

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

apportionments, allotment ledgers, journal sheets, proof sheets, registers of obligation documents, and comparable information.
Disposition: Destroy 10 years after end of FY of preparation.

FN: 37-2-10w

Title: Voucher registers

Authority: GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Information consisting of cash receipt registers, cash disbursement registers, accounts receivable registers, accrued expenditure registers, journal voucher registers, and summary journal vouchers prepared from those registers.

Disposition: Destroy 5 years after end of FY of preparation.

FN: 37-2-10x

Title: Vendors paid obligations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of paid obligation documents and transportation invoices kept alphabetically by vendor.

Disposition: Destroy after 3 years.

FN: 37-2-10y

Title: Accounts payable cards

Authority: GRS 9, Item 3a

Privacy Act: Not applicable.

Description: Cards reflecting obligations and disbursements kept alphabetically by vendor, in place of vendor's paid obligations files.

Disposition: Destroy 3 years after latest entry on the card.

FN: 37-2-10z

Title: Miscellaneous accounting files

Authority: GRS 8, Item 8a

Privacy Act: Not applicable.

Description: Information includes general ledger trial balances, cost and financial summaries, reports of civilian personnel strength and personal service obligations, and comparable information.

Disposition: Destroy 3 years after end of FY of preparation.

FN: 37-2-10aa

Title: Temporary operational files

Authority: GRS 23, Item 6

Privacy Act: Not applicable.

Description: These files include copies of procurement bureau vouchers, procurement bureau voucher schedules, bureau vouchers for cost transfers, journal vouchers, and similar information prepared for temporary operational purposes.

Disposition: Destroy 1 year after the month of preparation, except copies of bureau vouchers may be kept until completion of payment or collection. Earlier destruction is authorized as files serve their intended purpose.

FN: 37-2-10bb

Title: Audits

Authority: GRS 3, Item 4

Privacy Act: Not applicable.

Description: Division and district auditors' audit reports and accounting review and examination reports, with working papers and copies of reports and related information accumulated by the audited or inspected installation pertaining to audits, reviews, examinations, and inspections by higher authority and outside agencies.

Disposition: Destroy after 2 years, except audit files on cost reimbursable type contracts will be destroyed 6 years after final reimbursement is made.

FN: 37-2-10cc

Title: Cost accounting principal reporting files

Authority: NC1-AU-76-41

Privacy Act: Not applicable.

Description: Information on cost accounting in CE field offices. Included are recurring and periodic cost reports such as FY cost-budget summaries, revolving fund financial reports, and comparable information submitted to higher echelon offices.

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

Disposition: Destroy after 30 years. Retire to FRC serving the geographical area 5 years after end of FY of preparation.

FN: 37-2-10dd

Title: Cost accounting subordinate reporting files

Authority: GRS 5, Item 5a

Privacy Act: Not applicable.

Description: Interim reports such as principal reports, reports of operation of shops and other facilities, reports of cost of operation and usage of passenger vehicles, and comparable reports.

Disposition: Destroy 5 years after end of FY of preparation.

FN: 37-2-10ee

Title: Project construction work orders

Authority: GRS 22, Item 1b

Privacy Act: Not applicable.

Description: Cost data, such as work orders and job estimate summary sheets in whatever form, for project construction work.

Disposition: Destroy 6 years after FY in which project or separately authorized modification is completed.

FN: 37-2-10ff

Title: Project construction work order costs

Authority: NC1-AU-76-42

Privacy Act: Not applicable.

Description: Included are work order cost ledgers, feature and subfeature cost ledgers, and work order completion reports for project construction (including advance engineering and design).

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

FN: 37-2-10hh

Title: Project work order costs (for other than construction)

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

Privacy Act: Not applicable.

Description: These records include:

- Work orders.
- Work order cost ledgers.
- Feature and subfeature cost ledgers.
- Work order completion reports.
- Project work other than construction (including planning, preliminary examinations, and surveys).
- Advance engineering and design for projects which have been determined unfeasible.

Disposition: Destroy 6 years after end of FY of preparation or after project is determined unfeasible, as applicable.

FN: 37-24b (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-26-1a

Title: COEMIS, F&A internal outputs

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

Privacy Act: A0037-2-1CE

Description: Information containing printouts used in managing field operations. Examples are reports used in controlling the system, feeder data for preparation of other reports which are not feasible to be automated, such as flash reports and other letter reports, and similar information.

- Biweekly report, project summary, project report, summary managerial report, report index, interim managerial report, branch report, Civil Works progress and performance reports, line item status, line item Civil Works Engineering, finance elements, finance data by accounting element, expense by element, within project, within appropriation, expense by account within line item, status of revolving fund cost and operating accounts, district office budget and FY costs, and revolving fund balance sheet.
- Revolving fund distributions and lists of valid cost accounts.
- 80-80 listing of records stored on busywork file.
- Personnel file database listing, labor by organization and subfeature, and project fund balances.

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

- e. Trial balance—chart C.
 - f. Military appropriations trial balance fund status.
 - g. Revolving fund cash balance report.
 - h. F&A database organization code and name listing, and selective F&A database record type listing.
 - i. PB-11 feeder report, if required.
- Disposition:**
- a. End of FY report: Destroy after 30 years. Retire to the FRC serving the geographic area after 10 years.
 - b. Monthly reports: Destroy after 5 years.
 - c. Weekly or biweekly reports: Destroy after they have served their purpose (a above).
 - d. Destroy after 6 years (b above).
 - e. End of FY report: Destroy after 1 year (c above).
 - f. Monthly reports: Destroy after they have served their purpose (c above).
 - g. End of FY report: Destroy after 5 years (d above).
 - h. Monthly report: Destroy after 3 years (d above).
 - i. Daily report: Destroy after they have served their purpose (d above).
 - j. Destroy after 3 years (e above).
 - k. Monthly report: Destroy after 1 year (f above).
 - l. Daily reports: Destroy after they have served their purpose (f above).
 - m. Destroy after 60 days. Earlier destruction is authorized (g above).
 - n. Destroy upon receipt of new listing or after it has served its purpose, whichever is later (h above).
 - o. Destroy after they have served their purpose (i above).

FN: 37-26-1b

- Title:** COEMIS, F&A external outputs
Authority: NC1-AU-76-25 and NC1-AU-77-141
Privacy Act: A0037-2-1CE
Description: Information containing field office copies of status reports sent to higher authority. They include appropriations and work allowances reports, cost and performance reports, FY cost-budget summaries, trial balances, status of allotments, and related reports.
- a. Appropriations and work allowances; obligations; supplemental costs; cost and performance; supplementary construction; FY cost-budget summaries; financial assistance program; fixed assets and materials with contractors; analysis of warehouse stocks; accounts receivable; trial balance of general ledger and summary of transactions; schedules of plant, properties, and equipment; statement of fund availability; and requirements; statements of results from operations, and statements of shop or facility operation.
 - b. ICAR submission, 80-80 list, and trial balance, charts B, C, D, and E.
 - c. Family housing operation and maintenance cost report, family housing, 80-80 listing, status of allotments-AF, and summary-AF allotments.
 - d. Nonstation fund report.
- Disposition:**
- a. End of FY report: Destroy after 30 years. Retire to the FRC serving the geographic area after 10 years (a above).
 - b. Quarterly or monthly reports: Destroy after 3 years (a above).
 - c. End of FY report: Destroy after 10 years. Retire to the FRC serving the geographic area after 5 years (b above).
 - d. Monthly report: Destroy after 3 years (b above).
 - e. Destroy 1 year after all transaction after 3 years.

FN: 37-26-1c

- Title:** COEMIS, F&A site audit input documents
Authority: GRS 2, Item 18c
Privacy Act: A0037-2-1CE
Description:
- a. Information consisting of copies of reports relating to database build, load and maintenance, accounting transfer entry or reference information, labor cost distribution sheet, and similar information.
 - b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents which are used to input data into the computer.
- Disposition:**
- a. Accounts and supporting documents pertaining to American Indians: Permanent.
 - b. All other records:
 - (1) Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has

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

- been made in the same FY, will be retired with (but not interfiled with) these files. (a above)
- (2) Destroy after all corrections have been made and reprocessed. (b above)

FN: 37-44a

- Title:** Guarantees
Authority: NN-166-158
Privacy Act: Not applicable.
Description: Information reflecting legal aspects of official guarantees. Included are guarantee documents containing terms agreed to and related information.
Disposition: Destroy 4 years after case is closed.

FN: 37-44b

- Title:** Guaranteed loan accounting files
Authority: NN-166-158
Privacy Act: Not applicable.
Description: Information on the accounting required for guaranteed loans. Included are vouchers, registers, collection documents, financial statements, fiscal reports, ledgers, and comparable information.
Disposition: Destroy 4 years after case is closed.

FN: 37-47a

- Title:** Miscellaneous expense contingency funds
Authority: NC1-AU-86-14
Privacy Act: Not applicable.
Description: Information supporting miscellaneous expense contingency funds. Included are requests for approval, justifications for expenditures, estimated cost of projects, approvals, itemized lists of expenses, guest lists, and similar information.
Disposition:
- a. OASA(FM): Destroy after 8 years.
 - b. Custodians of miscellaneous expense contingency funds: Destroy 1 year after inspection by a representative of (USAAA).

FN: 37-47b

- Title:** Certificates of settlement
Authority: GRS 6, Items 3a and 3b
Privacy Act: Not applicable.
Description: Information on certificates of settlement, statements of differences, related or comparable information accumulated by accountable officers.
Disposition:
- a. Destroy certificates covering periodic settlements when subsequent certificates of settlement are received.
 - b. Destroy certificates covering closed account settlements, supplemental settlements, and final balance settlements 2 years after date of settlement and clearance.

FN: 37-49a

- Title:** Budget formulation and presentation files
Authority: GRS 5, Item 5a and b
Privacy Act: Not applicable.
Description: Information on development of the budget, including presentation to higher authority. Included are budget system standard worksheets, computer input and output, budget formulation procedures, schedules for periodic reports, and directly related information.
Disposition:
- a. Annual report: Destroy 5 years after end of FY.
 - b. Other reports: Destroy 3 years after end of FY.

FN: 37-55c (Not used)

- Title:** Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-55d

- Title:** Basic cost accounting reporting files
Authority: NN-166-204
Privacy Act: Not applicable.

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

Description: Information accumulated in preparing recurring and periodic basic cost accounting reports made by operating offices of Army field elements, primarily for sending to higher echelon offices. Also, information reflecting actual and programmed accomplishments measured in terms of cost. These reports reflect costs in such areas as foreign assistance, public information, military personnel procurement, maintenance, repair, critical materials, cost and performance reports, and similar areas.

Disposition:

- a. Offices responsible for preparation of report: Destroy after 3 years.
- b. Other offices: Destroy 1 year after preparation of consolidated report or summary of report, or after 3 years if consolidation or summary is not made.

FN: 37-80a

Title: Foreign military sales transactions

Authority: NN-163-58

Privacy Act: Not applicable.

Description: Information on transactions consummated under the Foreign Military Sales Program, including supply arrangements. Included are DOD offers and acceptances and accounting statements and allocation advices received or prepared. File by country or international organization, by case designator.

Disposition: Destroy 12 years after close of case.

FN: 37-100a

Title: Accounting classification audits

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used to verify correctness of accounting classifications. Included are master numerical lists of valid accounting classifications and related information.

Disposition: Destroy all merged accounting classification files at end of each FY.

FN: 37-101g

Title: Commercial account claims

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information related to commercial invoices and accounts against the U.S. resulting from contractual relationships with DA, which have been submitted to Claims Division, GAO, for settlement because of unresolved questions of law or fact. Included are copies of contracting officers' reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information.

Disposition: Destroy after 4 years.

FN: 37-101k (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101t (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101u (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1b

Title: Locator cards

Authority: NC1-AU-82-19

Privacy Act: AO037-104-3b,cSAFM

Description: Cards that identify Active Army and Reserve Component members on the master pay files at the USAFAC. A card image is

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

transmitted by USAFAC to the appropriate Finance and Accounting Office for Army members and to input stations for Reserve members when an account is established, and when various administrative changes are submitted to the file. (JACS Sites, see FN 37-101-2m.)

Disposition: Destroy upon receipt of new card or 6 months after person is no longer under jurisdiction for pay.

FN: 37-101-1c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1f

Title: Withholding taxes

Authority: GRS 2, Item 18c and NC1-AU-85-12

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: Information reflecting taxes withheld. Included are reports to employees of taxable wages, income, FICA, and Medicare taxes withheld, such as IRS Forms W-2 and W-2C, and returns to Social Security Administration, Internal Revenue Service, State, city, or local taxing authority of the total taxable earnings and taxes withheld (such as IRS Forms W-2, W-2C, W-3, W-3C, 941, 941C, 4802, 4804, and magnetic tape listings), tax reconciliations, receipts, and related information.

Note: For Korean National Direct Hire Withholding Tax Files, reports are submitted to the Korean Government Tax Office.

Disposition: Destroy after 4 years, except destroy Korean National Direct Hire Withholding Tax Files, after 5 years.

FN: 37-101-1g (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1h

Title: Levies and garnishments

Authority: GRS 2, Item 23

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: Information reflecting levy or garnishment actions against Federal employees. Included are Official Notice of Levy or Garnishment, charge slips, working papers, release forms on charges against retirement funds or attachment of salary for nonpayment of back income taxes or other debts, and comparable or related information.

Disposition: Destroy 3 years after final action.

FN: 37-101-1i

Title: Daily activity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Daily reports compiled within the various elements of a finance and accounting office to record receipts, production, backlogs, and similar information. Included are DA Forms 4041, 4049, 4052, 4056, 4058, and similar forms or records. (Accumulations of daily activity reports are frequently helpful in preparing for manpower surveys of the FAO, especially in preparation of the Schedule X.)

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

Disposition: Destroy after 60 days.

FN: 37-101-1j

Title: Separations locator cards

Authority: GRS 7, Item 3.

Privacy Act: AO037-104-3a,b,SAFM

Description: Cards prepared for each person for whom a final (separation) military pay voucher is prepared, including such information as name, Social Security Number (SSN), date of separation, and final military pay voucher (MPV) number.

Disposition: Destroy after 2 years.

FN: 37-101-1k (Not used.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1m

Title: Wage and tax statements — military

Authority: GRS 2, Item 18c

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: Information related to controlling and reporting wage and tax statements of soldiers to the State or city taxing authority. Included are reports, statistics with supporting records reflecting wages, State and local taxes, Social Security taxes, and similar information.

Disposition: Destroy after 4 years.

FN: 37-101-1p

Title: Miscellaneous F&AO reports

Authority: GRS 2, Item 1 and GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Miscellaneous F&AO reports, produced in microform, which include records of transportation billings and related accounting documents paid by Transportation Directorate to common carriers and vendors. Other reports such as copies of various source documents (that is, computer accounting lists) used throughout the command which are reduced to microfiche format for ease of use and storage.

Disposition:

a. USAFAC master: Destroy after 56 years. DO NOT RETIRE.

b. Finance and Accounting Offices: Destroy after 6 months.

c. USAFAC working files: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 37-101-2m

Title: JUMPS—Army Automated Coding System (JACS) reports/ listings

Authority: GRS 23, Item 5

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: These reports and listings contain information and data relating to pay transactions and pay adjustments processed by the local finance office through JACS to update the soldier's master military pay file (MMPF) maintained by USAFAC.

Disposition:

a. JACS finance and accounting offices: Dispose of the JACS listings per instructions outlined in AR 37-101-2.

b. Routine control files: Destroy when no longer needed for current operations.

FN: 37-103a

Title: Collection vouchers

Authority: GRS 6, Item 4

Privacy Act: Not applicable.

Description: Copies of documents that have been transmitted to disbursing officers which are accumulated by sales officers and other officials authorized to accept amounts due the United States from individuals, organizations, or governmental agencies, other than files accumulated by fiscal officers. Included are reports of deposits, report of collection for authorized sales of services and supplies (other than subsistence), account of sales of public property at public auction or on sealed proposals, schedules of collections, comparable information.

Note: When these documents form an integral part of the accounts of files described elsewhere in this regulation, they will have the same disposition as those files.

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

Disposition: Destroy after 3 years.

FN: 37-103b

Title: Level of cash balance reviews

Authority: NC1-AU-81-24

Privacy Act: Not applicable.

Description: Information covering the periodic reviews of cash funds authorized for maintenance by finance and accounting officers and their agents. This information serves as a basis for reducing or expanding the amount of cash funds held at personal risk and for discontinuing such funds when demonstrated need no longer exists.

Disposition:

a. Cash holding authority information: Destroy upon supersession.

b. Other information: Destroy after 2 years.

FN: 37-103c

Title: Signature cards-voucher certifier files

Authority: GRS 6, Item 5b

Privacy Act: Under development.

Description: These files identify signatures of certifying officers who certify vouchers. Included are signature cards, orders identifying individuals authorized to be certifying officers, and related information.

Note: Certifying officers are required to be placed on orders by their commanders and a copy of the orders must be furnished to the FAO along with the DD Form 577 (Signature Card).

Disposition: Destroy 3 years after revocation.

FN: 37-103d

Title: Operation reporting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Unit or disbursing officers' retained copies of monthly report of operations, reports of discounts on contracts and purchase orders, and comparable information.

Disposition: Destroy after 1 year.

FN: 37-103f

Title: Imprest fund discrepancies

Authority: II-NNA-1474

Privacy Act: Not applicable.

Description: Information accumulated by finance and accounting officers which reflects imprest fund shortages. Included are reports with supporting and related information.

Disposition: Destroy 2 years after case is closed.

FN: 37-103g

Title: Currency controls

Authority: NC1-AU-86-16

Privacy Act: Not applicable.

Description: Information used in overseas commands to control the amount of foreign currency in the possession of United States military and civilian personnel to prevent black market or other illegal activities.

Disposition: Destroy after 6 months.

FN: 37-103h

Title: Currency conversions

Authority: NN-166-204

Privacy Act: AO037-103dSAFM

Description:

a. Information accumulating in personnel and finance offices, hotels, clubs, unit orderly rooms, and similar activities from conversion of military payment certificates into dollar instruments or foreign currency, conversion of dollar instruments into military payment certificates, or replacement of a current issue of military payment certificates by new issue.

b. Before disposal, files on unsettled irregularities or discrepancies will be withdrawn, held until settlement of the irregularities or discrepancies, and then destroyed.

Disposition: Destroy 1 year after date of inspection for those files for which inspection by an inspector general is required.

FN: 37-103i

Title: Military payment certificate accountability files

Authority: NC1-AU-86-17

Privacy Act: Not applicable.

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

Description: Information kept by command accountable officers which provides accountability data for each series of military payment certificates. Included are receipts indicating shipments made or received, shipping documents, destruction schedules, letters appointing destruction committees, other information containing data indicating use, reduction, or increase of certificates.

Disposition: Destroy 1 year after outstanding balances in each denomination of each series are liquidated and clearance has been received from the Army accountable officer.

FN: 37-103k (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103q (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103r (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103t

Title: General collections and expenditures

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

Privacy Act: AO037-104-1bSAFM

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

Disposition:

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

FN: 37-103y (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103z (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103aa (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103bb

Title: Installation property accounts

Authority: NN-166-204

Privacy Act: Not applicable.

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

Description: Information accumulated by departmental offices in staff supervision of property accounts at field installations. Included are copies of audit reports received from USAAA, reports on the status of property accounts, and comparable information.

Disposition: Destroy after 2 years.

FN: 37-103dd

Title: Original disbursing officer accounts

Authority: GRS 2, Item 1; GRS 6, Item 1a, and NC1-AU-84-42

Privacy Act: A0037-104-1bSAFM

Description:

a. Original money account information submitted by Army disbursing officers on a monthly basis to USAFAC for GAO central audit and review. Included—

- (1) Original schedules.
- (2) Original vouchers and supporting information.
- (3) Correspondence on settlement of accounts.
- (4) Comparable or related information supporting the statement of accountability or accounts current.
- (5) JUMPS Active Army substantiating documents.
- (6) Civilian payroll documents.
- (7) Original Reserve Component composite payrolls.

b. JUMPS-RC inactive duty training (IDT) substantiating documents retained at original ARNG or USAR input station.

