

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF
FACILITIES FUNCTIONAL FILES

Effective 1 January 1970

12 September 1974
14 August 1969

C 5, AR 340-18-15
*AR 340-18-15

ARMY REGULATION

No. 340-18-15

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 14 August 1969

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF FACILITIES FUNCTIONAL FILES

Effective 1 January 1970

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

1. Applicability. ★ *a.* This regulation is applicable to all Department of the Army elements except active Army TOE units below division level, Army Reserve elements, ROTC elements, Army National Guard Units, and TDA units conducting Basic Combat Training or Advanced Individual Training.

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

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

3. Scope. Under the Army Functional Files System, files relating to the major functional category of Facilities have been assigned the basic file number 1500. This regulation contains file numbers, descriptions, and retention periods for files relating to acquisition, utilization, management, and disposal of real property; design and construction of military projects; installation maintenance; operation of utility plants; performance of engineering services in connection with installations; accounting for real and installed property; housing; cemetery administration; engineering studies; and design, construction, operation, and maintenance of civil works projects activities. Common Mission Files are described in this regulation under file numbers 1501-01 through 1501-08. Other mission files are grouped into 24 subfunctional categories, as follows:

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

TAGO 146A

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CHANGE }
No. 10 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 February 1980

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 March 1980

This change revises records descriptions or disposition instructions for file numbers 1504-22, 1513-01, 1513-03, 1514-11, 1518-01, and 1519-03; establishes file numbers 1511-12, 1511-13, 1511-14, and 1511-15; and provides general updating.

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

AR 340-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
11 and 12	11 and 12
23 through 30	23 through 29
35 through 38	35 through 38
3. File this change sheet in front of the publication for reference purposes.

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

CHANGE }
No. 9 }

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1980

This change revises the descriptions and disposition instructions for file numbers 1503-03, 1503-05, 1504-10, 1506-01, 1506-02, 1506-03, 1506-04, 1506-05, 1515-12, and 1515-13; revises disposition instructions for file numbers 1503-08, 1504-08, 1504-09, 1504-14, 1508-07, 1510-01, 1511-05, 1511-08, 1515-21, 1516-03, 1519-05, 1521-01, and 1521-03; rescinds file numbers 1503-06, 1503-07, 1504-01, 1505-01, and 1518-04; establishes file number 1515-23; and provides general updating.

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

AR 340-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
7 through 16	7 through 16
21 through 24	21 through 24
29 through 32	29 through 32
35 through 40	35 through 40
43 and 44	43 and 44
53	53

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

CHANGE
No. 8

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1979

This change rescinds file number 1511-01, revises description of 1511-07, adds file numbers 1511-10 and 1511-11 for housing referral service files, and establishes files numbers 1502-12, Nonindustrial Facilities Mobilization Files, and 1524-12, Foreign Trade Zone Files.

AR 340-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
7 and 8.....	7 and 8
23.....	23 and 24
49 and 50.....	49 and 50

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

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

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Facilities Functional Files.

Active Army: C
ARNG: C
USAR: D

CHANGE }
No. 6 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1975

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1976

This change revises the description and disposition instructions for file number 1501-08, rescinds file number 1506-01, and revises the general description of subfunctional category 1525.

AR 340-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
5 and 6.....	5 and 6
13 and 14.....	13 and 14
51 and 52.....	51 and 52

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Facilities Functional Files—C (Qty rqr block no. 298).

CHANGE

No. 5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1974

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1975

This change revises the description and disposition instructions for file number 1506-03 and provides complete revision of subfunctional category 1512.

AR 340-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2.....	1 and 2
13 and 14.....	13 and 14
25 and 26.....	25 and 26
Authentication.....	Authentication

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

The proponent agency of this regulation is the office of the Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P), Washington, DC 20310.

By Order of the Secretary of the Army:

Official:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Facilities Functional Files—C (Qty Rqr Block No. 298)

CHANGE }
No. 4 }

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1974

This change revises file number 1508-09; and corrects phrasing of disposition instruction for file number 1511-04.

AR 340-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
17 and 18.....	17 and 18
23 and 24.....	23
Authentication.....	Authentication

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:
Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Facilities Functional Files: C (Qty Rqr Block No. 298).

CHANGE }
No. 3 }

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

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1973

This change provides for disposition and maintenance of records relating to acquisition of real property for the United States Postal Service and records relating to violation of the Refuse Act of 1969. Changes to some retention periods are also made.

AR 310-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
7 and 8.....	7 and 8
27 and 28.....	27 and 28
41 and 42.....	41 and 42
45 and 46.....	45 through 46.1
49 through 51.....	49 through 52

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

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

By Order of the Secretary of the Army:

BRUCE PALMER, JR.
*General, United States Army
Acting Chief of Staff*

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

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

CHANGE

No. 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 6 August 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1972

This change adds file number 1509-10 for job order register files and changes file number 1522-14 to cover permits to discharge or deposit refuse in navigable waters.

AR 340-18-15, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
21 and 22.....	21 and 22
45 and 46.....	45 and 46
Authentication.....	Authentication

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

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

Distribution:

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

By Order of the Secretary of the Army:

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

Official:

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

CHANGE
No. 1

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

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF FACILITIES
FUNCTIONAL FILES

Effective 1 January 1971

This change incorporates changes in procedural regulations issued during 1970 and rescinds subfunctional files category 1507, Army and Air Force Exchange Service Facilities Files, and the appendix.

AR 340-18-15, 14 August 1969, is changed as follows:

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

Remove pages—	Insert pages—
5 and 6	5 and 6
13 through 18	13 through 18
A-1 through A-8	

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

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

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

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

1501 COMMON MISSION FILES

- 1. Common mission files may accumulate in any office to document performance of its assigned facilities activities. However, all the common mission files seldom will accumulate in a single office.
- 2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles, alone, will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example, 1501-02 Real Property Acquisition Administrative Files, 1501-03 Homeowners Assistance Agreement Files, 1501-07 Civil Works Project Reference Paper Files.

File No.

Description

Disposition

1501-01

Instruction files. Documents related to preparing coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets and bulletins; SOP or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.

Offices of HQ Department of the Army, offices of major and intermediate command headquarters, and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR 310-25): Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.
 Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

1501-02

Administrative files. Documents relating to the overall or general routine administration of facilities activities, but exclusive of specific files described in this regulation. These files include, but are not limited to—

Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

- a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.
- b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.
- c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.
- d. Extracts of IG, GAO, AAA, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function.
- e. Documents relating generally to the application of ADPS and PCM operations within the functional area relating to facilities.
- f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.

offer in 5 year blocks after 20-25 years

1501-03

Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other non-federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protec-

Office requesting support and office providing support: agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years

gm
 per NCT-AM-82-17
 1/22/83

offices of major subcommands

14 August 1959

File No.	Description	Disposition
	tion, facilities, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.	after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.
1501-04	Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence. <i>(A (1) Elements of HQ DA, major commands, and major subcommands? Permanent.)</i>
1501-05	Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.	A Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent Cut off when no longer needed for current operations. <i>After 20 years after cutoff.</i> B Offices of other committee members: Destroy when no longer needed for current operations. <i>(A (2) Elements at other command levels! Destroy 10 years after committee is dissolved)</i>
1501-06	Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.	Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study. Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.
1501-07	Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents: a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This definition does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record. b. Cards listings, indexes, and similar documents used for facilitating and controlling work. c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.	Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized. Destroy when no longer needed to facilitate or control work. Destroy when superseded, obsolete, or no longer needed for reference.

INC1-AU-
81-5, item 1
& NC1-AU-
78-64, item 1;
posted by RAV,
4/29/81

File No.

Description

Disposition

d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.

Destroy after 1 year. However, earlier destruction is authorized

e. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.

Destroy after 1 year. However, earlier destruction is authorized.

f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.

Destroy after 1 year. However, documents in the inactive file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is also authorized.

★1501-08 Unidentified files. Documents relating to the performance of mission activities not described in this regulation.

Retain in CFA until file number is added to this regulation.

Note. Use of this temporary file number requires prior approval of the organization's records management officer.

1502 INSTALLATION SELECTION, EVALUATION, AND MASTER PLANNING FILES

These records relate to the evaluation and selection of sites for installations and to the master planning operations for continuance and use of installations.

File No.	Description	Disposition
1502-01	Installation status evaluation files. Documents relating to the process of selecting installations for activation, inactivation, designation as permanent, or other change in status of an installation. Included are studies evaluating the suitability of installations as regards location, use of available construction, transportation facilities, water supply, health, and other physical characteristics, and other factors; communications commenting about the suitability of specific installations; approval of selection; and other related documents.	<p>a) Offices performing Army-wide staff responsibility: <u>P</u> <u>Permanent</u>. <u>Destroy after 10 years.</u></p> <p>b) Other offices: <u>Destroy after 5 years.</u></p> <p><i>Destroy when superseded, obsolete, or no longer needed for reference.</i></p> <p><i>DCI-AU-78-116</i></p> <p><i>Items 1a and 1b</i></p>
1502-02	Industrial facilities review files. Reports and other documents relating to the review and analysis of industrial or commercial type facilities to determine the establishment or continuation of such facilities and to aid in their economical operation.	<p>Offices performing Army-wide staff responsibility: <u>Permanent</u>. <u>Cut off when no longer required for current operations.</u></p> <p>Other offices: <u>Destroy 3 years after determination, or on discontinuance, whichever is first.</u></p>
1502-03	Site selection files. Documents relating to the investigation and selection of sites for military activities which are created in offices below the Army staff level. Included are directives authorizing site survey, site selection reports, and related correspondence.	<p>Destroy 3 years after completion of the project or 3 years after determination that the project will not be completed. However, files relating to unselected sites may be retained for use in connection with future selections until acquisitioned or until rejected as unsuitable for the intended purpose.</p>
1502-04	Site selection report review files. Documents accumulated by offices of the Army staff responsible for reviewing and approving site selection reports. They include copies of directives authorizing site surveys, site selection reports, and related correspondence.	<p>Permanent. <u>Cut off on final approval or disapproval.</u></p>
1502-05	Site selection report informational files. Documents accumulated by offices of the Army staff through which flow site selection reports to offices responsible for the review and approval of the reports. These files include communications forwarding the reports, copies of reports, and related documents.	<p>Destroy after 5 years.</p>
1502-06	Master planning files. Documents relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).	<p>a) Installation to which the plan pertains: <u>Permanent</u>.</p> <p>b) Other installations: <u>Destroy when superseded or when the installation is transferred from Army control, whichever is first.</u></p> <p>c) Other offices: <u>Destroy after 6 years, except the master plan will be destroyed on supersession, obsolescence, or discontinuance of the individual facility or entire installation.</u></p> <p><i>[1502-06 modified by DCI-AU-81-34; 28, 28 May 1981.]</i></p>

Note: One set of master planning files will be retained permanently for reference to the Washington National Records Center. Retirement will be made by the appropriate installation on discontinuance or on revision of the master plan as a result of mission changes.

1502-06 modified by DCI-AU-81-34; 28, 28 May 1981.
 20 years after supersession or transfer from Army control, whichever is first.

1 December 1979

C 9, AR 340-18-15

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1502-07	Master planning review files. Documents relating to the review and approval of master plans of permanent Army installation.	OCE: Destroy after 10 years and retire after 5 years.
1502-08	Mobilization planning files. Documents relating to the preparation, development, and approval of mobilization plans of permanent and nonpermanent Army installations for use in emergency. Included are mobilization plans consisting of basic information maps; analysis of existing facilities; tabulations of existing and required facilities; preliminary mobilization land use plans; and the mobilization development plan which consists of airspace utilization plan, flight hazard strip plan and profiles, mobilization reservation plan, mobilization site plan, the mobilization analytical report, and comparable or related documents. <i>Note.</i> One set of mobilization plans will be retained permanently for retirement to the Washington National Records Center. Retirement will be made by the appropriate installation on discontinuance or on revision of the mobilization plan.	Installation to which the plan pertains: Permanent. OCE: Destroy when superseded or when the installation is transferred from Army control, whichever is first. Other offices: Destroy after 6 years, except the mobilization plan will be destroyed on supersession, obsolescence, or discontinuance of the individual facility or entire installation.
1502-09	Mobilization planning review files. Documents relating to the review and approval of mobilization plans of Army installations for use in an emergency.	OCE: Destroy after 10 years and retire after 5 years.
1502-10	Installation mobilization requirement files. Documents relating to the analysis of data and the development of overall plans for installations and training facilities to meet mobilization requirements, including reserve mobilization requirements.	Office performing Army-wide staff responsibility: Permanent.
1502-11	Mobilization construction program files. Documents reflecting advance mobilization programs prepared from advance mobilization expansion plans. Included are site maps, site plans, tabulations of available facilities, and comparable or related documents.	OCE: Permanent. Cut off on receipt of new plan. Other offices: Destroy 3 years after supersession or on discontinuance of related activity or installation.
1502-12	Nonindustrial facilities mobilization files. Documents reflecting the allocation of nonindustrial facilities for mobilization. Included are nonindustrial facility allocation forms, reviews, and revalidation; inventories of Army-allocated facilities; and related documents.	Facility allocations: Destroy on cancellation of facility allocation. Inventories; Destroy when superseded by a new inventory.

