

ARMY REGULATION

AR 340-18-14

OFFICE MANAGEMENT

**MAINTENANCE AND DISPOSITION
OF LOGISTICS FUNCTIONAL FILES**

Effective 1 January 1970



HEADQUARTERS, DEPARTMENT OF THE ARMY

AUGUST 1969

CHANGE }
No. 11 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 December 1979

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1980

This change revises descriptions and disposition instructions for file numbers 1403-02, 1403-30, and 1403-31; revises disposition instructions for file numbers 1403-20, 1403-27, 1415-12, 1416-11, 1416-24, and 1420-20; rescinds file numbers 1403-06, 1406-01, and 1419-02; establishes file number 1410-05; and provides general updating.

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 Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

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

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

<i>Remove pages</i>	<i>Insert pages</i>
9 through 14	9 through 14.1
17 and 18	17 and 18
19 and 20	19 and 20
27 and 28	27 through 28.1
31 through 34	31 through 34
37 and 38	37 and 38
41 and 42	41 through 42.2

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

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

*This change supersedes Interim Change I01, AR 340-18-14, 7 February 1979.

CHANGE
No. 10

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 September 1978

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1979

This change revises disposition instructions for file numbers 1411-01, 1416-34, and 1423-05; rescinds file number 1418-09; establishes file numbers 1403-21, 1403-22, and 1403-23; and subfunctional category 1435 for energy conservation files; and provides general updating.

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

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

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2.....	1 and 2
11 through 14.....	11 through 14
21 and 22.....	21 and 22
33 and 34.....	33 and 34
37 and 38.....	37 and 38
45 and 46.....	45 and 46
.....	59 and 60

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

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

CHANGE }
No. 9 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 18 December 1977

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1978

This change revises descriptions and/or disposition instructions for File Numbers 1402-04, 1402-05, 1402-13, 1402-14, 1402-18, 1402-19, 1403-10, 1403-12, 1403-15, 1405-02, 1405-03, 1405-04, 1406-06, 1407-08, 1408-01, 1411-02, 1412-03, 1413-02, 1415-22, 1420-03, 1420-06, 1421-15, 1421-16, 1422-01, 1422-07, 1423-03, 1423-04, 1425-01, 1432-06, and 1433-04; rescinds File Numbers 1403-01 and 1403-03; and establishes File Numbers 1402-24, 1402-25, 1403-28, 1403-29, 1403-30 1403-31, 1403-32, 1404-08, and 1415-23.

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

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

Remove Pages	Insert pages
5 through 18	5 through 18.5
21 and 22	21 through 22.1
25 and 26	25 through 26.1
29 and 30	29 through 30.2
39 and 40	39 and 40
43 through 48	43 through 48
55 and 56	55 and 56

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

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

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

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

CHANGE
No. 7

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1976

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1976

This change revises descriptions and/or disposition instructions for file numbers 1401-08, 1403-01, 1403-02, 1403-03, 1403-05, 1415-06, and 1425-04, and provides general updating.

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

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

<i>Remove pages</i>	<i>Insert pages</i>
3 and 4.....	3 through 4.1
7 through 10.....	7 through 10.1
27 and 28.....	27 and 28
47 and 48.....	47 and 48

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

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

By Order of the Secretary of the Army:

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

Official:
PAUL T. SMITH
*Major General, United States Army
The Adjutant General*

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Logistics Functional Files—C (Qty Rqr Block No. 293).

CHANGE }
No. 6 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 24 September 1974

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1975

This change rescinds file number 1420-05 and corrects the authentication page.

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

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

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2 -----	1 and 2
39 and 40 -----	39 and 40
Authentication -----	authentication

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Logistics Functional Files—C (Qty Rqr Block No. 293).

CHANGE }
No. 5 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 27 July 1973

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1974

This change adds file number 1416-36; revises the description of file number 1420-11; and contains general updating of subfunctional files category 1425 Field Ration Account Files.

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

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

<i>Remove pages</i>	<i>Insert pages</i>
33 and 34-----	33 and 34
39 and 40-----	39 and 40
47 and 48-----	47 and 48
Authentication-----	Authentication

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

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

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Logistics Functional Files: C (Qty Rqr Block No. 293).

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 25 July 1972

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1973

This change revises file numbers 1434-02, 1434-11, and 1434-12; changes disposition of file numbers 1430-05 and 1434-10; rescinds file numbers 1434-03 and 1434-04; and adds file number 1416-35. In addition, sub-functional file category 1418, Nonappropriated Fund Supply Files, has been completely revised as follows:

<i>Former file number</i>	<i>New file number</i>
1418-01.....	1418-01
1418-02.....	1418-03
1418-03 and 1418-04.....	1418-07
1418-05.....	1418-08
1418-07.....	102-08
1418-08.....	1418-09
1418-09, 1418-10, and 1418-15 through 1418-20	1418-01, 1418-02, 1418-03, and AR 340-18-3
1418-21.....	1418-04

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

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

<i>Remove pages</i>	<i>Insert pages</i>
33 through 38.....	33 through 38
53 and 54.....	53 and 54
57 and 58.....	57 and 58

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

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

CHANGE

No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 4 August 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1972

This change adds file number 1416-34, Personal clothing record files.

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

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

<i>Remove pages</i>	<i>Insert pages</i>
33 and 34.....	33 and 34.....
Authentication.....	Authentication.....

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

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

By Order of the Secretary of the Army:

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

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

Distribution:

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

AR 340-18-14
C 2

CHANGE

No. 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 16 February 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 April 1971

This change is a complete revision of International Logistics files, sub-functional category 1419.

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

1. Changed material is indicated by a star.
2. Remove old pages 37 and 38 and insert new pages 37 and 38.
3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGAR-P, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

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

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 July 1970

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1971

This change includes report of survey files and inventory adjustment files under subfunctional category 1416; rescinds file numbers 1415-23, 1416-21, and 1416-22; and changes the retention period for maintenance request register files. In addition, instructions for files relating to the Army and Air Force Exchange Service have been rescinded.

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

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

<i>Remove pages</i>	<i>Insert pages</i>
29 through 36.....	29 through 36
41 and 42.....	41 and 42
A-1 through A-11.....	

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

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGAR-P, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

Official:

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

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

Distribution:

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

ARMY REGULATIONS }
No. 340-18-14 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 September 1978

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LOGISTICS
FUNCTIONAL FILES

Effective 1 January 1979

Local supplementation of this regulation is prohibited except upon approval of The Adjutant General.

1. Applicability. *a.* This regulation is applicable to all Department of the Army elements except Active Army TOE units below division level, Army Reserve elements, ROTC elements, Army National Guard units, and TDA units conducting basic combat training or advanced individual training.

b. Offices responsible for logistics functions will use this regulation to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices are governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of that office.

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

★3. Scope. Under The Army Functional Files System, files relating to the major functional category of Logistics have been assigned the basic file number 1400. This regulation contains file numbers, descriptions, and retention periods for files relating to all aspects concerning the furnishing of supplies and equipment to the Army. As such, the files identification herein relate to procurement, standardization, receipt, storage, issue, disposition, maintenance, services, and accountability of all types of supplies and equipment. Common mission files are described in this regulation under file numbers 1401-01 through 1401-08. Other mission files are grouped into 34 subfunctional categories, as follows:

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, AR 340-18-9, AR 340-18-10, AR 340-18-11, AR 340-18-12, AR 340-18-13, and AR 340-18-15, all dated 14 August 1969 supersedes AR 345-210, 31 October 1962, including all changes.

<i>Subfunctional category file No.</i>	<i>Subfunctional category file title</i>	<i>Page No.</i>
1401	Common mission files.....	3
1402	Procurement files.....	5
1403	Individual procurement transaction files.....	8
1404	Small business program files.....	12
1405	Labor relations and industrial equal employment opportunity files.....	13
1406	Production planning and industrial mobilization files.....	15
1407	Defense materials system files.....	16
1408	Strategic and critical materials requirement files.....	17
1409	Manufacturing files.....	18
1410	Materiel engineering files.....	20
1411	Value engineering files.....	21
1412	Materiel standardization files.....	22
1413	Supply cataloging files.....	25
1414	Supply control and quantitative materiel requirement files.....	26
1415	Stock control and requisition files.....	28
1416	General supply accounting files.....	30
1417	Self-service supply center files.....	35
1418	Nonappropriated fund supply files.....	36
1419	International logistics files.....	38
1420	Maintenance files.....	39
1421	Storage files.....	42
1422	Ammunition supply files.....	44
1423	Food program files.....	45
1424	Commissary and clothing sales store files.....	46
1425	Field ration account files.....	48
1426	Troop supply files.....	49
1427	Laundry and drycleaning files.....	50
1428	Library supply files.....	51
1429	Motor vehicle supply files.....	52
1430	Publications supply files.....	53
1431	Petroleum and solid fuel supply files.....	54
1432	Port supply files.....	55
1433	Civil works supply files.....	56
1434	Supplies disposition files.....	57
★1435	Energy conservation files.....	59

1401 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document the performance of its assigned logistics activities. However, all the common mission files seldom will accumulate in a single office.
2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example: 1401-02 Procurement Administrative Files; 1401-05 Materiel Standardization Committee Files; 1401-07 Food Program Reference Paper Files.

offices of major subcommands

File No.	Description	Disposition
1401-01	<p>Instruction Files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordination actions, studies, interpretations, and published record copies of instructions, such as regulations, memorandums, circulars, pamphlets, and bulletins; SOPs or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.</p>	<p>Offices of HQ Department of the Army, offices of major and intermediate command headquarters, and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR 310-25): Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.</p>
1401-02	<p>Administrative Files. Documents relating to the overall or general routine administration of logistics activities, but exclusive of specific files described in this regulation. These files include, but are not limited to:</p> <ol style="list-style-type: none"> a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files. b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project. c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions. d. Extracts of IG, GAO, AAA, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function. e. Documents relating generally to the application of ADPS and PCM operations within the functional area relating to logistics. f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions. 	<p>Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first. Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>

7
NCF-AU-82-17
1/12/83

offer in 5 year blocks after 20-25 years

12 September 1975

File No.	Description	Disposition
1401-03	<p>Agreement Files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other nonfederal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis; and on a reimbursable or non-reimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.</p>	<p>Office requesting support and office providing support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.</p>
1401-04	<p>Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.</p>	<p>Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.</p> <p>Destroy on supersession or obsolescence.</p>
1401-05	<p>Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agendas, minutes, and reports of committee meetings; and related documents.</p>	<p>Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Destroy Cut off when no longer needed for current operations. A(2) Elements at other command levels: Destroy 10 years after committee is dissolved.</p> <p>Offices of other committee members: Destroy when no longer needed for current operations.</p>
1401-06	<p>Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.</p>	<p>Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.</p>
1401-07	<p>Reference paper files. Documents used to facilitate, control or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:</p> <p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.</p> <p>b. Cards, listings indexes, and similar documents used for facilitating and controlling work.</p>	<p>Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.</p> <p>Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.</p> <p>Destroy when no longer needed to facilitate or control work.</p>

NCI-AV-
81-5, item 1
& NCI-AV-
34,
1,
posted by KAW,
4/29/81

A(1) Elements of HQ DA, major commands, and major subcommands: Permanent. Offer 20 years after cut off.

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

12 September 1975

C 7, AR 310-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<p>c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.</p>	Destroy when superseded, obsolete, or no longer needed for reference.
	<p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p>	Destroy after 1 year. Earlier destruction is authorized.
	<p>e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.</p>	Destroy after 1 year. Earlier destruction is authorized.
	<p>f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.</p>	Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.
★1401-08	<p>Unidentified files. Records relating to the performance of mission activities not described in this regulation.</p> <p><i>Note.</i> Use of this temporary file number requires prior approval of the organization's records management officer.</p>	Retain in CFA until file number is added to this regulation.

1402 PROCUREMENT FILES

These files relate to the supervision and administration of Army procurement of supplies, equipment and services. These files accumulate at activities concerned with procurement.

File No.	Description	Disposition
1402-01	Contract statutory restriction files. Documents used in developing standard contract forms and clauses and in authorizing deviations from them. Included are copies of statutory requirements; coordination documents; studies; requests, approvals, and disapprovals of deviations; and similar documents.	<i>See NCI-AU-80-45</i> Offices performing Army-wide staff responsibility: Permanent. Cut off on completion of action, such as publication of clause or form, or approval or disapproval of deviation.
1402-02	Determination and findings files. Documents relating to determinations and findings required prior to negotiation of contracts. Included are determinations and findings and directly related correspondence.	Office administering the contract: Destroy along with the resulting contract. <i>Make 'C' file</i> Other offices: Destroy <i>after</i> 2 years.
1402-03	Contract financing files. Documents relating to actions designed to provide financial aid to contractors. Included are applications for contract financing, investigation documents, coordination documents, approval, disapprovals, and similar documents.	Destroy after 12 years.
1402-04	Contractors insurance files. Documents used in determining proper insurance required by statute for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, insurance policies, premium audits, approvals, disapprovals, and documents providing similar data.	★ Destroy after 6 years.
1402-05	Contractors bond files. Documents used in determining suitable and proper bonds for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, surety bonds, approvals, cancellations, and documents providing similar data.	★ Destroy after 6 years.
1402-06	Contractors pension and retirement files. Documents relating to contractors pension and retirement programs with respect to costs, benefit levels, funding methods, and similar matters. Included are copies of programs, company qualification data, studies, interpretations, and related papers.	Destroy when plan or program is superseded or obsolete.
1402-07	Individual item pricing files. Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items, for comparative pricing purposes, and for analyzing price trends. Included are ledger sheets, card records, and related papers.	Documents used in establishing revised standard prices: Destroy after 4 years. Documents used for comparative pricing and evaluating price trends: Destroy when obsolete or when no longer required for current operations.
1402-8	Item pricing posting media files. Documents used as posting media to individual item pricing files. Included are copies of purchase orders, contracts, abstracts of bids, summaries of proposals, and similar documents.	Destroy after 1 year, or when files have served their intended purpose, whichever is first.
1402-09	Company pricing files. Documents related to negotiating with commercial concerns as to future pricing methods for improved pricing on contracts and negotiating price adjustments required by contract clauses, such as price escalation and price redeterminations. Included are reports, pricing agreements, financial	Destroy 4 years after establishment of a revised pricing agreement or when the commercial concern is no longer considered a prospective source of supplement, whichever is first.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	statements, production records, and similar documents. Files relating to a specific contract will be filed therewith.	
1402-10	Cost and price analysis files. Documents used in collecting and analyzing data in the performance of comprehensive studies of price trends and variations. Included are studies, copies of price lists, contracts, estimates, reports, and other documents containing similar data.	Offices of the Army staff: Destroy after 10 years. Other offices: Destroy after 6 years.
1402-11	Buy American Act files. Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of expected items and materials, reports of violation, similar documents, and related correspondence. Files relating to specific contracts will be destroyed therewith.	Destroy after 10 years.
1402-12	Contract review files. Documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data.	Destroy after 6 years, or after completion of review, whichever is applicable.
1402-13	Bid and award protest files. Documents relating to actions taken with respect to correcting mistakes in bids and in settling protests of awards. Included are copies of bids, contracts, and notices of award; decisions; copies of statutes; similar documents; and related papers.	★ Offices authorized to perform final review: Destroy 6 years after final determination. Other offices: File and dispose of with related contract files.
1402-14	Contract appeal files. Documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to appendix A, Armed Services Procurement Regulation. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken; the contract and pertinent plans, specifications, amendments, and change orders; correspondence between the parties; transcripts of testimony taken during the course of proceedings on the matter in dispute prior to filing the notice of appeal with the Board; and such additional documents as the contracting officer may consider essential or as may be designated by the Board.	★ Destroy after 10 years. Cut off on final decision of the Board.
1402-15	Contract termination reporting files. Reports and directly related correspondence pertaining to the status of contract termination.	Destroy after 3 years.
1402-16	Contract termination review files. Documents related to the review of contract terminations. Included are proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals, and related papers. A complete record set of contract terminations will be filed in the Termination section of the related contract in accordance with instructions in the Army Procurement Procedure.	Destroy after 6 years, except that documents filed with the contract will be destroyed therewith.
1402-17	Contractor responsibility files. Documents maintained for the purpose of determining contractors responsibility as defined in Part 9, Section I, APP and ASPR. Included are brochures; replies to questionnaires; financial data, such as balance sheets, profit and loss statements, cash forecasts, financial history of	Destroy when superseded or obsolete, except that any documents pertaining to specific contracts will be destroyed 6 years after final payment of related contract(s).

18 December 1977

File No.	Description	Disposition
★1402-24	Solicitation Review Files. Invitations for bids or requests for proposals submitted to major command headquarters or HQDA for review to ensure compliance with procurement regulations prior to solicitation to bid.	Destroy 1 year after completion of review.

1402-25	Commercial-industrial type activity (CITA) program files. Documents accumulated as a result of conducting studies to determine the feasibility of performing commercial-industrial type activities either by in-house or contract. Included are feasibility studies, 5-year reviews of functions, cost analysis, justifications, approvals, new start proposals, annual CITA inventory, and supporting documents.	Office performing Army-wide responsibility: Destroy after 6 years. Other offices: Annual CITA inventory: Destroy after 5 years. Remaining documents: Destroy upon completion of next 5-year review.
---------	---	--

Page 8, add new file number 1402-26 as follows:

1402-26	Acquisition management review files. Documents reflecting operations of the Army Acquisition Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits; semi-annual reports of cumulative results of reviews; actions taken on recommendations, follow-up visits, and related documents.	Office performing Army-wide responsibility: Permanent. Retire after 12 years. Surveyed activities: Destroy on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner.
---------	---	--

December 1977

C 9, AR 340-18-14

File No.	Description	Disposition
	contractor and affiliated concerns; current and past production records; personnel data; lists of tools, equipment, and facilities; analyses of operational control procedures; and similar documents. Affirmative determinations of responsibility signed by the appropriate contracting officer are to be filed in the preaward portion of the applicable contract file.	
1402-18	Procurement misconduct case files. Documents accumulated as case files which deal with specific incidents relating to fraud, misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, decisions, similar documents and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list.	★ Offices authorized to make final determination: Destroy 30 years after final determination. Other Offices: Destroy 1 year after close of case.
1402-19	Debarred bidder list files. Documents relating to the suspension of bidders that prohibits contractual relationship with the Department of Defense. Included are lists of debarred, ineligible or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar or related documents.	★ Offices responsible for final determination as to whether or not a bidder is placed on the list: Destroy 30 years after final determination. Other Offices: Destroy after 1 year except that copies of the lists will be destroyed when superseded, obsolete, or no longer needed for current operations.
-20	Bidder list files. Cards and lists used to determine which contractors are eligible to receive invitations for bid for specific items.	Destroy when superseded, obsolete, or no longer required for current operations.
1402-21	Technical data package files. Copies of documents or microfilm images assembled for the purpose of providing prospective bidders complete information relative to materiel required. The performance-type technical data package includes documents that establish performance requirements supplemented by quality assurance provisions and form and fit limits. These documents express in narrative form, the output, function, or operation and leave the detailed design, fabrication, and internal working to the manufacturer's option. The design-type technical data package includes data necessary to manufacture a product conforming to established design. These packages contain data essential to ensure proper performance and to permit manufacture of the item by a competent manufacturer. Included are list of contents, lists of drawing numbers, lists of parts, lists of parts lists, lists of Government furnished equipment, lists of package data sheets, lists of supplementary quality assurance provisions, lists of gauge numbers, lists of gauge lists, engineering drawings, lists of specifications and standards, lists of specifications and standards lists, gauge drawings, package data sheets, specifications and standards, purchase descriptions, and similar data.	Destroy when superseded, obsolete, or no longer required for current operations.
1402-22	Advance planning procurement files. Documents relating to the release of advance planning information to industrial firms for their use in future planning and to aid in submitting bids for required material. Included are synopses of advance procurement planning information, lists of bidders, inquiries from industrial firms and answers thereto, reports, similar documents, and related papers.	Destroy after 6 years.
1402-23	Not used.	

