

Table B-47
File category 210: Installations—Continued

FN: 210-50n
Title: Furnishings, equipment inventory, and management files
Authority: NC1-AU-79-77
Privacy Act: Not applicable.
Description: Information on the management of furnishings for family and bachelor housing and transient quarters. Included are inventory reports of all types of household furnishings and equipment, planned procurement and redistribution of assets, approvals for redistribution of housing excesses, cost comparison analyses, and similar information.
Disposition:
a. Office having Army-wide responsibility: Destroy after 5 years.
b. Other offices: Destroy after 3 years.

FN: 210-50p
Title: Family housing maintenance, repair, incidental improvement, and minor construction projects
Authority: NC1-AU-79-77
Privacy Act: Not applicable.
Description: Information gathered in the review and approval of projects for maintenance, repair, incidental improvement, and minor construction of family housing. Included are requests for approval, technical reviews, approvals, specifications, plans, estimates, cost analyses, economic analyses, environmental impact statements, cost control records, and similar information.
Disposition:
a. Office having Army-wide responsibility: Destroy 3 years after completion of project.
b. MACOMs: Destroy 1 year after completion of project.
c. Other offices: Destroy 3 years after completion of project.

FN: 210-50q
Title: Family housing new construction and line item improvements
Authority: NC1-AU-79-77
Privacy Act: Not applicable.
Description: Information gathered in planning, development, design, and construction of new family housing projects and remodeling, conversion, or addition to existing structures. Included are land use studies, economic analyses, environmental impact statements, plans and specifications, and similar information.
Disposition:
a. Office having Army-wide responsibility: Destroy 3 years after completion of project.
b. Other offices: Destroy 2 years after completion of project.

FN: 210-50r
Title: Family housing project status reports
Authority: NC1-AU-79-77
Privacy Act: Not applicable.
Description: Information that reports the status of current projects. Included are quarterly reports under the Family Housing Management Account (FHMA)/BP 1800 and 1900 programs.
Disposition: Destroy after 1 year.

FN: 210-50s
Title: Quarters terminations
Authority: NC1-AU-86-69
Privacy Act: A210-50CE
Description: Information relating to termination of Government quarters assignments due to change of sponsor's status, removal of quarters from surplus status, for medical reasons, misconduct of the sponsor, misuse or illegal use, or any other reason as authorized by AR 210-50. Included are notifications of termination, exceptions to time requirements for vacating quarters, arrangements for prepayment of custodial contractors because of evictions, and similar information.
Disposition:
a. Files involving adverse actions (evictions, illegal use or misconduct by sponsor, potential litigation): Destroy 6 years after termination action.
b. All other files: Destroy in CFA 3 years after termination action.

FN: 210-51a
Title: Offpost housing complaints and investigations
Authority: NN-166-204
Privacy Act: AO210-50CE

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File category 210: Installations—Continued

Description: Information on complaints and investigations of offpost housing. Included are complaints from military personnel and owners or operators of housing facilities, investigative data, fact statements, acceptance statement, and withdrawal notices.
Disposition:
a. Office having Army-wide responsibility: Destroy 5 years after completion.
b. Other offices: Destroy 2 years after completion.

FN: 210-51b
Title: Realtor lists
Authority: NC1-AU-78-73
Privacy Act: A210-50CE
Description: Information consisting of cards reflecting approved realtors and available housing. They may accumulate in Army housing referral offices.
Disposition: Destroy individual cards when no longer needed for current operations.

FN: 210-51c
Title: Specific rental actions
Authority: NC1-AU-78-73
Privacy Act: A210-50CE
Description: Information on specific actions taken to provide offpost rental housing for Army personnel. These files may gather in housing referral offices Army-wide. Included are DD Forms 1668 and 1670, and similar or related information arranged by name folders.
Disposition: Destroy 3 months after move from Government housing, move to another installation, or upon separation from service.

FN: 210-60a
Title: Check cashing privileges
Authority: NC1-AU-80-47
Privacy Act: A0210-60SAFM
Description: Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.
Disposition:
a. Information pertaining to suspensions: Destroy 1 year after termination of suspension.
b. Other information: Destroy after 1 year. Earlier destruction is authorized when in accordance with AR 210-60.

FN: 210-60b
Title: NAF report of audits (Rescinded; use FN 36-5j.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 210-130a
Title: Unit and organizational laundry files
Authority: NN-166-204
Privacy Act: A0210-130DALO
Description: Documents maintained by a unit or organization controlling the receipt and delivery of laundry and drycleaning and in collecting payment. Included are laundry and drycleaning collection and delivery sheets; hospital, transport, and organization laundry lists; laundry and drycleaning adjustment vouchers; and similar information.
Disposition: Destroy after 1 year, except destroy DA Forms 3799 and related control documents 3 months after individual terminates use of the service.

FN: 210-130b
Title: Station laundry and drycleaning accounts
Authority: NN-166-204
Privacy Act: A0210-130DALO
Description: Documents reflecting total receipts and workload of laundry and drycleaning operations. Included are abstracts of laundry work for individual patrons, abstracts of enlisted and organizational

Table B-47**File category 210: Installations—Continued**

laundry and drycleaning (with and without cash reimbursement), cash collection vouchers, periodic reports of laundry and drycleaning operations, and similar information.

Disposition: Destroy after 2 years, except destroy DA Forms 3799 and related control documents 3 months after individual terminates use of the service.

FN: 210-130c

Title: Station laundry and drycleaning receipts

Authority: NN-166-204

Privacy Act: AO210-130DALO

Description: Documents used for the receipt and control of laundry and drycleaning. Data from these documents are abstracted for use in cash receipt and workload accounting. Included are drycleaning lists, laundry lists, roster and statement, abstracts of laundry or drycleaning organizational work, and machine tapes.

Disposition: Destroy after 1 year.

FN: 210-130d

Title: Army laundry and drycleaning surveys

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents resulting from actions taken to evaluate and improve the overall Laundry and Drycleaning Program. Included are staff studies, survey and test reports, coordinating actions, and related papers.

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

FN: 210-130e

Title: Laundry and drycleaning facility establishment files

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of laundry and drycleaning facilities. Included are recommendations for establishment, change in capacity, or discontinuance, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

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

FN: 210-130f

Title: Laundry and drycleaning layout reviews

Authority: To be determined.

Privacy Act: Not applicable.

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

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

FN: 210-130g

Title: Laundry and drycleaning program reports

Authority: To be determined.

Privacy Act: Not applicable.

Description: Reports used for supervision, rendering assistance and advice, and review and analysis of the Laundry and Drycleaning Program.

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

FN: 210-135a

Title: Financial institution establishments and terminations

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information on the establishment and termination of banking and credit union offices and designated depositories. Included are requests, recommendations, authorizations, requests and authorizations for extension of services, notices of termination, leases, and related information.

Table B-47**File category 210: Installations—Continued**

Disposition: Destroy on termination or discontinuance of facility, bank, or branch.

FN: 210-135b

Title: Financial institution operations

Authority: GRS 6, Item 3a

Privacy Act: Not applicable.

Description: Information on the operation of established banking and credit union offices and designated depositories. Included are quarterly statements and reviews, reports of services rendered and expenses incurred, correspondence related to hours of operation and services rendered, and comparable information.

Disposition: Destroy after 2 years.

FN: 210-135c

Title: Financial institutions

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information on the establishment and termination of banking and credit union offices (including main offices, branches, facilities, automated teller machines, and conversion points). Included are requests for approval to establish offices, with related studies, requests to modify established offices, approvals, disapprovals, operating or service agreements, leases, quarterly review consolidations, notifications to Chief of Engineers, and similar information.

Disposition: Destroy 10 years after disestablishment of related facility.

FN: 210-190a

Title: Cemetery correspondence

Authority: NC-AU-75-30

Privacy Act: AO210-190TAPC

Description: Information kept by field offices in connection with the general administration, operations, and maintenance of cemeteries and other burial installations. Included are retained copies of statistical reports made to State or local vital statistics offices, correspondence on authorization for interment, costs and method of operation of burial installations, gravesite reservations, maintenance of the installations, and similar operating matters, correspondence with the next of kin, higher headquarters, veterans organizations, and others pertaining to remains buried or to be buried in a cemetery, burial locations and burial space, funeral arrangements, headstones and markers, military honors and donations, and similar information.

Disposition: Destroy after 5 years.

FN: 210-190b

Title: Cemetery engineering plans

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the correlation of all engineering information received for preparation of the planning and designing of cemeteries. Included are prints, reproduces of layout maps, plans, and specifications.

Disposition: Offices of the Army Staff: Destroy when superseded or obsolete.

FN: 210-190c

Title: Cemetery interment files

Authority: NC1-AU-81-25

Privacy Act: AO210-190TAPC

Description: Information relating to the permanent interment of a decedent. Included are cemetery retained copies of DA Form 2122 (Record of Interment), transit permit, headstone data, agreement for burial, if applicable, information containing pertinent data concerning each decedent, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 210-190d

Title: Interment controls

Authority: NC1-AU-81-25

Privacy Act: Not applicable.

Description: Information providing a central interment record of decedents interred in Army national cemeteries, post cemeteries, and soldiers' lots. Included are DA Form 2122 and similar information.

Table B-47
File category 210: Installations—Continued

Disposition: Permanent. Keep in CFA. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer needed for current operations.

FN: 210-190e

Title: Individual gravesite reservations

Authority: NC1-AU-81-25

Privacy Act: AO210-190TAPC

Description: Information reflecting reservations of gravesite for individuals. Included are gravesite reservation forms, letters of cancellation, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy on cancellation or on receipt of report of interment indicating utilization of gravesite.
- b. Cemeteries: Destroy on cancellation. On utilization of gravesite, forward with interment report to office having Army-wide responsibility.

FN: 210-190f

Title: Gravesite reservation surveys

Authority: NC1-AU-78-95

Privacy Act: AO210-190TAPC

Description: Information reflecting periodic surveys to determine whether or not individual reservations are still desired, including changes in status of reserves. Included are cards, correspondence, and similar information.

Disposition: Destroy on cancellation or use of reservation.

FN: 210-190g

Title: Periodic cemetery reports

Authority: NC1-AU-80-14

Privacy Act: Not applicable.

Description: This information includes installation monthly, quarterly, or periodic reports such as national cemetery report, Part A monthly summary of interments and gravesites, national cemetery report, Part B quarterly summary, similar reports pertaining to interments, gravesite reservations, available gravesites, installation improvements, repairs, equipment, and personnel.

Disposition: Destroy after 5 years.

FN: 210-190h

Title: Cemetery planning estimates

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on estimates of costs for use in connection with the 5-year planning program.

Disposition: Office of the Army Staff: Destroy after 5 years.

FN: 210-190i

Title: Burial registers

Authority: NC-AU-75-30

Privacy Act: Not applicable.

Description: Registers kept at cemeteries, such as records of interments and reservations, and similar documents on which are recorded the section, plot, and grave numbers, decedent's name, grade, or rating, and date of interment or date reservation was made.

Disposition: Permanent. Retain at the installation until discontinuance, at which time they will be transferred to the OCRHA or retired to the Washington National Records Center, whichever is appropriate. However, original registers should be destroyed when all entries therein have been transcribed to a later register and the entries have been verified.

FN: 210-190j

Title: Installation and gravesite layouts

Authority: NC1-AU-81-15

Privacy Act: Not applicable.

Description: Layout maps kept at cemeteries and other burial installations. They show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, enclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.

Disposition: Permanent. Retain at installation until discontinuance, at which time they will be transferred to the overseas records center, or retired to the Washington National Records Center, whichever is appropriate. Maps and plans should be destroyed when superseded by

Table B-47
File category 210: Installations—Continued

approved drawings supplied by the office having Army-wide responsibility.

FN: 210-190k

Title: Cemetery visitor registers

Authority: NC1-AU-78-42

Privacy Act: AO001aTAPC

Description: Registers kept at national or overseas military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

Disposition:

- a. National cemeteries: Destroy 3 months after date of last entry.
- b. Temporary overseas cemeteries: Destroy 3 months after closing of cemetery.
- c. Permanent overseas cemeteries: Destroy on transfer of the cemetery to the American Battle Monuments Commission.

FN: 210-190m

Title: Cemetery historical files

Authority: NC1-AU-78-42

Privacy Act: Not applicable.

Description: These files contain all data of an historical nature accumulated by field installations pertaining to establishment and development of burial installations, such as land metes and bounds, deeds, newspaper and magazine articles pertaining to the installation, and related information.

Disposition:

- a. Overseas installations: Permanent. Transfer to OCRHA on discontinuance.
- b. CONUS installations: Permanent. Forward to the office having Army-wide responsibility on discontinuance.

B-42. File category 215: Morale, welfare, and recreation

a. Prescribing directives.

(1) AR 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

(2) AR 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.

(3) AR 215-3, Nonappropriated Funds Personnel Policies and Procedures.

(4) AR 215-4, Nonappropriated Fund Contracting.

(5) AR 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures.

(6) AR 215-7, Civilian Nonappropriated Funds and Morale, Welfare, and Recreation Activities.

b. Description. These records concern the administration of and accounting for nonappropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare. Current file numbers in category 215 are listed in table B-48. Rescinded file numbers in category 215 are listed in table B-49.

Note. This series combines portions of FN 28 (Welfare, Recreation, and Morale) and FN 230 (Nonappropriated Funds and Related Activities). All regulations in the 28-series and the 230-series will eventually be combined into the new 215-series.

Table B-48
File category 215: Morale, welfare, and recreation

FN: 215

Title: General morale, welfare, and recreation correspondence files

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

Privacy Act: Not applicable.

Description:

Table B-48
File category 215: Morale, welfare, and recreation—Continued

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to morale, welfare, and recreation 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 morale, welfare, and recreation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 215-1a

Title: NAF compensation cases

Authority: GRS 1, Item 32

Privacy Act: DOL/ESA-13

Description: Information relating to individual NAF employee compensation cases for work-related injury or illness. Included are examining physicians reports, investigative reports, information substantiating claims, application for compensation with supporting information, U.S. Department of Labor forms, and similar information.

Note: Final adjudication regarding compensation claims or awards is made by the U.S. Department of Labor, Office of Workers' Compensation Program (OWCP) (or OWCP's district offices). In the event a case is reopened at any time after this file has been destroyed, documents can be retrieved from the National Archives, through the Department of Labor. Point of contact is the Records Officer for Employment Standards Administration, Department of Labor, 200 Constitution Ave., N.W. WASH, DC 20210.

Disposition: Destroy 5 years after compensation is terminated.

FN: 215-1b

Title: Physical inventories

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained by other than FAOs reflecting the physical inventory of NAF property, supplies, and salable merchandise. Included are NAF property inventory sheets, inventories of food and resalable merchandise, and periodic inventories by disinterested persons.

Disposition: Destroy after 2 years.

FN: 215-1c

Title: Risk management files

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to administration of the risk management program (AR 230-16) for NAF instrumentalities. Included are letters, forms, and other documents showing management of the program, financial requirements, property claims and losses, claims under the tort program, property insurance, insurance of cargo shipments, workers' compensation program, and similar information.

Disposition: Retain in CFA until disposition instruction is published in this regulation or its successor.

FN: 215-1d

Title: NAF accounts

Authority: II-NNA-2037

Privacy Act: A0215-1bSAFM

Description: Information on the receipt, disbursement, and administration of nonappropriated funds, such as welfare, unit, inmates', Commandant's, sundry, vocational training, Chaplain's, Book Department, Officers, Noncommissioned Officers and Enlisted clubs,

Table B-48
File category 215: Morale, welfare, and recreation—Continued

post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.

Disposition: Destroy 3 years after completion of next comparable audit. Bound books, ledgers, and journals will be destroyed 3 years after date of last entry therein.

Note: Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-RM, Alexandria, VA 22331-0508.

FN: 215-1e

Title: NAF establishment files

Authority: II-NNA-1927

Privacy Act: Not applicable.

Description: Information on the establishment of nonappropriated funds, establishment of disbursement limitations, appointment of custodians and council members, and establishment of constitutions and bylaws. Included are orders, bylaws, constitutions, and changes thereto, and similar official fund establishment information.

Disposition: Destroy on supersession or destroy with related fund account records on dissolution of the fund, as appropriate.

FN: 215-1f

Title: NAF minutes of meetings

Authority: II-NNA-1927

Privacy Act: Not applicable.

Description: Minutes of meetings of councils and boards of governors appointed to administer nonappropriated funds as prescribed by directives, regulations, constitutions, bylaws, and similar regulatory media. Included are minutes of meetings and directly related information.

Disposition: Destroy with accounting fund records on actions prescribed within the recorded minutes of meetings.

FN: 215-1g

Title: Loan and grant administration files (NAF)

Authority: GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Information relating to the administration of loans and grants secured to finance, in whole or in part, construction of, or improvement to, NAF instrumentalities. Included are requests, forms, statements of conformance with DOD space criteria and the current Installation Master Plan, finance plans, documents indicating source of loan or grant (including terms and conditions), amount of local funds committed to the project, and similar information.

Disposition: Destroy 3 years after expiration of grant or repayment of loan.

FN: 215-1h

Title: NAF position structure

Authority: II-NNA-1175

Privacy Act: Not applicable.

Description: Information reflecting the civilian position structure of each nonappropriated fund instrumentality (NAFI). Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

Disposition: Destroy when superseded or obsolete.

FN: 215-1i

Title: NAF receipts for petty cash and change fund

Authority: NC1-AU-85-33

Privacy Act: A0215-1bSAFM

Description: Certificates indicating receipt and accountability for petty cash and change funds, signed by individuals. These certificates support general ledger balances and are kept for internal control purposes.

Table B-48
File category 215: Morale, welfare, and recreation—Continued

Disposition: Destroy when superseded or obsolete.

FN: 215-1j

Title: NAF loss of assets

Authority: NN-166-204

Privacy Act: A0027-20bDAJA

Description: Case files on investigating, reporting, and restituting loss of NAFI assets. Included are investigations, reports, correspondence, notifications, documentation of collections, appeals, and similar information.

Disposition: Destroy 10 years after final action on the case.

FN: 215-1k

Title: NAF hand receipts

Authority: NN-166-204

Privacy Act: A710-2bDALO

Description: Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings and supporting documentation.

Disposition: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.

FN: 215-1m

Title: NAF tort claims

Authority: NN-173-91

Privacy Act: A0027-20bDAJA

Description: Case files on tort claims against the NAFIs for damage, loss, or destruction of private property or personal injury or death resulting from negligence or wrongful acts or omission of acts by NAF personnel and employees.

Disposition: Destroy 10 years after final action on the case.

FN: 215-1n

Title: NAF employee insurance files

Authority: NC1-AU-81-20

Privacy Act: A0215-1CFSC

Description: Information relating to administration of group life, health, and accident insurance programs and retirement plans for NAF employees. Included are periodic statements of contributions and related information. These records are identified in organizational sequence, chronologically.

Disposition:

a. Offices exercising Army-wide responsibility: Destroy after 56 years. DO NOT RETIRE.

b. Other offices: Destroy after 4 years.

FN: 215-1p

Title: Central NAF financial and statement reporting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports and directly related information submitted by activities receiving or using nonappropriated funds. Financial statements and reports including inspection reports and related documents pertaining to nonappropriated funds, prepared by units administering the funds and sent to higher headquarters. Copies of statements and reports kept by the preparing units will be disposed of by appropriate standards in this regulation applicable to nonappropriated fund account files.

Disposition: Destroy after 3 years.

FN: 215-1q

Title: NAF securities

Authority: GRS 6, Item 6b

Privacy Act: Not applicable.

Description: Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.

Disposition:

a. Offices having Army-wide responsibility: Destroy 5 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

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File category 215: Morale, welfare, and recreation—Continued

b. Other offices: Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

FN: 215-1r

Title: NAF individual employee pay records

Authority: GRS 2, Item 1

Privacy Act: A0215-1aSAFM

Description: Information kept on each individual employee paid from nonappropriated funds, reflecting earnings, deductions, adjustments, bond issuances, and similar information.