Disposition:

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

b. All other records:

- (1) Destroy after 6 years, 3 months. Cut off in FY blocks, hold 1 year, then retire to FRC, Dayton, OH 45439-1883. (a(1) through (6) above.)
- (2) Destroy after 6 years, 3 months. Cut off in FY blocks, retain at original ARNG or USAR input station. DO NOT RETIRE. (Records may be transferred to an RHA but will NOT be retired to Dayton FRC.) (b above.)
- (3) Destroy after 56 years. USAFAC cut off in FY blocks, hold 1 year, then retire to FRC, Dayton, OH 45439-1883. (a(7) above.)

FN: 37-103ee (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103ff

Title: Conversion files

Authority: NN-165-15

Privacy Act: AO037-103dSAFM

Description: Information on the conversion, settlement, or payment of military payment certificates, destroyed depository checks, and foreign currencies. Included are requests for conversion, statements of circumstances, bonds of indemnity, requests to stop payment and requests to remove stop payment order, identification data, copies of courts-martial findings, alphabetical index cards, and similar documents.

Disposition: Destroy 10 years after conversion or other final action.

FN: 37-103gg

Title: Disbursing office establishments and appointments

Authority: NN-165-15

Privacy Act: A0037-103eSAFM

Description: Documents on the establishment of disbursing offices, the appointment of deputies and bond issuing agents, and the approval of other than Finance Corps officers for appointment as accountable officers and special disbursing agents. Commander, USAFAC is responsible for these functions. Included are requests with accompanying justification data, approvals, disapprovals, and similar information.

Disposition: Destroy 10 years after disestablishment or revocation.

FN: 37-103kk (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

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

Disposition: Not applicable.

FN: 37-103mm

Title: Outstanding check depository files

Authority: GRS 6, Item 1b

Privacy Act: Not applicable.

Description: Copies of outstanding checks and related information kept by disbursing officers. These files will be kept in the possession of disbursing officers until transferred to account 20 X 6045.

Disposition: Send to USAFAC. Retained by USAFAC for 3 years, then destroyed.

FN: 37-103nn

Title: Check issue cards

Authority: II-NNA-688

Privacy Act: Not applicable.

Description: Information used to prepare required detailed check issue lists.

Disposition: Destroy at close of the accounting cycle subsequent to that in which prepared.

FN: 37-103rr

Title: Agent finance officer accounts

Authority: GRS 6, Item 3b

Privacy Act: Not applicable.

Description: Information accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agent officers.

Disposition: Destroy on reconciliation with the accounts of the parent disbursing officer as evidenced by receipt of a signed copy of a document acknowledging return of funds and indicating balance.

FN: 37-103ss (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103tt

Title: Imprest fund accounts

Authority: II-NNA-1474

Privacy Act: Not applicable.

Description: Information accumulated by imprest fund cashiers which reflects the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds entrusted to agent officers which also reflect acknowledgement of return of funds and statement of balance.

Disposition: Destroy after 2 years.

FN: 37-103uu

Title: Report of survey files

Authority: NC1-AU-81-22 and II-NNA-230

Privacy Act: AO027-1DAJA

Description: Information kept to review circumstances concerning the loss, unavailability, or destruction of Government property or funds. Information is also retained for determining questions of pecuniary or other responsibility for the absence or condition of articles or funds, and action taken thereon, such as reports of survey, boards of officers proceedings, and other information concerning reports of survey.

Note: Unless otherwise specified in AR 735-11, final action on reports of survey includes initiation of prescribed action to collect the pecuniary charge.

Disposition:

a. Pecuniary liability files: Destroy 5 years after completion of final action.

b. Other files: Destroy after 3 years.

FN: 37-103vv

Title: Indemnity bonds

Authority: NC1-AU-86-18

Privacy Act: Not applicable.

Description: Original indemnity bonds and related information furnished by educational institutions for care and safekeeping of

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

Government property and terminated by the return of the property by the institution to the Army.

Disposition: Destroy 3 years after termination of bond.

FN: 37-103xx

Title: Depository designations

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information on the establishment and termination of banking or credit union offices as Treasury-approved depositories to be used by U.S. Army Finance and Accounting Officers when Federal Reserve Banks are not utilized. Included are letters requesting approval of a specified depository, requests for permission to change depositories, notices of intent to discontinue use of depository, approvals and disapprovals, and related information.

Disposition: Destroy 10 years after use of facility is discontinued.

FN: 37-104-1f

Title: Military pay reports

Authority: GRS 6, Item 1a

Privacy Act: A0037-104-1aSAFM, A0037-104-3bSAFM, A0037-104-3cSAFM, A0037-104-3DASG

Description: These records are created in microform, and include—
a. JUMPS Active Army, a record of soldiers Leave and Earnings Statements (LES) and MPVs, including—

(1) Consolidated fiche reflecting the payment and collection of money from the soldier's LES to include allotment information.

(2) LES DSSN fiche reflecting the payment and collection of money from the soldier.

(3) Educational Savings fiche reflecting payments made from a soldier's account and the Government's contribution.

(4) MPV Index/MPV Fiche, received from the field. Included are final separation payments; deceased payments; regular payments; selected reenlistment bonus payments; miscellaneous payments; casual, advance, and partial payments; variable reenlistment bonus payments; enlistment bonus 1 and 2 payments; and claims payment.

(5) Working files produced under JUMPS are JUMPS reformatted listings, input transaction summary index, mid-month check, compact LES data, return electronic fund transfer (EFT) payments, variable housing allowance (VHA) multiplier table, VHA Zip Code table, tent-plus, cost of living allowance (COLA) multi-table, composite institute address file (CINAF), quadruple terminal digit (QTD), alpha locator, LES in transit, state tax listing, and LES (SSN).

b. JUMPS Reserve Component members monthly LES.

c. Retired pay files contain records of retiree and annuitant accounts, transactions, payments, collections and allotments as well as records of selected financial organizations receiving payments. Included are—

(1) Statement of Account microfiche showing monthly account status including payments, collections, and allotments.

(2) Alphabetical Locator Cross-Reference microfiche showing retiree and annuitant names in alphabetical order with the associated SSN.

(3) Master retired pay file (MRPF) history microfiche showing deceased accounts purged from the automated payroll file.

(4) Retiree folder pull microfiche showing deceased accounts whose individual pay folders have been retired at the end of 3 years after death.

(5) Retired pay debt microfiche showing status and history of debt collections on the payroll file.

(6) Institution master microfiche showing the identification number and address of financial organizations authorized to receive blanket allotment payments.

(7) EFT master microfiche showing the identification number and address of financial organizations authorized to receive direct deposit or EFT payments.

(8) VA data exchange microfiche showing transactions received in automated form from the Veterans Administration to change VA waiver amounts.

(9) Pay table microfiche showing retired pay rates for the different grades at different retirement dates.

(10) Survivor benefit plan (SBP) cost factor tables showing cost factors for different ages of retirees and beneficiaries.

Disposition:

a. USAFAC master: Destroy after 56 years. DO NOT RETIRE

b. Finance and accounting offices: Destroy after 6 months.

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

- c. USAFAC working files: Destroy when superseded, obsolete, or no longer needed for reference.
 d. USAR copy: Destroy after 6 years and 3 months.
 e. ARNG copy: See NGB Pam 37-1204-3.

FN: 37-104-1h**Title:** Bankruptcy processing files**Authority:** NN-165-15**Privacy Act:** A0037-103aSAFM, A0037-105cSAFM

Description: Information on the development and processing of bankruptcy cases to be submitted to GAO and the Department of Justice. These files relate to service members, former service members, and civilian employees, contractors, and other commercial concerns involved in transactions with the Army who file for bankruptcy. Included are bankruptcy reports, petitions, notifications, and similar information.

Disposition: Destroy 4 years after conclusion of related bankruptcy proceedings.

FN: 37-104-3a (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 37-104-3b (Not used.)****Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 37-104-3c (Not used.)****Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 37-104-3i****Title:** Savings program reporting files**Authority:** N1-AU-86-13**Privacy Act:** Not applicable.

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

Disposition:

a. Summary reports kept by USAFAC: Destroy after 10 years.

b. Other reports: Destroy after 2 years.

FN: 37-104-3r**Title:** Adjustment documents**Authority:** NC1-AU-86-15**Privacy Act:** Not applicable.

Description: Information reflecting a credit or debit entry on military pay records.

Disposition: Destroy 1 year after close of pay record to which they pertain.

FN: 37-104-10f**Title:** Personal financial record folders**Authority:** GRS 6, Item 1a**Privacy Act:** A0037-104-1aSAFM, A0037-104-3bSAFM,

A0037-104-3cSAFM, A0037-104-3DASG

Description: A Personal Financial Record (PFR) will be kept for each military member on active duty, except for personnel serving in a status of 6 months or less active duty for training. For personnel in the latter category, a personal financial record folder will be kept as prescribed by AR 37-104-3. Filing instructions for documents constituting the personal financial record folder are prescribed by AR 37-104-3.

Disposition: Dispose of folder or portions thereof per instructions contained in AR 37-104-3, AR 635-10, and AR 640-10.

Table B-17**File category 37: Financial administration—Continued****FN: 37-104-10k****Title:** Miscellaneous pay vouchers**Authority:** NN-166-204**Privacy Act:** A0037-104-1aSAFM, A0037-104-3bSAFM, A0037-104-3cSAFM, A0037-104-3DASG

Description: Information on the general administration of the military pay voucher system. Included are pay inquiry forms, copies of DA Form 5350 (U.S. Army Reserve Drill Recording Form), and similar information.

Disposition: Destroy after 1 year.

FN: 37-105a**Title:** Individual pay records — civilian**Authority:** GRS 2, Item 1 and NC1-AU-85-13**Privacy Act:** A0037-105aSAFM

Description: Individual pay records kept by payroll offices are official records which contain information concerning all earnings, deductions, adjustments, and bond issuances made to each employee during a pay calendar year. Payroll offices submitting individual pay records in SSN order must include a cross-reference roster of employees in alphabetical order. Submission of individual pay records in alphabetical order requires a cross-reference roster of employees in SSN order.

Disposition:

a. Destroy after 56 years. Send annual blocks to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118, after 3 years.

b. FOR KOREAN NATIONAL DIRECT HIRE INDIVIDUAL PAY RECORDS: Cutoff files at the end of each calendar year. Destroy in CFA after 6 years and 3 months.

FN: 37-105b**Title:** Individual retirement records**Authority:** GRS 2, Item 21**Privacy Act:** OPM/GOVT 1**Description:**

a. Individual retirement records reflect the service history and amounts that have been deducted from the pay of each individual civilian employee subject to The Retirement Act (46 STAT. 468; 5 USC 691-739), as amended, for deposit to the Civil Service Retirement and Disability Fund.

b. Individual retirement records also reflect the amounts that have been paid by each individual employee for Civil Service Retirement Service Credit Deposits Retirement for post-1956 military service and Civilian Service Credit Deposits Retirement for reemployed annuitants.

c. Segregated individual retirement records, files, and controls must be maintained for active employees subject to regular Civil Service Retirement (CSR), Federal Employees Retirement System (FERS), frozen CRS, Redesignated FERS, those electing to pay for CSR or FERS service credit deposits for retirement for post-1956 military service, and those electing to pay CSR or FERS service credit deposits for retirement for service performed as a reemployed annuitant.

Note: SF 2806 or SF 3100 for service credit deposits made for post-1956 military service will not be transferred to another DA installation. Send these SFs 2806 or SF 3100 to the Office of Personnel

Management (OPM). SFs 2806 and SF 3100 for civilian service credit deposit for CSR or FERS made by reemployed annuitants may be transferred to another DA installation or sent to OPM, as appropriate.

Disposition: SFs 2806 will be sent to the gaining payroll office if an employee transfers to another Army payroll office and to OPM if the employee separates or transfers to an agency outside the Army. SFs 3100 will be sent to OPM if the employee separates or transfers to an agency outside the Army or to any other payroll office.

FN: 37-105c**Title:** Individual retirement record controls**Authority:** To be determined**Privacy Act:** OPM/CENTRAL 1

Description: Control documents kept in connection with the retirement records of individual civilian employees, such as DA Form 103 (Civil Service Retirement Control), SF 2807 (CSRS Register of Separations and Transfers), SF 3103, (FERS Register of Separations and Transfers), copies of SF 2806, SF 2806-1, SF 3100, SF 3101 for employees who separated or transferred (Register of Prior Year Adjustments), SF 2812 (Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement), biweekly, quarterly,

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

and annual retirement listings, year-to-date earnings report for active and inactive employees and other related comparable listings and adding machine tapes, copies of OPM Form 1525 (CSRS Annual Summary Retirement Fund Transactions), and OPM Form 1564 (FERS Annual Summary Retirement Fund Transactions).

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

FN: 37-105d**Title:** TA reports and leave record cards**Authority:** NC1-AU-81-10**Privacy Act:** A0037-105aSAFM**Description:**

a. Time and Attendance (TA) reports, which are subsidiary records to the official individual leave record. Included are TA reports or job cards on which leave data were kept.

b. DA Form 2451 (Individual Leave Record), OF 1137 (Leave Record Card) or other documents used in place thereof for recording leave categories, accruals, office accumulation, and employee's leave taken. Note: Before disposal, all documents which are pertinent to an outstanding GAO exception will be withdrawn and kept until clearance of the exception.

Disposition: Destroy after 6 years.

FN: 37-105e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 37-105f****Title:** Authorized timekeeper lists**Authority:** GRS 2, Item 3b**Privacy Act:** A0037-105aSAFM

Description: Information indicating persons responsible for timekeeping and supervisors responsible for TA certification and overtime authorizations. Included are lists, cards, memorandums, communications, and similar information.

Disposition: Destroy upon supersession.

FN: 37-105g**Title:** Payroll work files**Authority:** GRS 2, Item 2**Privacy Act:** Not applicable.

Description: Correspondence and work papers on payroll matters. Included are payroll discrepancies, report of balances, recapitulation of payroll data, work or proof sheets, pay or leave information requests, and similar information.

Disposition: Destroy after 2 years.

FN: 37-105h**Title:** Withholding taxes**Authority:** GRS 2, Item 18c and NC1-AU-85-12**Privacy Act:** A0037-105aSAFM

Description: Information reflecting taxes withheld. Included are reports to employees of taxable wages, income, FICA, and Medicare taxes withheld, such as IRS Forms W-2 and W-2C, reports and returns to Social Security Administration, Internal Revenue Service, State, city, or local taxing authority of the total taxable earnings and taxes withheld (such as IRS Forms W-2, W-2C, W-3, W-3C, 941, 941C, 4802, 4804, and magnetic tape listings), tax reconciliations, receipts, and related information.

Note: For Korean National Direct Hire Withholding Tax Files, reports are submitted to the Korean Government Tax Office.

Disposition: Destroy after 4 years, except for Korean National Direct Hire Withholding Tax Files, destroy after 5 years.

FN: 37-105i**Title:** Individual pay record transmittal letters**Authority:** GRS 16, Item 3**Privacy Act:** Not applicable.

Description: Copies of letters and SF 135 (Records Transmittal and Receipt) used to transmit Individual Pay Records and related documents to the NPRC.

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

Disposition: Destroy when no longer needed for reference purposes.

FN: 37-105j**Title:** Statement of charges**Authority:** NN-166-204**Privacy Act:** A0037-104-1bSAFM

Description: Civilian payroll officer's copies of forms used to list charges against civilian personnel in connection with the loss, damage, or destruction of Government property. They include DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) and comparable forms.

Disposition: Destroy 2 years after settlement.

FN: 37-105k**Title:** Health benefits**Authority:** GRS 2, Item 15a**Privacy Act:** A0037-105aSAFM

Description: Information used in connection with controlling and reporting deductions under the Federal Employees Health Benefits Program. Included are reports, transmittal letters, and related information.

Note: This does not include SF 2809 (Health Benefits Registration Form) or SF 2810 (Notice of Change in Health Benefits Enrollment) for which, see FN 37-105q.

Disposition: Destroy after 3 years.

FN: 37-105m**Title:** Decedent claims**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.

Description: Information used in settlement of claims for unpaid compensation of deceased employees. Included are copy of settlement voucher, SF 1154 (Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee), supporting documents including SF 1152, (Designation of Beneficiary), SF 1153 (Claim for Unpaid Compensation on Deceased Civilian Employee), travel voucher DA Form 5151-R (Payroll Adjustment Document), and death certificate, court documents appointing an administrator or guardian, and similar original documents.

Disposition: Destroy 6 years, 3 months after the date of settlement.

FN: 37-105n**Title:** Unemployment compensation data requests**Authority:** GRS 2, Item 24**Privacy Act:** A0037-105aSAFM

Description: Information on requests for wage and separation data to be used for unemployment compensation claims. Included are requests for information and replies thereto, notices of determination and notices of refusal of work offer (both of which are received by payroll and forwarded to the servicing civilian personnel office), and similar information.

Disposition: Destroy after 2 years.

FN: 37-105p**Title:** Payroll control documents**Authority:** NN-164-23**Privacy Act:** A0037-105aSAFM

Description: Documents kept for payroll control and audit purposes. Included are payroll listings, payroll summary and certification and attachments, such as Payroll for Personnel Services (Comprehensive), payroll vouchers, bond issuance schedules, control registers (payroll, leave, bond, and other related subsidiary control registers), listings that reflect payroll changes, refund vouchers and adjustment schedules which relate to those payments, except as otherwise provided in this section, permanent and temporary pay change documents, and similar information.

Note: Documents which involve or relate to a GAO exception will be kept until clearance of the exception.

Disposition: Destroy after 3 years.

FN: 37-105q**Title:** Payroll substantiating document folders**Authority:** GRS 2, Item 11; GRS 2, Item 4; GRS 2, Item 18**Privacy Act:** A0037-105aSAFM**Description:**

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

- a. These files include information on the following:
- (1) Pay authorizations, promotions, increases, and adjustments recorded on SF 50 (Notification of Personnel Action).
 - (2) Suggestion and incentive awards recorded on DA Form 2441 (Suggestion Award Certificate) and DA Form 1256 (Incentive Award Nominations and Approval).
 - (3) Authorization for payment of subsistence and quarters using SF 1190 (Foreign Allowances, Grant, and Report).
 - (4) Records of leave data on SF 1150 (Record of Leave Data).
 - (5) Withholding tax exemption certificates recorded on IRS Forms W-4, and State, city, and county withholding tax exemption certificates.
 - (6) Authorized deductions for liquidation of indebtedness to the U.S.
 - (7) Official authorizations for continuing, changing, canceling, withholding, or deducting amounts from a person's wages. This is for such purposes as purchase of savings bonds and health insurance and payment of union dues and allotments. Included are—
 - (a) SF 2809 (Health Benefit Registration Form).
 - (b) SF 2810 (Notice of Change in Health Benefit Enrollment).
 - (c) SF 1192 (Authorization for Purchase and Request for Change—U.S. Series EE Savings Bonds).
 - (d) SF 1198 (Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization).
 - (e) SF 1189 (Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization).
 - (f) SF 1187 (Request for Payroll Deductions for Labor Organization Dues).
 - (g) CSC Form 804A (Voluntary Allotment for Payment of Charitable Contributions to Combined Federal Campaign (CFC) Organizations, and similar documents).
 - (8) Individual requests for pay or leave information.
 - (9) Information that affects a person's pay.
- b. These files also include copies of the following:
- (1) Notices of levy using IRS Form 668 (Notice of Levy) or IRS Form 2759 (Agreement for Liquidation of Federal Tax through Payroll Deductions).
 - (2) Notices of exception.
 - (3) Notices of court-ordered garnishment of pay for alimony and for child support.
 - (4) Waivers of the U.S. arising out of erroneous payments of pay and allowances.
 - (5) Related approvals or disapprovals.
- Disposition:** Active and separated employees:
- a. Individual pay authorization documents, such as SF 50, DA Form 2441, DA Form 1256, SF 1190, and similar forms: Destroy after 5 years.
 - b. Records of leave data, such as SF 1150: Destroy after 6 years.
 - c. Individual withholding and authorization documents, such as SF 2809, SF 2810, SF 1192, and similar forms: Destroy 3 years after superseded or canceled.
 - d. Active employees' current withholding and authorization documents that support deductions from the individual's pay: Destroy 4 years after superseded or canceled.
 - e. Inactive employees' withholding and authorization documents: Destroy 4 years after employee's separation.
 - f. Active employees' individual withholding tax exemption certificates and other tax authorization documents that support deductions from each active individual employee's pay: Destroy 4 years after superseded or canceled.
 - g. Inactive employees' withholding tax certificates and other tax authorization documents: Destroy 4 years after the employee's separation.