File No.	Description	Disposition
	delivery orders, comparable instruments, and related papers. Offices not administering, but procuring under these contracts, will handle individual service authorizations and delivery orders as separate individual procurement transactions.	Contract Appeals will be destroyed 7 years after date of decision of the board. Offices procuring under contract: Individual delivery orders, service authorizations, and comparable instruments, as provided for transactions for \$10,000 or less, or for transactions for more than \$10,000 as applicable.
★1403-06	Contract standard drawing and specification files. Rescinded.	
1403-07	Nonaction bid invitation files. Invitations for bids returned by prospective bidders without bid action.	Destroy immediately after bid opening or on receipt of bid if it can be determined that no bid action was taken.
1403-08	Rejected bid files. Invitations for bids accumulated as a result of rejecting all bids to an invitation and a new invitation is not issued.	Destroy after 1 year.
1403-09	Procurement register files. Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.	Destroy after 6 years.
1403-10	Procurement directive files. Documents used in initiating procurement or production action. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders lists, written bids, summaries or proposals, abstracts of bids, cost analyses reports, similar documents, and related papers.	Directives canceled prior to award of contract or purchase order: Destroy after 1 year. Other files: Destroy after 6 years. Do not retire.
1403-11	Procurement action reporting files. Documents relating to the reporting system designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related correspondence. All the above reports, except consolidated reports and summaries, will be filed and disposed of with the related contracts.	Consolidated reports and summaries: Destroy 2 years after the end of the FY of preparation.
1403-12	Military urgency planning list files. Documents relating to the military urgency planning list of items published by the Department of Defense. Included are copies of the lists and documents connected with nomination of items for the list. <i>Note:</i> Record copies of the Master Urgency List are maintained by the Department of Defense and are retired as permanent documents by that department.	Offices responsible for Army-wide coordination of nomination of items: Destroy on publication of lists. Other Offices: Destroy after 2 years, except that copies of lists will be destroyed when superseded or no longer required for reference, whichever is first.
1403-13	Interservice inspection files. Documents relating to the performance of inspection services for other procuring activities as outlined in section XIV, APP. <i>Note.</i> Interservice inspection files accumulated by Army procuring activities in performing inspection service for other departments will be retained in the custody of the inspecting activities in the absence of any specific agreements or requests for transfer of files to the activity administering the contract. Conversely, in-	Destroy 6 years after completion of inspection action on the related contract. However, in the event inspection documents have been furnished the procuring activity on a current basis, destroy retained copies after 1 year.

1403 INDIVIDUAL PROCUREMENT TRANSACTION FILES

1. These files relate to the administration of individual procurement transactions which include documents relating to the negotiation, commitment and placement of contracts, purchase orders, and comparable instruments.

2. Files required for documentation of individual procurement transactions are listed and identified in the Armed Services Procurement Regulation. Also included, when applicable, are contract termination files, contract renegotiation files, contract appeal files, and other documents as specified by the appropriate command headquarters as essential to completion of the individual transaction files. These files may accumulate in various operating elements of a procurement office. The element responsible for a function which results in creation of a particular file will be designated as the office of record and will be responsible for complete documentation of that function so that duplicate material maintained by other elements can be destroyed without extensive checking to determine the extent of duplication. Files of each operating element will be transferred to the records holding area or appropriate records center without consolidation with files of other elements relating to the same contract. No consolidation or paper-by-paper screening of files will be accomplished in records holding area or record centers. Files that are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. In addition, records relating to contracts involved in appeals handled by a Board of Contract Appeals will be retained for a period of 7 years from date of the decision of the board.

3. The disposition instructions below do not apply to specific types of contracts described in other regulations in the 340-18 series for which differing disposition instructions are prescribed.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1403-01	Transactions for \$100,000 or less. Rescinded. Use FN 1403-28, 1403-29, 1403-30, 1403-31, or 1403-32 as applicable.	
★1403-02	Unsuccessful bid files. Documents relating to unsuccessful bids (including tie bids) and all unsuccessful proposals or quotations for contracts.	Dispose of IAW the disposition instructions for the related contract.
1403-03	Transactions for more than \$100,000. Rescinded. Use FN 1403-28 , 1403-29 , 1403-30 , 1403-31 or 1403-32 as applicable.	
1403-04	Open-end contract information files. Army circulars and related documents reflecting information as to existing open-end contracts for use of contracting officers in procurement of supplies and equipment.	Office responsible for preparation and issue: Destroy 6 years after expiration date. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
1403-05	Master, open-end and call-type contract files. Documents relating to master, open-end indefinite delivery, Federal Supply Schedule, call-type, and similar contracts. Included are contracts, service authorizations,	Offices administering contract; Destroy 6 years after expiration and final payment, except that records relating to contracts involved in appeals handled by a Board of

1 December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	pection files created by other activities in performing inspection services on Army contracts will be retained by the activities performing the inspection services in the absence of any specific agreements or requests for transfer of such records to the Army procuring activities administering the contracts.	
1403-14	Procurement assignment files. Documents relating to the assignment of specific supply items to purchasing agencies for coordination or procurement of overall Defense requirements. Included are Department of Defense directives and related papers.	Offices performing Army-wide staff responsibility: Destroy 3 years after publication of assignment of responsibility.
1403-15	Coordinated procurement program reporting files. Documents containing data relative to the Department of Defense coordinated procurement program, such as reports and related papers.	Destroy after 2 years.
1403-16	Interdepartmental purchase request files. Documents accumulating in Army staff offices and National Inventory Control Points relating to procurement of supply items of the Army for other departments or procurement by other departments for the Army. Included are copies of purchase requests, amendments thereto, and related correspondence.	Destroy after 5 years.
1403-17	Procurement inspection files. Documents relating to the inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, General Accounting Office, and supervisory offices; documents indicating corrective action taken; and related correspondence.	Destroy after 6 years.
1403-18	Contracting officer designation files. Documents reflecting the designation and recession of contracting officers and contracting officer's representative which include the specific procurement authorities delegated.	Destroy 6 years after recession or termination.
1403-19	Expediting files. Documents related to controlling and facilitating the delivery of materials and machine tools under specific procurement transactions.	Destroy on completion of related procurement transaction.
1403-20	Tax exemption certificate files. Documents relating to the issue of tax exemption certificates which indicate proof of exemption of taxes excluded from the contract price under procurement regulations. Included are US Government tax exemption certificates, US Government tax exemption or identification cards, and comparable or related documents.	★Destroy 3 years after period covered by related account.
1403-21	Procuring office customs entry files. Documents relating to the entry and admission free of duty of material procured abroad or returned from abroad by the Army. Included are customs permits, forms, summary of value, similar documents, and related correspondence.	Destroy after 5 years.
403-22	Photographic inspection files. Radiographs, micrographs, macrographs, and other films and prints relating to the inspection of material prior to acceptance by the Army.	Destroy 6 months after completion of related contract.

1 December 1979

File No.	Description	Disposition
1403-23	Laboratory test reporting files. Documents maintained by laboratories that relate to tests conducted on material. Included are chemical analysis, steel analysis, physical test, macrostruction and macrotech tests, treatment and test of material, and similar reports and directly related papers.	Destroy after 10 years.
1403-24	Renegotiation Act reporting files. Reports and correspondence relating to the receipt and transmittal of information concerning renegotiations performed by the Renegotiation Board.	Offices of the Army Staff: Destroy after 10 years.
1403-25	Government-owned and contractor-operated industrial installation files. Contractors' records are not a responsibility to the Army. Their custody is a responsibility of the contractor concerned, except that certain joint records, such as joint property accounts, as determined by the contracting officer to be of value to or required by the Army, may be preserved with Army records to which they pertain. Contracting officers will exercise this authority with extreme caution to make certain that records without definite legal or administrative value to the Government are not accessioned. Contractors' records will not be accessioned for the sole purpose of relieving the contractor of custody thereof without specific authority from The Adjutant General. Requirements for retention of contractors' records are set forth in provisions of the pertinent contracts pursuant to the Defense Acquisition Regulation. Army records of various types are accumulated as a result of contractor operations conducted at Government-owned and contractor operated industrial installations and at industrial installations in standby status. Army files which are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. Files not directly related to contractor operations, such as accounting records required in continued operation of the plant, individual civilian personnel files, individual military personnel files, and bills of lading files will be disposed of in accordance with instructions in the regulations (AR's 340-18-1 through 340-18-15) which govern the maintenance and disposition of files in these functional categories.	Army records created from contractor operations, including industrial property accounts files: Destroy 6 years after close of the fiscal year in which final payment is made. Industrial property account files of installations in standby status: Destroy 2 years after resumption of contractor operations or 2 years after disposition of the installation, as applicable.
1403-26	Civil works contract files. Documents relating to the procurement of supplies, material, and equipment; and other services, but exclusive of construction and maintenance contract files. These files accumulate in various operating elements of a procurement office. Designation of offices of record and responsibility for documentation is described in the beginning of this section. Documents accumulated in connection with civil works contract files are divided into 2 groups: a. Contractual instrument files include documents relating to one specific contract when created or accumulated; preaward data, such as advertising order, determinations and findings, invitations for bid, abstracts of	Contractual instrument files created prior to 2 July 1975: Destroy 10 6 years and 3 months after final payment. Contractual instrument files created on or after 2 July 1975: Destroy 6 years and 3 months after final payment. Transfer to the appropriate Federal archives and records center, after 3 years or upon completion of site audit, whichever is first. Civil Works Site Audit Files, described under file number 313-02, of the same fiscal year, will be transferred together with (but not interfiled with) these files.

1 December 1979

C 11, AR 340-18-14

File No.	Description	Disposition
	bids, accepted and unsuccessful bids, bonds, and original contract with modifications; copy of specifications and addendums thereto; notice to proceed and notice of completion; and related papers determined by the contracting officer to be essential to completion of the file.	Residual files: Destroy at time of retirement of the contractual instrument files or 3 years after final payment of the contract, whichever is later.
	b. Residual files, containing documents other than those defined above, including requisitions and contract property accounts. Records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of decision of the board.	
1403-27	Civil works requisition files. Requisitions with directly related papers for supplies, equipment, material, or services that are maintained separately and not as a part of an individual contract file.	★Destroy 2 years after completion or cancellation of requisition.
1403-28	Transactions of more than \$2,500 (before 26 Jul 74) Files. Contracts, purchase orders, delivery orders, or comparable instruments for more than \$2,500.	Destroy 6 years after final payment. Rescinded.
1403-29	Transactions of \$2,500 or less (before 26 Jul 74) Files. Contracts, purchase orders, delivery orders, or comparable instruments for \$2,500 or less.	Destroy 8 years after final payment. Rescinded.
★1403-30	Transaction files (after 25 Jul 1974) of \$10,000 or less, where the original signed order has been submitted to the US Army Finance and Accounting Center (USAFAC) with the financial returns. (Ref: Chap. 3, AR 37-107). For more than \$10,000.	Destroy 1 year after final payment.
★1403-31	Transaction files (after 26 Jul 1974) where the original executed procurement document is maintained in the official contract file. (Ref: Chap. 3, AR 37-107).	Destroy 6 years and 3 months after final payment. Rescinded. Use 1403-31
1403-32	Contracts (before 2 Jul 75) Files. Contracts created before 2 July 1975.	Destroy 10 years and 3 months after final payment. <i>Note: In case of conflict, this disposition takes precedence over 1403-28, 1403-29, 1403-30, and 1403-31.</i>

1 December 1979

1404 SMALL BUSINESS PROGRAM FILES

These files result from the Army's program to assure maximum participation of small business concerns in the military procurement of supplies and services. The files accumulate in offices of small business advisers or specialists, contracting officers, and in other offices engaged in these activities.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1404-01	Small business information files. Documents relating to communications or discussions which provide small business concerns with information about Army requirements for suppliers on bidders lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement, and other matters concerning the participation of small business concerns in the military procurement program. Included are inquiries from small business concerns, memorandums recording discussion with representatives of small business concerns, and similar documents.	Destroy after 6 years.
1404-02	Small business program survey files. Documents relating to surveys of field purchasing officers to analyze the effectiveness of the small business program so that small business concerns are afforded equal opportunity to compete for procurements. Included are data accumulated for the purpose of making surveys, reports from procuring offices, survey reports, instructions or changes made as a result of the survey, and related papers.	Offices performing surveys: Destroy after 6 years except that data accumulated in preparation for the survey will be destroyed on completion of the survey. Offices surveyed: Destroy on completion of next comparable survey, or when no longer needed for reference, whichever is first.
1404-03	Small business qualification files. Case files containing documents relating to the productive capacity, credit, resources, and similar data about small business concerns accumulated to provide information about the availability of additional small business sources to meet current or anticipated requirements of the military procurement program.	Destroy when superseded, obsolete, or when the concern is no longer considered as a source of supply for any reason.
1404-04	Competency certificate files. Documents relating to the issuance or withdrawal of certificates of the competency of small business concerns as to their capacity and credit standing furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific small business concerns, and similar documents.	Destroy after 6 years.
1404-05	Small business reporting files. Documents accumulated by small business advisers for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries and individual procurement actions.	Consolidated and summary reports: Destroy when no longer needed for current operations. Other documents: Destroy after 2 years.
1404-06	Contractor reporting files. Reports received from contractors participating in the small business procurement program, related correspondence, and summaries prepared from the reports.	Consolidated and summary reports: Destroy when no longer needed for current operations. Other documents: Destroy after 2 years.
	Qualification lists files. Lists of businesses determined to be qualified to participate in the small business program.	Destroy when superseded, obsolete, or no longer needed for reference.

1 December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1404-08	Small business solicitation review files. Documents relating to the review of requests for proposals or solicitations for compliance with regulatory requirements and the Small Business	Destroy 1 year after completion of the review.

18 December 1977

C 9, AR 340-18-14

File No.

Description

Disposition

Act accumulated in major command headquarters. Included are requests for proposals, analysis executed by chief of purchasing offices; any corrective actions taken as a result of the review and related documents.

1405 LABOR RELATIONS AND INDUSTRIAL EQUAL EMPLOYMENT OPPORTUNITY FILES

These files pertain to labor relations and equal employment matters in Army procurement and construction contracting functions. They accumulate in offices of labor advisors, legal officers, industrial employment policy officers, contracting officers, and other offices engaged in labor relations activities.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1405-01	Labor relations and equal employment surveillance files. Documents relating to general surveillance procedures performed in administering the Army labor relations and industrial equal employment opportunity programs. Included are copies of contractor's payrolls, statements regarding compliance, and related documents.	Contractor's payrolls: Destroy after 3 years. Other documents: Destroy after 6 years.
1405-02	Labor-management dispute files. Documents relating to work stoppages, strikes, and disputes affecting Army contracts. Included are strike reports, reports of work stoppages, correspondence concerning disputes, plans to relieve work stoppages and to settle disputes, conference minutes, and related documents. <i>meant</i> <i>Note.</i> Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.	★Destroy after 10 years.
1405-03	Labor standard exception files. Documents pertaining to requests to deviate from standards set by the Department of Labor, assessment of the Eight-Hour law penalties, Walsh-Healy Act, and similar requirements. Included are requests for exceptions or deviations, determinations, studies, opinions, approvals, disapprovals, and related documents. <i>Note.</i> Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.	★Destroy after 10 years.
1405-04	Labor standard violation files. Documents accumulated as a result of actions taken because of violations of labor standards provisions of contracts. Included are reports of violations, investigations, terminations, and findings; recommendations; and related documents. <i>Note.</i> Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.	★Destroy after 10 years.
1405-05	Industrial equal employment compliance review files. Documents accumulated in making compliance reviews to determine the extent to which contractors comply with the nondiscrimination in employment contract clauses. Included are compliance reports submitted by contractors, reports of routine and special compliance reviews made by Army compliance officers, followup reports, records of recommendations, certificates of merit, and similar or related papers. <i>Note.</i> Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.	Destroy after 10 years.
1405-06	Industrial equal employment investigation files. Documents relating to actions taken on complaints alleging noncompliance with the provisions of nondiscrimination contract clauses. Included are complaints, reports of investigation, hearings, copies of decisions rendered, findings, statements, information concerning sanctions, recommendations, and similar or related papers. <i>JNSTH</i> <i>EMPL</i>	Destroy after 10 years.

1 December 1979

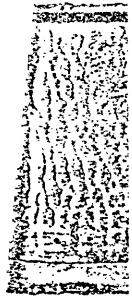
C 11, AR 340-18-14

File No.	Description	Disposition
1405-07	<p><i>Note.</i> Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.</p> <p>Industrial equal employment special visit files. Documents relating to special visits made by industrial employment policy officers in attending conferences, briefing civilian audiences, meeting with contractor associations, conducting special studies, providing staff or technical supervision, and related matters. Included are requests for visit, approvals, copies of speeches or briefings, reports of visit, recommendations, and similar or related papers.</p>	<p>Offices of major and intermediate command HQ: Destroy after 10 years. Other offices: Destroy after 6 years.</p>
1405-08	<p>Industrial equal employment reporting files. Documents reflecting data concerning various aspects of the industrial equal employment opportunity program. Included are statistical and narrative reports, summaries, consolidations, and related papers.</p>	<p>Office responsible for preparation of report: Destroy after 10 years. Other offices: Destroy after 2 years.</p>

1406 PRODUCTION PLANNING AND INDUSTRIAL MOBILIZATION FILES

These files result from measures taken to provide for transforming industry from its peacetime activity to the fulfillment of the industrial program necessary to support the national military objectives. It includes the mobilization of materials, capital, productive facilities, and contributory items and services essential to timely and economical production.