Note: This file number is for use by the Central NAF Payroll Office (CNPO), Red River Army Depot, P.O. Box 75, Texarkana, TX 75504-0075, and the NAF Finance and Accounting Directorate, Central NAF Payroll System, USAFACEUR, APO NY 09007, and those payroll offices that are not yet under the Army-wide payroll functions of the two listed CNPOs. Payroll records that remain at NAF instrumentalities (or at the installation RHA) that were created before CNPO started providing the payroll function will be limited to the records described above and be retired accordingly.

Disposition:

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

b. FOR KOREAN NATIONAL DIRECT HIRE INDIVIDUAL PAY RECORDS: Destroy after 6 years and 3 months.

FN: 215-1s

Title: NAF employee leave files

Authority: GRS 2, Item 9a

Privacy Act: A0215-1aSAFM

Description: Individual leave cards, time and attendance reports, applications for leave, and similar information pertaining to nonappropriated fund employees.

Disposition: Destroy after 3 years.

FN: 215-1t (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 215-1u

Title: NAF stock records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and resalable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents. Stock record cards will be continued in effect until filled or final entry is made thereon.

Disposition: Destroy after 2 years.

FN: 215-1v

Title: NAF property records

Authority: II-NNA-1445

Privacy Act: Not applicable.

Description: Documents reflecting the description, value, source, quantity, location, disposition, and other data on nonexpendable property and fixed assets. Included are nonappropriated fund stock, property, and fixed asset cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock record card.

Disposition:

a. Cards with zero balance when there will be no further activity on the item, and filed cards when accounting entries are carried forward to a new card: Destroy after 2 years.

b. Other documents: Destroy after 2 years.

FN: 215-1w

Title: NAF utility service agreements

Authority: NN-166-204

Table B-48**File category 215: Morale, welfare, and recreation—Continued****Privacy Act:** Not applicable.**Description:** Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, and related documents.**Disposition:** Destroy 2 years after termination of the agreement.**FN: 215-1x****Title:** NAF vehicle registrations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents. Registration forms will be forwarded in accordance with AR 230-14.**Disposition:**

a. Army Central Welfare Fund: Destroy proof of ownership documents on final disposition of vehicle.

b. Other documents: Destroy upon new registration, or on final disposition of vehicle, as applicable.

FN: 215-1y**Title:** NAF bank deposit insurance files**Authority:** II-NNA-2037**Privacy Act:** Not applicable.**Description:** Information on arrangements with the Treasury Department for protection of nonappropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation.**Disposition:**

a. Offices of the Army Staff: Destroy after 3 years.

b. Other offices: Destroy when superseded or when account is closed.

FN: 215-1z**Title:** NAF minor and troop construction projects**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations, justifications, tests, geological investigations, cement and concrete reports, foundation reports, logbooks, field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" and shop drawings, progress photographs, inspection, progress, and completion reports, and similar information.

Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.

Disposition:

a. Office responsible for awarding contract or for executing by other means: Destroy 10 years after completion of the project.

b. Other offices: Destroy 2 years after completion of the project.

FN: 215-2a**Title:** Recreation and entertainment details**Authority:** NN-166-204**Privacy Act:** AO215CFCS**Description:** Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sport, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and related information.**Disposition:** Destroy after 2 years.**FN: 215-2b****Title:** Recreation and entertainment cases**Authority:** NC1-AU-77-64**Privacy Act:** Not applicable.**Description:** Documents related to planning, approving, and conducting specific contests, Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional materials, and related information.**Table B-48****File category 215: Morale, welfare, and recreation—Continued****Disposition:**

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

b. Other offices and TOE units: Destroy after 2 years.

FN: 215-2c**Title:** Recreation services reports**Authority:** NC1-AU-77-66**Privacy Act:** Not applicable.**Description:** Documents reflecting statistical information concerning Army recreation services activities. Included are letters, forms, and related documents.**Disposition:** Destroy after 2 years.**FN: 215-2d****Title:** Contest entries**Authority:** NN-166-204**Privacy Act:** AO215-2bCFSC**Description:** Documents submitted as entries in recreation services contests or competitions and related papers concerning entries or entrants in contests. Included are songs, scripts, poems, or similar materials entered, lists of contestants, eligibility determinations, and related documents.**Disposition:** Destroy after 2 years.**FN: 215-2e****Title:** Recreation services recognitions**Authority:** NN-166-204**Privacy Act:** AO215-2bCFSC**Description:** Documents in the responsible office of the Army Staff which reflect services of entertainers, instructors, or other persons contributing to the recreation services program. Included are certificates of esteem, letters of appreciation, and related documents.**Disposition:**

a. Award given: Destroy after 10 years.

b. Award not given: Destroy after 5 years.

FN: 215-2f**Title:** Entertainment scholarships and awards**Authority:** NN-166-204**Privacy Act:** AO215CFCS**Description:** Documents related to applying for scholarships and awards offered by schools and professional companies of the performing arts. These documents are maintained by HQDA. Included are applications and related papers.**Disposition:** Destroy after 3 years.**FN: 215-2g****Title:** Alcoholic beverage files**Authority:** NC1-AU-77-84**Privacy Act:** Not applicable.**Description:** Documents relating to the designation of military installation as "remote" for the purchase of packaged alcoholic beverages. Included are DOD, DA, and Chief of Staff directives and papers showing justification, coordination with higher authorities, approvals, or disapprovals of specific cases, DA policy statements concerning purchase of alcoholic beverages in monopoly States, and related documents.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

FN: 215-2h**Title:** Army club/NAF activity membership files**Authority:** NC1-AU-84-06**Privacy Act:** AO215-2aCFSC**Description:** Information reflecting active, associate, or honorary membership in Army clubs or other NAF membership activities. Included are membership applications, club card information, and similar information.**Disposition:** Destroy 1 year after termination of membership or payment of final bill, whichever applies.**FN: 215-2i****Title:** Alcoholic beverage decalomania controls**Authority:** NN-166-204

Table B-48**File category 215: Morale, welfare, and recreation—Continued****Privacy Act:** Not applicable.**Description:** Documents used to control the issue of alcoholic beverage decalcomania. Included are records of issue from stock and related documents.**Disposition:** Destroy after 2 years.**FN: 215-3a****Title:** NAF official personnel folders**Authority:** NC1-330-80-3 and GRS 1, Item 1**Privacy Act:** A0215-3DAPE**Description:** Information on employees paid from NAF showing qualifications, efficiency, promotions, awards, and similar information. Included are official personnel folders.

Note: Each folder will be clearly marked with the letters "NAF."

Disposition: Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 6 months after separation. NPRC will destroy 75 years after birth date of employee (60 years after the date of the earliest document if the date of birth cannot be ascertained) or 5 years after latest separation, whichever is later.**Exceptions:**

a. Direct hire non-U.S. citizens in foreign areas: Destroy 3 years after separation.

b. Indirect hire non-U.S. citizens in foreign areas: Destroy 3 years after separation. (If U.S.-host government agreements require longer retention, the major overseas commander will issue supplementary instructions to provide for appropriate extension of retention period.)

FN: 215-3b**Title:** NAF employment records**Authority:** II-NN-3560**Privacy Act:** A0215-3DAPE**Description:** Information on individual NAF employees showing such information as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438. (DA Forms 3438 are kept by the office responsible for administration of NAF personnel program.)**Disposition:** Destroy in CFA 5 years after transfer or separation of employee.**FN: 215-3c****Title:** NAF position structure**Authority:** II-NNA-1175**Privacy Act:** Not applicable.**Description:** Information reflecting the civilian position structure of each NAFI. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.**Disposition:** Destroy when superseded or obsolete.**FN: 215-3d****Title:** NAF job descriptions**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.**Description:** Information used for analysis, evaluation, or development of specific jobs, and to indicate jobs utilized. Included are master job descriptions, extra copies thereof, job standards, and similar information.**Disposition:** Destroy when canceled or superseded.**FN: 215-3e****Title:** NAF job description extra copies**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.**Description:** Copies used for distribution to employees and for filing in official personnel folders when personnel actions are processed.**Disposition:** Destroy when superseded or when job is abolished.**FN: 215-3f****Title:** NAF locator**Authority:** GRS 1, Item 11**Privacy Act:** A0001DAPE**Description:** Information providing the name, address, telephone number, and similar data for each employee assigned to a NAFI.**Disposition:** Destroy on transfer or separation of the employee.**Table B-48****File category 215: Morale, welfare, and recreation—Continued****FN: 215-3g****Title:** NAF personnel reports**Authority:** GRS 1, Item 28a(1)**Privacy Act:** Not applicable.**Description:** Information accumulated by NAF activities used to furnish Government agencies with information on labor statistics. Included are letters, forms, and similar information.**Disposition:** Destroy after 5 years.**FN: 215-3h****Title:** NAF employment applications**Authority:** II-NNA-1445**Privacy Act:** OPM/GOVT-5**Description:** Information pertaining to persons seeking employment in activities financed by NAF. Included are applications and related information.**Disposition:** Destroy 1 year after selection for the position is made unless a complaint or grievance is pending, in which case destroy 30 days after final appellate decision is issued.**FN: 215-3i****Title:** NAF referrals and selections**Authority:** NC1-AU-81-21**Privacy Act:** OPM/GOVT-5**Description:** Information showing placement, referral, selection, and promotion actions for NAF employees. Included are referral and selection lists and related information.**Disposition:** Destroy after 5 years.**FN: 215-3j****Title:** NAF chronological journals**Authority:** GRS 1, Item 14a**Privacy Act:** A0215-3DAPE**Description:** Information used in preparing NAF reports, reviewing actions previously processed, and preparing for DA inspections. Included are DA Forms 3434 (Notification of Personnel Action — Nonappropriated Funds Employees) (Copy 4) and similar information.**Disposition:** Destroy after 2 years. Cut off at the end of each month.**FN: 215-3k****Title:** NAF wage and salary schedules**Authority:** II-INN-3560**Privacy Act:** Not applicable**Description:** Information showing wages or salary for a specific grade. Included are schedules, tables, and similar information.**Disposition:** Destroy when canceled or superseded.**FN: 215-3m****Title:** NAF appeals and grievances**Authority:** NC1-AU-78-81**Privacy Act:** OPM/GOVT-9 and AO690-700DAPE**Description:** Information on settling NAF employee appeals and grievances. Included are committee reports, proceedings, decisions, and similar information.**Disposition:** Destroy 5 years after final decision or 5 years after any action on case following final decision, whichever is later.**FN: 215-3n****Title:** NAF retention registers**Authority:** GRS 1, Item 17b(1)**Privacy Act:** OPM/GOVT-5**Description:** Information showing retention groups of NAF employees according to tenure, length of service, performance ratings, and veterans preference.**Disposition:** Destroy after 2 years, unless appeals are pending.**FN: 215-3p****Title:** NAF authorized timekeeper lists**Authority:** GRS 2, Item 15**Privacy Act:** A0215-1CFSC**Description:** Information indicating or appointing individuals responsible for timekeeping. Included are lists, memorandums, and communications.**Disposition:** Destroy upon supersession.

Table B-48

File category 215: Morale, welfare, and recreation—Continued

FN: 215-3q

Title: NAF employee interviews**Authority:** GRS 1, Item 8**Privacy Act:** AO215-3DAPE**Description:** Information used to record counseling interviews and separation interviews.**Disposition:** Destroy 6 months after transfer or separation of employee.

FN: 215-3r

Title: NAF hours of work**Authority:** NC1-AU-80-7**Privacy Act:** Not applicable.**Description:** Information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of NAF employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.**Disposition:**

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

b. Other offices: Destroy 1 year after expiration.

FN: 215-3s

Title: NAF employee evaluation records**Authority:** II-NNA-1175**Privacy Act:** OPM/GOVT-5**Description:** Information used as a "tickler" file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record), and similar information.**Disposition:** Destroy 1 year after separation of employee. PIF on separation, cut off inactive file monthly.

FN: 215-3t

Title: NAF adverse actions**Authority:** NC1-AU-78-82**Privacy Act:** OPM/GOVT-5**Description:** Information on proposed adverse personnel actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statements of witnesses, notice of decision, and similar information. Excluded are letters of reprimand.**Disposition:** Destroy after 7 years unless employee appeals, in which case transfer to FN 215-3m.

FN: 215-3u

Title: NAF position files**Authority:** GRS 1, Item 11**Privacy Act:** Not applicable.**Description:** Information used by NAF activities for controlling all occupied and vacant positions.**Disposition:** Destroy on discontinuance of position.

FN: 215-3v

Title: NAF organization charts**Authority:** II-NNA-1445**Privacy Act:** ACO01DAPE**Description:** Information on each organizational segment showing positions, grades, and personnel. Included are charts, tables, and similar information.**Disposition:** Destroy when no longer needed for current operations.

FN: 215-3w

Title: NAF ladder diagrams**Authority:** II-NN-3560**Privacy Act:** Not applicable.**Description:** Information showing salary grades and corresponding job titles based on average monthly sales volume.**Disposition:** Destroy when no longer needed for current operations.

FN: 215-3x

Title: NAF personnel authorizations**Authority:** II-NNA-1175

Table B-48

File category 215: Morale, welfare, and recreation—Continued

Privacy Act: A0215-1CFSC**Description:** Information which authorizes commission rates of pay, per annum rates of pay, overtime, and deviations from established personnel policy and procedure.**Disposition:** Destroy when no longer needed for current operations.

FN: 215-3y

Title: NAF training files**Authority:** GRS 1, Item 29b and II-NN-3560**Privacy Act:** AO215-3DAPE**Description:** Information showing group training of NAF employees. Included are training schedules, attendance records, employee evaluation of specific courses, monthly summaries of training activities, and similar information.**Disposition:** Destroy after 5 years.

FN: 215-3z

Title: NAF reduction-in-force data**Authority:** GRS 1, Item 17a**Privacy Act:** OPM/GOVT-5**Description:** Information reflecting reduction-in-force data (RIF).

Included are identification of surplus positions, copy of retention register, copies of all advance notices and amendments thereto, organizational location of affected employees, copies of all official personnel actions taken as a result of the RIF or in lieu of the RIF, and similar information. Exclude information that is filed in an individual's Official Personnel Folder.

Disposition: Destroy on completion of action.

FN: 215-3cc

Title: NAF awards and commendations**Authority:** GRS 1, Item 12a(1)**Privacy Act:** AO215-3DAPE**Description:** Information related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of NAF employees. Included are approved and rejected suggestions, minutes of committee meetings, lists of employees eligible for awards, copies of letters of commendation, and similar information.**Disposition:** Destroy 2 years after final action.

FN: 215-3gg

Title: NAF securities**Authority:** GRS 6, Item 6b**Privacy Act:** Not applicable.**Description:** Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.**Disposition:**

a. Offices having Army-wide responsibility: Destroy 5 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

b. Other offices: Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

FN: 215-3hh

Title: Withholding tax exemption certificates**Authority:** GRS 2, Item 18c**Privacy Act:** A0215-1aSAFM**Description:** Copies of TD Form W-4 (Employees Withholding Exemption Certificate), executed by civilian employees paid from nonappropriated funds.**Disposition:** Destroy 4 years after supersession of form or termination of employee.

FN: 215-3ii

Title: Withholding taxes**Authority:** GRS 2, Item 18**Privacy Act:** A0215-1aSAFM**Description:** Information reflecting wages withheld. Included are reports to employees of total earnings and taxes withheld, reports to Internal Revenue Service of total income taxes withheld, tax reconciliations, receipts, and related information. Reports for Korean

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

National withholding tax files are submitted to the Korean Government Tax office.

Disposition: Destroy after 4 years. Destroy Korean National withholding tax files after 5 years.

FN: 215-3jj**Title:** Position schedule bonds**Authority:** GRS 6, Item 6b**Privacy Act:** AO215-3DAPE

Description: Information relating to fidelity insurance coverage for custodians and employees of nonappropriated funds. Included are official agreements and other bond documents, list of positions covered, list of individuals filling positions, and similar information.

Disposition: Destroy when superseded or obsolete.

FN: 215-3kk**Title:** Payroll deductions**Authority:** GRS 2, Item 15**Privacy Act:** AO215-1aSAFM

Description: Information authorizing payroll deductions. Included are bond deduction authorizations, health insurance payment deduction authorizations, and similar continuing deduction authorization documents.

Disposition: Destroy 3 years after separation of employee or cancellation of authorization.

FN: 215-3mm**Title:** NAF payroll control documents**Authority:** GRS 2, Item 14**Privacy Act:** AO215-1aSAFM

Description: Information used in controlling pay of employees. Included are time cards, time sheets, technical advisor reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.

Disposition: Destroy after 3 years provided audit has been made and exceptions or irregularities have not been reported.

FN: 215-4a**Title:** NAF debarred bidder lists**Authority:** NC1-AU-77-54**Privacy Act:** AO210-7ACFSC

Description: Documents relating to suspension of bidders that prohibits contractual relationship with the Department of Defense. Included are lists of debarred, ineligible, or suspended bidders, status reports and recommendations relating to bidders appearing on the lists, modifications, deletions, and additions to the lists, and similar information.

Disposition:

- a. Office responsible for final determination as to whether or not a bidder is placed on the list: Destroy 30 years after final determination.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 215-4b**Title:** NAF vendor mailing lists**Authority:** NC-AU-75-3**Privacy Act:** AO001aTAPC

Description: Cards and lists used to determine which vendors and contractors are eligible to receive NAF solicitations on specific items.

Disposition: Destroy when no longer needed for current operations.

FN: 215-4c**Title:** NAF master, open-end and call-type contracts**Authority:** NC-64-75-4**Privacy Act:** Not applicable.

Description: Documents relating to master, open-end indefinite delivery, Federal Supply Service (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see FNs 215-4g and 215-5c).

Disposition:**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

a. Offices administering contract: Destroy 6 years, 3 months after final payment, except that records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of the board's decision.

b. Offices procuring under contract: Identify and dispose of records under FNs 215-4g, 215-4h, and 215-5c as appropriate.

FN: 215-4d**Title:** NAF procurement registers**Authority:** II-NNA-2957**Privacy Act:** Not applicable.

Description: Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.

Disposition: Destroy after 6 years.

FN: 215-4e**Title:** NAF procurement inspections**Authority:** GRS 3, Item 4c**Privacy Act:** Not applicable.

Description: Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, and supervisory offices, documents indicating corrective action taken, and similar information.

Disposition: Destroy after 6 years.

FN: 215-4f**Title:** NAF contracting officer designations**Authority:** GRS 3, Item 4c**Privacy Act:** AO215-3DAPE

Description: Documents reflecting the designation and rescission of appointment of contracting officers and contracting officer representatives, which include the specific procurement authorities delegated.

Disposition: Destroy 6 years after rescission or termination.

FN: 215-4g**Title:** NAF small purchase categories**Authority:** NC1-330-78-13**Privacy Act:** Not applicable

Description: Records or documents pertaining to transaction below the small purchase limitations set forth in AR 215-4.

Disposition: Destroy case file 1 year after final payment. If notice of final payment is not furnished by servicing Contract Administrative Office (CAO), destroy 1 year after acceptance of goods or services.

FN: 215-4h**Title:** NAF contract actions**Authority:** NC-217-75-8**Privacy Act:** Not applicable.

Description: Contract case files, including original executed procurement documents, for any amount (but excluding the small purchase categories listed under FN 215-4g above), and including all concessionaire-type contract documents.

Disposition: Destroy 6 years, 3 months after final payment.

FN: 215-4i**Title:** NAF award protest files**Authority:** NC1-AU-77-61**Privacy Act:** Not applicable.

Description: Documents relating to actions taken to correct mistakes in bids or offers, and in settling protests of awards. Included are copies of bids or offers, contracts, and notices of award, decisions, copies of statutes, and similar information.

Disposition:

- a. Offices authorized to perform final review: Destroy 6 years after final determination.
- b. Other offices: File and dispose of with related contract files.