FN: 37-105r (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-105s
Title: Pay tables
Authority: GRS 23, Item 6
Privacy Act: Not applicable.

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

Description: Record sets of pay tables supplementing the official Government salary tables. Included are General Service (GS), Senior Executive Service (SES), and Wage Area pay tables.
Disposition: Destroy when no longer needed for current operations. Forward to gaining payroll office if offices are being consolidated.

FN: 37-105t
Title: Audit letters
Authority: GRS 2, Item 16a
Privacy Act: Not applicable.
Description: GAO notification of completion of audit of pay and leave accounts, with related information.
Disposition: Destroy after 3 years.

FN: 37-105u
Title: Savings bond reports and reconciliations
Authority: GRS 2, Item 7
Privacy Act: Not applicable.
Description: Controls, reports, and reconciliation forms pertaining to deductions and purchase of bonds. Included are quarterly reconciliations of bond balances with the accounting division, bond participation reports, and related information.
Disposition: Destroy after 3 years.

FN: 37-105v
Title: Civilian personnel claims
Authority: GRS 6, Item 1a
Privacy Act: AO037-105aSAFM
Description: Information on claims against the U.S. Government filed by civilian employees. These claims relate to such matters as unpaid compensation, travel allowances, erroneous payroll deductions, and overtime pay. Included are forms requesting payment and related information.
Disposition: Destroy 6 years, 3 months after final disposition of the claim (that is, settlement or transfer to GAO).

FN: 37-105x
Title: OPM retirement fund reporting files
Authority: GRS 2, Item 21a
Privacy Act: Not applicable.
Description: Annual reports with directly related documents, containing data on deductions and contributions to the OPM retirement fund by DA. File by fiscal station number.
Disposition: Destroy after 3 years.

FN: 37-105z
Title: Pay document transmittals or receipts
Authority: GRS 23, Item 4b
Privacy Act: Not applicable.
Description: Copies of transmittals or receipts of payroll documents forwarded by DA Form 4994-R (Pay Document Transmittal/Receipt Record (Civilian Employees) to the Civilian Personnel Office (CPO)).
Disposition: Destroy after 3 months old or when no longer needed for current operations, whichever is sooner.

FN: 37-106a
Title: Record of travel payments (civilian)
Authority: GRS 9, Item 4a
Privacy Act: A0037-107bSAFM
Description: Information used to reflect travel allowance payments made to individual employees. Included are DD Forms 1588 (Record of Travel Payments) and related information.
Disposition: Send to Technical Services of servicing CPO. On transfer of employee, send to next duty station within DA. Destroy 3 years after termination of employment with DA.

FN: 37-106c
Title: Record of travel payments—military
Authority: GRS 9, Item 4a
Privacy Act: A0037-107bSAFM
Description: Information covering the history of travel payments that have been paid by the Finance and Accounting Officer.
Disposition:
a. Separated or Retired: Attach to final Military Pay Voucher, forward to USAFAC.

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

b. Change of station: Send to next duty station with member.

FN: 37-107a
Title: Commercial account claims
Authority: NN-165-15
Privacy Act: Not applicable.
Description: Information related to commercial invoices and accounts against the U.S. resulting from contractual relationships with DA, which have been submitted to Claims Division, GAO, for settlement because of doubtful questions of law or fact. Included are copies of contracting officers' reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information.
Disposition: Destroy after 4 years.

FN: 37-107f
Title: Signature cards — voucher certifier files
Authority: GRS 6, Item 5b
Privacy Act: Not applicable.
Description: These files identify signatures of certifying officers who certify vouchers. Included are signature cards, orders identifying individuals authorized to be certifying officers, and related information. Note: Certifying officers are required to be placed on orders by their commanders and copies of the orders must be furnished to the Finance and Accounting Office along with the DD Form 577.
Disposition: Destroy 3 years after revocation.

FN: 37-107h
Title: Certificates of settlement
Authority: GRS 6, Items 3a and 3b
Privacy Act: Not applicable.
Description: Information on certificates of settlement, statements of differences, and related or comparable information accumulated by accountable officers.
Disposition:
 a. Certificates covering periodic settlements: Destroy when subsequent certificate of settlement is received.
 b. Certificates covering closed account settlements, supplemental settlements, and final balance settlements: Destroy 2 years after date of settlement and clearance.

FN: 37-107k
Title: Record of procurement payments—Bills Registers
Authority: GRS 6, Item 1a
Privacy Act: Not applicable.
Description: DA Forms 3900 (Bills Registers) used to provide payment history of vendors who have furnished goods or services on procurement documents.
Disposition: Destroy 6 years and 3 months after final payment is made against a procurement document.

FN: 37-108n
Title: Agent finance officer accounts
Authority: GRS 6, Item 3b
Privacy Act: Not applicable.
Description: Information accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agent officers.
Disposition: Destroy on reconciliation with the accounts of the parent disbursing officer, as evidenced by receipt of a signed copy of a document acknowledging return of funds and indicating balance.

FN: 37-108y (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108dd (Not used)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.

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

Disposition: Not applicable.

FN: 37-108ee (Not used)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108ff (Not used)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108gg (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108hh (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108ii (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108kk (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108mm (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108nn (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-108rr (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-110b (Not used)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-110d (Not used.)
Title: Not applicable.
Authority: Not applicable.

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

<p>Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-110e (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-110f (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-110h Title: Working capital fund charters Authority: NC1-AU-78-67 Privacy Act: Not applicable. Description: Authorization for use of working capital funds. Included are copies of charters with directly related information. Disposition: a. OASA(FM): Permanent. PIF on revocation or supersession of charter and cut off at the end of that year. b. Other offices: Destroy 1 year after revocation or supersession of charter.</p>
<p>FN: 37-110k (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-110q (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-110r (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111b (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111d (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111f (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111g (Not used.) Title: Not applicable. Authority: Not applicable.</p>

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

<p>Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111h (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111j Title: Working capital fund charters Authority: NC1-AU-78-67 Privacy Act: Not applicable. Description: Authorization for use of working capital funds. Included are copies of charters with directly related information. Disposition: a. ASA(FM): Permanent. PIF on revocation or supersession of charter and cut off at the end of that year. b. Other offices: Destroy 1 year after revocation or supersession of charter.</p>
<p>FN: 37-111k (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111n (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111p (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111t (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-111u (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-112b (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-112d (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 37-112e (Not used.) Title: Not applicable. Authority: Not applicable.</p>

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

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

FN: 37-112f (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112i (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112m (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112n (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-115b
Title: Project work order costs (for other than construction)
Authority: GRS 22, Item 1b and GRS 23, Item 5
Privacy Act: Not applicable.
Description: Included are work orders, work order cost ledgers, feature and subfeature cost ledgers, work order completion reports, project work other than construction (including planning, preliminary examinations, and surveys), and advance engineering and design for projects which have been determined unfeasible.
Disposition: Destroy 6 years after end of FY of preparation or after project is determined unfeasible, as applicable.

FN: 37-120b
Title: Accounts payable card files
Authority: GRS 7, Item 4a
Privacy Act: Not applicable.
Description: Information indicating amounts disbursed to payees.
Disposition: Destroy 3 years after final payment is made.

FN: 37-120e (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-120j (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-120n (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151a (Not used.)
Title: Not applicable.
Authority: Not applicable.

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

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

FN: 37-151f (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151g (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151k (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151m (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151p (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151q (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151r (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151x (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151dd (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151ee (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

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

FN: 37-151gg (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151hh (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151ii (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151jj (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151kk (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151mm (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151pp (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151qq (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151rr (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151ss (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-202a
Title: FHA mortgage payment insurance files
Authority: NN-165-15
Privacy Act: A0037-202SAFM

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

Description: Information on the payment of Federal Housing Administration mortgage insurance premiums by DA for eligible members of the Army. Procedures and requirements for obtaining certificates of eligibility are contained in AR 608-8. Included are certificate of eligibility, certificate of termination, premium notices, and related information.
Disposition: Destroy 10 years after final separation of the person.

FN: 37-345-1d
Title: COEMIS, F&A site audit input documents
Authority: NC1-AU-76-25 & GRS 6, Item 1a
Privacy Act: A0037-2-1CE
Description:

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

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

b. All other records:

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

FN: 37-345-10c
Title: Principal costs
Authority: NC-AU-76-3
Privacy Act: Not applicable.

Description: Information accumulated in CE offices which reflects cost of military projects. Included are cost-budget summaries for end of FY; military construction (MILCON) reports; feature and subfeature cost ledger sheets applicable to the foregoing reports, and similar information.

Disposition: Destroy after 10 years in CFA. Cut off at end of FY of financial completion.

FN: 37-345-10d
Title: Subordinate project costs
Authority: GRS 5, Item 5b
Privacy Act: Not applicable.

Description: Information consisting of deferred, clearing, materials, and offsetting cost ledger sheets; job estimate summary sheets; and various preliminary and monthly project cost summaries used for compilation of data required in preparation of project cost summary reports, detailed cost statements, payment estimates, and other pertinent cost accounting reports and records.

Disposition: Destroy 5 years after preparation of covering report or record.

Table B-18
File category 37: Financial administration—rescinded FNs

FN: 37-1n
Title: General ledgers
Use: FN 37-1j

FN: 37-1ee
Title: Expenditure reporting files
Use: FN 37-1r

FN: 37-2a
Title: Office financial files
Use: FN 1o

Table B-18**File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-2b****Title: Allocations****Use: FN 37-1a****FN: 37-2c****Title: Allotments****Use: FN 37-1b****FN: 37-2-10f****Title: General ledgers****Use: FN 37-1j****FN: 37-2-10p****Title: Allotments****Use: FN 37-1b****FN: 37-2-10gg****Title: Subordinate project cost/labor and workload files****Use: FN 37-1h****FN: 37-9a****Title: Validations****Use: FN 37-1ff****FN: 37-12a****Title: Central clearing functions****Use: FN 37-1d****FN: 37-20a****Title: Reports of violation of 31 USC 1517****Use: FN 37-1c****FN: 37-20b****Title: Allocations****Use: FN 37-1a****FN: 37-20c****Title: Allotments****Use: FN 37-1b****FN: 37-21a****Title: Accounting documents****Use: FN 37-1f****FN: 37-21b****Title: Commitment documents****Use: FN 37-1g****FN: 37-24a****Title: Financial statements and schedules****Use: FN 37-1e****FN: 37-24c****Title: Miscellaneous feeder data****Use: FN 37-1i****FN: 37-24d****Title: General ledgers****Use: FN 37-1j****FN: 37-26-1d****Title: COEMIS, F&A site audit outputs****Use: FN 37-2-1b****FN: 37-26-1e****Title: COEMIS, F&A utilities****Use: FN 37-2-1c****FN: 37-26-1f****Title: COEMIS, F&A magnetic tape database****Use: FN 37-2-1d****Table B-18****File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-26-1g****Title: COEMIS, F&A audit trail tapes****Use: FN 37-2-1e****FN: 37-49b****Title: Allocations****Use: FN 37-1a****FN: 37-49c****Title: Allotments****Use: FN 37-1b****FN: 37-50a****Title: Subordinate project cost/labor and workload files****Use: FN 37-1h****FN: 37-53a****Title: Contract progress payment reporting files****Use: FN 37-1q****FN: 37-53b****Title: Contract advance payment progress reporting files****Use: FN 37-1o****FN: 37-55a****Title: Subordinate project cost/labor and workload files****Use: FN 37-1h****FN: 37-55b****Title: General ledgers****Use: FN 37-1j****FN: 37-61a****Title: Budget formulations and presentation files****Use: FN 37-49a****FN: 37-61b****Title: Allocations****Use: FN 37-1a****FN: 37-61c****Title: Allotments****Use: FN 37-1b****FN: 37-101a****Title: General ledgers****Use: FN 37-1j****FN: 37-101b****Title: Contract advance payment progress reporting files****Use: FN 37-1o****FN: 37-101c****Title: Subsidiary files****Use: FN 37-1p****FN: 37-101d****Title: Accounting documents****Use: FN 37-1f****FN: 37-101e****Title: Central clearing functions****Use: FN 37-1d****FN: 37-101f****Title: Contract progress payment reporting files****Use: FN 37-1q****FN: 37-101h****Title: Transmittal letters****Use: FN 37-1w**

Table B-18
File category 37: Financial administration—rescinded
FNs—Continued

FN: 37-101i Title: Allocations Use: FN 37-1a
FN: 37-101j Title: Allotments Use: FN 37-1b
FN: 37-101m Title: Expenditure reporting files Use: FN 37-1r
FN: 37-101n Title: Departmental reporting files Use: FN 37-1y
FN: 37-101p Title: Financial statements and schedules Use: FN 37-1e
FN: 37-101q Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-101r Title: Status of funds reporting files — allotments and allocations Use: FN 37-1u
FN: 37-101s Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-101v Title: Foreign military sales transactions Use: FN 37-80a
FN: 37-101-1a Title: Transmittal letters Use: FN 37-1w
FN: 37-101-1n Title: Military pay reports Use: FN 37-104-1f
FN: 37-101-2a Title: Contract advance payment progress reporting files Use: FN 37-1o
FN: 37-101-2b Title: Central clearing functions Use: FN 37-1d
FN: 37-101-2c Title: Contract progress payment reporting files Use: FN 37-1q
FN: 37-101-2d Title: Expenditure reporting files Use: FN 37-1r
FN: 37-101-2e Title: Financial statements and schedules Use: FN 37-1e
FN: 37-101-2f Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-101-2g Title: Status of funds reporting files—allotments and allocations Use: FN 37-1u

Table B-18
File category 37: Financial administration—rescinded
FNs—Continued

FN: 37-101-2h Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-101-2i Title: JUMPS update output listings Use: FN 37-101-2m
FN: 37-101-2j Title: Military pay reports Use: FN 37-104-1f
FN: 37-101-2k Title: Miscellaneous FAO reports Use: FN 37-101-1p
FN: 37-101-2n Title: Daily activity reports Use: FN 37-101-1i
FN: 37-101-2p Title: Transmittal letters Use: FN 37-1w
FN: 37-103e Title: Accounts payable files Use: FN 37-1x
FN: 37-103j Title: Status of funds reporting files — allotments and allocations Use: FN 37-1u
FN: 37-103m Title: Financial statements and schedules Use: FN 37-1e
FN: 37-103n Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-103p Title: Adjustment vouchers Use: FN 37-1aa
FN: 37-103s Title: Expenditure reporting files Use: FN 37-1r
FN: 37-103u Title: Subsidiary files Use: FN 37-1p
FN: 37-103x Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-103cc Title: Accounting classification audits Use: FN 37-100a
FN: 37-103hh Title: Unclaimed money files Use: FN 37-1t
FN: 37-103ii Title: Wage and tax statements — military Use: FN 37-101-1m
FN: 37-103jj Title: Commercial account claims Use: FN 37-101g

Table B-18**File category 37: Financial administration—rescinded
FNs—Continued**

FN: 37-103pp
Title: Allocations
Use: FN 37-1a

FN: 37-103qq
Title: Allotments
Use: FN 37-1b

FN: 37-103ww
Title: Validations
Use: FN 37-1ff

FN: 37-103yy
Title: Accounting documents
Use: FN 37-1f

FN: 37-103-1a
Title: Imprest fund accounts
Use: FN 37-103t

FN: 37-103-1b
Title: Imprest fund discrepancies
Use: FN 37-103f

FN: 37-104-1a
Title: Wage and tax statements — military
Use: FN 37-101-1m

FN: 37-104-1b
Title: Accounts payable files
Use: FN 37-1x

FN: 37-104-1c
Title: Levies and garnishments
Use: FN 37-101-1h

FN: 37-104-1d
Title: Validations
Use: FN 37-1ff

FN: 37-104-1e
Title: Individual financial history files
Use: FN 37-1bb

FN: 37-104-1g
Title: Miscellaneous F&AO reports
Use: FN 37-101-1p

FN: 37-104-3d
Title: Locator cards
Use: FN 37-101-1b

FN: 37-104-3e
Title: Record of travel payments — military
Use: FN 37-106c

FN: 37-104-3f
Title: Validations
Use: FN 37-1ff

FN: 37-104-3g
Title: Individual financial history files
Use: FN 37-1bb

FN: 37-104-3j
Title: JUMPS update output listings
Use: FN 37-101-2m

FN: 37-104-3k
Title: Transmittal letters
Use: FN 37-1w

Table B-18**File category 37: Financial administration—rescinded
FNs—Continued**

FN: 37-104-3m
Title: Wage and tax statements — military
Use: FN 37-101-1m

FN: 37-104-3n
Title: Military pay reports
Use: FN 37-104-1f

FN: 37-104-3p
Title: Original disbursing officer accounts
Use: FN 37-103dd

FN: 37-104-3q
Title: Accounts payable files
Use: FN 37-1x

FN: 37-104-3s
Title: Miscellaneous pay vouchers
Use: FN 37-104-10k

FN: 37-104-3t
Title: Miscellaneous F&AO reports
Use: FN 37-101-1p

FN: 37-104-3u
Title: Personal financial record folders
Use: FN 37-104-10f

FN: 37-104-3v
Title: Bankruptcy processing files
Use: FN 37-104-1h

FN: 37-104-10a
Title: Signature cards — voucher certifier files
Use: FN 37-107f

FN: 37-104-10b
Title: Original disbursing officer accounts
Use: FN 37-103dd

FN: 37-104-10c
Title: Transmittal letters
Use: FN 37-1w

FN: 37-104-10d
Title: Locator cards
Use: FN 37-101-1b

FN: 37-104-10e
Title: Adjustment documents
Use: FN 37-104-3r

FN: 37-104-10g
Title: Wage and tax statements — military
Use: FN 37-101-1m

FN: 37-104-10h
Title: Individual financial history files
Use: FN 37-1bb

FN: 37-104-10i
Title: JUMPS update output listings
Use: FN 37-101-2m

FN: 37-104-10j
Title: Military pay reports
Use: FN 37-104-1f

FN: 37-105w
Title: Levies and garnishments
Use: FN 37-104-1c

Table B-18**File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-105y****Title: Validations****Use: FN 37-1ff****FN: 37-105aa****Title: Bankruptcy processing files****Use: FN 37-104-1h****FN: 37-106b****Title: Accounts payable files****Use: FN 37-1x****FN: 37-106d****Title: Validations****Use: FN 37-1ff****FN: 37-107b****Title: Accounts payable files****Use: FN 37-1x****FN: 37-107c****Title: Contract advance payment progress reporting files****Use: FN 37-1o****FN: 37-107d****Title: Bankruptcy processing files****Use: FN 37-104-1h****FN: 37-107e****Title: Subsidiary files****Use: FN 37-1p****FN: 37-107g****Title: Contract progress payment reporting files****Use: FN 37-1q****FN: 37-107i****Title: Validations****Use: FN 37-1ff****FN: 37-107j****Title: Accounting documents****Use: FN 37-1f****FN: 37-108a****Title: Journals****Use: FN 37-1k****FN: 37-108b****Title: Trial balances****Use: FN 37-1m****FN: 37-108c****Title: General ledgers****Use: FN 37-1j****FN: 37-108d****Title: Accounting documents****Use: FN 37-1f****FN: 37-108e****Title: Central clearing functions****Use: FN 37-1d****FN: 37-108f****Title: Commitment documents****Use: FN 37-1g****FN: 37-108g****Title: Contract advance payment progress reporting files****Use: FN 37-1o****Table B-18****File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-108h****Title: Subsidiary files****Use: FN 37-1p****FN: 37-108i****Title: Contract progress payment reporting files****Use: FN 37-1q****FN: 37-108j****Title: Expenditure reporting files****Use: FN 37-1r****FN: 37-108k****Title: Imprest fund accounts****Use: FN 37-103t****FN: 37-108m****Title: Imprest fund discrepancies****Use: FN 37-103f****FN: 37-108p****Title: Original disbursing officer accounts****Use: FN 37-103dd****FN: 37-108q****Title: General collections and expenditures****Use: FN 37-1s****FN: 37-108r****Title: Unclaimed money files****Use: FN 37-1t****FN: 37-108s****Title: Wage and tax statements — military****Use: FN 37-101-1m****FN: 37-108t****Title: Financial statements and schedules****Use: FN 37-1e****FN: 37-108u****Title: Miscellaneous feeder data****Use: FN 37-1i****FN: 37-108v****Title: Basic cost accounting reporting files****Use: FN 37-55dC****FN: 37-108w****Title: Status of funds reporting files — allotments and allocations****Use: FN 37-1u****FN: 37-108x****Title: Status of reimbursement reporting files****Use: FN 37-1v****FN: 37-108z****Title: Transmittal letters****Use: FN 37-1w****FN: 37-108aa****Title: Allotments****Use: FN 37-1b****FN: 37-108bb****Title: Signature cards — voucher certifier files****Use: FN 37-107f****FN: 37-108cc****Title: Accounts payable files****Use: FN 37-1x**

