

Table B-10  
File category 25: Information management—Continued

**Privacy Act:** Not applicable.  
**Description:** Information on preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. This information accumulates in the office in charge of preparing the instruction. Included are coordinating actions, studies, interpretations, and published record copies of instructions (such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins), messages used for expeditious interim changes to instructions, technical newsletters or comparable media used to send semi-official and authoritative instructions, and exceptions or waivers to those instructions.

**Disposition:**  
a. Offices of HQDA, major command, and major subcommand headquarters and elements in a combat zone or designated as a combat support element in a combat zone: Permanent. Cut off annually or PIF on supersession or obsolescence, as reference needs require and cut off at the end of that year.  
b. Other offices: Destroy when no longer needed for current operations.

**FN: 25-30r**  
**Title:** Printing reports  
**Authority:** NN-165-105  
**Privacy Act:** Not applicable.  
**Description:** Reports reflecting information on printing and duplicating operations and equipment required by DA and the Joint Congressional Committee on Printing. Included are contract printing reports, expenditure statements, printing and duplicating registers, comparable reports, and related information.  
**Disposition:**  
a. Office requiring report: Destroy after 5 years.  
b. Other offices: Destroy after 2 years.

**FN: 25-30s**  
**Title:** Forms management survey background files (Rescinded; use FN 25-1h.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 25-30t**  
**Title:** Publication approvals  
**Authority:** NC1-AU-78-109  
**Privacy Act:** Not applicable.  
**Description:** Information relating to approving the initiation of new and revised DA pamphlets, DA posters, DA civilian recruiting publications, junior officer recruiting brochures, and miscellaneous similar items intended for Army-wide use. Included are requests for approval, notifications of approval or disapproval, and related information.  
**Disposition:**  
a. U.S. Army Publications and Printing Command (USAPPC):  
(1) Approvals: Destroy after 5 years in CFA.  
(2) Disapprovals: Destroy after 2 years.  
b. Other offices: Destroy after 2 years.

**FN: 25-30u**  
**Title:** Publication deviations  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information related to approving deviations or exceptions to standard publications procedures. Included are requests and approvals to distribute local publications outside the command jurisdiction of the preparing command, authorizations to print in more than one color, authorizations to include emblems on envelopes, and similar deviations or special authorizations. Note: Files created by offices requiring or requesting the exceptions will be filed with printing and binding requisition files, procurement files, instruction files, or other files, as applicable.  
**Disposition:**  
a. USAPPC:  
(1) Approved deviations and exceptions: Destroy after 6 years or on expiration as applicable.  
(2) Disapproved exceptions: Destroy after 2 years.

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b. Other offices: Destroy after 2 years, on expiration or supersession of the authorization, or on discontinuance, as applicable.

**FN: 25-30v**  
**Title:** Periodical approvals  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information related to approving the initiation of new periodicals, changes to existing periodicals, or to limitations in previous approvals, and renewal after expiration of the previous approval. Included are requests for approval, notifications of approval, and related information.  
**Disposition:** Destroy on expiration, supersession, or on discontinuance of the periodical.

**FN: 25-30w**  
**Title:** Printing plant establishment files  
**Authority:** NC1-AU-78-109  
**Privacy Act:** Not applicable.  
**Description:** Information relating to the establishment, relocation, or disestablishment of field printing plants and duplicating facilities. Included are requests for establishment with justification data, inventories of equipment on hand, congressional and Director of Information Systems Command, Control, Communications, and Computers (DISC4) authorizations, and related information, but not requests and justifications for items of printing equipment.  
**Disposition:**  
a. Approving office: Destroy in CFA 5 years after discontinuance of plant or disapproval of request for establishment.  
b. Requesting office: Destroy on discontinuance of plant or disapproval of request.  
c. Other offices: Destroy after 2 years.

**FN: 25-30x**  
**Title:** Reproduction equipment information  
**Authority:** NN-165-105  
**Privacy Act:** Not applicable.  
**Description:** Information accumulated by offices involved in printing and reproduction in keeping abreast of new developments, improved processes, and new principles in printing, binding, and related auxiliary equipment. Included are correspondence with other Army agencies, Federal agencies, or private concerns, technical information, and related information.  
**Disposition:** Destroy after 5 years.

**FN: 25-30y**  
**Title:** Publication control and processing files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information used to control publications work in progress, such as stenographic assignment records, stencil control cards, instruction sheets, layouts, daily production records, progress reports, job tickets on labor and materials, and similar control records and related information, but exclusive of other publication supply files described herein.  
**Disposition:** Destroy after 3 months.

**FN: 25-30z**  
**Title:** Duplicating controls  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Requisitions and delivery receipts for duplicating and photoreproduction work performed outside field printing plants and samples of each unclassified job produced by the offset, electrostatic, or other duplicating process in excess of 100 copies.  
**Disposition:** Destroy after 3 months. Cut off monthly.

**FN: 25-30aa**  
**Title:** Printing and binding requisitions  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Requisitions, work orders, and samples of each unclassified printing job produced by letterpress offset and photo direct processes in excess of 100 copies.

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**Disposition:** Destroy after 2 years. Cut off monthly.

**FN:** 25-30bb

**Title:** Publication number registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used to record and control the assignment of publication numbers, consisting of an entry in the register for each publication within each series.

**Disposition:** Destroy when all publications entered on the register have been superseded or rescinded.

**FN:** 25-30cc

**Title:** Combat/training development guidance

**Authority:** NC1-AU-77-174

**Privacy Act:** Not applicable.

**Description:** Information relating to preparation, review, and issue of the Catalog of Approved Requirement Documents (CARDS). Included is information reflecting approval, disapproval, deletions and changes to materiel requirement documents, policies and procedures relating to CARDS, and copies of published CARDS or changes thereto.

**Disposition:**

a. Office responsible for preparation of CARDS:

(1) CARDS: Permanent.

(2) Other information: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

**FN:** 25-30dd

**Title:** Non-Army doctrine comments

**Authority:** NC1-AU-78-72

**Privacy Act:** Not applicable.

**Description:** Information related to reviewing and commenting on Air Force, Navy, and Marine Corps doctrine which may have an implication on Army operations, but which does not result in publication of joint doctrine. Included are copies of the review manuscripts, coordinating actions, and communications relating to the other Services' doctrine.

**Disposition:**

a. Office responsible for coordinating and developing the Army position: Permanent.

b. Other offices: Destroy after 2 years.

**FN:** 25-30ee

**Title:** Publication reference sets

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Offices responsible for issuing publications will maintain one set for reference purposes when needed or required by other regulations. This set will include a copy of those publications included in the "Record Set" and copies of other publications issued by the office for which a "Record Set" is not required (for example, DD Form 1610 (TDY Travel of DOD Personnel), endorsements to orders, daily bulletins, and similar documents). Each folder or binder in this set will be distinctly marked "Reference Set" and will be currently posted.

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

**FN:** 25-30ff

**Title:** Publishing office background files

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Information accumulated by offices responsible for collecting and publishing material prepared by other offices and included in appropriate subject files. Included are copies of articles to be published in periodicals, information used as a basis for preparation of special orders or other personnel-type orders, items submitted for inclusion in daily, weekly, or monthly bulletins; similar data collected for inclusion in other Government publications, and comparable information, but not documents required for filing in the printing job jacket file.

**Disposition:** Destroy after 1 year.

**FN:** 25-30gg

**Title:** Doctrinal/training media programs

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

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**Description:** Information relating to preparation, review, and approval of the program for publication and issuance of new, revised, or changed doctrinal and training media. Included are consolidated listings of doctrinal and training publications scheduled for preparation, recommendations and approvals for additions or changes to the program, and communications relating to the program.

**Disposition:**

a. Offices at major command headquarters responsible for recommending DA approval: Destroy after 5 years.

b. Offices recommending projects for inclusion in the program: Destroy after 3 years.

c. Other offices: Destroy after 2 years.

**FN:** 25-30hh

**Title:** Publication and form requisitions

**Authority:** II-NNA-1002

**Privacy Act:** Not applicable.

**Description:** Information, maintained at publication centers and other offices engaged in the receipt, storage, and issue of publications or blank forms, which is used to requisition nonreimbursable publications and accountable and nonaccountable blank forms. Included are requisitions, shipping orders, transfer requests, and similar information.

**Disposition:** Destroy 3 months after completion of action.

**FN:** 25-30ii

**Title:** Initial distribution requisitions

**Authority:** II-NNA-1430

**Privacy Act:** Not applicable.

**Description:** Forms maintained at publication centers and other offices engaged in the receipt, storage, and issue of publications or blank forms reflecting the quantity and type of publications and blank forms required for automatic distribution.

**Disposition:**

a. Destroy forms indicating changes upon completion of posting to the current series.

b. Destroy superseded forms when replaced by current forms.

c. Destroy all forms on discontinuance of function.

**FN:** 25-30jj

**Title:** Publication stock record cards

**Authority:** II-NNA-52

**Privacy Act:** Not applicable.

**Description:** Cards reflecting the status of supply of publications and blank forms, including data as to stock levels, quantities on hand, and quantities received or issued. These cards are maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms.

**Disposition:** Destroy when card is filled or on supersession, rescission, or obsolescence of form or publication, whichever is first.

**FN:** 25-30kk

**Title:** Internal distribution schemes

**Authority:** NC1-AU-85-34

**Privacy Act:** Not applicable.

**Description:** Scheme for distribution of publications and blank forms received by an organization or activity. Included are narrative plans or instructions, local forms, and similar information.

**Disposition:** Destroy when superseded by a new scheme or when publications accounts are closed.

**FN:** 25-30mm

**Title:** Publication record sets

**Authority:** NC1-AU-76-35

**Privacy Act:** Not applicable.

**Description:** One copy of each publication or change issued, within the categories and at the levels of command specified below. Publications within this set will be filed numerically. Each folder or binder of the record set will be distinctly marked "Record Set." Documents described in a and b below will not be charged out or posted. Commanders will ensure that each record set is complete and that it is retired to the appropriate records center. USAPPC will maintain record sets of publications authenticated by the Administrative Assistant to the Secretary of the Army. Every office responsible for preparing and issuing other publications will maintain record sets of its publications that are not authenticated by the Administrative Assistant to the



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Secretary of the Army. Publications to be included in publication record sets are limited to those described in a and b below:

a. HQDA publications as follows: Army regulations, memorandums, circulars, and pamphlets; civilian personnel circulars, pamphlets, regulations, procedures manuals and technical bulletins, periodicals, posters, TOEs, equipment modification lists, field manuals, and technical manuals.

b. Chief of Staff regulations and memorandums, HQDA staff agency, major command, and subcommand publications as follows: Regulations and supplements thereto, circulars, pamphlets, posters, and memorandums, but not assignment memorandums or memorandums issued by and applicable to a single element of a headquarters.

**Disposition:**

a. Record sets produced in paper form (a above): Permanent. Cut off annually and retire with the next regular transfer or retirement.

b. Record sets produced in microform (a above): Permanent. Cut off annually and retire one silver halide set and one diazo or vesicular copy.

c. Record sets produced in paper form (b above): Permanent. Cut off annually and retire with next regular retirement or transfer.

d. Record sets produced in microform (b above): Permanent. Cut off annually and retire one silver halide set and one diazo or vesicular copy.

**FN: 25-30nn**

**Title:** Training media files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information accumulated by headquarters of divisions, installations, and lower level activities conducting training. Included are training schedules, programs, lesson plans, memorandums, directives, and similar information.

**Disposition:** Destroy after 1 year. Destroy lesson plans when superseded or obsolete.

**FN: 25-30pp**

**Title:** Status of publication files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Forms maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms. These forms reflect the status of publications and blank forms that provide information used to determine required supply action.

**Disposition:** Destroy after 1 year.

**FN: 25-30qq**

**Title:** Publication history and stock usage files

**Authority:** II-NNA-52

**Privacy Act:** Not applicable.

**Description:** Forms maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms reflecting the history and usage for each item of stock.

**Disposition:** Destroy on supersession, rescission, or obsolescence of form or publication.

**FN: 25-30rr**

**Title:** Doctrinal/training media formulation files

**Authority:** NC1-AU-78-72

**Privacy Act:** Not applicable.

**Description:** Information relating to preparations, review, issuance, and interpretation of operational doctrine, including joint doctrine. Included are coordinating actions on proposed doctrine, copies of published doctrine, and recommendations and communications relating to published doctrine.

**Disposition:**

a. Office responsible for preparation and offices responsible for final review, approval, or resolution of nonaccepted comments: Permanent. PIF on revision, supersession, or obsolescence and cut off at the end of that year.

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

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**FN: 25-30ss**

**Title:** Combat/training development technical references

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Extra copies of documents maintained to provide reference or library materials as a source of technical information. Included are copies of planning documents, documents containing policy information on the evolution of the materiel acquisition process from inception to present, memorandums, speeches, and reports containing guidance, combat or training development, research and development, intelligence, and contractor reports, and similar information.

**Disposition:** Destroy when no longer needed for reference.

**FN: 25-30tt**

**Title:** Printing reports (Rescinded; use FN 25-30r.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 25-30uu**

**Title:** Publications manuscripts

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Manuscript copies of publications, printers' copies of galley or page proofs or publications, and other working or control data used in the preparation of publications. Includes draft copies of publications used for coordination and review.

**Disposition:** Destroy on printing of publication.

**FN: 25-30vv**

**Title:** Illustrations and drawings

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Blueprints, drawings, specifications, and artwork used in preparing illustrations for publications.

**Disposition:** Destroy on printing of the publication, except drawings pertaining to ammunition components and artwork which has continuing usefulness will be retained until no longer needed.

**FN: 25-30ww**

**Title:** Photographic negatives

**Authority:** NN-165-105

**Privacy Act:** Not applicable.

**Description:** Original basic photographic negatives of material used in preparation of illustrations for publications and duplicates of photographic negatives of artwork used for illustrating publications.

**Disposition:** Destroy on revision or obsolescence of the related publication, except that negatives having continuing usefulness in the publications functions may be retained until they have served that purpose.

**FN: 25-30xx**

**Title:** Directives development and editing files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the improvement and development of Army directives through editing, changing, and rewriting of first drafts. Included are requests for writer-editor service, copies of first and final draft manuscripts, notes and memorandums for record pertaining to conferences with the author, coordination, and research, copies of related correspondence, and a printed copy of the basic directive and each change thereto. (Information maintained by proponent offices will be filed with related records documenting the preparation of the directive.)

**Disposition:** Office responsible for editing, development, and improvement: Destroy on revision or obsolescence of the related directive.

**FN: 25-30yy**

**Title:** Training and equipment publication reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

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**File category 25: Information management—Continued**

**Description:** Information reflecting the status of training literature projects and accomplishments in equipment publication projects authorized by the programs. Included are status reports, accomplishment reports, and other directly related information.  
**Disposition:** Destroy after 2 years.

**FN:** 25-30zz

**Title:** Office copier files

**Authority:** NC1-AU-83-13

**Privacy Act:** Not applicable.

**Description:** Information related to the management and use of office copiers. Included are requests, approvals and disapprovals, studies, reports, inventories, information on repairs and use, and similar information.

**Disposition:** Destroy on disposal of equipment or when no longer needed for current operations.

**FN:** 25-50a

**Title:** Delegation of signature authority

**Authority:** GRS 16, Item 1a

**Privacy Act:** Not applicable.

**Description:** Information relating to the delegation of signature authority by commanders and heads of agencies or offices. Included are memorandums, local forms, and similar information.

**Disposition:** Destroy upon retirement, change of duties, or change of position of the individual for which specific authority or responsibility has been delegated.

**FN:** 25-55a

**Title:** FOIA requests, access, and denials

**Authority:** GRS 14, item 11

**Privacy Act:** A0025-55SAIS

**Description:** Requests for information under the Freedom of Information Act (FOIA). Included are the original request, a copy of the reply thereto granting access or denying access to all or part of the requested information, stating inability to identify records or nonexistence of requested records, and indicating fees charged; and related information.

**Disposition:**

a. Replies granting access, replies to requests for nonexistent record, or replies to those failing to pay fees: Destroy 2 years after date of reply.

b. Denying access to all or part of the request: Destroy 6 years after date of reply.

c. If appealed, withdraw and file under 25-55c.

**FN:** 25-55b

**Title:** FOIA administrative files

**Authority:** GRS 14, item 15

**Privacy Act:** Not applicable.

**Description:** Information relating to the general implementation of the FOIA. Included are routine correspondence, memorandums, notices, and related information.

**Disposition:** Destroy after 2 years.

**FN:** 25-55c

**Title:** FOIA appeals

**Authority:** GRS 14, item 12

**Privacy Act:** A0025-55SAIS

**Description:** Information relating to administrative appeals under the provisions of the FOIA. Included are the appellant's letter, copy of reply thereto, related supporting documents, and copies of the denied records.

**Disposition:** Destroy 6 years after final determination or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later.

**FN:** 25-55d

**Title:** FOIA controls

**Authority:** GRS 14, item 13

**Privacy Act:** A0025-55SAIS

**Description:** Documents maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing date, nature, and purpose of request, and name and address of requester.

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**File category 25: Information management—Continued**

**Disposition:** Destroy 6 years after final action by agency or final adjudication by courts, whichever is later.

**FN:** 25-55e

**Title:** FOIA reports

**Authority:** GRS 14, item 14 and NC1-64-76-3

**Privacy Act:** Not applicable.

**Description:** Information relating to recurring reports and one-time information requirements on implementation of FOIA, including annual reports to Congress.

**Disposition:**

a. Annual reports to Congress by office having Army-wide responsibility: Permanent.

b. Other reports: Destroy after 2 years.

**FN:** 25-55f

**Title:** Access to information files

**Authority:** NC1-AU-78-93

**Privacy Act:** Not applicable.

**Description:** Information relating to DA conditions, restrictions on the release of information from files, release of copies, and the granting of access to records for official or unofficial research. Included are case files with requests, basic interpretations, decisions, precedents, studies, and related information.

