none"> <li>a. Documents on the use of PW/CI/detainee labor for paid work which is not covered by contract, such as—               <ul style="list-style-type: none"> <li>(1) PW camp and hospital work for which compensation is authorized.</li> <li>(2) Employment by Federal agencies covered by memorandum agreements.</li> <li>(3) Certifications of need for employment of PW.</li> <li>(4) Interdepartmental agreements.</li> </ul> </li> <li>b. Included are—               <ul style="list-style-type: none"> <li>(1) Copies of the work classifications.</li> <li>(2) Pay scales or rates.</li> <li>(3) Related papers.</li> </ul> </li> </ul>	Permanent. <del>Permanent.</del> <i>SEE NCI-AU-78-57</i>

File No.	Description	Disposition
513-10	<p><b>Enemy PW labor contract files.</b></p> <p>a. Documents on PW labor contracts with contract employers and other employers such as—</p> <ul style="list-style-type: none"> <li>(1) PW canteens.</li> <li>(2) AAF Exchange.</li> <li>(3) Service clubs.</li> <li>(4) Similar activities whose use of PW labor must be by contract.</li> </ul> <p>b. Included are—</p> <ul style="list-style-type: none"> <li>(1) Copies of contracts and amendments.</li> <li>(2) Certification of need for employment of PW labor.</li> <li>(3) Other papers on the administration of the contract.</li> </ul>	<p><del>Permanent.</del></p> <p><i>offer when 20 years old</i>  <i>NCI-AV-78-57</i>  <i>See NCI-AV-78-57</i></p>
513-11	<p><b>Enemy PW/CI camp labor reporting files.</b> Reports summarizing monthly PW work Activity. Data reported include—</p> <ul style="list-style-type: none"> <li>a. Total PW man-days assigned.</li> <li>b. Total PW man-days worked.</li> <li>c. Number of rest days.</li> <li>d. Classification of work.</li> <li>e. Other data on PW and CI work activity.</li> </ul>	<p>Permanent. <i>Offer when 20 years old</i>  <i>NCI-AV-78-57</i></p>
513-12	<p><b>Enemy PW/CI payroll files.</b> Documents listing pay and allowances to be credited to and deductions from individual PW/CI accounts. These are copies kept by the PW camp or hospital.</p>	<p><del>Permanent.</del></p> <p><i>See NCI-AV-78-57</i></p>
513-13	<p><b>Enemy PW/CI pay data subsidiary files.</b> Documents containing data used to determine the amount of pay due to PW and CIs for work performed. Data include—</p> <ul style="list-style-type: none"> <li>a. Date and hours worked.</li> <li>b. Type of work.</li> <li>c. Rate of pay.</li> <li>d. Similar data.</li> </ul>	<p>Send with individual enemy PW/CI files. (File number 511-01.)</p>
513-14	<p><b>Enemy PW/CI pay and allowances record files.</b> Documents showing the day-to-day status of pay and allowances due individual PW and CIs from all authorized sources, and deductions to be made. Data are used to prepare PW/CI payrolls and vouchers.</p>	<p>Send with individual enemy PW/CI files. (File Number 511-01.)</p>
513-15	<p><b>Individual US PW/CI/detainee files.</b> Documents on the internment and treatment of individual US PW/CI/detainee by foreign powers. Included are—</p> <ul style="list-style-type: none"> <li>a. Personnel jackets containing reports of injury, escape, apprehension, location, punishment, and death.</li> </ul>	<p>After notice of death or return to US Government control: Files of PW, CI, and detainees employed by the US Government will be sent to the custodian of the person's official personnel folder.</p>

See NCI-AJ-82-9 for 1513 serps

File No.

Description

Disposition

b. Records of impounded personal effects and US currency.

c. Similar records on individual US PW/CI/detainee.

Note. These files are kept by the US Prisoner of War Information Center and US Prisoner of War Information Center Branch.

513-16

US PW/CI/detainee roster files. Documents identifying PW, CI, and detainees captured or interned by, or in the custody of foreign powers. Included are—

- a. Master machine printouts.
- b. Master punchcards.
- c. Master magnetic tapes.

Permanent.

offer when 10 years old  
NCI-AJ-78-57

513-17

US PW/CI/detainee status inquiry files. Inquiries requesting information on the status of US, PW, CI, and detainees. Inquiries are received from—

- a. Next-of-kin.
- b. Government agencies.
- c. The Protecting Powers.
- d. International Committee of the Red Cross.
- e. Other interested agencies.

Permanent.

offer when 20 years old  
NCI-AJ-78-57

513-18

US PW/MIA/detainee intelligence files. Documents relating to and containing information concerning DA personnel who have been—

- a. Designated Missing in Action (MIA).
- b. Recovered from hostile control and debriefed for intelligence/counterintelligence information. Included are—
  - (1) Reports.
  - (2) Related or similar documents.

Permanent.

513A--ENEMY PRISONER OF WAR CAMP/HOSPITAL RECORDS

These files accumulate from the administration of  
Enemy Prisoner/Civilian Internee/Detainees at  
Prisoner of War Camps and Hospitals.

✓  
ACU  
See 513B Accounts  
C  
513A,B,C

File No.	Description	Disposition
513-01A	<b>Individual enemy PW/CI/detainee files.</b> Documents on individual enemy prisoners of war and civilian internees/detainees. Included are— a. Individual personnel jackets containing questionnaires, correspondence, basic personnel and clinical records. b. Reports of injury, escape, apprehension, death, and punishments. c. Records of impounded personal effects and foreign currency. d. Similar records of enemy PW/CI/detainees.	<del>Permanent. Retire to WNRC upon inactivation of the PW Camp/Hospital.</del>  Withdrawn
513-03A	<b>Enemy PW/CI/detainee status inquiry files.</b> Inquiries from Government agencies, Protecting Powers, International Committee of the Red Cross (ICRC), and other interested agencies requesting information on the status of individual enemy PW, CI, and detainees.	Retire to WNRC upon inactivation of the PW Camp/Hospital. Destroy after 30 years.
513-04A	<b>Enemy PW/CI detainee complaint and investigation files.</b> a. Documents concerning— (1) PW/CI/detainee complaints. (2) Investigations of PW/CI/detainee camp treatment. (3) Camp incidents. (4) Deaths. (5) Similar matters. b. Included are— (1) Complaints. (2) Reports of action. (3) Comments. (4) Correspondence with Protecting Powers, ICRC, and other responsible agencies.	Permanent. Retire to WNRC upon inactivation of the PW Camp/Hospital.
513-05A	<b>Internee strength reporting files.</b> Reports prepared by PW/CI/detainee camps and hospitals showing—	Permanent. Retire to WNRC upon inactivation of the PW Camp/Hospital.