Table B-18**File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-108jj****Title:** Departmental reporting files**Use:** FN 37-1y**FN: 37-108pp****Title:** Reconciliations**Use:** FN 37-1z**FN: 37-108qq****Title:** Adjustment vouchers**Use:** FN 37-1aa**FN: 37-108ss****Title:** Individual financial history files**Use:** FN 37-1bb**FN: 37-108tt****Title:** Validations**Use:** FN 37-1ff**FN: 37-109a****Title:** International balance of payments program files**Use:** FN 37-1cc**FN: 37-109b****Title:** International balance of payments budget schedules**Use:** FN 37-1dd**FN: 37-109c****Title:** Expenditure reporting files**Use:** FN 37-1r**FN: 37-110a****Title:** General ledgers**Use:** FN 37-1j**FN: 37-110c****Title:** Basic cost accounting reporting files**Use:** FN 37-55d**FN: 37-110g****Title:** Journals**Use:** FN 37-1k**FN: 37-110i****Title:** Status of funds reporting files—allotments and allocations**Use:** FN 37-1u**FN: 37-110j****Title:** Financial statements and schedules**Use:** FN 37-1e**FN: 37-110m****Title:** Status of reimbursement reporting files**Use:** FN 37-1v**FN: 37-110n****Title:** Miscellaneous feeder data**Use:** FN 37-1i**FN: 37-110p****Title:** Central clearing functions**Use:** FN 37-1d**FN: 37-110s****Title:** Trial balances**Use:** FN 37-1m**FN: 37-111a****Title:** Journals**Use:** FN 37-55d**Table B-18****File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-111c****Title:** General ledgers**Use:** FN 37-1j**FN: 37-111e****Title:** Financial statements and schedules**Use:** FN 37-1e**FN: 37-111i****Title:** Reconciliations**Use:** FN 37-1z**FN: 37-111m****Title:** Status of funds reporting files—allotments and allocations**Use:** FN 37-1u**FN: 37-111q****Title:** Status of reimbursement reporting files**Use:** FN 37-1v**FN: 37-111r****Title:** Miscellaneous feeder data**Use:** FN 37-1i**FN: 37-111s****Title:** Central clearing functions**Use:** FN 37-1d**FN: 37-111v****Title:** Trial balances**Use:** FN 37-1m**FN: 37-111w****Title:** Allotments**Use:** FN 37-1b**FN: 37-111y****Title:** Subsidiary files**Use:** FN 37-1p**FN: 37-112a****Title:** General ledgers**Use:** FN 37-1j**FN: 37-112c****Title:** Basic cost accounting reporting files**Use:** FN 37-55d**FN: 37-112g****Title:** Journals**Use:** FN 37-1k**FN: 37-112h****Title:** Financial statements and schedules**Use:** FN 37-1e**FN: 37-112j****Title:** Miscellaneous feeder data**Use:** FN 37-1i**FN: 37-112k****Title:** Central clearing functions**Use:** FN 37-1d**FN: 37-112p****Title:** Trial balances**Use:** FN 37-1m**FN: 37-115a****Title:** Subordinate project cost/labor and workload files**Use:** FN 37-1h

Table B-18**File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-120a****Title: Journals****Use: FN 37-1k****FN: 37-120c****Title: Status of funds reporting files—allotments and allocations****Use: FN 37-1u****FN: 37-120d****Title: Financial statements and schedules****Use: FN 37-1e****FN: 37-120f****Title: Status of reimbursement reporting files****Use: FN 37-1v****FN: 37-120g****Title: Miscellaneous feeder data****Use: FN 37-1i****FN: 37-120h****Title: Central clearing functions****Use: FN 37-1d****FN: 37-120i****Title: General ledgers****Use: FN 37-1j****FN: 37-120k****Title: Trial balances****Use: FN 37-1m****FN: 37-120m****Title: Allotments****Use: FN 37-1b****FN: 37-120p****Title: Subsidiary files****Use: FN 37-1p****FN: 37-120q****Title: Allocations****Use: FN 37-1a****FN: 37-151b****Title: Status of funds reporting files—allotments and allocations****Use: FN 37-1u****FN: 37-151c****Title: Financial statements and schedules****Use: FN 37-1e****FN: 37-151d****Title: Miscellaneous feeder data****Use: FN 37-1i****FN: 37-151e****Title: Adjustment vouchers****Use: FN 37-1aa****FN: 37-151h****Title: Expenditure reporting files****Use: FN 37-1r****FN: 37-151i****Title: General collections and expenditures****Use: FN 37-1s****FN: 37-151j****Title: Subsidiary files****Use: FN 37-1p****Table B-18****File category 37: Financial administration—rescinded
FNs—Continued****FN: 37-151n****Title: Status of reimbursement reporting files****Use: FN 37-1v****FN: 37-151s****Title: Installation property accounts****Use: FN 37-103bb****FN: 37-151t****Title: Accounting classification audits****Use: FN 37-100a****FN: 37-151u****Title: Contract advance payment progress reporting files****Use: FN 37-1o****FN: 37-151v****Title: Journals****Use: FN 37-151v****FN: 37-151w****Title: General ledgers****Use: FN 37-1j****FN: 37-151y****Title: Trial balances****Use: FN 37-1m****FN: 37-151z****Title: Accounting documents****Use: FN 37-1f****FN: 37-151aa****Title: Allocations****Use: FN 37-1a****FN: 37-151bb****Title: Allotments****Use: FN 37-1b****FN: 37-151cc****Title: Contract progress payment reporting files****Use: FN 37-1q****FN: 37-151ff****Title: Departmental reporting files****Use: FN 37-1y****FN: 37-151nn****Title: Central clearing functions****Use: FN 37-1d****FN: 37-151tt****Title: Reconciliations****Use: FN 37-1z****FN: 37-345-1a****Title: COEMIS, F&A utilities****Use: FN 37-2-1c****FN: 37-345-1b****Title: COEMIS, F&A magnetic tape database****Use: FN 37-2-1d****FN: 37-345-1c****Title: COEMIS, F&A audit trail tapes****Use: FN 37-2-1e****FN: 37-345-1e****Title: COEMIS, F&A site audit outputs****Use: Rescinded; use FN 37-2-1b**

Table B-18

File category 37: Financial administration—rescinded
FNs—Continued

FN: 37-345-1f

Title: COEMIS, F&A internal outputs

Use: FN 37-26-1a

FN: 37-345-1g

Title: COEMIS, F&A external outputs

Use: FN 37-26-1b

FN: 37-345-10a

Title: General ledgers

Use: FN 37-1j

FN: 37-345-10b

Title: Subordinate project cost/labor and workload files

Use: FN 37-1h

B-17. File category 40: Medical services**a. Prescribing directives.**

- (1) AR 40-1, Composition, Mission, and Functions of the Army Medical Department.
- (2) AR 40-2, Army Medical Treatment Facilities: General Administration.
- (3) AR 40-3, Medical, Dental, and Veterinary Care.
- (4) AR 40-5, Preventive Medicine.
- (5) AR 40-14, Control and Recording Procedures for Exposure to Ionizing Radiation and Radioactive Materials.
- (6) AR 40-24, Medical Laboratory Activities.
- (7) AR 40-25, Nutritional Allowances: Standards and Education.
- (8) AR 40-26, Tuberculosis Detection and Control Program.
- (9) AR 40-29, Medical Examination of Applicants for U.S. Service Academies, Reserve Officer Training Corps (ROTC) Scholarship Programs, Including the Air Force, Army and Navy 2- and 3-Year College Scholarship Programs (CSP) and the Uniformed Services University of the Health Sciences (USUHS).
- (10) AR 40-31, Armed Forces Institute of Pathology and Armed Forces Histopathology Centers.
- (11) AR 40-38, Clinical Investigation Program.
- (12) AR 40-61, Medical Logistics Policies and Procedures.
- (13) AR 40-63, Ophthalmic Services.
- (14) AR 40-66, Medical Record and Quality Assurance Administration.
- (15) AR 40-68, Quality Assurance Administration.
- (16) AR 40-121, Medical Services Uniformed Services Health Benefits Program.
- (17) AR 40-216, Neuropsychiatry and Mental Health.
- (18) AR 40-226, Annual Historical Report-AMEDD Activities.
- (19) AR 40-330, Rates Codes, Expense and Performance Reporting Systems, Centralized Billing, and Medical Services Accounts.
- (20) AR 40-350, Patient Regulating To and Within The Continental United States.
- (21) AR 40-400, Patient Administration.
- (22) AR 40-407, Nursing Records and Reports.
- (23) AR 40-501, Standards of Medical Fitness.
- (24) AR 40-554, Prevention and Control of Communicable Diseases of Man: Venereal Diseases.
- (25) AR 40-656, Veterinary Surveillance Inspection of Subsistence.
- (26) AR 40-657, Veterinary/Medical Food Inspection and Laboratory Service.
- (27) AR 40-658, Veterinary Activities.
- (28) AR 40-660, DOD Hazardous Food and Nonprescription Drug Recall System.

(29) AR 40-905, Veterinary Health Services.

(30) DA Pam 40-8, Special Safety and Health Standard for the Evaluation and Control of Occupational Exposure to Agent GB.

(31) DA Pam 40-16, Dental Statistical Reporting.

b. Description. These records concern composition, mission, responsibilities and functions of the Army Medical Department and its related corps, administration and operation of Army medical treatment facilities, medical, dental, and veterinary care, and medical, dental, and veterinary equipment and supplies. Current files in category 40 are listed in table B-19. Rescinded files in category 40 are listed in table B-20.

Table B-19**File category 40: Medical services**

FN: 40

Title: General medical services correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 40-1a

Title: Professional consultant controls

Authority: NN-166-207

Privacy Act: A0040-1DASG

Description: Information relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants. Included are biographical sketches, travel, and similar information.

Disposition: Destroy 1 year after termination of the appointment.

FN: 40-2a

Title: Blood donor files

Authority: NC1-AU-79-47

Privacy Act: AO040DASG

Description: Information relating to individuals, military or civilian, from whom blood was procured, including data as to time of withdrawal, type of blood, and similar information. Included are blood donor records cards and similar information.

Disposition: Destroy after 5 years or when no longer required for medical or legal reasons, whichever is later.

FN: 40-2b

Title: Blood program

Authority: NC1-AU-79-65

Privacy Act: Not applicable.

Description: Information related to administering the Army Blood Program. Included are documents relating to blood collection, procurement of blood, method of payment, interchange of blood between installations, notifications of the existence or activation of blood donor centers, and similar matters.

Disposition:

a. Office having Army-wide responsibility: Destroy after 25 years.

Table B-19
File category 40: Medical services—Continued

b. Other offices: Destroy after 5 years, or when no longer required for medical or legal reasons, whichever is later.

FN: 40-2c

Title: Controlled drug registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting narcotics and controlled drugs issued to wards, clinics, and dispensaries. Included are narcotic and controlled drug registers, controlled drug inventory certifications, and similar information.

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

FN: 40-2d

Title: Physical medicine treatment files

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information relating to patients treated in a physical medicine service. Included are cards, forms, and similar information.

Disposition: Destroy 1 year after completion of treatment. (Do not destroy until pertinent information has been incorporated in the patient's clinical record.)

FN: 40-2e

Title: Control cards

Authority: NN-166-204

Privacy Act: A40-31DASGa

Description: Information used by wards to account for assigned patients. Included are plain cards, ruled cards, card forms, or punched cards, and similar information.

Disposition: Destroy on discharge or transfer of patient.

FN: 40-2f

Title: Food processing facility files

Authority: NC1-AU-78-119

Privacy Act: No applicable.

Description: Information on requests for establishment, approval, discontinuance, expansion, and facility inspection of central meat processing facilities, pastry kitchens, and garrison bread bakeries.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy after 2 years.

FN: 40-2g

Title: Patient clearance sheets

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information relating to clearance of personnel indicating turn back of property, return of books to the library, and similar clearances issued prior to departure of patients and personnel from hospitals. Included are checklists and similar or related information.

Disposition: Destroy after 1 year.

FN: 40-2h

Title: Drug references

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used as a source of reference on drugs available on the commercial market. Included are cards containing data extracted from journals, tear sheets, reports of board actions, and similar information.

Disposition: Destroy when no longer needed for reference.

FN: 40-2i

Title: Seriously ill suspenses

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information related to reporting seriously ill patients or requesting the removal of patient names from the seriously ill list. Included are reports and similar or related information.

Disposition: Destroy on disposition or death of patient.

Table B-19
File category 40: Medical services—Continued

FN: 40-2j

Title: Seriously ill rosters

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information used for informing the patient's next of kin or other appropriate persons when the patient is seriously ill. Included are rosters and similar information.

Disposition: Destroy after 3 months.

FN: 40-2k

Title: Patient trust fund individual records

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information reflecting receipt and return of moneys and valuables deposited by the patients of a hospital with the custodian of the Patients' Fund. Included are patients' deposit records, authorization slips, vouchers, memorandums, receipts, correspondence, and similar information.

Disposition: Destroy 3 years after final withdrawal of all money and valuables.

FN: 40-2m

Title: Patient trust fund accounts

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information reflecting all transactions involving money and valuables of patients in a hospital. Included are checkbooks, receipt books, patients' trust fund journals, ledgers, and similar information.

Disposition: Destroy after 3 years.

FN: 40-2n

Title: Patient property

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information reflecting the receipt and return of patients' property, exclusive of the patient's funds and valuables. Included are property slips, tags, receipts, and similar information.

Disposition: Destroy 6 months after transfer of the patient.

FN: 40-2p

Title: Food service files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting essential financial and operating data pertinent to hospital feeding and mess operations. Included are daily records of hospital food service operations, reports, and similar information.

Disposition:

a. Office having Army-wide staff responsibility: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

FN: 40-2q

Title: Hospital master menus

Authority: NN-166-179

Privacy Act: Not applicable.

Description: Information related to the planning for nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar information.

Disposition: Destroy after 1 year.

FN: 40-2r

Title: Hospital ration accounts

Authority: NN-166-179

Privacy Act: Not applicable.

Description: Information reflecting meals served and rations served each day. Included are ration source data worksheets, records of meals served, ration records, and similar information.

Disposition: Destroy after 1 year, except that ration source data worksheets will be destroyed after 3 months.

FN: 40-2s

Title: Hospital food supplies

Authority: NN-166-179

Privacy Act: Not applicable.

Table B-19**File category 40: Medical services—Continued**

Description: Information relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are food receipt and consumption records, inventories of food on hand, requisitions and invoices of food obtained from the commissary, kitchen requisitions, and similar information.

Disposition:

- a. Requisitions and invoices: Destroy after 3 months.
- b. Food receipt and consumption reports: Destroy 1 year after card is filled.
- c. Other information: Destroy after 1 year.

FN: 40-2t**Title:** Individual patient diets**Authority:** NC1-AU-80-26**Privacy Act:** AO040DASG

Description: Information pertaining to dietary requirements of individual patients. Included are dietary history records and similar information.

Disposition: Destroy 2 years after patient is released from the hospital.**FN: 40-2u****Title:** Diet therapy**Authority:** NN-169-1**Privacy Act:** Not applicable.

Description: Information used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; early, late, or delayed tray rosters; nourishment and forced fluid rosters; food distribution charts; and similar information.

Disposition: Destroy after 3 months.**FN: 40-2v****Title:** Modified diet statistics**Authority:** NN-169-1**Privacy Act:** Not applicable.

Description: Information reflecting the number of diets served by category each day. Included are modified diet records and similar information.

Disposition: Destroy after 1 year.**FN: 40-2w****Title:** Hospital food production**Authority:** NN-166-179**Privacy Act:** Not applicable.

Description: Information related to processing meat and preparing items of food. Included are cooks' worksheets, food preparation worksheets, meat processing records, and similar information.

Disposition: Destroy after 3 months.**FN: 40-2x****Title:** Recipe cards**Authority:** NN-169-1**Privacy Act:** Not applicable.

Description: Information reflecting standardized recipes for food preparation. Included are recipe cards and similar information.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.**FN: 40-2y****Title:** Pharmacy issues**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information used by pharmacy officers for requisitioning items for supply from the medical supply officer. Included are issue slips, requests for issue or turn-in, and similar documents.

Disposition: Destroy after 5 years.**FN: 40-2z****Title:** Medical prescriptions**Authority:** NN-166-204**Privacy Act:** A40-2DASG

Description: Information relating to medical prescriptions which accumulate in pharmacies. Included are bulk drug orders, prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors, similar prescriptions, and similar documents.

Table B-19**File category 40: Medical services—Continued****Disposition:** Destroy after 5 years.**FN: 40-2aa****Title:** Pharmacy stock records**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting the receipt and expenditure of all narcotic drugs, ethyl alcohol, alcoholic liquors, and similar preparations. Included are DA Forms 3862 (Controlled Substances Stock Record) and similar documents.

Disposition: Destroy 5 years after card is filled.**FN: 40-2bb****Title:** Controlled Substance Record (DA Forms 3949 and 3949-1)**Authority:** N1-AU-90-16**Privacy Act:** AO040DASG

Description: Information reflecting narcotics and controlled drugs issued to patients in wards and clinics.

Disposition: Retain in CFA for 30 days or until form is completely filled. Destroy after 5 years.**FN: 40-3a****Title:** Alien tuberculosis**Authority:** NN-166-204**Privacy Act:** AO040-66bDASG

Description: Information related to admitting tubercular alien dependents into the United States. Included are requests for statements of acceptance, statements by medical officers or civilian physicians of the physical conditions of the dependent, statements of acceptance, agreements to accept treatment, and similar information.

Disposition: Destroy after 2 years.**FN: 40-3b****Title:** Dental stock records**Authority:** NC1-AU-79-50**Privacy Act:** Not applicable.

Description: Information reflecting the receipt and expenditure of all precious metals and special interest metals. Included are stock record cards, document control registers, prosthodontics prescriptions, and similar documents.

Disposition: Destroy 3 years after date of last transaction.**FN: 40-3c****Title:** Secretary of the Army designees**Authority:** NC1-AU-76-37**Privacy Act:** AO040-66bDASG

Description: Information relating to the designation by the Secretary of the Army of certain ineligible individuals to receive medical care in Army medical treatment facilities. Included is evaluation of requests, recommendations, medical records, and related documents.

Disposition: Destroy after 10 years. Retain in CFA.**FN: 40-3d****Title:** VA hospitalization reports**Authority:** NN-166-204**Privacy Act:** AO040DASG

Description: Information reflecting admission and disposition of VA beneficiaries. Included are monthly reports relating to service connected and nonservice connected disabilities, total patient days and available beds, and similar information.