1503 REAL PROPERTY ACQUISITION FILES

These files relate to the appraisal and acquisition of real property for the Army (military and civil works), Air Force, and National Aeronautics and Space Agency (NASA). Records predating 1940 are permanent and will be cut off and retired, after necessary audit, to the appropriate Federal Records Center. Files relating to unsettled claims, incomplete investigations, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1503-01	Acquisition correspondence files. Correspondence relating to the overall acquisition of real property for the Army (military and civil works), Air Force, NASA, and by agreement for other Federal agencies, but exclusive of specific files described in this section.	OCE: Permanent. Other offices: Destroy after 6 years.
1503-02	Acquisition control files. Documents used in controlling acquisition actions. Included are acquisition docket sheets, comparable forms, and related correspondence.	Destroy after final audit has been approved by Chief of Engineers.
★1503-03	Acquisition files. Documents relating to the acquisition of real estate by purchase, condemnation, transfer, donation, easement, license, permit, lease, and space assignment. Included are offers to sell, options, acceptances, appraisal reports, easement documents, certificates of inspection, tract ownership data, title evidence data, payment and closing sheets, reports on vacating of property, consent to option, agreements for mutual cancellation of contract, leases, notices of renewal, releases, supplemental agreements, and related documents.	<p>A OCE: Destroy 10 years after completion of the acquisition transaction. Retire completed condemnation cases with the next annual shipment.</p> <p>B Other offices: <i>Files pertaining to leases for \$25,000 or more per annum</i>; Destroy 10 years after termination and final payment.</p> <p>C <i>Files pertaining to leases for less than \$25,000 per annum</i>: Destroy 6 years after termination and final payment.</p> <p>D <i>Remaining files</i>: Destroy 6 years after approval of the completed real estate audit and disbursement is consummated.</p>
1503-04	Acquisition progress reporting files. Reports and directly related papers which reflect acquisition progress.	Destroy after 2 years, except final report will be placed in the realty historical file.
★1503-05	Lease control files. Documents consisting of lease data cards, space occupancy data cards, and related correspondence.	Destroy 2 years after termination of lease.
★1503-06	Lease acquisition files. Rescinded. Use file number 1503-03 or 1503-08, as applicable.	
★1503-07	Resettlement files. Rescinded. Use file number 1506-03.	
1503-08	Recruiting facilities files. Documents relating to providing space for recruiting offices, recruiting main stations, or recruiting detachments of the Army, Navy, Air Force, and Marine Corps and for collocating such facilities. Included are space assignment documents, collation studies, consolidated directory of recruiting facilities, and related correspondence.	★OCE: Destroy 10 years after termination of lease or disposal of property. Other offices: Destroy 2 years after termination of lease or disposal of property.
1503-09	Appraiser qualification files. Brochures, pamphlets, questionnaires, lists, and related correspondence pertaining to the qualification and experience of firms and individuals soliciting services.	Destroy on supersession, except the qualification and experience record card will be retained until discontinuance of the firm.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1503-10	Appraiser precedent files. Documents accumulated by appraisers responsible for preparation of appraisal reports, such as notes, background information, copies of reports and other source data.	Destroy on supersession, obsolescence, or excess declaration of the installation to which they relate, whichever is first.
1503-11	Rental value appraisal files. Documents relating to the appraisal and reappraisal of Government-owned housing rented to civilians. Included are rental schedules, copies of appraisal reports, and related correspondence.	Destroy on receipt of new reappraisal or on discontinuance of function for any reason.
1503-12	Abstractor list files. List of individuals or firms approved by Department of Justice to qualify as abstractors.	Destroy on supersession.
1503-13	Real property acquisition supervisory files. Documents maintained by Corps of Engineer division offices that duplicate the files maintained in subordinate offices, as described herein.	Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

1504 REAL PROPERTY MANAGEMENT AND UTILIZATION FILES

These files relate to the management and use of real property owned or leased by the Government, including its proper and economical use. Files relating to unsettled claims, incomplete investigations, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
★1504-01	Real estate correspondence files, rescinded. Use file numbers 1501-01 or 1501-02.	
1504-02	Real property title files. Files accumulated by The Judge Advocate General documenting the acquisition, management, and disposition of Government real property. Included are abstracts of title, assurances, contracts, deeds, delegations of authority, disposal documents, maps easements leases, legislative actions, licenses, permits, declarations of taking, exclusive orders opinions of The Attorney General, and related materials.	Permanent. Cut off when no longer required for current operations.
1504-03	Real property annexation files. Documents relating to annexation of Federal property by States and their political subdivisions.	Destroy after 6 years.
1504-04	Real property Federal jurisdiction files. Documents relating to the acquisition of Federal jurisdiction over land acquired by the United States in the several States and retrocession of Federal jurisdiction to the States. <i>Note.</i> Original cession and retrocession instruments will be transferred to TJAG; copies of instruments will be placed in the Realty Historical File.	OCE: Destroy after 6 years in CFA. Other offices: Destroy after 6 years.
1504-05	Realty historical files. Individual audited project and installation files established and maintained in accordance with instructions contained in the Real Estate Audit Procedures Manual issued by the Chief of Engineers. Retain in engineer district offices or in division offices where responsibility for real estate has not been decentralized to district offices.	Permanent. Transfer to RHA after installation is reduced to zero acreage and audit is approved by the Chief of Engineers.
1504-06	Division realty historical files. Documents constituting skeleton realty historical files maintained in division offices where responsibility for real estate has been decentralized to district offices in accordance with instructions contained in the Real Estate Audit Procedures Manual issued by the Chief of Engineers.	Destroy when no longer needed.
1504-07	OCE realty historical files Documents constituting skeleton realty historical files maintained in the Office of the Chief of Engineers.	Permanent. Cut off when installation is reduced to zero acreage and final audit has been approved. However, final audited real estate project maps reduced to microfilm negative may be destroyed on approval of the film.
★1504-08	Real estate management files. Documents relating to the management of real estate. Included are leases, licenses, appraisal reports, invitations for bids, easements, notices of revocation, permits, statements of crop rotations, reports of terminations, abstracts of bids, outgrant instruments, compliance inspection reports, and related documents.	★OCE: Destroy after 3 years in CFA. Other offices: <i>Compliance inspection reports:</i> Destroy 1 year after supersession by a new report. <i>Files on restoration clauses that are removed:</i> Destroy 3 years after termination of instrument, except instrument and applicable restoration papers will be retained until final termination. <i>Remaining documents:</i> Destroy 3 years after termination of basic instrument and final collection thereon.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1504-09	Management control files. Documents maintained to aid in controlling the use of real property. Included are grant record cards, reports of changes, and related documents.	Grant record cards: Destroy 1 year after termination. Remaining records: Destroy after 1 year.
1504-10	Real property summary files. Real property grant listings; real estate lease listings; summaries of outgrants, leases, and rent-free space; reports of changes, and related documents.	A ¹ OCE: 30 September summaries: Destroy after 10 years in CFA. A ² 30 September detailed listings: Destroy after 1 year. A ³ Other listings and reports of changes: Destroy after close of fiscal year. B Other offices: Destroy on supersession.
1504-11	Real property inventory files. Reports, change reports and related papers which indicate status, cost, capacity, condition, present use, maintenance, and management of real property.	OCE: Destroy 1 year after supersession by a new installation inventory or on final disposal of property. Other offices: Destroy when superseded by a new inventory or 1 year after final disposal of property, as applicable.
1504-12	Post engineer real estate files. Copies of documents pertaining to military real estate matters handled by the Corps of Engineers. Included are copies of leases, trespass agreements, releases, requests for disposal of buildings and improvements, comparable instruments, and related papers. These files accumulate at Army headquarters, headquarters at major oversea commands, installations, and activities, except Corps of Engineers districts, divisions, and subordinate offices.	Destroy 2 years after termination of lease, agreement, or comparable instrument, or 2 years after disposal of the property, as applicable.
1504-13	Trailer site lease files. Documents relating to the leasing of trailer sites on military reservations and civil works projects to individuals. Included are lease agreements, schedules of collections, and related correspondence.	Destroy 3 years after close of fiscal year of termination of the lease.
1504-14	Installation housing files. Documents accumulated in determining the need for housing at installations. Included are studies, reports, FHA comments and recommendations, certificates of need, and similar related papers.	Offices performing Army-wide responsibility: Destroy 10 years after approval or disapproval, as appropriate. Other offices: Destroy after 6 years.
1504-15	Certificate of eligibility files. Documents relating to certification of individual's eligibility to participate in the housing program. Included are applications, approvals, certificates of eligibility, related correspondence, and similar papers.	Destroy 3 years after termination of eligibility.
1504-16	Real estate claims officer files. Documents relating to those demands for payment for rent, damages, and other payments arising under the terms and conditions, whether expressed or implied, of leases or other contracts for either the use or occupancy of real estate. Extract sheets relating to all claims arising, out of the use and occupancy of real property will be placed in the realty historical file prior to destruction of records.	A Claims files for \$1,000 or less: Destroy 6 years after claim is settled. B Claims files in excess of \$1,000: Destroy 10 years after claim is settled.
1504-17	Real estate claim control files. Real estate claims docket card, real estate claims report, or comparable documents.	Destroy 2 years after settlement.
1504-18	Foreign lease holding reporting files. Reports and related papers reflecting Army noninstallations lease holdings in foreign countries.	Destroy after 1 year or on discontinuance, whichever is first.
1504-19	Overseas real property reporting files. Reports reflecting procurement of real property and right thereto, performance factors, and comparable data relating to real property administration in oversea commands.	Destroy after 3 years or on discontinuance, whichever is first.

File No.	Description	Disposition
1504-20	Real property utilization files. Documents relating to the utilization and status of real property, including space utilization criteria, the use of space in problem areas as metropolitan areas, inspection or surveys of space utilization, and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies relating to use.	OCE: Destroy on supersession by a new report or on transfer of related installation from Army control. Other offices: Destroy after 2 years or on discontinuance of the installation, except that a current copy of the real property utilization report will be retained on discontinuance and transferred to a representative of the Chief of Engineers.
1504-21	Real property retention study files. Documents relating to studies of real property at installations to determine the effectiveness of utilization and necessity for retention. Included are reports, studies, and related documents.	Destroy on supersession by a new study or on transfer of related installation from Army control, whichever is sooner.
1504-22	Maneuver and right-of-entry permit files. Documents relating to obtaining permission from land owners and managers to allow Government personnel and/or equipment to enter, pass over, explore, or temporarily use such lands. Included are permits and agreements, such as right-of-entry for purposes of survey or exploration, right-of-entry for purposes of construction, right to pass over, and similar permits or agreements with related correspondence.	★ Permits or agreements involved in claims: Dispose of IAW file number 1504-16 or the appropriate file number in AR 340-18-4. ★ Remaining files: CONUS: Destroy 2 years after cancellation or termination of permit or agreement. OCONUS: Destroy 2 years after cancellation or termination of permit or agreement or when no longer needed for current operations, whichever is later.
1504-23	Real property management supervisory files. Documents maintained by Corps of Engineer division offices that duplicate the files maintained in subordinate offices, as described herein.	Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

1505 REAL PROPERTY DISPOSAL FILES

These files relate to the disposal of real property by sale, donation, or transfer and the disposal of surplus leasehold interests. Records predating 1940 are permanent and will be retired after necessary audit.

File No. Description Disposition

★1505-01 Disposal correspondence files. Rescinded. Use file numbers 1501-01 or 1501-02.

1505-02 Disposal files. Documents relating to the disposal of real property, including building, growing crops, timber, sand, gravel, and quarried stone products; by sale, transfer, and/or donation. Included are appraisal reports, transfer of new construction, invitations for bids and acceptance, notices of availability for disposal, abstracts of bids, account of sales of public property at public auction or on sealed proposals, statements and certificate of awards, requests for approval of disposal of buildings and improvements, comparable forms, and related correspondence.

A. OCE: Destroy after 5 yrs.

B. Field offices: Files pertaining to transfer and/or donation of properties which contain recapture clause are permanent and will be held 1 year in the current files, then transferred to the records holding area until no longer considered for recapture.

