

Table B-121

File category 1145: Corps of Engineers regulatory functions—Continued

FN: 1145-2-305a

Title: Wreck and obstruction files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the removal of wrecks and other obstructions in navigable waters, marking of wrecks by owners and Coast Guard, and authorizations for removal. Included are reports, authorizations, maps, and similar information.

Disposition: Destroy 2 years after completion of final action which includes settlement of claims or completion of litigations.

FN: 1145-2-306a

Title: Submarine cable and pipeline charts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Charts showing the location of submarine cables on Government charts.

Disposition: OCE: Destroy after 1 year.

B-107. File category 1165: Corps of Engineers water resource policies and authority

a. Prescribing directives.

(1) ER 1165-2-21, Flood Damage Reduction Measures in Urban Areas.

(2) ER 1165-2-26, Implementation of Executive Order 11988 on Floodplain Management.

(3) ER 1165-2-116, Pollution Control at Civil Works Projects.

b. Description. Information which concerns activities pertaining to the administration of laws governing water resources as assigned by Congress to the Secretary of the Army and the Chief of Engineers. See table B-122.

Table B-122

File category 1165: Corps of Engineers water resource policies and authority

FN: 1165

Title: General Corps of Engineers water resource policies and authority correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

Table B-122

File category 1165: Corps of Engineers water resource policies and authority—Continued

FN: 1165-2-21a

Title: Flood plain management data

Authority: NC1-AU-85-20

Privacy Act: Not applicable.

Description: Information consisting of statistical summaries and backup materials on flood plain management programs.

Disposition:

a. OCE: Destroy after 15 years.

b. Field offices: Destroy after 15 years.

FN: 1165-2-26a

Title: Conservation of natural resources

Authority: NC1-AU-83-3

Privacy Act: Not applicable.

Description: Special studies, reports, investigations, and related information dealing with conservation of resources and pertaining to power development, flood management, fish and wildlife, forests, soil erosion control, beach erosion control, pollution, public health and sanitation, water hyacinths and other aquatic plants, agricultural land use, and similar subjects.

Disposition: Permanent. PIF on completion of report, study, or investigation; cut off at the end of that year; retire after 5 years.

FN: 1165-2-26b

Title: Flood plain management services studies

Authority: NC1-AU-85-26

Privacy Act: Not applicable.

Description: Correspondence, calculations, reports, and related information pertaining to special, preliminary, and final flood plain investigation reports; technical services reports for specific projects or locations; river stage forecast maps; and similar information.

Disposition:

a. OCE:

(1) Reports of investigation: Destroy when superseded, obsolete, or no longer needed for current operations.

(2) Remaining files: Destroy 2 years after completion of study.

b. Districts and Operational Divisions:

(1) Flood plain information reports and similar finished reports and studies (except flood insurance studies prepared for the Federal Insurance Administration), River Stage Forecast Maps, and similar cartographic projects: Permanent.

(2) All other records (including flood insurance studies prepared for the Federal Insurance Administration): Destroy when no longer needed for current operations.

FN: 1165-2-26c

Title: Flood plain management assistance files

Authority: NC1-AU-85-18

Privacy Act: Not applicable.

Description: Information on flood plain management technical service given to Federal, State, and local agencies. Included are requests for flood hazard information, assistance and guidance on the use of flood data, and other data furnished.

Disposition:

a. OCE: Destroy when no longer needed for current operations.

b. Field offices: Destroy after 10 years.

FN: 1165-2-26d

Title: Flood plain management information reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on flood plain management. Included are reports and directly related information.

Disposition:

a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year.

b. Field offices: Destroy when superseded or obsolete.

FN: 1165-2-26e

Title: Storm studies

Authority: NC1-AU-79-75

Privacy Act: Not applicable.

Description: Studies of storms of major flood-producing potential. Included are preliminary and final storm studies.

**Table B-122**  
**File category 1165: Corps of Engineers water resource policies and authority—Continued**

**Disposition:**

- a. Offices not converting data to microform:
- (1) Preliminary studies: Destroy upon completion of a final study.
  - (2) Final studies: Permanent. Retire upon discontinuance of the function.
- b. Offices converting data to microform:
- (1) Original information: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original information.
  - (2) Microforms:
    - (a) One silver halide microform set and one diazo or vesicular copy: Permanent.
    - (b) Other microform copies: Destroy when no longer needed for current operations.

**FN: 1165-2-116a**

**Title:** Environmental pollution supervisory files

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information kept by CE Division offices that duplicates the files kept in subordinate offices, as described herein.

**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

**B-108. File category 1180: Corps of Engineers contracts**

a. *Prescribing directive.* ER 1180-1-1, Engineer Contract Instructions.

b. *Description.* This information concerns implementation by Corps of Engineers of the FAR and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). See table B-123.