FN: 215-4j**Title:** NAF contract appeals**Authority:** NC1-AU-77-43**Privacy Act:** Not applicable.

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

Description: Contract appeals files contain documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representatives. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken, the contract and pertinent plans, specifications, amendments, and change orders, correspondence between the parties, transcripts of testimony taken during proceedings on matters in dispute prior to filing a notice of appeal with the board, and such additional documents as the contracting officer may consider essential or may be designated by the board.

Disposition: Destroy 10 years after final decision of the Board.

FN: 215-5a (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 215-5c**Title:** NAF small purchases-individual transactions**Authority:** GRS 3, Item 4a**Privacy Act:** Not applicable.

Description: Information on transactions within the Army, with other Government agencies and employees, and with nongovernmental organizations and individuals. Included are purchase orders, contracts, invoices, receiving reports, vouchers, registers, loan contracts, and similar information.

Disposition:

a. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years, 3 months after final payment.

b. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final payment.

FN: 215-5d (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 215-5e**Title:** NAF accounts**Authority:** II-NNA-2037**Privacy Act:** A0215-1bSAFM

Description: Information on the receipt, disbursement, and administration of nonappropriated funds, such as welfare, unit, inmate's, Commandant's, sundry, vocational training, Chaplain's, Book Department, Officers, Noncommissioned Officers and Enlisted clubs, post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.

Disposition: Destroy after 3 years.

Note: Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to the Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-RM, Alexandria, VA 22331-0508.

FN: 215-5f**Title:** NAF account inventories and hand receipts**Authority:** II-NNA-2037**Privacy Act:** A0710-2bDALO

Description: Information relating to accountability and control of fixed assets, sensitive items, and expense equipment. Included are inventory statements, DA Form 2062 (Hand Receipt/Annex), individual receipts and listings, and supporting documentation.

Table B-48**File category 215: Morale, welfare, and recreation—Continued****Disposition:**

a. Inventory accounting files: Destroy after 1 year.

b. Hand receipts and supporting documentation: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.

FN: 215-5g**Title:** Subsidiary NAF accounts**Authority:** II-NNA-2037**Privacy Act:** Not applicable.

Description: Information kept on subsidiary nonappropriated fund accounts. Included are officers, noncommissioned officers, enlisted, community clubs and post restaurant guest checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; child development care fees; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports; cash register tapes and sales slips; cashier's reports; and similar subsidiary documents.

Disposition:

a. Bowling center score sheets: Destroy one month after verification.

b. Other records: Destroy after 1 year.

FN: 215-5i**Title:** Central principal NAF accounts**Authority:** GRS 7, Item 2**Privacy Act:** Not applicable.

Description: Ledgers, journals, financial statements, and comparable documents reflecting revenue receipts and distribution and the total availability of Army-wide nonappropriated funds.

Disposition: Destroy 6 years, 3 months after close of the FY involved.**FN:** 215-5j**Title:** Central subsidiary NAF accounts**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.

Description: Information reflecting operation of various nonappropriated funds. Included are vouchers, canceled checks, bank statements, budget documents, statistical reports, and similar information.

Disposition: Destroy after 6 years, 3 months.**FN:** 215-5m**Title:** Check cashing privileges**Authority:** NC1-AU-80-47**Privacy Act:** A0210-60SAFM

Description: Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

Disposition:

a. Information pertaining to suspensions: Destroy 1 year after termination of suspension.

b. Other information: Destroy after 1 year. Earlier destruction is authorized when in accordance with AR 210-60.

FN: 215-5u**Title:** Concessionaire operations**Authority:** II-NNA-1445**Privacy Act:** Not applicable.

Description: Copies of agreements with concessionaires and documents reflecting the performance of concessionaires. Included are current agreements and associated documents, documents concerning compliance or noncompliance with standards of service, sanitation, and safety, patron complaints and commendations, and related documents.

Disposition: Destroy 3 years after termination of agreement.**FN:** 215-5v**Title:** Concessionaire open applications**Authority:** II-NNA-1445**Privacy Act:** AO001aTAPC

Table B-48
File category 215: Morale, welfare, and recreation—Continued

Description: Applications submitted by persons desiring to operate an activity on the installation.

Disposition: Destroy 2 years after individual or activity is no longer considered for operation.

FN: 215-7a

Title: Employee service cases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on considering, approving or disapproving, establishing, or discontinuing specific employee services or facilities, such as food, medical and health services, transportation, housing, recreation, and shopping. Included are studies, letters, orders, and similar information.

Disposition: Destroy 5 years after disapproval or discontinuance of service or facility.

Table B-49
File category 215: Morale, welfare, and recreation—rescinded FNs

FN: 215-3aa

Title: NAF employee leave files

Use: FN 215-1s

FN: 215-3bb

Title: NAF employee insurance files

Use: FN 215-1n

FN: 215-3dd

Title: NAF supervisor or manager employee records

Use: FN 1aa

FN: 215-3ee

Title: NAF individual employee pay records

Use: FN 215-1r

FN: 215-3ff

Title: Central NAF financial and statement reporting files

Use: FN 215-1p

FN: 215-5b

Title: Central NAF financial and statement reporting files

Use: FN 215-1p

FN: 215-5h

Title: NAF employee leave files

Use: FN 215-1s

FN: 215-5k

Title: NAF payroll control documents

Use: FN 215-3mm

FN: 215-5n

Title: Withholding tax exemption certificates

Use: FN 215-3hh

FN: 215-5p

Title: NAF employee insurance files

Use: FN 215-1n

FN: 215-5q

Title: Withholding taxes

Use: FN 215-3ii

FN: 215-5r

Title: Position schedule bonds

Use: FN 215-3jj

Table B-49
File category 215: Morale, welfare, and recreation—rescinded FNs—Continued

FN: 215-5s

Title: Payroll deductions

Use: FN 215-3kk

FN: 215-5t

Title: NAF authorized timekeeper lists

Use: FN 215-3p

B-43. File category 220: Field organizations

a. *Prescribing directives.*

(1) AR 220-1, Unit Status Reporting.

(2) AR 220-5, Designation, Classification, and Change in Status of Units.

(3) AR 220-10, Preparation for Oversea Movement of Units (POM).

(4) AR 220-15, Journals and Journal Files.

(5) AR 220-90, Army Bands.

b. *Description.* These records concern mission, functions, organization, and status of field-type units and activities. Actions affecting field units such as activation and inactivation, movement, training, mission readiness, and unit documents such as rosters and journals. See table B-50.

Table B-50
File category 220: Field organizations

FN: 220

Title: General field organizations 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 field organizations 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 field organizations 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: 220-1a

Title: Readiness reports

Authority: NC1-AU-77-30

Privacy Act: Not applicable.

Description: Information relating to reporting actual readiness conditions of Army forces. Included are individual and consolidated unit readiness reports, personnel status reports, logistic readiness reports, records concerning the actual readiness conditions of Army forces, and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices and TOE units: Destroy after 2 years.

c. Materiel condition status reports:

(1) Active Army: Destroy after 6 months.

Table B-50
File category 220: Field organizations—Continued

(2) Reserve Components: Destroy after 1 year.

FN: 220-1b

Title: Personnel readiness files

Authority: NN-167-31

Privacy Act: A0001bTAPC

Description: Personal affairs information on personnel subject to rapid deployment in support of contingency plans. Included in each individual's file are checklists; change of address card; identification card; record of emergency data; bailment agreement; applications for storage, transportation, and shipment of personal effects; applications for basic allowance for quarters; Family Care Plan and Family Care Counseling Checklist; and similar information.

Note: Personnel Readiness Files are prescribed by FORSCOM Mobilization and Deployment Planning System (FORMDEPS); however, for consistency of numbering within MARKS, they are identified here with related unit readiness records under AR 220-1.

Disposition: Forward with MPRJ in accordance with AR 640-10. Destroy when superseded, obsolete, or when individual is separated.

FN: 220-1c

Title: Readiness resource references

Authority: NN-167-31

Privacy Act: Not applicable.

Description: Information maintained by offices responsible for establishing requirements which provide reference to available or planned Army resources or which document planned utilization resources. Included are copies of plans; TDA; TOE; papers or punched cards reflecting the current status of forces, resources, and appropriate intelligence; and other pertinent information.

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

FN: 220-5

Title: Unit identification system (UIS) files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information pertaining to the assignment, registration, change, and control of units by the unit identification system. Included are input data A and B cards, messages, machine tabulation reports, memorandums of telephone calls, and related information.

Disposition:

- a. Fiscal year machine tabulation reports: Destroy after 3 years.
- b. A and B cards: Destroy after 30 days.
- c. Other information: Destroy after 1 year.

FN: 220-10a

Title: Unit movement data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Received reports showing units alerted for oversea movement, listing shipment number and unit designation, strength, home station, port assigned, estimated time of departure, destination, and estimated time of arrival.

Disposition: Office having Army-wide staff responsibility: Destroy after 3 years.

FN: 220-15a

Title: Daily journal, staff journal, and Tactical Operations Center (TOC) logs

Authority: NC1-AU-81-26

Privacy Act: Not applicable.

Description: Information reflecting a chronological record of events affecting a headquarters, a TOC, or an organization during a given period of time. Included are journals, logs, and information necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate, higher, or lateral units when applicable; personnel reports; and ammunition expenditure charts, other statistical data, and similar information. Excluded are routine duty reports, which are identified under FN 220-45b.

Disposition:

- a. Peacetime: Destroy after 5 years.
- b. Mobilization:

(1) Units in a combat environment, or designated as combat support elements, and offices of HQDA: Permanent.

Table B-50
File category 220: Field organizations—Continued

(2) Other offices and TOE units: Destroy after 5 years.

FN: 220-45a

Title: Duty roster files (Rescinded; use FN 1ee.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 220-45b

Title: Duty reports (Rescinded; use FN 1d.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 220-90a

Title: Army band use files

Authority: NC1-AU-78-60

Privacy Act: Not applicable.

Description: Information relating to the participation of Army bands or band members in various events and at various places. Included are requests for participation; programs and schedules; documents pertaining to the cost of transportation, quarters, and per diem; and related information.

Disposition:

- a. The United States Army Band: Destroy after 5 years in CFA.
- b. The United States Army Field Band, other offices, and TOE units: Destroy after 2 years, or when no longer needed for current operations, whichever is later.

FN: 220-90b

Title: Army band technical inspections

Authority: NN-170-13

Privacy Act: Not applicable

Description: Information relating to inspections conducted to determine serviceability of equipment and technical proficiency of bandmen and bands. Included are inspection reports, reports of corrective action, and related information.

Disposition: Destroy 1 year after next comparable inspection.

FN: 220-90c

Title: Army band official music

Authority: NC1-AU-77-67

Privacy Act: Not applicable.

Description: Information on the composition and orchestration of music for official use. Included are scores, published copies, correspondence, and related information.

Disposition:

- a. Office with Army-wide responsibility: Destroy after 10 years.
- b. Other offices and TOE units: Destroy after 2 years.

FN: 220-90d

Title: Army band musical compositions

Authority: NN-170-13

Privacy Act: Not applicable.

Description: Information on review of musical compositions submitted to band activities. Included are scores, approvals, disapprovals, and related information.

Disposition: Destroy after 2 years.

FN: 220-90e

Title: Army band conferences and clinics

Authority: NN-170-13

Privacy Act: Not applicable.

Description: Information on conducting or participating in band conferences, clinics, orientations, demonstrations, and similar activities. Included are agendas, orders, correspondence, and related information.

Disposition:

- a. Office conducting conference or clinic: Destroy after 10 years.
- b. Offices and TOE units participating in conference or clinic: Destroy after 2 years.

Table B-50
File category 220: Field organizations—Continued

FN: 220-90f
Title: Bandsman evaluation board plans
Authority: NC-AU-76-11
Privacy Act: Not applicable.
Description: Information accumulated by band units as a result of planning activities of annual bandsman evaluation board meetings. Included are agendas, orders appointing board members and changes thereto, and related information.
Disposition: Destroy after 1 year.

B-44. File category 230: Nonappropriated funds and related activities

- a. *Prescribing directive.* None.
- b. *Description.* Category 230 is rescinded. Files will be established as shown in table B-51.

Table B-51
File category 230: Nonappropriated funds and related activities—rescinded FNs

FN: 230
Title: General nonappropriated funds and related activities correspondence files
Use: FN 215

FN: 230-81a
Title: Employee service cases
Use: FN 215-7a

B-45. File category 290: Cemeteries

- a. *Prescribing directive.* AR 290-5, Army National Cemeteries.
- b. *Description.* These records concern development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army. See table B-52.

Table B-52
File category 290: Cemeteries

FN: 290
Title: General cemeteries 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 cemeteries 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 cemeteries 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.

Table B-52
File category 290: Cemeteries—Continued

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

FN: 290-5a
Title: Cemetery planning estimates
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information on estimates of costs for use in connection with the 5-year planning program.
Disposition: Office of the Army Staff: Destroy after 5 years.

FN: 290-5b
Title: Installation and gravesite layouts
Authority: NC-AU-73-30
Privacy Act: Not applicable.
Description: Layout maps kept at cemeteries and other burial installations. They show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, enclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.
Disposition: Permanent. Retain in installation until discontinuance, at which time they will be transferred to the overseas records center, or retired to the Washington National Records Center, whichever is appropriate. Maps and plans should be destroyed when superseded by approved drawings supplied by the office having Army-wide responsibility.

FN: 290-5c
Title: Cemetery historical files
Authority: NC1-AU-78-42
Privacy Act: Not applicable.
Description: These files contain all data of an historical nature accumulated by field installations pertaining to establishment and development of burial installations, such as land metes and bounds, deeds, related correspondence, and newspaper and magazine articles pertaining to the installation.
Disposition:
a. Overseas installations: Permanent. Transfer to OCRHA on discontinuance.
b. CONUS installations: Permanent. Forward to the office having Army-wide responsibility on discontinuance.

B-46. File category 310: Military publications

- a. *Prescribing directives.*
 - (1) AR 31-10, Military Orders.
 - (2) AR 310-49, The Army Authorization Documents System (TAADS) Documentation, Procedures, and Processing.
 - (3) EP 310-1-5, Index to Guide Specifications.
- b. *Description.* These records concern policies and procedures for issue of command orders and preparation and publication of authorization documents (criteria for manpower and equipment requirements are placed in the 570 series). Current files in the 310 category are listed in table B-53. Rescinded files in the 310 category are listed in table B-54.

Table B-53
File category 310: Military publications

FN: 310
Title: General military publications 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

Table B-53**File category 310: Military publications—Continued**

transmittals; other transactions of a general, routine, and administrative nature; and other information relating to military publications 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 military orders and authorization documents 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: 310-1aa (not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable

FN: 310-1-5a

Title: Military guide specifications

Authority: NC1-AU-81-50

Privacy Act: Not applicable.

Description: Specifications and related correspondence used as guides for military construction contract specifications.

Disposition:

a. HQ, USACE or OCE and Huntsville Division: Destroy 7 years after supersession or obsolescence as reference needs require.

b. Other offices:

(1) Correspondence: Destroy after 2 years.

(2) Specifications: Destroy when no longer needed for current operations.

FN: 310-10a

Title: Personnel-type orders

Authority: NC1-AU-80-48

Privacy Act: Not applicable.

Description: Documents announcing certain travel, promotion, court-martial, and personnel actions, and separations issued by HQDA or by any other element of the Army, per the nonpermanent formats in AR 310-10. This includes any logs, indexes, or other control documents used to ensure continuity of orders number, where such exist. This does not include DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel) or invitational travel orders.

Disposition:

a. Approving or issuing authority: Destroy after 56 years. Retire to WNRC.

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

FN: 310-10b

Title: Permanent order background files

Authority: NC1-AU-80-39

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, and issue of permanent orders, per the specific permanent order formats in AR 310-10, and Department of the Army General Orders (DAGO). Included are studies, coordinating actions, recommendations or concurrences, and similar information that provides a basis for issuance or contributes to the content.

Disposition: Destroy after 25 years.

FN: 310-10c

Title: Permanent order record sets

Authority: NC1-AU-80-26

Privacy Act: Not applicable.

Description: "Record set" of permanent orders, issued by any element of the Army, and DAGO issued by HDQA. These orders pertain to such matters as organizational actions, awards, and decorations. These record sets will not be charged out or posted.

Table B-53**File category 310: Military publications—Continued****Disposition:**

a. Agencies not converting the data to microform: Permanent. Cut off annually and retire with the next regular retirement or transfer.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 310-49b

Title: TDA, CTA, and TAADS files

Authority: NN-165-46

Privacy Act: Not applicable.

Description: Documents relating to initiation, development, preparation, review, approval, and managing TAADS, TDAs, MTOEs, modified tables of distribution and allowances (MTDA), JTAs, joint tables of distribution (JTD), and CTAs. Included are drafts, copies of published TDA, JTA, JTD, MTOE, MTDA, and CTA (including machine prepared or photocopies), coordination review and approval actions, and related documents.

Disposition:

a. Offices having Army-wide responsibility and proponent offices:

Destroy 3 years after supersession or obsolescence.

b. Other offices: Destroy TDA and CTA when superseded or obsolete and destroy other files after 3 years.

FN: 310-49c

Title: Activation and status changes

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Description: Documents related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, and disbanding or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are requests for publication of DA letters directing changes in status, DA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and related documents.

Disposition:

a. Office of the Army Staff: Permanent. Cut off annually or on discontinuance or disbandment of related unit, as applicable. Hold 1 year in CFA and then retire.

b. Other offices and TOE units: Destroy 5 years after transfer, discontinuance, or disbandment of related unit.