Disposition: Destroy after 3 months.**FN: 40-3e****Title:** Foreign national hospitalization reports**Authority:** NN-163-53**Privacy Act:** AO040DASG

Description: Information reflecting hospitalization of foreign nationals by Army medical treatment facilities. Included are letters, forms, printouts, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 2 years.
- b. Medical facilities: Destroy after 1 year.

Table B-19
File category 40: Medical services—Continued

FN: 40-3f
Title: Orthopedic work orders
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting requests for construction of appliances. Included are plain cards, ruled cards, punched cards and card forms, and similar information.
Disposition: Destroy after 3 years.

FN: 40-3g
Title: Preventive dentistry
Authority: NC1-AU-78-99
Privacy Act: Not applicable.
Description: Information relating to the establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings, correspondence on professional or technical matters with individuals, associations, societies, commercial concerns, and similar documents.
Disposition:
a. Office having Army-wide responsibility: Destroy after 10 years.
b. Other offices: Destroy after 5 years.

FN: 40-3h
Title: Diagnosis, operation, death, or similar indices
Authority: NN-166-204
Privacy Act: A0040DASG; Not applicable.
Description: Information used to facilitate selection of records of cases having a specific diagnosis, undergoing a specified surgical procedure, or separated under provisions of specific Army regulations.
Disposition:
a. Required indexes: Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer to RHA, hold 10 more years and destroy.
b. Special purpose indexes: Destroy when no longer required.

FN: 40-3i (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 40-3j
Title: Emergency medical treatment vouchers
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Public vouchers and comparable and supporting documents accumulated in emergency medical treatment of Army military and civilian personnel and Army animals by civilian doctors, hospitals, and clinics. These files are accumulated by other than fiscal offices on which charges are presented for payment.
Disposition: Destroy after 5 years, except that vouchers which are incomplete or disapproved for payment will be retained at the installation for 10 years and then destroyed.

FN: 40-3k
Title: Patient disposition reports
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information related to notifying unit commander of patient's status on discharge from a hospital and return to active duty. Included are letters, forms, and similar information.
Disposition: Destroy 3 months after release of patient from hospital or 3 months after expiration of date for follow-up examination.

FN: 40-3m
Title: Patient transfers
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information relating to the transfer of patients. Included are recommendations, authorizations, and similar information.
Disposition: Destroy 3 months after transfer of patient.

Table B-19
File category 40: Medical services—Continued

FN: 40-3n
Title: VA hospitalization records
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting hospitalization of VA beneficiaries. Included are VA medical forms and similar information.
Disposition: Destroy 3 months after disposition of the case.

FN: 40-3p
Title: Medical reviews
Authority: NN-166-204
Privacy Act: A0040-3aDASG
Description: Information relating to medical fitness for appointment to or retention in service, promotion, special assignment, and separation. Included are extracts of medical examination, psychological evaluation reports, and similar information.
Disposition: Destroy after 3 years.

FN: 40-3q
Title: Medical boards
Authority: NN-166-204
Privacy Act: A0040-3bDASG
Description: Information reflecting determination of fitness for active duty. Included are medical board proceedings and related information.
Disposition: Destroy after 5 years.

FN: 40-3r
Title: Physical evaluation boards
Authority: NN-166-204
Privacy Act: A0040-3bDASG
Description: Information relating to review of medical board findings to determine if an individual should be discharged, placed on temporary disability retired list (TDRL), or returned to active duty. Included are physical evaluation board proceedings and similar information.
Disposition: Destroy after 2 years.

FN: 40-3s
Title: Intervening illness statements
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information related to justifying noncompliance with orders due to illness. Included are reports and similar information.
Disposition: Destroy after 6 months.

FN: 40-3t (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 40-3u
Title: Medical competency reviews
Authority: NN-166-204
Privacy Act: A0040-3aDASG
Description: Information related to determining the degree and ability of active and retired Army military personnel to use their mental faculties in handling personal problems of normal day-to-day living. Included are determinations and similar information.
Disposition: Destroy after 2 years.

FN: 40-3v
Title: Medical classifications
Authority: NN-166-204
Privacy Act: A0040-3aDASG
Description: Information relating to the physical classification of personnel. Included are work sheets, cards, and similar information.
Disposition: Destroy after 2 years.

FN: 40-3w
Title: Hospital arrival notices
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information prepared by the first Army hospital in the continental United States to admit a patient evacuated from overseas

Table B-19
File category 40: Medical services—Continued

for definitive treatment. Included are notices reflecting such information as the patient's name, emergency address, admission date, diagnosis, the specialized treatment required, and similar information.
Disposition: Destroy after 6 months.

FN: 40-3x
Title: Patient medical status
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information used to keep patient administrators informed of a patient's medical status. Included are diagnosis slips and similar information.
Disposition: Destroy 3 months after patient is released from hospital.

FN: 40-3y
Title: Absence suspenses
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting patients on leave. Included are absence requests, authorizations for absence, and similar information.
Disposition: Destroy on return of patient.

FN: 40-4a
Title: Prosthetic cases
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting the type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar documents.
Disposition: Destroy after 3 months.

FN: 40-5a
Title: Occupational health reports
Authority: NN-174-065
Privacy Act: Not applicable.
Description: Information on the incidence of disease and injury, staffing and operational data relating to occupational health services facilities and equipment, and comparable data. Included are letters, forms, printouts, and similar information.
Note: Occupational health survey files maintained by the U.S. Army Environmental Agency will be filed under FN 40-5f.
Disposition:
a. Office having Army-wide staff responsibility: Destroy after 30 years.
b. Other offices: Destroy after 2 years.

FN: 40-5b
Title: Epidemic disease reports
Authority: NC-AU-75-7
Privacy Act: Not applicable.
Description: Information reflecting epidemic diseases occurring at military stations or field units. Included are letters, forms, telegraphic messages, and similar information.
Disposition:
a. Office having Army-wide staff responsibility: Permanent.
b. Other offices: Destroy after 5 years.

FN: 40-5c
Title: Hospital inspection reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to internal sanitary inspections of hospitals, such as inspections of wards, quarters, messes and foods, and barber and beauty shops. Included are inspection reports, reports of corrective action taken, reclamation, and similar information.
Disposition: Destroy after 1 year.

FN: 40-5d
Title: Command health reports
Authority: NC1-AU-82-8
Privacy Act: Not applicable.
Description: Information reflecting current sanitary conditions and factors which influence health, such as data on environmental sanitation, personal hygiene of troops, foods and nutrition, communicable disease incidence and control, and similar information.

Table B-19
File category 40: Medical services—Continued

Included are command health reports, installation sanitation or health reports, and similar information.

Disposition:
a. Office having Army-wide staff responsibility, and units in a combat environment or designated as combat support elements: Permanent.
b. Other offices: Destroy after 2 years.

FN: 40-5e
Title: Preventive medicine data
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting basic professional, scientific, and technical data extracted from preventive medicine survey files; toxicity test files; and inquiry files. This information relates to occupational and preventive medicine, occupational nursing, industrial hygiene, chemistry and engineering, radiation protection, sanitary engineering, atmospheric and stream pollution control, medical entomology, toxicology, and occupational vision and hearing conservation. Included are punched cards, microfilm, magnetic tapes, and similar information.
Disposition: Destroy when no longer needed for reference.

FN: 40-5f
Title: Preventive medicine surveys
Authority: NC1-AU-85-49
Privacy Act: Not applicable.
Description: Information relating to surveys conducted to determine existing and potential health hazards. This information is accumulated by the U.S. Army Environmental Hygiene Agency (USAEHA); the Army medical laboratories, Europe; the Army Pacific Environmental Health Engineering Agency (USAPACEHEA), Japan; preventive medicine activities of medical centers (MEDCENs) and medical department activities (MEDDACs); and Department of the Army and major command headquarters. Included are survey reports and similar information.
Disposition: Destroy after 75 years. Retain 5 years in CFA.

FN: 40-5g
Title: Preventive medicine inquiries
Authority: NN-163-53
Privacy Act: Not applicable.
Description: Information related to furnishing routine technical data on preventive medicine matters to individuals, installations, and activities. Included is correspondence on such matters as handling, storage, and disposition of radioactive materials, safe levels of microwave radiation, toxicity of chemical substances and materials in military use, control of insects and rodents, waste disposal, and other preventive medicine matters.
Disposition:
a. USAEHA and USAPACEHEA: Destroy after 5 years.
b. Other offices: Destroy after 2 years.

FN: 40-5h
Title: Civilian employee medical files
Authority: NN-166-204
Privacy Act: A0040-5DASG
Description: Information reflecting medical care and treatment furnished to individual civilian employees by occupational health service dispensaries and preventive medicine organizations. Included are records of laboratory and xray findings, records of exposures to ionizing radiation, chemical and physical hazards, reports of pulmonary function tests and audiograms, correspondence relating to the physical condition and medical history of employees, and card records reflecting treatment furnished and absences caused by illness or injury. Excluded are dental, outpatient and inpatient treatment records, and other individual medical records which are created by Army medical facilities that provide medical care to civilian employees under special circumstances. Also excluded are disability retirement medical examination certificates and health qualification placement records which are filed under FN 690-200a, official personnel folder, in custody of the civilian personnel office and preemployment and fitness-for-duty medical examination certificates filed under FN 690-200a, official personnel folder, in custody of the supporting medical facility. Refer to Federal Personnel Manual (FPM) Supplement 293-31 for guidance on disposition of oversized xray pictures.

Table B-19
File category 40: Medical services—Continued

Disposition: (Note: Xray films related to medical surveillance of employees exposed to toxic substances in their work environment will be preserved in their original state for the duration of employment plus 30 years.)

a. Transfer of employee: Forward to servicing personnel office. The servicing personnel office will forward the civilian employee medical file to the gaining employing office.

b. Separation of employee: Forward to the servicing personnel office within 10 days after separation of civilian employee. The servicing personnel office will retire the civilian employee's medical file together with the Official Personnel Folder (OPF) to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, where it will be destroyed 30 years after separation of employee.

FN: 40-5i

Title: Dietary studies

Authority: NN-163-53

Privacy Act: Not applicable.

Description: Information related to reviewing Army dietary standards and recommending changes where necessary. Included are studies and similar information.

Disposition: Destroy after 5 years.

FN: 40-5j (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-5k

Title: Toxicity tests

Authority: NN-163-53

Privacy Act: Not applicable.

Description: Information relating to field and laboratory investigations, prophetic patch tests and use tests of the toxicity of chemicals and items in military supply which may through contact, inhalation, ingestion, or absorption adversely affect the health of personnel. Included are test reports, communications with the Toxicological Information Center, and similar information.

Disposition:

a. USAEHA and USAPACEHEA: Destroy after 10 years.

b. Other offices: Destroy after 5 years.

FN: 40-8a

Title: GB agent area designations

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents designating GB agent (isopropyl methylphosphonofluoridate) areas where entry and exit are restricted and controlled and where agent GB is manufactured, processed, packaged, re-packaged, demilitarized, released, handled, stored, used, or disposed of. Included are listings of agent areas and hygiene and decontamination facilities. Also included are standing operating procedures and directives related to emergency measures, contamination controls, personal protective equipment, laboratory operations, and exposure monitoring and measurement.

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

FN: 40-8b

Title: GB agent area access records

Authority: To be determined.

Privacy Act: AO040-5DASG

Description: Documents reflecting access by personnel to GB agent areas. Included are daily rosters and summaries of rosters identifying personnel who have entered and left designated GB agent areas.

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

FN: 40-8c

Title: Monitoring and measurement records

Authority: To be determined.

Privacy Act: Not applicable.

Table B-19
File category 40: Medical services—Continued

Description: Documents pertaining to exposure, air monitoring, and measurements taken in operations involving agent GB. Included are documents and forms reflecting the date, number, duration, location, and results of each sample taken with a description of the sampling and analytical methods used. Also included are information on the type of protective equipment used where permissible exposure limits have been exceeded.

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

FN: 40-8d

Title: Health education files

Authority: To be determined.

Privacy Act: AO040-5DASG

Description: Documents pertaining to health education program for individuals assigned to workplace in which there is a potential for agent GB exposure. Included are documents reflecting acknowledgment of information and awareness of standards in DA Pamphlet 40-8. Also included are documents and signed statements by women accepting employment or placement in positions involving potential exposure to agent GB.

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

FN: 40-14a

Title: Personnel dosimetry files

Authority: NC1-AU-79-37

Privacy Act: AO040-14DASG

Description: Information on recording and reporting external exposures of persons to ionizing radiation. Included are calibration control badge films, all films processed for evaluation, dosimeter logs, consolidated reports of film badge readings, DD Form 1141 (Record of Occupational Exposure to Ionizing Radiation) when not included in medical records, and similar information.

Disposition:

a. Office performing dosimetry film evaluation service:

(1) Processed film indicating abnormal or unusual exposure pattern: Destroy after 75 years.

(2) Processed film indicating normal exposure: Destroy after 5 years.

b. Offices of radiation protection officers:

(1) DD Form 1141: Transfer with medical record upon transfer or separation of person concerned.

(2) Other information: Destroy after 2 years.

FN: 40-14b

Title: Film badge controls

Authority: NN-166-204

Privacy Act: AO040-14DASG

Description: Information on the issue and control of dosimetry film badges. Included are requests for issue and turn-in of badges, documents used to record issues and turn-ins, and similar information.

Disposition: Destroy after 1 year.

FN: 40-14c

Title: Personnel bioassays

Authority: NC1-AU-79-37

Privacy Act: AO040-14DASG

Description: Information on recording and reporting internal exposures of individuals to radioactive materials. Included are analyses of biological specimens, whole-body counts, and similar information.

Disposition:

a. Laboratory performing bioassay service: Destroy after 75 years.

b. Offices of radiation protection officers:

(1) Information required for filing in individual medical records:

Destroy after 75 years.

(2) Other information: Destroy after 2 years.

FN: 40-16a

Title: Dental reports

Authority: NC1-AU-79-24

Privacy Act: Not applicable.

Description: Summaries of dental services performed, cases diagnosed, operations performed, and similar information. Included are dental services reports, central dental laboratory reports, annual dental services reports, correspondence, and similar documents.

Table B-19
File category 40: Medical services—Continued

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 1 year.

FN: 40-16b

Title: Dental worksheets and tabulations

Authority: NC1-AU-79-67

Privacy Act: Not applicable.

Description: Information used in preparing dental reports and summaries. Included are worksheets, tabulations, and similar documents.

Disposition: Destroy after 1 year.

FN: 40-24a

Title: Medical laboratory performance

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on performance factors, number and source of specimens received, special laboratory investigations, training, status of equipment, workload backlog, and similar data. Included are letters, forms, printouts, and similar information.

Disposition:

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

FN: 40-29a

Title: ROTC medical examinations

Authority: NN-166-204

Privacy Act: A0040-400DASG

Description: Information relating to medical examinations for the advanced ROTC Program, ROTC summer camp, appointment in the USAR, and ROTC flight training. Included are reports of medical examination and related documents.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 3 years.
- b. Other offices: Destroy after 1 year.

FN: 40-29b

Title: Rejected USMA applicant medical examinations

Authority: NN-166-204

Privacy Act: A0040-400DASG

Description: Information relating to applicants for the U.S. Military Academy Preparatory School and U.S. Military Academy who were rejected due to physical deficiencies. This information is accumulated by The Surgeon General. Included are reports of medical examination, reports of medical history, and similar information.

Disposition: Destroy after 5 years.

FN: 40-31a

Title: Clinical and pathological laboratory reports

Authority: NN-173-98-1

Privacy Act: A0040-31DASGA

Description: Information used by medical laboratories for informational, training, historical, or research purposes. Included are copies of reports on the pathological examination of surgical and autopsy tissues and similar information.

Disposition:

- a. Armed Forces Institute of Pathology: Destroy when determined to be of no further value for historical, research, educational, or consultative purposes.
- b. Other offices: Destroy when no longer needed for reference.

FN: 40-31b

Title: Research and experimental case files

Authority: NC1-AU-82-17

Privacy Act: A0040-31bDASG

Description: Information relating to experimental and research work in progress or completed. Included are documents pertaining to each individual subject.

Disposition: Permanent. Retire 3 years after completion of project.

FN: 40-31c

Title: Medical illustrations

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-19
File category 40: Medical services—Continued

Description: Information prepared by medical illustration sections of Army medical facilities. Included are photographic negatives, motion pictures, original drawings, moulages, and similar information.

Disposition: Disposition is governed by AR 40-31.

FN: 40-31d

Title: Tumor registry

Authority: NC1-AU-83-53

Privacy Act: A0040DASG

Description: Information reflecting an established diagnosis of malignant neoplasm. Included are related ledgers, reports, and chronological accounts of patient's case, therapy, laboratory data, tumor board recommendations, and autopsy protocol.

Disposition: Destroy when determined to be of no further value for historical, research, educational, or consultative purposes.

FN: 40-38a

Title: Clinical investigations

Authority: NN-174-006

Privacy Act: A0040-66bDASG

Description: Information relating to organized scientific inquiry, both in humans and by directly related laboratory work, into clinical problems of significant concern in the necessary health care of members of the military community, including active duty personnel, dependents, and retirees. Clinical investigations are funded under other than the RDTE appropriation. Included are investigation proposals, protocols, minutes of meetings, consent agreements, and other related documents.

Disposition: Destroy after 50 years. Retire 10 years after completion of investigation.

FN: 40-61a

Title: Alcohol and narcotic controls

Authority: NC1-AU-77-154

Privacy Act: Not applicable.

Description: Information relating to Treasury Department and Internal Revenue Service regulations, export and import of narcotics, issuance and cancellation of permits to procure tax-free alcohol, and similar matters. Included are letters, messages, extracts of directives, cards, printouts, and similar documents.

Disposition: Destroy after 5 years.

FN: 40-61b

Title: Medical materiel adoption

Authority: N1-AU-90-13

Privacy Act: Not applicable.

Description: Information relating to requests for materiel demonstrations, examination, and evaluations.

Disposition: Destroy 2 years after completion of action.

FN: 40-61c

Title: Quality assurance of medical materiel

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information associated with Medical Materiel Quality Control. Includes quality control messages, materiel surveillance, storage of shelf-life items, medical materiel complaints, SB 8-75 series documents and instructions for suspension, disposition, and recall of materiel.

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

FN: 40-61d

Title: Logistics assistance

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to the Logistics Assistance Program. Includes the results of logistics assistance visits by activities such as U.S. Army Medical Materiel Agency (USAMMA) and Army medical commands.

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

FN: 40-61e

Title: Medical supply support

Authority: To be determined.

Table B-19
File category 40: Medical services—Continued

Privacy Act: Not applicable.
Description: Documents relating to stockage, requisition and receipt, local purchase, storage, excess, disposal, controlled or regulated or durable items, medical materiel complaints, and supply performance.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61f
Title: Equipment management
Authority: To be determined.
Privacy Act: Not applicable.
Description: Documents relating to equipment acquisition policy, Medical Care Support Equipment, and property management to include Military Medical Benefits Property.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61g
Title: Medical sets, kits, outfits
Authority: To be determined.
Privacy Act: Not applicable.
Description: Documents relating to policy and procedures for the issue, turn-in, accounting, storage, and reporting of minimum essential staffing.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61h
Title: Medical mobilization programs
Authority: To be determined.
Privacy Act: Not applicable.
Description: Information relating to policies and procedures for the management of mobilization and medical materiel programs.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61i
Title: Medical equipment maintenance
Authority: To be determined.
Privacy Act: Not applicable.
Description: Documents pertaining to the maintenance of medical materiel. Includes maintenance engineering and maintenance operations.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61j
Title: Medical logistic service
Authority: To be determined.
Privacy Act: Not applicable.
Description: Documents pertaining to medical logistics functions. Includes materiel distribution and collection systems, linen management, standardization of supplies and equipment, medical instrument recycling program, and optical fabrication.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61k
Title: Hazardous medical materiel/waste disposal
Authority: To be determined.
Privacy Act: Not applicable.
Description: Information pertaining to hazardous medical materiel. Includes handling, reporting procedures, and disposal.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-63a
Title: Spectacle issues and receipts
Authority: NN-166-204
Privacy Act: A0040-DASG
Description: Information reflecting the diagnosis and types of spectacles prescribed in repeat refracture cases and receipt for spectacles issued. Included are cards, receipts, and similar information.
Disposition: Destroy after 3 months.