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File No.	Description	Disposition
	<ul style="list-style-type: none"> <li>a. The assigned and attached PW/CI/detainee strength, gains, and losses.</li> <li>b. Status of PW, CI, and detainees.</li> <li>c. Historical data and other information.</li> </ul>	
513-06 A	<p>Enemy PW/CI/detainee roster files. Documents identifying PW, CI, and detainees captured or interned by, or in the custody of US Forces. Included are—</p> <ul style="list-style-type: none"> <li>a. Master machine printouts.</li> <li>b. Master punched cards.</li> <li>c. Master magnetic tapes.</li> </ul>	Permanent. Retire to WNRC upon inactivation of the PW Camp/hospital.
513-07 A	<p>Enemy PW/CI/detainee property accounting files. Documents which account for property confiscated from or held for enemy PW, CI, and detainees. Included are—</p> <ul style="list-style-type: none"> <li>a. Receipts for property returned to PW/CI/detainee or released to Protecting Power.</li> <li>b. Statements concerning property not returned.</li> <li>c. Locations of property held.</li> <li>d. Related papers.</li> </ul>	Retire to WNRC upon inactivation of the PW Camp/Hospital. Destroy after 20 years.
513-09 A	<p>Enemy PW/CI/detainee labor noncontract files.</p> <ul style="list-style-type: none"> <li>a. Documents on the use of PW/CI/detainee labor for paid work which is not covered by contract, such as— <ul style="list-style-type: none"> <li>(1) PW camp and hospital work for which compensation is authorized.</li> <li>(2) Employment by Federal agencies covered by memorandum agreements.</li> <li>(3) Certifications of need for employment of PW.</li> <li>(4) Interdepartmental agreements.</li> </ul> </li> <li>b. Included are— <ul style="list-style-type: none"> <li>(1) Copies of the work classifications.</li> <li>(2) Pay scales or rates.</li> <li>(3) Related papers.</li> </ul> </li> </ul>	Retire to WNRC upon inactivation of the PW Camp/Hospital. Destroy after 20 years.



File No.  
513-10A

File No.	Description	Disposition
513-10A	<p>Enemy PW labor contract files.</p> <p>a. Documents on PW labor contracts with contract employers and other employers such as—</p> <p>(1) PW canteens.</p> <p>(2) AAF Exchange.</p> <p>(3) Service clubs.</p> <p>(4) Similar activities whose use of PW labor must be by contract.</p> <p>b. Included are—</p> <p>(1) Copies of contracts and amendments.</p> <p>(2) Certification of need for employment of PW labor.</p> <p>(3) Other papers on the administration of the contract.</p>	Retire to WNRC upon inactivation of the PW Camp/Hospital. Destroy after 20 years.
513-11A	<p>Enemy PW/CI camp labor reporting files. Reports summarizing monthly PW work Activity. Data reported include—</p> <p>a. Total PW man-days assigned.</p> <p>b. Total PW man-days worked.</p> <p>c. Number of rest days.</p> <p>d. Classification of work.</p> <p>e. Other data on PW and CI work activity.</p>	Permanent. Retire to WNRC upon activation of the PW Camp/Hospital.
513-12 A	<p>Enemy PW/CI payroll files. Documents listing pay and allowances to be credited to and deductions from individual PW/CI accounts. These are copies kept by the PW camp or hospital.</p>	Retire to WNRC upon activation of the PW Camp/Hospital. Destroy after 20 years.
513-13 A	<p>Enemy PW/CI pay data subsidiary files. Documents containing data used to determine the amount of pay due to PW and CIs for work performed. Data include—</p> <p>a. Date and hours worked.</p> <p>b. Type of work.</p> <p>c. Rate of pay.</p> <p>d. Similar data.</p>	Send with individual enemy PW/CI files. (File number: 513-01).
513-14 A	<p>Enemy PW/CI pay and allowances record files. Documents showing the day-to-day status of pay and allowances due individual PW and CIs from all authorized sources, and deductions to be made. Data are used to prepare PW/CI payrolls and vouchers.</p>	Send with individual enemy PW/CI files. (File Number 513-01).

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AR 340-18-5

513-B <sup>ENEMY</sup> PRISONER OF WAR/CI/DETAINEE RECORDS AT COMMANDS, HQ's,  
AND ADMINISTRATIVE LEVELS.

These files accumulate from the administration of Prisoner of War/CI/Detainee Records at Commands, Headquarters, and Administrative Levels.

File No.	Description	Disposition
513-01B	Individual enemy PW/CI/detainee files. Documents on individual enemy prisoners of war and civilian internees/detainees.	<del>Permanent. Retire to WNRC upon inactivation of the PW Camp/Hospital</del>
	<u>Withdrawn</u>	
513-02B	Enemy PW/CI/detainee general information files. Documents on the overall operation and conduct of the enemy PW/CI/detainee program. It excludes other files described in this record series.	Permanent. Retire to WNRC upon inactivation of PW Camp/Hospital. <i>termination of PW program</i>
513-03B	Enemy PW/CI/detainee status inquiry files. Inquiries from Government agencies, Protecting Powers, International Committee of the Red Cross (ICRC), and other interested agencies requesting information on the status of individual enemy PW, CI, and detainees.	Retire to WNRC upon inactivation of Camp/Hospital. Destroy after 30 years. <i>termination of PW program</i>
513-04B	Enemy Pw/CI detainee complaint and investigation files. a. Documents concerning— (1) PW/CI/detainee complaints. (2) Investigations of PW/CI/detainee camp treatment. (3) Camp incidents. (4) Deaths. (5) Similar matters. b. Included are— (1) Complaints. (2) Reports of action. (3) Comments. (4) Correspondence with Protecting Powers, ICRC, and other responsible agencies.	Permanent. Retire to WNRC upon inactivation of Camp/hospital. <i>termination of PW program</i>