**Table B-123**  
**File category 1180: Corps of Engineers contracts**

**FN: 1180**

**Title:** General Corps of Engineers contracts correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

**Disposition:**

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

**FN: 1180-1-1a**

**Title:** Civil works contracts(CE)

**Authority:** NC1-AU-76-75

**Privacy Act:** Not applicable.

**Description:** Information relating to the procurement of supplies, material, and equipment and other services, but exclusive of

**Table B-123**  
**File category 1180: Corps of Engineers contracts—Continued**

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. Information accumulated in connection with Civil Works contract files are divided into two groups:

a. Contractual instrument files include information relating to one specific contract when created or accumulated; pre-award data, such as advertising order, determinations and findings, invitations for bid, abstracts of 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 information determined by the contracting officer to be essential to completion of the file.

b. Residual files, containing data 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.

**Disposition:**

a. Destroy after 6 years and 3 months. Transfer after 3 years or on completion of GAO audit, whichever is first. Civil works construction and maintenance contract files for contracts upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these records.

b. Residual files: Destroy at time of transfer of the contractual instrument files or 3 years after final payment of the contract, whichever is later.

**FN: 1180-1-1b**

**Title:** Civil works requisitions(CE)

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Requisitions with directly related information for supplies, equipment, material, or services that are maintained separately and not as a part of an individual contract file.

**Disposition:** Destroy 2 years after completion or cancellation of requisition.

**FN: 1180-1-1c**

**Title:** Bid data (COE)

**Authority:** NC1-AU-77-79

**Privacy Act:** Not applicable.

**Description:** Abstracts of bids, submitted by district offices, used as a basis for accumulating data on bid experience for Civil Works construction.

**Disposition:** Destroy after 2 years. Earlier disposal is authorized.

**FN: 1180-1-1d**

**Title:** Bid experiences (COE)

**Authority:** NC1-AU-77-79

**Privacy Act:** Not applicable.

**Description:** Selected abstracts of bids, bid analyses, and similar information used for comparison of trends.

**Disposition:** Destroy after 4 years.

**FN: 1180-1-1e**

**Title:** Invitation to bid reviews (COE)

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Invitations to bid for foundation drilling and grouting projects and supply for diamond bits submitted for review and control.

**Disposition:** Destroy 1 year after completion of contract.

**FN: 1180-1-1f**

**Title:** Sales contract registers (COE)

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** 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.

**Disposition:** Destroy 3 years after close of FY following last entry on individual sheet or in register.

**FN: 1180-1-1g**

**Title:** Sales contracts (COE)

**Authority:** NN-166-204



**Table B-123****File category 1180: Corps of Engineers contracts—Continued****Privacy Act:** Not applicable.

**Description:** Information relating to the sale of surplus property. 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 supplements to contracts, collection and deposit information, and related information.

**Disposition:** Destroy 3 years after close of FY in which final payment is made.

**FN:** 1180-1-1h**Title:** Unsuccessful and rejected bids (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Unsuccessful and rejected bids maintained as a separate file and not as a part of an individual sales contract.

**Disposition:** Destroy 3 years after close of FY in which issued, except that bids returned without action will be destroyed immediately after bid opening.

**FN:** 1180-1-1i**Title:** Civil procurement action reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information indicating the status of Civil Works construction and architectural engineering contract awards submitted by contracting officers of field agencies to the heads of procuring agencies. Included are procurement action reports, changes to reports, completion of reports, and similar information.

**Disposition:**

- a. OCE: Destroy 6 years after completion of related contract, except change reports will be destroyed on receipt of succeeding report.
- b. Other offices: File with and dispose of with related contract file.

**FN:** 1180-1-1j**Title:** Contract correspondence**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information pertaining to military construction contracts; architect-engineer contracts; Civil Works construction, maintenance, and operation contracts; and repairs and utilities contracts. It excludes other files specifically described below.

**Disposition:** Destroy after 6 years.**FN:** 1180-1-1k**Title:** Contracting officer designations**Authority:** GRS 3, Item 2**Privacy Act:** Under development.

**Description:** Information reflecting the designation of contracting and ordering officers and contracting officer's representatives (military and civil) for design, construction, maintenance and repairs, and utilities contracts.

**Disposition:** Destroy 2 years after revocation or supersession of designation.

**FN:** 1180-1-1m**Title:** Contract qualifications**Authority:** NC1nAU-79-71**Privacy Act:** Not applicable.

**Description:** Brochures, pamphlets, questionnaires, and related information pertaining to qualification and experience of firms and individuals soliciting services in connection with military and Civil Works design and construction.

**Disposition:**

- a. Performance evaluation reports: Destroy after 6 years.
- b. Remaining files: Destroy when superseded.

**FN:** 1180-1-1n**Title:** Wage rate predeterminations**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on the predeterminations of minimum wage rates for laborers and mechanics to be included in contract specifications for military and civil construction work. Included are requests for wage rates, schedules of classification and wage rates,

**Table B-123****File category 1180: Corps of Engineers contracts—Continued**

modifications, superseded decisions, and letters of inadvertence issued by the Secretary of Labor.

**Disposition:** Destroy after 3 years.

**FN:** 1180-1-1p**Title:** Contractor's payroll files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Copies of payrolls submitted by construction contractors. They are used in determining compliance with labor laws and decisions.

**Disposition:**

- a. OCE: Destroy on completion of review.
- b. Field offices: Destroy 3 years after final payment of related contract.

**FN:** 1180-1-1q**Title:** Civil Works construction and maintenance contracts**Authority:** NC1-AU-76-47**Privacy Act:** Not applicable.