**Disposition:** Destroy 5 years after close of case.

**FN:** 25-55g

**Title:** Safeguarded nondefense information releases

**Authority:** NN-166-204

**Privacy Act:** A0025-55SAIS

**Description:** Information relating to specific instances of furnishing or denying copies, access to, or information from, Army records which contain safeguarded information. These files are limited to those documents which cannot be filed with the information released because the accumulating office does not have custody of the related files. AR 25-55 describes safeguarded nondefense information. Included are applications or requests for records or information and authorizations or denials for access to the records. (Documents relating to the release of safeguarded information accumulated by offices having custody of the related files will be filed and disposed of with the records requested or released.)

**Disposition:**

a. Office responsible for authorizing the access:

(1) Cases involving access approvals: Destroy after 2 years.

(2) Cases involving access denials:

(a) Cases not appealed: Destroy after 6 years.

(b) Cases appealed: Destroy 6 years after final determination by agency, or 3 years after final adjudication by the courts, whichever is later.

b. Other offices: Destroy after 2 years.

**FN:** 25-55h

**Title:** Nonsafeguarded information releases

**Authority:** NN-166-204

**Privacy Act:** A0025-55SAIS

**Description:** Information relating to specific instances of furnishing or denying copies of, access to, or information from records which do not contain safeguarded or privileged information. Included are requests for records or information and documents furnishing the information approving or denying access. (These files normally accumulate in offices or activities having custody of numerous files relating to numerous functional areas, such as records centers, records depositories, record holding areas, and certain centralized file areas.)

**Disposition:** Destroy after 2 years.

**FN:** 25-55i

**Title:** Unauthorized disclosure reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to reporting the unauthorized disclosure of safeguarded nondefense information. Included are notifications, investigation information, disclosure reports, and directly related information.

**Disposition:** Destroy after 2 years.



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**FN: 25-55j**  
**Title:** Acknowledgement  
**Authority:** GRS 14, item 2  
**Privacy Act:** Not applicable.  
**Description:** Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.  
**Disposition:** Destroy after 1 year.

**FN: 25-55k**  
**Title:** Initial Denial Authority designations/appointments  
**Authority:** N1-AU-87-4  
**Privacy Act:** A0001DAPE  
**Description:** Documentation of the designation or appointment of Initial Denial Authority for the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.  
**Disposition:** Destroy 1 year after termination of designation or appointment.

**FN: 25-400-2a**  
**Title:** Record locator and disposition files  
**Authority:** GRS 16, Item 2a  
**Privacy Act:** Not applicable.  
**Description:** SF 135 (Records Transmittal and Receipt) and similar information listing records transferred or retired. Included is information used to locate and retrieve records stored in RHAs and information listing records retired to the FRC system. This regulation requires that one copy of each approved SF 135 listing records retired to an FRC be sent to HQ, USAISC, ATTN: ASQNA-OP-F, Alexandria, VA 22331-0301 where it is maintained in an Army-wide master inventory of all Army records in the FRC system.  
**Disposition:** Destroy when all records listed thereon have been destroyed or when no longer needed for administrative or reference purposes.

**FN: 25-400-2b**  
**Title:** Chargeout suspenses  
**Authority:** GRS 23, Item 6  
**Privacy Act:** Not applicable.  
**Description:** Information maintained in records holding areas and in overseas record centers, reflecting chargeout and return dates for files on loan. Included are suspense slips, duplicate copies of DA Form 543, or equivalent forms.  
**Disposition:** Withdraw and destroy when files covered thereby have been returned.

**FN: 25-400-2c**  
**Title:** (Not used.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 25-400-2d**  
**Title:** Records disposition standard exceptions  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information reflecting exception to records disposition standards authorized by responsible records management officials. Included are requests, approvals, and related information.  
**Disposition:** Destroy on expiration of exception.

**FN: 25-400-2e**  
**Title:** Office file numbers (Rescinded; use FN 1a.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 25-400-2f**  
**Title:** Office record transmittals (Rescinded; use FN 1g.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.

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**Disposition:** Not applicable.

**FN: 25-400-2g**  
**Title:** Records disposal authorizations  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information relating to authorization by Congress or the Archivist of the United States to destroy records. Included are studies, coordination actions, requests for authority to destroy records, archival appraisals, and approvals or disapprovals.  
**Disposition:** Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.

**FN: 25-400-2h**  
**Title:** Central files  
**Authority:** NC1-AU-80-40  
**Privacy Act:** Not applicable.  
**Description:** These files relate to central files units established in the Office of the Secretary of the Army, Office of the Chief of Staff Army, and HQDA Staff Offices in the program to automate operations of the Army Staff. These file numbers can be used for the information accumulated in these units with the following exceptions: information relating to intelligence collections and individual military and civilian personnel type actions must be maintained under file numbers describing these actions found elsewhere in this regulation and large groupings of nonpermanent information covered by a single file number described elsewhere in this regulation. Examples of such files are individual financial transaction files; claims, patents, and court-martial files; and procurement transactions.  
a. Information pertains to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization. Included is information relating to—  
(1) Routine approval actions.  
(2) Local office operations.  
(3) Equipment or system requests and procurement actions.  
(4) Routine budget and manpower actions.  
(5) Internal office management, travel, attendance at conferences.  
(6) Similar information.  
b. Information pertaining to policy matters and to actions documenting the primary mission of the organization.  
c. Machine-readable information providing an index to the central files.  
(1) Master file indexing all documents added to the central files each year.  
(2) Master file retained to support Army operations.  
d. Manual indexes to the central files, if maintained.  
(1) Indexes relating to the routine nonpolicy records described in a above.  
(2) Indexes relating to the policy and primary mission records described in b above.  
(3) Other copies of the index.  
**Disposition:**  
a. Organizations not converting the data to microform: Destroy after 10 years.  
b. Organizations converting the data to microform (see description a above):  
(1) Original microforms: Destroy after 10 years.  
(2) Other microform copies: Destroy when no longer needed for current operations.  
c. Organizations not converting the data to microform (see description b above): Permanent.  
d. Organizations converting the data to microform (see description b above):  
(1) Original documents converted to microform will be cut off annually and retired to WNRC with the next records shipment. Disposal is not authorized at this time. See note below.  
(2) Original microforms will be cut off annually and retained until publication of final disposition instructions in this regulation. These instructions will follow a determination by the National Archives of whether the updatable film is certified as archival. See note below.  
e. Permanent. Duplicate on tape annually and, in coordination with ASQNA-OP-F, transfer to the Machine Readable Archives, National Archives and Records Administration (see description c(1) above).  
f. Destroy when no longer needed for current operations (see description c(2) above).

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g. Destroy after 10 years (see description d(1) above).  
h. Permanent. Retain with the records to which they relate (see description d(2) above).  
i. Destroy when no longer needed for current operations (see description d(3) above).  
Note: Updatable microfilm, which has not been certified as archival, is used for this application. As a result, the paper from which the microfilm is produced must be retained as permanent until such time as the film is certified. If, or when, the National Archives certifies the updatable microfilm as archival, this disposition standard will be changed to provide for early destruction of the paper records. In the meantime, the paper records will be arranged in a logical sequence so that information can be easily retrieved from them while they are in the current files area and the WNRC.

**B-11. File category 27: Legal services**

*a. Prescribing directives.*

- (1) AR 27-1, Judge Advocate Legal Service.
- (2) AR 27-3, Legal Assistance.
- (3) AR 27-10, Military Justice.
- (4) AR 27-20, Claims.
- (5) AR 27-40, Litigation.
- (6) AR 27-50, Status of Forces Policies, Procedures, and Information.
- (7) AR 27-60, Patents, Inventions, and Copyrights.
- (8) AR 27-70, Department of Defense Foreign Tax Relief Program.

*b. Description.* These records concern judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs, international, foreign, procurement, and contract law, legal assistance for military personnel and their dependents, policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army, trials by courts-martial, including pretrial, trial, and post trial procedures, nonjudicial punishment, investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved. Current file numbers in category 27 are listed in table B-11. Rescinded file numbers in category 27 are listed in table B-12.

**Table B-11**  
**File category 27: Legal services**

**FN: 27**  
**Title:** General legal services correspondence files  
**Authority:** NN-167-31 and NN-165-192  
**Privacy Act:** Not applicable.  
**Description:**  
a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to legal services which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)  
b. NONACTION: Matters relating to legal services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.  
**Disposition:**  
a. Destroy after 2 years.

**Table B-11**  
**File category 27: Legal services—Continued**

b. Destroy when no longer needed for current operations.  
**FN: 27-1a**  
**Title:** Legal opinions  
**Authority:** NC1-AU-77-119  
**Privacy Act:** A0027-1DAJA  
**Description:** Information showing legal opinions concerned with interpretations of statutes, laws, regulation, investigations, and similar legal matters.  
**Disposition:**  
a. General Counsel, Office Secretary of the Army (OSA), OTJAG, and Chief Counsel, OCE: Permanent.  
b. Other offices: Destroy on obsolescence.

**FN: 27-1b**  
**Title:** Surety bond reviews  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Cards on the review of surety bonds to ensure legal sufficiency.  
**Disposition:** Destroy 7 years after last entry on card.

**FN: 27-1c**  
**Title:** Surety powers of attorney  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information showing the appointment of persons as attorneys-in-fact by surety companies, authorizing them to execute surety obligations.  
**Disposition:** Destroy 5 years after termination of power of attorney.

**FN: 27-1d**  
**Title:** Appearance as counsel in civil court files  
**Authority:** NN-165-169  
**Privacy Act:** A0027-40dDAJA  
**Description:** Information on the appearance of military personnel and DA civilian employees as counsel before civil courts, administrative tribunals, regulatory bodies, or Government agencies. Included are the—  
a. Requests with supporting or related information, letters, and other information indicating coordination involved.  
b. Action taken on the requests.  
Note: File the above information in the litigation file when the appearance concerns litigation involving or of interest to the Army.  
**Disposition:** Destroy after 2 years.

**FN: 27-1i**  
**Title:** Congressional real estate acquisition reports  
**Authority:** NC1-AU-79-28  
**Privacy Act:** Not applicable.  
**Description:** Information gathered in reporting to the Armed Services Committees on proposed acquisition of certain temporary and permanent interests in Army real property by fee, transfer, and lease. Included are retained copies of reports, related correspondence and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the committee.  
**Disposition:** Offices in charge of liaison between DA and Armed Services Committee on real estate matters: Destroy 5 years after close of case.

**FN: 27-1j**  
**Title:** Congressional real estate disposal reports  
**Authority:** NC1-AU-79-29  
**Privacy Act:** Not applicable.  
**Description:** Information gathered in reporting to the Armed Services Committees on proposed disposal of certain temporary and permanent interests in Army real property by report to GSA, transfer to Federal or other public agencies, conveyance by the Secretary of the Army, or leasing. Included are retained copies of reports, related correspondence, and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the committee.



**Table B-11****File category 27: Legal services—Continued**

**Disposition:** Offices in charge of liaison between DA and Armed Services Committee on real estate matters: Destroy 5 years after close of case.

**FN: 27-1m****Title:** Tax negotiations**Authority:** To be determined.**Privacy Act:** To be determined.

**Description:** Information on negotiations with Federal, State, or local tax authorities on such matters as tax refunds, tax exemptions, or the validity or applicability of taxes. Includes requests for authority to negotiate with tax authorities, approvals or disapprovals, reports of negotiations, documents reflecting legal advice, communications with tax authorities, tax litigation, and related documents.

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

**FN: 27-1n****Title:** Law library vouchers**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Vouchers, support papers, and voucher registers and inventory balance record of books.

**Disposition:** Destroy after 2 years.

**FN: 27-1p****Title:** Shelf list cards**Authority:** GRS 23 (7)**Privacy Act:** Not applicable.

**Description:** Cards indicating that all books in the library are arranged in the order in which the books stand on the shelves, and reflecting item identification by classification, title, author, voucher numbers (additions or reductions), and other information necessary to facilitate the process of accountability.

**Disposition:** Destroy after all items indicated thereon have been dropped from accountability records.

**FN: 27-1q****Title:** Law library catalogs**Authority:** GRS 23, Item 7**Privacy Act:** Not applicable.

**Description:** Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books on the shelves. Upon discontinuance of the facility or library, the current library card catalog files will be included in the transfer, if possible.

**Disposition:** Destroy when related books have been permanently removed from the library collection.

**FN: 27-1r****Title:** JAG legal education program**Authority:** NN-167-31 and NN-165-192**Privacy Act:** AO640-10cTAPC

**Description:** Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's (TJAG) Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.

**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.

**FN: 27-3a****Title:** Legal assistance interview records**Authority:** N1-AU-88-8**Privacy Act:** A0027-3DAJA

**Description:** Information consisting of personal data on each individual given legal assistance, name of the attorney consulted, summary of the problems considered, advice rendered, referrals made, and similar information.

**Disposition:** Destroy after 5 years.

**FN: 27-3b****Title:** Legal assistance cases**Authority:** NN-170-18**Privacy Act:** A0027-3DAJA**Table B-11****File category 27: Legal services—Continued**

**Description:** Information pertaining to legal matters of military personnel or their dependents. Included are correspondence, memorandums, opinions of legal assistance officers, and similar information.

**Disposition:** Return to client at the conclusion of the case, unless legal assistance officer determines files should be retained in the legal assistance office. In such cases, destroy 5 years after completion of case, except selected opinions or memorandums withdrawn for use as precedence will be filed under FN 27-1a.

**FN: 27-3c****Title:** Legal assistance operations**Authority:** NC1-AU-78-115**Privacy Act:** Not applicable.

**Description:** Information on the general conduct and operation of the system for furnishing legal advice and assistance to military personnel and their dependents. Excluded are directives or instructions, which will be kept and disposed of as reference publication files.

**Disposition:** Destroy after 20 years. Retire after 5 years.

**FN: 27-3d****Title:** Pecuniary charge appeals**Authority:** NN-165-15**Privacy Act:** AO027-20SAFM

**Description:** Information on the review, processing, and making of determinations in connection with appeals on the establishment of pecuniary charges. Pecuniary charges are established as a result of reports of survey covering loss of property, board proceedings covering losses or shortage in appropriated or nonappropriated funds, and proceedings on the loss of individual's property. Included are copies of reports of survey, copies of proceedings of boards, inquiries from and answers furnished the General Accounting Office (GAO), and similar information.

**Disposition:** Destroy 10 years after close of case.

**FN: 27-10a****Title:** Summary courts-martial**Authority:** NN-166-204**Privacy Act:** A0027-10bDAJA

**Description:** These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence. For disposition of copies of records of trial by summary courts-martial with notations of action taken by supervisory authority, see AR 27-10, chapter 2. For disposition of copies kept in unit files according to RCM 1305(e), MCM 1984, see AR 640-10 (Field 201 files, temporary information).

**Disposition:**

a. Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The proper records center for retirement of these files is the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

b. Office of summary court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.

c. Other offices and TOE units: Destroy 1 year after notice of final action by the supervisory authority.

**FN: 27-10b****Title:** Court-martial locators**Authority:** N1-AU-89-05**Privacy Act:** A0027-10aDAJA

**Description:** Information used to control cases that are to be tried or have been tried by summary, special, and general courts-martial. Included are index cards, registers, coding sheets and similar information.

**Disposition:**

a. Office of the Judge Advocate General (OTJAG): Permanent. Retire to WNRC when no longer needed for current operations. Transfer to NARA at the same time case files are transferred.

b. Other offices: Destroy 3 years after completion of the case.

**FN: 27-10c****Title:** Special courts-martial**Authority:** II-NNA-2268

Table B-11

## File category 27: Legal services—Continued

**Privacy Act:** A0027-10bDAJA

**Description:** Trial records of special courts-martial, exclusive of special courts-martial involving bad conduct discharges referred to in FN 27-10d. Included are individual case files of the formal record of trial, including special court-martial records and attachments, reports of action taken, similar information kept by the officer exercising immediate general court-martial jurisdiction over the command (as provided in RCM 1111 (b) and (c), MCM 1984), copies of charge sheets and related information, correspondence from the officer exercising immediate general court-martial jurisdiction over the command, court-martial orders (the originals of which have been transferred to the officer exercising general court-martial jurisdiction), and similar information kept by special court-martial convening authorities.

**Disposition:**

- Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The proper records center for retirement of these files is the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.
- Office of special court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.
- Other offices and TOE units: Destroy 1 year after notice of final action by the supervisory authority.

**FN: 27-10d**

**Title:** Special courts-martial (BCD)

**Authority:** NC1-AU-84-26

**Privacy Act:** A0027-10bDAJA

**Description:** Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial which are sent to TJAG as prescribed in the Manual for Courts-Martial, United States, 1984, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities.

**Disposition:**

- OTJAG: Permanent. Retire 2 years after completion of appellate processing.
- Office of Staff Judge Advocate of general court-martial jurisdiction and special court-martial convening authorities: Destroy retained copy of record of trial and related information after notification of completion of final action in OTJAG. Except when case has been sent to Court of Military Appeals for action and accused has been kept in the general court-martial jurisdiction, destruction will be accomplished after notification of final action by Court of Military Appeals. Before destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and kept in CFA for 3 years and then destroyed.
- Other offices and TOE units: Destroy 1 year after notification of completion of final action.

**FN: 27-10e**

**Title:** General courts-martial

**Authority:** NC1-AU-83-40

**Privacy Act:** A0027-10bDAJA

**Description:** Trial records of general courts-martial, military commissions, and courts of inquiry. These originate at the various court-martial jurisdictions in the continental United States and overseas commands. Included are original records of the trial which are sent to TJAG as prescribed in the Manual for Courts-Martial, United States, 1984, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction.