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File No.	Description	Disposition
513-06 B	<p>Enemy PW/CI/detainee roster files. Documents identifying PW, CI, and detainees captured or interned by, or in the custody of US Forces. Included are—</p> <ul style="list-style-type: none"> <li>a. Master machine printouts.</li> <li>b. Master punched cards.</li> <li>c. Master magnetic tapes.</li> </ul>	<p>Permanent. Retire to WNRC upon <del>inactivation</del> of PW Camp/Hospital.  <i>termination of PW program</i></p>
513-08 B	<p>Enemy PW/CI/detainee educational media files. Documents on the development and use of media designed for use in the PW/CI/detainee education program. Included are—</p> <ul style="list-style-type: none"> <li>a. Programs of instructions.</li> <li>b. Lesson plans and outlines.</li> <li>c. Instructor's guides.</li> <li>d. Recommendations.</li> <li>e. Evaluations of media.</li> <li>f. Related papers.</li> </ul>	<p>Permanent. Retire to WNRC upon <del>inactivation</del> of PW Camp/Hospital.  <i>termination of PW program</i></p>
513-09 B	<p>Enemy PW/CI/detainee labor noncontract files. a. Documents reflecting the establishment of overall policy and programs for the use of enemy PW/CI/detainees for paid work which is not covered by contract. Such as--</p> <ul style="list-style-type: none"> <li>(1) PW camp and hospital work for which compensation is authorized.</li> <li>(2) Employment by Federal agencies covered by memorandum agreements.</li> <li>(3) Certifications of need for employment of PW.</li> <li>(4) Interdepartmental agreements.</li> </ul>	<p>Permanent. Retire to WNRC upon <del>inactivation</del> of PW Camp/Hospital.  <i>termination of PW program</i></p>
	b. Included are--	
	<ul style="list-style-type: none"> <li>(1) Policy statements.</li> <li>(2) Directives.</li> <li>(3) Overall program reviews.</li> <li>(4) Related records.</li> </ul>	

File No.

Description

Disp. on

513-10 B

Enemy PW labor contract files.

a. Documents reflecting the establishment of overall policy and programs for PW labor contracts with contract employers and other employees, such as--

- (1) PW canteens.
- (2) AAF Exchange.
- (3) Service clubs.
- (4) Similar activities whose use of PW labor must be by contract.

b. Included are--

- (1) Policy statements.
- (2) Directives.
- (3) Overall program reviews.
- (4) Related records.

Permanent. Retire to WNRC  
 upon ~~inactivation~~ of ~~PW Camp~~  
 Hospital. *termination*  
*of PW program*

## 513-3 US PRISONER OF WAR/CI/DETAINEE FILES

These files accumulate from the administration of US PW/CI/Detainee records of US military personnel and civilians captured or interned by, or in the custody of enemy forces or foreign powers.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
513-15 C	<p>Individual US PW/CI/detainee files. Documents on the internment and treatment of individual US PW/CI/detainee by foreign powers. Included are—</p> <p>a. Personnel jackets containing reports of injury, escape, apprehension, location, punishment, and death.</p> <p>b. Records of impounded personal effects and US currency.</p> <p>c. Similar records on individual US PW/CI/detainee.</p> <p><i>Note.</i> These files are kept by the US Prisoner of War Information Center and US Prisoner of War Information Center Branch.</p>	After notice of death or return to US Government control: Files of PW, CI, and detainees employed by the US Government will be sent to the custodian of the person's official personnel folder.
513-16 C	<p>US PW/CI/detainee roster files. Documents identifying PW, CI, and detainees captured or interned by, or in the custody of foreign powers. Included are—</p> <p>a. Master machine printouts.</p> <p>b. Master punchcards.</p> <p>c. Master magnetic tapes.</p>	Permanent.
513-17 C	<p>US PW/CI/detainee status inquiry files. Inquiries requesting information on the status of US, PW, CI, and detainees. Inquiries are received from—</p> <p>a. Next-of-kin.</p> <p>b. Government agencies.</p> <p>c. The Protecting Powers.</p> <p>d. International Committee of the Red Cross.</p> <p>e. Other interested agencies.</p>	Permanent.
513-18 C	<p>US PW/MIA/detainee intelligence files. Documents relating to and containing information concerning DA personnel who have been—</p> <p>a. Designated Missing in Action (MIA).</p> <p>b. Recovered from hostile control and debriefed for intelligence/counterintelligence information. Included are—</p> <p>(1) Reports.</p> <p>(2) Related or similar documents.</p>	Permanent.



514—FOREIGN LIAISON FILES

These files relate to DA's relationships with official foreign representatives. These files include—

- a. The planning and handling of visits and tours by these representatives.
- b. Protocol.
- c. Similar matters connected with the visits.

File No.	Description	Disposition
514-01	Foreign military attache files. Documents on relationships with foreign military attaches. Included are— a. Messages to and from the attaches. b. Requests for information and documents. c. Other related correspondence.	Destroy after 1 year. Earlier disposal is authorized when files have served their intended purpose.
514-02	Foreign national tour arrangement files. Documents on arrangements for VIP and other foreign nationals to visit Army installations, activities, and contractor facilities at US Government expense. Included are— a. Invitations for tour. b. Itineraries. c. Security clearances. d. Assignment of tour directors. e. Related papers.	<p>a. OACSI and major command headquarters in charge of special tour programs: Permanent. Destroy after 20 years</p> <p>b. Other offices: Destroy after 2 years.</p> <p>Note: Use FM 514-03 for reports prepared by tour directors</p> <p>AMACMS responsible for special tour programs</p>
514-03	Foreign national visit reporting files. Reports concerning visits by foreign nationals and foreign representatives to Army installations, including reports prepared by tour directors & escort officers.	<p>a. OACSI Permanent. Offer in 5 yr. blocks after 20-25 years</p> <p>b. Other offices: Destroy after 2 years.</p>
514-04	Foreign student officer files. Documents on relationships with foreign student officers. This also includes matters concerning quotas to attend US schools, their medical care, housing, and related matters.	<p>Office performing Army-wide responsibility: Destroy after 10 years.</p> <p>Other offices: Destroy when no longer needed for current operations.</p>
514-05	Foreign representatives accreditation files. Documents on the accreditation of foreign representatives assigned to Army agencies. Included are— a. Accreditation requests. b. Authorizations. c. Related papers.	<p>Offices in charge of accreditation: Destroy 1 year after termination of accreditation.</p> <p>Other offices: Destroy 1 year after termination of accreditation.</p>
514-06	Foreign national protocol files. Documents on matters of protocol as it affects foreign representatives. Included are— a. Invitations and other courtesies. b. Honors conferred. c. Ceremonies involving foreign representatives. d. Related matters.	<p>Permanent. a. OACSI: Destroy in CFA after 10 years</p> <p><del>Destroy after 10 years</del></p> <p>b. Other offices: Destroy after 2 years</p>

NCI-A4-83-17

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
514-07	<b>Foreign national visit arrangement files.</b> Documents on requests by foreign nationals to visit Army installations and contractor facilities on a self-invited basis at no expense to the Army. Included are— <ol style="list-style-type: none"><li>a. Requests and authorization for visits.</li><li>b. Itineraries.</li><li>c. Security clearances.</li><li>d. Related documents.</li></ol>	Destroy after 1 year.
514-08	<b>Requests for hospitalization of foreign nationals files.</b> Documents on requests for hospitalization of foreign nationals to include— <ol style="list-style-type: none"><li>a. Correspondence.</li><li>b. Biographic data.</li><li>c. Messages.</li><li>d. Embassy and service position papers.</li><li>e. Similar or related documents.</li></ol>	Destroy after 25 years.