Table B-19
File category 40: Medical services—Continued

FN: 40-66a
Title: Health records
Authority: NN-165-171
Privacy Act: A0040-66bDASG
Description: Health Record Jackets of Army, Air Force, Navy, and Marine Corps military personnel.
Disposition: Disposition is governed by AR 40-66.

FN: 40-66b
Title: Dental health records
Authority: NC1-AU-84-23
Privacy Act: A0040-66bDASG
Description: Information reflecting dental treatment provided Active Army, Air Force, Navy, and Marine Corps military personnel, including Reserve component personnel on active duty or active duty for training, and comparable categories of military personnel as specified in AR 40-66. Included are dental health records and corresponding xrays for each individual.
Note: Dental records for active military personnel, uniformed Coast Guard personnel on active duty, and cadets and midshipmen of the military academies whose folders are not in custody of the treatment facility will be withdrawn and forwarded as required in AR 40-66, paragraph 5-8.
Disposition: Transfer and final disposition will be in accordance with AR 40-66. Disposition of dental records of cadets and midshipmen who separate and do not enter active duty will be in accordance with FN 40-66ii.

FN: 40-66c
Title: Register number files
Authority: NN-AU-79-10
Privacy Act: A0040-66bDASG
Description: Information used to provide basic administrative and professional data on treatment of individual patients, groups of patients, and conditions. Included are duplicate copies of inpatient treatment record cover sheets in register number order.
Disposition: Destroy after 20 years in CFA.

FN: 40-66e
Title: Foreign national inpatient treatment records
Authority: NC1-AU-76-50
Privacy Act: A0040-66bDASG
Description: Information pertaining to foreign nationals, except NATO personnel and their dependents, treated in Army medical facilities. Included are inpatient treatment records and fetal monitoring strips, if applicable, for each patient. NATO personnel records are excluded.
Disposition: Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, as follows:
a. Facilities with 5-year clinical record libraries: 5 years after the end of the year in which last inpatient treatment was given.
b. Other facilities: 1 year after the end of the year in which last inpatient treatment was given.

FN: 40-66f
Title: Military inpatient treatment records
Authority: NN-165-171
Privacy Act: A0040-66bDASG
Description: Information pertaining to Army, Navy, Marine Corps, and Air Force active and retired military personnel, Reserve, National Guard, and ROTC personnel on active duty or active duty for training, cadets and midshipman of the U.S. military academies, active and retired uniformed personnel of the Coast Guard, Public Health Service and Environmental Science Services Administration, and beneficiaries of the Veterans Administration. Included are fetal monitoring strips which were used for monitoring fetal progress, and inpatient treatment folders for each individual containing medical forms and related documents.
Disposition: Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, Louis MO 63123, as follows:
a. Five-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given.
b. Nonfixed medical facilities: At the end of each month for records completed on all patients released during the month.

Table B-19
File category 40: Medical services—Continued

c. U.S. Military Academy: 3 years after the end of the year in which the last medical treatment was given.
d. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

FN: 40-66g

Title: Civilian inpatient treatment records

Authority: N1-330-88-5

Privacy Act: A0040-66bDASG

Description: Information pertaining to dependents of military and uniformed service personnel, employees of the Federal Government, personnel of the U.S. Merchant Marine, civilians treated in an emergency, and all other categories of personnel not referred to in FNs 40-66e and 40-66f. Included are fetal monitoring strips which are used for monitoring fetal progress, and inpatient treatment folders for each individual containing medical forms and related documents.

Disposition: Destroy 50 years after date of latest record. Withdraw and retire to National Personnel Records Center (Civilian) 111 Winnebago St., St. Louis, MO 63118, as follows:

a. Five-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given.

b. Nonfixed medical facilities: At the end of each month for records completed on all patients released during the month.

c. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

FN: 40-66h (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-66i

Title: NATO personnel inpatient treatment records

Authority: NC1-AU-76-53

Privacy Act: A0040-66bDASG

Description: Information pertaining to the treatment of NATO personnel and their dependents in Army medical facilities. Included are inpatient treatment records and xrays for each individual.

Disposition: After final discharge, forward to the appropriate national military medical authority. (See AR 40-400, table 2-4, for a listing of these authorities).

FN: 40-66j

Title: Military outpatient records

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Information reflecting outpatient treatment or observation of retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard, active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey, separated cadets and midshipmen of U.S. military academies who do not enter active duty, and beneficiaries of the Department of Veterans' Affairs (VA). Included are outpatient folders consisting of medical forms and related documents.

Note: Outpatient files of active Coast Guard and other military personnel, including members of any of the Reserve components on active duty or active duty for training for more than 30 days, and cadets of the U.S. military academies who graduate and enter active duty, are filed in the health record jacket in accordance with AR 40-66.

Accordingly, outpatient files for these personnel will be forwarded for insertion in the health record jackets on completion of treatment or observation. Outpatient files of all other categories of personnel described under this file number should be forwarded, on request, to the gaining medical facility when the patient moves to a new location.

Disposition: Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 3 years after the end of the year in which last medical treatment was given.

FN: 40-66k

Title: Civilian outpatient records

Authority: N1-330-88-5

Privacy Act: A0040-66bDASG

Table B-19
File category 40: Medical services—Continued

Description: Information reflecting outpatient treatment or observation of all categories of personnel not included in FNs 40-66j, 40-66m, and 40-66p. Included are outpatient folders consisting of medical forms and related documents.

Note: When sponsor is reassigned and the new assignment results in the use of another medical facility, forward file to the gaining medical facility on request.

Disposition: Destroy 50 years after date of latest record. Withdraw and retire to National Personnel Records Center (Civilian), 111 Winnebago St. St. Louis MO 63118, 3 years after the end of the year in which last medical treatment was given.

FN: 40-66m

Title: Foreign national outpatient records

Authority: NC1-AU-76-55

Privacy Act: A0040-66bDASG

Description: Information reflecting outpatient treatment or observation of foreign nationals, except NATO personnel and their dependents.

Included are outpatient folders consisting of medical forms and related documents.

Disposition: Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 3 years after end of the year in which last medical treatment was given.

FN: 40-66n (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-66p

Title: Army Reserve and ROTC outpatient records

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Information reflecting treatment for observation of ROTC personnel at summer camp training and Army Reserve personnel on annual training for less than 30 days. Included are records of outpatient treatment and related documents.

Disposition: Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 1 year after end of year of summer camp or annual training.

FN: 40-66q

Title: NATO personnel outpatient records

Authority: NC1-AU-76-54

Privacy Act: A0040-66bDASG

Description: Information reflecting outpatient treatment or observation of NATO personnel and their dependents. Included are outpatient folders consisting of medical forms and related documents.

Disposition: After final discharge, forward to the appropriate national military medical authority. (See AR 40-400, table 2-5, for a listing of these authorities).

FN: 40-66r (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-66s

Title: Field medical cards

Authority: NN-166-204

Privacy Act: AO640-10bTAPC and OPM/GOVT 1

Description: Information relating to medical treatment of individuals by aid stations, clearing stations, and non-fixed dispensaries. Included are U.S. field medical cards and related documents.

Disposition:

a. Coding offices: On completion of weekly coding, alphabetize and make the following disposition:

(1) Military personnel: Forward to—

(a) Active duty Army officers: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSR, 200 Stovall Street,

Table B-19**File category 40: Medical services—Continued**

Alexandria, VA 22332-0471 for insertion in official military personnel file.

(b) Active duty Army enlisted: Commanding Officer, U.S. Army Personnel Services Support Center, Fort Benjamin Harrison, IN 46249, for insertion in official military personnel file.

(c) Active duty Navy or Marine Corps personnel: The Surgeon General, U.S. Navy, Washington, DC 20390.

(d) Active duty Air Force personnel: The Surgeon General, U.S. Air Force, Washington, DC 20314.

(e) All other U.S. uniformed personnel: HQDA (DASG-PSA), 5111 Leesburg Pike, Falls Church, VA 22041-3258.

(2) Civilian personnel: Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118.

(3) Foreign nationals: Within an overseas area, forward to the appropriate national authorities. Within CONUS, forward to HQDA (DASG-PSA), 5111 Leesburg Pike, Falls Church, VA 22041-3258.

(4) Prisoners of war: HQDA (DAPE-HRE), WASH DC 20314.

b. Other offices: Destroy after 3 months.

FN: 40-66t (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-66u

Title: Medical care inquiries

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting inquiries received from private individuals and Congress for nonprivileged information on such matters as medical treatment received, status of physical condition, transfer of individual patients, eligibility for medical care, and application for treatment. Included are approved requests, disapproved requests, and similar information.

Disposition: Destroy after 6 years.

FN: 40-66v

Title: USMA applicant xrays

Authority: NN-174-064

Privacy Act: A0040-66bDASG

Description: Xray film relating to applicants for the U.S. Military Academy Preparatory School and the U.S. Military Academy.

Disposition: Retain 5 years. Report to the servicing Defense Reutilization and Marketing Office (DRMO) for appropriate disposition instructions.

FN: 40-66w

Title: Installation xray indices

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information used for locating xray films. Included are nominal pathological indexes and similar or related information.

Disposition: Retire or destroy nominal indexes concurrently with the xray files to which they pertain. Destroy all other indexes when no longer needed for teaching or training purposes.

FN: 40-66x

Title: Troop and health clinic clinical record cover sheets

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information relating to the medical treatment of individuals in troop and health clinics. These documents duplicate documents forwarded to the office of The Surgeon General. Included are DA Forms 3647 (Inpatient Treatment Record Cover Sheet) and 3647-1 (Inpatient Treatment Record Cover Sheet (For Plate Imprinting)) and related documents.

Disposition: Destroy after 5 years.

FN: 40-66y

Title: Photograph and duplicate medical files

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Table B-19**File category 40: Medical services—Continued**

Description: Information used for training, historical, research, and informational purposes, and duplicates of documents filed in inpatient treatment records, outpatient treatment records, health records, and records of medical examinations. Included are original and duplicate medical photographs, films, slides, negatives, and related materials.
Disposition: Destroy after they have served the purpose for which they were accumulated.

FN: 40-66z

Title: Procurement and separation xrays

Authority: NC1-AU-77-42

Privacy Act: A0040-66bDASG

Description: Includes all xray film exposed during medical examinations of civilians who are inducted, enlisted, appointed, or commissioned in the active military service, and members of the U.S. Army Reserve or National Guard. Also included are xray film exposed during medical examinations of military personnel who reenlist or receive appointments as commissioned or warrant officers. Further, all xray film exposed during a release from active duty or separation medical examination, except xrays transferred to the Department of Veterans Affairs (VA) in connection with disability separation are included.

Disposition: Destroy after 50 years. Forward in Social Security account number sequence on a current basis (that is, daily, weekly, or monthly depending on the rate of accumulation) to the National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118.

FN: 40-66aa

Title: Applicant and registrant xray film

Authority: II-NNA-3021

Privacy Act: A0040-66bDASG

Description: Chest xray film of registrants for induction and applicants for enlistment who—

a. Are found disqualified for medical reasons (except disease of the chest) or who fail to meet the minimum mental standards under the Universal Military Training and Service Act (50 U.S.C., Supp IV, app. 454) as amended.

b. Are found disqualified for defects that are temporary.

c. Are found qualified for military service but have not returned for enlistment or induction into the Armed Forces.

Disposition:
a. Xrays pertaining to individuals found disqualified (permanently) for medical reasons: Report to servicing DRMO for appropriate disposition instructions.

b. All others: Retain 1 year. Report to the servicing DRMO for appropriate disposition instructions.

FN: 40-66bb

Title: Patient treatment film

Authority: N1-AU-86-24

Privacy Act: A0040-66bDASG

Description: Includes xray and cardiac catheterization film exposed during diagnosis and treatment of patients at hospitals and dispensaries, and xray film exposed during periodic physical examinations, examinations for flight, promotion, or other special training, or for conversion to Regular Army while on active duty. Not included are procurement or separation xrays.

Note: When patients are transferred, film pertaining to the current period of treatment is transferred with the clinical records.

Disposition:

a. Xray film: Report to the servicing DRMO for appropriate disposition instructions 5 years after the end of the year in which last xrays were taken. When installation is discontinued before expiration of the 5-year retention period, retire to National Personnel Records Center (Civilian) 111 Winnebago Street, St. Louis, MO 63118.

b. Cardiac catheterization film: Report to the servicing DRMO for appropriate disposition instructions 7 years after the end of the year in which last film was taken. When installation is discontinued before expiration of the 7-year retention period, retire to National Personnel Records Center (Civilian) 111 Winnebago Street, St. Louis, MO 63118.

FN: 40-66cc

Title: Occupational health surveillance xrays

Authority: N1-AU-90-10

Table B-19
File category 40: Medical services—Continued

Privacy Act: A0040-66bDASG

Description: Xray films taken for medical surveillance of military personnel exposed to toxic substances or harmful physical agents in their work environment.

Disposition: Xray films that are 8½ inches by 11 inches or smaller will be retired to the NPRC with the individual's health record (HREC). Oversized chest and torso xray films will be retained in their original form by the appropriate medical treatment facility (MTF) at the last duty station. A notation will be placed in the HREC of the findings, the location of the film, and procedures for obtaining it. These xrays will be retained for the duration of individuals' military service plus 30 years.

FN: 40-66dd (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-66ee

Title: Medical records access files

Authority: NC-AU-75-10

Privacy Act: Not applicable.

Description: Information related to authorizing access to medical records for unofficial research and study. Included are requests for access, agreements, approvals or authorizations, and similar information.

Disposition:

- a. Office responsible for authorizing the access: Destroy after 25 years.
- b. Other offices: Destroy after 2 years.

FN: 40-66ff

Title: Medical information releases

Authority: NC-AU-75-12

Privacy Act: A0040-66bDASG

Description: Information relating to the release of medical information which cannot be filed with retired or transferred medical records and xrays. Included are statements of patient's consent to the release, letters requesting the release, and similar information. (See AR 40-66, para 2-5c, for disposition of such information when it can be filed with inpatient, outpatient, or health records.)

Disposition: Destroy after 25 years.

FN: 40-66gg

Title: Nominal indexes

Authority: II-NNA-988

Privacy Act: A0040-66bDASG

Description: Information reflecting patient names, register numbers assigned, and other identifying items. This information is used for establishing individual histories of admission at a medical treatment facility and are used for locating medical records. Included are plain cards, ruled cards, punched cards, and similar information.

Disposition: Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer to RHA, hold 10 more years, and destroy. Information in cutoff files for readmitted patients will be brought forward and filed in current 10-year block.

FN: 40-66hh

Title: Tubercular applicant and registrant xrays

Authority: NC1-AU-76-56

Privacy Act: A0040-66bDASG

Description: Chest xray film of applicants or registrants who are rejected by reason of pulmonary tuberculosis will be made available to the official State public health agencies of the rejected individual's home State by local arrangement.

Disposition: When State health officer considers the report indicating the existence of the disease alone sufficient and does not desire the file, report to the servicing DRMO for appropriate disposition instructions.

FN: 40-66ii

Title: Military dental files

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Table B-19
File category 40: Medical services—Continued

Description: Information reflecting dental treatment provided retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard, ROTC, Reserve, and National Guard personnel on active duty or active duty for training for periods of less than 30 days, active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey, separated cadets and midshipmen of U.S. military academies who do not enter active duty, and beneficiaries of the VA. Included are dental records for each individual.

Disposition: Destroy after 50 years. Retire to National Personnel Records Center (Military), 9700 Page Blvd, St. Louis, MO 63132, 2 years after end of the year in which last medical treatment was given.

FN: 40-66jj

Title: Civilian dental files

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Information pertaining to all categories of personnel not specified in FNs 40-66b, 40-66ii, 40-66kk, and 40-66mm. Included are dental records for each individual.

Disposition: Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 2 years after the end of the year in which last medical treatment was given.

FN: 40-66kk

Title: Foreign national dental files

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting dental treatment of foreign nationals. Included are dental records for each individual.

Disposition: Disposition will be in accordance with instructions contained in FN 40-66e.

FN: 40-66mm

Title: American Red Cross dental files

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Information reflecting dental treatment of American Red Cross personnel. Included are dental records for each individual.

Disposition: Destroy after 25 years. Withdraw and forward to Medical Officer, American National Red Cross, 18th and D Streets, NW, Washington, DC 20006, 1 month after patient's medical treatment is completed.

FN: 40-68a

Title: Practitioner credentialing files (PCF)

Authority: NC1-AU-79-18

Privacy Act: A0040-66aDASG

Description: Information relating to granting or denying membership on hospital staffs and delineation of specific clinical privileges which are accumulated in hospitals. Included are application for membership and specific clinical privileges, approval, denial, and reason therefore, copies of diplomas, letters from State Boards of Medical Examiners, specialty boards, and previous employers, and related documents validating experience and documenting demonstrated ability.

Disposition:

- a. Information pertaining to civilian personnel: Retain in last medical treatment facility of employment. Destroy 5 years after termination of employment.
- b. Information pertaining to military personnel: Upon separation or retirement, forward to custodian of the military personnel records jacket (MPRJ) for inclusion in accordance with AR 640-10.

FN: 40-68b

Title: Medical facility incident reports

Authority: NC1-AU-78-58

Privacy Act: A0040DASG

Description: Information relating to involvement of a patient in an unusual occurrence or accident in a medical facility. Included are reports of unusual occurrences and related documents.

Disposition: Destroy in CFA after 7 years.

FN: 40-121a

Title: Nonavailability statements

Authority: NN-166-204

Table B-19
File category 40: Medical services—Continued

Privacy Act: AO040-3cDASG

Description: Information used in authorizing civilian medical care for dependents of military personnel when local medical treatment facilities of the uniformed services are unable to provide the required treatment. Included are nonavailability statement forms and similar information.

Disposition: Destroy after 3 years.

FN: 40-216a

Title: Military consultation service cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting consultation services provided for active members of the Army, Air Force, Navy, and Marine Corps, retired members of the Armed Forces, cadets and midshipmen of the military academies, members of the Reserve components of the Armed Forces, active and retired uniformed members of the U.S. Coast Guard, Public Health Service, and Coast and Geodetic Survey, and beneficiaries of the VA. These files, which are maintained by mental hygiene consultation services operating under AR 40-216, deal with problems of emotional adjustment, classification or reclassification, disposition, and the prevention of mental disorders. This includes case folders for each individual.

Note: Files described herein and in FNs 40-216b and 40-216c will be arranged in alphabetical sequence.

Disposition: Destroy after 50 years. Retire 1 year after annual cutoff to the National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132. Note: Review prior to retirement and destroy working information, drafts, duplicate copies, and other material of temporary value.

FN: 40-216b

Title: Civilian consultation service cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting consultation service provided for dependents of military personnel and, under unusual circumstances, to any other category of personnel not specified in FNs 40-216a or 40-216c. Included are case folders for each individual.

Disposition: Destroy after 25 years. Retire 1 year after annual cutoff to National Personnel Records Center (Civilian), 111 Winnebago, St. Louis, MO 63118.

FN: 40-216c

Title: Foreign national consultation service cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting consultation service provided for foreign nationals. Included are case folders for each individual.

Disposition: Disposition will be in accordance with instructions contained in FN 40-66e.

FN: 40-216d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-216e

Title: Clinical psychology individual cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information related to conducting psychological evaluations of individuals who have drug, alcohol, marital, work adjustment, and similar problems. Included are examination records of intelligence, personality, achievement, and aptitude, results of tests, doctor's notes, abstracts or copies of pertinent medical records, observations of patient's behavior, and similar information.

Disposition: Destroy 3 years after the case is closed.