Table B-54**File category 310: Military publications—rescinded FNs**

FN: 310-1a

Title: Forms management reports

Use: FN 25-30a

FN: 310-1b

Title: Numerical files (internal)

Use: FN 25-30b

FN: 310-1c

Title: Numerical files (external)

Use: FN 25-30c

FN: 310-1d

Title: Functional files

Use: FN 25-30d

Table B-54**File category 310: Military publications—rescinded
FNs—Continued****FN: 310-1e****Title: Forms number registers****Use: FN 25-30e****FN: 310-1f****Title: Forms management surveys****Use: FN 25-1g****FN: 310-1g****Title: Printing equipment controls****Use: FN 25-30g****FN: 310-1h****Title: Printing plant inspections****Use: FN 25-30h****FN: 310-1i****Title: Centralized instruction background files****Use: FN 25-30i****FN: 310-1j****Title: Initial publication distribution files****Use: FN 25-30j****FN: 310-1k****Title: Copyright authorizations****Use: FN 25-30k****FN: 310-1m****Title: Printing plant job jackets****Use: FN 25-30m****FN: 310-1n****Title: Accountable form receipts and issues****Use: FN 25-30n****FN: 310-1p****Title: Accountable form authorizations****Use: FN 25-30p****FN: 310-1q****Title: Decentralized instruction background files****Use: FN 25-30q****FN: 310-1r****Title: Printing reports****Use: FN 25-30r****FN: 310-1s****Title: Forms management survey background files****Use: FN 25-1h****FN: 310-1t****Title: Publication approvals****Use: FN 25-30t****FN: 310-1u****Title: Publication deviations****Use: FN 25-30u****FN: 310-1v****Title: Periodical approvals****Use: FN 25-30v****FN: 310-1w****Title: Printing plant establishment files****Use: FN 25-30w****FN: 310-1x****Title: Reproduction equipment information****Use: FN 25-30x****Table B-54****File category 310: Military publications—rescinded
FNs—Continued****FN: 310-1y****Title: Publication control and processing files****Use: FN 25-30y****FN: 310-1z****Title: Duplicating controls****Use: FN 25-30z****FN: 310-1aa****Title: Printing and binding requisitions****Use: FN 25-30aa****FN: 310-1cc****Title: Combat/training development guidance****Use: FN 25-30cc****FN: 310-1dd****Title: Non-Army doctrine comments****Use: FN 25-30dd****FN: 310-2a****Title: Publication reference sets****Use: FN 25-30ee****FN: 310-2b****Title: Publishing office background files****Use: FN 25-30ff****FN: 310-2c****Title: Housekeeping instructions****Use: FN 1e****FN: 310-2d****Title: Policies and precedents****Use: FN 100****FN: 310-2e****Title: Reference publications****Use: FN 1jj****FN: 310-2f****Title: Technical material references****Use: FN 1kk****FN: 310-2g****Title: Doctrine/training media programs****Use: FN 25-30gg****FN: 310-2h****Title: Publication requisitions****Use: FN 25-30hh****FN: 310-2i****Title: Initial distribution requisitions****Use: FN 25-30ii****FN: 310-2j****Title: Publication stock record cards****Use: FN 25-30jj****FN: 310-2k****Title: Internal distribution schemes****Use: FN 25-30kk****FN: 310-2m****Title: Publication record sets****Use: FN 25-30mm****FN: 310-2n****Title: Training media files****Use: FN 25-30nn**

Table B-54

**File category 310: Military publications—rescinded
FNs—Continued**

FN: 310-2p

Title: Status of publication files

Use: FN 25-30pp

FN: 310-2q

Title: Publication history and stock usage files

Use: FN 25-30qq

FN: 310-2r

Title: Doctrinal/training media formulation files

Use: FN 25-30rr

FN: 310-2s

Title: Combat/training development technical references

Use: FN 25-30ss

FN: 310-3a

Title: Printing reports

Use: FN 25-30rr

FN: 310-3b

Title: Publications manuscripts

Use: FN 25-30uu

FN: 310-3c

Title: Illustrations and drawings

Use: FN 25-30vv

FN: 310-3d

Title: Photographic negatives

Use: FN 25-30ww

FN: 310-3e

Title: Directives development and editing files

Use: FN 25-30xx

FN: 310-3f

Title: Training and equipment publication reports

Use: FN 25-30yy

FN: 310-31a

Title: TDA, CTA, and TAADS files

Use: FN 310-49b

FN: 310-31b

Title: Equipment tables

Use: FN 71-31a

FN: 310-31c

Title: TOE manpower authorization criteria

Use: FN 71-31b

FN: 310-31d

Title: TOE development files

Use: FN 71-31c

FN: 310-34a

Title: Materiel allowances

Use: FN 71-13a

FN: 310-34b

Title: Equipment tables

Use: FN 71-31a, FN 310-49a, or FN 71-13b

FN: 310-34c

Title: Supply or equipment authorizations

Use: FN 71-13c

FN: 310-34d

Title: TOE manpower authorization criteria files

Use: FN 71-13d

Table B-54

**File category 310: Military publications—rescinded
FNs—Continued**

FN: 310-49a

Title: Equipment tables

Use: FN 71-31a

B-47. File category 325: Statistics

a. *Prescribing directive.* DA Memo 325-1, Clearance of Statistical Material for Release Outside the Department of the Army.

b. *Description.* Information on policies, procedures, and guidelines for submitting statistical information to the U.S. Army Information Systems Command-Pentagon for clearance before release outside the Department of the Army. See table B-55.

Table B-55

File category 325: Statistics

FN: 325

Title: General statistics 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 statistics 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 statistics 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 offices; 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: 325-1a

Title: Statistical material clearances

Authority: NC1-AU-78-9

Privacy Act: Not applicable.

Description: Information created in reviewing and issuing clearances for the release of specific statistical data. Included are copies of requests for statistical clearances, clearance actions, and related information.

Note: Files accumulated in initiating or releasing offices will be filed subjectively with the material released.

Disposition:

a. Office having approval authority: Destroy in CFA after 15 years.

b. Other offices: Destroy after 1 year.

FN: 325-1b

Title: Statistical material automatic clearances

Authority: NC1-AU-78-9

Privacy Act: Not applicable.

Description: Information relating to the issue of automatic clearances for the release of statistical data outside DA. Included are requests for automatic clearances, correspondence containing the clearances, and related information.

Disposition:

a. Office having approval authority: Destroy 15 years after termination of clearance.

Table B-55
File category 325: Statistics—Continued

b. Other offices: Destroy on supersession or termination.

FN: 325-5a
Title: Statistical material clearances (Rescinded, use FN 325-1a.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 325-5b
Title: Statistical material automatic clearances (Rescinded, use FN 325-1b.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

B-48. File category 335: Management information control

a. Prescribing directives.

- (1) AR 335-15, Management Information Control System.
- (2) ER 335-2-1, Waterborne Commerce Statistics.
- (3) ER 335-2-5, Annual Report of the Chief of Engineers on Civil Works Activities.

b. Description. These records concern policies and procedures for control of management information reports and ADP products generated and distributed within and between Army elements and to agencies external to DA, including control over establishment of information and reporting requirements; standards for directives; distribution, format, and forms used for both manually prepared and automated reports; periodic review of both manual and automated information reporting requirements; improvement of information management; listing of controlled information requirements (reports), and maintenance of ADP final product inventory. See table B-56.

Table B-56
File category 335: Management information control

FN: 335
Title: General management information control 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 management information control 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 management information control 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: 335-2-1a
Title: Waterway traffic data
Authority: NN-166-204

Table B-56
File category 335: Management information control—Continued

Privacy Act: Not applicable.
Description: Information on the collection and compilation of data on waterway traffic through locks and regulated canals. Included are waterway traffic reports and traffic registers.
Disposition: Destroy after 5 years.

FN: 335-2-1b
Title: Data collection ruling and confidentiality aspect files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information to use as guidelines to continuing operational requirements and procedures of the Waterborne Commerce Statistics Center (WCSC) and collecting district offices. Included are maps, charts, and copies of related published materials.
Disposition: Destroy on supersession.

FN: 335-2-1c
Title: Vessel code index cards
Authority: NN-166-204
Privacy Act: Not applicable
Description: Vessel code index card or comparable form. Retain card as long as vessel operator maintains a headquarters within the boundary of the district. When the reporting headquarters for the vessel is transferred to an area within the jurisdiction of another district, transfer the card to that office.
Disposition: Destroy 1 year after vessel is transferred to a foreign flag, decommissioned, sunk or destroyed, and notification furnished WCSC.

FN: 335-2-1d
Title: District annual port-to-port by commodity tabulations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Annual port or dock to port or dock summarizations of commodity data for each harbor and waterway of record.
Disposition:
a. WCSC: Destroy after 2 years.
b. District offices: Destroy after 10 years.

FN: 335-2-1e
Title: National summary port-to-port by commodity tabulations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Final summarizations of detailed card or tape records created in compiling harbor and waterway commodity statistics published in the annual Waterborne Commerce of the United States series.
Disposition: Destroy after 20 years. Retire after 10 years.

FN: 335-2-1f
Title: Operator, vessel, commodity classification and port and dock code manuals
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Alphabetical and numerical listings of codes assigned operators, vessels, commodities, and ports and docks of the United States. File one copy of port and dock code manual with annual port-to-port tabulations in order that the summary listings can be readily decoded.
Disposition: Destroy when obsolete.

FN: 335-2-1g
Title: Operator, vessel, commodity, port and dock, and vessel itinerary routing master cards or tapes
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Master records employed in preparing the coding manuals described in FN 335-2-1f and from which connecting channel identification and distances for ton-mile development are inserted into unit records.
Disposition: Destroy upon supersession.

FN: 335-2-1h
Title: Detail files
Authority: NN-166-204
Privacy Act: Not applicable.

Table B-56**File category 335: Management information control—Continued**

Description: These files contain transfer sheets, dock reports, Great Lakes Customs forms, transportation series reports, detail and summary listings of every description and type which are prepared for control and checking purposes. Included are quarterly district and vessel trip listings; work sheets; lockmasters, pilots, and canal reports; collection control forms (ENG Form 3928); form letters; project descriptions; manuscripts and proofs for Waterborne Commerce Statistics and Transportation Series, chapter 8, volume 1 of Annual Report of COE publications.

Disposition: Destroy 1 year after publication of each document for which files are created.

FN: 335-2-1i

Title: Vessel operation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Report Forms ENG 3925, B, C, D, and comparable forms.

Disposition: Destroy 1 year after publication of the annual Waterborne Commerce of the United States.

FN: 335-2-1j

Title: Domestic detail card and tape files and census foreign data tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Detail records prepared from vessel operation reports and foreign statistics from Bureau of the Census.

Disposition:

a. Cards: Destroy 1 year after publication of the annual Waterborne Commerce of the United States.

b. Tapes: Destroy 5 years after release of the publication.

FN: 335-2-1k

Title: Intermediate summaries

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Summary machine listings on origin, destination, traffic, and commodity files. These are summaries prepared from detail records and used in preparation of the final port-to-port summaries.

Disposition: Destroy after 3 years.

FN: 335-2-1m

Title: Background material and manuscripts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information created together with special reports and studies on commercial statistics and port and terminal facilities series files. Included are especially prepared punchcards, magnetic tapes, manuscripts, maps, charts, photographs, field notes, memorandums, records of meeting, instructions, interpretations, and definitions.

Disposition: Destroy 2 years after completion of study or when no longer needed for reference.

FN: 335-2-1n

Title: Progress reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Quarterly progress report on compilation of waterborne commerce statistics and monthly status report of collection, coding, and checking activity.

Disposition: Destroy after 2 years.

FN: 335-2-5a

Title: Civil works small projects (Rescinded; use FN 1105-2-10b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 335-2-5b

Title: Civil works supervisory files (Rescinded; use by FN 1105-2-10c.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-56**File category 335: Management information control—Continued**

FN: 335-2-5c

Title: Civil works projects (Rescinded; use FN 1110-2-1150a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 335-2-5d

Title: Special civil works projects (Rescinded; use FN 1110-2-1150b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 335-2-5e

Title: Annual reports

Authority: NC1-AU-82-21

Privacy Act: Not applicable.

Description: These files contain annual reports with changes, revisions, and amendments consisting of a summary of each project covering location, the existing projects, recommended modifications of project, reference to published articles on the project, local cooperation, terminal facilities, operations and results during the year, condition at the end of the fiscal year, cost and financial statement, general investigations, flood-wall rehabilitation, navigation projects on which reconnaissance and condition surveys only were conducted during the fiscal year, table of authorized projects, inspection of completed flood-control work, flood-control work under special authorization, miscellaneous activities, and statistics on waterborne commerce.

Disposition:

a. OCE: Permanent.

b. Field offices: Destroy when no longer needed for reference.

FN: 335-2-5f

Title: Annual report drafts, manuscripts, and proofs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: This information includes annual report drafts, manuscripts, printers proofs, ENG Form 1239 (Cost and Financial Summary), comments and concurrences, reports on accomplishment of flood control, and multiple-purpose projects.

Disposition: Destroy 1 year after publication.

FN: 335-15a

Title: Management information control system cases

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information showing action taken in evaluating the requirement to approve and control specific reports. These files also relate to initial evaluation and periodic reevaluation of proposed and actual information systems (both automated and manual), outputs to determine feasibility and desirability of using information systems, essentiality of input and output, and conformance of the output with reporting standards and policy. Included are applications for approval of reports; copies of pertinent forms or descriptions of formats; copies of the prescribing directive; preparation instructions; documents on continuing, revising, or otherwise changing the report or output; memorandums with results of periodic and special evaluations; information identifying the relationship of the output to any controlled report to be prepared in whole or in part from the output; and similar information.

Disposition: Destroy 2 years after discontinuance of the report.

FN: 335-15b

Title: Management information control system and output registers

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information used to control assignment of reports control symbols and automated information systems outputs. Included are registers, ledgers, and comparable control documents.

Disposition: Destroy when no longer needed for current operations.

B-49. File category 340: Office management**a. Prescribing directives.**

- (1) AR 340-3, Official Mail Cost Control Program.
- (2) AR 340-21, The Army Privacy Program.

b. Description. These records concern policies, procedures, and formats for receipt, distribution, preparation, and transmission of mail; mailing addresses; and other matters relating to mail service, safeguarding nondefense information, and release of information and records contained in Army files. Current files in the 340 category are listed in table B-57. Rescinded files in the 340 category are listed in table B-58.

Table B-57**File category 340: Office management (active)****FN: 340**

Title: General office management 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 office management 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 office management 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: 340-3b

Title: Official mail inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on inspection of mail rooms and other locations preparing and handling official mail. Included are reports, inspection checklists, DA Form 4509-R (Official Mail Control Officer (OMCO) Inspection Checklist), and related information.

Disposition: Destroy after review by major command or Inspector General.

FN: 340-3c

Title: Official indicia costs

Authority: NC1-AU-83-7

Privacy Act: Not applicable.

Description: Information relating to use of official postal indicia. Includes USPS Form 3602-A (Record of Meter Registry Reading), USPS Form 3603 (Receipt for Postage Settings), USPS Form 3533 (Application and Voucher for Refund of Postage and Fees), information reflecting accountability for Penalty Mail Stamps, and similar or related information.

Disposition: Destroy after 2 years.

FN: 340-3d

Title: Postage meter licenses

Authority: NC1-AU-83-50

Privacy Act: Not applicable.

Description: Licenses approved by the United States Postal Service for Army activities to use postage meters. Includes copies of applications or requests for postage meter licenses.

Disposition:

a. License: Destroy upon cancellation.

Table B-57**File category 340: Office management (active)—Continued**

b. Copies of applications or request for postage meter license: Destroy upon receipt of approved license. If license is denied, destroy after 1 year.

FN: 340-21a

Title: Privacy cases

Authority: NC1-64-76-3

Privacy Act: A0340-21SAIS

Description: Documents accumulated in notifying requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access or amend records, and providing or developing information for use in litigation. Included are requests; approval and refusal actions; appeals and actions on appeals, including DA Privacy Review Board minutes and actions; coordination actions; copies of the requested and amended or unamended records; statements or disagreement; and related information.

Disposition:

a. Offices of appellate authorities:

(1) Appeals adjudicated fully in favor of requestor: Destroy after 4 years.

(2) Appeals refused in full or in part: Destroy after 10 years provided legal proceedings are completed.

b. Office of Access and Amendment Refusal Authority (AARA);

(1) Approved requests, unappealed refusals, and refusals fully overruled by appellate authorities: Destroy after 4 years.

(2) Refusals upheld in whole or in part by appellate authorities: Destroy after 10 years, provided legal proceedings are completed.

c. Other offices: Destroy 4 years after final action by agency.

FN: 340-21b

Title: Privacy Act reports

Authority: NC1-64-76-3

Privacy Act: Not applicable.

Description: Information consisting of recurring reports and one-time information requirements relating to agency implementation of the Privacy Act. Included are annual reports to Office of Management and Budget (OMB) and Congress, similar reports, and related information.

Disposition:

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

b. Other reports: Destroy after 2 years.

FN: 340-21d

Title: Privacy statements

Authority: NC1-64-76-3

Privacy Act: Not applicable.

Description: Information accumulated by privacy officials in reviewing Privacy Act notification statements and related forms, formats, and other documents used to collect information from individuals, to ensure necessity, compliance with privacy program requirements, consistency with purpose and routine uses of the related system notice, appropriate use of SSN, and similar matters. Included are Privacy Act notification statements, including related forms, formats, surveys, and reports, coordination actions, copies of instructions, and related information.

Disposition: Destroy 2 years after discontinuance of related form, format, survey, or report.

FN: 340-21f

Title: Privacy Act Controls

Authority: GRS 14, Item 24a and b

Privacy Act: Not applicable.

Description: Information maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing data, nature and purpose of request, and name and address of requestor.

Disposition:

a. Registers and listings: Destroy 5 years after date of last entry.

b. Other information: Destroy 5 years after final action by activity or final adjudication by courts, whichever is later.

Table B-58**File category 340: Office management—rescinded FNs****FN: 340a****Title: Office general management files****Use: FN 1b****FN: 340b****Title: Office service and supply files****Use: FN 1p****FN: 340c****Title: Office property records****Use: FN 1q****FN: 340d****Title: Reading files****Use: FN 1mm****FN: 340e****Title: Office nonaccountable property files****Use: FN 710-2dd****FN: 340f****Title: Central files****Use: FN 25-400-2h****FN: 340-1a****Title: Records management surveys****Use: FN 25-1g****FN: 340-1b****Title: Records management survey background files****Use: FN 25-1h****FN: 340-1c****Title: Records Management Program****Use: FN 25-1i****FN: 340-3a****Title: Office mail controls****Use: FN 1n****FN: 340-4a****Title: Filing equipment management files****Use: FN 1p****FN: 340-4b****Title: Office files equipment use and approvals****Use: FN 1q****FN: 340-5b****Title: Correspondence distribution systems****Use: FN 1p****FN: 340-17a****Title: FOIA requests****Use: FN 25-55a****FN: 340-17b****Title: FOIA administrative files****Use: FN 25-55b****FN: 340-17c****Title: FOIA appeals****Use: FN 25-55c****FN: 340-17d****Title: FOIA controls****Use: FN 25-55d****FN: 340-17e****Title: FOIA reports****Use: FN 25-55e****Table B-58****File category 340: Office management—rescinded FNs—Continued****FN: 340-17f****Title: Access to information files****Use: FN 25-55f****FN: 340-17****Title: Safeguarded nondefense information releases****Use: FN 25-55g****FN: 340-17h****Title: Nonsafeguarded information releases****Use: FN 25-55h****FN: 340-17i****Title: Unauthorized disclosure reports****Use: FN 25-55i****FN: 340-17j****Title: FOIA request denials****Use: FN 25-55j****FN: 340-17k****Title: Medical records access files****Use: FN 40-66ee****FN: 340-20a****Title: Office copier use and approvals****Use: FN 1q****FN: 340-20b****Title: Office copying equipment management files****Use: FN 1q****FN: 340-20d****Title: Office copier systems****Use: FN 1q****FN: 340-21c****Title: Office privacy disclosure accounts****Use: FN 1u****FN: 340-21e****Title: System reports and notices****Use: FN 25-51a****FN: 340-22a****Title: Micrographic systems and equipment management files****Use: FN 25-1e****FN: 340-22b****Title: Office micrographics use and approvals****Use: FN 1q****B-50. File category 350: Training****a. Prescribing directives.**

- (1) AR 350-1, Army Training.
- (2) AR 350-6, Army-Wide Small Arms Competitive Marksmanship.
- (3) AR 350-7, Training and Evaluation of Forces for Civil Disturbances.
- (4) AR 350-28, Army Exercises.
- (5) AR 350-37, Individual Training Evaluation Program (ITEP).
- (6) AR 350-41, Army Forces Training.

b. Description. These records concern instructing personnel in performing military functions, tasks, and exercises involving units to increase their combat readiness. Included are basic training, individual training, and military techniques; doctrines and tactics; and on-the-job training (OJT) for military or civilian personnel, such as

supervisory, management, first aid, security, recognition, and physical fitness (table B-59). Excluded are subjects in the 351, 352, and 621 series.

Table B-59
File category 350: Training

FN: 350

Title: General training correspondence files

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

Privacy Act: Not applicable.

Description:

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

Disposition:

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

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

FN: 350a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 350-1a

Title: Training inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related information.

Disposition:

a. HQDA, MACOMs, and major subordinate commands: Destroy after 2 years.

b. Other offices and TOE units: Destroy after 1 year.

FN: 350-1b

Title: Physical fitness evaluation scorecards (Rescinded; use FN 350-37a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 350-1c

Title: Training facility requirements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to deciding needs for training facilities. Included are requirements for acquiring, activating, retaining, using, expanding, consolidating, deactivating, and disposing of facilities. Also included are studies, justifications, maps, and similar information.

Disposition:

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

b. Other offices: Destroy after 5 years.

Table B-59
File category 350: Training—Continued

FN: 350-1d

Title: Training operations

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: Documents related to planning and conducting basic training, general training, command post exercises, field maneuvers, and other actual training operations. Included are exercise plans, observation inspection reports, scenarios, critiques, map exercises, general training programs, final reports and comments on unit technical training programs, Emergency Deployment and Readiness Exercises, Opposing Force Program, and similar information. Not included are Common Task Tests (CTTs) and Skill Qualification Tests (SQTs); see FN 350-37a below).