C. Files pertaining to disposal of sand gravel, crops, stone quarried products, or timber (located on land which is not excess): Destroy 1 year after disposal transaction is completed.

D. Remaining files: Destroy 6 years after disposal action on the property and completion of the disposal portion of the realty historical files, if action has been included in approved audit.

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Item 1

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Destroy 10 years after property is no longer subject to recapture clause?

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1505-03 Disposal reporting files. Documents accumulated in connection with progress reporting of inactive, excess, and surplus real property at military installations, civil works projects and installations of other Federal agencies where the Army acts as real estate agent in continental United States and its possessions. Included are real property disposal reports, reports of changes, real property disposal summary reports, reports of excess of real property and related documents.

Reports of changes: Destroy after 1 year. Final disposal report and report of excess real property will be placed in the realty historical file.

Other files: Destroy on supersession. Summary reports: OCE: ~~same~~ and cumulative summaries: Permanent. ~~Retire after 5 years.~~ Other summaries: Destroy after 1 year.

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1505-04 Disposal supervisory files. Documents maintained by Corps of Engineer division offices that duplicate the files maintained in subordinate offices, as described herein.

Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

Destroy after 10 years

★1506 HOMEOWNERS ASSISTANCE AND RELOCATION
ASSISTANCE PROGRAM FILES

These files relate to the administration and operation of the Homeowners Assistance Program (Public Law 89-754, Section 1013) and Relocation Assistance Program (Public Law 91-646).

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
★1506-01	Homeowners assistance case files. Documents relating to the applications of persons involved in losses sustained in real estate market because of military base closures by Defense Agencies. Included are application forms; appraisal reports; questionnaires; copies of deeds and mortgages; evidence of proof of ownership and occupancy of residences; applicants' appeals and final actions or decisions thereon; and related documents.	Offices performing Army-wide responsibility: Destroy 10 years after final action or decision on appeals, as applicable. Other offices: Destroy 10 years after payment in full satisfaction of claim or final decision on appeals, as applicable.
★1506-02	Homeowners assistance progress reporting files. Included are docket sheets, change reports, summary reports, and related documents.	Offices performing Army-wide responsibility: Destroy after 5 years in CFA. Other offices: Destroy when superseded.
★1506-03	Relocation assistance case files. Documents related to relocation of persons and their personal property because of the acquisition of real estate for Army military, civil works purposes, or other federal agencies. Included are questionnaires; notices to owners; applications for relocation assistance; reports of investigations; waivers; recapitulations and summaries; statements of determination; relocation summary reports; and related documents.	Offices performing Army-wide responsibility: Destroy 10 years after final action or determination on appeals, as applicable. Other offices: Destroy 10 years after payment in full satisfaction of claim or final decision on appeals, as applicable.
1506-04	Relocation assistance progress reporting files. Included are docket sheets, change reports, summary reports, and related documents.	Offices performing Army-wide responsibility: Destroy after 5 years in CFA Other offices: Destroy when superseded.
★1506-05	Homeowners assistance and relocation assistance supervisory files. Documents maintained by Corps of Engineers division offices which duplicate the record copy maintained by district offices as described herein.	Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

1508 REAL PROPERTY GENERAL MAINTENANCE FILES

These files relate to the general maintenance and repair of Government real property (exclusive of utilities plants and systems) and the related activities of custodial services; packing and crating; entomology, land, forest, and wildlife management; landscape plantings and beautification equipment utilization and shop operations; and service or user testing of new materials utilized in maintenance activities. It also includes real property historical records, such as as-built drawings and individual item cards.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1508-01	Maintenance correspondence files. Correspondence relating to supervision and performance of real property maintenance, but exclusive of specific files described in this category.	OCE: Permanent. Field offices: Destroy after 6 years.
1508-02	Installation maintenance program files. Documents relating to long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other documents necessary to maintain essential data on the conditioning of the above facilities. These files will be retained at the installation and will remain with the buildings and grounds when transferred from the jurisdiction of the Army.	A.) Office performing Army-wide responsibility: Destroy after 6 years. B.) Other offices: Destroy when no longer needed for current operations. (A & B above per NC1-AU-81-48)
1508-03	Building maintenance files. Documents relating to the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.	Offices performing Army-wide staff responsibility: Destroy after 6 years. Other offices: Destroy when no longer needed for current operations (per NC1-AU-81-48)
-04	Ground maintenance files. Documents relating to the criteria, practices, and application of measures for the development and improvement of lands of military reservations, including cemeteries and golf courses.	Offices performing Army-wide staff responsibility: Destroy after 6 years. Other offices: Destroy when no longer needed for current operations. (changes per NC1-AU-81-37)
1508-05	Entomology service files. Documents relating to the criteria, practices, and application of measures for insect and rodent control for the protection of personnel, material, buildings, and other facilities.	Offices performing Army-wide staff responsibility: Destroy after 6 years. Other offices: Destroy when no longer needed for current operations. (per NC1-AU-81-48).
1508-06	Sanitary service files. Documents relating to standards and practices in the collection and disposal of refuse, and the collection of salvage, including communications about methods of refuse disposal and collection systems, and documents similar in content.	Offices performing Army-wide staff responsibility: Destroy after 10 years. Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
1508-07	Custodial service files. Documents relating to the criteria and procedures for the performance of cleaning, janitorial, and preventive maintenance standards services at Army installations.	★Offices performing Army-wide responsibility: Destroy after 6 years. Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
1508-08	Custodial property accountability files. Inventories of installed property, miscellaneous property lists, transfer of property documents, shipping documents, receiving reports, and related correspondence. These documents are maintained by Corps of Engineers representatives designated to assume accountability of an installation declared excess to Army needs.	Destroy after 2 years.

File No.	Description	Disposition
★1508-09	<p>Military real property record card files. Document which constitute the basis for the repairs and utilities accounting system for the receipt and disposition of real property; i.e., land and interests therein, leaseholds, buildings and improvements, and appurtenances thereto.</p> <p><i>Note.</i> These records will be maintained at the installation until control of the real estate passes to the Chief of Engineers as a result of the installation being declared surplus to Army needs. At that time custody of DA Forms 2877 will be transferred by the repairs and utilities accountable officer to a representative of the Chief of Engineers. Upon disposal of the real estate to another Government agency, DA Forms 2877 will be transferred to the receiving agency. Upon disposal to an agency or individual outside the Government, DA Forms 2877 will be transferred to the purchaser. When a building is demolished, destroyed, or completely zeroed in any manner, DA Forms 2877 will become an integral part of the report of survey of DD Form 1354 (Transfer and Acceptance of Military Real Property) and will be disposed of with facilities engineering stock record account files.</p>	<p>DA Form 2877: When not accepted by a purchaser outside the Government: Destroy 1 year after consummation of the real property disposal action.</p> <p>DA Form 3640: Destroy after information is entered on DA Form 3641.</p> <p>DA Form 3641: Destroy when superseded by an updated form or upon disposal of building, whichever is first.</p>
1508-10	<p>Military real property record drawing files. Current and complete files of all drawings relating to the design and construction of a project, including regional map; reservation map; post layouts; architectural, mechanical, and structural building plans; water distribution system; steam distribution system; gasoline storage and fuel systems; roads, aprons, runways, and parking areas; storm drainage systems; and railroads.</p> <p><i>Note.</i> These files will be maintained at the installation to which they apply until such time as the control of surplus real estate passes to the Chief of Engineers at which time their transfer will be effected in the same manner as military real property record card files above.</p>	<p>Files not accepted by a purchaser outside the Government: Destroy 1 year after consummation of the real property disposal action.</p>
1508-11	<p>Civil works real property record card files. Real estate record cards for civil works buildings and structures.</p>	<p>Destroy 2 years after disposal of property and completion of real estate audit. Retain in CFA.</p>
1508-12	<p>Installation maintenance progress and inspection files. Reports relating to the progress and inspection of maintenance and repair activity in connection with post real and installed property, including progress, work, and inspection reports.</p>	<p>Destroy after 2 years or on discontinuance of the installation, whichever is first.</p>
1508-13	<p>Installation facility service files. Documents relating to the conduct of fire protection activities, the conduct of rodent and insect control programs, the performance of janitorial and refuse collection services, and the operation of facilities engineering shops. Included are fire drill reports, insect and rodent control reports, refuse and salvage collection reports, and related correspondence, but exclusive of documents defined under fire prevention and protection files.</p>	<p>Destroy after 2 years or on discontinuance of the installation, whichever is first.</p>
1508-14	<p>Range clearance files. Documents relating to locating and disposing of unexploded ammunition on firing ranges at installations. Included are maps of the installation; returned copies of certificates of decontamination attesting to the removal of high explosives from specified areas and the examination of scrap metal salvaged therefrom; statements in lieu of certificates of decontamination; daily reconnaissance reports showing type of ammunition discovered, location and disposition effected; initial and final reports on the dud disposal program and on decontamination in general; and related correspondence.</p>	<p>Destroy 10 years after completion of the removal project.</p>

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1508-15	Reserve facilities license files. Documents relating to authorizations and agreements providing for use of Army Reserve facilities by local, civic, and other nonprofit organizations.	Destroy 2 years after termination.
1508-16	Storage battery files. Documents relating to the maintenance and inspection of storage batteries. Included are work, maintenance, and inspection reports, and directly related correspondence.	Destroy on termination of the provisions of the manufacturer's guaranty.
1508-17	Land management files. Documents relating to the preservation, development, improvement, and maintenance of real property of military reservations including control of erosion, dust, and vegetative fire hazards; drainage establishment and maintenance of vegetative cover; control of weeds and noxious plants; and irrigation and supply of water for plant growth on military lands.	Offices performing Army-wide staff responsibility: Permanent. Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
1508-18	Land management planning files. Documents accumulated in the preparation, development, review, and approval of plans for the improvement and management of installation lands. Included are land management, planting, and fire protection plans, and related correspondence.	Destroy on supersession of the plan or section thereof.
1508-19	Leased land management files. Documents related to agronomic practices on land under grazing or cropping lease.	Destroy when superseded, obsolete, or no longer needed for reference.
1508-20	Herbicide management files. Documents related to the use of herbicides on military lands.	Destroy when superseded, obsolete, or no longer needed for reference.
1508-21	Forest management plan files. Documents relating to the sustained production of timber and related natural resource values such as natural beauty, recreation, wildlife, watershed protection, and yield of high quality water.	Destroy on supersession of the plan or section of the plan.
1508-22	Reforestation reporting files. Reports on reforestation of military reservations containing information about acres planted for reforestation and acres planted for windbreaks and shelter belts, and similar information including the reports made by field installations, copies of consolidated reports forwarded to the Secretary of Defense, and correspondence concerning the reports.	Office performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
1508-23	Timber disposal files. Documents relating to the review and authorization on the availability of timber for harvesting of woodlands on federally-owned lands, including declarations of availability, authorizations for harvesting, or similar documents.	Destroy after 5 years.
1508-24	Wildlife management plan files. Documents relating to the protection of fish and wildlife on military reservations including protection of resources and vegetation that provide a natural habitat for fish and wildlife, control of hunting and fishing, observance of game laws, and similar measures.	Destroy on supersession of the plan or section of the plan.
1508-25	Wildlife cooperative agreement files. Documents relating to cooperative agreements for development, improvement, and protection of fish and wildlife on military reservations.	Destroy when superseded, obsolete, or no longer needed for reference.
1508-26	Conservation award files. Documents relating to Department of the Army Conservation Awards.	OCE: Destroy after 3 years. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1508-27	Natural resources reporting files. Reports relating to soil and water conservation, forest management, and fish and wild-life management.	OCE: Destroy after 2 years. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.
1508-28	Natural beauty and outdoor recreation files. Documents relating to natural beauty of the landscape and ground and facilities for outdoor recreation.	Destroy when superseded, obsolete, or no longer needed for reference.
1508-29	Real property maintenance supervisory files. Documents maintained by Corps of Engineers division offices that duplicate the files maintained in subordinate offices, as described herein.	Destroy 1 year after the prescribed cut off for the subordinate office copy. Earlier destruction is authorized.

1509 FACILITIES ENGINEERING FILES

These files relate to the operation and performance of facilities engineering activities at Army installations, including repairs and alterations to buildings and structures and repair, maintenance, and operation of utility plants, systems, and equipment.