FN: 40-216f

Title: Social work individual cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Table B-19
File category 40: Medical services—Continued

Description: Information relating to the interview of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment. Included are interviews, personal history statements, abstracts or copies of pertinent medical records, and similar information.

Disposition: Destroy 3 years after the case is closed.

FN: 40-216h

Title: Electroencephalographic tracings

Authority: NC-AU-75-16

Privacy Act: A0040DASG

Description: Information relating to electrical activity of the brain. Included are graphic recordings and similar information.

Disposition: Destroy after 2 years, except that tracings indicating abnormal conditions may be destroyed when no longer needed for teaching, research, or comparison purposes.

FN: 40-216i

Title: NATO consultation service cases

Authority: NC1-AU-84-5

Privacy Act: A0040-66bDASG

Description: Information pertaining to NATO personnel and their dependents who are treated in Army medical facilities.

Disposition: After final discharge, forward to the appropriate national military medical authority. (See AR 40-400, table 2-5).

FN: 40-216j (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-226a

Title: Activity reports

Authority: NC1-AU-77-153

Privacy Act: Not applicable.

Description: Information reflecting the activities of the Army Medical Department, such as narrative accounts of the organization, sanitation at the organization, steps taken to prevent diseases, morbidity, and mortality of troops servicing the organization, and other subjects of hygiene and professional medical interest. Included are activities reports, statistical tables and charts appended thereto, and similar information.

Disposition:

a. Offices having Army-wide responsibility: Permanent.

b. Reporting offices: Destroy after 5 years.

FN: 40-330a

Title: Pay patient treatment information

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Retained copies of documents reflecting information on pay patients treated in Army medical facilities. Included are letters, forms, printouts, and similar information.

Disposition: Destroy 1 year after the close of the FY to which they pertain.

FN: 40-330b

Title: Medical service accounts

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information relating to the process of accounting for charges and making proper distribution of funds received in payment for authorized medical and dental services. Included are patient ledger cards, invoices and receipts for collection, cash records, schedules of collection, certificates of indebtedness, copies of outpatient records, vouchers, registers, and related basic accounting documents.

Disposition: Destroy 3 years after completion of collection action or 3 years after inclusion in uncollectible accounts report, as applicable.

FN: 40-350a

Title: Bed availability files

Authority: NN-166-204

Privacy Act: A0040-1DASG

Table B-19
File category 40: Medical services—Continued

Description: Information relating to the availability and use of hospital beds. Included are cards, lists, and similar information.

Disposition:

- a. Office having Army-wide staff responsibility: Destroy after 2 years.
- b. Other offices: Destroy after 3 months.

FN: 40-400a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-400c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-400d

Title: Medical statistical machine tabulations

Authority: NC-AU-75-29

Privacy Act: Not applicable.

Description: Information reflecting statistical data extracted from the individual medical records and forwarded to DA. Included are machine tabulations and related documents.

Disposition:

- a. Tabulations containing data not extracted to other permanent records: Permanent. Retire when no longer needed for current operations.
- b. Other tabulations: Destroy 1 year after completion of analysis.

FN: 40-400e

Title: Detail and summary tabulating cards

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting data extracted from individual records and forwarded to DA by medical treatment facilities and Armed Forces Examining and Entrance Stations (AFEES). They are used to prepare basic medical and health statistical tables on morbidity, medical examinations of registrants, and similar medical data. Included are punched cards and magnetic tapes containing individual medical record data, cards pertaining to individuals examined at AFEES, and similar information.

Disposition: Destroy 25 years after completion of the statistical study to which they pertain.

FN: 40-400f

Title: Source documents

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information used in preparing personnel reports and punched cards. Included are admission worksheets, patient control registers, personnel accounting cards, change-in-status documents, and similar information.

Disposition: Destroy after 3 months. However, personnel accounting cards will be destroyed when information contained therein is no longer required.

FN: 40-400h

Title: Medical facility statistical feeder reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used by medical treatment facilities for local administrative operations and as a source of statistical information to prepare recurring reports required by higher headquarters. Included are patient statistical reports, outpatient statistical reports, clinic statistical reports, operations statistical reports, dispensary statistical reports, eye, ear, nose, and throat examination statistical reports, pregnancy case statistical reports, and similar information.

Disposition: Destroy after 1 year.

Table B-19
File category 40: Medical services—Continued

FN: 40-400i

Title: Ward statistical reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting statistical data on ward patients. Included are ward morning reports, daily and weekly census, patient strength reports, ward patient rosters, and similar information.

Disposition: Destroy after 3 months.

FN: 40-400j

Title: Telegraphic morbidity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting rapid changes in morbidity levels. Included are periodic telegraphic reports of incidence of specified diseases, strength served, and similar data.

Disposition:

- a. Office having Army-wide staff responsibility: Destroy when no longer required for statistical purposes.
- b. Other offices: Destroy after 2 years.

FN: 40-400k (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-400m

Title: Statistical health tables and charts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting medical statistics such as morbidity and mortality rates. Included are statistical tables, vital statistics charts, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 40-400n

Title: Birth reports

Authority: NC-AU-75-22

Privacy Act: A0040DASG

Description: Information reflecting births at Army installations which are reported to civil or military authorities. Included are letters, forms, printouts, and similar information.

Disposition:

- a. Files dated prior to 1916: Permanent.
- b. Files dated 1916 to present: Destroy after 2 years.

FN: 40-400p

Title: Death reports

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information related to reporting deaths within Army medical facilities to the hospital registrar or administrative officer of the day and reporting deaths at Army installations to civil health authorities. Included are hospital report-of-death forms, State death certificate forms, and similar information.

Disposition: Destroy after 2 years.

FN: 40-400q

Title: Admissions and dispositions

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information reflecting patients admitted or discharged from the hospital and interward transfers. Included are admission and disposition sheets, daily patient strength recapitulation documents, and similar information.

Disposition: Destroy after 5 years.

FN: 40-400r

Title: Communicable disease reports (humans)

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting communicable diseases diagnosed in patients admitted by transfer or as casualties and among troops en

Table B-19
File category 40: Medical services—Continued

route. Included are letters, forms, telegraphic messages, and similar information.

Disposition: Destroy after 5 years.

FN: 40-400s

Title: Entrance examinations

Authority: NN-166-204

Privacy Act: A0040-400DASG

Description: Information reflecting medical information on inductees and enlistees rejected for medical reasons. This information is forwarded to U.S. Army Health Services Data Systems Agency by AFEES. Included are copies of reports of medical examination and related information.

Disposition:

a. Sampled records: Destroy after 2 years. Earlier disposal is authorized.

b. Nonsampled records: Destroy after 1 year. Earlier disposal is authorized.

FN: 40-400t

Title: Registrant examination summary reports

Authority: NN-166-204

Privacy Act: A0040-400DASG

Description: Summary information on the overall examination results, the causes for disqualification, and general physical and mental characteristics of registrants found acceptable for induction. Included are summary reports of registrant examinations for induction and related information used for medical statistical purposes.

Disposition: Destroy 1 year after completion of the project for which they are used.

FN: 40-400v

Title: Medical study—preparation files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to projected or in-process studies of morbidity, mortality, hospitalization, casualty logistics, physical disqualifications for military service, nosology, and statistical methods (including ADP techniques and applications). Included are copies of detailed requests for data, procedural instructions, technical notes and memorandums, worksheets, drafts of narrative analyses, and similar information.

Disposition: Destroy on completion of project.

FN: 40-400w

Title: Physical medicine reports

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information such as treatment of patients in the physical medicine service, participation and treatment in occupational therapy, and disposition of patients. Included are physical medicine daily attendance reports relating to physical therapy and physical reconditioning, occupational therapy participation reports, reports to the hospital registrar, monthly reports of hospitalization of patients, and similar information.

Disposition: Destroy after 1 year.

FN: 40-400y

Title: Death record controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used by Headquarters, DA in obtaining and compiling information on deaths. Included are casualty reports, clinical record cover sheets, and similar or related information.

Disposition: Destroy on completion of tabulation and analysis.

FN: 40-400z

Title: Communicable disease reports (animals)

Authority: NC1-AU-85-67

Privacy Act: Not applicable.

Description: Information relating to cases of animal communicable diseases transmissible from animal to animal and from animal to human. Included are letter reports of appearance of first case of disease, report of notification of communicable disease to military or civilian authorities, and similar documents.

Table B-19
File category 40: Medical services—Continued

Disposition:

a. Office having Army-wide responsibility: Destroy after 20 years.

b. Other offices: Destroy after 1 year.

FN: 40-407b

Title: Operation orders and schedules

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information used to order and schedule operations.

Included are surgery rosters and similar information.

Disposition: Destroy when no longer needed.

FN: 40-407c

Title: Nursing service schedules

Authority: NC1-AU-79-66

Privacy Act: A0040DASG

Description: Information reflecting on-duty hours for personnel assisting with the nursing care of patients. Included are time schedules and similar information.

Disposition: If inspected by Joint Commission on Accreditation of Healthcare Organizations, destroy after next scheduled accreditation visit. Other hospitals: destroy after 2 years.

FN: 40-407e

Title: Bacteriological testing

Authority: NN-174-005

Privacy Act: Not applicable.

Description: Information created as a result of bacteriological culture tests to determine the efficiency of sterilizers, autoclaves, and the sterilization process. Included are laboratory reports and similar information.

Disposition:

a. Inspected hospitals: Destroy after next inspection by the Joint Commission on Accreditation of Hospitals.

b. Other hospitals: Destroy after 1 year.

FN: 40-407f

Title: Register of operations

Authority: NN-174-005

Privacy Act: Not applicable.

Description: Information reflecting surgical procedures performed in the hospital or clinic requiring anesthesia support or monitoring. Included are register of operations forms and related documents.

Disposition: Destroy in CFA after 3 years.

FN: 40-407g

Title: Health nursing case files

Authority: NN-166-204

Privacy Act: A0040-407DASG

Description: Information relating to patient and family health care in connection with the Army health nursing program. Included are family record forms, case referral forms, and similar information arranged alphabetically.

Disposition: Destroy 3 years after close of case.

FN: 40-407h

Title: Family indices

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information used for determining case load by program classification and for scheduling visits. Included are family index forms and related documents arranged alphabetically.

Disposition: Destroy 3 years after case is closed.

FN: 40-407i

Title: Statistical data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used in planning and evaluating services and providing data for periodic reports such as the outpatient report. Included are Army health nursing activities forms and similar information.

Disposition: Destroy after 5 years.

Table B-19
File category 40: Medical services—Continued

FN: 40-407j
Title: School health records
Authority: NN-166-204
Privacy Act: A0040-66bDASG
Description: Information used for evaluating health needs of students and for evaluating school health services. Information is maintained in the school nurses' offices. Included are school health record forms and related documents arranged by school classes and further arranged alphabetically within each class.
Disposition: Release to parent on transfer of student.

FN: 40-407k
Title: Patient condition reports
Authority: NC1-AU-84-30
Privacy Act: A0040DASG
Description: Information used to keep the chief of nursing service informed of each patient's condition and of ward activities which affect the workload and determine assignment of personnel. Included are 24-hour reports and similar information.
Disposition: Destroy after 1 year. Earlier destruction is authorized.

FN: 40-501a
Title: Medical standards/examinations
Authority: NC1-AU-81-66
Privacy Act: A0040DASG
Description: Information related to medical fitness standards and medical examination requirements for admission to the U.S. Military Academy Preparatory School and the U.S. Military Academy, (USMA) appointment, enlistment, and induction into the Active Army, retention, promotion, separation, flying duty, and mobilization, and similar circumstances. This information includes documentation and inquiries addressing the standards accumulated by the proponent of AR 40-501. It also includes information accumulated by medical facilities which conduct medical examinations. Included are copies of reports of medical examinations, medical history, and similar information.
Disposition: Destroy after 1 year, except FAA Form 8500-9 (file copy), reflecting Federal Aviation Administration (FAA) Flight Physicals, will be destroyed after 3 years.
Note: The originals of Standard Forms 88 and 93 and related documents pertaining to USMA applicants will be forwarded in accordance with AR 40-501.

FN: 40-554a
Title: Sexually transmitted disease reports
Authority: NN-166-204
Privacy Act: A0040-66BDASG
Description: Data assembled for the control of sexually transmitted diseases. Included are periodic reports of new cases, contact reports, special telegraphic reports, and similar information.
Disposition: Destroy after 1 year.

FN: 40-656a
Title: Operational rations reports
Authority: NC1-AU-80-20
Privacy Act: Not applicable.
Description: Information reflecting class 4, 5, 6, 7, and 9 veterinary inspections of nonperishable foods. Included are inspection reports, recommendations on lot disposition, and sanitary inspections of Unit Basic Load Storage Facilities.
Disposition: Destroy after 1 year.

FN: 40-657a
Title: Commercial food establishment reports
Authority: NC1-AU-85-50
Privacy Act: Not applicable.
Description: Information relating to sanitary inspections of commercial establishments engaged in the processing, handling, and storage of food products. Included are reports indicating the source of raw products, processing facilities, ventilation, water supply, disposal of waste, cleaning, insect control, refrigeration, and determinations of the sanitary qualifications of the establishment, correspondence with individual vendors or commercial food establishments relating to the reports, and similar information.
Disposition:

Table B-19
File category 40: Medical services—Continued

a. Office having Army-wide responsibility: Destroy after 15 years in CFA.
b. Other offices: Destroy in CFA 5 years after date sanitary inspection was conducted, or 1 year after establishment has been removed from the list of sanitarily approved sources, whichever is first.

FN: 40-657b
Title: Quality history records
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and reflect actual performance over a period of time, explanations of unusual amounts of rejections, reports of corrective actions taken, reclaims, and reports of pre-award or miscellaneous surveys. Included are quality history records, reports of sampling inspections, procurement quality assurance for dairy product records, reports of test results, and similar documents.
Disposition:

a. Branch offices: Destroy after 2 years.
b. Other offices: Destroy after 1 year

FN: 40-657c
Title: Food source listings
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting approved sources of foods of animal origin determined by sanitary inspections of the sources. Included are documents or publications showing the name, location of establishment for which Army approval has been granted, code of inspecting office, and related information.
Disposition: Preparing office: Destroy 2 years after supersession of the list.

FN: 40-657d
Title: Technical training files
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting technical training programmed and conducted to maintain unit efficiency. Included are technical training schedules, assignments of instruction personnel, lesson plans, reports of attendees, and similar information.
Disposition: Destroy after 1 year.

FN: 40-657e
Title: Procurement inspection reports
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting the requirements for an inspection, items to be inspected, and results of inspections, classes 3, 4, and 8. Included are contracts, purchase orders, purchase descriptions, purchase agreements, reports of inspection, product verification records, testing results, contractors' certificate of conformance, United States Department of Agriculture (USDA) Certifications, net weight examination records, vendors' manifests, and similar information.
Disposition:
a. Branch offices: Destroy after 2 years.
b. Other offices: Destroy after 1 year.
Note: Information in the cutoff files that requires additional action or relates to reopened cases should be brought forward for filing in the current file.

FN: 40-657f
Title: Surveillance inspection reports
Authority: NC1-AU-80-20
Privacy Act: Not applicable.
Description: Information reflecting classes 5, 6, 7, and 9 veterinary inspections. Included are inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, DD Forms 1225 (Storage Quality Control Reports), and similar information.
Disposition: Destroy after 1 year.

Table B-19
File category 40: Medical services—Continued

FN: 40-657g
Title: Contractor agreements
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting agreements with the contractor for veterinary inspection on subsistence contracts and evaluation of performance. Included are Plan for Inspection Job, Contractor Inspection System, Inspection System Evaluation, correspondence, and similar information.
Disposition:
a. Branch offices: Destroy 2 years after supersession or obsolescence.
b. Other offices: Destroy when superseded, obsolete, or when no longer needed for reference.

FN: 40-657h
Title: Quality data feedback
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting requests for, and results of, Defense Logistics Agency quality audits, subsistence item surveys, consumer level quality audit program, special destination inspections, and similar information.
Disposition: Destroy after 1 year.

FN: 40-657i
Title: Military food establishment reports
Authority: NC1-AU-80-20
Privacy Act: Not applicable.
Description: Information relating to the sanitary inspections of military facilities engaged in processing, handling, storing, and reselling subsistence items. Included are sanitary inspection reports, correspondence with facility managers and supervisors or commanders relating to inspection reports and similar information.
Disposition: Destroy after 1 year.

FN: 40-658a
Title: Veterinary activities reports
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information used for determining workload of veterinary personnel engaged in activities in the office of the Deputy for Veterinary Activities and food inspection and animal medicine branches, and for resource management of these activities. Included are veterinary activity reports, documents reflecting the poundage of subsistence inspected, trends and related information, and similar forms and documents.
Disposition:
a. The Surgeon General: Destroy after 10 years.
b. Other offices: Destroy after 2 years.

FN: 40-660a
Title: ALFOODACT messages
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information relating to recalls of foods, nonprescription drugs, nonprescription medical devices, and health and beauty aids.
Disposition: Destroy 1 year after completion of recall.

FN: 40-905a
Title: Veterinary sanitation inspection of animal facilities
Authority: NC1-AU-85-71
Privacy Act: Not applicable.
Description: Information relating to sanitary inspections of military animal facilities. Included are sanitary inspection reports, correspondence relating to inspection reports, and similar information.
Disposition: Destroy after 1 year.

FN: 40-905c
Title: Veterinary clinic and sick reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to animals treated in veterinary clinics, dispensaries, or hospitals. Included are treatment reports and similar documents.

Table B-19
File category 40: Medical services—Continued

Disposition: Destroy after 1 year.

FN: 40-905d
Title: Privately owned animal records
Authority: NC1-AU-79-13
Privacy Act: A0040-905DASG
Description: Information pertaining to the health of individual animals, belonging to military members or their dependents, under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.
Note: Release to owner when owner is transferred or when owner is no longer entitled to veterinary care for his or her animal.
Disposition: Destroy upon death of the animal, transfer of owner, or 2 years after the last entry in the record.

FN: 40-905e
Title: Military animal records
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information pertaining to the health of military animals under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.
Disposition:
a. Sentry dog records: Forward to Department of Defense Dog Center, ATTN: WHVS, Lackland Air Force Base, TX 78236, when dog is separated from the Service and disposed of.
b. Other records: Destroy 1 year after death of animal.

FN: 40-905f
Title: Animal death certificates
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting causes of animal deaths. Included are death certificates and related information.
Disposition: Destroy after 6 months.

FN: 40-905g
Title: Child care center veterinary inspections
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to sanitary inspections, humane treatment and care, facilities, housing and feeding of animals kept in child care centers for use by the staff and children.
Disposition: Destroy after 1 year.

Table B-20
File category 40: Medical services—rescinded FNs

FN: 40-25a
Title: Recipe cards
Use: FN 40-2x

FN: 40-66d
Title: Practitioner credentialing files
Use: FN 40-68a

FN: 40-67a
Title: Medical xray teaching files
Use: FN 351-3c

FN: 40-67b
Title: Dental xray projects
Use: FN 351-3d

FN: 40-67c
Title: Dental xray teaching files
Use: FN 351-3e

Table B-20
File category 40: Medical services—rescinded FNs—Continued

FN: 40-67d Title: Extra oral dental xrays Use: FN 351-3f
FN: 40-182a Title: Dental reports Use: FN 40-16a
FN: 40-182b Title: Dental worksheets and tabulations Use: FN 40-16b
FN: 40-332a Title: Pay patient treatment information Use: FN 40-330a
FN: 40-335a Title: Medical service accounts Use: FN 40-330b
FN: 40-400b Title: Medical statistical summaries Use: Not applicable. (Pertained to paper records created through 1970.)
FN: 40-400g Title: Health and hospitalization data Use: Not applicable. (Pertained to paper records created through 1970.)
FN: 40-400u Title: DA clinical record cover sheets Use: FN 40-66x
FN: 40-400x Title: Transmittals (OF 41) Use: Not applicable. (File transmittals with the documents to which they relate or destroy them when no longer necessary.)
FN: 40-407a Title: Medical facility incident reports Use: FN 40-68b
FN: 40-407d Title: Temperature, pulse, and respiration files Use: Not applicable. (Information is filed with the patient's clinical record.)
FN: 40-905b Title: Military food establishment reports Use: FN 40-657i

B-18. File category 50: Nuclear and chemical weapons and materiel

a. Prescribing directives.