**Description:** These files may gather in various operating elements of an office responsible for administration of architect engineer and construction contracts for Civil Works projects and contracts for relocation and alteration of railroads, highways, utilities, cemeteries, and municipal facilities. Certain files on a contract may also gather in offices at other locations when the responsibility for certain functions is delegated to such offices. Such an office is designated as the "office of record" and will completely document the function, so that duplicate files kept by other elements can be destroyed as reference information.

a. Record files of each operating element will be transferred to the records holding area without consolidation with files of other elements of the same office or other offices.

b. Record copies of specifications and addenda, and original "as-built" drawings will be included in files described as Civil Works project files.

c. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be disposed of until the claim is settled or the investigation or litigation is completed.

d. Records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the board. These files will be packed and shipped per instructions in this regulation.

e. These contract files include contractual instrument files of contracts and related information pertaining to design, construction, and maintenance of Civil Works projects.

(1) Contractual instrument files include pre-award data, daily log of construction, the advertising orders, estimates of cost, abstracts of bids, accepted and unsuccessful bids, notices to proceed, stop and start orders, notices of completion, progress photographs, related correspondence, and all other information determined by the contracting officer as essential for completion of the individual contract.

(2) Residual files of information other than those defined in d above, including wage rate and labor problems, contract property accounts, consolidated records of the contract work on any job, summarizations of progress over a particular period for a specific contract, construction progress reports, and charts.

**Disposition:** Destroy after 6 years and 3 months. Transfer after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in FNs 37-2-10r and 1180-1-1a upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

**FN:** 1180-1-1r**Title:** Contract appeals**Authority:** NC1-AU-78-59**Privacy Act:** Not applicable.

**Description:** Information compiled by contracting officers and transmitted through channels to the CE Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representatives pursuant to Defense Acquisition Regulation, appendix A, or ER 1180-1-1. Included is all information pertinent to the appeal, such as the finding 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 the proceedings on the matter in dispute before filing the notice of appeal with the Board; and additional

Table B-123

File category 1180: Corps of Engineers contracts—Continued

information as the contracting officer may consider essential or as may be designated by the board.

Disposition:

- a. Board of Contract Appeals: Destroy 10 years after final decision of the board.
b. Duplicate files of supervisory offices: Destroy 1 year after final decision of the board.

FN: 1180-1-1s

Title: Requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of requisitions from field offices, shipping orders, and purchase orders with related correspondence pertaining to the supply of materials and equipment to military construction projects and kept by offices at the Army Staff.

Disposition: Destroy 1 year after scheduled delivery.

FN: 1180-1-1t

Title: Expediting cases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of purchase orders, memorandums, and correspondence pertaining to expediting assistance for construction materials and equipment required to complete military construction projects and kept by offices at the Army Staff.

Disposition: Destroy 6 months after close of case.

FN: 1180-1-1u

Title: Water supply storage space contracts

Authority: NC1-AU-80-15

Privacy Act: Not applicable.

Description: Contracts between the U.S. Government and States or local interests, entered into under Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long-term contracts, which continue in full force and effect for the physical life of the project, and short-term contracts, which provide for temporary needs.

Disposition:

- a. Long-term contracts: Destroy 6 years after removal of the structure, abandonment of project, or after the U.S. Government discontinues operation of the project.
b. Short-term contracts: Destroy 6 years after termination of the contract.

FN: 1180-1-1v

Title: Construction contract supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE Division offices which duplicate the files kept by subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 1180-1-1w

Title: Hired labor maintenance work files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on hired labor maintenance work on Civil Works completed projects, such as minor repairs to buildings, bridges, roads, or machinery and cleanup, mowing, and painting. Included are specifications, drawings, and reports.

Disposition: Destroy after 3 years, except that inspectors' completed reports will be filed with project operation and maintenance basic files (FN 11-2-240a).

Table B-123

File category 1180: Corps of Engineers contracts—Continued

information as the contracting officer may consider essential or as may be designated by the board.

Disposition:

- a. Board of Contract Appeals: Destroy 10 years after final decision of the board.
b. Duplicate files of supervisory offices: Destroy 1 year after final decision of the board.

FN: 1180-1-1s

Title: Requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of requisitions from field offices, shipping orders, and purchase orders with related correspondence pertaining to the supply of materials and equipment to military construction projects and kept by offices at the Army Staff.

Disposition: Destroy 1 year after scheduled delivery.

FN: 1180-1-1t

Title: Expediting cases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of purchase orders, memorandums, and correspondence pertaining to expediting assistance for construction materials and equipment required to complete military construction projects and kept by offices at the Army Staff.

Disposition: Destroy 6 months after close of case.

FN: 1180-1-1u

Title: Water supply storage space contracts

Authority: NC1-AU-80-15

Privacy Act: Not applicable.

Description: Contracts between the U.S. Government and States or local interests, entered into under Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long-term contracts, which continue in full force and effect for the physical life of the project, and short-term contracts, which provide for temporary needs.

Disposition:

- a. Long-term contracts: Destroy 6 years after removal of the structure, abandonment of project, or after the U.S. Government discontinues operation of the project.
b. Short-term contracts: Destroy 6 years after termination of the contract.