File No.	Description	Disposition
1509-01	Facilities engineering correspondence files. Documents relating to the criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities at military installations, but exclusive of specific files described herein.	OCE: Destroy after 10 years in CFA. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
1509-02	Facilities engineering operation reporting files. Documents relating to the process of assembling, analyzing, summarizing, and disseminating data concerning the operations and performance of facilities engineering activities throughout the Army, including such information as summarizations of facilities engineering programs, backlogs, deferred projects, performance, and other information concerning facilities engineering activities.	Offices performing Army-wide staff responsibility: Consolidated or summary reports and documents: Permanent. Feeder reports: Destroy after 5 years in CFA. Other offices: Destroy after 2 years or on discontinuance whichever is first.
1509-03	Utilities maintenance files. Documents relating to the maintenance of utilities equipment and systems as water and sewage, electrical refrigeration and air-conditioning, boilers and warm air furnaces, steam distribution, gas and oil storage, and other utility systems. These records will be retained at the installation and will remain with the buildings and grounds when transferred from the jurisdiction of the Army.	Destroy 1 year after salvage, replacement, or dismantling of related plant or system.
1509-04	Utilities operation files. Documents accumulated at installations and relating to the operation of plants and systems, such as water, sewer, electric, gas heating, boiler, ice manufacturing and cold storage, refrigeration and air-conditioning, and fuel storage and distribution. Included are service economy reports, reports of fuel consumption, and laboratory test reports.	Destroy after 2 years or on discontinuance of the installation, whichever is first.
1509-05	Utilities operating log files. Logbooks pertaining to the operation of utilities. Retain on the premises with related equipment and machinery. These logbooks will be transferred if related equipment and machinery is transferred.	Destroy on final disposition of related equipment and machinery.
1509-06	Facilities engineering project estimate files. Documents relating to the preparation, review, and approval of projects for the maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by post engineers, requests for approval of projects, papers reflecting approval of projects, and related documents.	Reviewing offices: Destroy after 3 years or on discontinuance, whichever is first. Post engineers: Destroy 2 years after completion or disapproval of project or on discontinuance, as applicable.
1509-07	Facilities engineering service and work order files. Originals and copies of service orders, work orders, and related papers maintained by the post engineer activity, which is authorized to perform repair, maintenance, minor construction, and operational work.	Original forms and related papers: Destroy 2 years after completion of work. Retain in CFA. Copies of forms: Destroy 1 month after completion of work, or earlier when not required for management purposes, as determined locally.
1509-08	Facilities engineering work order control files. Copies of work orders used for such purposes as followup of authorized work by section foremen.	Destroy 1 month after completion of work.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1509-09	Facilities engineering stock record account files. Documents maintained by a post engineer which reflect by item the receipt, storage, maintenance, and disposition of real property, installed property, and facilities engineering stock. These files include voucher registers, stock record cards or any equivalent forms used in lieu thereof; vouchers supporting postings to real property cards as copies of leases, transfers and acceptance of military real property forms, work orders, notices of cancellation of leases and reports of survey; vouchers supporting postings to installed property cards as transfers of new construction forms, copies of leases, requisitions on storekeepers, inventory adjustment reports, work orders, notices of cancellation of lease, reports of survey, project turn-in slips; and vouchers supporting postings to stock record cards for facilities engineering stock as shipping documents, purchase orders, inventory adjustment reports, requisitions on storekeepers, reports of survey and property turn-in slips. Cards will be continued in effect until filled or until reduced to a zero balance.	Destroy after 2 years.
1509-10	Job order register files. Documents used in the control of job orders. Such documents normally consist of ledgers, registers, or fastened sheets reflecting such data as job numbers; dates of receipt, approval, disapproval, scheduling, and completion; description; and cost.	Destroy 2 years after date of last entry.

1510 FIRE PREVENTION FILES

These files relate to action taken to reduce loss by fire through use of prevention and protection measures.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1510-01	Fire prevention files. Documents relating to the criteria, standards, practices, and application of fire prevention and protection practices and methods.	★Offices performing Army-wide responsibility: Destroy after 6 years. Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
1510-02	Fire protection design files. Documents relating to the application of fire protection criteria and standards in the design and construction of Army facilities.	Offices performing Army-wide staff responsibility: Destroy after 10 years. Other offices: Destroy when superseded or no longer required for reference whichever is first.
1510-03	Installation fire prevention and protection files. Documents relating to the automatic sprinkler and alarm system; the water distribution system which shows the location of fire hydrants, pumps, valves, standpipe connections, and similar devices, sources of water supply, available post firefighting equipment, tables of running distances, pressure in water mains, and fireflow and pump tests; liaison with civil or military organizations; and fire station log summaries.	Individual run reports and routine reports of equipment tests: Destroy after 1 year, or on discontinuance, whichever is first. Remaining files: Retain at the installation. When buildings or grounds are transferred, these files will also be transferred.
1510-04	Fire protection meeting files. Documents that accumulate from the Army's participation in meetings and liaison with public agencies and representatives of private industry on fire prevention and protection methods and practices.	Destroy after 10 years.
1510-05	Fire reporting case files. Reports of fires or explosions followed by fire resulting in loss of life, material, and structures, received from field organizations, including related reports of investigations and communications.	OCE: Destroy after 25 years. Cut off at end of each year and retire after 5 years. Other offices: Destroy 1 year after close of investigation or on discontinuance, whichever is first.
1510-06	Fire loss experience files. Documents containing information and data compiled from fire reports or other sources in order to compile data about trends and experience from losses due to fires or explosions followed by fire.	OCE: Destroy after 25 years in CFA. Other offices: Destroy after 5 years.

1511 ARMY HOUSING FILES

These files relates to the management, operation and control of the Army housing programs, including troop housing, family housing referral service, and offpost equal opportunity housing.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1511-01	Housing correspondence files.	Rescinded. Use file numbers 1501-01 or 1501-02.
1511-02	Installation troop housing files. Documents relating to the housing and billeting of military personnel and troop units involving such matters as the adequacy and suitability of housing. Included are memorandums on housing, strength and housing capacity reports, housing schedules, and similar papers.	Destroy after 3 years or on discontinuance, whichever is first.
1511-03	Installation housing project tenancy files. Documents accumulated in offices of housing project directors and relating to rental of units. Included are applications for quarters, character reference letters, rental deduction notices, property inventories, cancellation of rental deduction notices, and similar documents.	Destroy 3 years after termination of quarters occupancy or on discontinuance, whichever is first.
1511-04	Family housing cost control files. Documents relating to the control of costs for alteration and repair of family housing units to ensure that amounts expended comply with limitations set by law. Included are cumulative cost cards, copies of job orders, copies of work orders, copies of contracts, copies of issue slips, and copies of similar documents reflecting expenditures.	Cards reflecting cumulative costs: Destroy 11 years after last entry on card. Other files: Destroy after posting to the cumulative cost card except that copies of work orders used for posting to the cumulative cost card will be filed and disposed of as provided by file number 1509-07.
1511-05	Family housing leasing files. Documents relating to the leasing of housing by the Department of the Army to provide necessary quarters for qualified personnel. Included are requests for approval to lease, authorizations to lease, leasing and rental surveys, and similar or related documents.	Destroy 3 years after lease terminates, is cancelled, or lapses, or after any litigation is concluded, whichever is later.
1511-06	Family housing rental rate files. Documents relating to the establishment of rental rates for family housing units. Included are surveys, schedules, statistical data, and similar or related documents.	Destroy after 10 years.
1511-07	Housing referral service files. Documents relating to providing guidance and referral service on available housing. Files accumulate in housing referral offices Army-wide. Included are records of liaison activities with real estate boards, brokers, and other Government agencies; and similar or related documents.	Destroy after 5 years.
1511-08	Offpost rental housing reporting files. Documents relating to reports reflecting conditions affecting offpost rental housing. Included are offpost housing census reports, DOD offpost family housing survey reports, status of family housing assets reports, similar reports, and related documents.	Destroy after 2 years.
1511-09	Offpost housing complaint and investigation files. Documents relating to complaints and investigations in connection with offpost housing. Included are complaints from military personnel and owners or operators of housing facilities, investigative data, fact statements, acceptance statements, withdrawal notices, and similar documents.	Office performing Army-wide staff responsibility: Destroy 5 years after completion. Other offices: Destroy 2 years after completion.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1511-10	Realtor Listing Files. Documents consisting of cards reflecting approved realtors and their available housing. They accumulate in Army housing referral offices.	Destroy individual cards when no longer needed for current operations.
1511-11	Specific Rental Actions Files. Documents relating to specific actions taken to provide offpost rental housing for Army personnel. These files accumulate in housing referral offices Army-wide. Included are DD Forms 1668 and 1670, and similar or related documents arranged by name folders.	Destroy name folder when individual has moved to Government housing or another military installation, or on separation from the service.
★ 1511-12	Furnishings, equipment inventory, and management files. Documents relating to 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 related documents.	Offices performing Army-wide responsibility: Destroy after 5 years. Other offices: Destroy after 3 years.
★ 1511-13	Family housing maintenance, repair, incidental improvement, and minor construction project files. Documents accumulated 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 related documents.	Offices performing Army-wide responsibility: Destroy 3 years after completion of project. MACOMs: Destroy 1 year after completion of project. Other offices: Destroy 3 years after completion of project.
★ 1511-14	Family housing new construction and line item improvement files. Documents accumulated 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 related documents.	Offices performing Army-wide responsibilities: Destroy 3 years after completion of project. Other offices: Destroy 2 years after completion of project.
★ 1511-15	Family housing project status reporting files. Documents accumulated that report the status of current projects. Included are quarterly reports under the FHMA/BP 1800 and 1900 programs, and related documents.	Destroy after 1 year.

1512 ENVIRONMENTAL POLLUTION FILES

These files relate to action taken within the Army to abate environmental pollution.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1512-01	Environmental pollution abatement files. Documents relating to the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to abate such pollution as may exist. Included are inventories of sources of pollution, annual report describing progress in accomplishing objectives of environmental pollution abatement plans, and related or similar documents.	Offices performing Army-wide staff responsibility: Consolidated or summary reports: Permanent. Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
1512-02	Environmental pollution complaint files. Documents relating to complaints regarding alleged environmental pollution by activities at Army installations. Included are letters of complaint, investigations, or studies; replies to complaints; and similar or related documents.	Destroy 10 years after close of case.
1512-03	Water pollution abatement files. Rescinded. Use file number 1512-01.	
1512-04	Water pollution complaint files. Rescinded. Use file number 1512-02.	
1512-05	Environmental pollution supervisory files. Documents maintained by Corps of Engineer division offices that duplicate the files maintained in subordinate offices, as described herein.	★ Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

1513 BASIC ENGINEERING DATA FILES

These files contain background material and basic technical data used for the preparation of reports; studies, formulation of programs; comprehensive plans for the design, construction, and operation of civil works projects; and the design and construction of military construction projects; but exclusive of studies relating to a specific project. These files have continuing reference value.

File No.	Description	Disposition
★ 1513-01	Basic topographic data files. Benchmarks; horizontal and vertical control data, traverse computations, triangulations, and topographic surveys; geodetic, hydrographic, and cadastral data; solar and stellar observation computations; aerial photographs; tracings; maps and drawings; field survey books, and related data.	<p>OCE: Destroy when superseded or obsolete.</p> <p>Field offices not converting data to microform: Permanent. Retire after reference needs have been exhausted or sufficiently minimized.</p> <p>Field offices converting data to microform under an approved MICRODIS:</p> <p>a. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.</p> <p>b. Original silver halide, or duplicate silver halide, microform and one diazo or vesicular copy: Permanent.</p> <p>c. Other microform copies: Destroy when no longer needed for current operations.</p>
1513-02	Climatological data files. Data pertaining to precipitation, evaporation, transpiration, wind velocity, frost, ice, snow, and other climatological data compiled in connection with flood and storm studies; weather bulletins; and comparable data (including environmental research and cryogenics).	<p>OCE: Destroy when superseded or obsolete.</p> <p>Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.</p>
★ 1513-03	Hydrological and hydraulic data files. Data relative to discharge measurements and ground water levels, surveys, stream and tide gage observations, pollution studies, silting and sedimentation, salinity studies, beach and bank erosion, and wind and wave action.	<p>OCE: Destroy when superseded or obsolete. A</p> <p>Field offices not converting data to microform: Permanent. Retire after reference needs have been exhausted or sufficiently minimized.</p> <p>Field offices converting data to microform under an approved MICRODIS:</p> <p>a. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents. B</p> <p>b. Original silver halide, or duplicate silver halide, microform and one diazo or vesicular copy: Permanent.</p> <p>c. Other microform copies: Destroy when no longer needed for current operations.</p>
1513-04	Geological and soil data files. Data sheets on tests and core borings, test pits, tunnels, and shafts; blasting pattern and blast effect tests; pressure tests; test grouting; field pumping tests; laboratory analyses on soils and rock; and comparable data.	<p>OCE: Destroy when superseded or obsolete.</p> <p>Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.</p>
1513-05	Economic data files. Documents pertaining to crop values and distribution and flood plain areas by acres, such as computation sheets of crop and structural losses, crop and structural curves, specific economic flood backup data, and maps.	<p>Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.</p>

OCE
NCI-AV-83-15

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 2 February 1980

Immediate Action INTERIM CHANGE

AR 340-18-15
INTERIM CHANGE
NO. 101
EXPIRES 2 February 1981

Office Management
Maintenance and Disposition of Facilities
Functional Files

This interim change reinstates file numbers 1514-01 through 1514-07 which were inadvertently dropped by Change 10, AR 340-18-15; reduces the retention period for file numbers 1519-16, 1522-15, and 1525-05; and rescinds file numbers 1522-12, 1522-13, 1522-14, and 1522-16. It expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by 1st class mail through the publications pinpoint distribution system to all holders of AR 340-18-15; is, as an interim measure, issued in other than page-for-page format; and will be included in Change 11, AR 340-18-15.