File No.	Description	Disposition
★1406-01	Tax amortization files. Rescinded.	
1406-02	Production requirement data files. Documents used in arriving at future production and industrial mobilization requirements. Included are production reports; industrial mobilization reports; studies involving such aspects as production costs, production rates, production deliveries, production slippages, and production difficulties; and documents containing similar data.	<p>A Office performing Army-wide staff responsibility: Studies and consolidated or summary reports—permanent; Feeder reports—destroy on extraction, summarization, or consolidation of data.</p> <p>B Other offices of the Army staff: Destroy after 5 years.</p> <p>C Other offices: Destroy after 2 years.</p> <p><i>office to NARS when 20 yrs. old per NCI-AR-77-68 12/80</i></p>
1406-03	Production record reporting files. Documents relating to production control of items on the Department of Defense Consolidated List of Principal Military Items. Included are production records, schedules and estimates, documents containing similar data, and related papers concerned with scheduling, dispatch, followup, and control of production items.	Destroy after 5 years.
04	Industrial mobilization reporting files. Reports and directly related documents reflecting progress and status of industrial mobilization and production and procurement planning.	Destroy after 2 years.
1406-05	Industrial mobilization facilities files. Documents relating to individual facilities (commercial concerns on plants) and specific items of supply that are used in determining past and future production capabilities or related uses allied to mobilization planning. Included are facility allocations, procurement and production planning schedules, current procurement and production schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related papers.	Destroy 6 years after the removal of related facility from list of prospective supply sources, or removal of related supply item from list of designated commodities.
1406-06	Production equipment history files. Documents used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related papers. These files will accompany the equipment on transfer within the Army or on transfer to another military department.	<p>Office performing Army-wide responsibility: Destroy 6 years after final disposition of equipment.</p> <p>Other supervisory offices: Reports—destroy after 2 years. Cards used as central control files—destroy after final disposition of related equipment.</p> <p>Offices maintaining equipment: Destroy 2 years after final disposition of the equipment, such as by sale or salvage.</p>



1407 DEFENSE MATERIALS SYSTEM FILES

These files relate to the system affecting construction, research and development, and the production of hard goods by identifying, measuring, and governing the distribution of controlled materials necessary in filling defense orders. This system was formerly called the Controlled Materials Plan.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1407-01	Controlled materials allocation files. Documents reflecting the distribution of controlled materials from the Department of Defense to the Deputy Chief of Staff for Logistics, and further allocations within the Army to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.	Destroy after 5 years.
1407-02	Controlled materials allotment case files. Documents reflecting allotments and controlled materials to contractors and producers. Included are requests for application for allotments of controlled material and equipment, authorized controlled material orders, applications for allotments and supplementary applications for production and construction material and equipment, authorized production schedules and revisions thereto, allotment increases or decreases, schedules of materials requirements, construction authorizations and allotments of controlled materials, allotment certificates for offshore construction, authorization letters for purchase of construction machinery, and similar documents.	Offices of the Army staff: Destroy after 5 years. Other offices: Destroy after 3 years.
1407-03	Priority rating case files. Documents used in establishing the priority use of controlled materials by contractors and producers. Included are requests for filing applications for priority ratings, applications for priority ratings for delivery or production and construction materials and equipment with supporting documents and recommendations, rating certificates and disapprovals of rating, requests for special priorities and assistance with related denials or approvals, and similar documents.	Destroy after 3 years.
1407-04	Controlled materials reporting files. Reports on allocations, allotments, return of controlled materials allocations, ACM orders, unused balances, and similar matters.	Office performing Army-wide staff responsibility, consolidated and summary reports: Destroy after 10 years. Other offices of the Army staff: Destroy after 5 years. Other offices: Destroy after 3 years.
1407-05	Controlled materials accounting files. Documents used to control and account for controlled materials. Included are general controlled materials, ledgers, budget ledgers, allotment ledgers, subsidiary ledgers, and similar documents.	Office performing Army-wide staff responsibility: Destroy after 10 years. Other offices: Destroy after 3 years.
1407-06	Special assistance files. Documents used in requesting, coordinating, and granting priorities under the special assistance program. Included are requests for special assistance, coordination documents, diversion directives, official signature cards, preference or priority lists, and related documents.	Preference or priority lists and official signature cards will be destroyed when superseded or obsolete. Remaining files: Office performing Army-wide staff responsibility: Destroy after 10 years. Other offices; Destroy after 3 years.
1407-07	Controlled materials audit files. Reports of audit, interim reports of audit, audit checklists, and related documents.	Office performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1407-08	Representative sample files. Representative samples of files, maintained by Headquarters, Department of the Army offices, described under file numbers 1407-01, 1407-02, 1407-04, and 1407-05 which are withdrawn from each annual block of files.	★Destroy after 5 years.

1408 STRATEGIC AND CRITICAL MATERIALS REQUIREMENT FILES

These files are created in establishing current and mobilization requirements for strategic and critical materials. Strategic and critical materials requirement files are accumulated at Headquarters, Department of the Army, and at headquarters of those major and intermediate commands responsible for the Army material function. Collateral and related actions accumulated at lower echelons normally document the mission functions of the accumulating offices and, consequently, are not identifiable as strategic and critical materials requirement files.

<i>File No</i>	<i>Description</i>	<i>Disposition</i>
1408-01	Strategic and critical material requirement forecasting files. Documents created in computing and reporting the quantities of strategic and critical materials needed to meet current and/or mobilization production schedules for end items. Included are computations, reports reflecting requirements, and related papers.	★Office performing Army-wide staff responsibility and requiring the reports: Destroy after 3 years. Cut off on supersession or obsolescence. Other offices: Destroy or supersession or obsolescence.
1408-02	Strategic and critical material study files. Documents created in determining the availability, use, and distribution of strategic and critical materials. Included are studies and communications or other documents which pertain to them.	Office responsible for preparation: Permanent. Cut off on supersession or obsolescence.
1408-03	Material stockpile reference data files. Documents, maintained as a source of basic reference data, reflecting uses of, sources of, distribution of, quantities of, and comparable data on strategic and critical materials in, or to be included in, the national stockpile. Included are data sheets, changes thereto, and related papers.	Destroy on supersession or obsolescence.

18 December 1977

1409 MANUFACTURING FILES

These files accumulate at manufacturing plants, works, arsenals, and similar facilities. They relate to the manufacture of ammunition, chemicals, tank and automotive components, missiles, guns and other equipment.

File No.	Description	Disposition
1409-01	Manufacturing control files. Documents relating to scheduling, dispatch, followup, and control of items to be manufactured. Included are work orders, job orders, turn-in slips, estimate sheets, production reports, and related papers.	Destroy 5 years after completion of related work.
1409-02	Manufacturing method project files. Documents relating to the improvement, modification, and modernization and manufacturing processes and procedures. Included are drawings, photographs, job orders, routing sheets, reports of revised processes and procedures, and related papers.	Destroy 5 years after completion of individual project.
1409-03	Manufacture description files. Documents which describe the manufacturing methods and equipment required for the manufacture of acids and chemicals; the manufacture and assembly of weapons, tanks, and automotive items; the manufacture, loading, assembly, and packing of propellants and explosive items; and comparable manufacturing activities. In the event responsibility for manufacture of an item is transferred, the pertinent description of manufacture will be transferred to the installation or agency assuming responsibility for manufacture.	Destroy on supersession of description of manufacture, discontinuance of installation, or discontinuance of manufacture of an item.
1409-04	Manufacturing quality control files. Documents maintained for detection, prevention, and control of manufacturing defects. Included are in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.	Destroy 3 years after completion of final production order for the related component.
1409-05	Gun folder files. Documents reflecting historical data concerning the manufacture of guns. Included are lists of parts, machine load sheets, summaries of routing time, copies of plant layouts for manufacturing components, photographs, and similar documents.	Destroy when related gun becomes obsolete.
1409-06	Inspection and proof reporting files. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data relating to inspection and proof testing of manufactured components.	Destroy when related component becomes obsolete.
1409-07	Ammunition demilitarization and renovation work order files. Documents pertaining to the demilitarization and renovation of ammunition. Included are work orders, issue slips, turn-in slips, renovation work sheets, cost and production records, expenditure orders, and related papers.	Destroy after 1 year.
1409-08 1-44- 10-28	Ammunition lot history files. Documents relating to the inspection and acceptance of complete rounds of ammunition, propellants, missiles, and rocket motors. Included are data cards, acceptance sheets, firing records, and related papers.	Destroy ⁴⁵ years after acceptance of each lot of ammunition and shipment from storage. Do not retire. 94 3/20/80
1409-09	Component routing files. Documents reflecting routing, deviation requests, operations to be performed, fixtures and special tools and gauges required, periodic inspections, estimated time for each operation, and comparable matters, created in the manufacture of individual components.	Destroy when superseded by a revised routing, or upon completion of related work, whichever is first.

18 December 1977

C 9, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1409-10	Foundry casting record files. Documents reflecting basic working data pertaining to foundry operations and castings for individual components, such as precision casting acceptance slips, records of heat treatment and test, photos, radiographs, and related papers.	Destroy when related component becomes obsolete.
1409-11	Tool drawing files. Vellums, original drawings, and tracings used in manufacture of individual components, with related records or comparable	Destroy when drawings become superseded or obsolete.

1 December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	documents maintained as a record of tool design and to facilitate reference to the drawings.	
1409-12	Print distribution files. Cards or comparable documents utilized to control and facilitate the issuance of drawings and changes or revisions thereto utilized in manufacturing operations.	Destroy 3 years after related drawings are superseded or the components to which they relate become obsolete.
1409-13	Shop planning and layout files. Documents reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.	Destroy when superseded or obsolete.

1410 MATERIEL ENGINEERING FILES

These files relate to the programs designed to assure required engineering for optimum economy, reliability, and producibility of materiel; to obtain adequate, reasonable and economical preservation, packaging, and packing of materiel; and to obtain and maintain the necessary degree of quality in Army materiel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1410-01	MATL ENGR Materiel engineering case files. Documents relating to a specific project, subproject, task, or phase, which reflect a continuing history of a project through the industrial or applications engineering process which begins after a functionally satisfactory prototype has been produced. Included are documents relating to tests for producibility, preparation of specifications and drawings, testing of specifications including user tests, and similar documents.	Permanent. Retire 5 years after completion of project, subproject, task, or phase.
1410-02	Materiel drawing files. Documents depicting the design or working order of parts, components, assemblies, and items of materiel. Included are arrangement, assembly, bookform, source control, interface, correlation detail, detail assembly; installation, kit, matched set, multishet, tube bend, electronic, electrical, and undimensioned drawings and diagrams or microfilm images thereof; comparable drawings; associated parts lists, indexes, and data lists; coordination letters; and similar papers. <i>Note 1.</i> The activity whose code number appears on the drawing normally is responsible for maintenance of the record copy. The record copies are generally maintained in drawing number sequence. <i>Note 2.</i> This file number is not applicable to preliminary and experimental drawings created and maintained by research and development activities. These drawings are described in AR 340-18-13.	Record copies: Destroy 6 years after the depicted item is no longer in the supply system or supported under the Military Assistance Program. Other copies: Destroy when superseded, obsolete, or no longer needed for reference.
1410-03	Preservation and packaging files. Documents relating to the preservation and packaging of materiel.	Destroy on supersession or obsolescence, or on incorporation of data in methods and procedures directives or similar system.
1410-04	Materiel quality control files. Documents used for the control of quality of Army materiel which include data for the detection, prevention, and control of defects in materiel. Included are inspection sheets, reports, rework data, charts, graphs, statistical data, and similar documents.	Destroy when superseded, obsolete, when data is included in published standards or guidelines, or on completion of procurement or production of pertinent item, whichever is first.
★1410-05	Clothing materiel project files. 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 documents.	Offices performing Army-wide responsibilities: Permanent. Other offices: Destroy after 6 years.

1411 VALUE ENGINEERING FILES

These files relate to the systematic application of techniques which identify the function of material and equipment, establish values for these functions and then endeavor to provide these functions at the lowest practicable cost without degradation of essential functional characteristics. The terms value engineering and value analysis are synonymous.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1411-01	Value engineering reporting files. Documents used in reporting information on the training, workload, execution, results, and cost of value engineering activities. Included are value engineering proposal reports, and related papers.	★Offices requiring the reports: Army-wide consolidations or summaries—destroy after 10 years. Feeder reports—destroy after 5 years. Retain in CFA 2 years. Other offices: Destroy after 5 years. Retain in CFA 2 years.
1411-02	Value engineering study files. Documents used in accomplishing value improvements and reduction in cost of existing or planned items of material and equipment. Included are value engineering studies, cost data, production and procurement process data, engineering data, and related papers.	Value engineering office responsible for making the study: Destroy after 10 years. Retain 5 years in CFA. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.

1412 MATERIEL STANDARDIZATION FILES

★These files relate to national and international standardization of materiel items, technical terminology, processes, methods, and practices to assure adoption of the minimum number of sizes, kinds, and types of items and services; and to assure common understanding, interpretation, and presentation of technical data. International standardization is concerned with standardization among the American, British, Canadian, and Australian Armies; and between the US Army and NATO, CENTO, the Inter-American Defense Board, other foreign countries, or an international organization. Files relating to national materiel standardization are accumulated by preparing activities (offices responsible for study, preparation, and maintenance of the standardization document), assignee activities (offices responsible for the standardization of an FSC class or area), participating activities (offices designated to represent the Army in interdepartmental collaboration of a standardization effort), military coordinating activities (offices responsible for coordinating, reconciling, and collating the Armed Services' comments on a standardization document prepared by a Federal civil agency), the Departmental Standardization Office (DepSO) (office responsible for coordinating and managing Army-wide participation in the standardization function), and interested and review activities (offices requiring an opportunity to comment on proposed standardization documents as a result of using or planning to use them in connection with procurement, stocking, research, development, or engineering). International materiel standardization files are accumulated primarily by DA staff and Army field offices having responsibility in the logistical area. They may also accumulate in other offices from participation in the development of or comment on proposed standardization actions.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1412-01	Standardization program recommendation files. Documents relating to Army participation in the formulation of the materiel standardization program. Included are recommendations for standardization plans with supporting data, lists of areas exempt from requirements for standardization, recommendations to exclude certain classes of items from the program, schedule change recommendations, and related papers.	Departmental Standardization Office and offices of assignee activities: Destroy after 5 years. Other offices: Destroy after 2 years.
1412-02	Materiel standardization plan files. Documents related to the development of formal plans for standardization of FSC classes of materiel or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to them.	Departmental Standardization Office: Destroy after 5 years. Office of the preparing assignee activity: Destroy 2 years after completion or cancellation of all projects scheduled in the plan. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.
1412-03	Standardization document formulation files. Documents relating to the preparation, coordination, approval, maintenance, revision, and cancellation of Federal and military standards, specifications, and standardization handbooks; and documents relat-	Office of the responsible preparing activity and office of the responsible assignee activity: Destroy 5 years after publication of the standardization document.

18 December 1977

C 9, AR 340-18-14

File No.

Description

Disposition

ing to the adoption of industry standardization documents when the Army is assigned responsibility for completing the action. Included are project initiation letters or assignments; reports of preliminary conferences; draft standardization documents and comments on them; necessary drawings; notices, agenda, and minutes of meetings; study project reports; coordinating actions; and copies of the published standardization documents with communications relating to them.

Other offices: Destroy after 2 years.

File No.	Description	Disposition
1412-04	Standardization document collaboration files. Documents relating to Army participation in the formulation, revision, or cancellation of specifications, standards, standardization plans, and handbooks prepared by other military departments or Federal agencies, or in the adoption of industry standardization documents by other military departments and Federal agencies. Included are copies of proposed standardization documents and comments on them; notices, agenda, and minutes of meetings; and related papers.	Responsible coordinating or participating activity: Destroy 5 years after publication of the standardization document. Other offices: Destroy after 2 years.
1412-05	Military supply standard files. Documents created in preparing Military Supply Standards and Supply Supplements which respectively show standard items and items which are nonstandard. They are used to prevent the unjustified re-entry into the supply system of those items which are no longer required. Included are lists and tabulations of items, reports of simplification studies and technical analyses, and related papers.	Destroy on revision or supersession of the related Military Supply Standard or Supplement.
1412-06	Standardization document files. Record sets consisting of one copy of each published military and industry standard, specification, or handbook prepared or adopted on behalf of the DOD by the Army; and reference sets of Federal, military, and industry standards, specifications, and handbooks used by the Army. <i>Note.</i> A record set of Federal standardization documents will not be maintained by the Army since GSA is responsible for their publication and distribution, nor will a record set of any standardization documents be maintained in publication record sets described in AR 340-18-2.	Record sets (maintained by the preparing activity): Permanent. Reference sets: Destroy when superseded, obsolete, or no longer needed.
1402-07	Qualified product list formulation files. Documents relating to the preparation, review, issue, revision, and cancellation of lists which certify that a particular product or item has been tested, examined, or otherwise qualified for compliance with the requirements of the particular specification. Included are notifications of intent to establish, reissue, or expand a Qualified Products List; correspondence with manufacturers; certifications as to authorized distributors; qualification test reports; notifications of test results; and related papers.	Preparing activity: Papers relating generally to the overall QPL — destroy on supersession or cancellation of the QPL; Papers relating to the qualification of a particular item — destroy on elimination of qualification requirement or when the item no longer qualifies, whichever comes first. Other offices: Destroy after 2 years.
1412-08	Item standardization deviation files. Documents created in maintaining item standardization through approving, disapproving, or commenting on proposed procurement of nonstandard items but not documents belonging in procurement transaction files. Included are requests and justifications for procurement of nonstandard or nonpreferred items; requests for authority to procure technical equipment without advertising; decisions, recommendations, agenda, minutes, and other papers of the Advisory Committee on Procurement Without Advertising of Technical Equipment and Components; approvals, disapprovals, and appeals; coordinating actions; and related papers.	Offices performing Army wide staff responsibility, Office of the Chairman of the Advisory Committee on Procurement Without Advertising, and office of the responsible assignee activity: Destroy 6 years after cancellation or expiration of the standardization deviation. Other offices: Destroy after 2 years.
1412-09	Standardization reporting files. Documents reflecting information on standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Included are consolidated and feeder reports and related papers.	Consolidated reports: Destroy after 2 years. Feeder reports: Destroy on preparation of the next comparable report.
1412-10	International standardization agreement list files. 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.	Office responsible for preparation of the Army wide list: Permanent Other offices: Destroy after 2 years, or on supersession, as applicable. <i>Handwritten: RI-AU-78-110</i>
1412-11	International materiel standardization agreement files. Documents relating to the preparation, amendment, interpretation, and cancellation of	Offices responsible for final U.S. Army approval: Permanent. Cut off on publi-

14 August 1969

International standardization agreements concerning materiel, equipment, and technical procedures, but not materiel under research and development. Such agreements 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
Office and issuance of the agreement
Office to DARS until 20 yrs after
Other offices: Destroy after 2 years, or 2 years after final approval of agreement, as applicable.

NCI-AU-78-110
Items 2a and 2b,
3/24/80

1412-12 International standardization project files. Documents relating to actions taken to promote standardization of materiel 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.

A Office performing Army wide staff responsibility, and offices responsible for participation in the project: Permanent.
Cut off on completion of the project.

B Other offices: Destroy after 2 years.
Offer to DARS 20 yrs after completion of project.
NCI-AU-78-110
Items 3a and 3b, 3/24/80

1412-13 Standardization status files. Documents accumulated from action taken after publication of an international standardization agreement to insure that the agreed degree of standardization is maintained. Included are notifications of proposed changes to items which are recorded on international standards, documents relating to the exchanges of related production, information, coordinating action, and related papers.

Offices of headquarters of major and intermediate commands: Permanent. Retire after 2 years after cancellation or obsolescence of the standardization agreement.

Other offices: Destroy after 2 years, or 2 years after cancellation or revision of the related agreement, as applicable.