## 517—MAP PREPARATION FILES

These files pertain to map preparation. They are created from the process of specifying the cartographic work to be done and the sequence of actions to be taken to do that work.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
517-01	Work assignment files. Assignment of topographic projects including assignments to units under operational control.	Destroy 1 year after completion of assignment.
517-02	Map project assignment files. Documents which initiate map projects and specify the work to be done and the sequence of operations. Included are— <ul style="list-style-type: none"> <li>a. Sets of instructions.</li> <li>b. Reproduction tissues.</li> </ul>	Office of Record: Permanent. Retire 2 years after completion of assignment. Other offices: Destroy 1 year after completion of assignment.
517-03	Production and project order memorandum files. Documents prepared as supplements to— <ul style="list-style-type: none"> <li>a. Amplify, modify, or clarify requirements.</li> <li>b. Treat subjects not covered in a map project assignment instruction.</li> </ul>	Office of Record: Permanent. Cut off on completion of project. Other offices: Destroy 1 year after completion of project.
517-04	Production and reproduction control files. Documents which control and show the progress of cartographic and geodetic projects. Included are— <ul style="list-style-type: none"> <li>a. Priorities and schedules.</li> <li>b. Manuscript checks.</li> <li>c. Quality inspections.</li> <li>d. Progress reports.</li> <li>e. Memorandums.</li> <li>f. Related documents.</li> </ul>	Office of Record: Destroy after 5 years. Other offices: Destroy after 1 year.



## 518—CARTOGRAPHIC AND GEODETIC SOURCE MATERIALS FILES

These files consist of raw or basic information of any type required in the compilation of maps and may consist of—

- a. Ground control data, terrestrial photography, sketches, maps, field-annotated photographs, and charts.
- b. Topographic reports of prior mapping.
- c. Hydrographics, hydromagnetic, oceanographic, and meteorological data.
- d. Descriptive or intelligence reports on cultural features of the area to be mapped.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
518-01	<p><b>Cartographic reference files.</b> Documents showing current information necessary for map compilation. This includes—</p> <ol style="list-style-type: none"> <li>a. Material which has repetitive or multiple application.</li> <li>b. Published or processed maps or other publications usually kept in library type activities.</li> <li>c. Copies of map overlays, errata lists, and similar items which are kept in operation elements on a continuing basis.</li> </ol>	Destroy when superseded or obsolete.
518-02	<p><b>Mapping regional files.</b> Geographic information covering cultural and physical aspects of a country or regional area for support of DOD map programs kept as an Area Research Data Bank. Included are—</p> <ol style="list-style-type: none"> <li>a. Area documents of boundaries sovereignty, cities, towns, communications, and culture features (industries, public works, landmarks, military data).</li> <li>b. Drainage and water resources, railroads, roads, highways, terrain features, vegetation and woodland, weather and climate, parklands, forests, and search requirements (gaps in information and sources to be exploited).</li> <li>c. Other related documents.</li> </ol>	Destroy when superseded or obsolete.
518-03	<p><b>Field recovery note files.</b> Notes made in the field about control stations visited or used giving the condition of the station and adequacy of the description of the station.</p>	Destroy on incorporation into the station master description cards described under file number 516-09.
518-04	<p><b>Geodetic computation control files.</b> Machine-punched cards, magnetic tapes, or other media into which are inserted geodetic data.</p>	Destroy on supersession or obsolescence of individual item.
518-05	<p><b>Preliminary geodetic computation files.</b> Preliminary computations made before—</p> <ol style="list-style-type: none"> <li>a. Final computations.</li> </ol>	Destroy on completion of all final computations for a particular project.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<p>b. Adjustment of triangulation.</p> <p>c. Traverse and leveling.</p>	
518-06	<p><b>Geographic position and universal transverse mercator coordinate files.</b> Listings of the geographic position, UTM coordinates, station names, and agency code numbers for all available horizontal control stations within geographic area. Tabulations are arranged by country and quadrangle areas. They give UTM coordinates and an index to the control set up by the surveying organizations of each country.</p>	Destroy 1 year after supersession.
518-07	<p><b>Geodetic reference files.</b> Documents consisting of material which has repetitive or multiple application. Included are—</p> <p>a. Published processed reports, studies, and other documents containing geodetic data usually kept in library type activities.</p> <p>b. Maintenance copies of map overlays, indexes, list errata, and similar items kept in operating elements on a continuing basis.</p>	Destroy on supersession or obsolescence.
518-08	<p><b>Intermediate manuscript files.</b> Manuscripts created by map compilation or stereocompilation methods wherein information from aerial photography, maps, or documents are combined to become the original drawing of a new map. Included are—</p> <p>a. Manually prepared overlays.</p> <p>b. Photographic negatives.</p> <p>c. Proof copies.</p> <p>d. Hand pulls.</p> <p>e. Similar media created in the preparation of final reproduction manuscript negatives.</p>	Destroy on preparation and acceptance of final reproduction manuscript negative.
518-09	<p><b>Final reproduction manuscript negative files.</b> Photographic negatives from which lithographic press plates are made for the printing of completed maps. Production molds are cast from negative molds of three-dimensional terrain models for the forming of three-dimensional relief maps.</p>	Destroy on supersession or cancellation.
518-10	<p><b>Diapositive files.</b> Positive photographic prints on a transparent medium, usually glass, prepared from aerial film. They are used in plotting instruments or projectors in preparing a map or stereophotogrammetric drawing.</p>	Destroy on publication of the map unless needed for use in large-scale mapping of the same area.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
518-11	<b>Reproduction manuscript control files.</b> Documents pertaining to the procurement, use, transfer, and loan of reproduction manuscript material.	Destroy after 5 years.
518-12	<b>Reproduction manuscript cancellation files.</b> Documents which officially cancel reproduction manuscript material. They form the basis for destruction of such material.	Office of Record: Destroy after 5 years. Other offices: Destroy after 1 year.
518-13	<b>Map distribution policy files.</b> Document specifying the conditions and authority for release and issue of maps and related publications. Included are— <ul style="list-style-type: none"> <li>a. Authority for automatic distribution.</li> <li>b. Specific release authority for issuing maps and publications to certain persons and organizations.</li> <li>c. General release authority specifying conditions under which maps and publications will be released from distribution stocks.</li> </ul>	Offices in charge of formulating policy: Permanent. Other offices: Destroy on supersession or obsolescence.
518-14	<b>Map stock level files.</b> Documents created by map distribution activities in the establishment and maintenance of stock levels enough to satisfy requirements of elements serviced.	Destroy on supersession or obsolescence.
518-15	<b>Map series files.</b> Documents created in the review of maps and map series to decide which will be kept as active distribution items and which will be inactivated.	Destroy 1 year after determination.
518-16	<b>Map requisition files.</b> Documents on the requisitioning and shipment of maps and related publications. Included are— <ul style="list-style-type: none"> <li>a. Requisitions.</li> <li>b. Authorizations and shipping orders.</li> <li>c. Related documents.</li> </ul>	Destroy after 2 years.