Page 27, the following is added between file number 1513-05 and file number 1514-08:

1514 ENGINEERING INVESTIGATIONS AND STUDIES FILES

These files consist of general and special studies and include technical data, such as reports, laboratory investigations, and test results. These data are used in the formulation of programs and comprehensive plans for the design, construction, and operation of projects.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1514-01	Investigational study correspondence files. Correspondence relating to the overall development of general and special studies, investigations, and reports, but exclusive of specific files described herein.	OCE: Permanent. Retire after 5 years. Field offices: Destroy after 5 years.
1514-02	Investigational project files. Documents pertaining to investigational projects relating to hydraulics, hydrology, structural design, electrical and mechanical design, geology, soils, concrete, pavements, bituminous materials, and materials for building construction. Included are laboratory tests, model studies, investigations, technical reports, and related correspondence necessary to the preparation of design criteria, manuals, or technical publications on design and construction. <i>Note:</i> Model studies pertaining to specific projects should be filed in the civil works project files (file number 1518-01).	OCE: Destroy reports of investigation when superseded or obsolete. Destroy remaining files 2 years after completion of study. Field offices: Permanent. Cut off on completion of study. Retire after 10 years.
1514-03	Investigational program control files. Correspondence, calculations, field test records, reports, and related papers accumulated in establishing and maintaining control over investigational programs; field tests conducted under contract with architectural engineering firms, investigational agencies or laboratories, or by working fund agreements with other Government agencies to obtain data and information necessary to the preparation of design criteria; and manuals or technical publications on design and construction.	OCE: Permanent. Cut off on completion of project. Other offices at the Army staff: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

- 1514-04 **Investigation status reporting files.** Model study requirements or other laboratory investigation reports and status of unobligated and unexpected balances of civil works funds. OCE: Destroy after 1 year.
- 1514-05 **Pavement and cold regions laboratory files.** Documents relating to the preparation of airfield pavement evaluation and failure reports and cold regions investigative tests and reports. Included are reports, supporting data, and related correspondence. Laboratory responsible for conducting investigation and test: Permanent. Cut off when no longer used for current studies and investigations. Other offices: Pavement evaluation reports: Destroy when superseded by a new report or no longer needed for reference. Pavement failure reports: Destroy 5 years after correction of failure or determination that correction will not be made. Supporting data: Destroy when no longer required for future evaluation.
- 1514-06 **Laboratory test reporting files.** Copies of laboratory test reports maintained by laboratories and relating to specific construction projects. Destroy after 3 years. However, concrete test data and reports relating to unusually significant tests may be retained until no longer needed for future reference.
- 1514-07 **Division laboratory reporting files.** Reports covering activities at division laboratories indicating special investigations, acceptance tests, new developments, and comparable matters. Destroy when no longer needed for current operations.

Page 40, change file number 1519-16 as follows:

- 1519-16 **Water supply storage space contract files.** Contracts between the US Government and states or local interests, entered into under the provisions of Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long term contracts, which continue in full force and effect for the physical life of the project, and short term contracts, which provide for temporary needs, and related documents. Long term contracts: Destroy 6 years after removal of the structure, abandonment of project, or after the US Government discontinues operation of the project. Short term contracts: Destroy 6 years after termination of the contract.

Page 46, change file numbers 1522-12, 1522-13, 1522-14, and 1522-15 as follows:

- 1522-12 **Fill and bank protection permit files.** Rescinded. Use file number 1522-15.
- 1522-13 **Deck permit files.** Rescinded. Use file number 1522-15.
- ~~1522-14 **Dredging and dumping permit files.** Rescinded. Use file number 1522-15.~~

Deleted per page change transmitted with DCI-AU-81-51

File No.	Description	Disposition
1513-05	Economic data files. Documents pertaining to crop values and distribution and flood plain areas by acres, such as computation sheets of crop and structural losses, crop and structural curves, specific economic flood backup data, and maps.	Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.
-08	Cooperative program files. Documents pertaining to cooperative programs, such as stream gaging, snow surveys, hydrometeorological and hydroclimatic networks, and similar cooperative programs.	OCE: Destroy after 12 years. Field offices: Destroy after 6 years. Cut off annually, or on completion of program, as applicable.
1514-09	Storm study files. Studies of storm of major flood-producing potentialities. Included are preliminary and final storm studies and related correspondence. <i>See NCI-AU-83-1</i>	Permanent. Retain in CFA until discontinuance of the function, except that preliminary studies will be destroyed on completion of a final study.
1514-10	Sedimentation activity reporting files. Report notes on sedimentation activities and related correspondence.	OCE: Destroy after 1 year. Field offices: Destroy after 2 years or on discontinuance, whichever is first.
1514-11	Reservoir sedimentation data files. Reservoir sedimentation data summaries, reports of sedimentation survey, and directly related documents.	* Destroy after publication of information in periodic reports prepared by the Science and Education Administration, Department of Agriculture.
1514-12	Reservoir regulation manual files. Established plan for the functional operation of each reservoir. <i>NCI-AU-82-21</i> <i>gm 5/18/82</i> Note: These files, when maintained by field offices, are considered project operations and maintenance files.	OCE: Permanent. Retire on discontinuance of operation of reservoir. <i>offer in 5 year blocks when 20-25 years old</i>
1514-13	Reservoir regulation chart files. Charts and related correspondence submitted on all flood control, navigation, and multiple-purpose reservoirs.	OCE: Destroy after 5 years in CFA.
1514-14	Engineering investigations and study supervisory files. Documents maintained by Corps of Engineer division offices that duplicate the files maintained in subordinate offices, as described in this category.	* Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

1514 ENGINEERING INVESTIGATIONS AND STUDIES FILES

These files consist of general and special studies and include technical data, such as reports, laboratory investigations, and test results. These data are used in the formulation of programs and comprehensive plans for the design, construction, and operation of projects.

File No.	Description	Disposition
1514-01	Investigational study correspondence files. Correspondence relating to the overall development of general and special studies, investigations, and reports, but exclusive of specific files described herein.	OCE: Permanent. Retire after 5 years. Field offices: Destroy after 5 years.
1514-02	Investigational project files. Documents pertaining to investigational projects relating to hydraulics, hydrology, structural design, electrical and mechanical design, geology, soils, concrete, pavements, bituminous materials, and materials for building construction. Included are laboratory tests, model studies, investigations, technical reports, and related correspondence necessary to the preparation of design criteria, manuals, or technical publications on design and construction. Note: Model studies pertaining to specific projects should be filed in the civil works project files (file number 1518-01).	OCE: Destroy reports of investigation when superseded or obsolete. Destroy remaining files 2 years after completion of study. Field offices: Permanent. Cut off on completion of study. Retire after 10 years.
1514-03	Investigational program control files. Correspondence, calculations, field test records, reports, and related papers accumulated in establishing and maintaining control over investigational programs; field tests conducted under contract with architectural engineering firms, investigational agencies or laboratories, or by working fund agreements with other Government agencies to obtain data and information necessary to the preparation of design criteria; and manuals or technical publications on design and construction.	OCE: Permanent. Cut off on completion of project. Other offices at the Army staff: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
		OCE: Destroy after 1 year.

1515 MILITARY PLANNING, DESIGN AND CONSTRUCTION

These files relate to providing complete staff work on all phases of activities dealing with military construction and the repair and maintenance of Army installations, Air Force construction, and other Government agency construction as assigned by the Secretary of the Army. They also include files maintained by field elements which relate to military construction projects.

File No.	Description	Disposition
1515-01	Military planning, design, and construction correspondence files. Documents relating to the overall function of planning, designing, and construction of projects for the Army, Air Force, and other Government agencies (as assigned), but exclusive of specific files described herein.	<p>a. OCE: Permanent after after 20 years.</p> <p>b. Other offices: Destroy after 5 years.</p> <p>NCI-AU-78-6 9M 12/15/80</p>
1515-02	Design development files. Documents relating to the development of design of emergency, modified emergency, semipermanent, and permanent types of standard buildings, structures, and other facilities.	OCE: Destroy after 4 years. Cut off on completion of design.
1515-03	Design and construction investigation files. Documents relating to the investigation of design and construction problems occurring during and after completion of construction, but exclusive of specific files described in subfunctional category 1514.	OCE: Destroy after 4 years. Cut off on completion of investigation.
1515-04	Specification development review files. Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.	Offices performing Army-wide staff responsibility: Destroy after 10 years. Other offices of the Army staff; Destroy after 2 years or on discontinuance, whichever is first.
1515-05 UC-AU-82-24	★ Standard design files. Original standard drawings (or microfilm thereof), standard specifications, and design analyses prepared under the supervision of the Chief of Engineers by OCE and Corps of Engineer division and district offices; pertaining to emergency, modified emergency, semipermanent and permanent types of standard buildings, structures, or other facilities.	OCE: Permanent. Cut off when superseded or obsolete. Original drawings will be destroyed if an approved microfilm has been made. <i>offer after 20 years.</i> Field offices: Return original drawing to OCE after 1 year, or when necessity for changes has been minimized.
1515-06	Standard design reference files. One full size reproducible copy or microfilm negative of standard drawings; standard specifications; and design analysis.	Field offices: Destroy when superseded, obsolete, or no longer required for reference whichever is first.
1515-07 per NCI-AU-82-24	★ Division and district standard drawing files. Original standard drawings (or microfilm negative thereof) pertaining to standard construction within a division or district and exclusive of files described as standard design files above.	Field offices: Permanent. Cut off on suppression or obsolescence. <i>offer after 20 years.</i> Original drawings reduced to microfilm negative will be destroyed on approval of film.
1515-08	Guide specification files. Specifications and related correspondence used as guides for military construction contract specifications.	OCE: Permanent <i>Post. after 5 years</i> Cut off when superseded or obsolete. Other offices: Destroy correspondence after 2 years and specifications when superseded or obsolete. <i>no longer needed for current operations</i>
1515-09	Drawing approval files. Preliminary and contract drawings, design analyses, and related papers forwarded by field installations to the Chief of Engineers for approval.	OCE: Destroy 1 year after approval or disapproval. Earlier destruction is authorized.

SEE NCI-AU-83-30

NCI-AU-81-58
PM
1/5/80

Mass Data Change Worksheet Attached

1 February 1980

C 10, AR 340-18-15

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1515-10	Cost estimating files. Reports of bid analysis, estimates, studies, and similar documents received from field and Headquarters, Department of the Army agencies, and from architect engineers.	Office performing Army-wide staff responsibility. Destroy on discontinuance of the function to which they relate.
1515-11	Abstract of bid experience files. Abstracts of bids submitted by district offices and used as a basis for accumulating data on bid experience for military construction.	Office performing Army-wide staff responsibility: Destroy after 2 years.
1515-12	Project authorization files. Documents describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued by OCE to engineer field offices and directly related papers. <i>Note.</i> Copies of directives accumulated by field offices or that support other functions are filed under other appropriate file numbers.	OCE: <i>Design Directives</i> : Destroy after 5 years. <i>Construction directives</i> : Destroy 10 years after physical completion of the last construction project covered by a directive series. XXXXXXXXXX
1515-13	Military construction project files. Documents relating to the planning, design, and construction of specific projects or properties that are <u>not listed in the National Register of Historic Places</u> or qualified for such listing. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design specifications and addenda, original tracings, as-built drawings, shop drawings, progress photographs, inspection reports, completion reports, and related documents. (Also see file number 1515-23) <i>Note.</i> As-built plans, including original tracings, site plans, reservation maps, reproducible copies of standard drawings indicating the "as-built" changes, final approved shop drawings, copies of construction contracts, specifications, and copies of final design analysis will be transferred to the using service after acceptance of the facility.	OCE and OTSG: Destroy when superseded, obsolete, or no longer needed for reference. Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project. Field offices: Destroy 10 years after completion of project, except that analysis of design will be retained until project is abandoned or passes from DOD control.
1515-14	Minor and troop construction project files. Documents relating to minor construction projects (AR 415-35) and construction projects accomplished by troop units in oversea areas. Included are approvals, authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as built" drawings, shop drawings, progress photographs, inspection reports, progress reports, completion reports, similar documentation, and related correspondence. <i>Note.</i> "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 retained by or transferred to the using service on completion of the project.	Office having responsibility for awarding contract or for execution of the work by other means: Destroy 10 years after completion of project. Other offices: Destroy 2 years after completion of project.