**Disposition:**

- OTJAG: Permanent. Retire 2 years after completion of appellate processing.
- Office of Staff Judge Advocate of general court-martial jurisdiction: Destroy retained copy of record of trial and related information after notification of completion of final action in OTJAG. When case has been sent to Court of Military Appeals for action and accused has been kept in the general court-martial jurisdiction, destroy the copy only after notification of final action by Court of Military Appeals. Before destruction, the staff judge advocate review, court-martial orders, and

Table B-11

## File category 27: Legal services—Continued

decisions of appellate agencies will be withdrawn and kept in CFA for 3 years and then destroyed.

c. Other offices and TOE units: Destroy 1 year after notification of completion of final action.

**FN: 27-10f**

**Title:** Nonjudicial punishments

**Authority:** NC1-AU-84-24

**Privacy Act:** A0027-1DAJA

**Description:** Information and forms gathered for the Record of Proceedings under Article 15, Uniform Code of Military Justice (UCMJ), retained for monitoring nonjudicial punishment.

**Disposition:** Dispose of according to AR 27-10.

**FN: 27-10g**

**Title:** Deliveries to civil authorities

**Authority:** NN-165 170

**Privacy Act:** A0027-1DAJA

**Description:** Information on the delivery of members of the Armed Forces accused of crimes to civil authorities for trial. Included are copies of requests, indictments, presentments, information or warrants, agreements to return members to military control, denials with reasons, and related information.

**Disposition:** Destroy after 2 years or on final disposition of the matter, whichever is first.

**FN: 27-10h**

**Title:** Court-martial statistics

**Authority:** NC1-AU-78-26

**Privacy Act:** Not applicable.

**Description:** Information on the preparation and compilation of statistical data on cases processed by military courts. Included are reports of summary and special court-martial cases prepared by staff judge advocates at general court-martial jurisdictions, based on records of trial by summary and special courts-martial received from convening authorities, related statistical data prepared by OTJAG, and similar information.

**Disposition:**

- OTJAG: Permanent.
- Offices of staff judge advocates at general court-martial jurisdictions: Destroy after 5 years. Keep in CFA.
- Other offices and TOE units: Destroy after 1 year.

**FN: 27-10j**

**Title:** Witness appearances

**Authority:** NN-165-169

**Privacy Act:** A0027-10cDAJA

**Description:** Information on requests for military personnel and DA civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting information, letters, electronically transmitted messages, personnel action forms, and other information indicating action taken on the requests.

**Disposition:** Destroy after 2 years.

**FN: 27-10k**

**Title:** Court-martial operating policies

**Authority:** NC1-AU-78-26

**Privacy Act:** Not applicable.

**Description:** Record copies of policy books and standing operating procedures on the conduct of general, special, and summary courts-martial.

**Disposition:** Permanent. Retire on supersession or obsolescence.

**FN: 27-10m**

**Title:** Petitions under Article 73, UCMJ

**Authority:** NC1-AU-76-19

**Privacy Act:** A0027-10bDAJA

**Description:** Information on petitions for new trial in general, special, or summary court-martial cases. Included are petitions, memorandum opinions, records of TJAG action, court-martial orders, and similar information.

**Disposition:** Destroy 10 years after final action.



**Table B-11**  
**File category 27: Legal services—Continued**

**FN: 27-10n**  
**Title:** Applications under Article 69, UCMJ  
**Authority:** NC1-AU-76-19  
**Privacy Act:** AO027-10bDAJA  
**Description:** Information on applications for relief from conviction by general court-martial (not reviewable under Article 66), or summary court-martial. Included are applications, memorandum opinions, records of TJAG action, court-martial orders, and similar information.  
**Disposition:** Destroy 10 years after final action.

**FN: 27-10s**  
**Title:** Army war crimes reports  
**Authority:** NC1-AU-85-43  
**Privacy Act:** Not applicable.  
**Description:** Reports pertaining to investigations, trials, statements, interrogations, testimonies, exhibits, and related information.  
**Disposition:** Permanent.

**FN: 27-10t**  
**Title:** Army Court-Martial Management Information System (ACMIS)  
**Authority:** N1-AU-88-02  
**Privacy Act:** AO027-10bDAJA  
**Description:** System provides for the efficient collection, manipulation, and presentation of data associated with Army courts-martial. System includes data on docket entries, the accused, alleged offenses, trials and decisions, and sentences.  
**Disposition:**  
a. Master file of historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), offer a copy to the NARA every 5 years or immediately before purging, whichever is sooner.  
b. Input data tapes and paper records: Destroy when no longer needed for current operations.  
c. Output data and reports: Permanent. Retire under FN 27-10h.  
d. System documentation: Permanent. Transfer a copy to NARA with master file.

**FN: 27-10u**  
**Title:** Court-Martial and Disciplinary Information Management Systems (CDIMS)  
**Authority:** N1-AU-88-03  
**Privacy Act:** AO027-10bDAJA  
**Description:** System provides for the efficient collection, manipulation, and presentation of data associated with Army courts-martial. System includes data on docket entries, the accused, alleged offenses, trial and decisions, sentences, and verdict and sentence modifications.  
**Disposition:**  
a. Court Record Files:  
(1) Master file and historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), immediately offer to the NARA.  
(2) Input data tapes and paper records: Destroy when no longer needed for current operations.  
(3) Output data and reports: Permanent. Retire under FN 27-10h.  
(4) Systems documentation: Permanent. Transfer copy to NARA with master file.  
b. Convening Authority Files:  
(1) Master file and historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), immediately offer to the NARA.  
(2) Input data tapes and paper records: Destroy when no longer needed for current operations.  
(3) Output data and reports: Permanent. Retire under FN 27-10h.  
(4) Systems documentation: Permanent. Transfer copy to NARA with master file.

**FN: 27-20a**  
**Title:** Personal property claims  
**Authority:** NN-173-91  
**Privacy Act:** A0027-20aDAJA  
**Description:** Case files on claims against the Government by members of the Army and the Army National Guard, by civilian employees of the Army, and the Department of Defense (DOD) for damage, loss, or destruction of personal property incident to their service.  
**Disposition:** OTJAG: Destroy 10 years after final action on the case.

**Table B-11**  
**File category 27: Legal services—Continued**

**FN: 27-20b**  
**Title:** Foreign claims  
**Authority:** NN-173-91  
**Privacy Act:** Not applicable.  
**Description:** Case files on claims against the U.S. by inhabitants of a foreign country or by a foreign government or a political subdivision for—  
a. Damage, loss, or destruction of private property.  
b. Personal injury or death caused by Army military personnel or civilian employees stationed in the country concerned.  
**Disposition:** Command Claims Services: Destroy 10 years after final action on the case.

**FN: 27-20c**  
**Title:** Local foreign claims  
**Authority:** NN-173-91  
**Privacy Act:** Not applicable.  
**Description:**  
a. Case files on claims arising in foreign countries for—  
(1) Personal injury or death.  
(2) Damage, loss, or destruction of public or private property.  
(3) Any connection with provisions of contracts, leases, or other instruments.  
b. They are limited to those claims which cannot be settled under Army regulations. Also, they must be settled under local laws, regulations, or agreements.  
**Disposition:** Destroy 10 years after final action on the case.

**FN: 27-20d**  
**Title:** Claim journals and indices  
**Authority:** NC1-AU-83-43  
**Privacy Act:** A0027-20aDAJA  
**Description:** Information used for recording pertinent information on each event on an actual or possible claim, and cross-indexes of incidents entered in the claims journal.  
**Disposition:**  
a. OTJAG: Destroy after 6 years.  
b. Other offices: Destroy after 5 years.

**FN: 27-20e**  
**Title:** Claim reports  
**Authority:** NC1-AU-83-41  
**Privacy Act:** A0027-20aDAJA  
**Description:** Information containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are: copies of reports kept by reporting offices, report consolidations and summaries prepared or kept by OTJAG, information directly related to the reports.  
**Disposition:**  
a. OTJAG: Destroy when no longer needed for current operations.  
b. Other offices: Destroy after 2 years.

**FN: 27-20f**  
**Title:** Claim investigation reports  
**Authority:** NN-163-152 and GRS 6, Item 10a  
**Privacy Act:** A0027-20aDAJA  
**Description:** Information showing the results of investigation of accidents and incidents which could, but do not, cause the filing of a claim. Included are investigation reports, marine casualty investigation reports, statements of witnesses, and related information.  
**Disposition:**  
a. Reports on possible claims against the Government:  
(1) Cases involving medical malpractice: Destroy 10 years after date of incident.  
(2) All other cases: Destroy 6 years, 3 months after date of incident.  
b. Reports on possible claims in favor of the Government on which no claim exists: Destroy after 6 years, 3 months.

**FN: 27-20g**  
**Title:** Tort claims  
**Authority:** NN-173-91  
**Privacy Act:** A0027-20bDAJA  
**Description:** Case files on tort claims against the Army for damage, loss, or destruction of private property, personal injury or death

**Table B-11**  
**File category 27: Legal services—Continued**

resulting from negligence of wrongful acts, or omission of acts by military personnel and civilian employees.  
**Disposition:** OTJAG: Destroy 10 years after final action on the case.

**FN: 27-20h**  
**Title:** Noncombat activity claims  
**Authority:** NN-173-91  
**Privacy Act:** AO027-20aDAJA  
**Description:** Case files on claims against the Government for personal injury or death or for damage, loss, or destruction of personal and real property caused by Army and Army National Guard military personnel and civilian employees involved in noncombat activities.  
**Disposition:** OTJAG: Destroy 10 years after final action on the case.

**FN: 27-20i**  
**Title:** Nonscope of employment claims  
**Authority:** NN-173-91  
**Privacy Act:** AO027-20aDAJA  
**Description:** Case files on claims against the Government not recognizable under any other provision of law. The claims are settled under the act of 9 October 1962 (Stat. 767) for damage to, or loss of property, personal injury or death caused by a member of the Army or a civilian employee of the Army. These are case files on claims which arose on and after 9 October 1962 incident to the use of a vehicle of the United States at any place, or any other property of the U.S. on a Government installation.  
**Disposition:** OTJAG: Destroy 10 years after final action on the case.

**FN: 27-20j**  
**Title:** Nonappropriated fund claims  
**Authority:** NN-173-91  
**Privacy Act:** AO027-20aDAJA  
**Description:** Case files on claims against nonappropriated fund activities for damage, loss, or destruction of property, and personal injury or death.  
**Disposition:** OTJAG: Destroy 10 years after final action on the case.

**FN: 27-20k**  
**Title:** Army property damage claims  
**Authority:** NN-173-91 and GRS 6, Item 10a  
**Privacy Act:** A0027-20cDAJA  
**Description:** Case files on claims in favor of the Army for damage, loss, or destruction of Army property.  
**Disposition:**  
a. OTJAG:  
(1) Collected claims: Destroy 10 years after final action on the case.  
(2) Uncollected claims: Destroy 10 years after completion of litigation or 6 years, 3 months after determination that the case will not be prosecuted.  
b. Other offices: Destroy locally settled cases 6 years, 3 months after final action or 2 years after determination that case is not collectible.

**FN: 27-20m**  
**Title:** Medical expense claims  
**Authority:** NN-173-91 and GRS 6, Item 10a  
**Privacy Act:** A0027-20dDAJA  
**Description:** Case files on claims in favor of the Army for the cost of medical care furnished authorized persons for injuries or diseases caused by wrongful or negligent acts or omissions of third parties.  
**Disposition:**  
a. OTJAG:  
(1) Collected claims: Destroy 10 years after final settlement.  
(2) Uncollected claims: Destroy 10 years after completion of litigation or 6 years, 3 months after determination that the case will not be prosecuted.  
b. Other offices: Destroy locally settled cases 6 years, 3 months after final action or 2 years after determination that case is not collectible.

**FN: 27-20n**  
**Title:** Article 139 claims  
**Authority:** NN-163-152  
**Privacy Act:** A0027-20aDAJA  
**Description:** Case files on claims against military personnel under article 139 of the UCMJ. These claims arise from riotous, violent, or

**Table B-11**  
**File category 27: Legal services—Continued**

disorderly conduct which results in damage to or loss of private property.  
**Disposition:** Destroy after 10 years.

**FN: 27-20p**  
**Title:** NATO claims  
**Authority:** NN-173-91  
**Privacy Act:** A0027-20aDAJA  
**Description:** Case files on claims for damage, loss, or destruction of real and personal property, or personal injury or death, caused by North Atlantic Treaty Organization (NATO) foreign nationals in the U.S. or its territories. (Claims against U.S. forces stationed in NATO countries are settled by and under the laws of the country concerned.)  
**Disposition:** OTJAG: Destroy 10 years after final action on the case.

**FN: 27-20q**  
**Title:** Maritime claims  
**Authority:** NN-173-91  
**Privacy Act:** AO027-20aDAJA  
**Description:** Case files in favor of or against the Army for salvage or towage of maritime property, damage, loss or destruction of property, or personal injury or death. Includes claims arising from violations of 33 USC 408.  
**Disposition:** OTJAG: Destroy 10 years after final action on the case.

**FN: 27-20r**  
**Title:** Agency claims  
**Authority:** NN-166-204  
**Privacy Act:** AO026-20aDAJA  
**Description:** Copies of case files or components which are kept by DA Staff agencies, certain MACOMs, and engineer divisions which relate to claims arising at subordinate installations.  
**Disposition:** Destroy after 10 years.

**FN: 27-20v**  
**Title:** Personal property claims reimbursements  
**Authority:** NC1-AU-79-20  
**Privacy Act:** AO027-20aDAJA  
**Description:** Information accumulated by offices responsible for determining the validity of claims for reimbursement for personal property shipments when charges are paid by the individual.  
**Disposition:** Office responsible for making determination: Destroy after 3 years.

**FN: 27-40a**  
**Title:** Civilian personnel litigation case files  
**Authority:** NC1-AU-77-12  
**Privacy Act:** A0027-40DAJA  
**Description:** Information on actual or potential legal proceedings brought against the United States by civilian employees in which the Army, including its instrumentalities, has an interest. This specifically includes cases involving discrimination (for example, sex, race, national origin, age, handicap), reductions-in-force, adverse actions, disciplinary terminations, removals, installation closings, union challenges to contracting-out decisions, and all litigation brought in foreign courts. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.  
**Disposition:**  
a. U.S. Army Legal Services Agency (USALSA), OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to, or result in significant changes in, Army organization or policies; pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.  
b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.  
c. Other offices: Destroy 6 years after completion of litigation.



**Table B-11****File category 27: Legal services—Continued****FN: 27-40b****Title:** General litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

**Description:** Information on actual or potential legal proceedings brought against the United States in which the Army, including its instrumentalities, has an interest. Specifically, cases involving contracts, bankruptcies, the Freedom of Information Act, the Privacy Act, the Uniformed Services Former Spouses Protection Act, and other miscellaneous laws. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

**FN: 27-40c****Title:** Military personnel litigation case files:**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

**Description:** Information on actual or potential legal proceedings brought against the United States involving military operations, policy, and Army military personnel in which the Army, including its instrumentalities, has an interest. Specifically, cases involving military operations, promotion procedures, reenlistment policies, discharge characterizations, administrative discharges, collateral attacks on courts-martial, retirement and back pay claims, certain constitutional tort cases, and conscientious objector cases. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and outside the Federal Government, and related information.

**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

**FN: 27-40d****Title:** Tort litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

**Description:** Information on actual or potential legal proceedings brought against the United States under the Federal Tort Claims Act, in which the Army, including its instrumentalities, has an interest. Specifically, tort-related litigation against DA and DOD personnel, and tort litigation arising under other laws including the Medical Care Recovery Act. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

**Table B-11****File category 27: Legal services—Continued****Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

**FN: 27-40e****Title:** Environmental litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

**Description:** Information on actual or potential legal proceedings brought against the United States under environmental statutes in which the Army, including its instrumentalities, has an interest. This specifically includes redress under the Comprehensive Environmental Response, Compensation, and Liability Act, Resource Conservation and Recovery Act, National Environmental Policy Act, and other environmental statutes. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy 30 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree or other court order. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree, or other court order.

c. Other offices: Destroy 6 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree or other court order.

**FN: 27-40f****Title:** Procurement fraud litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

**Description:** Information on actual or potential legal proceedings involving fraud or corruption in defense contracts in which the Army, including its instrumentalities, has an interest. Included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

**Disposition:**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

**Table B-11**  
**File category 27: Legal services—Continued**

- b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.
- c. Other offices: Destroy 6 years after completion of litigation.

**FN: 27-40g**

**Title:** Legal representation case files

**Authority:** NC1-AU-77-12

**Privacy Act:** A0027-40DAJA

**Description:** Information on actual or potential litigation brought against Government officers and officials in their individual capacities arising out of acts or omissions committed by them in the course of their official duties. Representation case files do not include proceedings against the U.S. or its instrumentalities. Included are advisory reports, investigative reports, litigation reports, pleadings, communications with Army Staff agencies, commands, and activities, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

**Disposition:**

- a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.
- b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.
- c. Other offices: Destroy 6 years after completion of litigation.

**FN: 27-40i**

**Title:** Judicial information release files

**Authority:** NN-165-31

**Privacy Act:** Not applicable.

**Description:** Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers. To the extent possible, file these papers in the particular file to which the information release pertains (for example, the proper personnel, patent, litigation, or claim file).

**Disposition:**

- a. Safeguarded information: Destroy after 10 years.
- b. Nonsafeguarded information: Destroy after 2 years.

**FN: 27-50a**

**Title:** Country law studies

**Authority:** NC1-AU-78-25

**Privacy Act:** Not applicable.

**Description:** Information on the preparation of studies showing an examination of the substantive and procedural criminal laws of each foreign country in which regularly stationed U.S. military forces are subject to the criminal jurisdiction of foreign authorities, and comparisons with procedural safeguards of a fair trial in the United States.

**Disposition:**

- a. Offices of officers designated as "Commanding Officer" for each country concerned: Permanent. Retire on supersession or obsolescence.
- b. Other offices: Destroy on supersession or when no longer needed for reference.