- (1) AR 50-5, Nuclear Surety.
- (1) AR 50-5-1 (C), Nuclear Weapon Security (U).
- (3) AR 50-6, Chemical Surety.
- (4) AR 50-6-1 (C), Chemical Agent Security Program (U).
- (5) AR 50-115, Safety Rules for Army Nuclear Weapons.

b. Description. These files relate to policies, studies and reviews, controls, and operating procedures pertaining to safety and reliability of nuclear weapons and related materiel, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jettison. These also include procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel. See table B-21.

Table B-21
File category 50: Nuclear and chemical weapons and materiel

FN: 50 Title: General nuclear and chemical weapons and materiel correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to nuclear and chemical weapons and materiel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Materials relating to nuclear and chemical weapons and materiel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action. Disposition: a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.
FN: 50a Title: Nuclear, chemical and biological national security affairs Authority: NC1-AU-77-96 Privacy Act: Not applicable. Description: Information relating to domestic, foreign, and military policy for the application of atomic energy, utilization of nuclear and chemical weapons, and biological defense relating to national security and national level crisis management. Included are studies, actions, and directives of and related to the President, National Security Council, Assistant to the President for National Security Affairs, and interdepartmental groups and committees addressing national security affairs regarding nuclear and chemical warfare and biological defense. Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.
FN: 50b Title: Nuclear, chemical, and biological warfare arms controls Authority: NC1-AU-77-97 Privacy Act: Not applicable. Description: Information pertaining to the regulation, production, distribution, or reduction of actual, planned, or potential strategic nuclear weapons, chemical warfare weapons, and biological weapons. Included is information reflecting military considerations associated with the development of agreements and the implementation of such agreements. Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.
FN: 50c Title: Special strategic forces plans Authority: NC1-AU-77-94 Privacy Act: Not applicable. Description: Information relating to the development, coordination, and preparation of the Army's position relative to selected plans, including those of an inter-departmental and joint nature which are separately managed and closely controlled because of their highly sensitive nature. Included are Red Planning Board actions. Disposition: a. DA offices responsible for establishing coordinated Army view: Permanent. b. Other offices: Destroy after 2 years.

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued****FN: 50d****Title:** Nuclear and chemical strategy formulations**Authority:** NC1-AU-77-98**Privacy Act:** Not applicable.**Description:** Information relating to the development and expression of Army policy, means, and techniques for achieving national nuclear, ballistic missile defense, chemical and biological defense security objectives, and concomitant military objectives. Included are DA deployment and employment policy of tactical nuclear weapons, nuclear and chemical annexes, and information related to the review, analysis, and sponsorship of related studies.**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.**FN: 50e****Title:** Nuclear and chemical politico-military affairs**Authority:** NC1-AU-77-99**Privacy Act:** Not applicable.**Description:** Information relating to the politico-military aspects of national nuclear, chemical, and biological defense policy and strategy, to include Nuclear Planning Group activities.**Disposition:** Permanent.**FN: 50f****Title:** Nuclear and chemical requirements**Authority:** NC1-AU-77-103**Privacy Act:** Not applicable.**Description:** Information relating to the identification and verification of nuclear and chemical warfare requirements. Included are nuclear and chemical stockpile information, nuclear annex to joint forces memorandum, nuclear warhead stockage levels, nuclear annex to joint strategic operations plan, and related information and studies.**Disposition:**

- a. Offices responsible for preparing plan or contributing to it: Permanent. PIF when plan is final and cut off at the end of that year.
- b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference. Related information will be destroyed after 2 years.

FN: 50g**Title:** Nuclear and chemical capabilities**Authority:** NC1-AU-77-89**Privacy Act:** Not applicable.**Description:** Information relating to the analysis of theater nuclear forces, tactical nuclear and chemical warfare stockpiles, resources to determine capability to accomplish assigned missions and to establish priorities for allocation of U.S. Army resources based on worldwide U.S. and friendly foreign country requirements. Included are nuclear weapons allocation and deployment plans, and related studies or other information.**Disposition:**

- a. HQDA office requiring report: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 50h**Title:** Theater nuclear force structure developments**Authority:** NC1-AU-77-93**Privacy Act:** Not applicable.**Description:** Information relating to delivery units, special ordinance companies, custodial detachments, and supporting units in plans, lists, and overall force structure, and references related to the theater nuclear force posture.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN: 50i****Title:** Nuclear and chemical warfare budget formulations**Authority:** NC1-AU-79-78**Privacy Act:** Not applicable.**Description:** Information relating to developing and presenting budget estimates to support approved Army plans and programs for theater nuclear forces, strategic defensive systems, chemical warfare items, and nuclear, biological, and chemical defense programs.**Disposition:****Table B-21****File category 50: Nuclear and chemical weapons and materiel—Continued**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

FN: 50j**Title:** Nuclear and chemical progress and statistical reports**Authority:** NC1-AU-77-95**Privacy Act:** Not applicable.**Description:** Information containing statistical, graphical, or textual data on the condition and progress of Army tactical nuclear warhead and theater nuclear force development programs, chemical warfare systems, and biological defense items.**Disposition:**

- a. Consolidated report reflecting agency wide results: Permanent.
- b. Other reports: Destroy after 2 years.

FN: 50k**Title:** Army nuclear, chemical, and biological defense program reviews and analyses**Authority:** NC1-AU-80-11**Privacy Act:** Not applicable.**Description:** Information on evaluating and appraising the effectiveness and efficiency of the Army nuclear, chemical, and biological defense program. Included are evaluations of the Army's application of atomic energy, handling and employment of nuclear weapons, ballistic missile defense, CONUS air defense, chemical warfare and biological defense; program objective memorandum (POM) formulation and analysis; establishing the Army position on applicable portions of the OSD POM issue papers; and tentative program decision memorandum, amended program decision memorandum, 5-year defense program, and Army budget.**Disposition:**

- a. HQDA staff offices, major commands, and major subordinate commands: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 50m**Title:** Nuclear and chemical cost analyses**Authority:** NC1-AU-77-104**Privacy Act:** Not applicable.**Description:** Cost estimates and information regarding materiel development and procurement programs for tactical nuclear warheads, theater nuclear programs, chemical warfare systems, and nuclear, biological, and chemical defense programs.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN: 50n****Title:** Nuclear, chemical warfare, and biological defense scientific and technical information**Authority:** NC1-AU-77-109**Privacy Act:** Not applicable.**Description:** Studies and technical information pertinent to the development of nuclear warheads and employment of nuclear forces, chemical warfare, and biological defense. Included are technical references pertaining to nuclear, chemical, and biological matters.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN: 50p****Title:** Nuclear command and control communications**Authority:** NC1-AU-77-105**Privacy Act:** Not applicable.**Description:** Information relating to communications and command and control for the employment of theater nuclear forces.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN: 50q****Title:** Chemical and nuclear demilitarizations**Authority:** NC1-AU-77-32**Privacy Act:** Not applicable.**Description:** Information relating to the demilitarization of chemical and nuclear weapons and ammunition. Included are plans,

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued**

environmental impact statements and assessments, progress reports, and related information.

Disposition:

- a. Office responsible for obtaining congressional approval: Permanent.
b. Other offices: Destroy 1 year after completion of project.

FN: 50r

Title: Chemical and nuclear plans

Authority: NC1-AU-77-35

Privacy Act: Not applicable.

Description: Information relating to the development, coordination, and preparation of nuclear and chemical annexes to Army capabilities and joint strategic capabilities plans; chemical warfare and nuclear, biological, and chemical defense plans; chemical warfare readiness; nuclear, biological, and chemical capabilities plans; and related information.

Disposition: Destroy when superseded or obsolete

FN: 50-5a

Title: Nuclear accident/incident controls

Authority: NC1-AU-77-31

Privacy Act: Not applicable.

Description: Information relating to the reporting and investigation of nuclear accidents or incidents. Included are reports of accident or incident, investigation, followup action, status reports, and any related reports.

Disposition:

- a. Office responsible for preparation of report: Permanent.
b. Other offices: Destroy 1 year after all actions have been completed.

FN: 50-5b

Title: Nuclear manpower allocations

Authority: NC1-AU-77-116

Privacy Act: Not applicable.

Description: Information relating to DA policies for commands and agencies on the number of personnel who may be used to perform assigned missions bearing on the application of atomic energy and handling and employment of nuclear weapons. Included are DA atomic energy specialty programs; designation, approval, or validation records of atomic energy specialty positions for advanced degree requirements; and DA policy files for designation of military occupational specialty (MOS) prefix-5 positions.

Disposition: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 50-5c

Title: Nuclear surety files

Authority: NC1-AU-77-36

Privacy Act: Not applicable.

Description: Information relating to the implementation of the nuclear weapons surety program. Included are DA policy concerning safety and safeguards for nuclear weapons, implementing directives, and related information.

Disposition: Permanent.

FN: 50-5d

Title: Nuclear site restorations

Authority: NC1-AU-77-33

Privacy Act: Not applicable.

Description: Information relating to development, coordination, and preparation of restoration plans for contaminated nuclear sites. Included are environmental documentation, restoration plans, schedules, reports, briefings, movement plans, requests for approval, approvals, and related information.

Disposition:

- a. Office responsible for obtaining Secretary of the Army approval: Permanent.
b. Other offices: Destroy on completion of project.

FN: 50-5e

Title: User listings

Authority: NC1-AU-79-37

Privacy Act: A0040-14DASG

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued**

Description: Information on persons authorized to handle ionizing radiation sources, reflecting training, experience and certification. Included are listings of approved users, listings of experience and training, and similar information. (These are posted to official personnel files).

Disposition: Destroy 5 years after transfer or separation of the person concerned.

FN: 50-5-1a

Title: Nuclear site upgrading files

Authority: NC1-AU-77-34

Privacy Act: Not applicable.

Description: Information relating to the nuclear weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.

Disposition: Destroy 5 years after completion of project.

FN: 50-6a

Title: Chemical manpower allocations

Authority: NC1-AU-77-116

Privacy Act: Not applicable.

Description: Information relating to DA policies for commands and agencies on the number of personnel who may be used to perform assigned missions bearing on the application of atomic energy and handling and employment of chemical warfare and biological defense. Included are DA atomic energy specialty programs; designation, approval and validation records of atomic energy specialty positions; atomic energy specialty positions for advanced degree requirements; and DA policy files for designation of MOS prefix-5 positions.

Disposition: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 50-6b

Title: Chemical accident/incident controls

Authority: NC1-AU-77-31

Privacy Act: Not applicable.

Description: Information relating to the reporting and investigation of chemical accidents or incidents. Included are reports of accident or incident, investigation, follow-up action, status reports, and any related reports.

Disposition:

- a. Office responsible for preparation of report: Permanent.
b. Other offices: Destroy 1 year after all actions have been completed.

FN: 50-6c

Title: Chemical site restorations

Authority: NC1-AU-77-33

Privacy Act: Not applicable.

Description: Information relating to development, coordination, and preparation of restoration plans for contaminated chemical sites. Included are environmental documentation, restoration plans, schedules, reports, briefings, movement plans, requests for approval, approvals, and related information.

Disposition:

- a. Office responsible for obtaining Secretary of the Army approval: Permanent.
b. Other offices: Destroy on completion of project.

FN: 50-6d

Title: Chemical surety files

Authority: NC1-AU-77-36

Privacy Act: Not applicable.

Description: Information relating to the implementation of the chemical weapons surety program. Included are DA policy concerning safety and safeguards for chemical weapons, implementing directives, and related information.

Disposition: Permanent.

FN: 50-6e

Title: Chemical safety files

Authority: NC1-AU-77-37

Privacy Act: Not applicable.

Description: Information relating to the development and implementation of chemical weapons or agents safety standards and

Table B-21
File category 50: Nuclear and chemical weapons and materiel—Continued

procedures. Included are DA policy concerning the safeguard of chemical weapons, safety standards, implementing directives, procedures for reporting incidents, and related information.

Disposition:

- a. Office responsible for preparation of reports: Permanent.
- b. Other offices: Destroy when no longer needed.

FN: 50-6-1a

Title: Chemical site upgrading files

Authority: NC1-AU-77-34

Privacy Act: Not applicable.

Description: Information relating to the chemical weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.

Disposition: Destroy 5 years after completion of project.

FN: 50-115a

Title: Nuclear safety files

Authority: NC1-AU-77-37

Privacy Act: Not applicable.

Description: Information relating to the development and implementation of nuclear weapons safety standards and procedures. Included are DA policy concerning the safeguard of nuclear weapons, safety standards, implementing directives, procedures for reporting incidents, and related information. (Note: Use FN 50-6d or 50-6e to file similar safety information on chemical weapons and agents.)

Disposition:

- a. Office responsible for preparation of reports: Permanent.
- b. Other offices: Destroy when no longer needed.

B-19. File category 55: Transportation and travel

a. Prescribing directives.

(1) AR 55-1, CONEX/MILVAN Equipment Control-Utilization and Reporting.

(2) AR 55-19, Marine Casualties.

(3) AR 55-46, Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Overseas Areas.

(4) AR 55-71, Transportation of Personal Property and Related Services.

(5) AR 55-80, Highways for National Defense.

(6) AR 55-162, Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States.

(7) AR 55-170, Apportionment, Manifesting and Billing for Ocean Transportation and Port Handling of Empty CONEX Containers.

(8) AR 55-355, Volume 1, Defense Traffic Management Regulation. This volume prescribes many discrete categories of records. Rather than following the MARKS numbering sequence in the strict sense, a minor departure in the file number has been made to facilitate record identification. The basic file number, 55-355, is followed by a three-letter designation to denote the type of military traffic involved. These designations are listed in table B-22.

(9) AR 55-355, Volume 2, Transportation Facilities Guide (TFG) Records, U.S. Army.

Table B-22
Traffic type designations for use with AR 55-355, Volume 1

Designation	Letters	Example of file number
Air traffic	AIR	55-355AIRa
Freight (not specified air/land/sea)	FRT	55-355FRTh
Highway traffic	HWY	55-355HWYc
Nonspecific traffic and other records not falling into the above categories	NON	55-355NONg

Table B-22
Traffic type designations for use with AR 55-355, Volume 1—Continued

Designation	Letters	Example of file number
Movement of personnel	PER	55-355PERa
Rail traffic	RAL	55-355RALe
Ocean traffic	SEA	55-355SEAb
Records on tariffs, tenders, and transit	TTT	55-355TTTd

b. Description. These records concern transportation planning, programming, and staff supervision of transportation components, movement of Army passengers, cargo, mail, household goods (HHG), privately-owned vehicles (POVs), and personal baggage via various modes of transportation, use of CONEX Service, customs clearance, travel of Army personnel and dependents, military traffic management activities, and transportation facilities (table B-23). Records on specific modes of transportation and travel are in 56 and 59 series.

Table B-23
File category 55: Transportation and travel

FN: 55

Title: General transportation and travel 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 transportation and travel 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 transportation and travel 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: 55-1a

Title: Returnable container files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping information, stock cards, memorandum receipts, reports, and similar information.

Disposition: Destroy 3 years after return of container.

FN: 55-1b

Title: CONEX lease agreements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the lease of CONEX transporters to United States commercial firms to ship cargo to the United States. Included are leases and related correspondence, including correspondence pertinent to unusual charges, such as charges for lost or damaged transporters.

Disposition:

Table B-23**File category 55: Transportation and travel—Continued**

- a. Joint Container Control Agency: Destroy 3 years after termination of lease.
 b. Other offices: Destroy after 2 years.

FN: 55-1c**Title:** CONEX lease agreement lists**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to lists prepared by the Joint Container Control Agency reflecting United States commercial firms who have entered into approved leasing agreements. Also included are names and addresses of authorized overseas representatives of each firm.

Disposition:

- a. Joint Container Control Agency: Destroy 1 year after supersession.
 b. Other offices: Destroy when superseded or obsolete.

FN: 55-1d**Title:** CONEX receipts and billings**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to the procedures for maintaining data on current location of all transporters. This information also provides data for use in collecting rental charges by the Finance and Accounts Office, U.S. Army. Included are receipts issued when transporters are transferred to lessees, receipts issued when transporters are returned to the U.S., and coded machine runs.

Disposition:

- a. Joint Container Control Agency: Destroy receipts after 1 year and remaining files after 3 years.
 b. Other offices: Destroy after 1 year.

FN: 55-19a**Title:** Marine casualty record cards**Authority:** II-NNA-1945**Privacy Act:** Not applicable.

Description: Cards containing information extracted from reports of investigation and radio messages pertaining to casualties involving Army and commercial vessels and injury to stevedores or crewmembers, showing vessels involved, where damage occurred, amount involved, and similar data.

Disposition: Office having Army-wide staff responsibility: Destroy after 5 years.

FN: 55-46a**Title:** Processing of Overseas Replacement (POR) files**Authority:** NC1-AU-85-21**Privacy Act:** A0055-355DALO

Description: Information accumulated in the processing of military personnel, civilian employees, and their dependents for overseas movement. Included are requests for movement of dependents, letters notifying dependents of eligibility to travel to authorized destination, questionnaires and information sheets used for issuance of travel authorizations, and similar information.

Disposition: Destroy 1 year after processing is completed.

FN: 55-46b**Title:** Passport files**Authority:** NC1-AU-86-8**Privacy Act:** A0055-355MTMCb

Description: Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.

Disposition:

- a. U.S. Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 (Authorization to Apply for a "No Fee" Passport and/or Request for Visa) will be destroyed after 1 year.
 b. Other offices: Destroy after 1 year.

FN: 55-46c**Title:** Alien dependent travel files**Authority:** II-NNA-1566**Privacy Act:** AO055-355DALO

Description: Information relating to the travel of authorized alien dependents from overseas areas to the United States. Included are

Table B-23**File category 55: Transportation and travel—Continued**

applications for transportation of dependents, notification to dependents that application for transportation was approved, dependent's travel orders, and questionnaires.
Disposition: Destroy after 5 years.

FN: 55-71a**Title:** Accounting documents**Authority:** NC1-AU-86-55**Privacy Act:** A0055-71SAFM**Description:**

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

b. Designated depository checking accounts in overseas areas (see AR 37-103, chap 9). Included are checklistings for card checks, check reconciliation statements, check copies, and copies of outstanding depository checks.

c. Notices of exception and certificates of deposits.

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

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

f. Copies of HHG orders and HHG bills of lading.

g. Documents on excess cost of HHG shipments.

h. F&AO retained copies of Reserve Components composite payrolls.

i. Comparable information.

Disposition:

- a. Allotment documents: Destroy after 3 years.
 b. Duplicate copies of disbursement vouchers: Destroy after 1 year.
 c. Checklistings for card checks: Destroy after 1 year.
 d. Check reconciliation statements: Destroy on receipt of current list of outstanding checks.
 e. Copies of individual military pay vouchers for active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets have been received from USAFAC.
 f. Copies of outstanding depository checks: Destroy when the checks have been paid or their proceeds have been transferred to account 20 x 6045.
 g. Logistic support documents related to foreign governments: Destroy 4 years after settlement.
 h. MAP order fund transactions: Destroy after 4 years.
 i. Copies of HHG orders and HHG bills of lading: Destroy after 4 years.
 j. F&AO retained copies of Reserve Components composite payrolls: Destroy after 1 year.
 k. Other documents: Destroy 3 years after cutoff except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception and then destroyed.

FN: 55-80a**Title:** Highway operation files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information that reflects liaison activities of Army installations and activities with local transportation companies and associations. Included are maps and graphs; road, bridge, and equipment surveys; and bus data.

Disposition: Destroy after 3 years.

FN: 55-80b**Title:** Highway defense utilization**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to special military movements, such as oversized or overweight shipments, over public highways.

Disposition: Destroy after 10 years.

FN: 55-80c (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.