File No.	Description	Disposition
1515-15	Canceled project files. Military construction project files or parts thereof that have been canceled.	Files relating to canceled underground storage projects: Destroy 20 years after cancellation. Retire after 5 years. Other files: Destroy 10 years after cancellation. Do not retire.
1515-16	Completed military project reference files. Copies of modified standards, specifications, completion reports, and "as built" drawings (or microfilm negatives thereof) which may be retained in engineer district offices after destruction of other military construction project files.	Destroy when project is abandoned or passes from military control. Earlier destruction is authorized.
1515-17	Military procurement action reporting files. Documents indicating the status of military construction and architectural engineering contract awards submitted by contracting officers of field agencies to heads of procuring agencies. Included are procurement action reports, changes to reports, completion reports, and related papers.	Offices of Army staff: Retain in CFA. Destroy after 10 years or when all moneys under applicable appropriation have been expended, whichever is first, except change order reports will be destroyed on receipt of succeeding report. Field offices: File with and dispose of with related contract file.
1515-18	Procurement action summary and special reporting files. Progress summaries and special operating reports relating to military construction.	Office performing Army-wide staff responsibility: Permanent. Retire on discontinuance of function.
1515-19	Progress reporting files. Progress reports submitted by field agencies for each construction project or line item of construction, or acquisition of real estate, including advance design reports.	A OCE: Published reports, final reports prior to Jan 60, and monthly reports after Jan 60: Permanent. Cut off on completion of project. Monthly reports prior to Jan 60 and supplemental reports: Destroy after 2 years or earlier as they have served their purpose. Field offices: June or final report; Destroy after 5 years. Other reports: Destroy after 1 year.
1515-20	Construction inspection reporting files. Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.	Destroy after 6 years.
1515-21	Food processing facility files. Files relating to requests for establishment; discontinuance; expansion of central meat processing facilities, pastry kitchens, and garrison bread bakeries, and approvals thereof; inspection of facilities; and related papers.	★Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 2 years.
1515-22	Military construction supervisory files. Documents maintained by Corps of Engineer division offices that duplicate the files maintained in subordinate offices, as described in this category.	Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.
★1515-23	Military construction project files. Documents relating to the planning, design, and construction of <u>specific projects or properties listed in the National Register of Historic Places or properties qualified for such listing (AR 200-1 and TM 5-801-1)</u> . Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, as-built drawings, shop drawings, progress photographs, inspection reports, and related documents. (Also see file number 1515-13)	A OCE: Destroy when superseded, obsolete, or no longer needed for reference. B Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project C Field offices: Permanent. S + 20 offer / 20 yrs

1516 CIVIL DEFENSE PLANNING AND PROGRAMMING SUPPORT FILES

These files relate to engineering support and technical assistance provided to state, county, and municipal civil defense organizations for the Civil Preparedness Agency, Office Secretary of the Army. More specifically, these files relate to the planning, conduct, and administration of programs for surveying, analyzing, licensing, and marking buildings and structures for use as fallout shelters; for developing community shelter plans that match shelter spaces with people, identify deficit shelter areas, and provide for other survival measure instructions; and developing, testing, and evaluating the construction of experimental protective structures to advance the state of the art. These files are accumulated principally by OCE, Engineer Divisions, and Engineer Districts.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1516-01	Community shelter planning files. Documents relating to the development and the adoption of plans for and by counties and municipalities. These are project-type files that identify shelters, match people with shelter spaces, provide for public dissemination of emergency action instructions, and establish other measures necessary in connection with community fallout shelter planning and operations. Included are minutes of meetings with local officials, copies of local government proposals and contracts resulting therefrom, copies of planning step reports and related coordination actions, memorandums regarding local ordinances adopting the plans, copies of final plans, and similar or related documents.	Destroy 6 years after completion or termination of project.
516-02	Community shelter survey and inspection files. Documents relating to surveying, licensing, and marking public or private buildings and structures for use as fallout shelters. Included are data collection forms reflecting dimensions, construction materials, location, and other identifying features; packaged ventilation kit data collection forms; facility sketches; facility licenses or agreements; shelter sign posting records; manual analyses; trapped water, sewage, telephone, and food survey reports; and similar or related documents.	Destroy when facility is no longer used as a shelter.
1516-03	Community shelter progress reporting files. Documents reflecting status and progress of the community shelter program. Included are reports identifying participating communities, date of contract negotiations, date of receipt of step reports, status of fallout shelter program, dollar value of contracts, and similar reports and data.	<p>★Office requiring report: Consolidated Reports: Destroy after 10 years. Feeder reports: Destroy 1 year after consolidation.</p> <p>Offices submitting reports: Destroy after 2 years.</p>

1517 CIVIL WORKS PLANNING FILES

These files relate to the development of long range comprehensive plans for effective conservation; development and use of water and related land resources; comprehensive river basin studies; planning, research, and development in the areas of fish and wildlife conservation, forest and watershed management, and environmental beautification; and planning for protection of shore areas from erosion and hurricanes.

66-70=91
71-75=96
76-80=01
81-85=06

File No.	Description	Disposition
1517-01	Civil works planning and development correspondence files. Documents relating to the long range planning and development of civil works activities, but exclusive of specific files herein.	a. OCE: Permanent b. Field offices: Destroy after 5 years.
1517-02	Conservation of natural resource files. Special studies, reports, investigations, and related documents dealing with conservation of resources and pertaining to power development, flood management, fish and wildlife, forests, soil erosion control, beach erosion control, pollution, public health and sanitation, water hyacinths and other aquatic plants, and agricultural land use.	Permanent. Cut off on completion of report, study, or investigation. Retire after 5 years. Offer NARS in 5 year blocks when 20-25 years old.
1517-03	Engineering liaison files. Documents relating to liaison with private industry, other Government agencies, and technical societies. The purpose is for developing, correlating, and exchanging technical information relative to water resources development, flood plain management, conservation of natural resources, improvement of materials and design, and similar matters, but not in connection with specific projects. Included are conference records, pamphlets memos, correspondence, and similar or related documents.	OCE: Permanent Field offices: Permanent. Cut off on completion of related program. Retire when reference needs have been minimized
1517-04	Flood plain management data files. Basic data pertaining to the flood plain management program, such as lists of urban places, flood proofing, flood data, maps or areas subject to flooding, evaluation of programs, and comparable data.	OCE: Destroy when superseded, or obsolete. Field offices: Permanent. Transfer to RHA when superseded, obsolete, or published in other media. Retirement may be made to the records center after local determination that reference needs have been exhausted or sufficiently minimized.
1517-05	Flood plain management services study files. Correspondence, calculations, reports, and related papers dealing with special, preliminary, and final flood plain investigation reports, and technical services reports for specific projects or locations.	OCE: Reports of investigation: Destroy when superseded or obsolete. Remaining files: Destroy 2 years after completion of study. Field offices: Permanent. Cut off on completion of study. Retire after 10 years.
1517-06	Flood plain management assistance files. Documents relating to flood plain management technical service given to Federal, State, and local agencies. Included are requests for flood hazard information, assistance and guidance on the use of flood data, data furnished, and related or similar documents.	OCE: Permanent. Field offices: Destroy after 10 years.
1517-07	Flood plain management information reporting files. Documents relating to information reports on flood plain management. Included are reports and directly related papers.	OCE: Permanent. Cut off when superseded or obsolete. Field offices: Destroy when superseded or obsolete.

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No.	Description	Disposition
-08	Survey report files. Documents relating to the preparation, processing, and submission of reports to Congress on surveys, and review reports for rivers and harbors, flood control improvements, cooperative beach erosion control studies, hurricane flood studies, and other reports in connection with the planning and authorization of civil works projects. Included are study cost estimates, reports with appendixes and exhibits, record of public hearings, report of field conference, notices, published Congressional documents, and related correspondence.	OCE: Permanent. Cut off on publication in congressional documents. Field offices: Permanent. Cut off on completion, deauthorization, or unfavorable report of project. Hold in RHA until locally determined that reference needs have been exhausted.
1517-09	Survey report status files. Summary of board action, statement of decisions and monthly status report on preliminary examinations and surveys in the stage between receipt of advance copy and submission to OCE after board action.	OCE: Destroy when obsolete.
1517-10	Agency project review files. Survey reports and work plans pertaining to proposed projects of other Federal agencies.	OCE: Destroy after 2 years, except that related correspondence is permanent.
1517-11	Master development plan files. Documents pertaining to the administration and development of project land and water areas consisting of the master plan, full scale maps, and related papers.	OCE: Permanent. Retire on discontinuance of project. Offer 17.5 years blocks when 20-25 years old
1517-12	International Joint Board files. Documents relating to the activities of the U.S. Sections of international boards, established by the International Joint Commission at the request of the Governments of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters. Included are minutes of board meetings, public notices, transcripts of public hearing and proceedings, board progress reports to International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and International Joint Commission, and related correspondence.	OCE: Permanent. Retire on discontinuance of the Board. Offer NARS after 20 yrs.
1517-13	Civil works small project files. Documents pertaining to Small Flood Control Projects authorized under Sec 205, 1948 Flood Control Act; Small Beach Erosion Projects authorized under Sec 103, 1962 Beach Erosion Act; and Small Navigation Projects authorized under Sec 107, 1960 Rivers and Harbors Act. Included are detailed project reports, reconnaissance reports, design memos, related correspondence, and similar documents.	OCE: Permanent Field offices: Permanent. Retire 6 years after completion of project.
1517-14	Civil works supervisory files. Documents maintained by Corps of Engineer division offices which duplicate the files maintained by subordinate offices, as described herein.	Destroy 1 year after the prescribed cut off for the subordinate office copy. Earlier destruction is authorized.

1518 CIVIL WORKS PROJECT CONSTRUCTION FILES

These files relate to the construction of specific projects, including cooperative projects. They pertain to structures and work related to navigation improvement and maintenance; flood control; multiple purpose projects, land structures, and relocations; and access roads and parking areas.

File No.	Description	Disposition
★ 1518-01	<p>Civil works project files. Documents created in connection with the planning, design, and construction of specific projects. They pertain to structures and work related to navigation improvements and maintenance, flood control, multiple purpose projects, land structures, relocation, access roads, and parking areas. Included are assurance of local interest; design memorandum; project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; asbuilt drawings; shop drawings; tests and investigations such as aggregate, material, and durability; geological investigations, including borings, soil analysis, etc.; cement and concrete reports; foundation reports; safety inspections; log-books; construction field layout books; construction computations and cross-sections; relocations of roads, railroads, bridges, and cemeteries; progress photographs; history of construction; and related documents.</p> <p><i>Note:</i> design memorandums, analysis of design, specifications, addenda, asbuilt drawings, shop drawings, history of construction, master development plans, and other records necessary for operation and maintenance will be retained as apart of the project operation and maintenance files, file number 1520-03.</p>	<p>OCE: Draft and as-advertised plans and specifications; addenda and change orders; completion reports and contract drawings; tests and investigations; aggregate and concrete reports; foundation reports; PB-2b planning schedule; safety inspections; and relocations: Destroy 1 year after completion of project except documents pertaining to projects of complex design and scope will be destroyed 3 years after completion of project. Remaining files: Permanent.</p> <p>Field offices not converting data to microform: Original construction drawings and modifications: Destroy 6 years after completion of project. Remaining records: Permanent. Retire 6 years after completion of project.</p> <p>Field offices converting data to microform under an approved MICRODIS:</p> <p>a. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.</p> <p>b. Original microforms depicting original construction drawings and modifications: Destroy 6 years after completion of project.</p> <p>c. Original silver halide, or duplicate silver halide, microform and one diazo or vesicular copy depicting other documentation: Permanent.</p> <p>d. Other microform copies: Destroy when no longer needed for current operations.</p>
1518-02	<p>Special civil works project files. Correspondence, technical reports, agreements, and related documents pertaining to special civil works projects and problems will fall outside routine procedures, including but not limited to such projects as the St. Lawrence Seaway, survey of water resources of Alaska, interstate pollution control, interstate water resources development compacts, investigation for the control of aquatic vegetation in navigable waters, research regarding general mineral resources affected by civil works, and projects affecting the interests of numerous Federal agencies.</p>	<p>OCE: Permanent. Cut off after 5 years and retire after 5 more years.</p> <p>OFFER TO NARS AFTER 20 YEARS NCI-AU-78-6</p>
1518-03	<p>Civil procurement action reporting files. Documents indicating the status of civil works construction and architectural engineering contract awards submitted by contracting officers of field agencies to the heads of procuring agencies. In-</p>	<p>OCE: Destroy 6 years after completion of related contract, except change reports will be destroyed on receipt of succeeding report.</p>

See NCI-AU-79-79

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1518-04	cluded are procurement action reports, changes to reports, completion reports, and related papers. Procurement action summaries and special reporting files. Rescinded.	Other offices: File with and dispose of with related contract file.
1518-05	Project and index map files. Documents used in active and supervisory control of civil works projects. Included are sets of maps consisting of an individual map of each active civil works project and index maps showing location of all river and harbor and flood control projects. <i>Note.</i> District offices will place one copy of each revised project map in the civil works project files, file number 1518-01.	Destroy on supersession.
1518-06	Civil works construction supervisory files. Documents maintained by Corps of Engineer division offices which duplicate the files maintained by subordinate offices, as described herein.	★ Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

1519 CONSTRUCTION CONTRACT FILES

These files pertain to contracting for design, construction, repairs, utilities, operations, and procurement of materials and equipment to accomplish construction.