**FN: 27-50b**

**Title:** Foreign jurisdiction cases

**Authority:** NC1-AU-77-128

**Privacy Act:** A0027-50DAJA

**Description:** Information on civil or criminal trial and confinement of persons subject to the court-martial jurisdiction of the Army or of civilian employees of the DOD and dependents by foreign courts or foreign administrative agencies. Included are individual case reports on the exercise of criminal jurisdiction by foreign tribunals, trial observer reports, requests for provision of counsel, records of trials, requests for

**Table B-11**  
**File category 27: Legal services—Continued**

local authorities to refrain from exercising their criminal jurisdiction, communications with staff judge advocates, DA, diplomatic missions, and other organizations.

**Disposition:** OTJAG and overseas commands, where applicable:

Destroy after 30 years. Cut off yearly following acquittal, fine, reprimand, dropping of charges, or on completion of sentence, as applicable.

**FN: 27-50c**

**Title:** Foreign jurisdiction reports

**Authority:** NC1-AU-83-42

**Privacy Act:** Not applicable.

**Description:** Information on the exercise of criminal jurisdiction by foreign courts over U.S. Army personnel. Included are summary reports on the exercise of foreign jurisdiction, commanders' evaluating reports on the effect of local jurisdiction on the accomplishment of their missions, reports on the number of cases in which funds were expended, and total expenditures for payment of counsel fees, provision of bail, court costs, and other expenses, reports concerning personnel who are confined in foreign penal institutions, reports of results of visits to confined personnel, and actions taken, consolidations and summaries of the above reports, reports showing lists and summaries of the most important cases pending, and similar reports or consolidations prepared by OTJAG.

**Disposition:**

- a. OTJAG:
  - (1) Consolidations and summaries: Permanent.
  - (2) Feeder reports: Destroy on extraction or consolidation of the contained data.
- b. Other offices: Destroy 3 years after completion of the next report.

**FN: 27-60a**

**Title:** Intellectual property opinions

**Authority:** NN-164-30

**Privacy Act:** A0027-60aDAJA

**Description:** Information on interpreting or rendering opinions on all matters of invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in the 27-60 series of records.

**Disposition:** Destroy on supersession or obsolescence.

**FN: 27-60b**

**Title:** Patent application security reviews

**Authority:** NC1-AU-79-55

**Privacy Act:** Not applicable.

**Description:** Information on reviewing the security of patent applications, placing applications under secrecy, modifying secrecy orders, and withdrawing applications from secrecy by the Invention Secrecy Act, 35 USC 181-188. Note: Files gathered by the office in charge of prosecuting the patent application will be filed in the patent application or patented file, as appropriate.

**Disposition:**

- a. Secretary, Armed Services Patent Advisory Board: Destroy 20 years after rescission of secrecy order.
- b. Other offices: Destroy on supersession or obsolescence.

**FN: 27-60c**

**Title:** Rights in employee inventions

**Authority:** NN-164-30

**Privacy Act:** A0027-60aDAJA

**Description:** Information on administration of the policy for disposition of rights in inventions of Government employees according to Executive Order (EO) 10096, 23 Jan 50, as changed by EO 10930, 24 Mar 61, or any other provision of law or regulation. Included is information on appeal, reconsideration of agency determinations, and decisions of the Commissioner of Patents.

Note: Information on specific inventions is gathered by the office originating the patented file. File this information in the invention disclosure, patent application, or patented file, as appropriate.

**Disposition:**

- a. OTJAG and originating office: Destroy after 25 years. PIF on expiration of appeal period or after receipt of confirmatory license or assignments and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.



**Table B-11**  
**File category 27: Legal services—Continued**

**FN: 27-60d**

**Title:** Foreign patent filings

**Authority:** NN-164-30

**Privacy Act:** A0027-60aDAJA

**Description:** Information on the filing of foreign patent applications by the U.S. or by another party on behalf of the U.S. wherein the U.S. has or obtains rights in the foreign patent. Included is information generated in the cooperative cross-filing of foreign patent applications by governments and issued foreign patent, if any. (Information in this category gathered by the office in charge of patent prosecution of U.S. patent applications will be filed in the patent application or patented file, as appropriate.)

**Disposition:**

- a. OTJAG: Destroy after 25 years. Cut off yearly after patenting or abandonment of foreign patent application.
- b. Other offices: Destroy 2 years after completion of action.

**FN: 27-60e**

**Title:** Patent and data munition controls

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on legal problems usually involving patents, technical data, or other proprietary rights under munitions control. Included are copies of foreign licenses or technical assistance agreements, the coordinating actions or review comments, and directly related information.

**Disposition:**

- a. Cases involving licenses and technical assistance agreements: Destroy after 20 years.
- b. Other cases: Destroy after 2 years.

**FN: 27-60f**

**Title:** Patent licenses and assignments

**Authority:** NN-164-30

**Privacy Act:** A0027-60aDAJA

**Description:** Information evidencing interests of the Government in or under patents or applications for patents procured on behalf of the Army. It also includes those needed to be recorded on the Register of Government Interests in Patents and Applications for Patents in the U.S. Patent Office. Included are copies of licenses, assignments, other instruments, and letters of transmittal, not included are administration of, or operation under, license agreement and follow-up programs, investigations of license proffers, and negotiations of license agreements.

**Disposition:**

- a. OTJAG: Destroy after 25 years. Retire after 5 years.
- b. Other offices: Destroy after 2 years.

**FN: 27-60g**

**Title:** Government-owned patent licensing files

**Authority:** NN-164-30

**Privacy Act:** A0027-60aDAJA

**Description:** Information on the granting of licenses on Government-owned patents. Included are requests for licenses, the coordinating actions, retained copies of the licenses, and communications on the licensing arrangements. Note: Information of this category gathered by the office originating the patented file will be filed in the proper patented file.

**Disposition:**

- a. OTJAG: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.

**FN: 27-60h**

**Title:** Copyright licenses and assignments

**Authority:** NC1-AU-84-38

**Privacy Act:** A0027-60aDAJA

**Description:** Information showing interests of the Government in or under copyrights procured or obtained on behalf of the DA whether or not recorded in the Office of the Register of Copyrights. Included are copies of copyright license and assignments and other instruments.

**Disposition:** Destroy after 150 years. Retire when no longer needed for current operations.

**Table B-11**  
**File category 27: Legal services—Continued**

**FN: 27-60i**

**Title:** Government copyright and trademark license grants

**Authority:** NC1-AU-84-37

**Privacy Act:** A0027-60aDAJA

**Description:** Information on all phases of the granting of licenses on Government-owned copyrights, trademarks, service marks, and related items. Included are requests for information, the coordinating actions, copies of license grants, communications, follow-up actions taken by the Government on the licensing arrangements, and information in which clearances are granted, opinions are expressed that licenses are not needed, and the use of certain material or procedures does not infringe on Government regulated rights.

**Disposition:** Destroy after 150 years. Retire when no longer needed for current operations.

**FN: 27-60j**

**Title:** Data releases

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on clearance of data (other than motion pictures) with respect to copyrights and the Government's rights in the data, for limited purposes or as a general release but, in either event, not for procurement purposes. Included are requests for release or clearance of data, the coordinating actions, information containing clearances or releases, and related information.

**Disposition:** Destroy after 20 years.

**FN: 27-60k**

**Title:** Popular names clearances

**Authority:** NN-170-18

**Privacy Act:** Not applicable.

**Description:** Information on clearance of popular names being considered for adoption as designations for Army equipment.

**Disposition:** Destroy after 20 years.

**FN: 27-60m**

**Title:** Patent dockets

**Authority:** NC1-AU-78-120

**Privacy Act:** A0027-60aDAJA

**Description:** Information used to control the flow of, or work on, invention disclosures, patent applications, patents, and related matters.

**Disposition:** Destroy after 40 years in CFA.

**FN: 27-60n**

**Title:** Invention disclosures

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on invention disclosures submitted by Government employees and contractors or sources outside the Government on which a patent application may be filed. Included are invention disclosures, drawings, patentability search reports, evaluation reports, recommendations for disposal, copies of publication of disclosures, information showing disposal by transfer to another agency, and related correspondence. They do not include disclosures on which a contractor will keep a patent application or has obtained a patent (patent right follow-up files). Note: When an invention is processed for patenting, the disclosure will be withdrawn and filed in the patent application files. The invention disclosure file will include only those disclosures on which patent applications were not filed.

**Disposition:** Destroy after 25 years. Cut off yearly after publication or other disposition, or after decision not to file a patent application.

**FN: 27-60p**

**Title:** Patent applications

**Authority:** NN-164-30

**Privacy Act:** A0027-60aDAJA

**Description:** Information showing application to the U.S. Patent Office for a patent. Included are the patent application with the related disclosure and all amendments, petitions, appeals, interferences, and related correspondence. Note: When a patent is issued, withdraw the related application file and file it in the patented files. This file will include only abandoned patent applications with related disclosures.

**Disposition:** Destroy after 25 years. Cut off yearly after abandonment.

**Table B-11**  
**File category 27: Legal services—Continued**

**FN: 27-60q**  
**Title:** Patented files  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60aDAJA  
**Description:** Information on those cases in which a patent was issued but excluding inventions patented by contractors. Included are the related invention disclosure and patent application, and other information on the patented invention.  
**Disposition:** Destroy after 25 years. Cut off yearly after the issuance of the patent.

**FN: 27-60r**  
**Title:** Copyright assistance files  
**Authority:** NN-170-18  
**Privacy Act:** A0027-60aDAJA  
**Description:** Information on copyright assistance rendered to Government employees. Included are applications, prosecution information, and related correspondence.  
**Disposition:** Destroy after 20 years.

**FN: 27-60s**  
**Title:** Trademark soliciting and opposition files  
**Authority:** NC1-AU-78-105  
**Privacy Act:** Not applicable.  
**Description:** Information on actions which may or are intended to bar the solicitation, registration, or grant of a trademark, service mark, trade name collective mark, or certification mark. This prevents future opposition to Army use of the mark. Included are communications with the Trademark Examiner, U.S. Patent Office, communications with private concerns and persons regarding the use of such marks, and related information.  
**Disposition:** Destroy on supersession, obsolescence, or when no longer needed for reference.

**FN: 27-60t**  
**Title:** Proffer and infringement claims dockets  
**Authority:** NC1-AU-78-120  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information used to locate, control, or coordinate individual patent license, copyright, or data proffers, and infringement or misuse claims.  
**Disposition:** Destroy after 40 years in CFA.

**FN: 27-60u**  
**Title:** Government asserted claims  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information on the administrative assertion of claims by the Government for the improper or unauthorized use of Government-owned rights in intellectual property. Included are claims against indemnitors for recoupment of patent infringement liabilities and information showing actions taken to prevent or stop improper use of DA or Government copyrights, trademarks, service marks, or similar items.  
**Disposition:** Destroy after 25 years.

**FN: 27-60v**  
**Title:** Infringement allegations  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information on allegations of infringement or misuse of patents, copyrights, trademarks, and data which are not recognizable as formal claims under Federal Acquisition Regulation (FAR) and the DOD Supplement thereto. Included are inquiries, investigations, and other reports and communications concerning the allegations.  
**Disposition:** Destroy after 30 years. Cut off yearly after completion of action.

**FN: 27-60w**  
**Title:** Patent license proffers  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information on the investigation and disposition of patent license proffers handled under AR 27-60, chapter 9. Included are communications on proffered licenses or assignments, requests for

**Table B-11**  
**File category 27: Legal services—Continued**

clearances and clearance to consider and process licenses or assignments on behalf of the DA, the coordinating actions, and preliminary and final reports of consideration or settlement.  
**Note:** When data licensing is also involved, file the case under the dominant interest.  
**Disposition:** Destroy after 30 years. Cut off yearly on obtaining the license or on rejection of, or refusal to, license.

**FN: 27-60x**  
**Title:** Patent administrative claims  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information on the investigation and settlement or other disposition of administrative claims that need clearance under AR 27-60, chapter 8, which are based on infringement or misuse of patents or violations of contracts concerning the use of patents, and on the Invasion Secrecy Act or Foreign Assistance Act. Included are communications regarding the claim, request for clearances to investigate and settle the claim, the coordinating actions, and preliminary and final reports of investigation and settlement of the claim.  
**Disposition:** Destroy after 30 years. Cut off yearly following settlement or denial of the claim.

**FN: 27-60y**  
**Title:** Patent infringement litigations  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information on litigation by or against the U.S. in the Court of Claims, District Courts, or other courts on claims for patent infringement, misuse of patents, or enforcement of agreements and other claims arising from patent problems, regardless of cause. Included are communications with, and reports to, the Department of Justice and information concerned with giving information to that department for defense or prosecution of the suit.  
**Disposition:** Destroy after 30 years. Cut off yearly following termination of litigation.

**FN: 27-60z**  
**Title:** Data licensing  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information used to obtain license rights (by the Government) in privately owned data with or without an accompanying agreement for procurement of the data itself (except where data is procured as an item under a supply or research and development contract). **Note:** When license rights under patents are also involved, file the case under the dominant interest.  
**Disposition:** Destroy after 30 years. Cut off yearly after completion of action.

**FN: 27-60aa**  
**Title:** Data litigation  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60bDAJA  
**Description:** Information on litigation alleging misuse of data whether the right to recover is alleged to be based on contract or otherwise. Included are communications with data owners, other patent activities, and the Department of Justice, investigation reports, and related information.  
**Disposition:** Destroy after 30 years. Cut off yearly on completion of litigation.

**FN: 27-60bb**  
**Title:** Copyright licensing assistance  
**Authority:** NN-164-30  
**Privacy Act:** A0027-60aDAJA  
**Description:** Information on advice and assistance provided in obtaining licenses for Army use of copyright material. Included are reports on cases in which the copyright owner cannot be located or withholds his or her consent, comments or opinions concerning proposals to obtain free licenses or to purchase licenses, and related information. Not included are copyrights obtained as a part of a contract for procurement of data.



**Table B-11**  
**File category 27: Legal services—Continued**

**Disposition:** Destroy after 30 years. Cut off yearly on completion of action.

**FN:** 27-60cc

**Title:** Copyright infringement claims

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on investigation and disposition of administrative claims for copyright infringement handled under AR 25-30 or other pertinent instructions. Included are communications with claimants, copies of written consent, if given, statements concerning the origination and proposed use of the materials, and related information.

**Disposition:** Destroy after 30 years. Cut off yearly on completion of action.

**FN:** 27-60dd

**Title:** Copyright infringement litigation

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on litigation by or against the U.S. based on copyright infringement, misuse of copyrights, enforcement of agreements, and comparable claims arising from copyright problems regardless of causes. Included are communications with and reports to the Department of Justice and information concerned with providing information to that department for defense or prosecution of suits.

**Disposition:** Destroy after 30 years. Cut off yearly on completion of litigation.

**FN:** 27-60ee

**Title:** Infringement legislative claims

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on investigations in connection with processing proposed legislation or bills for private relief of persons because of rights of persons in inventions, patents, copyrights or data. Included are reports of investigations, comments or recommendations on the proposed bills, copies of jurisdictional bills, or bills for the award of money, and related correspondence.

**Disposition:** Destroy after 35 years. Cut off yearly after completion or expiration of pendency of the bill.

**FN:** 27-60ff

**Title:** License executory files

**Authority:** NN-164-30

**Privacy Act:** AO027-60aDAJA

**Description:** Information on the administration of executory portions of patent licenses, assignments, or other agreements with the Government (for example, administration and monitoring of provisions for running royalties, royalty ceilings, royalty adjustments, and modifications of contract terms). Included are royalty quotations and reports, information containing recommendations for proper action, and related information.

**Disposition:** Destroy after 20 years. Cut off yearly on expiration of the agreement.

**FN:** 27-60gg

**Title:** Patent right follow-ups

**Authority:** NN-164-30

**Privacy Act:** AO027-60aDAJA

**Description:** Information on the follow-up on contracts having patent rights clauses to identify inventions in which the Government may have an interest and to obtain rights thereon for the Government. Included are interim and final reports listing inventions made under the contract or certifications that no inventions were made, investigation reports, communications containing recommendations and opinions, and related information. They do not include information on patent soliciting resulting from the Government's acquisition of an invention disclosure with right to file a patent application.

**Disposition:** Destroy after 25 years. PIF on completion of action and cut off at the end of that year.

**FN:** 27-60hh

**Title:** Patent and data contract reviews

**Authority:** NN-166-204

**Table B-11**  
**File category 27: Legal services—Continued**

**Privacy Act:** Not applicable.

**Description:** Information showing the review and approval of contracts, invitations to bid, request for quotations for appropriateness and conformity with laws and regulations, policy governing inventions, patents, copyrights, data, or similar intellectual property. Included are information containing opinions, comments, and recommendations, and information showing interpretations of provisions in proposed or existing contracts. It does not include files described elsewhere in this section.

**Disposition:** Destroy after 8 years, except opinions and interpretations will be destroyed on supersession or obsolescence.

**FN:** 27-60ii

**Title:** Intellectual property clause deviations

**Authority:** NC1-AU-79-53

**Privacy Act:** Not applicable.

**Description:** Information on requests for, and approval or disapproval of, deviation from standard procurement contract clauses. These clauses pertain to inventions, patents, copyrights, trademarks, data, or similar intellectual property required by regulation to be included in the contract. Included are information used to support and justify such requests (for example, memorandums of the facts respecting the proposed contract and prospective contractor, and of precedent and policy pertinent to the particular case). Information gathered by contracting officers administering contracts will be filed with the related contract.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy 10 years after approval or disapproval of deviation.

b. Office of headquarters of major commands: Destroy on supersession or obsolescence.

c. Other offices: Destroy after 6 years, except that information filed with related contracts will be destroyed with the related contract.

**FN:** 27-60jj

**Title:** Royalties

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on considerations, investigations, negotiations, or other actions taken to reduce or recoup royalties paid or to be paid (by the contractor to the owner) for use of patents, copyrights, or other data under procurement contracts. Included are investigative reports, opinions, and related information.