Disposition:

a. Office having Army-wide responsibility: Permanent. PIF on completion of action on the exercise report and cut off at the end of that year.

b. Offices of major and subordinate command headquarters conducting the maneuver or exercise, or planning the training operation or program: Permanent. PIF on completion of action on the exercise report and cut off at the end of that year.

c. Other offices and TOE units: Destroy after 2 years.

FN: 350-1e

Title: Annual training support files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to support for annual training of ARNG and USAR units. Included are support plans, critiques, scenarios, and related information.

Disposition: Destroy 1 year after completion of final action related to annual training support.

FN: 350-1f

Title: Training reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents showing strength and status of training for the Active Army and the Reserve components. Included are training evaluation reports, National Guard active duty for training reports, replacement training operation reports, missile and other firing training status reports, and related documents.

Disposition:

a. Offices having Army-wide responsibility: Permanent.

b. Offices of major and subordinate command headquarters: Destroy after 5 years.

c. Other offices: Destroy after 2 years.

FN: 350-1g

Title: Unit tests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to administering training tests to units. Included are advance notices of tests, checklists, reports of test results, notices of ratings, and related documents.

Disposition: Destroy after 2 years.

FN: 350-1h

Title: Proficiency tests

Authority: NN-166-204

Privacy Act: AO640-10aTAPC

Description: Documents reflecting degree of proficiency in military training such as completing the infiltration course. Included are proficiency tests and related documents.

Disposition: Destroy on publication of classification order or after proper entry has been made on the qualifications card or in the service record.

FN: 350-3-2a

Title: Operation and maintenance correspondence (Rescinded, use FN 570-2-1a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-59

File category 350: Training—Continued

Disposition: Not applicable.

FN: 350-6a

Title: Marksmanship files

Authority: NC1-AU-78-1

Privacy Act: AO920-15SFDM

Description: Documents related to planning, scheduling, administering, and conducting rifle and pistol firing competition among members of the armed services, reserve components, and rifle clubs of civilian organizations and educational institutions. Included are correspondence with the civilian clubs, comments on and approval of the program for the national matches, lists of team members, firing score records, written protests, final reports of competition, individual records of awards, and related documents.

Disposition: Destroy after 2 years.

FN: 350-7a

Title: Task analyses

Authority: N1-AU-86-54

Privacy Act: Not applicable.

Description: Front-end analyses which identify and describe individual tasks to enable training development that will produce soldiers and units to accomplish their wartime missions. Included are examinations of threat, doctrine, organization, and equipment, tactical unit evaluations, unit mission analyses, identification of tasks for training, training site recommendations, and related information.

Disposition: Destroy 1 year after deletion of task from the Army inventory.

FN: 350-7b

Title: Task analysis background files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Background materials on task analyses accumulated and maintained for reference and audit trail purposes.

Disposition: Destroy when no longer needed for current operations.

FN: 350-27a

Title: Joint Airborne/Air Transportability training files (Rescinded; use 350-41a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 350-28a

Title: Emergency tests and exercises

Authority: NC1-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to testing of various emergency plans. Included are exercise directives, announcements concerning tests to be conducted, instructions to participating personnel, staffing assignments, test messages, estimates of simulated damages, estimates of cost and resources required to repair simulated damage, estimates of available resources, critique sheets, final exercise reports, and related information.

Disposition:

a. Final reports prepared by office exercising Army-wide responsibility and major Army commands: Permanent.

b. Final reports prepared by organizations below MACOM level: Destroy after 2 years.

c. Other related documents: Destroy upon preparation of final report.

FN: 350-37a

Title: Individual training files

Authority: NN-166-204

Privacy Act: AO350-37TRADOC and OPM/GOVT 1

Description: This is a single folder on each soldier, maintained at the company, battery, or separate detachment level by the training noncommissioned officer (NCO) or first sergeant, which consolidates in one place the various types of records that indicate the training status and progress of individual soldiers.

Note: Under MARKS, records are identified by the same number as their prescribing directive. However, so that the unit can maintain all

Table B-59

File category 350: Training—Continued

information on the soldier in a single, by-name folder (and thereby avoid having to keep several folders on each soldier), all these records are included here under this single file number. Included are records of the Individual Training Evaluation Program (ITEP), which measures skill level attainment and ability to carry out common tasks by soldiers. This includes SQT and CTT, DA Form 705 (Physical Fitness Evaluation Scorecard) and similar or related records (such as "Run For Your Life") dealing with fitness of unit members, weapons qualification records, records on special advanced training or OJT administered at the unit level, counseling records on performance during training and general state of readiness of individual soldiers, and records similar to those described above, including those that may be required by command or local directives. Job books kept by individual NCOs are prescribed by ITEP, but need not be marked with a file number nor controlled under MARKS.

Disposition:

a. SQT: Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first.

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

c. Other records: Upon transfer or separation, forward those specified by AR 640-10 with the MPRJ, and destroy the remainder.

FN: 350-37b

Title: Scored qualification tests

Authority: NN-166-204

Privacy Act: AO350-37TRADOC and OPM/GOVT 1

Description: Documents used to determine qualifications to be recorded on the individual's qualification record. Included are scored qualification test sheets or booklets, and related documents.

Disposition: Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days

FN: 350-37c

Title: Test development

Authority: NC1-AU-79-21

Privacy Act: Not applicable.

Description: Information reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and related information. This also includes that information accumulated for continuous evaluation and analysis for management improvement of Army-wide test programs, such as background data on test development, establishment, and procedures, coordination with other agencies, and similar information.

Disposition:

a. Development:

(1) Office responsible for developing test: Permanent. PIF upon discontinuance of test and cut off at the end of that year.

(2) Other offices: Destroy after 2 years.

b. Background data: Destroy 25 years after test is discontinued.

FN: 350-41a

Title: Joint Airborne/Air Transportability Training files

Authority: NC1-AU-85-62

Privacy Act: Not applicable.

Description: Information on the Joint Airborne/Air Transportability Training (JA/ATT) Program as contained in AR 350-27. This program provides for Army planning and requesting, from Military Airlift Command, such missions as airdrops of personnel and cargo, assault air and land operations, static load training, and combat support training. Included are evaluations of the program, message requests for airlift support, information on participation in the MAC Affiliation Program (including requests for new MAC affiliations), issues and recommendations for resolution arising from joint conferences on JA/ATT, reviews of Army JA/ATT requests, priority mission request lists, and related information.

Disposition:

a. Office with Army-wide responsibility:

(1) Program evaluations and related information: Destroy after 3 years

(2) All other records: Destroy when no longer needed for current operations.

Table B-59
File category 350: Training—Continued

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

B-51. File category 351: Schools

a. Prescribing directives.

- (1) AR 351-1, Individual Military Education and Training.
- (2) AR 351-3, Professional Education and Training Program of the Army Medical Department.
- (3) AR 351-5, United States Army Officer Candidate School.
- (4) AR 351-9, Interservice Education and Training.
- (5) AR 351-12, Nomination to the U.S. Military Academy: Enlisted Categories.
- (6) AR 351-17, U.S. Military Academy and U.S. Military Academy Preparatory School Admissions Program.

b. Description. These records concern training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. This includes educational opportunities provided through branch service schools, Officer Candidate Schools, Military Academy, Army War College, Command and General Staff College, and similar schools and colleges. See table B-60.

Table B-60
File category 351: Schools

FN: 351

Title: General schools correspondence files

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

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to schools 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 schools that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 351a

Title: Individual academic records

Authority: NC1-AU-78-131

Privacy Act: A0351aTRADOC

Description: Documents indicating courses attended by Army members, course length, extent of completion, results, aptitudes and personal qualities, grade and rating attained, and related information for each individual. Included are cards, forms, and similar documents. (Records of individuals re-enrolling in extension courses will be refilled in the active file.)

Disposition: Destroy after 40 years. Cut off annually. Records of extension courses, however, will be held 3 years in CFA and 2 years in

Table B-60
File category 351: Schools—Continued

RHA before retirement to NPRC (MIL), 9700 Page Blvd, St. Louis, MO 63132.

FN: 351b

Title: Instructor information

Authority: NC1-AU-84-35

Privacy Act: A0351DAPE

Description: Documents at schools that provide a record of qualifications and effectiveness on potential instructors and guest speakers. They are used to assign or employ instructors, place instructors to everyone's advantage, and determine the instructor's need for additional training. Included are instructor evaluation forms, qualification data, biographical sketches, and related documents.

Note: Documents about transferred, separated, and potential instructors who return as instructors or guest speakers will be withdrawn from the inactive file and placed in the current file.

Disposition:

a. USMA: Destroy in CFA after 25 years.

b. Other offices: Destroy in CFA 10 years after transfer or separation of instructor.

FN: 351c

Title: Curriculum approvals

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: Documents about controlling and approving the establishment, content, and conduct of individual Army school courses. They will describe the courses' accuracy, currency, applicability, need, and compliance with doctrine. Included are recommendations about eliminating overlap and duplication between courses, common subjects, revision of courses, reports of staff assistance visits, course approvals, copies of special texts, programs and courses of instruction, and similar documents.

Disposition:

a. Offices with responsibility for approving and controlling school curriculum: Permanent. PIF on formal revision or discontinuance of the course and cut off at the end of that year.

b. Other offices: Destroy after 5 years.

FN: 351d

Title: Consolidated class files

Authority: NC1-AU-78-2

Privacy Act: Not applicable.

Description: Documents about programmed classes and their starting dates, approved personnel inputs for each class, and related data. Included is the annual consolidated schedule of classes for the Army school system and related documents.

Disposition: Permanent.

FN: 351e

Title: Course publications

Authority: NN-165-47 and NC1-AU-77-87

Privacy Act: Not applicable.

Description: Documents related to establishing, revising, and discontinuing courses of instruction at Army colleges, service schools, other schools, and those joint schools for which the Army has records management responsibility. Included are programs of instruction, courses of instruction, lesson plans, special texts, syllabuses, and coordinating actions; approvals for establishment, revision, or discontinuance of the course; and related documents.

Disposition:

a. U.S. Military Academy, Army War College and Joint Colleges: Permanent. PIF on revision or discontinuance of course and cut off at the end of that year.

b. The Judge Advocate General's School: Destroy in CFA 8 years after revision or discontinuance of course.

c. Other schools: Destroy 5 years after revision or discontinuance of course.

FN: 351f

Title: School studies

Authority: NC1-AU-83-10

Privacy Act: Not applicable.

Description: Documents accumulated by schools about methods of instruction, evaluations of the curriculum, analyses of group

Table B-60
File category 351: Schools—Continued

educational accomplishments, and comparable topics. Included are studies and related documents.

Disposition:

- a. Organizations not converting the data to microform: Permanent.
- b. Organizations converting the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

- (a) One silver halide and one diazo or vesicular copy: Permanent.
- (b) Other microform copies: Destroy when no longer needed for current operations.

FN: 351g

Title: School inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents about checking the status and quality of the training conducted by Army schools and teaching facilities. Included are inspection reports, reports of corrective action, and related documents.

Disposition:

- a. Offices conducting the inspection: Destroy after 5 years or after the next comparable inspection, whichever is first.
- b. Schools and teaching facilities: Destroy 1 year after the next comparable inspection.
- c. Other offices: Destroy after 2 years.

FN: 351h

Title: Branch instructor conferences

Authority: NC1-AU-78-1

Privacy Act: Not applicable

Description: Documents relating to conferences with branch instructors assigned to other schools to help standardize branch doctrine, keep abreast of current developments, and discuss problems of mutual interest. Included are agenda, agenda approvals, conference reports, and related documents.

Disposition:

- a. Sponsoring schools: Destroy after 15 years.
- b. Other offices: Destroy after 2 years.

FN: 351i

Title: School accreditations

Authority: NC1-AU-77-135

Privacy Act: Not applicable.

Description: Documents about Army Service Schools adhering to standards set by accreditation boards to ensure that courses completed in service schools are accepted for credits in civilian colleges and schools. Included are documents about classroom and laboratory hours, instructor qualifications, job placement and follow-up program, library facilities, self-studies and reviews, and related documents.

Disposition: Destroy in CFA 5 years after review by the accreditation board.

FN: 351j

Title: Faculty board files

Authority: N1-AU-89-16

Privacy Act: AO351DAPE

Description: Documents pertaining to the class standing, rating, classification, and proficiency of students. Included are minutes of school faculty board meetings and related documents.

Disposition: Destroy after 5 years.

FN: 351k

Title: Class academic records

Authority: NN-165-47

Privacy Act: AO351DAPE

Description: Documents kept by training instructors showing progress and attendance of class members. Included are cards, card forms, and related documents.

Disposition:

- a. The Judge Advocate General's School: Destroy after 10 years in CFA.

Table B-60
File category 351: Schools—Continued

- b. Other offices: Destroy after 10 years.

FN: 351-1a

Title: Student selections

Authority: NN-166-204

Privacy Act: A0601-210TAPC

Description: Documents about selecting people to attend military schools. Included are requests for and allocations of school quotas, waivers of qualifications and choices for assignment, prerequisites for attendance, recommendations for school training, availability of school funds, transfer or relief of students, and related information.

Disposition: Destroy 2 years after close of school year.

FN: 351-1b

Title: School planned inputs

Authority: NC1-AU-78-1

Privacy Act: Not applicable

Description: Documents on planning, executing, and revising personnel inputs for Army school courses. Included are comprehensive statements of the training needs of each agency authorized to send students to Army schools, schedules of school classes to accommodate planned inputs, allocations of school quotas to input agencies, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years. Retain in CFA or RHA.
- b. Other offices: Destroy after 2 years.

FN: 351-1c

Title: Quotas

Authority: NC1-AU-78-1

Privacy Act: Not applicable

Description: Documents about setting, allocating, and controlling quotas for education and training of Army personnel at military schools. Included are requests for quotas, estimated quota requirements, invitational quotas, final approved quotas, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 2 years.

FN: 351-1d

Title: School reports

Authority: NC1-AU-78-2

Privacy Act: AO351DAPE

Description: Documents about the number of school enrollments, turnbacks, graduates, and failures, persons enrolled from other services, reserve component students, and similar categories of reporting. Included are forms, printouts, correspondence, and related information.

Disposition:

- a. Requiring offices performing Army-wide responsibility:
 - (1) Consolidated or summarized reports: Permanent.
 - (2) Feeder reports: Destroy after 2 years.
- b. Schools and other offices: Destroy after 2 years.

FN: 351-1e

Title: Eligibility determinations

Authority: NN-166-204

Privacy Act: A0601-210TAPC

Description: Documents related to determining eligibility of individuals for attendance at Officer Candidate Schools, Reserve Officers Training Corps, or similar personnel programs (but not including attendance at USMA, for which see file no. 351-12a below). Included are approvals, disapprovals, and similar information.

Disposition: Destroy after 1 year.

FN: 351-1f

Title: Leaders course evaluations

Authority: NN-166-204

Privacy Act: AO351DAPE

Description: Documents about rating each student attending leader courses at noncommissioned officer academies. Included are student leadership evaluation report summary sheets, rating sheets, summary evaluation reports, reaction test observations, and related documents.

Table B-60
File category 351: Schools—Continued

Disposition: Destroy 6 months after graduation of the class.

FN: 351-1g

Title: Collateral individual training records

Authority: NN-166-204

Privacy Act: AO351TRADOC

Description: Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long-term records. Included are absentee records, progress reports of individuals, delinquency reports, registration forms, examination papers, and related documents.

Disposition:

a. Destroy after 1 year.

b. Exceptions:

(1) The Judge Advocate General's School: Destroy after 2 years.

(2) U.S. Army Reserve schools: Destroy after 3 years.

FN: 351-3a

Title: Medical education committee files (Rescinded; use FN 15-1a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 351-3b

Title: Medical training materials

Authority: NC1-AU-78-2

Privacy Act: Not applicable

Description: Documents about developing and supervising the Medical Internship and Residency Training Program. Included are department teaching programs, schedules, hospital conference reports, minutes of the Medical Records-Medical Audit Committee and Subcommittees, and related documents.

Disposition: Destroy when no longer needed for training purposes.

FN: 351-3c

Title: Medical xray teaching files

Authority: NC1-AU-76-38

Privacy Act: Not applicable.

Description: Information used for teaching and training purposes at hospitals where an authorized teaching or training program is in effect. Included are selected groups of medical xrays and related information.

Disposition: Report to servicing DRMO for appropriate disposition instructions, when no longer needed for teaching or training purposes.

FN: 351-3d

Title: Dental xray projects

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to dental research projects. Included are studies and similar information.

Disposition: Destroy 2 years after completion of the project.

FN: 351-3e

Title: Dental xray teaching files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used for teaching and training purposes at those hospitals where an authorized teaching or training program is in effect. Included are selected groups of dental xrays and related information.

Disposition: Destroy when no longer needed for teaching or training purposes.

FN: 351-3f

Title: Extra oral dental xrays

Authority: II-NNA-1617

Privacy Act: Not applicable.

Description: Xrays involving oral surgery in connection with jaw fractures and diseases, skull fractures, injuries and plates, bone grafting, and similar conditions.

Disposition: Report to servicing DRMO for appropriate disposition instructions 5 years after the end of the year in which last xray was taken.

Table B-60
File category 351: Schools—Continued

FN: 351-3g

Title: Medical facility affiliations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents about the affiliation of civilian institutions with Army medical facilities for training purposes. Included are affiliation agreements, recommendations for approval, and affiliation program cost estimates; memorandums of agreement for training of individual affiliates, including approvals and notices of ending affiliation agreements; and related documents.

Disposition: Destroy 5 years after termination of the affiliation agreement.

FN: 351-5a

Title: Officer Candidate School (OCS) applicants

Authority: NN-166-204

Privacy Act: AO351aTRADOC

Description: Documents relating to application for entering Officer Candidate School (OCS). Included are qualification reports, statements of qualification, statements of branches for which qualified, and related documents.

Disposition: Destroy after 1 year.

FN: 351-5b

Title: Inquiry and eligibility

Authority: NN-166-204

Privacy Act: AOA351aTRADOC

Description: Documents related to verifying the eligibility of individuals for OCS. Included are letters, reports, designations of Distinguished Military Graduates of OCS, and similar documents.

Disposition: Destroy after 2 years.

FN: 351-5c

Title: Relief from OCS

Authority: NN-166-204

Privacy Act: AO351aTRADOC

Description: Information on OCS candidates who are considered for relief from OCS for disciplinary reasons, academic deficiencies, lack of motivation, or any other reason as listed in AR 351-5. Included are correspondence, notifications of deficiency, predecision responses by the candidate, and similar information.

Disposition: Destroy after 5 years.

FN: 351-5d

Title: Disenrollment record

Authority: NC1-AU-78-1

Privacy Act: AO351aTRADOC

Description: Information reflecting a record of disenrollment from officer candidate type training. It provides data for evaluation of personnel who later apply for an officer program in other Services. Included are cards, card forms, and related information.

Disposition: Destroy in CFA 5 years after disenrollment of the candidate.

FN: 351-9a

Title: School visits

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: These are documents relating to school visits and visits to USAR schools and Army training centers to exchange ideas, ensure correctness and uniformity of doctrine and teaching techniques, observe teaching methods, and help prepare instructional materials. Included are visit requests, reports of visits, and related documents.

Disposition:

a. School or training center making the visit: Destroy 5 years after next visit.

b. Other offices: Destroy after the next comparable visit.

FN: 351-12a

Title: USMA eligibility determinations

Authority: NC1-AU-80-38

Privacy Act: A0351-12DAPE

Description: Documents related to determining eligibility of individuals for admission to USMA. Included are approvals, disapprovals, waivers, and similar information.

Table B-60
File category 351: Schools—Continued

Disposition: Destroy after 1 year.

FN: 351-12b

Title: USMA Preparatory School files

Authority: NC1-AU-80-38

Privacy Act: AO351-12DAPE

Description: Documents accumulated and maintained on individual applicants to the school and documents maintained on cadet candidates at the school. Included are items such as official application letters with supporting documents, delinquency reports, faculty adviser evaluations, and similar records relating to the applicant or candidate which are not eligible for inclusion in the official military personnel file or the individual academic record file, which are maintained separately.