File No.	Description	Disposition
1519-01	Contract correspondence files. Documents pertaining to military construction contracts; architect-engineer contracts; civil works construction, maintenance, and operation contracts; and repairs and utilities contracts; but exclusive of files specifically described herein.	Destroy after 6 years.
1519-02	Contracting officer designation files. Documents reflecting the designation of contracting and ordering officers and contracting officer's representatives (military and civil) for design, construction, maintenance and repairs, and utilities contracts.	Destroy 6 years after revocation or supersession of designation.
1519-03	Contractor qualification files. Brochures, pamphlets, questionnaires, and related documents pertaining to qualification and experience of firms and individuals soliciting services in connection with military and civil works design and construction.	★ Performance evaluation reports: Destroy after 6 years. Remaining files: Destroy when superseded.
1519-04	Wage rate predetermination files. Documents relating to the predetermination of minimum wage rates for laborers and mechanics to be included in contract specifications for military and civil construction work. Included are requests for wage rates, schedules of classification and wage rates, modifications, superseded decisions, letter of inadvertence issued by the Secretary of Labor, and related correspondence.	Destroy after 3 years.
1519-05	Labor relation administration files. Correspondence and other documents accumulating from administration of the Contract Work Hours Standards Act, Davis-Bacon Act, Copeland Act, or other acts governing labor matters.	A Offices at Army Staff: Copies of wage rate decisions made by Department of Labor: Destroy after 1 year. Remaining files: Z Destroy after 10 years. B Other offices: Destroy after 6 years.
1519-06	Contractor's payroll files. Copies of payrolls submitted by construction contractors for use in determining compliance with labor acts, laws, and decisions.	OCE: Destroy on completion of review action. Field offices: Destroy 3 years after final payment of related contract.
1519-07	Utility contract review files. Documents relating to the review of contracts for the purchase and sale of utilities services. Included are confirmed copies and other copies of the contracts or supplemental agreements; recommendations relating to contracts; papers reflecting approval or proposed revision of contracts; the necessity for continued sale; and similar matters.	Documents relating to open end type purchase contracts and to sales contracts: Destroy 2 years after termination of contract. Other files: Destroy after 2 years.
1519-08	Contract review files. Copies of contracts and modifications and copies of related records of negotiation furnished to higher echelon offices for review purposes, but exclusive of utilities contract review files.	All review offices: Destroy after 6 years or when they have served their purpose, whichever is first.
1519-09	MIL CONSTR CONTR Military construction contract files. These files accumulate in various operating elements of an office responsible for administration of architect-engineer and construction contracts for military projects. Note. Certain files relating to a contract may also ac-	Office of record. Records created prior to 2 July 1975: Destroy 6 years and 3 months after final payment. v Records created on or after 2 July 1975: Destroy 6 years and 3 months after

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Disposition

cumulate in offices at other locations when the responsibility for performance of certain functions is delegated to such offices. These offices will be designated as the "office of record" and will be responsible for complete documentation of the function, in order that duplicate files maintained by other elements can be destroyed as reference papers. Record files of each operating element will be transferred to the records holding area without consolidation with files of other elements of the same office or other offices. Documents reflecting accounting and control of expenditures made under the contract, such as construction authorization, distribution of fixed-fee vouchers, allotment ledgers, fund control registers, reimbursement vouchers, statements of Federal and State unemployment tax, Social Security tax receipts, travel vouchers, progress reports of liabilities and disbursements incurred, bank recapitulations, financial reports, closing statements, and related documents will be disposed of with appropriate finance and fiscal files. Plans, specifications, analyses of design, and "as built" and shop drawings will be disposed of in accordance with instructions for military construction project files. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. In addition, records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the Board. These files include—

a. Records listed in ASPS Nos. 2 and 3, such as preaward data, contractual instruments, compensation and insurance papers, contractor terminations, contract property account records, photographs, notices of award, notices of assignment, notices to proceed, stop, and start orders, related correspondence, and all documents determined by the contracting officer as essential for completion of the individual contract.

b. Tool and equipment files pertaining to the rental, inspection, and repair of equipment, including equipment rental agreements, equipment rental records, monthly rental equipment reports, summary of rental equipment final cost and disposition, report of rental paid on recaptured equipment, releases, rental equipment register, schedules of Government-owned and contractor-owned equipment, and related documents.

c. Materials inspection files accumulated in the inspection of material, equipment, and supplies purchased by the contractor for use under contract provisions. They consist of receiving and inspection reports, invoices received lists, invoice approved lists, copies of invoices quotations, invoice register, similar documents, and related papers.

d. Payroll files, such as copies of contractor's payrolls (relative to cost-plus fixed-fee contracts), schedules of wage rates, lists of key personnel, records of unclaimed wages, postaudit files, time records, and related documents accumulated in connection with wages paid to contractor's employees.

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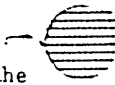
Supervisory and other offices: These are duplicate files. Destroy 1 year after final payment or when they have served their purpose, whichever is first.

1519-10

Civil works construction and maintenance contract files. These files accumulate in various operating elements of an

A Contractual instrument files created prior to 2 July 1975: Destroy 6 years and 3

File No.	Description	Disposition
	office responsible for administration of architect engineer and construction contracts for civil works projects and contracts for relocation and alteration of railroads, highways, utilities, cemeteries, and municipal facilities. Certain files relating to a contract may also accumulate in offices at other locations when the responsibility for performance of certain function is delegated to such offices. These offices will be designated as the "office of record" and will be responsible for complete documentation of the function, in order that duplicate files maintained by other elements can be destroyed as reference papers.	months after final payment. Contractual instruments files created on or after 2 July 1975: Destroy 6 years and 3 months after final payment.
	<i>Note.</i> Record files of each operating element will be transferred to the records holding area without consolidation with files of other elements of the same office or other offices. Record copies of specifications and addenda, and original "as built" drawings will be included in files described as civil works project files. Files which relate to an unsettled claim incomplete investigation, or pending litigation will not be disposed of until settlement of the claim or completion of the investigation or litigation. In addition, records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the Board. These files will be packed and shipped in accordance with instructions in AR 340-18-1. These contract files include—	Transfer to the appropriate Federal Archives and Records Center, after 3 years or upon completion of site audit, whichever is first. Civil Works Site Audit Files, described in file number 313-02 of the same fiscal year, will be transferred together with (but not interfiled with) these files.
	<i>a. Contractual instrument files.</i> Contracts and related documents pertaining to design, construction, and maintenance of civil works projects. They include preaward data and contractual instrument files listed in ASPS Nos. 2 and 3, daily log of construction, advertising orders, estimates of cost, abstracts of bids, accepted and unsuccessful bids, notices to proceed, stop and start orders, notices of completion, progress photographs, related correspondence, and all other documents determined by the contracting officer as essential for completion of the individual contract.	Destroy residual files at time of retirement of the contractual instrument files or 3 years after final payment of the contract, whichever is later.
	<i>b. Residual files.</i> Documents other than those defined in a above, including wage rate and labor problems, contract property accounts, consolidated records of the contract work on any job, summarizations of progress over a particular period for a specific contract, construction progress reports, and charts.	Supervisory and other offices: These are duplicate files. Destroy 1 year after final payment or when they have served their purpose, whichever is first.
1519-11	Utilities contract files. Documents which pertain to the contracting for facilities engineering work normally administered by the post engineer; to the contracting for buying and selling utilities services at military installations and at Corps of Engineers civil works projects; and to inspection and maintenance contracts administered by Army headquarters. Included are contracts, delivery orders, invoices, service authorizations, and correspondence relating to specific contracts. Documents relating to an unsettled claim, incomplete investigation, or pending litigation will not be disposed of until settlement of the claim or completion of the investigation or litigation. Delivery orders, service authorizations, or comparable instruments created in connection with master, open end, or indefinite delivery type contracts will be considered as separate individual transactions and disposition will be based on final payment of the individual delivery order, service authorization, or comparable instrument.	Office of record: Records created prior to 2 July 1975: Destroy 6 years and 3 months after final payment. Records created on or after 2 July 1975: Destroy 6 years and 3 months after final payment. Supervisory and other offices: Destroy upon termination of contract.



No.	Description	Disposition
1519-12	Other agencies contract files. Documents pertaining to the sale of power by power marketing agencies from Corps of Engineers hydroelectric projects. Included are copies of contracts administered by power marketing agency, agreements, and related papers.	Destroy 6 years after expiration of the contract.
1519-13	Contract appeal files. Documents compiled by contracting officers and transmitted through channels to the Corps of Engineers Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to appendix A, Armed Services Procurement Regulation or Engineer Regulation 1180-1-1. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken; the contract and pertinent plans, specifications, amendments, and change orders; correspondence between the parties; transcripts of testimony taken during the course of the proceedings on the matter in dispute prior to filing the notice of appeal with the Board; and such additional documents as the contracting officer may consider essential or as may be designated by the Board.	<p>Find actions and decisions of the Board Permanent Corps of Engineers Bd. of Contract Other files of Appeals Destroy after 10 years. Cut off on final decision of the Board.</p> <p>Duplicate files of supervisory offices: Destroy 1 year after final decision of the Board.</p>
1519-14	Requisition files. Copies of requisitions from field offices, shipping orders, and purchase orders with relating correspondence pertaining to the supply of materials and equipment to military construction projects and maintained by offices at the Army staff.	Destroy 1 year after scheduled delivery.
-15	Expediting case files. Copies of purchase orders, memorandums, and correspondence pertaining to the expediting assistance for construction materials and equipment required to complete military construction projects and maintained by offices at the Army staff.	Destroy 6 months after close of case.
1519-16	Water supply storage space contract files. Contracts entered into under provisions of Public Law 85-500 between the US Government and municipalities or industries, to include storage space in reservoirs to impound water for their use. Included are long term (50) years contracts to be repaid over the life of the contract and short term (5 years) contracts to provide for temporary needs and related papers.	<p>Destroy 6 years after</p> <p>Long term contracts: Permanent Retire removal of structure, abandonment of project, or when control passes from the Chief of Engineers after</p> <p>Short term contracts: Destroy 6 years after termination.</p>
1519-17	Construction contract supervisory files. Documents maintained by Corps of Engineer division offices which duplicate the files maintained by subordinate offices, as described herein.	Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner

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1514-04	Investigation status reporting files. Model study requirements or other laboratory investigation reports and status of unobligated and unexpected balances of civil works funds.	OCE: Destroy after 1 year.
1514-05	Pavement and cold regions laboratory files. Documents relating to the preparation of airfield pavement evaluation and failure reports and cold regions investigative tests and reports. Included are reports, supporting data, and related correspondence.	Laboratory responsible for conducting investigation and test: Permanent. Cut off when no longer used for current studies and investigations. Other offices: Pavement evaluation reports: Destroy when superseded by a new report or no longer needed for reference. Pavement failure reports: Destroy 5 years after correction of failure or determination that correction will not be made. Supporting data: Destroy when no longer required for future evaluation.
1514-06	Laboratory test reporting files. Copies of laboratory test reports maintained by laboratories and relating to specific construction projects.	Destroy after 3 years. However, concrete test data and reports relating to unusually significant tests may be retained until no longer needed for future reference.
1514-07	Division laboratory reporting files. Reports covering activities at division laboratories indicating special investigations, acceptance tests, new developments, and comparable matters.	Destroy when no longer needed for current operations.