**Disposition:** Destroy after 20 years. Cut off yearly on completion of action.

**FN:** 27-60kk

**Title:** Request for greater rights

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on decisions on contractors' requests for greater rights in inventions under contracts containing patent rights clauses of the title or deferred type.

**Disposition:** Destroy after 20 years.

**FN:** 27-60mm

**Title:** Procurement data clearances

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on legal clearance of data for use in procurement, but not information on search resulting from proffers and infringement claims. Included are reports of search and similar information.

**Disposition:** Destroy after 20 years.

**FN:** 27-60nn

**Title:** Intellectual property foreign procurements

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on inventions, patent, copyright, and data aspects of the placement and administration of contracts for, or on behalf of, a foreign government with U.S. or foreign contractors. Included are information containing opinions and recommendations, communications with foreign owners of intellectual property, and related information.

**Table B-11**  
**File category 27: Legal services—Continued**

**Disposition:** Destroy after 20 years.

**FN: 27-60pp**

**Title:** Intellectual property international agreements

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** Information on all phases of the acquisition of inventions, patents, data, or copyrights from foreign, private, or governmental sources, but not information on specific claims or proffers. Included are comments on terms of technical agreements and rights clauses, copies of technical agreements, and related information.

**Disposition:** Destroy after 25 years.

**FN: 27-60qq**

**Title:** Intellectual property private litigations

**Authority:** NN-164-30

**Privacy Act:** AO027-60bDAJA

**Description:** Information on all phases of Government monitoring, supplying information for, or other participation in, private litigation on patent, copyright, or data rights. Included are requests for approval and approvals to release the information and related communications.

**Disposition:** Destroy after 20 years. Cut off yearly after termination of litigation.

**FN: 27-60rr**

**Title:** Installation intellectual property procurements

**Authority:** NN-164-30

**Privacy Act:** Not applicable.

**Description:** These files consist of information described in FNs 27-60hh through 27-60rr. This file number may be used by patent activities when (because of limited volume) it is impractical or uneconomical to establish separate files.

**Disposition:** Destroy after 25 years.

**FN: 27-60ss**

**Title:** Unsolicited proposals

**Authority:** NN-164-30

**Privacy Act:** AO027-60aDAJA

**Description:** Information relating to the receipt and administration of the evaluation of unsolicited disclosures, data, suggestions, ideas, plans, sketches, drawings, information, discoveries, models, samples, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or submitted by military personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, proposals resulting from qualitative requirements information or similar problem statements, memorandums of understanding, communications with submitters, evaluations, and similar information.

**Disposition:** Office of record established pursuant to the provisions of AR 27-60: Destroy after 6 years.

**FN: 27-60tt**

**Title:** Laboratory notebooks

**Authority:** NN-164-25

**Privacy Act:** Not applicable.

**Description:** Notebooks used to record and preserve engineering and scientific data, and to provide legal evidence of the date of conception of an invention. Notebooks are generally of two types: those containing technical data which is routine, fragmentary, or duplicated in technical reports and information and those containing data essential in establishing patent rights. In addition to the author's name, all laboratory notebooks will be identified by the titles and numbers of the projects, tasks, or subtasks to which they pertain.

**Disposition:** Destroy 23 years after last entry in notebook. Retire after 6 years.

**FN: 27-70a**

**Title:** Country law tax studies

**Authority:** N1-AU-91-4

**Privacy Act:** Not applicable.

**Description:** Country law tax studies required pursuant to the DOD Foreign Tax Relief Program.

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

**Table B-11**  
**File category 27: Legal services—Continued**

**FN: 27-70b**

**Title:** DOD Foreign Tax Relief Program report files

**Authority:** N1-AU-91-4

**Privacy Act:** Not applicable.

**Description:** Annual reports required under the DOD Foreign Tax Relief Program (RCS: DDGC(A)1199). Includes a summary of significant activities during the preceding year of the administration of the program furnished by commanders of the unified commands to the General Counsel of the DOD.

**Disposition:** Destroy after 2 years.

**Table B-12**  
**File category 27: Legal services—rescinded FNs**

**FN: 27-1e**

**Title:** Legislation files

**Use:** FN 1-20a

**FN: 27-1f**

**Title:** Legislation comments

**Use:** FN 1-20b

**FN: 27-1g**

**Title:** Congressional investigations

**Use:** FN 1-20c

**FN: 27-1h**

**Title:** Congressional visit reports

**Use:** FN 1-20d

**FN: 27-1k**

**Title:** Professional responsibility and management inquiries

**Use:** FN 27-1a

**FN: 27-5a**

**Title:** Law library vouchers

**Use:** FN 27-1n

**FN: 27-5b**

**Title:** Shelf list cards

**Use:** FN 27-1p

**FN: 27-5c**

**Title:** Law library catalogs

**Use:** FN 27-1q

**FN: 27-5d**

**Title:** Judicial information releases

**Use:** FN 27-40i

**FN: 27-10i**

**Title:** Litigation cases

**Use:** FN 27-40a through 40g, as appropriate.

**FN: 27-10p**

**Title:** Country law studies

**Use:** FN 27-50a

**FN: 27-10q**

**Title:** Foreign jurisdiction cases

**Use:** FN 27-50b

**FN: 27-10r**

**Title:** Foreign jurisdiction reports

**Use:** FN 27-50c

**FN: 27-20r**

**Title:** Navigable waterway violations

**Use:** Not applicable.



**Table B-12**  
**File category 27: Legal services—rescinded FNs—Continued**

**FN: 27-20s**  
**Title:** Contract adjustments and claim determinations  
**Use:** FN 27-40b

**FN: 27-20u**  
**Title:** FBI criminal-type reports  
**Use:** Not applicable.

**FN: 27-20w**  
**Title:** Pecuniary charge appeals  
**Use:** FN 27-3d

**FN: 27-40h**  
**Title:** Appearance as counsel in civil court  
**Use:** FN 27-1d

**B-12. File category 30: Food program**

*a. Prescribing directives.*

- (1) AR 30-1, The Army Food Service Program.
- (2) AR 30-5, Food Cost and Feeding Strength Summary.
- (3) AR 30-7, Operational Rations.
- (4) AR 30-16, Food Service Data Feedback Program.
- (5) AR 30-18, Army Troop Issue Subsistence Activity Operating Procedures.
- (6) AR 30-19, Army Commissary Store Operating Policies.
- (7) AR 30-21, Army Field Feeding Procedures.

*b. Description.* These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations. Note: These files have undergone a complete revision since the last MARKS regulation. Care must be taken in establishing new files. See table B-13.

**Table B-13**  
**File category 30: Food program**

**FN: 30**  
**Title:** General food program correspondence files  
**Authority:** NN-167-31 and NN-165-192  
**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

**FN: 30-1a**  
**Title:** Cash receipts  
**Authority:** NN-166-179  
**Privacy Act:** Not applicable.

**Table B-13**  
**File category 30: Food program—Continued**

**Description:** Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and payment of catered meals or unprepared subsistence, reports of investigation in accordance with AR 15-6, report of survey per AR 735-5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.  
**Disposition:** Destroy after 2 years. Maintain these files on a fiscal year basis.

**FN: 30-1b**  
**Title:** Menu files  
**Authority:** NC1-AU-80-54  
**Privacy Act:** Not applicable.

**Description:** Copies of the master menus, cyclic menus, special menus, proceedings of menu boards, and enlisted dining facility advisory council minutes.  
**Disposition:** Destroy when superseded.

**FN: 30-1c**  
**Title:** Dining facility reviews  
**Authority:** NN-166-179  
**Privacy Act:** Not applicable.

**Description:** Information relating to review or inspection of dining facility operations, included are administration, and sanitation files; contractor performance evaluations; nutrition, requisition, and receiving procedures; security, inventory management, and meal card verification; and reports. Included are summary of account status review, quality deficiency reports (QDRs), equipment improvement reports (EIPs), Unsatisfactory Material Reports (UMRs), food service equipment replacement record, and related information on findings and recommendations.  
**Disposition:** Destroy after 1 year. Maintain these files on a fiscal year basis.

**FN: 30-1d**  
**Title:** Dining facility operations  
**Authority:** NC1-AU-80-54  
**Privacy Act:** Not applicable.

**Description:** Documents pertaining to operating the dining facility. Included are production schedules, head count records, signature head count sheets, kitchen requisitions, sensitive and high dollar item disposition, inventories with recap sheets, strength and feeder reports (field), and similar information. Not included are meal card management records; see FN 600-38a.

**Disposition:**

- a. Active Army: Destroy after 6 months.
- b. Reserve Components: Destroy after 1 year.
- c. Maintain these records on a fiscal year basis.

**FN: 30-1e**  
**Title:** Ration request, issue, delivery, and account status files  
**Authority:** NC1-AU-76-57  
**Privacy Act:** Not applicable.

**Description:** Dining facility information relating to issue, subsistence reports, ration requests, feeder reports, issue and turn-in slips not used for receipt of cash, delivery tickets, machine printouts, certificates of donation, dining facility account card, and transfer of subsistence between dining facilities.

**Disposition:** Dining facilities:

- a. Active Army: Destroy after 6 months.
- b. Reserve component: Destroy after 1 year.
- c. Maintain these files on a fiscal year basis.

**FN: 30-1f**  
**Title:** Operational rations  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.

**Description:** Information relating to the operational ration/box lunch control sheets, ration control sheets, transfers of subsistence between field and garrison operations, inventories of subsistence received from the field, and related information pertaining to requisition, receipt, storage, inspection and issue of operational rations.

**Table B-13****File category 30: Food program—Continued**

**Disposition:** Destroy after 2 years. Maintain these files on a fiscal year basis.

**FN: 30-1g**

**Title:** Food program projects

**Authority:** NC1-AU-77-50

**Privacy Act:** Not applicable.

**Description:** Information resulting from actions taken to evaluate and improve the overall Army Food Program. Included are staff studies, survey and test reports, coordinating actions, and similar information.

**Disposition:** Destroy 2 years after completion of the project.

**FN: 30-1h**

**Title:** Food program reports

**Authority:** NC1-AU-77-51

**Privacy Act:** Not applicable.

**Description:** Reports used for supervision, rendering assistance and advice, and review and analysis of the food program. Included are food facility reports; subsistence supply and service reports; reports of progress accomplished in the food program; post food service supervisor's reports; and reports containing data relative to central billing for cross-servicing of meals furnished personnel of other services; Connelly program information, command logistic reviews, best dining facility awards, dining facility modernization plan, annual food plan, culinary arts information, food service summaries, and food service management plans; approved brunch menus, cook of the quarter, and related information maintained by food advisor and or supervisors.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated or summary reports: Destroy after 5 years.

(2) Feeder reports: Destroy on extraction of data.

b. Other offices, brigade, division, installation, and MACOM food advisor/supervisor: Destroy after 2 years.

**FN: 30-1i**

**Title:** Ration requests

**Authority:** NN-66-204

**Privacy Act:** Not applicable.

**Description:** Requests for motor convoy rations, consolidated ration requests, or comparable documents relating to requests for the issue of subsistence. Maintain these files on a fiscal year basis.

**Disposition:** Brigade or higher: Destroy after 2 years.

**FN: 30-1j**

**Title:** Menu development

**Authority:** NC1-AU-77-148

**Privacy Act:** Not applicable.

**Description:** Information relating to the development, review, and approval of master and special menus. Included is information reflecting cost, dietary, nutritional information, and issue analyses, ration factor lists, copies of published menus, and copies of menu board minutes.

**Disposition:**

a. Offices responsible for preparation and issue:

(1) Record copies of the published menus: Permanent. Retire when no longer needed for current operations.

(2) Other files. Destroy 6 years after publication of the menu.

b. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.

**FN: 30-1k**

**Title:** Food facility establishment files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of cold storage facilities, bakeries, TISA, and similar food processing or storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

**Disposition:** Office having Army-wide responsibility and responsibility for final approval: Destroy 2 years after discontinuance of the related facility.

**Table B-13****File category 30: Food program—Continued****FN: 30-1l**

**Title:** Facility and equipment layout reviews

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the technical review of layout plans for the construction of, significant modification to, or deviation from standard plans for food facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the reviews.

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

**FN: 30-5a**

**Title:** Food cost and feeding strength reports

**Authority:** NC1-AU-80-54

**Privacy Act:** Not applicable.

**Description:** Reports used for the purpose of review and analysis of the food program containing data relative to central billing for cross-servicing of meals furnished personnel of other services. Included are food cost and feeding strength summary and subsistence data summary and similar information.

**Disposition:**

a. Office performing Army-wide responsibility:

(1) Consolidated or summary reports — destroy after 5 years.

(2) Feeder reports — destroy on extraction of data

b. Other offices at MACOM and installation level: Destroy after 2 years.

**FN: 30-7a**

**Title:** War reserve/protectable levels

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the establishment and status of war reserve and protectable levels of operational rations.

**Disposition:** Destroy after 2 years.

**FN: 30-7b**

**Title:** Disposition of operational rations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the disposition of operational rations due to condemnation or transfer to other governmental agencies due to excess stocks.

**Disposition:** Destroy after 2 years.

**FN: 30-7c**

**Title:** Unit basic loads

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the requisition, receipt, and inspection of all operational rations retained by Army units as part of their basic load.

**Disposition:** Destroy after 2 years.

**FN: 30-7d**

**Title:** Operational rations reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information pertaining to semiannual and other reports required for operational rations.

**Disposition:** Destroy after 2 years.

**FN: 30-16a**

**Title:** Unsatisfactory subsistence files

**Authority:** NC1-AU-85-45

**Privacy Act:** Not applicable.

**Description:** Information on reporting of subsistence which is unsatisfactory for its intended use. Included are DA Form 1608-R (Unsatisfactory Material Report) or similar forms, coordination with veterinarians and Troop Issue Subsistence Activity, letters or other narrative reports, and similar information.

**Disposition:** Destroy after 1 year.

**FN: 30-18a (Not used.)**

**Title:** Not applicable.

**Authority:** Not applicable.



**Table B-13****File category 30: Food program—Continued**

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

**FN: 30-18b**

**Title:** TISA reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information constituting a part of the reporting system on TISA operations. Included are all required TISA reports and correspondence concerning TISA reports.  
**Disposition:** Destroy after 2 years.

**FN: 30-18c**

**Title:** TISA accounts  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Documents maintained by accountable and sales officers as the formal record of all transactions pertaining to the receipt, issue, sale, transfer, and inventory of supplies and services, and the receipt and deposit of funds. They include monthly voucher register and general control, inventory adjustment monetary account documents, statements of gains and losses, adjustment vouchers and documents that are filed as vouchers to the account and similar information.  
**Disposition:** Destroy after 2 years.

**FN: 30-18d**

**Title:** TISA BDFA, price list, and adjustment files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information maintained for basic daily food allowance (BDFA), price and adjustment. Included are registers of vouchers to a stock record account, BDFA computation sheets, price and stockage lists, TISA reports of survey, veterinary sample records and destruction certificates, subsistence discrepancy reports, and similar information.  
**Disposition:** Destroy after 2 years.

**FN: 30-18e**

**Title:** TISA ALLFOODACT and management advisory messages  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Included are ALLFOODACT messages and management advisory messages received from higher headquarters.  
**Disposition:** Destroy after 2 years or when superseded, obsolete, or no longer needed for reference.

**FN: 30-18f**

**Title:** TISA equipment replacement records  
**Authority:** NN-166-104  
**Privacy Act:** Not applicable.  
**Description:** Information on facility or equipment replacement budget request documents and responses, equipment replacement records, requests for equipment and maintenance request logs, and similar information.  
**Disposition:** Destroy after 2 years.

**FN: 30-18g**

**Title:** Item consumption files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Subsistence consumption cards and documents maintained for the planning and controlling of stockage levels such as not-in-stock lists, operational ration control forms, menus and recapitulations, and similar information.  
**Disposition:**  
 a. Subsistence consumption cards: Destroy when new card is initiated or 1 year after discontinuance of the related item, whichever is first.  
 b. All other material: Destroy after 2 years.

**FN: 30-18h**

**Title:** TISA inventory records  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information pertaining to disinterested individual appointment orders and all inventory and inventory related records of

**Table B-13****File category 30: Food program—Continued**

the TISA except the book inventory maintained on the voucher register general control.  
**Disposition:** Destroy after 2 year.

**FN: 30-18i**

**Title:** TISA requisitions  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Requisitions, document registers, direct vendor delivery requests, local purchase requests, discrepancy reports, other records of requisitions for the TISA but exclusive of such documents when filed with vouchers to the account.  
**Disposition:** Destroy after 1 year.

**FN: 30-18j**

**Title:** TISA due-in documents  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information maintained as a record of shipments due-in. Included are shipping documents and similar papers.  
**Disposition:** Destroy after 1 year.

**FN: 30-18k**

**Title:** TISA receipt records  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information maintained as a record receipt, turn-in, and similar information.  
**Disposition:** Destroy after 2 year.

**FN: 30-18l**

**Title:** TISA issue records  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information maintained as a record issue, direct vendor delivery tickets machine printouts, and similar information.  
**Disposition:** Destroy after 2 year.

**FN: 30-18m**

**Title:** TISA charge sales  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information pertaining to charge customer requests, charge sales abstracts, charge sales receipts, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to charge sales, but exclusive of such documents files as vouchers to the account.  
**Disposition:** Destroy after 2 years.

**FN: 30-18n**

**Title:** Garrison ration accounts  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information relating to unit ration requests, feeder reports, dining facility account cards and correspondence relating to the status of accounts maintained under the Army Ration Accounting System. Included are notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.  
**Disposition:** Destroy after 2 years.

**FN: 30-18o**

**Title:** Field ration accounts  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Information maintained under the Army Field Feeding System. Included are unit ration requests, feeder reports, account records and correspondence such as notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.  
**Disposition:** Destroy after 2 years.

**FN: 30-18p**

**Title:** IDTAS ration accounts  
**Authority:** NN-166-204

Table B-13  
File category 30: Food program—Continued

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the Inactive Duty Training System (IDTAS). Included are unit ration requests, feeder reports, account records and correspondence, notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustment to accounts, and related information.