1413 SUPPLY CATALOGING FILES

These files are created as a result of Army participation in the development and maintenance of a cataloging system designed to identify, name, and classify each item repetitively used, purchased, stocked, or distributed by the Armed Services and other Government agencies. Cataloging files are accumulated by submitting activities (an activity designated by DA or DOD as authorized to submit item identification data directly to Defense Logistics Services Center (DLSC)), managing activities (an activity assigned primary responsibility for the management of an item of supply which is authorized to be put in the Federal Catalog System), other interested offices, and offices at the Army staff and headquarters of major commands responsible for directing participation in the program.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1413-01	Supply cataloging advisory group files. Documents relating to DA participation on advisory groups or committees concerned with assisting and advising in the development of cataloging policies, rules, procedures, and schedules. Included are copies of agenda, minutes of group meetings, and related papers.	Destroy on supersession, obsolescence, or when no longer needed, whichever is first.
1413-02	Cataloging activity reporting files. Documents used to recurrently report official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required. Included are cataloging activity reports and related papers.	★Office requiring the report: <i>Consolidated or summarized reports</i> —Destroy after 5 years; <i>Feeder reports</i> —Destroy after 2 years. Other Offices: Destroy after 2 years.
1413-03	Supply item identification files. Documents relating to proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, descriptions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and Federal stock number, name and description transmittal forms, reference drawings or illustration sketches, coordinating or collaborating actions, cancellation requests, justification data, and similar documents pertaining to the proposed item identifications.	Submitting activities: Destroy 4 years after completion of action on the particular transactions. Proposing activities, when other than above: Destroy after 2 years.
1413-04	Item identification collaboration files. Documents created by activities participating in the supply catalog system by commenting on original item identifications or on proposals for revision, transfer, or cancellation of existing item identifications. Included are proposals and retained copies of comments on them.	Destroy after 1 year.
1413-05	Item identification card files. Interim and approved supply item identification cards containing the basic source of catalog data for each item of supply, such as item name, number, and description; illustrating sketches; references to applicable drawings, specifications, and standards; and name of manufacturer. Identification cards serve as an aid in establishing interchangeability and substitutability between items of supply, as an aid in eliminating duplicate items, or as standard terminology for use in supply operations.	Destroy on supersession, obsolescence, or when no longer needed, whichever is first.

1414 SUPPLY CONTROL AND QUANTITATIVE MATERIEL REQUIREMENT FILES

1. The files described in this category relate to the function of supply control which consists of computing the quantitative requirements for major items, secondary items, and repair parts; directing the accomplishment of procurement, cataloging, rebuilding, and disposal of items; determining optimum inventory levels and economic reorder points; and taking other action pertaining to the management of items. In effect, supply control determines what items will be brought into the supply system (exclusive of those major items developed and procured in response to a Qualitative Materiel Requirement), the quantity of the items required, and when (and to some extent where) the items will be introduced. Quantitative requirements for major items are determined primarily by the strategic and tactical military outlook as set forth in military planning documents. These requirement computations are usually in the form of Materiel Planning Studies. After addition of replacement requirements and deduction of current assets, the studies are incorporated in the Army Materiel Plan. The Army Materiel Plan in turn forms the basis for developing the materiel Annex to the Five Year Force Structure and Financial Program. After application of a series of conversion tables, the first year of the program becomes the budget estimates for the PEMA appropriation.

2. Quantitative requirements for secondary items and repair parts (usually in the form of supply control studies) are determined primarily by anticipated consumption rates and replacement factors. Strategic and tactical military requirements are considered in these computations. Secondary items and repair parts, although purchased by the stock fund, are nevertheless budgeted for by command operating budgets of, and financed by that portion of the O&M appropriation allocated or allotted to the consuming command, installation, or activity.

3. Supply control and quantitative materiel requirement files are accumulated almost exclusively by the Major Item Data Agency and the Inventory Control Points. Normally, collateral files accumulated at higher echelons document the programing and budgeting function, while collateral files accumulated by lower echelons document normal supply transactions.

Note. Pertinent data directly relating to each item of materiel and supply are assembled in a single folder, or in several folders when the volume or procedures necessitate use of more than a single folder. Folders are filed by item number or alphabetically by nomenclature. Procedures require that each item will be destroyed at the time the individual documents are reviewed.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1414-01	Basic item files. Documents which possess continuing value for the period of time that the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature descriptions, stock numbering actions, limited selection family actions, catalog and supply data, Tech Committee actions, specifications data, statements of agreement, excess declaration notices, documents providing similar data, and related papers.	Destroy 1 year after obsolescence, discontinuance, or removal of the supply item.

18 December 1977

C 9, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1414-02	Major item forecasting files. Documents created in forecasting and computing the gross quantitative requirements for individual major and selected items of materiel. Included are materiel planning studies, distribution planning studies, and other studies on the item; analyses of	Destroy 3 years after supersession of specific documents, or 1 year after obsolescence, discontinuance, or removal of the item, whichever is first.

1 December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	replacement and consumption rates, readiness status, asset data, and comparable information on the item; rebuild and overhaul schedules; analyses of DA planning documents which provide guidance in computing the requirements for the item; and related papers.	
1414-03	Quantitative materiel requirement summary files. Documents relating to the preparation of summaries which reflect, in consolidated form, the level of procurement, production, and rebuild of materiel items necessary to satisfy quantitative materiel requirements. Included are copies of the published summaries, communications relating to them and related papers.	Destroy after 5 years.
1414-04	Secondary item and repair part forecasting files. Documents created in forecasting the quantity of an individual secondary item or repair part required to meet anticipated demands on the supply system, and in determining the most economical and effective time for the procurement. Included are supply control study forms; procurement directive data; requisitions; supply control analyses; consolidated requirement sheets; procurement documents; stock level change sheets; data on deliveries against contracts; status reports and availability reports; repair, fabrication, and set assembly data; shipping instructions; overhaul directives; cancellation notices; demands and issues; worksheets; documents providing similar data; and related papers.	Withdraw and destroy during the next review after the documents have been retained for a period of 3 years, or 1 year after obsolescence, discontinuance, or removal of the supply item, whichever is first.
1414-05	Supply control study folder files. This file number will be used when all documents described under the above file numbers are maintained in a single folder.	Dispose of as indicated for above file numbers.
1414-06	ADP supply control study historical files. Punched cards and tabulations created in computing quantitative requirements and processing related supply management data with automatic data processing equipment. These files contain data comparable to that described under the above file numbers. Standard cutoff procedures will be applied in effecting disposition of these files whenever possible.	Dispose of in accordance with standards for file numbers 1414-01 through 1414-04 for files containing like data.
1414-07	Materiel allowances files. Documents reflecting allowances of materiel required by and authorized for Army units to accomplish both war and peacetime missions. They are used in computing quantitative requirements for materiel and supplies. Included are authorization documents, such as CTA's, TOE's, BOI's, TDA's and operational projects; communications pertaining to the authorization documents; and copies of strategic, contingency, operational, and other plans which provide a basis for computing quantitative requirements.	Offices responsible for final approval: Destroy 3 years after supersession or obsolescence of the basic allowance document. Other offices: Destroy 1 year after supersession or obsolescence of the basis allowance document.

1415 STOCK CONTROL AND REQUISITION FILES

These files relate to stock control and requisitioning of supplies from depots, and installations and activities concerned with direct local supply. Files pertaining to supply accounting, and depot storage are described under files series 1416 and 1421, respectively.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1415-01	Due-in document files. Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents; but excluding such documents when filed with vouchers to the stock record account.	Destroy 6 months after receipt of shipment, or when they have served their intended purpose, whichever is first.
1415-02	Due-in document register files. Registers recording due-in shipments or notices of shipment.	Destroy 3 months after date of last entry.
1415-03	Car arrival reporting files. Documents utilized for the purpose of initiating diversions of shipments or immediate reshipment, such as car arrival reports.	Destroy 3 months after diversion or reshipment.
1415-04	Requisition suspense and status files. Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, followup data, and reconciliation of open requisitions.	Destroy 3 months after completion of supply action, or on cancellation of requisition.
1415-05	Issue history files. Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.	Destroy after 2 years.
1415-06	Priority requisition files. Requisition documents containing priority designators in the 1 through 8 category which are maintained in a separate file are required by AR 710-2.	Destroy after 1 year, or after the next annual general inspection, whichever is later.
1415-07	Requisition register files. Registers maintained to record requisitions submitted for supplies to be furnished the Army by other Government agencies.	Destroy after 1 year.
1415-08	Requisition reference files. Extra copies of requisitions that are maintained by the activity responsible for initiating the requisitions.	Destroy when no longer needed, but not later than 6 months after disapproval of requisition or completion of supply action.
1415-09	Packaging and handling deficiency reporting files. Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers.	Destroy after 1 year.
1415-10	Depot supply operation reporting files. Reports relating to depot supply operations containing data accumulated from requisitions and receiving documents for use at the depot in controlling depot operations.	Destroy after 2 years.
1415-11	Station supply reporting files. Reports concerning the status of supply, excess stock, and the redistribution of	Destroy after 2 years.

1 December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1415-12	stock, including station stock status report, and report on the status of equipment. Stock inventory and reconciliation files. Stock balance sheets or comparable work papers used for purposes of inventory, reconciliation, or adjustment of stock balances.	★Destroy after 2 years.

18 December 1977

C 9, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1415-13	Depot stock availability reporting files. Reports prepared periodically listing stock availability balances, which are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously reported as due out.	Destroy after 3 months, or on completion of next report, whichever is first.
1415-14	Depot stock status and transaction analysis reporting files. Reports reflecting current balances on a depot's stock records or summarizing individual transactions. Included are depot stock status reports and depot transaction analysis reports.	Destroy after 3 months, or on completion of next report, whichever is first.
1415-15	Major item status reporting files. Documents accumulated in reporting major items to key depots or stock control points, and consolidated reports prepared therefrom for submission to higher headquarters.	Destroy after 1 year, except stock record cards will be destroyed 1 year after filled or last entry thereon.
1415-16	Model (service) stock files. Documents maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities for which no organizational supply officer is provided. Included are model stock lists and revisions thereof, property issue slips, and property turn in slips.	Destroy after 2 years.
1415-17	Equipment table files. Tables or lists which govern the issue of equipment and supplies to units and organizations. Included are tables of organization, tables of equipment, and tables of allowances.	Destroy on supersession or obsolescence.
1415-18	MARS equipment issue files. Documents maintained for the purpose of controlling the stock of certain items of excess or surplus communication and associated electronic equipment made available to MARS directors of the respective armies. Included are requisitions, shipping documents, stock record cards, and related papers.	Destroy after 2 years.
1415-19	Material handling equipment use files. Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports, and similar documents.	Offices of the Army staff: Destroy after 1 year. Other offices: Destroy after 2 years.
1415-20	Army headquarters requisition files. Documents accumulated at Army headquarters in connection with the process of approval and transmittal to supply agencies of requisitions for supplies, including requisitions from Army installations, National Guard, State Guard, and ROTC organizations; shipping orders, and correspondence relating to the filing of the requisitions.	Destroy after 2 years.
1415-21	Customer supply assistance reporting files. Reports of visits made by Army supply assistance personnel relative to supply assistance provided installations and activities.	Destroy after 2 years.
1415-22	Supply operations reporting files. Reports and directly related documents pertaining to supply operations and accumulated by major commands and Army staff offices.	★Office performing Army-wide staff responsibility: <i>Consolidated, summary, or composite reports</i> —destroy after 6 years. <i>Feeder reports</i> —destroy on extraction of necessary data. Other offices of the Army staff and major command headquarters: Destroy after 2 years.

18 December 1977

C 9, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
★1415-23	Equipment Management Survey Files. Documents accumulating as a result of conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar or related documents.	Destroy on completion of next survey.

1416 GENERAL SUPPLY ACCOUNTING FILES

These files accumulate as a result of accounting for supplies and equipment, a responsibility of accountable supply officers and other responsible individuals at depots, installations, stock control activities, and other activities.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1416-01	Stock record account serial number register files. Registers recording stock record account serial numbers and indicating each designation and station to which assigned.	Permanent. Cut off on discontinuance of office or function.
1416-02	Stock record account serial number list files. Lists issued periodically which reflect current stock record account serial numbers assigned within the geographical area of a major command.	Destroy on supersession.
1416-03	Stock record account authorization control files. Background material consisting of documents pertaining to requests for, authorization and assignment of, or cancellation of stock record account serial numbers; and information concerning audit status, accountability, and transfer of accountability.	Destroy 2 years after termination of account.
1416-04	Authorized supply code files. Documents relating to the assignment of authorized organization supply codes to each unit, organization, or activity authorized to maintain property on an organization and/or installation property book. Included are registers and related papers.	Registers: Destroy 1 year after cancellation of all supply codes listed on the sheet or in the bound register. Other files: Destroy after 2 years.
1416-05	Property officer designation files. Documents reflecting the designation of property officers. Included are letters of appointment and revocation.	Destroy 2 years after termination of appointment.
1416-06	Property loss, theft, and recovery reporting files. Reports relating to the loss, theft, and recovery of firearms, ammunition, and related items.	Destroy 1 year after recovery of item or after 5 years, whichever is first. Retain in CFA.
1416-07	Property accounting deviation files. Documents relating to deviations from property accounting procedures granted under the provisions of AR 735-5. Included are requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, similar documents, and related papers.	Destroy 2 years after expiration or disapproval of deviation.
1416-08	Property accounting waiver files. Documents relating to waivers of military property accounting requirements under the provisions of AR 735-5. Included are requests for waiver, reports of circumstances or conditions, coordination papers, approvals, disapprovals, similar documents, and related papers.	Destroy after 10 years.
1416-09	Stock level control files. Documents relating to the establishment and amending of stock levels at stations and depots. Included are requests by stations to depots for revision in station stock level and requests by depots to control points for revision to depot stock level.	Destroy after 1 year.
1416-10	Supply or equipment authorization files. Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorizations.	Destroy when incorporated in a numbered publication or on rescission, whichever is first.
1416-11	Stock record account files. The stock record accounts of depots, stations, and other activities constitute installation or activity property accounts and as such are distinguished from contract property accounts. Installation or activity property accounts are	Destroy after 2 years. However, prior to destruction of a property account, all vouchers, both debit and credit, representing memorandum receipt transactions

File No.

Description

Disposition

those which reflect the receipt (regardless of source), storage, issue, or usage location of Government property in the physical possession of the Army, as distinguished from records covering Government property furnished to Army contractors under contract. Stock record account files are the basic records showing by item the receipt, disposal, and quantities of sup-

pertaining to active or open memorandum receipt accounts, which have not been covered by subsequent consolidations or memorandum receipts, will be removed from the files and retained pending settlement of the

File No.	Description	Disposition
	<p>plies on hand. These accounts are maintained by an accountable officer. They include vouchers with supporting documents or attachments thereto, including stock record cards or any equivalent forms used in lieu thereof. Stock record account files consist normally of the following types of files: debit voucher files, which include shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a debit voucher file; inventory and stock record adjustment voucher files, including inventory adjustment reports, reports of survey, or other stock record adjustment vouchers; requisition files or credit voucher files, which consist of requisitions, shipping orders, substitution advices, extract requisitions, cancellation advices, purchase requests, Army shipping documents, and other documents filed in a requisition file supporting action taken on a requisition or shipping order; unserviceable property files, including Army shipping documents, or comparable documents which are filed in an unserviceable property file as a record of property held pending repair or reclamation; and stock accounting and stock control registers, such as debit voucher registers, stock record adjustment voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes. Stock record cards will be continued in effect until filled, or until final entry is made thereon.</p>	<p>transactions or inclusion in subsequent consolidated memorandum receipts. In addition, neither vouchers nor stock record cards reflecting adjustment of shortages will be destroyed before final approval is authenticated on appropriate adjustment documents, such as inventory adjustment report or report of survey. Also, documents relating to equipment being tested by test agencies and proving grounds will be destroyed 2 years after disposition of the equipment being tested. Further documents relating to all items coded "K" or "R" in the notes column of the Federal Supply Catalog, DOD Section, Medical Material will be destroyed after 3 years.</p>
1416-12	<p>Memorandum receipt jacket files. Documents that may be accumulated by responsible officers, which reflect station or installation property held on memorandum receipts, consisting of property issue slips, property turn-in slips, individual and consolidated memorandum receipts, and related papers filed with memorandum receipts.</p>	<p>Individual memorandum receipts and related papers: Destroy upon inclusion in a consolidated memorandum receipt or upon turn-in of the property issued or other satisfactory and complete accounting of responsibility. Consolidated memorandum receipts: Destroy when the items shown thereon are included in a current consolidated memorandum receipt, or upon final and complete accounting for all items shown thereon.</p>
1416-13	<p>Contract property account files. Stock record cards or their equivalent, vouchers, and related papers maintained to account for Government materials furnished to contractors.</p> <p><i>Note.</i> If contract property accounts are maintained in separate and distinct sections of a military property account, such sections of the account will be withdrawn for concurrent disposition with the related contract files. In the event of interrelating transactions between contract property sections and other sections of a property account, all interrelated vouchers filed in other sections of the account will be removed therefrom and filed with the appropriate contract property account. When interrelated vouchers are withdrawn, a certificate attesting to their withdrawal will be accomplished and filed with the withdrawn vouchers in the related contract property section. If contract property accounts are interfiled in the regular account, the complete property account will</p>	<p>Disposition instructions applicable to the related contract file will also apply to these contract property account files.</p>

File No.	Description	Disposition
	<p>be retained for the maximum period prescribed for the related contracts, except that in specific cases in which the quantity of contract vouchers is small and segregation thereof is considered practicable and desirable, all such vouchers may be withdrawn from the regular account and filed with the related contracts for disposition therewith. When the latter action is taken, a certificate attesting to the withdrawal will be executed for filing and disposition with the vouchers. When vouchers which pertain to contract property are filed in a single file in numerical sequence without regard to the type of transaction and it is impracticable to segregate them, they will be destroyed after expiration of the maximum time period prescribed for retention of the related contracts.</p>	
1416-14	<p>Property book and supporting document files. Documents reflecting the description, receipt and turn-in of property for which the property book officer is accountable. Included are property books (installation/organization property record), receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book.</p> <p><i>Note.</i> Upon receipt of notice that an activity or subactivity is to be discontinued, the installation commander will cause the pertinent property books to be examined by a qualified representative to determine that the property books have been reduced to a zero balance, and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions. If the officer conducting the examination is satisfied that the required action has been taken and that formal audit is unnecessary, the commander referred to above will direct immediate destruction of the records upon completion of examination or discontinuance of the activity or subactivity.</p>	<p>Property books: Destroy 2 years after page is filled and initial accounting entry is carried forward to a new page, or 2 years after property balance becomes zero and there will be no activity on the item. Remaining documents: Destroy after 2 years.</p>
1416-15	<p>Document register files. Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are document registers for supply actions and comparable forms.</p>	<p>Destroy after 2 years.</p>
1416-16	<p>Hand receipt files. Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings.</p>	<p>Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.</p>
1416-17	<p>Office nonaccountable property files. Documents relating to the receipt and issue of military property which is not recorded on an accountable stock record account of the station or on a memorandum receipt account of the station, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.</p>	<p>Destroy after 2 years or on turn-in of equipment, or after other proper settlement of responsibility, or consolidation whichever is applicable.</p>
1416-18	<p>Property record inspection reporting files. Reports of inspection of property records and related papers reflecting results of semiannual inspection.</p>	<p>Offices conducting inspection: Destroy after 3 years. Offices inspected: Destroy after 1 year.</p>

December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1416-19	Property accountability transfer files. Documents attesting the transfer of property accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.	Destroy after 2 years.
1416-20	Personal property accounting files. Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventory of personal property and similar forms, and related papers.	Destroy after 2 years.
1416-21	Vessel supply accounting files. Rescinded. Use file number 1416-14.	
1416-22	Vessel supply inspection files. Rescinded. Use file number 1416-18.	
1416-23	Returnable container files. Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, stock cards, memorandum receipts, reports, and similar papers.	Destroy 3 years after return of container.
1416-24	Equipment record card files. Documents maintained to provide a perpetual inventory of selected major or end items of equipment and for the purpose of retaining timely data for required equipment reports. Included are installation equipment inventory record cards, record of engineering equipment requiring repair parts support cards, and similar forms. Engineer equipment requiring repair parts support records will be transferred as required by TM 38-750.	★Destroy 2 years after equipment is removed from agency control.
1416-25	Training ammunition control card files. Documents maintained by major command headquarters to control the distribution of ammunition and explosives allocated for training purposes.	Destroy on final entry on card.
1416-26	Railway equipment reporting files. Army headquarters copies of railway equipment reports designed to provide the Departments of the Army and the Air Force with a central inventory of railway equipment; information for computing and supporting requirements for procurement, maintenance, and operation; a basis for distributing or redistributing equipment; and a criterion for the replacement of equipment.	Destroy 6 months after equipment is transferred from the command, declared surplus or salvaged.
1416-27	Government-furnished material and equipment files. Documents reflecting Government-owned materials, tools, and equipment furnished to contractors. This description will not be construed to include reports or other documents constituting or required to be filed with a voucher to a contract property account.	Destroy 2 years after turn-in, or other satisfactory accounting for items involved.
1416-28	Equipment loan files. Documents reflecting loan of equipment, tools, or material to or from other Government agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.	Destroy 2 years after turn-in, or other satisfactory accounting for items involved.