FN: 1180-1-1v

Title: Construction contract supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE Division offices which duplicate the files kept by subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 1180-1-1w

Title: Hired labor maintenance work files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on hired labor maintenance work on Civil Works completed projects, such as minor repairs to buildings, bridges, roads, or machinery and cleanup, mowing, and painting. Included are specifications, drawings, and reports.

Disposition: Destroy after 3 years, except that inspectors' completed reports will be filed with project operation and maintenance basic files (FN 11-2-240a).



## Glossary

### Section I Abbreviations

**AARA**  
Access and Amendment Refusal Authority

**ACCOR**  
Army COMSEC Central Office of Record

**ACES**  
Army continuing education system

**ACM**  
authorized controlled materials

**ACPC**  
Army potential contractor program

**ACS**  
Army Community Service

**ADAPCP**  
alcohol and drug abuse prevention and control program

**ADO**  
advance development objective

**ADP**  
automatic data processing

**ADPE**  
automatic data processing equipment

**ADSM**  
automated data systems manual

**AER**  
Army Emergency Relief

**AFDCB**  
Armed Forces Disciplinary Control Board

**AFEES**  
Armed Forces Examining and Entrance Station

**AIEP**  
Army Ideas for Excellence Program

**AMO**  
automation management officer

**APO**  
Army post office

**APOE**  
aerial port of embarkation

**ARFCOS**  
Armed Forces Courier Service

**AWOL**  
absent without leave

**BOIP**  
basis of issue plan

**CARDS**  
catalog of approved requirements documents

**CCF**  
Chaplain's Consolidated Fund

**CDC**  
Center for Disease Control

**CDS**  
child development services

**CEEB**  
College Entrance Examination Board

**CFA**  
current files area

**CI**  
Civilian internees; counter intelligence

**CIB**  
Criminal Intelligence Bulletins

**CINAF**  
composite institute address files

**CMSP**  
Chemical Material Surveillance Program

**CNPO**  
Central NAF Payroll Office

**COB**  
command operating budget; close of business

**COFF**  
cutoff, cut off

**COLA**  
cost of living allowance; cost of living adjustment

**COM**  
computer output microforms

**COMSEC**  
communications security

**CONUS**  
continental United States

**COOP**  
Continuity of Operation Plans

**COPE**  
Custodian of Postal Effects

**CPA**  
certified public accountant

**CSDP**  
Command Supply Discipline Program

**CSRS**  
civil service retirement system

**CTA**  
common table of allowances

**CTT**  
Common Task Test

**DAGO**  
Department of the Army General Order

**D&F**  
determination and finding

**DCSIM**  
Deputy Chief of Staff for Information Management

**DCSINT**  
Deputy Chief of Staff for Intelligence

**DEA**  
data exchange annex

**Dest**  
destroy

**DEP**  
delayed entry program; displaced employee program

**DFARS**  
Department of Defense Federal Acquisition Regulation Supplement

**DIA**  
Defense Intelligence Agency

**Disc**  
discontinue, discontinuance

**DISC4**  
Director for Information Systems Command, Control, Communications and Computers

**DOD**  
Department of Defense

**DODIG**  
Department of Defense Inspector General

**DOIM**  
Director of Information Management

**DPI**  
data processing installation

**DRMO**  
Defense Reutilization and Marketing Office

**EEO**  
Equal employment opportunity

**EECI**  
essential elements of criminal intelligence

**EFT**  
electronic funds transfer

**EOD**  
explosive ordnance disposal

**ESG**  
Environmental Support Group

<b>ETS</b> Expiration Term of Service	<b>IFRF</b> individual flight record folder	<b>MEDDAC</b> medical department activity
<b>EW</b> electronic warfare	<b>IFS</b> Integrated Facilities System	<b>MIA</b> missing in action
<b>FAR</b> Federal Acquisition Regulation	<b>IG</b> inspector general	<b>MMPF</b> master military pay file
<b>FEMS</b> Facilities Engineering Management System	<b>IMA</b> information mission area	<b>MN</b> materiel need
<b>FERS</b> Federal employees retirement system	<b>IMO</b> information management officer	<b>MOA</b> memorandum of agreement
<b>FIPS</b> Federal information processing standards	<b>ITEP</b> Individual Training Evaluation Program	<b>MOS</b> military occupational specialty
<b>FIRMR</b> Federal Information Resource Management Regulation	<b>JA/ATT</b> Joint Airborne/Air Transportability Training	<b>MOU</b> memorandum of understanding
<b>FN</b> file number	<b>JACS</b> JUMPS Army Automated Coding system	<b>MPRJ</b> military personnel record jacket
<b>FOIA</b> Freedom of Information Act	<b>JINTACCS</b> Joint Interoperability of Tactical Command and Control System	<b>MPV</b> military pay voucher
<b>FOUO</b> For Official Use Only	<b>JTA</b> joint table of allowances	<b>MRPF</b> master retired pay file
<b>FPM</b> Federal Personnel Manual	<b>JTD</b> joint table of distribution	<b>MRR</b> machine-readable records; materiel readiness report
<b>FRC</b> Federal Records Center	<b>JTR</b> Joint Travel Regulation	<b>MSC</b> major subordinate command
<b>FSS</b> Federal Supply Schedule	<b>JUMPS</b> joint uniform military pay system	<b>MTDA</b> modification table of distribution and allowances
<b>GAO</b> General Accounting Office	<b>LES</b> leave and earnings statement	<b>MTOE</b> modification table of organization and equipment
<b>GH</b> guest house	<b>LFN</b> list of file numbers	<b>MUSARC</b> major U.S. Army Reserve command
<b>GSA</b> General Services Administration	<b>MAAG</b> Military Assistance Advisory Group	<b>MWO</b> modification work order
<b>HHG</b> household goods	<b>MAC</b> Military Airlift Command	<b>NAF</b> nonappropriated funds
<b>HREC</b> health record	<b>MACOM</b> major Army command	<b>NAFI</b> nonappropriated fund instrumentality
<b>HQDA</b> Headquarters, Department of the Army	<b>MAP</b> Military Assistance Program	<b>NARA</b> National Archives and Records Administration
<b>ICF</b> intelligence contingency funds	<b>MARKS</b> Modern Army Recordkeeping System	<b>NATO</b> North Atlantic Treaty Organization
<b>ICR</b> internal control review	<b>MARS</b> Military Affiliate Radio System	<b>NBPRP</b> National board for the promotion of rifle practice
<b>ICRC</b> International Committee of the Red Cross	<b>MCN</b> Management Control Number	<b>NCO</b> noncommissioned officer
<b>IFR</b> individual flight record	<b>MEDCEN</b> medical centers	