**APPENDIX A**  
**SUBFUNCTIONAL CATEGORIES—CONVERSION TABLE**

<i>Existing</i>	<i>Revised</i>
502 Intelligence files	502 Intelligence files
503 Counterintelligence Investigative files	503 Counterintelligence Investigative files
504 Signal security files	504 Signal security files
505 Information security files	505 Operational intelligence files
506 Personnel security files	506 Information security files
507 Industrial defense files	507 Personnel security files
508 Military Police investigative/complaint files	508 Industrial defense files
509 Military Police/Civilian Guard Protective Services File	509 Military Police Investigative/complaint files
510 Military censorship files	510 Criminal information files
511 Prisoner of War and Civilian Internee/Detainee Files	511 Military Police/Civilian Guard Protective Services File
512 Foreign Liaison Files	512 Military censorship files
513 Military mapping/geodetic files	513 Prisoner of War and Civilian Internee/Detainee Files
514 Map specification/design files	514 Foreign liaison files
515 Map preparation files	515 Military mapping/geodetic files
516 Cartographic and geodetic source Materials file	516 Map specification/design files
517 Operational Intelligence Files	517 Map preparation files
518 Criminal information files	518 Cartographic and geodetic source material files

1969 GWS Reference  
Conversion files  
behind this.

**APPENDIX B  
FUNCTIONAL FILE NUMBERS—CON-  
VERSION TABLE**

<i>Old file No.</i>	<i>New file No.</i>
502-01 <b>Rescinded</b>	
502-02 Intelligence reporting files .....	502-01
502-03 Intelligence collection files .....	502-02
502-04 Scientific and technical intelligence product files ...	502-03
502-05 Intelligence dissemination files .....	502-04
502-06 Intelligence confidential files .....	502-05
502-07 Captured document files .....	502-06
502-08 Credentials and badge control files .....	502-07
503-09 <b>Rescinded</b>	
503-10 Counterintelligence special operations files .....	503-09
503-11 <b>Rescinded</b>	
503-12 Intelligence/counterintelligence source files .....	503-10
503-13 Foreign personnel and organizational files .....	503-11
503-14 <b>Rescinded</b>	
503-15 <b>Rescinded</b>	
504-11 <b>Rescinded</b>	
504-12 Encrypted message text files .....	504-11
504-13 Allocation files .....	504-12
504-14 Holder record files .....	504-13
504-15 COMSEC material distribution reporting files .....	504-14
504-16 System status file .....	504-15
504-17 Transaction files .....	504-16
517-01 Operational management files .....	505-01
517-02 Operational management reporting files .....	505-02
517-03 Operational nonmanagement reporting files .....	505-03
517-04 Operational mission assignment files .....	505-04
517-05 Operational recording files .....	505-05
517-06 Operational project case files .....	505-06
517-07 TAREX Project case files .....	505-07
505-01 Security classification files .....	506-01
505-02 Security regrading case files .....	506-02
505-03 Classified material access files .....	506-03
505-04 Security information access case files .....	506-04
505-05 Security information release files .....	506-05
505-06 Security information exchange files .....	506-06
505-07 <b>Rescinded</b>	
505-08 <b>Rescinded</b>	
505-09 <b>Rescinded</b>	
505-10 <b>Rescinded</b>	
505-11 Noncryptographic registered document accounting files .....	506-07
505-12 <b>Rescinded</b>	

<i>Old file No.</i>		<i>New file No.</i>
505-13	Top Secret document record files .....	506-08
505-14	Top Secret material accountability files .....	506-09
505-15	Security compromise case files .....	506-10
505-16	Security inspection and survey files .....	506-11
505-17	Security equipment files .....	506-12
505-18	Industrial information security files .....	506-13
506-01	Security clearance information files .....	507-01
506-02	Security briefing and debriefing files .....	507-02
506-03	<b>Rescinded</b>	
506-04	<b>Rescinded</b>	
506-07	<b>Rescinded</b>	
506-08	<b>Rescinded</b>	
507-01	Industrial defense survey files .....	508-01
507-02	Industrial defense operating files .....	508-02
507-03	Key facilities list files .....	508-03
508-01	Jurisdiction responsibility files .....	509-01
508-02	Armed Forces disciplinary control board files .....	509-02
508-03	<b>Rescinded</b>	
508-04	CID fund files .....	509-03
508-05	Crime prevention program files .....	509-04
508-06	Crime prevention survey files .....	509-05
508-07	Special agent accreditation files .....	509-06
508-08	Provost marshal activities reporting files .....	509-07
508-09	FBI criminal-type reporting files .....	509-08
508-10	Criminal investigation status reporting files .....	509-09
508-11	Criminal investigation case files .....	509-10
508-12	<b>Rescinded</b>	
508-13	Evidence ledger and evidence custody files .....	509-11
508-14	Polygraph examination files .....	509-12
508-15	US Army Criminal Investigation Laboratory reporting files .....	509-13
508-16	Absentee case files .....	509-14
508-17	MP reporting files .....	509-15
508-18	MP journal files .....	509-16
508-19	MP desk reference files .....	509-17
508-20	Police property files .....	509-18
508-21	Prisoners or detained person receipt files .....	509-19
508-22	Provisional pass files .....	509-20
508-23	Loss, theft, and recovery of firearms files .....	509-21
508-24	Serious incident reporting files .....	509-22
508-25	Criminal investigation data reference files .....	509-23
508-26	Polygraph certification files .....	509-24
508-27	Criminal investigative case/complaint log files .....	509-25
508-28	CID investigative activities reporting files .....	509-26
508-29	Photographic identification files .....	509-27
518-01	Criminal information reports and cross-index cards .....	510-01
518-02	Criminal Information Bulletin (CIB) files .....	510-02
518-03	Lateral criminal information reports .....	510-03
518-04	Essential elements of criminal information files .....	510-04
518-05	Criminal information data files .....	510-05