1 December 1979

No.	Description	Disposition
6-29	Administrative and management financial inventory accounting files. Documents relating to the administration and management of financial inventory accounting systems at elements in the command. Included are consolidated reports, supply management reports, source material, posting media, and related papers.	Offices of the Army Staff and major command headquarters: Destroy after 3 years. Other offices: Destroy after 2 years.
6-30	Financial inventory accounting files. Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals, category ledgers, inventory control records, retained copies of financial supply management reports, financial statements, consolidated worksheets, analyses of change in operating stock on hand, summaries of inventory position, posting media, correspondence and related records. General ledgers summarizing these data are maintained by finance and accounting officers.	Destroy after 1 year.
6-31	Report of survey files. Reports that describe the circumstances, and recommend action, concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.	Office taking final action: Reports involving pecuniary liability—destroy 10 years after completion of final action: Other reports—destroy 3 years after completion of final action.
6-32	Report of survey control register files. Registers and related documents maintained to control reports of survey.	Destroy after 15 years.
6	Inventory adjustment reporting files. Approving authority copies of reports used to adjust inventory discrepancies disclosed as a result of physical inventories. Included are inventory adjustment reports, inventory count cards, copies of reports of survey, and related documents.	Destroy after 3 years.
6-34	Personal clothing record files. Individual personal clothing record, DA Form 3078.	a. Installation clothing initial issue point; Dest. after 2 yrs.* b. Unit of assignment: Dest. after 6 months, provided inventory has been accomplished without discrepancy.*
6-35	Lease and rental case files. Documents relating to individual leases or rentals of Government-owned equipment to private concerns or individuals. Included are invoices, shipping documents, collection vouchers, agreements, and related documents.	Destroy 6 years after close of fiscal year in which final collection of rentals is made.
6-36	Aircraft distribution and transfer files. Documents maintained by AVSCOM relating to the delivery, distribution, and transfer of Army aircraft. Included are documents reflecting delivery of aircraft, requests for ferry service, copies of orders for service, and related documents.	Destroy on final disposition of the aircraft.
6-37	Organization Clothing & Individual Equipment Files Equipment Files. Records OCIE issued to an individual. Consists of DA Form 3645, Organization Clothing & Equipment Records.	
	a. Issue Point: Dest. 6 months after transfer of individual or other relief from accountability.*	
	b. Unit of assignment: Forward to gaining organization upon transfer. Dest. on separation of individual.*	

*Disposition Job No. NC-AU-80-50, Approved 7/17/80.
J. L. W.

1417 SELF-SERVICE SUPPLY CENTER FILES

These files accumulate in connection with self-service supply center operations and relate to the receipt, storage, distribution, issue, and responsibility for supplies under the self-service system.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1417-01	Account authorization files. Documents relating to the establishment of monetary credit authorizations for parent accounts and subaccounts drawing supplies from a self-service supply center.	Destroy 1 year after posting authorization to customer's ledger and customer's ledger card.
1417-02	Authorized supply representative card files. Cards identifying individuals as authorized supply representatives, correspondence relating to issuance of the cards, and correspondence relating to lost and found cards.	Obsolete cards: Destroy after making necessary entries to the control register. Remaining files: Destroy after 2 years.
1417-03	Authorized supply representative card register files. Registers reflecting receipt, issue, and disposition of authorized supply representative cards.	Destroy after all cards reflected on the sheet have expired or have been carried forward to a new sheet.
1417-04	Principal accounting files. Documents constituting principal accounting data for self-service supply centers. Included are inventory receipts journal, sales and sales return journal, inventory adjustments journal, returns journal, general journal, general ledger, voucher register, customer's ledger card, and comparable documents.	Destroy after 2 years, except that customer's ledger cards will be destroyed 2 years after filled and balances are brought forward to new card.
1417-05	Subordinate accounting file. Documents constituting subordinate accounting files for self-service supply centers. Included are general ledger subsidiary accounts; such as monetary allowance, customer accounts, inventory by departments, sales by departments, inventory and accounting adjustments, returns, cost of sales by departments, receipts, collections from nonappropriated funds, transfers to finance and accounting offices, sales tapes, credit tapes; inventories; price adjustments; turn-in slips; reports of survey; issue slips; and similar documents.	Destroy after 2 years.
1417-06	Miscellaneous stock control file. Documents used to control stock in self-service supply centers. Included are want slips, merchandise unit control books, restricted item slips, and related documents.	Destroy after 3 months, except that merchandise unit control books will be destroyed after 2 years.
1417-07	Reporting files. Reports relating to self-service supply center operations. Included are statements of operations, statements of customer accounts, and similar reports.	Destroy after 2 years.

★1418 NONAPPROPRIATED FUND SUPPLY FILES

These files relate to the supply function of NAF activities (other than those managed by the Army and Air Force Exchange Service). Documents that are involved in claims, litigation, or investigations will be withdrawn on expiration of the prescribed retention period for disposal after settlement of the claim, litigation, or investigation.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1418-01	Physical inventory files. Documents maintained by other than finance and accounting offices reflecting the physical inventory of nonappropriated fund property, supplies, and saleable merchandise. Included are nonappropriated fund property inventory sheets, inventories of food and resaleable merchandise, and periodic inventories by disinterested persons.	Destroy after 2 years.
1418-02	NAF stock record files. Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and resaleable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents. Stock record cards will be continued in effect until filled or final entry is made thereon.	Destroy after 2 years.
1418-03	NAF property record files. Documents reflecting the description, value, source, quantity, location, disposition, and other data on nonexpendable property and fixed assets. Included are nonappropriated fund stock, property, and fixed assets cards; similar card forms; supporting documents such as receiving reports, inventory adjustment reports, and other vouchers; and other documents supporting entries to the stock record card.	Cards with zero balance when there will be no further activity on the item, and filled cards when accounting entries are carried forward to a new card: Destroy after 2 years. Other documents: Destroy after 2 years.
1418-04	NAF utility service agreement files. Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, and related documents.	Destroy 2 years after termination of the agreement.
1418-05	Alcoholic beverage decalcomania control files. Documents used to control the issue of alcoholic beverage decalcomania. Included are records of issue from stock and related documents.	Destroy after 2 years.
1418-06	NAF vehicle registration files. Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents.	Registration forms will be forwarded in accordance with AR 230-14. Army Central Welfare Fund: Proof of ownership documents; Destroy on final disposition of vehicle. Other documents; Destroy upon new registration, or on final disposition of vehicle, as applicable.
1418-07	Concessionaire operation files. Copies of agreements with concessionaires, and documents reflecting the performance of concessionaires. Included are current agreements and associated documents; documents concerning compliance or noncompliance with standards of service, sanitation, and safety; patron complaints and commendations; and related documents.	Destroy 3 years after termination of agreement.
1418-08	Concessionaire open application files. Applications submitted by persons desiring to operate an activity on the installation.	Destroy 2 years after individual or activity is no longer considered for operation.

1 December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1418-09	Army theater stock record account files. Rescinded.	

AR 340-18-14

1419 INTERNATIONAL LOGISTICS FILES

These files relate to the supervision, administration, and operation of International Logistics Programs (ILP) such as Military Assistance Grant Aid (MAP) Program, Military Assistance Service Funded (MASF), Foreign Military Sales (FMS), including Supply Support Arrangements (SSA), and programs/agreements in support of the Agency for International Development (AID) of the Department of State.

File No.	Description	Disposition
1419-01	ILP requirement files. Documents relating to the requirements of foreign countries for materiel and services. Included are documents reflecting requirements for individual countries, copies of programs, DOD Offer and Acceptances, and amendments, papers relating to logistics and fiscal areas pertinent to ILPs, and similar and related documents.	<p>a. Office performing Army-wide staff responsibility: Permanent. Cut off when superseded by a new program, when the case is closed, or when actions are completed. <i>Off. to DARS 20 yrs after cut off</i></p> <p>b. Other offices: Destroy 2 years after superseded by a new program, the case is closed, or action completed.</p> <p><i>DCI-AL-78-110, U.S. 4a and 4b.</i></p>
★1419-02	ILP allocation files. Rescinded.	
1419-03	ILP account files. Documents accumulated as a result of International Logistics Programs authorized by Congress. Included are shipping documents and property documents pertaining to the receipt, issue, storage, and shipment of equipment and supplies. These documents may be filed and disposed of with other property account files or may be maintained separately.	Destroy after 2 years, except that receipts signed by foreign country representatives will be disposed of as foreign government receipt files described below.
4	<p><i>FORGN GOVT RECPT</i></p> <p>Foreign government receipt files. Documents bearing the signature of a representative of a foreign government or other duly authorized representative, such as a freight forwarder, carrier or in country representative. Normally, files consist of, but are not limited to, signed supply manifests including supporting manifest copies of shipping documents, US Post Office receipt forms, and other types of documentation evidencing receipt of materiel from the US Army by a foreign country.</p>	Retire after 2 years and destroy 10 years after retirement.
1419-05	ILP reporting files. Reports relating to International Logistics Programs, such as delivery schedules report, ocean shipment reports, status of supply, and comparable reports.	<p>a. Office performing Army-wide staff responsibility: Year-end summary or consolidated reports: Permanent. Other reports: Destroy after 1 year or on extraction of data, whichever is first. <i>Off. to DARS when 20 yrs old.</i></p> <p>b. Other offices: Destroy after 1 year.</p> <p><i>DCI-AL-78-110, U.S. 4a and 4b (2)</i></p>

*US Army Sec. with
Army-wide
clearance
Numbered
Army Reports*

*Off. to DARS 20 yrs
after cut off*

*Jan
3/14/80*

[Handwritten box]

127MS

*AN
3/14/80*

1420 MAINTENANCE FILES

These files relate to the program designed to keep equipment in working condition. They accumulate incident to the receipt, operation, maintenance, management, modification, reporting, transfer, and disposal of equipment. These files relate only to the maintenance of items of supply, including depot maintenance where applicable, and not to the maintenance of real or installed property. Unless longer retention periods are specified herein, files relating to an item of equipment involved in an accident causing possible injury or death or damage to property of others, or known to be pertinent to a pending claim or litigation will not be destroyed but will be withdrawn and retained until settlement of the claim or completion of the litigation or until 2 years after such accident, whichever is later.

File No.	Description	Disposition
1420-01	Calibration data card files. Cards used to record each standard, or item of test and measuring equipment requiring a calibration service and to record calibration accomplishment.	Master file will be forwarded to the appropriate commodity command on final disposition of related instrument. Other copies: Dispose of in accordance with TM 38-750.
1420-02	Historical record or logbook files. TM 38-750 prescribes the use of equipment logbooks and maintenance historical files. This record begins at the time of delivery of the equipment by the manufacturer and is identified with and travels with the item of equipment until it is dropped from the Army inventory. These historical maintenance documents provide commanders with up-to-date information concerning the readiness and condition of equipment. In addition, by checking the records accompanying the equipment, maintenance personnel are readily aware of the past maintenance accomplished and can quickly determine the next necessary maintenance. TM 38-750 lists the various forms constituting the historical record, provides transfer and/or disposition instruction for the forms, and outlines procedures to be followed in disposition or transfer of the documents related to equipment involved in Military Assistance Programs. TM 38-750 also lists each type of equipment for which an historical file is to be created and maintained.	Dispose of in accordance with TM 38-750.
1420-03	Maintenance summary and management files. Documents relating to the summarization of data to the general management of maintenance operations and functions. Copies of various operationally prepared forms (commonly referred to as control copies) containing detailed data of value in managing such aspect of maintenance as forecasting workloads, scheduling work for orderly flow, worktime standards and routing of work, parts supply, cost control, quality control, operation improvement, and equipment improvement are reviewed, analyzed, and summarized. Normally, EAM or ADP equipment is used for transferring pertinent data from the various forms to cards and/or tapes from which numerous summarizations and reports may be machine prepared. These reports reflect (in many combinations) information on cost and time; labor utilization; repairs, services, and parts; parts failure; modification work order progress by end item or by work order number; equipment improvement; combined maintenance; repairs-services-parts; combined maintenance, parts failure; equipment status; equipment deadlined;	★Offices performing Army-wide staff responsibility: <i>Consolidated reports and summaries affecting policy, precedent, and procedure</i> —destroy 5 years after supersession or obsolescence. <i>Other reports</i> —destroy when they have served their purpose. <i>Feeder reports</i> —destroy on extraction of necessary data. Other Offices: <i>Consolidated reports and summarizations</i> —destroy when they have served their intended purpose. <i>Feeder reports</i> —destroy on extraction of necessary data.

File No.	Description	Disposition
	equipment inventory; materiel readiness; and similar or related data. Included are reports, summaries, listings, tabulations and machine runs. "Control" copies of documents containing supporting and subsidiary data and punched cards containing the information in "machine language" should be filed and disposed of as reference paper files, or data processing files described in AR 340-18-2.	
1420-04	Item maintenance engineering files. Documents created in maintenance engineering of development, reproduction, or standard items of material to determine maintenance support required; assure incorporation of ease of maintenance in design; improve maintenance operations on existing items; reduce amount and frequency of, and skills required in, maintenance; and in the resulting preparation, coordination, and issue of equipment technical manuals and bulletins, lubrications orders, and modification work orders. Included are contributions to and comments on maintenance specifications; maintenance support plans for development items; reports or minutes of maintenance evaluation reviews or other meetings conducted during development and production of an item; reports, drawings, and similar papers resulting from investigating and correcting deficiencies or otherwise modifying the materiel; and draft copies of the published equipment publications and communications relating to them.	Office responsible for preparation: Destroy 6 years after publication of the related order, manual, bulletin, or other publication or on termination of the project when no such publication is issued. Other office: Destroy after 2 years, or 2 years after publication of the related equipment publication, except that Equipment Improvement Recommendations maintained by National Maintenance Points will be destroyed after 6 years.
1420-05	Maintenance management inspection files. Rescinded. Function discontinued.	
1420-06	Maintenance technical assistance files. Reports and related papers accumulating from the conduct of technical assistance programs designed to furnish technical assistance and advice to improve the performance of organizational and field maintenance.	★Office performing Army-wide staff responsibility: Destroy after 3 years. Other Offices: Destroy when superseded, obsolete, or no longer needed for current operations, whichever is first.
1420-07	Support unit record files. Documents maintained by supporting maintenance elements to provide pertinent information relative to units supported, such as official designation of the unit; applicable TOE; location; current listings of equipment eligible for support; names of air, supply, maintenance, and key noncommissioned officers; copies of latest inspection reports; copies of latest work request and job order; and similar data. Transfer to new supporting element on transfer of the supported unit.	Destroy on obsolescence of the data or on discontinuance of the supported unit, whichever is first.
1420-08	Equipment operator permit files. Documents used to authorize individuals to operate Government equipment.	Destroy 3 years from date of issue or when revoked by proper authority, whichever occurs first.
1420-09	Equipment operator permit register files. Registers or comparable documents used to account for equipment operator permits issued.	Destroy 3 years after the last entry on the page or in the bound register.
1420-10	Dispatcher organizational control record files. Documents reflecting the dispatch of equipment. Normal information includes names of user, time out, destination, equipment identification, and estimated time of return.	Destroy after 1 month.
1420-11	Equipment daily utilization files. Documents completed by dispatcher and operator to provide information relative to the daily use of equipment and reports reflecting driver description of Army motor vehicle accidents.	Destroy after required transfer of information to other records, unless required for accident investigation or state gasoline tax purposes.

1 December 1979

C 11, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1420-12	Maintenance request files. Documents used to request maintenance services, to report accomplishment of modification work orders, to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for use in recording two or all three of these functions. Related records to this form include transfer and rejection memoranda, property issue and turn-in slips, labor time tickets, and similar papers.	Dispose of as provided by TM 38-750.
1420-13	Maintenance request register files. Documents used to record and control maintenance work; these documents are usually in the form of registers.	Destroy 6 months after last entry.
1420-14	Exchange tag files. Documents (normally tags) used as receipts for replacement of parts or components.	Destroy on return or issue of related equipment.
1420-15	Shop property account files. Documents accumulating in tool rooms, parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct exchange cards, property issue and turn-in slips, and similar documents reflecting the issue, turn-in, and usage of items, such as repair parts, kits, tools, and assemblies. These documents may also constitute a section of the accountable officer's stock record account or may be subsidiary thereto. Stock record cards and direct exchange cards should be continued in use until filled or final entry is made thereon.	Destroy after 2 years.
1420-16	Shop locator record files. Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops, or utilized as a check or inventory for such equipment. Reusable forms should be used until filled.	Destroy on return or reissue of related equipment.
1420-17	Preventive maintenance schedule files. Documents used for scheduling periodic preventive maintenance services load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.	Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.
1420-18	Equipment inspection and maintenance worksheet files. Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment.	Destroy on posting to related equipment log book, on entering deficiencies on a new form, or on completion of next serviceability test or check, as applicable.
1420-19	Installed and spare engine reporting files. Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing aircraft and helicopters. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.	Office performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 1 year.
1420-20	Army aircraft inventory, status, and flying time reporting files. Documents accumulated in Army commands and organizations as a result of reporting to higher headquarters data pertaining to aircraft held on	★Offices performing Army-wide responsibility: <i>Consolidated reports</i> : Destroy after 50 years. <i>Feeder reports</i> : Destroy after 1 year.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	an accountable basis. They consist of such reports as DA Form 1352, Army Aircraft Inventory, Status, and Flying Time, comparable forms, proof listings, transmittal listings, and related papers.	Other offices: Destroy after 1 year.
1420-21	Engine log or run-in data files. Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.	Destroy after 2 years.