**Disposition:** Destroy after 2 years.

**FN:** 30-18q

**Title:** Medical treatment facility issues

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Issue slips used for the request and issue of subsistence items to fill the menu requirements for dining facilities within medical treatment facilities. Included are facility slips and worksheets.

**Disposition:** Destroy after 1 year.

**FN:** 30-19a

**Title:** Commissary accountability

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the commissary accountability and backup to support the voucher register and general control entries, such as receipts, sales, charge sales, transfer of subsistence, inventory results, price lists with adjustments and deposit of, or receipt of, funds. Similar information affecting the account includes statements of gains and losses, store block control journal, summary audit log, and receiving document logs; vendor coupons and refunds; food stamps; women, infants, and children (WIC) transactions, billing, and receipt documentation; food donations, container deposits, check collection fees; and disposition of damaged salvaged items and reports of survey.

**Disposition:** Destroy after 2 years. Information received in which no action is required: Destroy when no longer needed for current operations.

**FN:** 30-19b

**Title:** Commissary activity plans

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, not-in-stock lists, and similar information.

**Disposition:**

- a. Item consumption files: Destroy on initiation of a succeeding record for that item or 1 year after discontinuance of the related item, whichever is first.
- b. Remaining files: Destroy after 1 year.

**FN:** 30-19c

**Title:** Commissary reports

**Authority:** N1-AU-90-17

**Privacy Act:** Not applicable.

**Description:** Documents correspondence and follow-up data and information constituting a part of the reporting system on commissary operations. Included are standard reports, interim reports, and additional one-time reports that are not filed in a required area.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy after 5 years. Destroy feeder reports after data is extracted.
- b. Other offices: Destroy after 2 years.

**FN:** 30-19d

**Title:** Commissary sales registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Registers maintained to control and identify sales orders and entries in registers bearing such information as sales order number, date, location of item sold, sales number, purchaser, description of item, amount of order, and similar information.

**Disposition:** Destroy after 6 years.

**FN:** 30-19e

**Title:** Commissary price lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

Table B-13  
File category 30: Food program—Continued

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

**Disposition:** Destroy after 2 years.

**FN:** 30-19f

**Title:** Commissary cash and charge sales

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.

**Disposition:** Destroy after 2 years or after audit, whichever is first. However, cash register detail tapes may be destroyed after 1 year or after audit, whichever is first.

**FN:** 30-19g

**Title:** Commissary requisitions

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Requisitions submitted to Defense Personnel Support Center and other supplying depots and agencies, advices of actions, and other papers retained as a record of the requisition of supplies for the commissary store, but exclusive of such documents when filed with vouchers to the account.

**Disposition:** Destroy after 1 year.

**FN:** 30-19h

**Title:** Commissary due-in documents

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information maintained as a record of shipments due-in used to plan warehouse space utilization. Included are shipping documents, requisitions, and similar information.

**Disposition:** Destroy on receipt of shipment or on completion of planned space utilization, as applicable.

**FN:** 30-19i

**Title:** Commissary accountable/responsible officer designations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information appointing the commissary officer or other commissary staff member as an accountable and responsible sales officer.

**Disposition:** Destroy 2 years after termination of duty.

**FN:** 30-19j

**Title:** Cash and charge sales (Rescinded; use FN 30-19f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 30-19k

**Title:** Commissary program projects

**Authority:** N1-AU-90-17

**Privacy Act:** Not applicable.

**Description:** Information resulting from actions taken to evaluate and improve the overall Army Commissary Program. Included are studies, market-basket survey reports, independent research, survey and test results, coordinating actions, and related information and data to review or evaluate commissary programs and initiatives.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy 2 years after completion of the project.
- b. Other offices: Destroy after 2 years.

**FN:** 30-19l

**Title:** Commissary marketing/stockage program

**Authority:** N1-AU-90-17

**Privacy Act:** Not applicable.

**Description:** Information establishing policies and correspondence pertaining to authorized stockage of items, vendor stocked items, contract stockage, merchandising, promotions, item master file



**Table B-13**  
**File category 30: Food program—Continued**

including changes, item descriptions, not-in-stock reports, Universal Product Code correspondence, and similar information.

**Disposition:**

- a. Office having Army-wide responsibility: Destroy when superseded, obsolete, or no longer needed for current operations.
- b. Other offices: Destroy after 2 years.

**FN: 30-19m**

**Title:** Commissary establishment files

**Authority:** N1-U-90-17

**Privacy Act:** Not applicable.

**Description:** Information relating to the review and approval of recommendations for the establishment or discontinuance of commissary facilities and storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notification of establishment or discontinuance.

**Disposition:** Destroy 2 years after discontinuance of related facility.

**FN: 30-19n**

**Title:** Commissary facility layout reviews

**Authority:** GRS 17, Items 3 and 9

**Privacy Act:** Not applicable.

**Description:** Information relating to the technical review of layout plans for the construction of, significant modification to, or deviation from, standard plans for commissary facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, recommendations resulting from the reviews, and related information.

**Disposition:** Destroy when no longer needed for current operations.

**FN: 30-21a**

**Title:** Field menu files

**Authority:** NC1-AU-80-54

**Privacy Act:** Not applicable.

**Description:** Copies of operational menus, field training menus, and/or special menus.

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

**FN: 30-21b**

**Title:** Field kitchen review files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the review of field kitchen administration, sanitation, supplies, equipment, and reports. Included are QDRs, EIRs, UMRs, and related information on findings and recommendations.

**Disposition:** Destroy after 1 year. Maintain these records on a fiscal year basis.

**FN: 30-21c**

**Title:** Field ration request, production, control sheet, and feeder report files

**Authority:** NC1-AU-76-57

**Privacy Act:** Not applicable.

**Description:** Information relating to strength and feeder reports; ration control sheets; ration requests; issues, turn-ins, and transfers; machine printouts; production schedules; and similar information.

**Disposition:** Destroy after 1 year. Maintain these records on a fiscal year basis.

**B-13. File category 32: Clothing and textile materiel**

a. *Prescribing directive.* AR 32-5, Introduction of New Clothing and Textile (C&T) Items into the DOD Supply System.

b. *Description.* Functions and procedures regarding the integrated supply management of clothing and textile material items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. This excludes descriptions and wearing of items of the uniform which are contained in the 670 series. See table B-14.

**Table B-14**  
**File category 32: Clothing and textile materiel**

**FN: 32**

**Title:** General clothing and textile material correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN: 32-5a**

**Title:** Clothing material projects

**Authority:** NC1-AU-78-101

**Privacy Act:** Not applicable.

**Description:** Documents relating to actions taken to evaluate and improve the overall Army clothing program. Included are staff studies, surveys, test reports, coordination actions, and related information.

**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 6 years.

**B-14. File category 34: Standardization**

a. *Prescribing directives.*

(1) AR 34-1, International Rationalization, Standardization and Interoperability.

(2) AR 34-2, Rationalization, Standardization, and Interoperability Policy.

b. *Description.* These records concern standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to make items interchangeable. In addition, they pertain to standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development. See table B-15.

**Table B-15**

**File category 34: Standardization**

**FN: 34**

**Title:** General standardization correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative

Table B-15

## File category 34: Standardization—Continued

nature, and other information relating to standardization which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

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

**Disposition:**

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

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

## FN: 34-1a

**Title:** International standardization policies

**Authority:** NC1-AU-84-22

**Privacy Act:** Not applicable.

**Description:** Information relating to policy and general management of the International Military Rationalization/Standardization/Interoperability Program.

**Disposition:**

a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

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

## FN: 34-1b

**Title:** ABCA standardization lists

**Authority:** NC1-AU-84-20

**Privacy Act:** Not applicable.

**Description:** Information including equipment development policies or statements on projects or items reflecting formal coordination relating to cooperative efforts.

**Disposition:**

a. Office having Army-wide or major command-wide responsibility: Permanent. PIF on completion of project and cut off at the end of that year.

b. Other offices: Destroy on completion of project.

## FN: 34-1c

**Title:** International equipment reciprocal use files

**Authority:** NC1-AU-84-19

**Privacy Act:** Not applicable.

**Description:** Information relating to arrangements and actions taken in the international exchange or use of equipment for test and evaluation. Included are requests for equipment use, test project agreements, requests for extension of use time, test reports, and similar information.

**Disposition:**

a. Office responsible for authorizing equipment use:

(1) Test reports and other records relating to the testing and evaluation of equipment: Permanent.

(2) Other records: Destroy 3 years after termination of agreement.

b. Other offices: Destroy after 3 years.

## FN: 34-1d

**Title:** International military standardization agreements

**Authority:** NC1-AU-84-18

**Privacy Act:** Not applicable.

**Description:** Information relating to international agreements pertaining to standardization. Included are coordinating actions, communications, comments, ratification, copies of approved agreements, and similar information.

**Disposition:**

a. Office of Army proponent or custodian of the agreement: Permanent. PIF on supersession, cancellation, or termination of the agreement and cut off at the end of that year.

b. Other offices: Destroy on supersession, cancellation, or termination of the agreement.

Table B-15

## File category 34: Standardization—Continued

## FN: 34-1e

**Title:** International conferences

**Authority:** NC1-AU-78-38

**Privacy Act:** Not applicable.

**Description:** Information pertaining to the view of DA relating to the participation of United States representatives at international conferences and DA representation on inter-American and international agencies. This information relates to the development of basic data for background and guidance at conferences, attendance of DA personnel at conferences, and control over the appropriation "Inter-American Relations, Department of the Army."

**Disposition:**

a. Office having Army-wide responsibility: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

b. Other offices: Destroy after 2 years.

## FN: 34-1f

**Title:** International meetings

**Authority:** NC1-AU-86-57

**Privacy Act:** Not applicable.

**Description:** Information relating to the meetings of international working groups, committees, and panels which foster standardization, interoperability, and cooperative research and development. Included are proposals, coordinating actions, agendas, minutes of meetings, position paper, corrections to final meeting report, trip reports, and similar information.

**Disposition:**

a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

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

## FN: 34-1g

**Title:** Materiel standardization comments

**Authority:** NC1-AU-78-34

**Privacy Act:** Not applicable.

**Description:** Information relating to preparation of the user's comment on the need for standardization of materiel required by foreign countries and international organizations. Included are studies and other recorded information leading to materiel requirements or developing policy statements, copies of drafts and final policy statements, coordinating actions, and communications relating to the statements.

**Disposition:**

a. Office responsible for preparation of the formal U.S. Army user position: Permanent. PIF on completion of standardization and cut off at the end of that year.

b. Office responsible for developing the comment: Destroy after 5 years.

c. Other offices: Destroy after 2 years.

## FN: 34-2a

**Title:** International standardization agreement lists

**Authority:** NC1-AU-78-110

**Privacy Act:** Not applicable.

**Description:** Documents accumulated in providing a list of all materiel and technical procedure agreements formalized by international standards, proposed international standards, approved but unpublished international standards, and agreements reached in which publication of a standard is not required.

**Disposition:**

a. Office responsible for preparation of the Army-wide list: Permanent.

b. Other offices: Destroy after 2 years, or on supersession, as applicable.

## FN: 34-2b

**Title:** International materiel standardization agreements

**Authority:** NC1-AU-78-110

**Privacy Act:** Not applicable.

**Description:** Documents relating to the preparation, amendment, interpretation, and cancellation of international standardization agreements concerning materiel, equipment, and technical procedures, but not materiel under research and development. Such agreements



**Table B-15****File category 34: Standardization—Continued**

reflect the degree of standardization to be achieved and maintained and specify the applicable drawings, specifications, and other relevant technical data. Included are reports of working groups or correspondence with appropriate officials in foreign countries or international organizations, drafts of proposed standardization agreements and comments on them, final U.S. Army approvals, and copies of the ratified agreements.

**Disposition:**

- a. Offices responsible for final U.S. Army approval: Permanent. PIF on publication and issuance of the agreement and cut off at the end of that year.
- b. Other offices: Destroy after 2 years, or 2 years after final approval of agreement, as applicable.

**FN: 34-2c****Title:** International standardization projects**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

**Description:** Documents relating to actions taken to promote standardization of material and technical procedures between the United States and foreign countries or international organizations which do not result in the publication of an international standardization agreement. Included are letters appointing members to working groups, reports of participation in or minutes of working groups, correspondence exchanging technical information, coordination actions, and related papers.

**Disposition:**

- a. Office having Army-wide staff responsibility, and offices responsible for participation in the project: Permanent. PIF on completion of the project and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

**B-15. File category 36: Audit***a. Prescribing directives.*

- (1) AR 36-2, Processing Internal and External Audit Reports and Follow-Up on Findings and Recommendations.
- (2) AR 36-5, Auditing Service in the Department of the Army.
- (3) AR 36-75, Audit Procedures for Nonappropriated, Trust, and Other Official Funds Other Than the Army Club System.

*b. Description.* These records concern authority, responsibilities, organization, and policies relating to auditing service in DA, action requested on United States Army Audit Agency (USAAA) reports, and audit procedures for nonappropriated and similar funds. Policies and procedures relating to audits are established by the GAO (table B-16).

**Table B-16****File category 36: Audit****FN: 36****Title:** General audit correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

**Table B-16****File category 36: Audit—Continued**

(establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:**

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

**FN: 36-2a****Title:** GAO audit reporting files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

**Description:** Information on reports of audit made by the GAO. Included are notices of intent to audit, copies of documents furnished to GAO representatives, tentative findings and recommendations, advance notice of major findings, report of exit conferences, audit reports and comments, follow-up progress reports, and related information.

**Disposition:**

- a. GAO contract audit reports: Dispose of in the same manner as the related contract files.
- b. OTIG: Destroy after 10 years.
- c. Offices designated as central point of contact: Destroy after 10 years, except that GAO draft reports may be destroyed on receipt of final report.

**FN: 36-2b****Title:** DODIG audit reporting files**Authority:** NC-174-171**Privacy Act:** Not applicable.

**Description:** Information on reports of audit conducted by the Department of Defense Inspector General (DODIG). Included are notices of intent to audit, preaudit surveys, tentative findings and recommendations, audit reports and command comments, copies of documents furnished to DODIG representatives, follow-up progress reports, and related information.

**Disposition:**

- a. OTIG: Destroy after 10 years.
- b. USAAA: Destroy after 2 years.
- c. Audited commands: Destroy after 5 years.
- d. Other offices providing input: Destroy after 5 years.

**FN: 36-2c****Title:** AAA audit reporting files**Authority:** NC1-AU-81-29**Privacy Act:** Not applicable.

**Description:** These files include copies of USAAA audit reports, command replies, HQDA staffing actions, follow-up actions, closeout actions, and related information.

**Disposition:**

- a. OTIG: Destroy after 10 years.
- b. Other offices: Destroy after next audit and completion of related actions or destroy after 5 years, whichever is first.

**FN: 36-5a****Title:** NAF payroll control documents (Rescinded; use FN 36-75a).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 36-5b****Title:** GAO audit reporting files (Rescinded; use FN 36-2a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 36-5c****Title:** AAA audit reporting files (Rescinded; use FN 36-2c.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

**Table B-16****File category 36: Audit—Continued****FN: 36-5d****Title:** DODIG audit reporting files (Rescinded; use FN 36-2b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 36-5e****Title:** Military establishment audits**Authority:** NC1-AU-76-44**Privacy Act:** Not applicable.**Description:** Information created or accumulated by USAAA in doing scheduled and special audits of DA commands, installations, and activities. Included are audit reports, auditor's workpapers, survey reports, and related information.**Note:** This file does not include audits of American Red Cross and nonappropriated funds.**Disposition:** Destroy audit report official case files (parts II and III) after completion of the command reply procedures closeout on the next succeeding audit, or 3 years after command reply procedures closeout on the current audit, except—

- a. Files pertaining to purely administrative matters may be destroyed on completion of the command reply process.
- b. Offices furnishing information to a requestor or Audit Control Point may destroy internal assist audit files 1 year after information is furnished.
- c. Survey reports and related workpapers may be destroyed when no longer needed for current operations.
- d. Audit workpapers may be destroyed 2 years after completion of the command reply procedures closeout or upon completion of the succeeding audit.

**FN: 36-5f****Title:** Audit background files**Authority:** II-NN-33-72**Privacy Act:** Not applicable.**Description:** Information created or accumulated by USAAA on the organizations, functions, relationships, policies, financial capabilities, operating procedures, production methods, records and facilities, previous history, and physical size and location of military commands and Army installations and activities subject to audit by USAAA.**Disposition:** USAAA offices: Destroy when no longer needed for current operations.**FN: 36-5g****Title:** Audit control files**Authority:** II-NN-33-72**Privacy Act:** Not applicable.**Description:** Information kept by USAAA in connection with controlling audits. Included is information reflecting all audits performed, installations and activities audited, periods of audit, scheduling of audits, time budgeting, and related information required for administrative, statistical, or control purposes.**Disposition:** USAAA offices: Destroy after 2 years.**FN: 36-5h****Title:** American Red Cross audits**Authority:** NC1-AU-79-69**Privacy Act:** Not applicable.**Description:** Information on scheduled and special audits of the various elements of the American Red Cross, as provided by AR 930-5. Included are audit reports, auditors' workpapers, and related information.**Disposition:** USAAA offices: Record copy of annual combined ARC audit report is destroyed in CFA after 5 years. Other documents will be destroyed after completion of next annual combined audit.**FN: 36-5i****Title:** NAF audits**Authority:** II-NNA-2037**Privacy Act:** Not applicable.**Description:** Information on the performance of scheduled and special audits of nonappropriated fund activities by USAAA and certified public accountant (CPA) firms. These documents are accumulated by offices**Table B-16****File category 36: Audit—Continued**

of the USAAA. Included are audit reports, auditors' workpapers, CPA reports and correspondence, and related information.