**NCR**  
National Capital Region

**NDA**  
non-disclosure agreement

**NDCC**  
National Defense Cadet Corps

**NIPC**  
National Inventory Control Point

**NLN**  
no longer needed

**NPRC**  
National Personnel Records Center

**NRC**  
Nuclear Regulatory Commission

**NSA**  
National Security Agency

**NSN**  
National Stock Number

**OCIE**  
organizational clothing and individual equipment

**OCRHA**  
overseas command records holding area

**OCS**  
Officer Candidate School

**ODCSPER**  
Office of the Deputy Chief of Staff for Personnel

**OMB**  
Office of Management and Budget

**OMPF**  
officer military personnel file

**OPF**  
official personnel folder

**OPM**  
Office of Personnel Management

**OSA**  
Office of the Secretary of the Army

**OTAG**  
Office of the Adjutant General

**OTIG**  
Office of the Inspector General

**OTJAG**  
Office of the Judge Advocate General

**OWCP**  
Office of Workers' Compensation Program

**PBO**  
Property Book Officer

**PCF**  
practitioner credentialing files

**PCS**  
permanent change of station

**PERM**  
Permanent

**PERMAS**  
Personnel Management Assistance System

**PERSCOM**  
U.S. Total Army Personnel Command

**PFR**  
personnel finance record

**PIF**  
place in an inactive file

**POM**  
program objective memorandum

**POR**  
processing of overseas replacements

**POV**  
privately owned vehicle

**PSE**  
physical security equipment

**PW**  
prisoner of war

**QDT**  
quadruple terminal digit

**QMDO**  
qualitative materiel development objective

**QMR**  
qualitative materiel requirements

**QRI**  
qualitative requirements information

**QQPRI**  
qualitative and quantitative personnel requirements information

**RCPAC**  
Reserve Components Personnel and Administration Center

**RDTE**  
research, development, test, and evaluation

**Ret**  
retire

**RHA**  
records holding area

**RIF**  
reduction in force

**ROC**  
required operational capability

**ROTC**  
Reserve Officers' Training Corps

**SBP**  
survivor benefit plan

**SES**  
Senior executive service

**SF**  
standard form

**SFTP**  
Stockpile Function Test Program

**SIDPERS**  
Standard Installation/Division Personnel System

**SIGINT**  
signals intelligence

**SIGSEC**  
signals security

**SLTP**  
Stockpile Laboratory Test Program

**SOP**  
standing operating procedure

**SQT**  
skill qualification test

**SRO**  
standing route order

**SSA**  
Supply Support Agency

**SSN**  
social security number

**SSSC**  
Self Service Supply Center

**STANFINS**  
Standard Army Finance System

**SUBMACOM**  
major Army subordinate command

**TAADS**  
The Army Authorization Documents System

**TCMD**  
transportation control and movement document

**TDA**  
tables of distribution and allowances

**TDRL**  
temporary disability retired list

**TBO**  
transaction by others

**TFO**  
transaction for others

**TISA**  
troop issue subsistence activities

**TJAG**  
The Judge Advocate General

**TLE**  
Technical Listening Equipment

**TOE**  
table of organization and equipment

**TRADOC**  
U.S. Army Training and Doctrine Command

**trf**  
transfer

**UCMJ**  
Uniform Code of Military Justice

**UPH**  
unaccompanied personnel housing

**USAAA**  
U.S. Army Audit Agency

**USAEHA**  
U.S. Army Environmental Hygiene Agency

**USAISC**  
U.S. Army Information Systems Command

**USAMHRI**  
U.S. Army Military History Research Institute

**USAMMA**  
U.S. Army Medical Materiel Agency

**USALSA**  
U.S. Army Legal Services Agency

**USAPACEHEA**  
U.S. Army Pacific Environmental Health Engineering Agency

**USAPPC**  
U.S. Army Printing and Publishing Command

**USAR**  
U.S. Army Reserve

**USASC**  
U.S. Army Safety Center

**USDA**  
United States Department of Agriculture

**USDB**  
U.S. Disciplinary Barracks

**USMA**  
U.S. Military Academy

**UW**  
unconventional warfare

**VA**  
vulnerability assessment; Department of Veterans Affairs

**VHA**  
variable housing allowance

**WCSC**  
Waterborne Commerce Statistics Center

**WIC**  
women, infants, and children

**WNRC**  
Washington National Records Center

## Section II Terms

### Acceptable substitute for original documents

Term primarily used to describe disposition standards for destruction of original records after they have been converted to microform. Before microfilm can become the record copy and the records or information from which the microfilm was produced can be destroyed, the microform image must meet all necessary quality standards. If the records may be used in a court of law, acceptability of the microform in place of the original records must be established.

### Accession

The act and procedures involved in transferring legal title and physical custody of records from Department of the Army to the National Archives. This action is done by HQDA (SAIS-IDP) WASH DC 20310-0107 through a formal offer of the records to the National Archives of the United States).