1421 STORAGE FILES

These files relate to the storage of supplies and equipment, and to the stockpile of strategic and critical materials.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1421-01	Warehouse planning and layout files. Warehouse, shed, or open storage space planning and layout diagrams, or comparable papers relating to space planning and layout.	Destroy on supersession or obsolescence.
1421-02	Locator record files. Documents constituting a part of a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.	Destroy when superseded or obsolete.
1421-03	Storage register files. Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.	Destroy after 1 year.
1421-04	Storage identification and inspection reporting files. Documents relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, for the general purpose of determining the suitability of storage methods and conditions, and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable papers. <i>Note.</i> This description does not include files relating to the storage of ammunitions.	Destroy after 2 years.
1421-05	Warehouse receiving files. Car arrival reports, shipping documents, tallies, or comparable documents retained for the purpose of car spotting, the assignment of labor and equipment, the unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.	Destroy 3 months after receipt of shipment, or when they have served their intended purpose, whichever is first.
1421-06	Warehouse shipping files. Army shipping documents, tallies, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for purpose of picking, packing, and loading stock for shipment.	Destroy 3 months after shipment, or when they have served their intended purpose, whichever is first.
1421-07	Labor pool and equipment operating files. Documents relating to the assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing such information as the date, shift, cars or trucks loaded or unloaded; and comparable documents.	Destroy after 6 months.
1421-08	Storage reporting files. Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar reports.	Destroy after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1421-09	Supply item reference files. Standard nomenclature lists, interchangeable stock numbers lists or cards, standard stock catalogs, supply catalogs, and similar supply reference aids.	Destroy on supersession or obsolescence.
1421-10	Transportation unit control files. Documents constituting a system for control of the identification of separate shipments.	Destroy 6 months after date of last shipment from a shipping installation.
1421-11	Industrial reserve equipment historical property record files. DOD Property Record (DD Form 1342), similar forms, inspection data cards, and checklists maintained by works, plants, and arsenals for production equipment held in industrial reserve.	Destroy on salvage, scrapping, or other final disposition of equipment.

18 December 1977

C 9, AR 340-18-14

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1421-12	National stockpile account files. Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the Army for General Services Administration, Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored, commodity name, commodity grade, unit of measure used, and number assigned to commodity type, and vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers.	Destroy 2 years after out shipment of material.
1421-13	National stockpile voucher register files. Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the General Services Administration, Defense Materials Service.	Destroy 6 years after individual sheets or individual bound books are filled.
1421-14	National stockpile reporting files. Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the Army for the General Services Administration, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity.	Destroy after 2 years.
1421-15	National stockpile shipping files. Documents relating to the transportation of strategic and critical materials stored by the Army for the General Services Administration. Included are memorandum copies of bills of lading with supporting documents such as freight classification; export certificates or declarations; transit certificates such as GSA Form 287, TPU Form 12; demurrage car record books; and similar documents.	★Destroy 3 years after all stored material of like kind and grade has been shipped out.
1421-16	Packing, boxing, and crating files. Documents relating to assembling, protecting, packing, blocking, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents.	★Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
1421-17	Box and crate work order files. Box and crate shop work orders and supporting papers initiating all work performed by this activity and reflecting the status of work in process, in terms of materials and man-hours consumed and work accomplished.	Destroy after 3 months.
1421-18	Box and crate order and control register files. Documents used in connection with controlling operations, production scheduling, future production requirement, unit cost determinations, and similar matters.	Destroy after 1 year.

1422 AMMUNITION SUPPLY FILES

These files relate to the storage and surveillance of ammunition supplies.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1422-01	Ammunition, guided missile, and rocket status reporting files. Reports submitted by field installations and activities to furnish data for budget estimates, distribution planning, and procurement scheduling relative to ammunition, guided missiles, and large rockets.	Offices performing Army-wide staff responsibility: <i>Consolidated or summary reports</i> —destroy after 5 years. <i>Feeder reports</i> —destroy on extraction of data. Other offices: Destroy after 2 years.
1422-02	Ammunition inspection reporting files. Inspection reports on ammunition in storage and ammunition storage conditions.	Destroy on completion of the next inspection.
1422-03	Depot surveillance files. Depot surveillance record or cards maintained as a cumulative record covering the entire period of storage of a lot of ammunition at an installation.	Destroy 2 years after the ammunition is shipped or other disposition is made.
1422-04	Ammunition data card files. Cards containing information on the nomenclature, characteristics, drawing and specification number, lot number, quantity, names of manufacturers, and other data on each lot of ammunition, ammunition components, and explosives held in storage.	Destroy 1 year after ammunition lot is exhausted.
1422-05	Ammunition suspension card files. Cards reflecting the identifying features of ammunition items suspended from issue or use because of malfunction.	Destroy on receipt of release or when lot is published as permanently suspended.
1422-06	Daily humidity and temperature chart files. Documents, normally in the form of charts, which reflect daily ammunition magazine humidity and temperature readings.	Destroy 6 months after transfer of data to annual graph.
1422-07	Atmospheric annual graph files. Annual graphs which reflect atmospheric data of ammunition magazines in connection with the storage of ammunition, ammunition components, and explosives.	Destroy 5 years after demolition of magazine.
1422-08	Ordnance stock control subsidiary files. Lot and stock record cards, credit, debit, and adjustment vouchers, maintained by stock control divisions as subsidiary accounts to control ammunition stock control accounts (Ammunition Field Service Account). Lot and stock record cards will be continued in effect until filled or final entry is made thereon.	Destroy after 2 years.
1422-09	Ordnance ballistic acceptance test files. Documents reflecting information relating to ballistic tests on lots of armor.	Destroy after 10 years.

1423 FOOD PROGRAM FILES

These files relate to the Army Food Program which is concerned with providing adequate food and subsistence supplies for issue to troops, or sale to military personnel and other authorized personnel, organizations, and activities; and the facilities and equipment required to store, process, issue, and sell such supplies. These files, for the most part, are accumulated by offices at the Army Staff and class II activities responsible for the staff supervision of the Army Food Program. Some, however, are accumulated by lower echelon offices.

File No.	Description	Disposition
1423-01	Food facility establishment files. Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of cold storage and meat processing facilities, bakeries, commissaries and commissary stores, and similar food processing or storing facilities. Included are recommendations for establishment, change in capacity, or discontinuance of such facilities; justification data; survey reports; approvals or disapprovals; and notifications of establishment or discontinuance.	Office performing Army-wide staff responsibility and responsibility for final approval: Destroy 2 years after discontinuance of the related facility.
1423-02	Food facility layout review files. Documents 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.	Office performing Army-wide staff responsibility: Destroy on supersession, obsolescence, or when no longer needed for reference.
1423-03	Food program project files. Documents resulting from actions taken to evaluate and improve the overall Army Food Program. Included are staff studies, survey and test reports, coordinating actions, and related papers.	Destroy 2 years after completion of the project.
1423-04	Food program reporting files. Reports used for the purpose of 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, reports containing data relative to central billing for cross-servicing of meals furnished other personnel of other services.	Office performing Army-wide staff responsibility: <i>Consolidated or summary reports</i> —destroy after 5 years. <i>Feeder reports</i> —destroy on extraction of necessary data. Other offices: Destroy after 2 years.
1423-05	Master and special menu files. Documents relating to the development, review, and approval of master and special menus. Included are documents reflecting cost, dietary, and issue analyses; ration factor lists; menu notes; and copies of the published menus.	★Offices responsible for preparation and issue: <i>Record copies of the published menus</i> —Permanent. Retire when no longer needed for current operations. <i>Other files:</i> Destroy 6 years after publication of the menu. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.

Perm. offer to NARS
 AA for 25 years
 NCI-AV-77-148

1424 COMMISSARY AND CLOTHING SALES STORE FILES

These files accumulate from the operation of commissaries, commissary stores, clothing sales stores, clothing and equipment repair shops, and similar activities engaged in the receipt, sale, and issue of supplies and subsistence items, and the sale of services such as shoe repair and clothing alterations and repair.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1424-01	Commissary and sales account files. Documents maintained by commissary officers 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 distribution ledger, voucher register and control; and vouchers and supporting papers such as summaries of rations issued, field ration requests, issue and turn-in slips, receipts, inventory and adjustment documents, report of deposits, summary of daily fund receipts, statement of gains and losses, and similar documents used as vouchers or as supporting papers thereto.	Destroy after 2 years.
1424-02	Sales order register files. 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.	Destroy after 6 years.
1424-03	Commissary and sales store planning files. Documents maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, menus, menu recapitulations, and similar documents.	Item consumption files: Destroy on initiation of a second succeeding record for that item or 1 year after discontinuance of the related item, whichever is first. Remaining files: Destroy after 1 year, or when obsolete, whichever is first.
1424-04	Price list files. Lists and supplements reflecting current prices for subsistence items and clothing store items.	Destroy after 2 years.
1424-05	Issue commissary and commissary store reporting files. Documents constituting a part of the reporting system on issue commissary and commissary store operations. Included are the Food Facilities Summary and Subsistence Supply and Services Summary, and correspondence concerning commissary reporting.	Destroy after 2 years.
1424-06	Cash and charge sales files. Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tape, cash register 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.	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.
1424-07	Commissary requisition files. Requisitions submitted to Defense Personnel Support Center and other supplying depots or agencies, advices of actions, and other papers retained as a record of the requisition of supplies for the issue commissary and/or commissary store, but exclusive of such documents when filed with vouchers to the account.	Destroy after 1 year.
1424-08	Due-in document files. Documents maintained as a record of shipments due-in, used to plan warehouse space utilization. Included are shipping documents, requisitions, and similar papers.	Destroy on receipt of shipment, or on completion of planned space utilization, as applicable.

18 December 1977

C 9, AR 340-18-14

<i>file No.</i>	<i>Description</i>	<i>Disposition</i>
1424-09	Ration request files. Requests for troop train rations, consolidated ration requests, memorandums of field ration issue, field ration issue slips, or comparable documents retained by the commissary relating to requests for the issue of field rations which are not filed with vouchers to the account.	Destroy after 2 years.
1424-10	Hospital subsistence issue files. Issue slips used for the request and issue of subsistence items to file the menu requirements for hospital mess. Included are hospital fund issue slips, and debar-kation hospital worksheets.	Destroy after 1 year.
1424-11	Bakery, meat market, and meat-cutting plant files. Property turn-in slips, memorandum receipts, tallies, and other papers retained as record of transfer of bread from, and ingredients to the bakery, or transfer of meat to the meat market or meat cutting plant.	Destroy after 2 years.

1425 FIELD RATION ACCOUNT FILES

These files are accumulated by dining facilities, ration breakdown points (consolidating headquarters) and by the installation control officer (Cash Meal Payment Books, DD Form 1544) in connection with ordering, accounting for, and serving field rations.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1425-01	Cash receipt files. Documents used as receipt for cash, and documents reflecting collections. Included are cash meal payment sheets (books, DD Form 1544), cash collection vouchers, turn-in slips, cash register tapes, Subsistence Record for Payroll Deduction and similar documents.	Destroy after 2 years.
1425-02	Field ration issue and delivery files. Documents relating to the issue and delivery of rations. Included are ration issue slips, issue or turn-in slips not used as receipts for cash, delivery tickets, machine printouts, and similar and related documents.	Ration breakdown points: Destroy after 2 years. Dining facilities: Destroy after 3 months.
1425-03	Menu files. Copies of master menus and/or installation menus and minutes of the installation menu board and related papers.	Menu board: Destroy after 1 year. Dining facilities: Destroy when superseded.
1425-04	Dining facility account review files. Documents relating to review of dining facilities. Included are reports, summary and dining facility account and related documents concerning findings and recommendations.	Destroy after 1 year.
1425-05	Dining facility operation files. Documents relating to the operation of dining facilities. Included are cooks' worksheets, ration request and subsistence reports, headcount sheets, guest registers, ration inventory and vendors value, food cost records, ration savings accounts, return monetary allowances and similar and related papers.	Destroy after 3 months.

1426 TROOP SUPPLY FILES

These files relate to the requisitioning, receipt, and turn-in of supplies and equipment by troop units.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1426-01	Unit supply reporting files. Reports prepared by unit supply officers for submission to higher headquarters and relating to the maintenance and receipt of supply items. Included are equipment status reports and reports on supply levels, critically short items and other matters which affect the maintenance and receipt of supply items, and related papers.	Destroy after 1 year, or upon discontinuance of the unit, whichever occurs first.
1426-02	Unit packing certificate files. Documents which certify that proper crating and packing of organizational equipment has been accomplished prior to the movement of a unit to a new station.	Destroy after 6 months.
1426-03	Unit supply inspection files. Inspection reports of units outfitted prior to movement overseas. Included are showdown inspection reports; final inspection reports; and related papers.	Destroy after 2 years.
1426-04	Unit training film issue and turn-in files. Documents relating to requests to film libraries for training films and filmstrips. Included are notifications of action taken on the request and the return of training films and filmstrips to film libraries, issue slips, turn-in slips, and related papers.	Destroy on turn-in of the film.
1426-05	Unit training equipment issue and turn-in files. Documents relating to requests to station supply agencies for training equipment. Included are notifications of action taken on the request and the return of the equipment, issue slips, turn-in slips and related papers.	Destroy on turn-in of the equipment.
1426-06	Garrison ration account files. Documents relating to garrison rationing, such as daily stock cards, monthly recapitulations, and adjustment papers, but exclusive of such documents when used as an entry or a voucher to a unit fund.	Destroy after 2 years.
1426-07	Supply status and control files. Punch cards maintained for the purpose of indicating authorized allowances, operating allowances, and stock balances for TOE units; and control cards pertaining to stock record accounts.	Destroy on extraction of statistical data therefrom.
1426-08	Troop train subsistence account files. Troop train subsistence account forms or forms used for a comparable purpose, with supporting documents, such as requests for troop train rations, copies of orders, certificates of issue, property issue slips, property turn-in slips, statements of collections for meals, receipts, original reports of audit, and copies of certificates of transfer of accountability maintained by the accountable officer.	Destroy after 2 years.

1427 LAUNDRY AND DRYCLEANING FILES

These files relate to the furnishing of laundry and drycleaning services to military and authorized civilian personnel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1427-01	Unit and organizational laundry and drycleaning files. Documents maintained by a unit or organization in the process of controlling the receipt and delivery of laundry and drycleaning, and in collecting payment. Included are laundry and drycleaning collection and delivery sheets; hospital, transport, and organization laundry lists; laundry and drycleaning adjustment vouchers; and related papers.	Destroy after 1 year.
1427-02	Station laundry and drycleaning accounting files. Documents reflecting total receipts and workload of laundry and drycleaning operations. Included are abstracts of laundry work accomplished for individual patrons, abstracts of enlisted and organizational laundry and drycleaning (with and without cash reimbursement), and cash collection vouchers.	Destroy after 2 years.
1427-03	Station laundry and drycleaning receipt files. Documents used for the receipt and control of laundry and drycleaning. Data from these documents are abstracted for use in cash receipt and workload accounting. Included are drycleaning lists, laundry lists, roster and statement, abstracts of laundry or drycleaning organizational work, and machine tapes.	Destroy after 1 year.
1427-04	Hospital linen inventory files. Inventories which are retained by the inventory officer, such as quarterly hospital linen inventories used to determine losses or gains incurred in the operation of hospital linen control and distribution.	Destroy after 1 year.

1428 LIBRARY SUPPLY FILES

These files relate to the operation of officially designated libraries.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1428-01	Library voucher files. Vouchers, supporting papers, and voucher register and inventory balance record of books.	Destroy after 2 years.
1428-02	Shelf list card files. Cards indicating all books in the library 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 processes of accountability.	Destroy after all items indicated thereon have been dropped from accountability records.
1428-03	Library catalog files. 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 and/or transfer of the books to a library depot or other library, the current library card catalog files will be included in the transfer, if possible.	Destroy when related books have been permanently removed from the library collection.

1429 MOTOR VEHICLE SUPPLY FILES

These files relate to the supply and control of motor vehicles in field elements.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1429-01	Motor vehicle stock status files. Documents accumulated in connection with the system for the location, by station and status, of motor vehicles. Included are motor vehicle record and corresponding punch cards.	Destroy 6 months after transfer or shipment of vehicle.
1429-02	Automotive vehicle transfer release files. Documents accumulated at Army headquarters directing shipment of automotive vehicles within the Army area.	Destroy after 2 years.
1429-03	Motor vehicle locator record files. Documents constituting a part of a location, inventory, or identification system for motor vehicles, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards or tags, and related papers.	Destroy on supersession or obsolescence.
1429-04	Vehicle inventory and density reporting files. Vehicle density reports, inventory reports of motor vehicles, and comparable statistical reports and data relating thereto.	Destroy on completion of next report or after 1 year, whichever is first.
1429-05	Quarterly administrative vehicle allocation reporting files. Reports concerning the supply of motor vehicles for administrative purposes. Included are copies of quarterly administrative vehicle allocation reports, or comparable reports containing information showing the type, description, estimated requirements, recommended and authorized allocation, and other data.	Destroy after 3 years.
1429-06	Vehicle title files. Documents relating to the registration of vehicles. Included are titles, manufacturers' and dealers' statements of origin, and related papers. They will accompany the vehicle upon transfer.	Destroy on sale, salvage, or other final disposition of related vehicle.

1430 PUBLICATIONS SUPPLY FILES

These files are maintained at publication centers, and offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms.

<i>File Nos</i>	<i>Description</i>	<i>Disposition</i>
1430-01	Publication requisition files. Documents used in requisitioning nonreimbursable publications, and accountable and non-accountable blank forms. Included are requisitions, shipping orders, transfer requests, and similar papers.	Destroy 3 months after completion of action, earlier disposal is authorized.
1430-02	Reimbursable publications requisition files. Documents relating to the storing and shipping of publications for the United States Armed Forces Institute, Madison, WI. Included are requisitions, shipping documents, correspondence, and related papers.	Destroy after 1 year.
1430-03	Status of publication files. Forms reflecting the status of publications and blank forms that provide information which is used to determine required supply action.	Destroy after 1 year.
1430-04	Initial distribution requisition files. Forms reflecting the quantity and type of publications and blank forms required for automatic distribution. A current copy of the DA Form 12 series will be retained in the current files area.	Destroy forms indicating changes upon completion of posting to the current series. Destroy superseded forms when replaced by current forms. Destroy all forms on discontinuance of function.
1430-05	Initial publication distribution files. Distribution sheets, delivery instructions, correspondence, and related papers pertaining to the distribution of Army publications.	★Documents pertaining to classified publications: Destroy after 2 years. Other documents: Destroy after 3 months. Earlier disposal is authorized.
1430-06	Accountable form receipt and issue files. Documents reflecting the receipt or issue of accountable blank forms. Included are receipt forms, listings, and registers.	Destroy after 2 years.
1430-07	Accountable form authorization files. Signature cards identifying individuals authorized to receive accountable forms.	Destroy upon withdrawal of the authorization.
1430-08	Publication stock record card files. 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.	Destroy when card is filled or on supersession, rescission, or obsolescence of form or publication, whichever is first.
1430-09	Publication history and stock usage files. Forms reflecting the history and usage for each item of stock.	Destroy on supersession, rescission, or obsolescence of form or publication, whichever is first.