**Disposition:** USAAA and CPA audits: Destroy after completion of next audit performed by either USAAA or CPA firms.**FN: 36-5j****Title:** NAF report of audits**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information accumulating from Nonappropriated Fund (NAF) audits performed pursuant to AR 36-5 and AR 36-75. Included are reports of audit with directly related information such as financial statements and correspondence relating to actions taken.**Disposition:**

- a. Office responsible for conducting audits: Destroy after 3 years.
- b. Other offices: Destroy after 2 years.

**FN: 36-75a****Title:** NAF payroll control documents**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information used in controlling pay of employees.

Included are timecards and time sheets, time and attendance reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.

**Disposition:** Destroy after 3 years provided audit has been made and exceptions or irregularities have not been reported.**FN: 36-75b****Title:** NAF reports of audit (Rescinded; use FN 36-5j.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**B-16. File category 37: Financial administration***a. Prescribing directives.*

- (1) AR 37-1, Army Accounting Guidance and Fund Control.
- (2) AR 37-44, Accounting Procedures for Guaranteed Loans.
- (3) AR 37-47, Contingency Funds of the Secretary of the Army.
- (4) AR 37-49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.
- (5) AR 37-55, Uniform Depot Maintenance Cost Accounting and Production Reporting System.
- (6) AR 37-80, Finance and Accounting Support for the Army's Security Assistance Programs.
- (7) AR 37-100, Account/Code Structure.
- (8) AR 37-101, Organization and Functions of Finance and Accounting Offices.
- (9) AR 37-101-1, Field Organization and Operating Instructions Under the Joint Uniform Military Pay System—Army.
- (10) AR 37-101-2, Field Organizations and Operating Instructions Using the Jumps-Army Automated Coding System (JACS).
- (11) AR 37-103, Disbursing Operations for Finance and Accounting Offices.
- (12) AR 37-104-1, Payment of Retired Pay to Members and Former Members of the U.S. Army.
- (13) AR 37-104-3, Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army).
- (14) AR 37-104-10, Military Pay and Allowance Procedures for Inactive Duty Training Joint Uniform Pay System-Reserve Components (JUMPS-RC-Army).
- (15) AR 37-105, Finance and Accounting for Installations: Civilian Pay Procedures.
- (16) AR 37-106, Finance and Accounting for Installations: Travel and Transportation Allowances.



- (17) AR 37-107, Accounts Payable.  
 (18) AR 37-108, General Accounting and Reporting for Finance and Accounting Offices.  
 (19) AR 37-110, Budgeting, Accounting, Reporting, and Responsibilities for Industrial Funded Installations and Activities.  
 (20) AR 37-111, Working Capital Funds—Army Stock Fund: Uniform Policies, Principles, and Procedures Governing Army Stock Fund Operations.  
 (21) AR 37-112, Management Accounting for the RDTF Appropriation.  
 (22) AR 37-115, Accounting for Special Facilities Engineering Projects.  
 (23) AR 37-120, Army Procurement Appropriation (PA) Management Accounting and Reporting System.  
 (24) AR 37-202, Homeowner's Assistance Program.  
 (25) EP 37-2-1, COEMIS F&A Subsystem Revolving Fund User's Manual.  
 (26) EP 37-26-1, F&A Standard Computer Subsystem Civil Works Activities User's Manual.  
 (27) EP 37-345-1, Corps of Engineers Mgt Info System (COEMIS) Fin & Acct Standard Auto Subsystem Mil Functions Users Manual (CH 1).  
 (28) EP 37-345-10, Accounting and Reporting—Military Activities.  
 (29) ER 37-2-10, Accounting and Reporting Civil Works Activities.

b. *Description.* These records concern policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army Management Structure and fiscal code, and related reporting. Current file numbers in category 37 are listed in table B-17. Rescinded file numbers in category 37 are listed in table B-18.

**Table B-17**  
**File category 37: Financial administration**

**FN: 37**

**Title:** General financial administration correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN: 37-1a**

**Title:** Allotments

**Authority:** GRS 7, Item 3

**Privacy Act:** Not applicable.

**Description:** Information on transactions involving authorizations received from the Assistant Secretary of the Army for Financial Management (ASA(FM)) making specific funds available to a fiscal operating agency for issuing allotments.

**Table B-17**

**File category 37: Financial administration—Continued**

**Disposition:** Destroy 6 years and 3 months after close of FY involved. Cut off at end of FY for which funds are available for obligation.

**FN: 37-1b**

**Title:** Allotments

**Authority:** GRS 7, Item 3

**Privacy Act:** Not applicable.

**Description:** Information on transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations through allotment.

**Disposition:** Destroy 6 years, 3 months after close of FY involved.

**FN: 37-1c**

**Title:** Reports of violation of 31 USC 1517

**Authority:** GRS 5, Item 5a and b

**Privacy Act:** Not applicable.

**Description:** Information on the reporting of and circumstances surrounding the overobligation, overexpenditure, or overdistribution of funds. Included are reports, statements, other supporting evidence, reviews by higher authority, and similar information.

**Disposition:**

a. Office of the Assistant Secretary of the Army for Financial Management (OASA(FM)): Destroy 5 years after close of case.

b. Other offices: Destroy 3 years after close of case.

**FN: 37-1d**

**Title:** Central clearing functions

**Authority:** NN-163-58

**Privacy Act:** Not applicable.

**Description:** Information reflecting payment for others and by others for each fiscal or disbursing station symbol number (file by month), transactions for interfund billing and collections for material (file by fiscal station number and accounting month), transactions for other (TFO) and transactions by others (TBO). Included are reports, computer records, listings, and related information.

**Disposition:** Destroy 1 year after all items for specific month and disbursing station are matched.

**FN: 37-1e**

**Title:** Financial statements and schedules

**Authority:** GRS 7, Item 4b and GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:**

a. Financial statements, supporting schedules, and related information prepared from summaries and recapitulations of data furnished by fiscal stations and forwarded to headquarters.

b. Information reflecting distribution of revolving fund acquisition authority and cash to field offices, and the consolidation of data from revolving fund reports received from field offices. Included are general and subsidiary ledgers, copies of consolidated statement of transaction reports, machine listings which include consolidations of feeder data of Electronic Accounting Machine (EAM) cards or listings, and related information.

**Disposition:**

a. Financial statements, schedules, and related information: Destroy after 2 years.

b. Consolidated statement of transaction reports: Destroy after 6 years, 3 months.

c. End of FY machine listings: Destroy after 6 years, 3 months.

d. Other information: Destroy after 2 years.

**FN: 37-1f**

**Title:** Accounting documents

**Authority:** NC1-AU-86-55

**Privacy Act:** Not applicable.

**Description:**

a. Information posted to books of original entry. Included are allotment, commitment, or obligation documents, customer orders or earnings, duplicate copies of disbursement vouchers, collection documents (including cash collections), adjustment documents (including adjustments on deficiencies and irregularities), and related blocking tickets.

b. Designated depository checking accounts in overseas areas (see AR 37-103, chap 9). Included are checklists for card checks, check

**Table B-17**  
**File category 37: Financial administration—Continued**

reconciliation statements, check copies, and copies of outstanding depository checks.

c. Notices of exception and certificates of deposit.

d. Logistic support billings to foreign governments and to the Military Assistance Appropriation under authority of the Foreign Assistance Act and the Foreign Military Sales Act.

e. MAP order fund transactions including item order portion of the Military Assistance Grant Aid Program.

f. Copies of household goods orders and household goods bills of lading.

g. Documents on excess cost of household goods shipments.

h. Finance and accounting office (F&AO) retained copies of Reserve Component composite payrolls.

i. Comparable information.

**Disposition:**

a. Allotment documents: Destroy after 3 years.

b. Duplicate copies of disbursement vouchers: Destroy after 1 year.

c. Checklistings for card checks: Destroy after 1 year.

d. Check reconciliation statements: Destroy on receipt of current list of outstanding checks.

e. Copies of individual military pay vouchers for active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets have been received from the U.S. Army Finance and Accounting Center (USAFAC).

f. Copies of outstanding depository checks: Destroy when the checks have been paid or the proceeds thereof have been transferred to account 20 x 6045.

g. Logistic support documents related to foreign governments: Destroy 4 years after settlement.

h. MAP order fund transactions: Destroy after 4 years.

i. Copies of household goods orders and household goods bills of lading: Destroy after 4 years.

j. F&AO retained copies of Reserve Components composite payrolls: Destroy after 1 year.

k. Other documents: Destroy 3 years after cutoff except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception and then destroyed.

**FN: 37-1g**

**Title:** Commitment documents

**Authority:** NC1-AU-85-48

**Privacy Act:** Not applicable.

**Description:** Information used by operating elements of a headquarters or other office (but not including Finance and Accounting and Procurement Offices who will use "Accounting Document Files") to requisition supplies and services. The information serves as an order form and as a medium to ensure that funds are available prior to incurring an obligation, it also permits expeditious utilization of a specific allotment of funds and ensures that overobligations do not occur. Included are DA Form 3953 (Commitment and Purchase Request) and similar information.

**Disposition:** Destroy after 2 years.

**FN: 37-1h**

**Title:** Subordinate project cost/labor and workload files

**Authority:** NN-166-204 and GRS 8, Item 7

**Privacy Act:** Not applicable.

**Description:** Information consisting of:

- a. Subordinate project cost files containing deferred, clearing, materials, and offsetting cost ledger sheets, job estimate summary sheets, and various preliminary and monthly project cost summaries used to compile data required in preparing project cost summary reports, detailed cost statements, payment estimates, and other pertinent cost accounting reports and records.
- b. Labor and workload files containing distribution of military payroll, individual time tickets, foreman's daily reports, record of working time and working units, summary of work units, man-hours, and labor costs, distribution of working time, civilian personnel time record, loan slips, labor charge to operating cost, and similar information.

**Disposition:**

- a. Project cost documents: Destroy 3 years after preparation of covering report of record.
- b. Labor and workload documents: Destroy after 1 year.

**Table B-17**  
**File category 37: Financial administration—Continued**

**FN: 37-1i**

**Title:** Miscellaneous feeder data

**Authority:** GRS 7, Item 3

**Privacy Act:** Not applicable.

**Description:** Reports, listings, schedules, and similar information that support or supplement major reports, consolidations, and reconsolidations, or that are incidental to accounting and reporting financial transactions. File by type of data.

**Disposition:** Destroy after 6 years, 3 months.

**FN: 37-1j**

**Title:** General ledgers

**Authority:** GRS 7, Item 2

**Privacy Act:** A0037-103bSAFM

**Description:** General and subsidiary ledgers which are the official records used as a control over all financial transactions made by and for the Army. These ledgers contain the accounts necessary to reflect financial operations. File by type.

**Disposition:** Destroy 6 years, 3 months after the FY involved.

**FN: 37-1k**

**Title:** Journals

**Authority:** GRS 7, Item 4

**Privacy Act:** Not applicable.

**Description:** Books of original entry kept to record all financial transactions and to summarize and record all accounting for monthly posting to the general ledger. Included are the general journal and special journals (for example, fund receipt, fund disbursement, and obligations journals).

**Disposition:**

- a. Original documents: Destroy after 3 years.
- b. Copies: Destroy after 2 years.

**FN: 37-1m**

**Title:** Trial balances

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on trial balances prepared from general ledger accounts. Included are trial balance sheets and related information.

**Disposition:** Destroy 1 year after close of FY involved.

**FN: 37-1o**

**Title:** Contract advance payment progress reporting files

**Authority:** NN-166-204 and GRS 3, Item 4

**Privacy Act:** Not applicable.

**Description:** Reports submitted by installations and operating agencies administering contracts on which advance payments have been made, indicating status of advance payments, consolidated reports prepared therefrom, and related information.

**Disposition:**

- a. OASA(FM): Destroy after 6 years, 3 months.
- b. Other offices of the Army Staff and field offices: Destroy 2 years after completion of contract.

**FN: 37-1p**

**Title:** Subsidiary files

**Authority:** II-NNA-2242

**Privacy Act:** A0037-103bSAFM

**Description:** Information consisting of disbursing office cash accounts subsidiaries, advances to employees, progress payments to contractors, advances to contractors' subsidiary records, check ledgers, cash blotters, daily cash accountability reconciliation, and cashier's daily activity report, and similar information that supports the cash blotter.

**Disposition:** Destroy after 3 years.

**FN: 37-1q**

**Title:** Contract progress payment reporting files

**Authority:** NN-166-204 and GRS 3, Item 4

**Privacy Act:** Not applicable.

**Description:** Reports submitted by contracting officers to HQDA, indicating progress payments on contracts, recapitulation reports prepared therefrom, and related information.

**Disposition:**



**Table B-17**  
**File category 37: Financial administration—Continued**

- a. Offices of the Army Staff:  
(1) Recapitulation reports kept by Comptroller of the Army (COA):  
Destroy after 6 years, 3 months.  
(2) Other information: Destroy after 2 years.
- b. Other offices: Destroy after 1 year.

**FN: 37-1r**

**Title:** Expenditure reporting files

**Authority:** NN-163-58

**Privacy Act:** Not applicable.

**Description:**

a. Consolidated reports and directly related information which reflect disbursements (less net refunds) made for and by DA. Also, foreign currency transactions by Army Disbursing Offices. File by type of report.

b. Information reflecting payments and collections for DOD international transactions related to U.S. balance of payments. Included are reports submitted by Army, Navy, and Air Force Accounts Offices, consolidation of these reports, and directly related information.  
**Disposition:** Destroy after 10 years.

**FN: 37-1s**

**Title:** General collections and expenditures

**Authority:** NN-165-15 and II-NNA-2242

**Privacy Act:** AO037-103aSAFM and AO037-104-1bSAFM

**Description:** Information on the collection and disbursement of amounts due the U.S. Government involving civilian and military personnel of DA and contractors and commercial firms dealing with DA. These files primarily consist of those cases referred to USAFAC after efforts to collect by individual finance and accounting officers have failed. Included are disbursing officers' summaries, blocking tickets with attached source data, Treasury statements, machine listings reflecting collections, closed accounts, transferred accounts, and balances, expenditures by purpose and reimbursement, and similar information.

**Disposition:**

- a. Payroll related files: Destroy 6 years, 3 months after completion.  
b. All other files: Destroy after 2 years.

**FN: 37-1t**

**Title:** Unclaimed money files

**Authority:** GRS 6, Item 1a

**Privacy Act:** AO37-104-3aSAFM

**Description:** Information on unclaimed monies of personnel whose whereabouts are unknown. These monies are reported by finance and accounting officers and disbursing officers, and primarily accumulate when military personnel transfer within the Army and fail for some reason to collect amounts authorized to be deducted from their pay (such as partial deductions for purchase of savings bonds). Included are alphabetic card files, machine listings, and related information.

**Disposition:** Destroy after 6 years and 3 months.

**FN: 37-1u**

**Title:** Status of funds reporting files—allotments and allocations

**Authority:** NN-166-204 and GRS 7, Item 3

**Privacy Act:** Not applicable.

**Description:**

- a. Status of funds reports for current FY and prior FYs.  
b. Flash reports on current month obligations.  
c. Advance reports of cumulative obligations.  
d. Related information.

**Disposition:**

- a. Current and prior FY reports (a above): Destroy after 6 years, 3 months.  
b. Other information (b through d above): Destroy after 1 year.

**FN: 37-1v**

**Title:** Status of reimbursement reporting files

**Authority:** GRS 7, Item 3 and NN-163-58

**Privacy Act:** Not applicable.

**Description:** Report providing the status of reimbursable activity finance by, or identified with, the related allotment of funds and the fiscal station number of the reporting installation.

**Disposition:**

- a. Related input listings: Destroy after 6 months.

**Table B-17**  
**File category 37: Financial administration—Continued**

- b. Remaining files: Destroy after 6 years, 3 months.

**FN: 37-1w**

**Title:** Transmittal letters

**Authority:** NC1-AU-82-20

**Privacy Act:** Not applicable.

**Description:** Information used as control instruments in the transmission of original vouchers, substantiating Joint Uniform Military Pay System (JUMPS) pay documents and schedules to USAFAC for acknowledgement of receipt by USAFAC, allotment forms, authorization forms, and other items that support, substantiate, or otherwise affect a person's pay.

**Disposition:**

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

**FN: 37-1x**

**Title:** Accounts payable files

**Authority:** GRS 7, Item 4a

**Privacy Act:** A0037-103bSAFM

**Description:** Information indicating amounts disbursed to payees.

**Disposition:** Destroy 3 years after final payment is made.

**FN: 37-1y**

**Title:** Departmental reporting files

**Authority:** GRS 16, Item 8

**Privacy Act:** Not applicable.

**Description:** Information on the preparation of departmental reports.

Included are instructions from DOD, HQDA, and other Government agencies.

**Disposition:** Destroy 2 years after discontinuance of report.

**FN: 37-1z**

**Title:** Reconciliations

**Authority:** NN-163-56

**Privacy Act:** Not applicable.

**Description:** Reconciliations prepared on reports, accounts, and ledgers. File by type.

**Disposition:**

- a. September reconciliations: Destroy after 10 years.  
b. Other reconciliations: Destroy on finalization of reconciliation.

**FN: 37-1aa**

**Title:** Adjustment vouchers

**Authority:** NN-163-58

**Privacy Act:** Not applicable.

**Description:** Vouchers which reflect necessary adjustments. File by voucher number.

**Disposition:** Destroy after 6 years.

**FN: 37-1bb**

**Title:** Individual financial history files

**Authority:** NC1-AU-84-42

**Privacy Act:** A0037-104-1bSAFM

**Description:** Information consisting of financial records for all out-of-service accounts of service members. Included are—

- a. All records reflecting the payment or collection of money from service members separated from active duty by reason of death or discharge.  
b. Pay adjustment notices.  
c. Travel vouchers.  
d. Closed claim and collection folders on FHA mortgage payment insurance.  
e. Uniform allowances.  
f. Financial records of deceased active and inactive Reserve and National Guard members.  
g. Financial records of deceased service members.  
h. Financial records of mentally incompetent service members.  
i. Medicare folders.  
j. Similar information.