<i>Old file No.</i>		<i>New file No.</i>
518-06	Criminal information index printout files .....	510-06
510-04	<b>Rescinded</b>	
513-05	<b>Rescinded</b>	
513-06	Mapping Index files .....	515-05
513-07	Investigative project files .....	515-06
513-08	Questionnaire survey files .....	515-07
513-09	Mapping and geodetic reporting files .....	515-08
513-10	Mapping and geodetic collection guidance and support files .....	515-09
513-11	Mapping and geodetic conference files .....	515-10
515-04	<b>Rescinded</b>	
515-05	Production and reproduction control files .....	517-04
516-03	<b>Rescinded</b>	
516-04	<b>Rescinded</b>	
516-05	Field recovery note files .....	518-03
516-06	<b>Rescinded</b>	
516-07	<b>Rescinded</b>	
516-08	<b>Rescinded</b>	
516-09	<b>Rescinded</b>	
516-10	Geodetic computation control files .....	518-04
516-11	Preliminary geodetic computation files .....	518-05
516-12	<b>Rescinded</b>	
516-13	Geographic position and universal transverse mercator coordinate files .....	518-06
516-14	<b>Rescinded</b>	
516-15	Geodetic reference files .....	518-07
516-16	<b>Rescinded</b>	
516-17	<b>Rescinded</b>	
516-18	Intermediate manuscript files .....	518-08
516-19	Final reproduction manuscript negative files .....	518-09
516-20	Diapositive files .....	518-10
516-21	Reproduction manuscript control files .....	518-11
516-22	Reproduction manuscript cancellation files .....	518-12
516-23	<b>Rescinded</b>	
516-24	Map distribution policy files .....	518-13
516-25	Map stock level files .....	518-14
516-26	Map series files .....	518-15
516-27	Map requisition files .....	518-16

## APPENDIX CONVERSION TABLE

### INTELLIGENCE, SECURITY, MILITARY POLICE, AND MAPPING FILES FILE NUMBER

<i>Old file No.</i>		<i>New file No.</i>
501-01	Intelligence administrative files	501-02
501-02	Domestic intelligence data files	502-01
501-03	Intelligence reporting files	502-02
501-04	Intelligence reference files	501-07
501-05	Intelligence card index files	501-07
501-06	Bluebell reporting files	508-24
501-07	Captured record files	502-07
501-08	Intelligence reference paper files	501-07
502-01	Mapping and geodetic administrative files	501-02
502-02	Mapping and geodetic directive files	501-01
502-03	Mapping agreement files	513-02
502-04	Mapping and geodetic conference files	501-05
502-05	Mapping and geodetic study files	513-03
502-06	Military mapping program files	513-01
502-07	Military geodesy program files	513-01
502-08	Mapping program priority files	513-04
502-09	Military installations map maintenance files	513-05
502-10	Mapping index files	513-06
502-11	Investigative project files	513-07
502-12	Questionnaire survey files	513-08
502-12.1	Mapping and geodetic reporting files	513-09
502-13	Joint specification files	514-01
502-14	Map accuracy files	514-02
502-15	Marginal data files	514-03
502-16	Map format files	514-04
502-17	Map identification files	514-05
502-18	Topographic symbol files	514-06
502-19	Mapping contract specification files	514-07
502-20	Map correction files	514-08
502-21	Work assignment memorandum files	515-01
502-22	Map project assignment instruction files	515-02
502-23	Production order memorandum files	515-03
502-24	Project order memorandum files	515-03
502-25	Compilation record sheet files	515-04
502-26	Production control files	515-05
502-27	Cartographic reference files	516-01
502-28	Aerial mapping film and photographic print files	516-03
502-29	Field survey record book files	516-04
502-30	Field recovery note files	516-05
502-31	Magnetic data files	516-09
502-32	Control photography files	516-06



<i>Old file No.</i>		<i>New file No.</i>
502-33	Plane table field survey drawing files	516-07
502-34	Geodetic reference files	516-15
502-35	Geodetic control data files	516-09
502-36	Geodetic computation control files	516-10
502-37	Control data catalog files	516-08
502-38	Preliminary geodetic computation files	516-11
502-39	Gravimetry and isostasy files	516-12
502-40	Geographic position and universal transverse mercator coordinate files.	516-13
502-41	Geodetic research data files	516-14
502-42	Mapping and geodetic publication files	516-16
502-43	Military mapping project history files	516-17
502-44	Intermediate manuscript files	516-18
502-45	Final reproduction manuscript negative files	516-19
502-46	Diapositive files	516-20
502-47	Reproduction manuscript administrative files	516-21
502-48	Reproduction manuscript cancellation files	516-22
502-49	Published military map record files	516-23
502-50	Map distribution files	516-24
502-51	Map stock requirement files	516-25
502-52	Map stock level files	516-25
502-53	Active and inactive map series files	516-26
502-54	Mapping and geodetic reference paper files	501-07
503-01	Signal security administrative files	504-01
503-02	Crypto-area visitor register files	504-06
503-03	System status files	504-16
503-04	-----	Previously rescinded
503-05	Allocation files	504-13
503-06	Item register files	504-03
503-07	Daily inventory files	504-04
503-08	Holdings record files	504-14
503-09	Transaction files	504-17
503-10	Accounting reporting files	504-05
503-11	Cryptomaterial supply correspondence files	504-02
503-12	Encrypted message text files	504-12
503-13	Cryptomaterial distribution report files	504-15
503-14	Cryptomaterial investigation report files	504-10
503-15	Encrypted traffic report files	504-11
503-16	Cryptofacility approval files	504-07
503-16.1	Cryptofacility inspection files	504-08
503-17	Signal security report files	504-09
503-18	Signal security reference paper files	501-07
504-01.1	Information security instruction files	501-01
504-01	Information security administrative files	501-02
504-02	Security classification administrative files	505-01
504-03	Security regrading case files	505-02
504-04	Classified material access form files	505-03
504-05	Security information access case files	505-04
504-06	Security information release files	505-05