### Accession number

A three-part number that is assigned to each records shipment to an FRC. It consists of the National Archives records group number, the fiscal year, and a four-digit sequential number (for example, 77-80-0001, 338-81-0001, 153-81-0001). Accession numbers uniquely identify retired records for locating them in an FRC.

### Action copy

That copy of a communication directed to a particular agency, office, or individual responsible for action, as opposed to an information copy.

### Administrative value

The usefulness of records to the originating or succeeding agency for current business.

### Alphabetical arrangement

There are two basic methods of arranging records alphabetically by subject, and by name. These methods are:

#### a. Subject.

Under this method, use subject titles and arrange alphabetically.

#### b. Name.

Arrange records by the name of persons, places, or organizations. These are examples of the name arrangement method:

#### (1) Personal names.

File by surname, then by first name, and middle initial. For example, Brown, Robert J.; Doe, John L.; Smith, Joe S.

#### (2) Place names.

File first by name of larger place, and then by specific location. For example: Maryland, Camp Springs; Ohio, Xenia; Pennsylvania, Franklin; Wisconsin, Madison; Wyoming, Cheyenne.

#### (3) Organizational names.

First file by general name, such as arsenal, battalion, depot, company, then file by specific name. For example: Arsenal, Pine Bluff; Depot, Red River; Military Ocean Terminal, Bayonne. When some records are filed by number and others by name within the same record group, the numbered records should come before the named records. For example: 32d MI Detachment; 45th Infantry Division; Main Army Depot.

### Appraisal

The process of determining the value (and therefore, the disposition) of records based upon their current administrative, legal, and fiscal use; their evidentiary and informational or research value; their arrangement; and their relationship to other records.

### Archival value

The determination in appraisal that records are worthy of permanent preservation by the National Archives.

### Audiovisual records

Records in pictorial or audio form, regardless of format.

### Cartographic records

Records depicting, in graphic or photogrammetric form, a portion of a linear surface, such as maps, globes, topographic and hydrographic charts, cartographies, relief models, and aerial photographs.

### Case file

A folder or other file unit containing material relating to a specific action, event, person, place, project, or thing.

### Central files

The records of several offices or organizational units physically or subjectively centralized and supervised in one location.

### Classification

The act of identifying documents or records in accordance with a predesignated filing system.

### Computer output microform

Microforms (microfiche, microfilm) containing data produced by a recorder from computer generated signals. A process of converting data from magnetic tape to human readable images on film.



### Copy

A reproduction or duplication of an original record. Copies identified by their functions include action copy, comeback copy, file or record copy, information or reference copy, official copy, and stayback copy. Copies identified by method of creation include carbon, ribbon, electrostatic, mimeograph, offset, press, diazo, and vesicular.

### Current files area

Areas and office space where current, day-to-day work is done and current records are created and maintained.

### Current records

Records necessary for doing the current business of an office; they must be maintained in files equipment in the office.

### Cutoff

The setting aside of a logical block of records on which all action has been completed. Then the retention and disposition instructions can be applied. Blocks of records are normally cut off at the end of a fiscal year, a calendar year, or a school year. Specific records within the block that represent incomplete or continuing action are withdrawn and carried forward into the new file.

### Date arrangement

A system of arranging records or documents in chronological order by year, by month, or by day of the month.

### Deacidification

The process by which the pH of paper documents is raised to a minimum of 7.0. This process is used as a method of preserving paper records of long-term value that are deteriorating due to age and use. The process is generally used before documents are thermoplastically laminated.

### Declassification

The determination that security classified information no longer requires, in the interest of national security, protection against unauthorized disclosure. Removal or cancellation of the security information markings is normally involved.

### Departmental records

Records accumulated by Headquarters, DA agencies as opposed to those accumulated by field operating agencies, staff support agencies, major Army commands, and similar organizations.