Disposition:

a. Files on school graduates: Cut off on graduation, destroy in CFA after 5 years.

b. Files on unsuccessful cadet candidates: Cut off on graduation of class to which file pertains, destroy after 1 year.

c. Files on unsuccessful applicants: Cut off at start of class to which file pertains, destroy after 1 year.

FN: 351-17a

Title: USMA admissions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents concerning such matters as eligibility standards, nomination procedures, and examination processes which directly contribute to the program for obtaining and selecting individuals to attend the U.S. Military Academy. Included are documents which form the basis for Department of the Army publications, directives, and instructions, policy decisions, precedent cases, and interpretation of Army directives.

Disposition:

a. Offices having Army-wide responsibility: Permanent.

b. USMA: Permanent.

c. Other offices: Destroy after 2 years.

FN: 351-17b

Title: USMA entrance examination results

Authority: NC-AU-75-42

Privacy Act: AO351-12DAPE

Description: Documents reflecting the results of examination for entrance to the U.S. Military Academy. The examination results pertain to applicants in the Regular Army and Reserve Components, as well as those not connected with military service. Included are rosters and related documents.

Disposition:

a. USMA: Destroy after 50 years. Do not retire.

b. Office having Army-wide responsibility: Destroy after 2 years.

FN: 351-17c

Title: USMA candidate files

Authority: NN-166-204

Privacy Act: AO351-12DAPE

Description: Documents relating to candidates for the United States Military Academy (USMA). These files are maintained by USMA and the Headquarters, Department of the Army office responsible for staff supervision of this function. Included are applications, nominations, appointments, acceptances, physical examinations, and related documents.

Disposition: Withdraw and transfer to USMA Cadet Files (FN 351-17e) on admission of the candidate to USMA. Destroy remaining files on expiration of age eligibility or after 3 years, whichever is later.

FN: 351-17d

Title: USMA candidate indices

Authority: NN-166-204

Privacy Act: AO351-12DAPE

Description: Documents reflecting information on each candidate for entrance to the USMA, maintained by the HQDA office responsible for staff supervision of this function. Included are cards and related documents.

Disposition: Destroy in CFA after 15 years. Review file at least once each 5 years for this purpose.

Table B-60
File category 351: Schools—Continued

FN: 351-17e

Title: USMA cadet files

Authority: NC-AU-75-25

Privacy Act: AO351-12DAPE

Description: Documents relating to appointment and attendance of each cadet at the USMA. Included are folders of files comparable to the Official Military Personnel Folder for members of the Active Army. Files in this category are maintained by USMA and by the HQDA office which has staff responsibility for this function.

Disposition:

a. HQDA office:

(1) Files of individuals who are commissioned become part of the Official Military Personnel folder.

(2) Files of individuals not commissioned: Destroy in CFA after 5 years.

b. USMA:

(1) Paper originals: Destroy upon verification that microforms meet the prescribed quality standards and are adequate substitutes for the original documents.

(2) Microforms:

(a) One silver halide set and one diazo or vesicular duplicate: Permanent. Transfer to USMA Archives.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 351-17f

Title: USMA cadet registers

Authority: NN-169-72

Privacy Act: AO351-12DAPE

Description: Documents reflecting all cadetships at the USMA, maintained by the office responsible for supervising this function at HQDA level. Included are cards and related documents.

Disposition: Annually withdraw and destroy records 20 years old.

FN: 351-17g

Title: USMA academic and institutional research records

Authority: NC1-AU-84-29

Privacy Act: Not applicable.

Description: Research records created by individual students, groups of students, or staff activities (and management data accumulated in controlling or directing such research) at the USMA.

a. Final research products or reports of the USMA and index.

b. Other research products and draft theses, papers, consulting materials, supporting documents, and so forth (but not including the final research products or reports).

c. Research management records of USMA.

Disposition:

a. Final research products or reports of USMA and index: Permanent.

b. Other research products and draft theses, papers, consulting materials, supporting documents, and so forth (but not including the final research products or reports): Destroy when no longer needed for current operations.

c. Research management records of USMA: Destroy when no longer needed for current operations.

FN: 351-22a

Title: JAG legal education program files (Rescinded; use FN 27-1r.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 351-24a

Title: Medical facility affiliations (Rescinded; use FN 351-3g.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

B-52. File category 352: Dependents education

a. *Prescribing directive.* AR 352-3, Education of Dependents in the United States, Puerto Rico, Wake Island, Guam, American Samoa, and the Virgin Islands.

b. *Description.* These records concern planning, supervising, and conducting dependents' schools and educational systems and programs. See table B-61.

Note. Nonavailability statements referred to below are prescribed by DOD Dependent Schools Regulation 1100.1; however, for consistency of numbering within MARKS, they are identified here with the related AR 352-3 dealing with dependent education.

Table B-61**File category 352: Dependents' education****FN: 352****Title:** General dependents' education correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to dependents' education 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 dependents' education that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

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

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

FN: 352-3a**Title:** Dependent children school information**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

Description: Information related to education of dependent children in CONUS and its possessions. Included are inquiries and replies about location, types, cost, and availability of educational facilities, teaching positions, procurement of supplies and equipment, home study courses, operation and administration of the program, and related information.

Disposition: Destroy after 1 year.**FN: 352-3b****Title:** Public Law 81-874 files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on arrangements made by the Secretary of Education to provide free public education for dependent children of military and civilian personnel residing on Federal property in CONUS and its possessions, where State or local funds may not be expended for this purpose. Included are original and supplemental letter proposals (budget estimates) for authority and funds to operate and maintain on-post dependent schools; payment of tuition and transportation costs for children to attend offpost public schools; communications with representatives of Department of Education and local educational agencies; recommendations, approvals, and disapprovals; enrollment and fiscal data reports; and related information.

Disposition:

a. Office having Army-wide responsibility: Destroy after 2 years.

b. Offices at the installation concerned: Destroy after 3 years.

Table B-61**File category 352: Dependents' education—Continued**

c. Other offices: Destroy after 2 years.

FN: 352-3c**Title:** School activities**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

Description: Information relating to school events, athletics, honor students, PTA and similar organizations, school and student transportation, cost accounting, lost textbooks, and similar activities. Included are teachers' notices, bulletins, end-of-term reports, requests for repairs, requests for supplies, and related information

Disposition:

a. Dependent schools: Cut off at the end of the fiscal year and destroy after 1 year.

b. Offices of headquarters of major and subordinate commands: Destroy after 2 years.

c. Offices of lower echelons: Destroy after 2 years.

FN: 352-3d**Title:** Accreditations**Authority:** NN-166-208**Privacy Act:** Not applicable.

Description: Documents of visits by regional educational associations to inspect facilities and curriculums of dependents' schools for accrediting them. Including are accreditation fact finding reports, warning letters, listings of accredited schools, pertinent correspondence, and related documents.

Disposition:

a. Office having Army-wide staff responsibility: Destroy on completion of the next comparable visit.

b. Dependent schools: Destroy on completion of the next comparable visit.

c. Other offices: Destroy after 2 years

FN: 352-3e**Title:** Public Law 81-815 files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documentation of arrangements made by the Secretary of Education to provide for building or alteration and repair of school facilities. These schools are for the dependent children of military and civilian personnel residing on Federal property in CONUS and its possessions, where State or local funds may not be expended for this purpose. Included are minutes of conferences between representatives of the Department of Education, State or local educational agencies, and the installation concerned, applications for construction, coordination actions, DA recommendations, Department of Education approvals, and related documents

Disposition:

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

b. Installation concerned: Destroy on discontinuance of the school.

FN: 352-3f**Title:** Teacher plan books**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents outlining a semester program of projects or classes. Included are plan books and related documents

Disposition: Destroy 3 months after the beginning of the following fiscal year.

FN: 352-3g**Title:** Enrollments**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

Description: Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preferences, admission cards, drop cards, and related documents

Disposition: Destroy 1 year after graduation, withdrawal, transfer, or death of a student.

Table B-61
File category 352: Dependents' education—Continued

FN: 352-3h
Title: Daily attendance registers
Authority: NN-166-204
Privacy Act: AO352-3CFSG
Description: Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers, and related documents.
Disposition: Destroy after reviewing attendance registers for the next school year.

FN: 352-3i
Title: Dependent school strength reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents reflecting personnel strength in dependent schools. Included are periodic statistical reports, monthly enrollment reports, absentee report forms, and related documents.
Disposition: Destroy 6 months after close of school year.

FN: 352-3j
Title: Dependent school reports
Authority: NC1-AU-78-2
Privacy Act: Not applicable.
Description: Documents about the average daily membership of all pupils enrolled in Army-operated schools, the average daily membership of DOD pupils enrolled in tuition-fee type schools, the name and location of each such school, pertinent cost data, and similar types of information. Included are reports and related documents.
Disposition:
a. Office having Army-wide staff responsibility: Permanent.
b. Other offices: Destroy after 2 years.

FN: 352-3k
Title: Elementary school academic records
Authority: NN-170-113
Privacy Act: AO352-3CFSG
Description: Documents about the standardized achievement, mental ability, yearly grade average, attendance of each student, and the teacher's comments. Included are forms, notes, and related documents.
Disposition: Destroy in CFA 5 years after graduation, death, or withdrawal of student.
Note: When student transfers to another school, forward by mail to the sponsor or official of the receiving school on request.

FN: 352-3m
Title: Elementary school report cards
Authority: NN-170-113
Privacy Act: AO352-3CFSG
Description: Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and related documents.
Disposition: Release to parents or student at end of the school year, or on transfer or withdrawal of the student.

FN: 352-3n
Title: Elementary school teacher class registers
Authority: NN-170-113
Privacy Act: AO352-3CFSG
Description: Documents about daily, weekly, semester, or annual scholastic marks and averages, and absence and tardiness data. Included are class registers and related documents.
Disposition: Destroy in CFA after 5 years. Cut off at the end of the fiscal year.

FN: 352-3p
Title: Elementary school student files
Authority: NN-170-113
Privacy Act: AO352-3CFSG
Description: Documents pertaining to individual elementary school students. Included in each folder are reading records and health records, Intelligence quotient, achievement, aptitude, and similar test results, notes related to pupil's progress and characteristics, and similar matters useful in counseling and to successor teachers.
Disposition: Destroy in CFA 1 year after graduation, death, or withdrawal of student.

Table B-61
File category 352: Dependents' education—Continued

Note: When student transfers to another school, the reading record and health record will be released to the parents or student for hand-carrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or to the sponsor.

FN: 352-3q
Title: Secondary school absentee files
Authority: NC1-330-80-4
Privacy Act: AO352-3CFSG
Description: Documents reflecting absentee students. Included are homeroom teacher registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or homeroom assignment, notices of change by school principal to teacher upon change of classroom, student requests for permission to be absent, student pass slips, and related documents.
Disposition: Destroy after 1 year.

FN: 352-3r
Title: Secondary school academic records
Authority: NC1-330-80-4
Privacy Act: AO352-3CFSG
Description: Documents reflecting student grades and credits earned. Included are forms, notes, and related documents.
Disposition: Destroy after 65 years. PIF on transfer, graduation, withdrawal, or death of student and cut off at the end of that year.
a. CONUS schools: retain 5 years in CFA or RHA then retire to WNRC.
b. Overseas schools: retain 4 years in CFA; forward to regional office; hold for 1 year; then retire to WNRC. (Exception: Upon inactivation of an overseas secondary school, such records will be forwarded to the regional office where they will be retained until the end of the 5-year period, then forwarded to WRNC). When student transfers to another DOD or non-DOD school, forward an official copy to the receiving school on request and appropriate authorization. A copy will be given to the parent or student for hand-carrying to the receiving school.

FN: 352-3s
Title: Secondary school report cards
Authority: NC1-330-80-4
Privacy Act: AO352-3FSG
Description: Documents about scholastic grades, personality traits, promotion or failure. Included are report cards and related documents.
Disposition: Deliver to students on transfer, withdrawal, or at school year end.

FN: 352-3t
Title: Secondary school teacher class registers
Authority: NC1-330-80-4
Privacy Act: AO352-3CFSG
Description: Documents about daily, weekly, semester, or annual scholastic marks and averages; absence and tardiness data; and withdrawal data. Included are class registers and related documents.
Disposition: Destroy in CFA after 5 years. Cut off at fiscal year end.

FN: 352-3u
Title: Secondary school class reports
Authority: NC1-330-80-4
Privacy Act: AO352-3CFSG
Description: Teaching reports to principals used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and related documents.
Disposition: Destroy after 1 year.

FN: 352-3v
Title: Credit transfer certificates
Authority: NC1-330-80-4
Privacy Act: AO352-3CFSG
Description: Documents about secondary school scholastic credits earned. Included are certificates and related documents.
Disposition: Destroy after 1 year.

FN: 352-3w
Title: Secondary school student files
Authority: NC1-330-80-4

Table B-61
File category 352: Dependents' education—Continued

Privacy Act: AO352-3CFSG

Description: Documents about individual secondary school students. Included in each folder are student health records, absence reports and correspondence with parents about absence, records of achievement and aptitude tests, notes on taking part in extracurricular activities, hobbies, and other special interests of the student, and miscellaneous memorandums used by student counselors.

Disposition: Destroy in CFA 2 years after graduation, death, or withdrawal of student.

Note: When student transfers to another school, the reading record and health record will be released to the parents or student for handcarrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or the sponsor on request.

FN: 352-3x

Title: Nonavailability statements

Authority: NN-166-208

Privacy Act: Not applicable.

Description: Documents that verify that schools in overseas areas cannot provide an adequate education for the dependents of DOD military and civilian personnel residing in the area. Included are nonavailability statements and related documents.

Disposition: Destroy after 2 years.

FN: 352-3y

Title: Student loans

Authority: NN-166-204

Privacy Act: AO352-3CFSG

Description: Documents related to making and administering individual loans to selected qualified dependents to help them get a college education. Included are applications for loans and continuation of loans, reports of other aid received, communications of academic standings, and related documents.

Disposition:

- a. Rejected applicant files: Destroy after 2 years.
- b. Granted student loan files: Destroy 6 years after repayment or cancellation.

FN: 352-3z

Title: Scholarships

Authority: NN-166-204

Privacy Act: AO352-3CFSG

Description: These are documents related to approving the selection of dependents of Army military personnel to receive scholarships and monitoring the dependents' academic progress. Included are recommendations for award of scholarships, approvals, reports, and other documents on the academic progress of selected students, and related documents.

Disposition: Destroy 4 years after graduation or withdrawal of the student.

B-53. File category 360: Army information

a. Prescribing directives.

- (1) AR 360-5, Public Information.
- (2) AR 360-61, Community Relations.
- (3) AR 360-81, Command Information Program.

b. Description. These records concern public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers program; relations with public news media and industry; and field press censorship. See table B-62.

Table B-62

File category 360: Army information

FN: 360

Title: General Army information correspondence files

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

Privacy Act: Not applicable.

Table B-62
File category 360: Army information—Continued

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 Army information 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 Army information 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: 360-5a

Title: Congressional correspondence (Rescinded; use FN 1-20e.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 360-5b

Title: News media and releases

Authority: NC1-AU-81-26

Privacy Act: Not applicable.

Description: Information on the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media. Included are printed or processed press releases, speeches, radio, television, and motion picture scripts, and the coordinating information gathered in obtaining clearances for the releases.

Disposition:

- a. Peacetime:
 - (1) Office having Army-wide responsibility: Destroy after 10 years.
 - (2) Other offices: Destroy after 5 years.
- b. Mobilization:
 - (1) Offices in a combat environment, or designated as combat support elements, and offices having Army-wide responsibility: Permanent.
 - (2) Other offices: Destroy after 5 years.

FN: 360-5c

Title: Feature story reviews

Authority: NC1-AU-78-102

Privacy Act: Not applicable.

Description: Information on assistance provided to magazine and book representatives in the development of feature stories concerning Army activities. Included are story outlines prepared by the Army and provided the media representative, advice on proposed stories which are being prepared by other writers, information on reviews of the stories for accuracy when desired by the writer, and similar information.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 6 years.
- b. Other offices of the Army Staff: Destroy after 2 years.

FN: 360-5d

Title: Public inquiries

Authority: NC1-AU-78-102

Privacy Act: AO025-55SAIS

Description: Information on release of nonsafeguarded or normal information in response to requests or inquiries from the public. Included are routine requests for information on Army activities,

Table B-62**File category 360: Army information—Continued**

requests for photographs of persons and equipment, correspondence, and related information.

Disposition: Destroy after 2 years.

FN: 360-5e

Title: Biographies

Authority: NN-166-204

Privacy Act: AO360-5SAPA

Description: Biographies, photographs, newspaper clippings, and related information pertaining to leading military and civilian personalities. Arrange alphabetically.

Disposition: Destroy 2 years after retirement, transfer, separation, or death of the person concerned, or on discontinuance, whichever is first.

FN: 360-5f

Title: Research clearances

Authority: NC1-AU-78-104

Privacy Act: Not applicable.

Description: Information on approving access to classified files for purposes of unofficial research and study or to information which may be gathered from reviewing the products of this research for propriety, accuracy, and security. Included are requests for access to classified files, approvals, copies of manuscripts and research notes, and coordinating actions.

Disposition:

- a. Office having Army-wide responsibility: Destroy 6 years after revocation of clearance.
- b. Offices of information or technical liaison officers of the Army Staff and headquarters of major commands: Destroy after 6 years.
- c. Other offices: Destroy after 2 years.

FN: 360-5g

Title: Army-authored information clearances

Authority: NC1-AU-78-102

Privacy Act: Not applicable.

Description: Information on the review and clearance for publication of magazine and book manuscripts (fact or fiction) on military subjects which are authored by Army military and civilian personnel. Included are copies of the manuscripts, the coordinating actions on the manuscripts, and related information.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 10 years.
- b. Coordinating offices of the Army Staff: Destroy after 5 years.

FN: 360-5h

Title: Correspondent accreditations

Authority: NC1-AU-78-104

Privacy Act: AO190-13CFSC

Description: Information on processing applications from both U.S. and foreign information media representatives for accreditation letters or identification credentials. Included are applications for accreditation, letters from information officers indicating reasons for the request, and related information.

Disposition:

- a. Offices having Army-wide responsibility and offices of headquarters of overseas commands: Destroy after 15 years.
- b. Other offices: Destroy 2 years after expiration or disapproval of the application.

FN: 360-5i

Title: Commercial authorship approvals

Authority: NC1-AU-78-104

Privacy Act: Not applicable.

Description: Information showing the authorization for Army personnel to speak or write on a regularly scheduled basis for commercial publications or interests. Included are requests for approval, approvals, and related information.

Disposition:

- a. Offices having Army-wide responsibility: Destroy 20 years after termination or revocation of approval.
- b. Other offices: Destroy on expiration or revocation of the approval.

Table B-62**File category 360: Army information—Continued****FN: 360-5j**

Title: Scientific and professional article files

Authority: NC-AU-75-8

Privacy Act: Not applicable.

Description: Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.

Disposition: Destroy after 5 years.

FN: 360-5k

Title: Contractor information releases

Authority: NC1-AU-78-102

Privacy Act: Not applicable.

Description: Information on procedures governing the release of information by manufacturers, colleges, universities, advertising agencies, and similar commercial entities relative to Army contracts or activities accomplished by contract. The information further relates to clearing materials voluntarily submitted by commercial organizations depicting Army themes. Included are proposed articles, technical information and presentations, brochures, motion pictures, television films, photographs, transparencies, similar materials proposed for publication or release, the coordinating actions, and similar and related information.

Disposition: Destroy after 6 years.

FN: 360-61a

Title: Army-community relations

Authority: II-NNA-1349

Privacy Act: Not applicable.