<i>Old file No.</i>		<i>New file No.</i>
504-07	Security information exchange files	505-06
504-08	Classified document receipt files	505-09
		101-11
504-08.1	Temporary internal receipt files	101-13
504-09	Registered classified document destruction certificate files	505-12
504-10	Nonregistered classified document destruction certificate files	505-10
		101-14
504-11	Noncryptographic registered document accounting files	505-11
504-12	Classified document inventory files	505-07
		101-12
504-13	Classified matter periodic inventory files	505-08
504-14	Classified container information files	101-10
504-15	Records container security record files	101-09
504-16	Key accountability files	509-11
504-17	Classified document control files	505-13
504-18	TOP SECRET material accountability files	505-14
504-19	Security compromise case files	505-15
504-19.1	Security inspection and survey files	505-16
504-20	Security awareness files	102-11
504-21	Security equipment files	505-17
504-22	Industrial information security files	505-18
504-23	Information security reference paper files	501-07
504-24	Armed Forces censorship files	510-01
504-25	Civil censorship files	510-02
504-26	Prisoner of war censorship files	510-03
504-27	Field press censorship files	510-04
504-28	Military censorship reference paper files	501-07
504-29	Personnel security instructions files	501-01
504-30	Personnel security administrative files	501-02
504-31	Security clearance case files	506-01
504-31.1	Personnel brief-debriefing files	506-02
504-32	Personnel security reference paper files	501-07
505-01	Foreign military attaché files	512-01
505-02	Foreign national visit arrangement files	512-02
505-03	Foreign national visit report files	512-03
505-04	Foreign student officer files	512-04
505-05	Foreign representatives accreditation files	512-05
505-06	Foreign national protocol files	512-06
505-07	Foreign liaison reference paper files	501-07
506-01	Criminal investigation technique files	508-03
506-02	Crime prevention program files	508-05
506-03	Offense statistical files	508-08
506-04	Criminal investigation control files	508-10
506-05	Criminal investigator accreditation files	508-07
506-06	Military police investigation reporting files	508-11
506-07	Lie detector examination files	508-14
506-08	Criminal type FBI report files	508-09

<i>Old file No.</i>		<i>New file No.</i>
506-09	Criminal investigation evidence log files	508-13
506-10	Military police crime laboratory report files	508-15
506-11	Criminal investigation reference paper files	501-07
507-01	Counterintelligence instruction files	501-01
507-02	Counterintelligence planning files	203-02 and 203-03
507-03	Counterintelligence programing files	210-01 thru -08
507-04	Counterintelligence collection files	503-01
507-05	Counterintelligence production files	503-02
507-06	Counterintelligence information files	503-03
507-07	Intelligence open case files	503-04
507-07.1	Local intelligence, counterintelligence, and security files	503-05
507-08	Counterintelligence spot report files	503-06
507-08.1	Counterintelligence survey and inspection files	503-07
507-09	Counterintelligence reference paper files	501-07
508-01	Industrial security instruction files	501-01
508-02	Industrial security administrative files	501-02
508-03	-----	Previously rescinded
508-04	-----	Previously rescinded
508-05	-----	Previously rescinded
508-06	-----	Previously rescinded
508-07	Industrial security reference paper files	501-07
508-08	Industrial defense instruction files	501-01
508-09	Industrial defense administrative files	501-02
508-10	Industrial defense survey files	507-01
508-11	Industrial defense operation files	507-02
508-12	Key facilities list change files	507-03
508-13	Industrial defense reference paper files	501-07
509-01	Prisoner of war instruction files	501-01
509-02	Individual enemy prisoner of war files	511-01
510-01	Jurisdiction responsibility files	508-01
510-02	Physical security instruction files	501-01
510-02.1	Sentry dog administrative files	509-15
510-02.2	Sentry dog facility inspection files	509-16
510-02.3	Physical security survey files	509-17
510-03	Confinement activity instruction files	501-01
510-03.1	Traffic enforcement instruction files	501-01
510-04	Provost marshal and military police administrative files	508-17 508-21 508-22
510-05	Military police control files	508-18 508-19
510-06	Patrol reporting files	509-14
510-06.1	Guard reporting files	509-12
510-07	Traffic enforcement files	509-09
510-08	Traffic survey files	509-10
510-09	Missing vehicle register card files	509-07
510-10	Registration and permit files	509-08
510-10.1	Vehicle registration and driver record card files	509-06

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<i>Old file No.</i>		<i>New file No.</i>
510-10.2	Trophy firearm registration files	509-03
510-10.3	Firearms authorization files	509-04
510-11	Police property files	508-20
510-12	Absentee case files	508-16
510-13	Parking permit control files	509-05
510-14	Personal identification files	509-01
510-15	Individual identification correspondence files	509-02
510-16	Gate guard files	509-13
510-17	Provost marshal statistical report files	508-08
510-18	Armed Forces Disciplinary Control Board files	508-02
510-19	Protective and military police reference paper files	501-07
302-14	Intelligence confidential fund files	502-06
302-15	Military police confidential fund files	508-04

**NEW FILE DESCRIPTIONS ADDED**

--	Intelligence collection files	502-03
--	Scientific and Technical Intelligence product files	502-04
--	Intelligence dissemination files	502-05
--	Crime prevention survey files	508-06
--	Character investigation reporting files	508-12
--	Loss, theft, and recovery of firearms files	508-23
--	Enemy PW/CI/ detainee general information files	511-02
--	Enemy PW/CI/detainee status inquiry files	511-03
--	Enemy PW/CI/detainee complaint and investigation files	511-04
--	Internee strength reporting files	511-05
--	Enemy PW/CI/detainee roster files	511-06
--	Enemy PW/CI/detainee property accounting files	511-07
--	Enemy PW/CI/detainee educational media files	511-08
--	Enemy PW/CI/detainee labor noncontract files	511-09
--	Enemy PW/CI/detainee labor contract files	511-10
--	Enemy PW/CI camp labor reporting files	511-11
--	Enemy PW/CI payroll files	511-12
--	Enemy PW/CI pay data subsidiary files	511-13
--	Enemy PW/CI pay and allowance record files	511-14
--	Individual US PW/CI/detainee files	511-15
--	U.S. PW/CI/detainee roster files	511-16
--	U.S. PW/CI/detainee status inquiry files	511-17
--	Mapping and geodetic collection guidance and support files	513-10
--	Mapping regional files	516-02

## 515—MILITARY MAPPING AND GEODETIC FILES

These files relate to the general administration of the military mapping and geodetic program. Included are—