1431 PETROLEUM AND SOLID FUEL SUPPLY FILES

These files relate to the receipt and issue of petroleum products and solid fuels.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1431-01	Petroleum supply reporting files. Petroleum supply program reports reflecting consumption, requirements, stock status, conservation data, and similar information.	Office performing Army-wide staff responsibility: Destroy after 5 years. Other offices of the Army staff and intermediate commands: Destroy after 1 year. Preparing field offices: Destroy after 3 years.
1431-02	Gasoline and lubricant issue files. Documents relating to the issue of gasoline and lubricants. Included are slips and abstracts of gasoline and lubricants issued.	Destroy after 1 year.
1431-03	Petroleum product analysis reporting files. Documents created incident to the testing of petroleum products as they pertain to the acceptability of such products in connection with new procurement, or the analyses as required of petroleum units in custody of Army storage facilities. A copy of petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the procurement file to which it relates, for disposition with the related procurement file.	Destroy after 2 years.
1431-04	Solid fuel control files. Documents relating to the receipt, storage, and use of solid fuels. Included are copies of annual and supplemental requisitions received from installations and activities, copies of contracts, shipping notices, receiving reports, analysis reports, reports of burning tests, rejection reports, similar documents, and related papers.	Office performing Army-wide staff responsibility: Destroy after 2 years. Creating Offices: File in and dispose of with the appropriate related procurement file.
1431-05	Solid fuel perpetual inventory files. Documents reflecting stocks of solid fuel on hand.	Destroy when card or form is filled and appropriate entries have been carried forward.
1431-06	Solid fuel requirement and estimate files. Documents used in determining future requirements for solid fuels. Included are copies of purchase requests, requirements estimates, reports, and related papers.	Office performing Army-wide staff responsibility: Destroy when no longer required in making future determinations. Other offices: Destroy after 2 years.

1432 PORT SUPPLY FILES

These files relate to the requisitioning of supplies by commanders of ports and the followup and receipt of such supplies.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1432-01	Port overseas requisition files. Documents relating to the receipt or request for supplies for overseas commands, and to the followup and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related papers.	Destroy 2 years after completion of all supply action.
1432-02	Port extract requisition files. Documents which relate to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping documents, shipping documents, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable documents relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other documents relating to the followup of availability and shipments.	Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.
1432-03	Secondary port overseas extract requisition files. Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping documents used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.	Destroy 6 months after completion of related shipment.
1432-04	Port Army exchange service requisition files. Documents accumulated by Army exchange service units at ports in the processing of requisitions submitted by overseas commanders for Army exchange service supplies. Included are overseas requisitions, cablegram or radiogram requisitions, extract requisitions, purchase orders, notices of cancellation, comparable forms and related papers.	Destroy after 1 year.
1432-05	Port due-in document files. Documents constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding documents which are a part of bill of lading files.	Destroy 6 months after receipt of shipment, or when they have served their intended purpose, whichever is first.
1432-06	Port control files. Documents accumulated primarily for supervision and control of work in progress, which reflect standards of performance and past performance in relation to such standards. They include ports of supply establishments with respect to performance in filling requisitions; reports of performance with respect to supplies loaded aboard ship; reports of performance by stock control points or depots with respect to furnishing reports of availability; and reports indicating performance with respect to shipments to and receipts by the port.	★Destroy after 10 years.

1433 CIVIL WORKS SUPPLY FILES

These files accumulate in the Office, Chief of Engineers, and relate to the execution, review, and analysis of the civil works supply program.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1433-01	Supply files. Files created in connection with the requisitioning procurement (except for authorities to procure), storage and issue, warehousing and stock control, preservation and inspection, and disposition of materials and supplies, small business procedures and related matters. Included are correspondence, reports of inspection, requisitions, invitations to bid, SBA Form 70, and related papers.	Destroy after 10 years Cut off every 5 years , hold 5 years in CFA and destroy. NCI-AV-78-91
1433-02	Bid data files. Abstracts of bids, submitted by district offices, used as a basis for accumulating data on bid experience for civil works construction.	Destroy after 2 years. Earlier disposal is authorized.
1433-03	Bid experience files. Selected abstracts of bids, bid analysis, and similar documents used for comparison trends.	★Destroy after 4 years.
1433-04	Invitation to bid review files. Invitations to bid for foundation drilling and grouting projects and supply for diamond bits submitted for review and control.	Destroy 1 year after completion of the contract.

1434 SUPPLIES DISPOSITION FILES

These files are accumulated incident to the program for the disposition of surplus, salvage, and scrap property, and the redistribution of excess property. Specifically, the files pertaining to the disposal of property determined surplus to the needs of the military establishment, the scrapping or other steps taken for the disposal of condemned, discarded, or abandoned property, or of materials contained therein, and the redistribution of supplies which exceed those authorized for the particular organization or supply component. Files described in this category that are involved in claims, litigations, or investigations will be withdrawn on expiration of prescribed retention periods for disposal after proper settlement of the claim, litigation, or investigation.

File No.	Description	Disposition
★1434-01	Property disposal account files. Documents maintained to account for the receipt and disposition of property for which the property disposal officer is accountable. Included are voucher registers, vouchers and supporting documents, inventory adjustment reports, stock record cards or equivalent forms (jacket files) used for the same purpose, and other documents supporting the account. Unfilled stock record cards will be retained in the active file until filled or final entry is made thereon. <i>Note.</i> This description does not include accounts which involve the receipt of surplus, salvage, or scrap property from contractors; or property related to contract property accounts.	Destroy after 2 years.
★1434-02	Excess property reporting files. Reports used to disseminate information concerning availability of excess property. Included are reports of excess personal property, listings, card forms, and similar documents.	Destroy after 1 year. Earlier disposal is authorized.
★1434-03	Film disposal files. Rescinded. No longer required.	
★1434-04	Lease and rental case files. Rescinded. Use file number 1416-35.	
1434-05	Sales contract register files. Registers maintained to control and record the assignment of numbers to sales contracts, contractor's name and address, types of material sold, and term of contract.	Destroy 3 years after close of FY following last entry on individual sheet or in register.
1434-06	Sales contract files. Documents relating to the sale of surplus and foreign excess personal property, abandoned private property, and contractor inventory. Included are invitations for bids; amendments to bids; bids and acceptance; abstracts of bids; statements and notices of awards; lists of successful bidders; contracts, changes, and supplement thereto; collection and deposit documents; and related papers.	Destroy 3 years after close of FY in which final payment is made.
1434-07	Unsuccessful and rejected bid files. Unsuccessful and rejected bids maintained as a separate file and not as a part of an individual sales contract.	Destroy 3 years after close of FY in which issued, except that bids returned without bid action will be destroyed immediately after bid opening.
1434-08	Retail sale files. Documents relating to retail sales of surplus and foreign excess personal property, abandoned property, and contractor inventory. Included are cash sales slips, cash register tapes, retail sales books, and related papers.	Destroy 3 years after close of FY in which sale is completed.

25 July 1972

File No.	Description	Disposition
1434-09	Sales contract review files. Documents relating to the review of sales transactions. Included are copies of bids, abstracts of bids, contracts, and related papers.	Offices responsible for review: Destroy after 2 years.
★1434-10	Small arms sales record files. Documents relating to the sale of small arms, ammunition, targets, and related items to members of the National Rifle Association and to authorized organizations. Included are requests, shipping documents, and weapons sales record cards.	Weapons sales record: Permanent. Do not retire. Other documents: Destroy after 2 years. 200 103, AR 340-18-14 4/8/80
★1434-11	Surplus salable property reporting files. Reports submitted to selling activities listing surplus property for sale. Included are property lists, transmittal letters, and related documents.	Destroy 1 year after disposal of property. AR 103, AR 340-18-14
★1434-12	Disposal activity reporting files. Reports providing dollar value data concerning the receipt, inventory on hand, and disposition of excess and surplus property by Army property disposal activities. Included are reports of excess and surplus material at disposal activities, and related documents.	Office performing Army-wide staff responsibility: Summary or consolidated reports, Destroy after 5 years; Feeder reports, Destroy on consolidation or summarization. Other offices: Destroy after 2 years.
1434-13	Demilitarization and mutilation files. Documents used to record nomenclature and quantities of military-type items of material demilitarized or mutilated prior to disposal action. Included are forms, ledger sheets, cards, and related papers.	Destroy after 3 years, except documents related to and filed with sales contracts will be disposed of with the related contract files.
1434-14	Surplus property donation files. Documents relating to the approval of requests for donations of surplus property to educational institutions. Included are applications for donations listing property requested, and related papers.	Destroy after 3 years.
1434-15	Excess property donation files. Documents reflecting the donation of obsolete combat material, books, manuscripts, works of art, drawing plans, and models, not needed by the Department of Defense, to veterans organizations, state museums, educational museums operating under charters forbidding the accumulation of profit, and municipal corporations. Included are shipping orders, shipping documents, schedule of collections, and related papers.	Destroy after 2 years, provided transactions pertaining to active or open memorandum receipt accounts have been settled or included in subsequent consolidated memorandum receipts.

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 8 April 1980

Immediate Action INTERIM CHANGE

AR 340-18-14
INTERIM CHANGE
NO. 103
EXPIRES 8 April 1981

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF LOGISTICS FUNCTIONAL FILES

This interim change establishes new file number 1402-26 and changes the retention for file numbers 1402-02, 1402-25, 1409-08, and 1434-10. It expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by 1st class mail through the publications pinpoint distribution system to all holders of AR 340-18-14; is, as an interim measure, issued in other than page-for-page format; and will be included in Change 12, AR 340-18-14.

Page 5, change file number 1402-02 as follows:

1402-02	Determination and findings files. Documents relating to determinations and findings required prior to negotiation of contracts. Included are determinations and findings and directly related correspondence.	Office administering the contract: Destroy along with the resulting contract. Other offices: Destroy after 2 ye ..
---------	---	---

Page 8, change file number 1402-25 as follows:

1402-25	Commercial-industrial type activity (CITA) program files. Documents accumulated as a result of conducting studies to determine the feasibility of performing commercial-industrial type activities either by in-house or contract. Included are feasibility studies, 5-year reviews of functions, cost analysis, justifications, approvals, new start proposals, annual CITA inventory, and supporting documents.	Office performing Army-wide responsibility: Destroy after 6 years. Other offices: Annual CITA inventory: Destroy after 5 years. Remaining documents: Destroy upon completion of next 5-year review.
---------	---	--

Page 8, add new file number 1402-26 as follows:

1402-26	Acquisition management review files. Documents reflecting operations of the Army Acquisition Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits; semi-annual reports of cumulative results of reviews; actions taken on recommendations, follow-up visits, and related documents.	Office performing Army-wide responsibility: Permanent. Retire after 12 years. Surveyed activities: Destroy on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner.
---------	---	--

8 April 1980

1409-08 Ammunition lot history files. Documents relating to the inspection and acceptance of complete rounds of ammunition, propellants, missiles, and rocket motors. Included are data cards, acceptance sheets, firing records, and related papers. Destroy 45 years after acceptance of each lot of ammunition and shipment from storage. Do not retire.

1434-10 Small arms sales record files. Documents relating to the sale of small arms, ammunition, targets, and related items to members of the National Rifle Association and to authorized organizations. Included are requests, shipping documents, and weapons sales record cards. Weapons sales record cards: Destroy when no longer required for reference. Other documents: Destroy after 2 years.

(DAAG-AMR)

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

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

★1435 ENERGY CONSERVATION FILES

These files accumulate at activities responsible for the management of the Energy Conservation Program, and relate to actions taken to conserve energy, manage fuel resources, and assure the availability of energy to Army installations and forces in accordance with mission and readiness priorities. They include the relationship of energy to operation and maintenance of facilities, utilities and equipment, and associated projects.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1435-01	Energy Survey and Study Files. Documents relating to investigations, surveys, and studies of energy management, fuel consumption, and potential improvement of fuel savings, including surveys by other agencies or contractors utilizing visual and instrumental techniques. Included are surveys and study reports, and related documents.	Office performing Army-wide responsibility: Destroy 5 years after next comparable investigation, survey or study, or when no longer needed for reference, whichever is first. Other offices: Destroy after 2 years.
1435-02	Energy Conservation Project Files. Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and construction of facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to the preparation and review of energy resource impact assessments or statements.	Destroy 5 years after completion of project.
1435-03	Energy Conservation Reporting Files. Documents consisting of reports of energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are Defense Energy Information System (DEIS) reports, Department of Energy data requirements, and information collected for higher level agencies, and related documents.	Office performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years.

APPENDIX CONVERSION TABLE

1400 LOGISTICS FILES

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1401-01	Procurement administrative files	1401-02
1401-02	Procurement instruction files	1401-01
1401-03	Procurement board and committee files	1401-05
1401-04	Contract statutory restrictions files	1402-01
1401-05	Determinations and findings files	1402-02
1401-06	Contract financing files	1402-03
1401-07	Pension, bond, and insurance administrative files	1401-02
1401-08	Contractors insurance files	1402-04
1401-09	Contractors bond files	1402-05
1401-10	Contractors pension and retirement files	1402-06
1401-11	Pricing administrative files	1401-02
1401-12	Individual item pricing files	1402-07
1401-13	Item pricing posting media files	1402-08
1401-14	Company pricing files	1402-09
1401-15	Cost and price analysis files	1402-10
1401-16	Buy American Act files	1402-11
1401-17	Contract review files	1402-12
1401-18	Bid and award protest files	1402-13
1401-19	Contract appeals files	1402-14
1401-20	Contract termination reporting files	1402-15
1401-21	Contract termination review files	1402-16
1401-22	Contractor responsibility files	1402-17
1401-23	Procurement misconduct case files	1402-18
1401-24	Debarred bidder list files	1402-19
1401-25	Bidder list files	1402-20
1401-25.1	Technical data package files	1402-21
1401-25.2	Advance planning procurement files	1402-22
1401-26	Transactions for \$2,500 or less	1403-01
1401-27	Numbered transactions for more than \$2,500	1403-03
1401-28	Unnumbered transactions for more than \$2,500	rescinded
1401-29	Open-end contract information files	1403-04
1401-30	Master, open-end, and call-type contract files	1403-05
1401-31	Contract standard drawing and specification files	1403-06
1401-32	Nonaction bid invitation files	1403-07
1401-33	Rejected bid files	1403-08
1401-34	Procurement register files	1403-09
1401-35	Procurement directive files	1403-10
1401-36	Procurement action report files	1403-11
1401-37	Military urgency planning list files	1403-12
1401-38	Cross-servicing agreement files	1401-03
1401-39	Interservice inspection files	1403-13
1401-40	Procurement assignment files	1403-14
1401-41	Coordinated procurement program report files	1403-15
1401-42	Interdepartmental purchase request files	1403-16
1401-43	Procurement inspection files	1403-17

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1401-44	Contracting officer designation files	1403-18
1401-45	Code of conduct files	102-10
1401-46	Expediting files	1403-19
1401-47	Tax exemption certificate files	1403-20
1401-48	Procuring office customs entry files	1403-21
1401-49	Photographic inspection files	1403-22
1401-50	Laboratory test report files	1403-23
1401-51 Previously rescinded	
1401-52	Renegotiation Act administrative files	1403-24
1401-53	Government-owned and privately operated industrial installation files	1403-25
1401-54	Civil works contract files	1403-26
1401-55	Civil works requisition files	1403-27
1401-56	Commercial business solicitation administrative files	701-02
1401-57	Commercial business solicitation files	725-07
1401-58 Previously rescinded	
1401-59	Procurement and production reference paper files	1401-07
1402-01	Small business program administrative files	1401-02
1402-02	Small business program instruction files	1401-01
1402-03	Army Small Business Council Files	1401-05
1402-04	Small business information files	1404-01
1402-05	Small business program survey files	1404-02
1402-06	Small business qualification files	1404-03
1402-07	Competency certificate files	1404-04
1402-08	Small business report files	1404-05
1402-09	Contractor report files	1404-06
1402-10	Qualification list files	1404-07
1402-11	Small business reference paper files	1401-07
1403-01	Labor relations and equal employment administrative files	1405-01
1403-02	Labor relations and equal employment instruction files	1401-01
1403-03	Labor-management dispute files	1405-02
1403-04	Labor standard exception files	1405-03
1403-05	Labor standard violation files	1405-04
1403-06	Industrial equal employment compliance review files	1405-05
1403-07	Industrial equal employment investigation files	1405-06
1403-08	Industrial equal employment special visit files	1405-07
1403-09	Industrial equal employment report files	1405-08
1403-10	Labor relations and equal employment reference paper files	1401-07
1404-01	Defense material system instruction files	1401-01
1404-01.1	Defense material administrative files	1401-02
1404-02	Allocation files	1407-01
1404-03	Allotment case files	1407-02
1404-04	Priority rating case files	1407-03
1404-05	Report files	1407-04
1404-06	Controlled material accounting files	1407-05
1404-07	Special assistance files	1407-06
1404-08	Audit files	1407-07
1404-09	Representative sample files	1407-08
1404-10	Defense material reference paper files	1401-07

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1405-01	Materiel standardization administrative files	1401-02
1405-02	Standardization instruction files	1401-01
1405-03	Materiel standardization committee files.....	1401-05
1405-03.1	Standardization program recommendation files	1412-01
1405-04	Materiel standardization plan files	1412-02
1405-05	Standardization document formulation files	1412-03
1405-05.1	Standardization document collaboration files	1412-04
1405-05.2	Military supply standard files	1412-05
1405-05.3	Standardization document files	1412-06
1405-05.4	Qualified product list formulation files	1412-07
1405-05.5	Item standardization deviation files	1412-08
1405-06	Standardization report files	1412-09
1405-07	Quadripartite technical procedures committee files	1401-05
1405-08	International standardization agreement list files	1412-10
1405-09	International materiel standardization agreement files	1412-11
1405-10	International standardization project files	1412-12
1405-11	Standardization status files	1412-13
1405-12	Materiel standardization reference paper files	1401-07
1406-01	Materiel engineering administrative files	1401-02
1406-02	Materiel engineering instruction files	1401-01
1406-03	Materiel engineering committee files	1401-05
1406-04	Materiel engineering case files	1410-01
1406-05	Materiel drawing files	1410-02
1406-05.1	Drawing index files	1401-07
1406-06	Preservation and packaging files	1410-03
1406-07	Materiel quality control files	1410-04
1406-08	Materiel engineering reference paper files	1401-07
1406-09	Value engineering administrative files	1401-02
1406-10	Value engineering instruction files	1401-01
1406-11	Value engineering reporting files	1411-01
1406-12	Value engineering study files	1411-02
1406-13	Value engineering reference paper files	1401-07
1407-01	Production administrative files	1401-02
1407-02	Production and industrial mobilization files	1401-01
1407-03	Production and industrial mobilization	210-01 thru -08
	program files	
1407-04	Committee and board files	(1401-05)
1407-05	Previously rescinded
1407-06	Tax amortization files	1406-01
1407-07	Production requirement data files	1406-02
1407-08	Production record report files	1406-03
1407-09	Industrial mobilization report files	1406-04
1407-10	Industrial mobilization facilities files	1406-05
1407-11	Production equipment history files	1406-06
1407-12	Production and industrial mobilization reference	1401-07
	paper files	
1407-13	Strategic and critical material administrative files	1401-02
1407-14	Strategic and critical material instruction files	1401-01
1407-15	Strategic and critical material requirement	1408-01
	forecasting files	