Description: Information on the maintenance and improvement of relations between the Army and the civilian community. Included are information on the work of community relations and civilian advisory committees, meetings with representatives of other military activities located in the community, open house programs, joint social activities, and other cooperative endeavors of the Army and the community.

Disposition: Public information offices: Destroy after 5 years.

FN: 360-61b

Title: Commercial film certification

Authority: NC1-AU-85-32

Privacy Act: Not applicable.

Description: Information on certifying commercial motion pictures and television films for DA cooperation by furnishing access to locations, technical advisers, equipment, troops, and weapons. Included are requests for cooperation, outlines of the proposed story and proposed scripts, information reflecting coordination and review of the outlines, scripts, completed films, notifications of approval for Army cooperation, recommendations concerning command assistance to local premiers, progress reports from technical advisers, and related information.

Disposition:

- a. Offices having Army-wide responsibilities: Destroy when no longer needed for current operations.
- b. Coordinating offices: Destroy after 5 years.

FN: 360-61c

Title: Public appearance schedule reports

Authority: NC1-AU-78-102

Privacy Act: AO360-5SAPA

Description: Information showing scheduled speeches and participation by Army Staff general officers and senior civilians in activities such as panel-type programs sponsored by civilian organization or for civilian audiences, press conferences or briefings, and radio and TV programs.

Disposition:

- a. Offices having Army-wide responsibility and requiring the report: Destroy after 10 years.
- b. Reporting offices: Destroy after 2 years.

FN: 360-81a

Title: Command information reports

Authority: NC1-AU-79-7

Privacy Act: Not applicable.

Table B-62**File category 360: Army information—Continued**

Description: Information showing data on number of personnel engaged in the command information program, funds expended, narrative accounts of actions taken in support of command information subjects, and similar information. Included are command information reports and information directly related to the reports.

Disposition:

- a. Offices having Army-wide responsibility and requiring the report: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 360-81b

Title: Information publication distribution files

Authority: NN-166-204

Privacy Act: AO360SAIS

Description: Information used in the receipt, storage, and issue of information publications and materials. Included are requisitioning, shipping information, property issue and turn-in slips, information used to initiate or suspend distribution of news services, radio transcripts, television recordings, other informational materials, related information.

Disposition: Destroy after 2 years.

FN: 360-81c

Title: Newspaper files

Authority: NC1-AU-78-15

Privacy Act: Not applicable.

Description: Record sets of Army news periodicals, daily news summaries, news bulletins or similar news material, and reference copies of authorized and civilian enterprise newspapers.

Disposition:

- a. Offices of headquarters of divisions and higher headquarters: Record sets: Permanent.
- b. Offices of lower echelons: Record sets: Destroy after 2 years.
- c. Reference sets: Destroy when no longer needed for current operations.

FN: 360-81d

Title: General command information

Authority: NC1-AU-81-26

Privacy Act: Not applicable.

Description: Information on the general administration of the command information program, such as information on the reviews of command newspapers, observation and analysis of troop opinion, preparation of informational materials, information concerned with informing troops of news events, policies, and official actions. It excludes specific files described in this section.

Disposition:

a. Peacetime:

- (1) Office having Army-wide responsibility:
 - (a) Policy guidance information: Permanent.
 - (b) Other information: Destroy after 10 years.
- (2) Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.
- (3) Other offices: Destroy after 2 years.

b. Mobilization:

- (1) Offices in a combat environment or designated as combat support elements and office having Army-wide responsibility: Permanent.
- (2) Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.
- (3) Other offices: Destroy after 2 years.

FN: 360-81e

Title: Command information plans

Authority: NC1-AU-79-7

Privacy Act: Not applicable.

Description: Information showing subject areas to be covered, points of emphasis, prescribed subject areas to be covered, information mediums available for use and similar planning data. Included are command information plans and information on the plans.

Disposition:

- a. Offices having Army-wide responsibility: Permanent.
- b. Offices of headquarters of major and intermediate commands preparing command-wide plans: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

Table B-62**File category 360: Army information—Continued****FN: 360-81f**

Title: News background

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on preparing, editing, and publishing information in Army news media. Included are edited drafts of articles, photographs, and similar information.

Disposition: Destroy after 1 year. Earlier disposal is authorized.

FN: 360-81g

Title: Program logs

Authority: NN-164-204

Privacy Act: Not applicable.

Description: Daily operational logs used by Army-operated stations of the Armed Forces Radio and Television Services to show identifications of programs and spot announcements and the precise time that they were broadcast.

Disposition: Destroy after 2 years.

FN: 360-81h

Title: Musical program logs

Authority: NN-164-204

Privacy Act: Not applicable.

Description: Logs used by Army-operated stations of the Armed Forces Radio and Television Service to list musical numbers, artists, and sources used in aired musical programs.

Disposition: Destroy after 1 year.

FN: 360-81i

Title: Station program schedules

Authority: NN-164-204

Privacy Act: Not applicable.

Description: Information showing the time at which programs are scheduled to be broadcast by Armed Forces Radio and Television Service stations operated by the Army.

Disposition:

- a. Radio and Television stations: Destroy after 2 years.
- b. Offices having Army-wide responsibility: Destroy after 1 year.

FN: 360-81j

Title: Radio transcriptions

Authority: NN-164-204

Privacy Act: Not applicable.

Description: Radio transcriptions on hand which are no longer needed or which have been declared obsolete will be reported to the Armed Forces Radio and Television Services.

Disposition: Radio and television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.

FN: 360-81k

Title: Television recordings

Authority: NN-164-204

Privacy Act: Not applicable.

Description: Television recordings which are no longer needed or which have been declared obsolete.

Disposition: Radio and television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.

B-54. File category 380: Security

a. Prescribing d. Directives.

- (1) AR 380-5, Department of the Army Information Security Program.
- (2) AR 380-10, Department of the Army Policy for Disclosure of Information, Visits, and Accreditation of Foreign Nationals.
- (3) AR 380-13, Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations.
- (4) AR 380-19, Information Systems Security.
- (5) AR 380-40, Policy for Safeguarding and Controlling COM-SEC.

Table B-63
File category 380: Security—Continued

governments. Included are correspondence on the exchange of information, exchange agreements, and related information.
Disposition: Destroy after 20 years.

FN: 380-5s

Title: Security compromise cases

Authority: NC1-330-76-1

Privacy Act: Not applicable.

Description: Information on investigations of alleged security violations such as missing information, unauthorized disclosure of information, unattended open security containers, and information not properly safeguarded.

Disposition: Destroy 2 years after completion of final corrective or disciplinary action. Records of violations of a sufficiently serious nature to be classified as felonies are permanent.

FN: 380-5u

Title: Security equipment files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information gathered for the determination of uses and types of security equipment for protecting classified information and materials. They include safes, alarm systems, and other security equipment.

Disposition: Destroy after 10 years. Destroy exceptions to storage standards 10 years after termination of the exception.

FN: 380-5v (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-5w

Title: Security regrading cases

Authority: NC1-AU-78-117

Privacy Act: Not applicable.

Description: Information on the review of specific classified information or equipment for the purpose of regrading the information or equipment.

Disposition:
a. Offices in charge of regrading: Destroy after 15 years.
b. Other offices: Destroy after 3 years.

FN: 380-5x

Title: Security information access cases

Authority: NC1-AU-78-117

Privacy Act: AO370-67DAMI

Description: Information on the review of specific requests for access to classified files or equipment for purposes of research and study.

Disposition:
a. Offices having Army-wide responsibility: Destroy after 20 years.
b. Other offices: Destroy after 2 years.

FN: 380-5y

Title: Security information releases

Authority: NC1-AU-78-117

Privacy Act: Not applicable.

Description: Information on the review of classified or potentially classified documentary materials for dissemination of information to sources outside the Army, such as the review of manuscripts, photography, lectures, radio, and television scripts, and other materials.

Disposition:
a. Offices having Army-wide responsibility: Destroy after 20 years.
b. Other offices: Destroy after 2 years.

FN: 380-5z

Title: Noncryptographic registered document accounts

Authority: II-NNA-1002

Privacy Act: AO101-20DAMI

Description: Information showing the accountability of non-Army noncryptographic registered information. Included are semiannual inventory or report of transfer, transfer reports, and similar information.

Table B-63
File category 380: Security—Continued

Disposition: Destroy when superseded by a new report if all information referred to is accounted for either by a report of destruction or inclusion in the new report.

FN: 380-5aa

Title: TOP SECRET material accountability

Authority: GRS 18, Item 5a

Privacy Act: AO101-20DAMI

Description: Information showing the identity, receipt, dispatch, downgrading, source, movement from one office to another, destruction, and current custodian of all TOP SECRET material for which the TOP SECRET control office is responsible.

Disposition: Destroy 5 years after all items on each page have been destroyed, downgraded, dispatched, or when entries are transferred to a new page.

FN: 380-5bb

Title: Industrial information security

Authority: NC1-AU-83-28

Privacy Act: Not applicable.

Description: Information on the protection of classified information in the possession of industry, including information on the issuance of clearance certificates, and related information.

Disposition: Permanent.

FN: 380-5dd

Title: Activity Entry and Exit Inspection Program

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents collected at MACOMs, SUBMACOMs, and Staff agencies in the conduct of an inspection program to deter and detect unauthorized introduction or removal of classified material from DOD owned or leased installations and facilities. Included are—
a. The date(s) and number of entry and exit inspections conducted by the activity and subordinate elements during the previous quarter.
b. The number of instances during the quarter when persons handcarried classified information without apparent authorization.
c. Problems encountered in the conduct of the entry and exit inspection program.

Note: Use FN 380-5s to file information on investigations on alleged security violations.

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

FN: 380-10a

Title: Systems and materials

Authority: N1-AU-87-13

Privacy Act: Not applicable.

Description: Information gathered on military technology, such as tanks, helicopters, firefinders, software, computers, and similar items, that is used to provide knowledge of an item when staffing correspondence on releasing or not releasing it to a foreign government.

Disposition: Destroy on supersession or obsolescence.

FN: 380-10b

Title: Country files

Authority: N1-AU-87-12

Privacy Act: Not applicable.

Description: Information gathered on background and reference information from various intelligence and in-house sources. The information is used when staffing memorandums to senior military officials justifying the Army's position on providing or not providing materiel and publications to a foreign government.

Disposition: Destroy on supersession or obsolescence.

FN: 380-10c

Title: Technology transfer cases

Authority: N1-AU-87-11

Privacy Act: Not applicable.

Description: Information pertaining to case files providing reports to the Secretariat level and senior DOD officials on releasing or not releasing classified military information or military materiel to a foreign government.

Table B-63
File category 380: Security—Continued

Disposition: Destroy 1 year after completion of action.

FN: 380-10d

Title: Foreign national visits

Authority: NC1-AU-83-17

Privacy Act: Not applicable.

Description: Information on foreign-initiated (self-invited) requests for, and DA approval or denial of, visits by foreign representatives to Army commands, installations, agencies, and activities, and Defense contractor facilities, which are accomplished at no expense to the U.S. Government. Included are correspondence and related information.

Disposition:

a. Deputy Chief of Staff for Intelligence (DCSINT) and MACOM headquarters responsible for special tour programs: Destroy record copies after 20 years. Agencies converting documents to machine-readable format of appropriate archival quality may destroy source documents after verification of final input.

b. Other offices: Destroy after 2 years.

FN: 380-10e

Title: Foreign representative accreditations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the accreditation of foreign representatives assigned to Army agencies. Included are accreditation requests, authorizations, and similar information.

Disposition: Destroy 1 year after termination of accreditation.

FN: 380-10f

Title: Foreign military attache files

Authority: NN-174-72

Privacy Act: Not applicable.

Description: Information on relationships with foreign military attaches. Included are messages to and from the attaches, requests for information and documents, letters of accreditation, biographies, photographs and other related correspondence.

Disposition: Destroy 1 year after termination of accreditation.

FN: 380-10g

Title: Foreign national protocol files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on matters of protocol as they affect foreign representatives. Included are invitations and other courtesies, honors conferred, ceremonies involving foreign representatives, and related matters.

Disposition:

a. DCSINT: Destroy after 10 years in CFA.

b. Other offices: Destroy after 2 years.

FN: 380-10h

Title: Foreign national tours

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on U.S. initiated proposals and arrangements for tours by foreign representatives to Army commands, installations, agencies, and activities and Defense contractor facilities, which are funded at U.S. Government expense or in security assistance channels. Included are invitations, acceptances, itineraries, security clearances, biographies, reports prepared by tour directors and escort officers, and related information.

Disposition:

a. DCSINT and major command headquarters responsible for special tour programs: Permanent.

b. Other offices: Destroy after 2 years.

FN: 380-13a

Title: Local criminal information

Authority: NC1-AU-77-125

Privacy Act: A380-13DAMO

Description: Information relating to criminal activities directed against or involving U.S. Army personnel, functions, or property or pertaining to local individuals, criminals, incidents, and organizations. Included are reports and related information.

Table B-63
File category 380: Security—Continued

Disposition: Destroy on supersession, obsolescence, or deactivation of the related area command.

FN: 380-13b

Title: Non-DOD affiliated personnel and organizations

Authority: NC1-AU-330-77-7

Privacy Act: AO381-45aDAMI

Description: Information on activities of non-DOD affiliated persons and organizations threatening the security, or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies, acquired under AR 380-13.

Disposition: Destroy after 1 year, except as follows: Files may be revalidated yearly for retention under procedures and criteria contained in AR 380-13. Files created within DOD which contain significant analytical comments, value judgments, or recommendations related to information received or acquired from agencies outside DA will be offered in conjunction with HQDA(SAIS-PSP) to the National Archives for a determination of historical value when not validated for continued Army retention. Files related to special investigations or operations, conducted with approval of the Deputy Under Secretary of Defense (Policy): Permanent.

FN: 380-13c

Title: Counterintelligence special operations

Authority: NC1-AU-77-4

Privacy Act: Not applicable.

Description: Information on the results of counterintelligence operations, countersubversion and countersabotage operations, programs conducted by or with the Army. Included are reports, agreements, contracts, and similar or related information and audiovisual products under the guidelines of AR 381-47 and FM 30-17A.

Disposition: Permanent.

FN: 380-19a

Title: Automated systems security management files

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information which is not of a routine nature nor specifically covered elsewhere in this record series. These files include management information on automated systems security such as procedural security pertaining to the processing activity workflow processing; long range planning; programming and budgeting; preparation, dissemination and maintenance of plans; management reviews; and systems failures.

Disposition:

a. Offices with Army-wide responsibility: Permanent.

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

FN: 380-19b

Title: Inventories of automated systems security hardware and software

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information pertaining to inventory of automated security systems handling sensitive defense information. Information includes information on hardware (computer security features or devices used in ADP systems), software (general purpose and applications programs which protect data or information handled by an ADP system and its resources), minicomputers, microprocessors, and automated administrative systems.

Disposition: Destroy when superseded by revised inventory.

FN: 380-19c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-19d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Table B-63
File category 380: Security—Continued

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

FN: 380-19e
Title: Physical security of automated systems facilities
Authority: NC1-AU-82-14
Privacy Act: Not applicable.
Description: Information on automated systems security facilities pertaining to the establishment of secure data processing environments. This includes facility construction, fire detection systems and equipment, physical access control, protection against magnetism, operational practices, and related information.
Disposition: Destroy after 4 years or upon supersession or obsolescence, whichever is later.

FN: 380-19f
Title: Accreditation of automated systems security files
Authority: NC1-AU-82-14 and NC1-AU-83-02
Privacy Act: Not applicable.
Description: Information pertaining to the authorization and approval of an ADP system or network to process sensitive defense information and related supporting information.
Disposition:
a. Approvals: Destroy upon termination or discontinuance of the related system or network.
b. Disapprovals: Destroy after 2 years.

FN: 380-19g
Title: Personnel security and surety (PSSP) files
Authority: NC1-AU-82-2
Privacy Act: AO380-67DAMI
Description: Information gathered on personnel involved with automated system security consisting of initial screening and evaluation, selection and retention criteria, appropriate personnel security investigation and resultant security clearance, security briefing and debriefing of personnel, continuous observation phase, training, and related information.
Disposition: Destroy on transfer or separation of person, or on supersession, as applicable.

FN: 380-19h
Title: U.S. Army ADP systems security enhancement program (ADPSSEP)
Authority: NC1-AU-82-14b
Privacy Act: Not applicable.
Description: Information pertaining to site visits to installations to advise, assist, and evaluate the aspects of automated systems security. This information also includes systems security surveys, immediate security service, and systems engineering security service.
Disposition: Offices responsible for survey: Destroy after next comparable survey.

FN: 380-19i
Title: Automated systems security communications
Authority: NC1-AU-82-14
Privacy Act: Not applicable.
Description: Information pertaining to the telecommunications design of new or revised automation systems which includes network documentation, encryption systems and equipment, communication security, network security officer actions, and related information.
Disposition: Destroy after 4 years or upon supersession or obsolescence, whichever is later.

FN: 380-19j
Title: TEMPEST control program files
Authority: NC1-AU-82-14
Privacy Act: Not applicable.
Description: Information gathered on guidance and standards for the application of compromising emanation control measures. This information includes noninstrumented TEMPEST inspections, instrumented TEMPEST test reports, technical advice and assistance, preferred products lists, and related information.
Disposition:

Table B-63
File category 380: Security—Continued

a. Inspecting Office: Destroy 1 year after receipt of superseding inspection or after closing of account or facility.
b. Inspected Office: Destroy on receipt of related superseding inspection or after closing of account or facility.

FN: 380-19k
Title: Continuity of operations plans (COOP)
Authority: NC1-AU-82-14
Privacy Act: Not applicable.
Description: Information pertaining to the recovery from and continued operations during partial or total interruption of service for a data processing center due to manmade or natural disasters or problems. These files include backup file requirements and locations, memorandums concerning alternate, recovery and restart routine and procedure, transportation and storage requirements, backup or alternate power or services, and results of actual or practice exercises of COOP.
Disposition: Destroy when superseded, obsolete, or 1 year after closing of facility, whichever is later.

FN: 380-19m
Title: Password user identification and equipment identification
Authority: NC1-AU-82-14
Privacy Act: Not applicable.
Description: Includes program for generation of passwords, password receipts, user identification, and equipment identification records.
Disposition: Destroy upon supersession.

FN: 380-25c (Not used)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 380-25d (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 380-40a
Title: Signal security approvals
Authority: NC1-AU-82-4
Privacy Act: Not applicable.
Description: Requests for approval to establish, alter, expand, or relocate a facility, exceptions to provisions of regulations, and approval of protected distribution systems. Included are questionnaires, reports of approval, and related information.
Disposition:
a. Approving offices: Destroy 1 year after issue of related superseding approval or 1 year after closing of account or facility.
b. Requesting office: Destroy on receipt of related superseding approval or after closing of account or facility.

FN: 380-40b
Title: SIGSEC management files
Authority: NC1-AU-83-29
Privacy Act: Not applicable.
Description: Information which is not of a routine nature or specifically covered elsewhere in this record series. These files include management information on signal security (SIGSEC) such as long-range planning, programming, and budgeting of resources; development of policy and procedures; and operational functions of the organization.
Disposition: Permanent. Retire to HQ, INSCOM 2 years after yearly cut off.

FN: 380-40c
Title: COMSEC supply correspondence
Authority: NC1-AU-82-4
Privacy Act: Not applicable.
Description: Information on the routine supply of communication security (COMSEC) material, such as requests for status of shipment of

Table B-63**File category 380: Security—Continued**

COMSEC aids, reduction and increase in copy count, cancellation and disposition of COMSEC aids.

Disposition: Destroy after 1 year.

FN: 380-40d

Title: Item registers

Authority: NC1-AU-82-4

Privacy Act: AO101-20DAMI

Description: Cards kept to account for all COMSEC material and to show its receipt, movement, and final disposition.

Disposition: Destroy 1 year after close of the calendar year in which all items on each card have been disposed of as evidenced by destruction or transfer reports.