**Disposition:** Destroy after 6 years and 3 months. Cut off in FY blocks, hold 3 years, then retire to Federal Records Center, Dayton, OH 45439-1883.

**Table B-17**  
**File category 37: Financial administration—Continued**

**FN: 37-1cc**

**Title:** International balance of payments program files

**Authority:** NC1-AU-78-19

**Privacy Act:** Not applicable.

**Description:** Documents relating to the program designed to reduce expenditures which enter the international balance of payments. Included are studies, plans, guidelines, reports, and related documents. (This file number is designed for use by offices with primary responsibility for the program within the Army, a command, an agency, or an activity. Offices generating international balance of payments documents in connection with their normal assigned functions will file such material according to the subject involved.)

**Disposition:**

- a. Offices having Army-wide responsibility: Permanent.
- b. Offices of MACOM and SUBMACOM headquarters: Destroy after 6 years.
- c. Other offices: Destroy after 2 years.

**FN: 37-1dd**

**Title:** International balance of payments budget schedules

**Authority:** NC1-AU-79-23

**Privacy Act:** Not applicable.

**Description:** Documents reflecting estimated future transactions which will enter the international balance of payments. These budget schedules contain estimated payment and receipt data and become targets of the reporting agency for the periods indicated by the schedule. Included are budget schedules, revised budget schedules, paper reflecting approvals or disapprovals, reports of failure to meet targets, and related documents.

**Disposition:**

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

**FN: 37-1ff**

**Title:** Validations

**Authority:** NN-165-15

**Privacy Act:** A0037-103cSAFM

**Description:** Information on the administrative review, continuing study, and preparation of quarterly comprehensive analysis in connection with procedures or incidents subject to or suspected of fraud or improper payment. Included are reports of investigation, copies of vouchers, orders, notices of exception, military pay orders, pay adjustment authorizations, dependency, sworn statements, and similar information.)

**Disposition:** Destroy 3 years after determination or judgment is made.

**FN: 37-2-1a**

**Title:** COEMIS, Finance and Accounting (F&A) site audit input documents

**Authority:** GRS 6, Item 1.a

**Privacy Act:** A0037-2-1CE

**Description:**

- a. Information consisting of copies of reports relating to database build, load, and maintenance; accounting transfer entry; and reference information, labor cost distribution sheets, and similar information.
- b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents are used to input data into the computer.

**Disposition:**

- a. Accounts and supporting documents pertaining to American Indians: Permanent.
- b. All other records:
  - (1) Destroy after 6 years and 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files (a above).
  - (2) Destroy after all corrections have been made and reprocessed (b above).

**FN: 37-2-1b**

**Title:** COEMIS, F&A site audit outputs

**Authority:** NC1-AU-76-25 & GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Table B-17**  
**File category 37: Financial administration—Continued**

**Description:** Information consisting of database maintenance accepted transaction listings, error listings, civil, military, and revolving fund accounting transaction listings, audit tape transaction reports, consolidated audit trail transaction listings, listing from labor processing program, voucher and schedule of withdrawals and credits, trial balance—Chart B (post closing), cost report, document purge list, military audit and error listing, indirect distribution data, military passback lists, contracts and other obligations, obligations and expenditures by object class, revolving fund update listings, new civil and revolving fund listings, status of revolving fund accounts, and similar information.

**Disposition:**

- a. Accounts and supporting documents pertaining to American Indians: Permanent.
- b. All other records: Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

**FN: 37-2-1c**

**Title:** COEMIS, F&A utilities

**Authority:** NC1-AU-76-25

**Privacy Act:** Not applicable.

**Description:** Information includes output records used primarily for maintaining and controlling the finance and accounting (F&A) subsystem. Included are—

- a. Civil cost and finance reconciliation, civil cost and finance reconciliation—error listing, civil cost and finance reconciliation (military), and cost report generation (military).
- b. Database maintenance ADP error listing, 3018c source data, and F&A database build error listing.
- c. Condition of input batches, overflow transfers listings, and 80-80 list (card input).
- d. Civil, military, and revolving fund error listings, and diagnostic reports.
- e. Message output and military transactions tape split.
- f. Civil, military, and revolving fund accounting transactions listing, F&A database director, record count (disc to tape), record count (tape to disc), accepted input transaction record count listing, record count (tape to disc).
- g. Record counts (cost data), program messages (Integrated Computerized Accounting and Reporting (ICAR)), program messages (program operations), selective F&A database records type listing, selected F&A database record type error listing.
- h. Batch control cards, ENG Form 4499, and other tabulating cards prepared solely to input data into the computer.
- i. OCE edit program for Office Chief of Engineer reports (1219, 1220, 3011B, AFDBT, 3018b and c transmissions).

**Disposition:**

- a. Destroy after 5 years provided that all corrections have been made, reentered into system, accepted as valid data, and accounts reconciled (a above).
- b. Destroy after 1 year provided that all corrections have been made, reentered into system, and accepted as valid data (b above).
- c. Destroy after 1 year or after its purpose has been served, whichever is later (c above).
- d. Destroy after 90 days provided that corrections have been made, entered into the system, and accepted as valid data (d above).
- e. Destroy after 30 days or after its purpose has been served, whichever is later (e above).
- f. Destroy upon receipt of new listing or after it has served its purpose, whichever is later (f above).
- g. Destroy after all corrections have been made and reprocessed or after it has served its purpose, whichever is later (g above).
- h. Destroy after all corrections have been made and reprocessed (h above).
- i. Destroy after valid database has been accepted by the system or after its purpose has been served, whichever is later (i above).

**FN: 37-2-1d**

**Title:** COEMIS, F&A magnetic tape data base

**Authority:** NC1-AU-76-25 and NC1-AU-77-141

**Privacy Act:** Not applicable.



**Table B-17**  
**File category 37: Financial administration—Continued**

**Description:** This is the primary F&A data file and contains the net result of all transactions processed by the update programs. It represents all data formerly kept in the cost ledgers, general ledgers (charts B, C, D, and E), work allowance and allotment ledger, accounts payable and accounts receivable registers. (Printouts of the tape file will be retired to the Federal Archives and Records Center unless the field operating agency has received authority under AR 340-22 procedures to microfilm the documents and destroy the original information. In this case, the microfilm will be retired to the FRC.)  
**Disposition:** Destroy year-end file after 30 years. Retire to the FRC serving the geographic area after 5 years.

**FN: 37-2-1e**

**Title:** COEMIS, F&A audit trail tapes

**Authority:** NC1-AU-76-25 and GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:** This tape contains each valid transaction processed by update program. Transactions may be accumulated over several update periods on one tape. (Printouts of the tape file will be retired to the FRC unless the field operating agency has received authority under AR 340-22 procedures to microfilm the documents and destroy the original information. In this case, the microfilm will be retired to the Federal Archives and Records Center.)

**Disposition:** Destroy after 6 years and 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

**FN: 37-2-10a**

**Title:** Project plant in-service subsidiary ledgers

**Authority:** NC1-AU-76-42

**Privacy Act:** Not applicable.

**Description:** Cost ledgers covering costs of project plant in-service and retirement work in progress cost ledgers, for multiple-purpose projects, including power.

**Disposition:** Destroy after 30 years. Retire to FRC serving the geographical area 5 years after completion of project.

**FN: 37-2-10b**

**Title:** Revolving fund plant in-service costs

**Authority:** GRS 8, Item 2

**Privacy Act:** Not applicable.

**Description:** These files include plant in-service cost ledgers, plant acquisition in-progress cost ledgers, plant rental computations, card records of annual charges to plant rental accounts, plant retirement work in-progress cost ledgers for revolving fund nongroup items of plant, and comparable information.

**Note:** If plant is transferred to another district or division, plant rental computations and card records of annual charges to plant rental account will be transferred to the district or division receiving the plant.

**Disposition:** Destroy 3 years after end of FY in which plant is disposed of.

**FN: 37-2-10c**

**Title:** Other cost ledgers

**Authority:** GRS 22, Item 1b and GRS 23, Item 5

**Privacy Act:** Not applicable.

**Description:** Information on project stock, clearing advances, engineering and design, administrative, and offsetting accounts and accounts representing work in progress for others. Other cost ledger files (before FY 1954) also consist of finance accounts and revolving fund, and former plant allotment accounts for group plant acquisition in progress, group plant retirement work in progress, monthly summaries of plant operations, office furniture, equipment, tools, stocks of materials, and supplies, work in progress for others, plant rental, other deferred and undistributed items, transfer of assets to and from other Government agencies, other district and division revolving funds without transfers of funds, advances for services and commodities, leave, insurance, plant and equipment services, warehousing activities, shop and other facility services, and general administration services.

**Disposition:** Destroy 6 years after end of FY in which ledger sheets are filled or the account represented is discontinued, as applicable.

**Table B-17**  
**File category 37: Financial administration—Continued**

**FN: 37-2-10d**

**Title:** Basic and intermediate cost media files

**Authority:** GRS 22, Item 1b and GRS 23, Item 5

**Privacy Act:** Not applicable.

**Description:** These files include daily labor reports (cost sheet portion) of time and attendance reports, requisitions on storekeepers, reports of materials and supplies issued from warehouses, reports of operation of plant, cost distribution vouchers, registers of cost distribution vouchers, recapitulation or distribution of cost of labor, materials, or plant usage, journal vouchers, and similar cost accounting media.

**Disposition:** Destroy 6 years after end of FY of preparation.

**FN: 37-2-10e**

**Title:** Civil works finance and fiscal supervisory files

**Authority:** GRS 23, Item 5

**Privacy Act:** Not applicable.

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

**Disposition:** Destroy when no longer needed for current operations, or 1 year after the prescribed cutoff for the district, whichever is earlier.

**FN: 37-2-10g**

**Title:** Appropriation warrants

**Authority:** GRS 7, Item 2

**Privacy Act:** Not applicable.

**Description:** Information on transactions involving authorizations received by Chief, Office of Engineers (COE) from the Secretary of the Treasury upon the basis of which moneys are authorized to be withdrawn from the treasury.

**Disposition:** Destroy after 10 years. Keep in CFA 5 years.

**FN: 37-2-10h**

**Title:** Contributed funds

**Authority:** GRS 7, Item 1

**Privacy Act:** Not applicable.

**Description:** Information on funds contributed by municipalities and local interests for the improvement of rivers and harbors. Similar information accumulated by field offices normally is filed with civil works project files.

**Disposition:** Destroy 2 years after completion of project.

**FN: 37-2-10i**

**Title:** Civil works cost basic reporting files

**Authority:** GRS 7, Item 2

**Privacy Act:** Not applicable.

**Description:** Cumulative cost data on authorized civil works projects. Included are projects for the improvement of rivers, lakes, harbors, flood control, hydroelectric power production, and other aspects of the conservation, development, and use of natural water resources, consisting of quarterly and other reports submitted to the COE by engineer divisions and districts.

**Disposition:**

a. Cost reports for the month of September and consolidated cost statements and studies: Destroy after 10 years.

b. Other files: Destroy after 1 year.

**FN: 37-2-10j**

**Title:** Revolving fund reporting files

**Authority:** GRS 7, Item 2

**Privacy Act:** Not applicable.

**Description:** Reports of financial condition, plant, properties and equipment, results from operations, and consolidated reports.

**Disposition:**

a. Annual (30 Sep) reports: Destroy after 6 years, 3 months.

b. All other reports: Destroy after 2 years.

**FN: 37-2-10k**

**Title:** Finance and fiscal principal reporting files

**Authority:** GRS 5, Item 5a and GRS 5, Item 5b

**Privacy Act:** Not applicable.

**Description:** These reports consist of reports on budget status—obligations basis, consolidated status of civil funds, payments to States (grant-in-aid), and consolidated balance sheet.

**Disposition:** Destroy after 10 years. Keep in CFA 5 years.

**Table B-17**  
**File category 37: Financial administration—Continued**

**FN: 37-2-10m**  
**Title:** Other finance and fiscal reporting files  
**Authority:** GRS 5, Item 5a  
**Privacy Act:** Not applicable.  
**Description:** These reports consist of fund availability statement, summary obligations and expenditures, report of real estate receipts, report on real and personal property and selected financial assets, summary of civil appropriations, expenditures, and advances, statement of unexpended balances of appropriations and (Treasury) request for transfers and restorations and balances (administrative agencies), and report on obligation.  
**Disposition:** Destroy after 5 years.

**FN: 37-2-10n**  
**Title:** Disbursing officer's accounting files  
**Authority:** GRS 6, Item 1a  
**Privacy Act:** Not applicable.  
**Description:** Consolidated statement of accountability and consolidated statement of transactions with related information.  
**Disposition:** Destroy after 10 years. Retire after 3 years.

**FN: 37-2-10q**  
**Title:** Notice of completion of audits  
**Authority:** GRS 6, Item 1a  
**Privacy Act:** Not applicable.  
**Description:** Notices received from GAO indicating completion of audit and certificates received from GAO indicating clearance of disbursing officers' accounts under site audit procedures.  
**Disposition:** Destroy after 10 years.

**FN: 37-2-10r**  
**Title:** Civil works site audits  
**Authority:** NC1-AU-76-39  
**Privacy Act:** Not applicable.  
**Description:**

a. Information kept in CE field offices engaged in civil works functions for audit by GAO representatives. Included are—

- (1) Originals of accounts current.
- (2) Statements of accountability.
- (3) Statements of transactions according to appropriations, funds, and receipt accounts.
- (4) Appropriation transfer authorizations.
- (5) Invoices of funds received.
- (6) Schedules of transfers from deposit accounts.
- (7) Schedules of withdrawals and credits between appropriations or funds.
- (8) Schedules of collections of special and trust fund receipts.
- (9) Collection vouchers and related contracts or other authorizations for the sales of services or commodities.
- (10) Procurement bureau vouchers.
- (11) Purchase orders, delivery orders, and other obligating documents except contracts formally executed by both parties.
- (12) Receiving reports.
- (13) Invoices.
- (14) Procurement bureau voucher schedules.
- (15) Deposit refund vouchers or other authorizations or refunds.
- (16) Bureau vouchers for cost transfers.
- (17) Adjustment vouchers to correct errors in the citation of funds where adjustment is authorized to be made by disbursing officers.
- (18) Schedules of canceled checks.
- (19) Payment estimates and partial payment records.
- (20) Other original documents essential to support the receipt or disbursement of funds.

b. The files also include—

- (1) Authenticated copies of contracts and modifications thereto formally executed by both parties and copies of invoices of funds transferred to other disbursing officers.
- (2) Certificates of deposit.
- (3) Adjustment vouchers to correct of errors in the citation of funds certified by Treasury Department.
- (4) Checks drawn.
- (5) Reports of U.S. Savings Bonds issued and sold.
- (6) Statements of depository accounts and reports of checks drawn.
- (7) Reports of receipts, payments, and related transactions.

**Table B-17**  
**File category 37: Financial administration—Continued**

(8) Bureau voucher schedules covering payments of public vouchers for transportation charges.

(9) Bureau voucher schedules showing amounts of deduction from vouchers to be held in deposit accounts.

(10) Government transportation requests (GTRs) and bills of lading.

(11) Lists of unpaid and uncollected bureau vouchers as of beginning and end of year.

(12) Copies of other documents essential to support the receipt, deposit, or disbursement of funds.

**Note:** The following exceptions to disposition standards are applicable to those site audit files:

(a) Bureau vouchers on which collection or payment actions have not been completed at the end of the FY will be brought forward for cutoff with bureau vouchers for the next FY.

(b) Transmittal of specified files to GAO from time to time upon request of that office is authorized. A complete record of all files so transmitted to GAO will be kept at the site of operations.

(c) Voucher schedules and supporting original basic documents (Government Bills of Lading (GBLs), GTRs with voucher and schedule of payment) covering payments for the transportation services will be sent monthly to the General Services Administration (GSA), Transportation Audits, Mail Code BWAA/A, Room B 338, 18th & F Streets, N.W., Washington, DC 20405, (41 CFR 101, paragraph 41.807-2). The originals of all contracts or passenger transportation service agreements, including passenger charter agreements, but excluding contracts for local storage, drayage, and hauling will be transmitted on a current and timely basis to the address cited above.

(d) Files relating to outstanding exceptions, unsettled claims by or against the United States, incomplete investigations, cases under litigation, or any other matter involving a specific request will be kept at the site until satisfactory clearances are obtained, after which they will be sent to the appropriate FRC for association with other accounting documents.

(e) If storage of unaudited records before expiration of the 3 year retention period presents a problem, a request, through channels, should be made to OCE for instructions from the Chief, Records Management and Services Branch, Office of Administrative Services, GAO, Washington, DC, on disposition of the records.

**Disposition:**

a. Accounts and supporting documents pertaining to American Indians: Permanent.

b. All other records: Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

**FN: 37-2-10s**  
**Title:** Disbursing officer's vouchers  
**Authority:** GRS 6, Item 1a  
**Privacy Act:** Not applicable.

**Description:** Information accumulated in offices where the GAO central audit procedure is used. Included are copies of payment vouchers with receiving reports, contracts, purchase orders, delivery orders or other forms of obligation documents, invoices, in whatever form, and collection vouchers with copies of sales or service contracts or authorities of whatever form.

**Disposition:** Destroy 6 years after end of FY in which payment or collection is effected, providing there are no outstanding claims, exceptions, or pending litigation in connection therewith.

**FN: 37-2-10t**  
**Title:** Finance and fiscal principal reporting files  
**Authority:** NC1-AU-76-40  
**Privacy Act:** Not applicable.

**Description:** Annual reports of status of appropriations and funds.

**Disposition:** Destroy after 30 years. After 10 years, retire to the FRC serving the geographical area.

**FN: 37-2-10u**  
**Title:** Fiscal accounting files  
**Authority:** GRS 7, Item 2  
**Privacy Act:** Not applicable.

**Description:** Included are interim reports of status of appropriations and funds, advices of allotment and revocation of allotment, records of