### Discontinuance

The placing of an organization in an inactive status or in surplus status when all military functions have ceased. When this term is used, it also includes inactivation, disbandment, and reduction to zero strength.

### Disposition

The actions taken with noncurrent records. These include transfer to a records holding area, retirement to a Federal records center,

authorized donations, destruction, and accessioning into the National Archives.

### Disposition instructions

Precise instructions specifying the date or event for cutoff, transfer, retirement, or destruction of records.

### Disposition schedule

A document governing, on a continuing basis, the retention and disposition of the recurring record series of an organization or agency. This pamphlet makes up the Army disposition schedule. These disposition instructions meet the requirements of 44 USC 3301-3314.

### Donation

The transfer of Army records (which are eligible for destruction) to a qualified agency, organization, institution, or person. HQDA(SAIS-IDP) approval is required for donations.

### Duplex number arrangement

A system of numeric filing where the number has two or more parts, separated by a dash, space, or a comma (for example, 340-1, 611-201, 096 10 2594). Under this method, arrange documents in straight numerical sequence by the first part of the number and then by succeeding parts of the number. Army Regulations are an example of documents filed under this method.

### Field records

Records accumulated by field operating agencies, staff support agencies, major Army commands, posts, installations, and similar organizations, as opposed to those accumulated by HQDA.

### File

- a. An accumulation of records maintained in a predetermined physical arrangement.
- b. To place documents in a predetermined location according to an overall plan of classification.

### File number

The number assigned to records described under that file number. This number identifies information for filing, reference, and disposition authority.

### Geographical arrangement

A system of arranging records alphabetically by geographical area such as major command, country, county, or territory.

### Housekeeping files

Records accumulated or generated within an office that document the internal administrative functions of the office as opposed to those that document the primary missions of the office.

### Information management

The administration of information, its uses and transmission, and the application of theories and techniques of information science

to create, modify, or improve information handling systems.

### List of file numbers

A listing of the specific file numbers and file titles describing the records accumulated or generated within an office. The listing is prepared within each element where records are accumulated or generated and must be approved by the appropriate records management official.

### Modern Army Recordkeeping System

A system for identifying, arranging, and retrieving Army records for reference and disposition according to the directive, usually an AR or DA Pamphlet, which prescribes their creation, maintenance, and use.

### Machine-readable records

Machine-readable records (MRR) are data or information stored on magnetic media such as tape, disk packs, drums, and optical disks. For purposes of this regulation, punched cards are considered machine-readable media. MRR require machine processing and decoding for conversion to human-readable form; also, they document one or more specific functions of an element or office. MRR are records as defined by the Federal Records Disposal Act (section 366, title 44, United States Code (44 USC 366)).

### Master file

The definitive state of a data file in an automated system at a given time.

#### a. Current master file.

As distinguished from the prior master file (see *b* below), the current state of a data file in an automated system at a given time; or master continuous update tapes (or other media) containing data merged with valid transaction data to create a new (or updated) master file.

#### b. Prior master file.

A file that was at one time the current master file, but was superseded in the master file updating process. Usually second, third, or fourth generation tapes (or other media) reflecting superseded data or a superseded master file that has lost all or some of its data.

#### c. Historical (transaction) file.

A file of accumulated data from previous transactional updates and kept separately for historical purposes or a valid file of items used with the master data input file to create a master data output file. This file of items is sometimes kept for security backup, historical, or similar purposes for varying periods of time. A file may be identical in format and content to a master file, but kept separately for security backup, historical, or similar purposes.

### Mixed series records shipment

A records shipment of one box under more than one MARKS file number, or created by more than one element of an organization. This shipment has one accession number.

### Noncurrent records

Records no longer required for current operations.

### Office

Any place where records are created, maintained, or used.

### Organizational arrangement

A system of arranging records either alphabetically by name of organization, or numerically by organization number.

### Permanent records

The designation applied to records worthy of permanent retention by the United States, and accessioned into the National Archives.

### Prescribed quality standards

The survivability standard that microforms must meet before they are approved for use as the record copy of information. This phrase is primarily used in disposition standards to authorize the destruction of original records after they have been converted to microform.

### Preservation

Specific measures, individual and collective, taken for the repair, maintenance, restoration, or protection of information storage media.

### Project file

See case file.

### Reading file

A file with copies of documents arranged in chronological order.

### Record copy

That copy of a record kept by the agency, office, or element directly responsible for the function to which the record relates. No matter what method is used to create or duplicate the copy, record copies of incoming or outgoing communications may be in a variety of forms. These include paper copy, yellow file copy, ribbon copy, carbon copy, handwritten items, specific media, microforms, and so forth. It does not include reading file copies, or copies held for convenience or reference.

### Records

All books, papers, maps, photographs, machine-readable materials, or other documentary materials regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them. Library and museum material made or acquired and preserved solely for reference or

exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

### Records center

A facility that is designed and constructed for low-cost and efficient storage of records, and for reference service on semicurrent records, pending their ultimate disposition. FRCs serving the Army are operated by GSA.

### Records holding area

A facility established to collect and maintain cutoff records until they are either eligible for destruction or retirement to a Federal records center or other records depository. When located OCONUS, these facilities are referred to as Overseas Command Records Holding Areas (OCRHAs).