FN: 380-40e

Title: Restricted area visitor registers

Authority: NC1-AU-82-4

Privacy Act: A0380-380SAIS

Description: Registers used for recording pertinent information on persons entering the crypto facility. Sheets of a register involved in a security report or an investigation will become an integral part of the report or investigation. These sheets will have the same disposition as the report or investigation.

Disposition: Destroy after 1 year. Cut off each sheet at the end of each calendar year.

FN: 380-40f

Title: Signal security investigation reports

Authority: NC1-AU-76-1

Privacy Act: Not applicable.

Description: Reports of investigation concerning the loss or subjection to compromise of COMSEC information, transmission, physical material, and other signal security violations.

Disposition:

- a. HQ, INSCOM: Destroy 5 years after completion of final action. Records of a sufficiently serious nature to be classified as felonies, will be kept permanently.
- b. Other offices: Destroy after 2 years.

FN: 380-40g

Title: Encrypted message texts

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Cipher copies of incoming and outgoing messages and message tapes.

Disposition: Destroy after a minimum retention of 5 days and before a maximum retention of 60 days. Messages involved in an investigation will be kept until the investigation is completed.

FN: 380-40h

Title: Allocations

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: Information showing allocation of COMSEC material held for distribution.

Disposition:

- a. Allocation cards: Destroy 1 year after final distribution of all material to which the form relates.
- b. ADP printouts: Destroy after verification of allocation record.

FN: 380-40i

Title: Holder records

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: COMSEC material accounts record which serves as a unit record showing all items of COMSEC material held by each organization.

Disposition: Destroy on receipt of superseding signed destruction or transfer report.

FN: 380-40j

Title: COMSEC material distribution reports

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Table B-63**File category 380: Security—Continued**

Description: Information submitted to Army COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material).

Disposition: Destroy after 1 year. Earlier disposal is authorized if files have served their intended purpose.

FN: 380-40k

Title: System status files

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: Information kept by the COMSEC National Inventory Control Point (NICP) on the procurement and issuance of each item of COMSEC material which includes data such as production status, stocks, demand data, quantity issued, and effective date of material.

Disposition:

- a. Information on COMSEC material other than aids: Destroy in CFA 6 years after obsolescence of the related system.
- b. Information related to COMSEC aids: Destroy after 2 years or when material involved is superseded or removed from the system, whichever is first.

FN: 380-40m

Title: Transactions

Authority: NC1-AU-85-5

Privacy Act: Not applicable.

Description: A record of COMSEC accounting transactions which shows receipt, issue, transfer, destruction, or adjustments (plus or minus) of COMSEC material.

Disposition:

- a. COMSEC NICP and Army COMSEC Central Office of Record (ACCOR): Destroy after 2 years.
- b. Other offices: Destroy after 1 year.

FN: 380-40n

Title: Cryptonet management files

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Information relating to the establishment, operation, and overall management of a cryptonet. Included are lists of holders of keying material, routine and emergency key distribution plans, changes to cryptonet and key, cryptonet evaluation reports, and other information required to manage a cryptonet.

Disposition: Destroy when superseded, obsolete, or no longer needed for management purposes, or upon termination of the cryptonet.

FN: 380-40p

Title: Daily inventories

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Reports of daily inventories verifying the continued protection and control of COMSEC material and made once each workday or between shifts.

Disposition: Destroy on receipt of the certificate of verification for the last inventory reported to the office of record.

FN: 380-40q

Title: Accounting reports

Authority: NC1-AU-82-4

Privacy Act: AO101-20DAMI

Description: Information showing COMSEC accounting and distribution transactions and relief from accountability of COMSEC material. Included are reports of transfer, possession, inventory, and destruction; document vouchers; certificates of verification; custodian appointments; signature cards (DA Form 2012 (COMSEC Account Data)); letters, messages, and other correspondence on routine COMSEC accounting and distribution; and hand receipts.

Disposition:

- a. ACCOR: Destroy after 5 years in CFA.
- b. Other offices:
 - (1) Custodian appointments and signature cards: Destroy 1 year after supersession or obsolescence.
 - (2) Other accounting report files: Destroy after 1 year.
- c. Destroy individual hand receipts on turn-in of accountable material or upon supersession.

Table B-63
File category 380: Security—Continued

FN: 380-40r
Title: Signal security inspections
Authority: NC1-AU-82-4
Privacy Act: Not applicable.
Description: Inspection reports and related correspondence, such as cryptofacility inspection, control of compromising emanations (TEMPEST) tests and inspections, periodic command inspections, and COMSEC account audits.
Disposition:
a. Inspecting office: Destroy 1 year after issue of related superseding inspection report or after closing of account or facility.
b. Inspected offices: Destroy on receipt of related superseding inspection report or after closing of account or facility.

FN: 380-40s
Title: Signal security reports
Authority: NC1-AU-82-5
Privacy Act: Not applicable.
Description: Reports (including messages and related correspondence) regarding electronic security, cryptosecurity and transmission security analysis, violations, and summary reports; reports of physical, cryptographic, and personnel insecurities and compromise notifications not specifically covered in other parts of the 380 series; and related information.
Note: Reports that are the subject of a formal investigation will be filed with the investigation reporting files.
Disposition:
a. HQ, INSCOM:
(1) Special reports: Destroy after 5 years.
(2) Routine periodic reports: Destroy after 2 years.
b. Units subordinate to HQ, INSCOM: Destroy after 2 years.
c. Other offices and TOE units: Destroy after 1 year.

FN: 380-49a
Title: Industrial personnel security review claims
Authority: NN-173-91
Privacy Act: AO380-67DAMI
Description: Information on claims against the U.S. Government by industrial personnel for loss of earnings which resulted from unjustified suspension, revocation, or denial of security information access authorization. These files are kept by DA for DOD.
Disposition: Destroy 10 years after final action on the case.

FN: 380-67a
Title: Security clearance information
Authority: NC1-AU-81-65
Privacy Act: AO380-67DAMI
Description: Information concerning the clearance of individual personnel to critical-sensitive, noncritical-sensitive, and nonsensitive positions as well as accreditation of personnel for access to classified information requiring special access authorizations. (This description does not include completed investigation case files, counterintelligence case files, or clearance information filed in the official personnel folder.)
Disposition:
a. AR 380-67 requires, in some instances, that all or part of the information contained in these files be transferred along with the individual concerned. For specific guidance, see AR 380-67.
b. Files requiring no action per AR 380-67: Destroy upon transfer or separation of the individual.

FN: 380-67b
Title: Position sensitivity files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to the designation of sensitive and nonsensitive personnel positions within DA. Included are requests and results of final actions taken.
Disposition:
a. Approved requests: Destroy when position is abolished, redesignated, or no longer needed for reference.
b. Disapproved requests: Destroy when no longer needed for reference.

Table B-63
File category 380: Security—Continued

FN: 380-67c
Title: Personnel security inspections and surveys
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information on inspections and surveys conducted by Personnel Security Offices relating to position sensitivity and personnel security clearances. Included are reports, recommendations, and related information.
Disposition: Destroy after next comparable inspection or survey.

FN: 380-150c
Title: Atomic information exchanges
Authority: NC1-AU-76-51
Privacy Act: Not applicable.
Description: Information relating to requests from various foreign governments or allies for atomic information, to include requests for regulations, manuals, reports, and other related information.
Disposition: Destroy after 1 year.

FN: 380-235b
Title: Prisoner of war censorship
Authority: NC1-AU-78-23
Privacy Act: Not applicable.
Description: Information on systems for the examination and control of communications to or from enemy prisoners of war held by the military authority.
Disposition: Permanent.

Table B-64
File category 380: Security—rescinded FNs

FN: 380-5c
Title: Office security awareness
Use: FN 1gg

FN: 380-5e
Title: Office security container records
Use: FN 1v

FN: 380-5f
Title: Office security container information
Use: FN 1v

FN: 380-5h
Title: Office classified document register or controls
Use: FN 1j

FN: 380-5i
Title: Office temporary internal receipts
Use: FN 1k

FN: 380-5m
Title: Office classified material inventory reports
Use: FN 1r

FN: 380-5q
Title: Office security classification regrading files
Use: FN 1s

FN: 380-5cc
Title: Office classified document receipts
Use: FN 1i

FN: 380-25a
Title: Foreign national visits
Use: FN 380-10d

FN: 380-25b
Title: Foreign representative accreditations
Use: FN 380-10e

Table B-64
File category 380: Security—rescinded FNs—Continued

FN: 380-25e
Title: Foreign military attache files
Use: FN 380-10f

FN: 380-25f
Title: Foreign national protocol files
Use: FN 380-10g

FN: 380-41-3a
Title: Signal security management files
Use: FN 380-40b

FN: 380-41-3b
Title: COMSEC supply correspondence
Use: FN 380-40c

FN: 380-41-3c
Title: Item registers
Use: FN 380-40d

FN: 380-41-3d
Title: Daily inventories
Use: FN 380-40p

FN: 380-41-3e
Title: Accounting reports
Use: FN 380-40q

FN: 380-41-3f
Title: Restricted area visitor registers
Use: FN 380-40e

FN: 380-41-3g
Title: Signal security approvals
Use: FN 380-40a

FN: 380-41-3h
Title: Signal security inspections
Use: FN 380-40r

FN: 380-41-3i
Title: Signal security reports
Use: FN 380-40s

FN: 380-41-3j
Title: Signal security investigation reports
Use: FN 380-40f

FN: 380-83a
Title: Civil censorship
Use: None

FN: 380-150a
Title: Intelligence collections
Use: FN 381-100a

FN: 380-150b
Title: Scientific and technical intelligence products
Use: FN 381-19a

FN: 380-150c
Title: Intelligence dissemination files
Use: FN 381-19b

FN: 380-235a
Title: Armed Forces censorship
Use: None

FN: 380-380a
Title: Automated systems security management files
Use: FN 380-19a

Table B-64
File category 380: Security—rescinded FNs—Continued

FN: 380-380b
Title: Inventories of automated systems security hardware and software
Use: FN 380-19b

FN: 380-380c
Title: Signal security inspections
Use: FN 380-40r

FN: 380-380d
Title: Signal security reports
Use: FN 380-40s

FN: 380-380e
Title: Physical security of automated systems facilities
Use: FN 380-19e

FN: 380-380f
Title: Accreditation of automated systems security files
Use: FN 380-19f

FN: 380-380g
Title: Personnel security and surety (PSSP) files
Use: FN 380-19g

FN: 380-380h
Title: U.S. Army ADP systems security enhancement program (ADPSEP)
Use: FN 380-19h

FN: 380-380i
Title: Automated systems security communications
Use: FN 380-19i

FN: 380-380j
Title: TEMPEST control program files
Use: FN 380-19j

FN: 380-380k
Title: Continuity of operations plans
Use: FN 380-19k

FN: 380-380m
Title: Password user identification and equipment identification
Use: FN 380-19m

B-55. File category 381: Military intelligence

a. Prescribing directives.

- (1) AR 381-3, Signal Intelligence (SIGINT).
- (2) AR 381-11, Threat Support to U.S. Army Force, Combat, and Materiel Development.
- (3) AR 381-19, Intelligence Dissemination and Production Support.
- (4) AR 381-20, U.S. Army Counterintelligence (CI) Activities.
- (5) AR 381-45, Investigative Records Repository.
- (6) AR 381-100, (S) Army Human Intelligence (HUMINT) Collection Programs (U).
- (7) AR 381-141, (C) Provisions for Administration, Supervision, Control and Use of Intelligence Contingency Funds (U).

b. Description. These records concern collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data and matters relating to subversion, espionage, and counterintelligence activities. See table B-65.

Table B-65
File category 381: Military intelligence

FN: 381
Title: General military intelligence correspondence files
Authority: NN-167-31 and NN-165-192

Table B-65
File category 381: Military Intelligence—Continued

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 military intelligence 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 military intelligence 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: 381a

Title: Intelligence reports

Authority: NN-166-204

Privacy Act: A0381-45aDAMI

Description: Reports gathered in intelligence organizations resulting from the collection, evaluation, analysis, integration, and interpretation of technical intelligence; domestic intelligence or information about activities or conditions in the U.S. that may threaten internal security; and information on the war potential, military geography, military forces, and other military or related activities of foreign countries. (Record copies of intelligence reports are kept by the Defense Intelligence Agency under DIAM 58-2.)

Disposition: Destroy after 2 years.

FN: 381b

Title: National intelligence estimate references

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reference files of national intelligence estimates and special national intelligence estimates, including correspondence.

Disposition: Destroy on supersession, obsolescence, or when no longer needed for reference, whichever is first.

FN: 381-3a

Title: Operational management files

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Information on operational and procedural activities of the organization. Included are general mission assignment information, basic data requirements information, and related information. Note: Information showing specific mission assignments and collection requirements are filed in FN 381-3d. Copies made of information showing assignments and requirements that continue in effect after cutoff will be placed under FN 100.

Disposition: Permanent. Cut off yearly.

FN: 381-3b

Title: Operational management reports

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Reports on the management of operational activities. Included are reports to cover capabilities, readiness, facilities, status, equipment, general monthly activities, special activity reports showing mission accomplishments; similar reports and related information; and audiovisual products under the guidelines of USSID 117(SI).

Disposition:

a. Special activity reports showing mission accomplishment: Permanent.

Table B-65
File category 381: Military Intelligence—Continued

b. Other reports: Major and intermediate command headquarters: Destroy after 2 years.

c. Other offices: Destroy after 1 year.

FN: 381-3c

Title: Operational nonmanagement reports

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Information consisting of reports on the actual operational activities rather than the management of operational activities which are described in FN 381-3b. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include SIGINT collection, traffic analysis, and translations; periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting; electronic warfare reports on manipulative or imitative experiment, jamming, cover and deception, and profile studies; and other intelligence reporting files including: National Security Agency (NSA) formal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission, and audiovisual products under the guidelines of USSID 117 (SI).

Disposition:

a. SIGINT project wrap-up, special research, or technical study reports; electronic warfare (EW) reports and other operational reports:

(1) Major and intermediate command headquarters: Permanent.

(2) Other offices: Destroy EW reports after 1 year and other reports after 2 years.

b. TAREX-IR, TSIS, TSAR, and TEL reports:

(1) HQ INSCOM: Permanent.

(2) Other offices: Destroy when no longer needed for reference.

c. NSA reports: Destroy after 1 year. Cut off monthly.

d. Community reports: Destroy after 1 year. Cut off yearly.

e. Informal reports, technical notes, exchange letters, and working aids: Destroy when no longer needed for reference.

FN: 381-3d

Title: Operational mission assignments

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Information created as a result of an assignment to cover a specific mission including TAREX specific collection requirements. Included are specific mission instructions, related material, and audiovisual products under the guidelines of USSID 117(SI). Note: General mission assignments and basic TAREX data requirements will be filed under FN 381-3a.

Disposition:

a. Mission assignments other than one-time specific requirements:

(1) Major and Intermediate command headquarters: Permanent. Cut off yearly, or PIF on supersession or rescission and cut off at the end of that year.

(2) Other offices: Destroy after 1 year.

b. One-time specific collection requirements: Destroy after 2 years.

FN: 381-3e

Title: Operational recordings

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

Privacy Act: Not applicable.

Description: Recordings, magnetic and paper tapes, tracings, ozalid copies, and related correspondence created or received in operational areas. Note: Procedures prescribed in current intelligence directives will be adhered to before actual destruction.

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

FN: 381-3f

Title: Operational project cases

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Information gathered in connection with a specific project. Included are authorization for the project, test data, drawings, specifications, photographs, and reports and related information.

Disposition: Permanent. PIF on completion of project.

Table B-65

File category 381: Military Intelligence—Continued

FN: 381-3g

Title: TAREX project cases**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.**Description:** Information consisting of TAREX operation plans, source files, and audiovisual products under the guidelines of USSID 117(SI), and related information.**Disposition:** Permanent. PIF on completion of project. TAREX field offices will transfer project files to HQ INSCOM 1 year after completion of project.

FN: 381-11a

Title: Threat support files**Authority:** To be determined.**Privacy Act:** Not applicable**Description:** Records consisting of threat documentation for Army-wide use in support of each program, study, materiel system, or combat development activity project. Included are threat assessment reports, DA Listing of Approved Intelligence Products, threat coordinating group files, special access program support files, study advisory group files, and related papers.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

FN: 381-19a

Title: Scientific and technical intelligence products**Authority:** NC1-AU-83-32**Privacy Act:** Not applicable.**Description:** These files consist of one copy of each confirmed Defense Intelligence Agency (DIA) scientific and technical intelligence production (study, trend study, report, handbook, and comparable productions), and contributions (inputs) to other agency products.**Disposition:** Permanent.

FN: 381-19b

Title: Intelligence dissemination files**Authority:** NC1-AU-83-31**Privacy Act:** Not applicable.**Description:** Information on the dissemination and distribution of finished intelligence, intelligence reports, scientific and technical information, and intelligence summaries (INTSUM).**Disposition:** Permanent.

FN: 381-20a

Title: Intelligence confidential funds (Rescinded; use FN 381-141a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 381-20b

Title: Captured information**Authority:** NC1-AU-83-33**Privacy Act:** Not applicable.**Description:** Information captured or confiscated in wartime under international law. This also includes records of a foreign government, military, private and other institutions. Keep a separate entity to preserve administrative origin and arrangement to the fullest extent practicable. (This description does not include captured cryptologic records.) Note: After an Army agency has completed intelligence or other exploitation of captured information, it will request disposition instructions from HQ, USAISC (ASOP), Fort Huachuca, AZ 85613-5000.**Disposition:** Permanent.

FN: 381-20c

Title: Credentials and badge controls**Authority:** GRS 11, Item 4**Privacy Act:** A0381-20DAMI**Description:** Descriptions showing the issue and control of credentials and badges naming U.S. Army intelligence personnel. Included are receipts, inventories, and related information.**Disposition:**

a. Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials or badge.

Table B-65

File category 381: Military Intelligence—Continued

b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.

FN: 381-20d

Title: Counterintelligence collection files**Authority:** NC1-AU-83-34**Privacy Act:** Not applicable.**Description:** Information on the procurement and selection of counterintelligence information. It also includes the scheduling of collection to meet requirements for production, guidance and instructions for collection, the receipt and making of collection requests, and liaison with organizational elements of the intelligence system on collection matters.**Disposition:** Permanent.

FN: 381-20e

Title: Counterintelligence production files**Authority:** NC1-AU-83-35**Privacy Act:** Not applicable.**Description:** Information on the process of analyzing and evaluating counterintelligence studies and information. It also includes the scheduling of requirements for production, production instructions, the receipt and making of requests for the production of counterintelligence studies, communications with organizational elements of the intelligence system on the production of counterintelligence studies.**Disposition:** Permanent.

FN: 381-20f

Title: Counterintelligence information requests**Authority:** NC1-AU-79-8**Privacy Act:** Not applicable.**Description:** Information on actions taken on requests from other agencies for information on organization or other counterintelligence matters. Included are requests for information, replies to these requests, and related information.**Disposition:** Permanent.

FN: 381-20g

Title: Counterintelligence spot reports**Authority:** NC1-AU-83-36**Privacy Act:** Not applicable.**Description:** Reports of actual or presumed instances of activities or matters of special counterintelligence interest prepared according to AR 381-20.**Disposition:**

a. Office maintaining record copy of investigation or incident: Permanent.

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

FN: 381-20h

Title: Intelligence/counterintelligence sources (Rescinded. Use 381-45d.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 381-20i

Title: Foreign personnel and organizations**Authority:** NC1-AU-78-75**Privacy Act:** Not applicable.**Description:** Information on foreign personnel and organizations of interest acquired during the conduct of counterintelligence activities. Included are reports; studies; related information created within DA; and information from non-Army agencies, organizations, and persons on threats to DOD personnel, activities, installations, or materiel, but not counterintelligence investigations or operations.**Disposition:**

a. Major reports and investigations of a counterintelligence or security nature, to include investigations of sabotage and espionage: Permanent.

b. Other information: Destroy 25 years after date of last action. Files determined to be of possible historical value and all permanent files will