- a. The mapping agreements.
- b. Studies.
- c. Investigative projects.
- d. The mapping and geodetic reporting files.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
515-01	<p><b>Military mapping and geodetic program files.</b> Documents created in the establishment and maintenance of comprehensive programs for military mapping and geodesy. Included are—</p> <ol style="list-style-type: none"> <li>a. The operating directives.</li> <li>b. The operating program documents.</li> <li>c. Change orders to operating program directives.</li> <li>d. Related papers.</li> </ol>	Destroy on supersession or obsolescence.
515-02	<p><b>Mapping agreement files.</b> Documents on agreements and arrangements with other US agencies and foreign governments concerning worldwide mapping and geodesy. Included are—</p> <ol style="list-style-type: none"> <li>a. International Cooperative Mapping Agreements.</li> <li>b. International Mapping Standardization Agreements.</li> <li>c. Map Exchange Agreements.</li> <li>d. Specific operational arrangements within the framework of ratified agreements.</li> </ol>	Destroy on supersession or obsolescence.
515-03	<p><b>Mapping and geodetic study files.</b> Technical studies prepared to furnish background information or solve problems in mapping and geodetic activities. Included are—</p> <ol style="list-style-type: none"> <li>a. Digests of facts on cartographic or geodetic matters.</li> <li>b. Studies of technical, procedural, and production problems.</li> <li>c. Compendiums of intelligence information in the field of cartography and geodesy.</li> </ol>	Destroy on supersession or obsolescence.
515-04	<p><b>Mapping program priority files.</b> Documents on the establishment of priorities for mapping programs and projects established by the Army Mapping Committee. This also includes periodic changes or revisions.</p>	Destroy after 1 year.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
515-05	<b>Mapping index files.</b> Various types of base maps and charts kept as guides in planning. They are annotated to show the extent or order of surveying, charting, and mapping operations.	Destroy 1 year after supersession.
515-06	<b>Investigative project files.</b> Case files showing all phases of an investigative project concerned with the requirements of users of cartographic and geodetic products.	Permanent. Cut off on completion of project.
515-07	<b>Questionnaire survey files.</b> Individual and summary questionnaires on surveys to decide user requirements, or to evaluate experimental products designed to satisfy previously determined requirements.	Summary questionnaires: Permanent. Cut off after consolidation of summary. Individual questionnaires: Destroy after 3 years.
515-08	<b>Mapping and geodetic reporting files.</b> Documents that are gathered in reporting mapping and geodetic evaluations and findings. Included are—  a. Feeder, consolidated, and special reports. b. Related papers.	Destroy after 1 year.
515-09	<b>Mapping and geodetic collection guidance and support files.</b> Documents created or acquired to insure the availability of current source materials for existing and foreseen mapping, intelligence, and geodetic programs of DOD, DA, and other authorized agencies. Included are—  a. Source material availability. b. Requests. c. Requirements. d. Case requirements. e. Attache materials. Evaluation and analysis of source material. g. Related documents.	Office of record: Destroy after 5 years. Other offices: Destroy when superseded or obsolete.
515-10	<b>Mapping and geodetic conference files.</b> Documents created by conferences having international or domestic interagency membership which concern the cartographic and geodetic activities of member organizations. Included are— a. Conference reports. b. Documents concerning operational relationships and areas of responsibility. c. Standardization of mapping procedures. d. Decisions on cartographic and geodetic matters.	Destroy when no longer needed for reference.

## 516-MAP SPECIFICATION AND DESIGN FILES

These files include documents which define and delimit areas to be mapped, contents of maps, and techniques to be followed in map preparation and production. Included are specifications and supplements to specifications. Specifically excluded from these files are publications such as technical manuals and other publication reference items which are used without further implementation by the map producing activity.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
516-01	<b>Joint specification files.</b> Standard basic specifications for the preparation of common map compilations.	Destroy on supersession or obsolescence.
516-02	<b>Map accuracy files.</b> <i>a.</i> Documents which define and specify the— (1) Exactitude of placement of data on a map. (2) Degree of exaggeration allowed in symbolization. (3) Accuracy of horizontal and vertical control. (4) Allowable error in sheet edges for matching. (5) Accuracy of geodetic positioning of map sheets in consonance with datum base. (6) Accuracy of source materials from which maps will be compiled. <i>b.</i> Included are— (1) Graphic presentations. (2) Correspondence. (3) Related papers.	Destroy on supersession or obsolescence.
516-03	<b>Marginal data files.</b> Documents on the content and standardization of marginal data on maps, and implementation of the accepted specifications concerning this part of the map. Included are— <i>a.</i> Graphic presentations. <i>b.</i> Correspondence. <i>c.</i> Related papers.	Destroy on supersession or obsolescence.
516-04	<b>Map format files.</b> Documents on the determination and standardization of map format. Included are— <i>a.</i> Style. <i>b.</i> Sheets. <i>c.</i> Pilot sheets. <i>d.</i> Similar items.	Destroy on supersession or obsolescence.
516-05	<b>Map identification files.</b> Documents created in the determination, standardization, and application of systems for numbering map series, map sheets, and edition coordination. Included are— <i>a.</i> Statistical cards. <i>b.</i> Correspondence.	Destroy on supersession or obsolescence.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<i>c. Related papers.</i>	
516-06	<b>Topographic symbol files.</b> Documents which prescribe and standardize the conformation, size, methods of presentation, and use of symbols to depict natural and manmade features on the earth's surface. Included are— <i>a. Graphic presentations.</i> <i>b. Correspondence.</i> <i>c. Related papers.</i>	Destroy on supersession or obsolescence.
516-07	<b>Mapping contract specifications files.</b> Specifications which define and control work to be done by contractors in the production of military maps. These specifications may pertain to any or all phases of map production.	Destroy on supersession or obsolescence.
516-08	<b>Map correction files.</b> Documents reporting errors or omissions noted on military maps.	Destroy 1 year after publication of resultant map.



CHANGE }  
No. 9 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 15 September 1979

OFFICE MANAGEMENT

**MAINTENANCE AND DISPOSITION  
OF GENERAL PERSONNEL MANAGEMENT  
AND SAFETY FUNCTIONAL FILES**

*Effective 1 January 1980*

*This change revises disposition instructions for file numbers 605-02, 605-05, 606-07, 610-01, 611-02, and 611-06; rescinds 603-07, and provides for general updating.*

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

AR 340-18-6, 14 August 1969 is changed as follows:

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

Remove pages	Insert pages
5 through 10 .....	5 through 10
13 through 16 .....	13 through 16
3. File this change sheet in front of the publication for reference purposes

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

By Order of the Secretary of the Army:

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

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

15 September 1979

**DISTRIBUTION:**

*Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of General Personnel Management and Safety Functional Files—C.

CHANGE }  
No. 8 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 1 October 1978

OFFICE MANAGEMENT  
MAINTENANCE AND DISPOSITION OF GENERAL  
PERSONNEL MANAGEMENT AND SAFETY  
FUNCTIONAL FILES

Effective 1 January 1979

*This change revises disposition instructions for file number 606-03, establishes subfunctional category 615 system safety engineering files and provides for general updating.*

AR 340-18-6, 14 August 1969 is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2	1 and 2
9 and 10	9 and 10
	19

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

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

By Order of the Secretary of the Army:

BERNARD W. ROGERS  
*General, United States Army*  
*Chief of Staff*

Official:  
J. C. PENNINGTON  
*Brigadier General, United States Army*  
*The Adjutant General*

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26 September 1971  
14 August 1969

C 6, AR 310-18-5  
AR 310-18-15

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

By Order of the Secretary of the Army:

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

Official:

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

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