### Retention period

The length of time that a record must be kept before it is destroyed. Records not authorized for destruction have a retention period of permanent.

### Retire

The movement of records from a CFA or RHA into the Federal Records Center system.

### Security classified information

Official records or information requiring protection against unauthorized disclosure. The degree of protection is specified by one of the following: TOP SECRET, SECRET, CONFIDENTIAL.

### Single series records shipment

A records shipment of one or more boxes under one MARKS file number, accumulated by one element of an organization. This shipment has one accession number.

### Straight numerical arrangement

A system of arranging records in consecutive numerical sequence, that is, 1, 2, 3, 4, 5, and so forth.

### Subject arrangement

A system of arranging records by a meaningful title.

### Textual records

The term applied to manuscript or typescript, as distinct from audiovisual, cartographic, and machine-readable records.

### Terminal digit arrangement

A system of arranging records by number using the units and tens (terminal digits) of a number rather than the whole number. For example, the No. 3441-56-5929 would normally be separated as 344156-59-29 for terminal digit filings. The primary arrangement is "29," the secondary arrangement is "59," and the remaining digits are used for filing in straight numerical order.

### Transfer

The movement of records from a CFA into an RHA.

### Unidentified files

Records that are not currently described under MARKS file numbers. When such records are determined to exist, specific records management actions prescribed in this regulation will be taken.

### Unscheduled records

Records which have not been approved by NARA for disposition.

### Working papers

Documents such as rough notes, calculations, or drafts that are assembled or created and used in the preparation or analysis of other documents. These documents are also considered records and are filed under the appropriate MARKS number.

## Section III

### Special Abbreviations and Terms

There are no entries in this section.



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## REQUEST FOR RECORDS

For use of this form, see AR 25-400-2; the proponent agency is ODISC4

### PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM

1. MARKS FILE NUMBER (reference sheet is for...)
- These records will be used for official purposes only.
  - Do not remove, permit to be removed, add to, or reveal the contents to unauthorized persons.
  - The requester is responsible for return of these records intact to the office of record.

### SECTION I - TO BE COMPLETED BY THE REQUESTER

1. RECORD(s) REQUESTED (Give file classification, subject, date, and other identifying information. If records of personnel are requested, give name (LAST NAME FIRST), grade, SSN, type of file requested, and purpose for which records are to be used.)

b. ADDRESSEE(s) (Use item 3g if more space is needed.)

c. SUBJECT

d. DATE

e. LOCATION (of where record is filed)

f. MEDIA

(1) MARKS FILE NUMBER

(2) MARKS FILE NUMBER TITLE

HARDCOPY

ELECTRONIC

g. SUMMARY (Give a brief summary/description of the contents of the related record.)

2. REQUESTER'S ADDRESS

3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED

4. TELEPHONE NO.

5. DATE

6. NAME AND SIGNATURE OF REQUESTER

### SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN

7. SEARCHER'S REPORT

a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2.

b. RECORDS CURRENTLY ON LOAN (Complete block 7d.)

c. UNABLE TO IDENTIFY RECORDS

d. NAME, ADDRESS, TELEPHONE NO., AND DATE LOANED

8. DATE RECORDS MUST RETURNED

9. ADDRESS OF CUSTODIAN

10. TELEPHONE NO.

11. DATE

12. NAME AND SIGNATURE OF CUSTODIAN

### SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD

13. DATE RETURNED

14. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED

**REQUEST FOR RECORDS**

For use of this form, see AR 25-400-2; the originating agency is ODISCA

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM

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**DETAILED**

2. REQUESTER'S ADDRESS

3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED

4. TELEPHONE NO. 5. DATE

6. NAME AND SIGNATURE OF REQUESTER

**SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN**

7. SEARCHER'S REPORT

a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2

b. RECORDS CURRENTLY ON LOAN (complete block 7d1)

c. UNABLE TO IDENTIFY RECORDS

8. DATE RECORDS MUST RETURNED

9. ADDRESS OF CUSTODIAN

10. TELEPHONE NO. 11. DATE

12. NAME AND SIGNATURE OF CUSTODIAN

**SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD**

13. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED

14. DATE RETURNED

REPLACES DA FORM 643, MAY 70, WHICH MAY BE USED UNTIL EXHAUSTED

DA FORM 643-R, JAN 93



# RECORDS CROSS REFERENCE

For use of this form, see AR 25-400-2; the proponent agency is ODISC4

*File this sheet to show where related files are located.*

1. MARKS FILE NUMBER (in which this cross reference sheet is filed)

2. MARKS FILE NUMBER TITLE

3. RELATED RECORD INFORMATION (Use a separate DA Form 1613-R for each related record.)

a. ORIGINATOR

b. ADDRESSEE(s) (Use Item 3g if more space is needed.)

c. SUBJECT

d. DATE

e. LOCATION (of where record is filed.)

f. MEDIA

(1) MARKS FILE NUMBER

(2) MARKS FILE NUMBER TITLE

HARDCOPY

ELECTRONIC

g. SUMMARY (Give a brief summary/description of the contents of the related record.)