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1407-16	Strategic and critical material study files	1408-02
1407-17	Material stockpile reference data files	1408-03
1407-18	Strategic and critical material reference paper files	1401-07
1408-01	Manufacturing administrative files	1401-02
1408-02	Manufacturing control files	1409-01
1408-03	Manufacturing method project files	1409-02
1408-04	Manufacture description files	1409-03
1408-05	Manufacturing quality control files	1409-04
1408-06	Gun folder files	1409-05
1408-07	Inspection and proof report files	1409-06
1408-08	Ammunition demilitarization and renovation work	1409-07
	order files	
1408-09	Ammunition lot history files	1409-08
1408-10	Component routing files	1409-09
1408-11	Foundry casting record files	1409-10
1408-12	Tool drawing files	1409-11
1408-13	Print distribution files	1409-12
1408-14	Shop planning and layout files	1409-13
1408-15	Manufacturing reference paper files	1401-07
1409-01	Supply control, distribution, and	1401-01
	storage instruction files	
1409-02	Distribution, control, and storage administrative files	1401-02
1409-03	Shortage report files	Rescinded
1409-04	Requisition and shipping order files	Rescinded
1409-05	Damaged or improper shipment report files	1415-09
1409-06	Property loss, theft, and recovery report files	1416-06
1409-07	Requisition register files	1415-07
1409-08	Customer supply assistance report files	1415-21
1409-09	Maintenance materiel, and equipment inspection	1420-05
	report files	
1409-10	Stock level control files	1416-09
1409-11	Previously rescinded
1409-12	Supply or equipment authorization files	1416-10
1409-12.1	Authorized supply code files	1416-04
1409-13	Stock record account serial number register files	1416-01
1409-14	Stock record account serial number list files	1416-02
1409-15	Stock record account authorization control files	1416-03
1409-16	Equipment record card files	1416-24
1409-17	Training ammunition control card files	1416-25
1409-18	Railway equipment report files	1416-26
1409-19	Army headquarters requisition files	1415-20
1409-20	MARS equipment issue files	1415-18
1409-21	Previously rescinded
1409-22	Materiel handling equipment use files	1415-19
1409-23	Supply control and requirement administrative files	1401-02
1409-23.1	Supply control and requirement instruction files	1401-01
1409-24	Basic item files	1414-01
1409-25	Major item forecast files	1414-02
1409-25.1	Quantitative materiel requirement summary files	1414-03
1409-26	Secondary item and repair part forecasting files	1414-04

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1409-26.1	Supply control study folder files	1414-05
1409-27	ADP supply control study historical files	1414-06
1409-27.1	Materiel allowance files	1414-07
1409-28	Supply control, distribution, and storage reference paper files	1401-07
1409-29	Supply cataloging administrative files	1401-02
1409-30	Supply cataloging instruction files	1401-01
1409-31	Supply cataloging advisory group files	1413-01
1409-32	Cataloging activity reporting files	1413-02
1409-33	Supply item identification files	1413-03
1409-34	Item identification collaboration files	1413-04
1409-35	Item identification card files	1413-05
1409-36	Supply cataloging reference paper files	1401-07
1410-01	Supply accounting instruction files	1401-01
1410-01.1	Property accounting deviation files	1416-07
1410-01.2	Property accounting waiver files	1416-08
1410-02	Supply accounting administrative files	1401-02
1410-02.1	Defense supply service requisition files	101-17
1410-03	Government furnished material and equipment files	1416-27
1410-03.1	Equipment loan files	1416-28
1410-04	Administrative and management financial inventory accounting files	1416-29
1410-05	Financial inventory accounting files	1416-30
1410-06	Stock record files	1416-11
1410-06.1	Priority requisition files	1415-06
1410-07	Contract property account files	1416-13
1410-08	Memorandum receipt jacket files	1416-12
1410-09	Property and sales accountability files	1416-19
1410-10	Property book and supporting transaction files	1416-14
1410-11	Transaction files	1416-15
1410-12	Property record inspection report files	1416-18
1410-13	Hand receipt files	1416-16
1410-14	Personal property accounting files	1416-20
1410-15	Vessel supply accounting files	1416-21
1410-16	Vessel supply inspection files	1416-22
1410-17	Property officer designation files	1416-05
1410-18	Office nonaccountable property files	1416-17
1410-19	Returnable container files	1416-23
1410-20	Supply accounting reference paper files	1401-07
1410-21	Sales account files	1424-01
1410-21.1	Sales store administrative files	1401-02
1410-22	Sales order register files	1424-02
1410-23	Commissary and clothing sales store planning files	1424-03
1410-24	Price list files	1424-04
1410-25	Commissary store report files	1424-05
1410-26	Cash and charge sales files	1424-06
1410-27	Commissary store requisition files	1424-07
1410-28	Commissary store warehouse files	1424-08
1410-29	Ration request files	1424-09
1410-30	Hospital subsistence issue files	1424-10

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1410-31	Commissary store application and permit files	707-03 & 707-05
1410-32	Bakery, meat market, and meat cutting plant files	1424-11
1410-33	Commissary reference paper files	1401-07
1410-34	Laundry and drycleaning administrative files	1401-02
1410-35	Unit and organizational laundry and drycleaning files	1427-01
1410-36	Station laundry and drycleaning files	1427-02 & 1427-03
1410-37	Hospital linen inventory files	1427-04
1410-38	Laundry and drycleaning reference paper files	1401-07
1410-39	Food program instruction files	1401-01
1410-39.1	Food program administrative files	1401-02
1410-39.2	Food facility establishment files	1423-01
1410-39.3	Oversea food facility establishment notification files	1423-01
1410-39.4	Food facility layout review files	1423-02
1410-39.5	Food program staff visit files	1401-06
1410-39.6	Food program committee files	1401-05
1410-39.7	Food program project files	1423-03
1410-40	Food program report files	1423-04
1410-41	Master and special menu files	1423-05
1410-42	Food program reference paper files	1401-07
1411-01	Station and depot supply instruction files	1401-01
1411-02	Administrative files	1401-02
1411-03	Supply operations report files	1415-22
1411-04	Inventory and adjustment files	1415-23
1411-05	Packing, boxing, and crating files	1421-16
1411-06	Box and crate work order files	1421-17
1411-07	Box and crate order and control register files	1421-18
1411-08	Account authorization files	1417-01
1411-09	Authorized supply representative card register files	1417-02
1411-10	Authorized supply representative card register files	1417-03
1411-11	Principal accounting files	1417-04
1411-12	Subordinate accounting files	1417-05
1411-13	Miscellaneous stock control files	1417-06
1411-14	Report files	1417-07
1411-15	Self-service supply center reference paper files	1401-07
1411-16	Due-in document files	1415-01
1411-17	Due-in document registers	1415-02
1411-18	Car arrival report files	1415-03
1411-19	Shortage report files	Rescinded
1411-20	Advice of availability files	Rescinded
1411-21	Previously rescinded
1411-22	Equipment table files	1415-17
1411-23	Previously rescinded
1411-24	Depot supply operations report files	1415-10
1411-25	Station supply report files	Rescinded
1411-26	Depot stock availability report files	1415-13
1411-27	Depot stock status and transaction analysis report files	1415-14
1411-28	Major item status report files	1415-15
1411-29	Stock inventory and reconciliation files	1415-12
1411-30	Depot supply reference paper files	1401-07
1411-31	Storage facilities and service contract files	1403-01 & 1403-03

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1411-32	Warehouse planning and layout files	1421-01
1411-33	Locator record files	1421-02
1411-34	Storage register files	1421-03
1411-35	Storage identification and inspection report files	1421-04
1411-36	Warehouse receiving files	1421-05
1411-37	Warehouse shipping files	1421-06
1411-38	Labor pool and equipment operating files	1421-07
1411-39	Storage reporting files	1421-08
1411-40	Supply item reference files	1421-09
1411-41	Transportation unit control files	1421-10
1411-42	Industrial reserve equipment historical property record files	1421-11
1411-43	National stockpile account files	1421-12
1411-43.1	National stockpile voucher register files	1421-13
1411-43.2	National stockpile reporting files	1421-14
1411-43.3	National stockpile shipping files	1421-15
1411-44	Depot storage reference paper files	1401-07
1411-45	Model (service) stock files	1415-16
1411-46	Due-in document files	1415-01
1411-47	Station supply reporting files	1415-11
1411-48	Requisition reference files	1415-08
1411-49	Stock inventory and reconciliation files	1415-12
1411-50	Station supply control reference paper files	1401-07
1411-51	Motor vehicle stock status files	1429-01
1411-52	Automotive vehicle transfer release files	1429-02
1411-53	Motor vehicle locator record files	1429-03
1411-54	Vehicle inventory and density reporting files	1429-04
1411-55	Quarterly administrative vehicle allocation reporting files	1429-05
1411-56	Vehicle title files	1429-06
1411-57	Motor vehicle supply reference paper files	1401-07
1411-58	Petroleum supply reporting files	1431-01
1411-59	Gasoline and lubricant issue files	1431-02
1411-60	Petroleum product analysis reporting files	1431-03
1411-61	Petroleum supply reference paper files	1401-07
1411-62	Solid fuel supply instruction files	1401-01
1411-63	Solid fuel administrative files	1431-04
1411-64	Solid fuel perpetual inventory files	1431-05
1411-65	Solid fuel requirement and estimate files	1431-06
1411-66	Solid fuel reference paper files	1401-07
1411-67	Spectacle issue and receipt files	917-05
1411-68	Parasitological specimen record files	914-06
1411-69	Parasitological specimen stock record account files	914-07
1411-70	Specimen stock reserve record files	914-08
1411-70.1	Inspection record files	902-06
1411-71	Pharmacy stock record card files	913-03
1411-72	Pharmacy issue files	913-04
1411-73	Hospital due-out files	Rescinded
1411-74	Hospital price extension files	Rescinded
1411-75	Cost analysis files	Rescinded

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1411-76	Hospital memorandum receipt card punch files	Rescinded
1411-77	Medical supply reference paper files	Rescinded
1411-78	Library supply administrative files	1401-02
1411-79	Library voucher files	1428-01
1411-80	Shelf list card files	1428-02
1411-81	Library catalog files	1428-03
1411-82	Library supply reference paper files	1401-07
1412-01	Ammunition supply instruction files	1401-01
1412-02	Ammunition supply administrative files	1401-02
1412-03	Ammunition, guided missile, and rocket status report files	1422-01
1412-04	Ammunition inspection report files	1422-02
1412-05	Depot surveillance files	1422-03
1412-06	Ammunition data card files	1422-04
1412-07	Ammunition suspension card files	1422-05
1412-08	Daily humidity and temperature chart files	1422-06
1412-09	Atmospheric annual graph files	1422-07
1412-10	Ordnance stock control subsidiary files	1422-08
1412-11	Ordnance ballistic acceptance test files	1422-09
1412-12	Ammunition supply reference paper files	1401-07
1413-01	Port supply administrative files	1401-02
1413-02	Port oversea requisition files	1432-01
1413-03	Port extract requisition files	1432-02
1413-04	Secondary port oversea extract requisition files	1432-03
1413-05	Port Army exchange service requisition files	1432-04
1413-06	Port due-in document files	1432-05
1413-07	Port control files	1432-06
1413-08	Port supply reference paper files	1401-07
1414-01	Troop supply administrative files	1401-02
1414-02	Unit supply report files	1426-01
1414-03	Unit packing certificate files	1426-02
1414-04	Unit supply inspection files	1426-03
1414-05	Unit training film issue and turn-in files	1426-04
1414-06	Unit training equipment issue and turn-in files	1426-05
1414-07	Garrison ration account files	1426-06
1414-08	Supply status and control files	1426-07
1414-09	Troop train subsistence account files	1426-08
1414-10	Cash receipt files	1425-01
1414-11	Cooks' worksheet files	1425-05
1414-12	Nonreceipt ration request files	1425-05
1414-13	Field ration issue and delivery files	1425-02
1414-13.1	Headcount files	1425-05
1414-14	Field ration issue and delivery files	1425-02
1414-15	Cash collection sheet register files	1425-01
1414-15.1	Mess account quarterly review files	1425-04
1414-16	Menu files	1425-03
1414-17	Troop supply reference paper files	1401-07
1415-01	Publication supply administrative files	1401-02
1415-02	Publication shipping order files	1430-01
1415-03	Request for status of publication files	1430-03

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1415-04	Initial distribution requisition files	1430-04
1415-05	Requisition for reimbursable publication files	1430-02
1415-06	Initial publication distribution files	1430-05
1415-07	Accountable form receipt and issue files	1430-06
1415-08	Printing plant job jacket files	227-12
1415-09	Duplicating job control files	227-13
1415-10	Previously rescinded
1415-11	Printing and binding requisition files	227-14
1415-12	Previously rescinded
1415-13	Publication control and processing files	227-11
1415-14	Publication stock record card files	1430-08
1415-15	Publication history and stock usage files	1430-09
1415-16	Publication supply reference paper files	1401-07
1416-01	Pictorial service administrative files	1101-02
1416-02	Pictorial service instruction files	1101-01
1416-03	Film programing files	1107-03
1416-04	Pictorial facility establishment files	1107-01
1416-05	Pictorial service technical assistance files	1107-02
1416-06	Film news letter files	1107-09
1416-07	Audio-visual report files	1107-11
1416-08	Projectionist license control files	1107-10
1416-09	Photographer identification files	1107-17
1416-10	Motion picture film files	1107-22
1416-11	Film project case files	1107-04
1416-12	Local TV recording files	1107-23
1416-13	Local TV program case files	1107-05
1416-14	Commercial TV program case files	1107-06
1416-15	Still picture files	1107-21
1416-16	Negative register book files	1107-19
1416-17	Photographic caption files	1107-20
1416-18	Photographer caption book files	Rescinded
1416-19	Booking card files	1107-15
1416-20	Film inventory and utilization files	1107-16
1416-21	Audio-visual equipment loan files	1107-14
1416-22	Retain film order files	1107-12
1416-23	Photographic work order files	1107-18
1416-24	Requisition and statistical files	1107-13
1416-25	Audio-visual reference paper files	1101-07
1418-01	Military assistance program instruction files	1401-01
1418-02	Military assistance program administrative files	1401-02
1418-03	Program files	1419-01
1418-04	Allocation files	1419-02
1418-05	Military assistance program account files	1419-03
1418-06	Foreign government receipt files	1419-04
1418-07	Report files	1419-05
1418-08	Military assistance program reference paper files	1401-07
1419-01	Nonappropriated fund supply instruction files	1401-01
1419-01.1	Nonappropriated fund supply administrative files	1401-02
1419-02	Previously rescinded
1419-03	Merchandise inventory files	1418-01

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1419-04	Fixed asset record card files	1418-02
1419-05	Concessionaire agreement files	1418-03
1419-06	Concessionaire complaint and violation files	1418-04
1419-07	Concessionaire open application files	1418-05
1419-07.1	AAFES documentary files	1418-06
1419-08	Operator's record of medical examination files	1418-07
1419-09	Army theater stock record account files	1418-08
1419-10	External post restaurant fund supply files	1418-09
1419-11	Internal post restaurant fund supply files	1418-10
1419-11.1	AAFES food procurement files	1418-11
1419-11.2	AAFES food issue files	1418-12
1419-11.3	AAFES food card files	1418-13
1419-11.4	AAFES menu files	1418-14
1419-12	External book department fund supply files	1418-15
1419-13	Internal book department fund supply files	1418-16
1419-14	Vocational training fund supply files	1418-17
1419-15	Welfare fund supply files	1418-18
1419-16	Sundry fund supply files	1418-19
1419-17	Hospital fund supply files	1418-20
1419-18	Nonappropriated fund utility service agreement files	1418-21
1419-19	Nonappropriated fund reference paper files	1401-07
1420-01	Maintenance instruction files	1401-01
1420-02	Maintenance administrative files	1401-02
1420-03	Maintenance summary and management files	1420-03
1420-04	Item maintenance engineering files	1420-04
1420-05	Maintenance inspection files	1420-05
1420-06	Maintenance technical assistance files	1420-06
1420-07	Support unit record files	1420-07
1420-08	Equipment operator permit files	1420-08
1420-09	Equipment operator permit register files	1420-09
1420-10	Dispatcher organizational control record files	1420-10
1420-11	Equipment daily utilization files	1420-11
1420-12	Maintenance request files	1420-12
1420-13	Maintenance request register files	1420-13
1420-14	Exchange tag files	1420-14
1420-15	Shop property account files	1420-15
1420-16	Shop locator record files	1420-16
1420-17	Preventive maintenance schedule files	1420-17
1420-18	Equipment inspection and maintenance worksheet files	1420-18
1420-19	Installed and spare engine report files	1420-19
1420-20	Army aircraft inventory, status, and flying time report files	1420-20
1420-21	Engine log or run-in data files	1420-21
1420-22	Calibration data card files	1420-01
1420-23	Historical record or logbook files	1420-02
1420-24	Care and preservation administrative files	Rescinded
1420-25	Care and preservation files	Rescinded
1420-26	Maintenance reference paper files	1401-07
1421-01	Supplies disposition instruction files	1401-01
1421-02	Property disposal administrative files	1401-02

<i>Old file No.</i>	<i>File title</i>	<i>New file No.</i>
1421-03	Property disposal account files	1434-01
1421-04	Property disposal report files	1434-02
1421-05	Film disposal files	1434-03
1421-06	Lease administrative files	1401-02
1421-07	Lease and rental case files	1434-04
1421-08	Sales contract register files	1434-05
1421-09	Sales contract files	1434-06
1421-10	Unsuccessful and rejected bid files	1434-07
1421-11	Retail sale files	1434-08
1421-12	Sales contract review files	1434-09
1421-13	Small arms sales record files	1434-10
1421-14	Surplus property declaration files	1434-11
1421-15	Property disposition reporting files	1434-12
1421-15.1	Demilitarization and mutilation files	1434-13
1421-16	Surplus property donation files	1434-14
1421-17	Excess property donation files	1434-15
1421-18	Supplies disposition reference paper files	1401-07
1422-01	Supply administrative files	1433-01
1422-02	Bid data files	1433-02
1422-03	Bid experience files	1433-03
1422-04	Invitation to bid review files	1433-04
1422-05	Civil works supply reference paper files	1401-07

NEW FILE DESCRIPTIONS ADDED

Unsuccessful bid files	1403-02
Requisition suspense and status files	1415-04
Issue history files	1415-05
Accountable form authorization files	1430-07

24 September 1974
14 August 1967

C 6, AR 340-18-14
AR 340-18-14

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

By Order of the Secretary of the Army:

Official:

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

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

Distribution:

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