Page 40, change file number 1519-16 as follows:

1519-16	Water supply storage space contract files. Contracts between the US Government and states or local interests, entered into under the provisions of Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long term contracts, which continue in full force and effect for the physical life of the project, and short term contracts, which provide for temporary needs, and related documents.	Long term contracts: Destroy 6 years after removal of the structure, abandonment of project, or after the US Government discontinues operation of the project. Short term contracts: Destroy 6 years after termination of the contract.
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Page 46, change file numbers 1522-12, 1522-13, 1522-14, and 1522-15 as follows:

1522-12	Fill and bank protection permit files.	Rescinded. Use file number 1522-15.
1522-13	Dock permit files.	Rescinded. Use file number 1522-15.
1522-14	Dredging and dumping permit files.	Rescinded. Use file number 1522-15.

**1520 CIVIL WORKS PROJECT OPERATION
AND MAINTENANCE FILES**

These files relate to the preservation, operation, maintenance, rehabilitation, management, and care of navigation channels and harbors, locks, dams, reservoirs, and canals; flood-control reservoirs and local protection including channel improvements; and multiple-purpose projects including power. They also relate to emergency operations such as protecting, clearing, and straightening channels of navigable waters, and activities resulting from floods including repair, flood fighting, and rescue work.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1520-01	Operation and maintenance correspondence files. Documents relating to the overall operation and maintenance of civil works projects, but exclusive of specific files described herein.	OCE: Permanent. Field offices: Destroy after 6 years.
1520-02	Project operation review files. Documents pertaining to the development, review, and supervision of project operations. Included are correspondence, inspection reports, technical data, cost estimates (including PB-3), charts, and related papers.	OCE: Permanent.
1520-03	Project operation and maintenance basic files. Design memorandums, specifications, analyses of design, "as built" drawings or microfilm negatives thereof; shop drawings; master development plans; history of construction, completed inspection reports, and related documents; operation manuals; paint service records; and dam and reservoir records, including hydrologic records (rivers flow data, in-flow to reservoir, evaporation, temperatures, reservoir elevation, tailwater and river elevations, discharges through turbines, gates and valves); reports to Federal Power Commission (FPC Form No. 1); and monthly and annual reports of operations (including operating statistics, comparable documents and related correspondence).	Field offices: Permanent. Retire on removal of structure, abandonment of project, or when control passes from the Chief of Engineers.
1520-04	Operation report or log files. Station operation reports or logs concerning electric power generation and transmission facilities and necessary auxiliary equipment; tailwater and forebay water level recorder charts; lockmasters daily log; visual and sound signaling systems report; diving and divers' equipment reports, public use report (number of visitors); reports of trespass on Government property; work order registers; and similar documents.	Destroy after 6 years.
1520-05	Subordinate files. Recording instrument charts other than water levels which include clearance procedures cards and records; dispatchers' permits of orders; inspection reports except those made a part of the maintenance record; maintenance schedule (superseded issues); operating schedules (personnel); monthly report on repair party operation; work orders; and summary of work in progress (at warehouses); and comparable or similar documents.	Destroy after 3 years.
1520-06	Dredging schedule files. Documents constituting schedules maintained by OCE that reflect planned dredging projects.	Destroy when superseded or obsolete.
1520-07	Hired labor maintenance work files. Documents relating to hired labor maintenance work on civil works completed projects, such as minor repairs to buildings, bridges, roads, machinery, cleanup, mowing, and painting. Included are specifications, drawings, reports, and related correspondence.	Destroy after 3 years, except that inspectors completed reports will be filed with project operation and maintenance basic files (1520-03).

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File No:	Description	Disposition
1520-08	<p>Hydroelectric plant operating report files. Copies of Federal Power Commission report pertaining to Electric Utilities and Licenses (Classes A and B) Annual Report of Corps of Engineers of Named Hydroelectric Projects to the Federal Power Commission, and directly related papers.</p> <p><i>Note.</i> Field offices will file these reports in the project operation and maintenance basic file (1520-03).</p>	OCE: Destroy after 5 years in CFA.
1520-09	<p>Hydroelectric statement files. Statement of Revenue and Expenses and Statement of Assets and Liabilities, containing summations of various allocations of expenses and funds arising from the maintenance and operation of power producing facilities.</p>	Destroy after 5 years.
1520-10	<p>Powerplant statistical reporting files. Copies of Federal Power Commission Form No. 4, Monthly Power Plant report, submitted by engineer field offices.</p>	OCE: Destroy after 3 years in CFA. Field offices: Destroy after 1 year.
1520-11	<p>Equipment failure and systems interruption reporting files. Documents relating to the reporting of equipment failures and systems interruptions of Corps of Engineers hydroelectric projects. Included are reports and directly related correspondence.</p>	Destroy after 5 years in CFA.
1520-12	<p>Civil works project operation and maintenance supervisory files. Documents maintained by Corps of Engineers division offices which duplicate the file maintained by subordinate offices, as described herein.</p>	Destroy 1 year after the prescribed cut off for the subordinate office copy. Earlier destruction is authorized.
★1520-13	<p>Project inspection and evaluation files. Documents relating to periodic inspections and evaluations of completed civil works projects to assure continuing structural integrity, safety, and operational adequacy. Included are inspection and evaluation reports with supporting data.</p> <p><i>Note.</i> Similar documents maintained in field offices should be filed under file number 1520-03.</p>	OCE: Destroy when project is abandoned, turned over to authority other than Corps of Engineers for operation, or when project modification makes former data obsolete. Earlier destruction is authorized.

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1521 CIVIL WORKS PLANT FILES

These files relate to the design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plants, aircraft, radio equipment and network systems, shops and yards, and related facilities.

File No.	Description	Disposition
1521-01	Plant correspondence files. Documents pertaining to all phases of acquisition, maintenance, operation, purchase, repair, and utilization of civil works aircraft, floating and land plant, but exclusive of specific files described in this category.	★OCE: Destroy after 10 years. Retire after 5 years. Other offices: Destroy after 5 years.
1521-02	Plant data files. Documents created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling assigning accident investigation utilization, redistributions, and disposal civil works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings photographs, operating and repair reports, and related documents. When plan is transferred, related field office files will be transferred therewith.	OCE: Permanent. Cut off on final disposition of related plant. Other offices: Destroy 2 years after final disposition of plant.
1521-03	Plant logbook files. Engine, deck, and flight logbooks related to engineer civil works floating plants and aircraft.	★Destroy 20 years after final disposition of the plant.
1521-04	Plant replacement and improvement reporting files. ENG Form 1978 (Plant Replacement and Improvement Program), ENG Form 1978-A (Quarterly Report of Scheduled and Accrued Expenditures), and comparable forms showing actual progress against items of the approved program financed under the Revolving Fund.	Destroy after 6 years, except 1978-A 1st, 2d, and 3d quarter reports will be destroyed after 1 year.
1521-05	Marine design and construction files. Documents relating to the design of floating plant and studies pertaining to marine projects but exclusive of contract documents relating to construction of plant by contract. Included are design memoranda; design analysis and criteria; calculations; technical specifications; plans (original and "as built"); cost and weight estimates; photographs; trial performance studies; test reports; history of construction; operation, maintenance and instruction manual; prototype testing and evaluation data: ENG Form 3083-R (Floating Plant Initiation and Completion Design Report); ENG Form 3638-R (Floating Plant Design and Construction Report); and other related material.	<i>Center</i> Marine Design Division, U.S. Army Engineer District, Philadelphia: Permanents Cut off on disposition of plant or removal of plant from service, <i>destroy after 5 years.</i> Other field offices: Destroy on disposition of plant, except destroy ENG Form 3083-R and ENG Form 3638-R will be destroyed after 5 years. OCE: Destroy after 5 years. [NCI-AU-81-35, signed 14 July 81; 88]
1521-06	Equipment record files. Documents relating to equipment maintenance services. Included are reports and equipment tests; manufacturers guarantees, spare parts information, and maintenance instructions; and similar documents.	Destroy on disposal of related equipment.
1521-07	Operation reporting files. Documents reflecting monthly and annual operations of Government-owned and contractor-owned dredges. Included are ENG Form 4266 (Hopper Dredges), ENG Form 4267 (Pipeline, Drifter, or Bucket Dredges), ENG Form 3735 (Sidecasting Dredges), Cost Form 30 (Subaqueous Drilling), ENG Form 2987 (Aircraft Operations), comparable reports, and related documents.	Destroy after 10 years.
1521-08	Plan rate computation. Documents reflecting distribution of costs for operation of plant equipment. Included are Cost	Cost Forms 22; Destroy 4 years after final disposition of plant.

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File No.

Description

Disposition

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	Forms 22 (Plant Rate Computation), ENG Forms 2438 (Plant Record Card-Group Plant), and comparable forms with related papers.	ENG Forms 2438: Destroy on final disposition of plant.
1521-09	Civil works plant supervisory files. Documents maintained by Corps of Engineer division offices which duplicate files maintained by subordinate offices, as described herein.	Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.

1522 NAVIGABLE WATERWAYS FILES

These files relate to the administration of laws for protection and preservation of navigable waters, including issuance of permits for work in navigable waters; removal of wrecks; harbor lines; deposit of refuse in navigable waterways; regulations for danger zones; fishing structures; dumping grounds; and seaplane operating areas.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1522-01	Navigable waterway files. Documents relating to navigability as defined by law and pertaining to such matters as boundary waters, cable and pipeline areas, danger zones, seaplane operation areas, dumping grounds, fishing and hunting structures, aids to navigation, enforcement of protective laws, and penalties imposed for violations, but exclusive of case files pertaining to violations of navigation laws which result in a claim or litigation. Included are applications, correspondence, laws, regulations, legislation, maps, charts, notices to navigation interests, and related documents.	OCE: Permanent. ✓ Field offices: Permanent. Cut off on supersession.
1522-02	Wreck and obstruction files. Documents relating to the removal of wrecks and other obstructions in navigable waters, marking of wrecks by owners and Coast Guard, and authorizations for removal. Included are reports, authorizations, maps and related documents.	Destroy 2 years after completion of final action which includes settlement of claims or completion of litigations.
1522-03	Waterway and boundary map files. Files relating to the preparation and distribution of maps, charts, brochures, pamphlets, and comparable documents, showing improved waterways, water resources facilities, principal waterways, navigation and flood control project maps, division and district boundary charts, and related matters. Included are original tracings, worksheets, graphs, sketches, other back-up data used in their preparation, and related correspondence.	OCE: Destroy correspondence after 1 year. Remaining files are permanent; cut off annually and retire after 10 years. Other offices: Destroy after 2 years, or on supersession or obsolescence, whichever is first.
1522-04	Harbor line approval files. Documents pertaining to the establishment of harbor lines, pierhead lines, bulkhead lines, and changes to existing harbor lines. Included are original tracings approved by the Secretary of the Army, and related correspondence and documents.	OCE: Permanent. Original tracings: Cut off on supersession or obsolescence. Remaining files: Cut off annually. Field offices: Duplicate copy of approved harbor line and modification: Destroy when no longer needed for reference. Remaining files: Permanent. Cut off on supersession.
1522-05	Navigation and chart data files. Tabular forms reporting harbor and waterway channel conditions to the Oceanographic Office and US Coast and Geodetic Survey.	OCE: Destroy when superseded or obsolete.
1522-06	Submarine cable and pipeline chart files. Charts showing the location of submarine cables on Government charts.	OCE: Destroy after 1 year.
1522-07	Annual statement of surveys contemplated files. Documents showing surveys of areas covered by charts of the Navy Oceanographic Office and the Coast and Geodetic Survey, which were proposed for the ensuing season.	OCE: Destroy after 1 year.

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File No	Description	
1522-08	Federal Power Commission permit and license files. Documents relating to the Chief of Engineers operations under the Federal Power Act which include reports of investigation on applications for Federal Power Commission permits and licenses for development of power affecting navigable waters; supervision of investigations, construction, and operation of projects under such permits and licenses; preparation of special reports as required by Federal Power Commission; and comparable matters. They include applications or declarations of intention, investigations and reports, maps and plans, licenses, permits, public notice hearings, and related correspondence.	OCE: Cut off every 3 years, Destroy when no longer needed for current operations. Field offices: Monthly reports, destroy after 6 years. Remaining records, destroy 7 years after expiration of license/permit.
1522-09	Federal Power Commission operating reporting files. Documents relating to supervision and inspection of operations under a Federal Power Commission permit or license. Included are copies of monthly and annual reports submitted to the Federal Power Commission and related documents.	Destroy after 6 years.
1522-10	Reservoir permit files. Documents relating to the issuance of permits by the Government to individuals or organizations for use of reservoir areas, such as permits for fishing structures, pleasure boats, and temporary permits for floating boathouses. Included are applications, permits, and related papers.	Destroy 1 year after expiration.
1522-11	Reservoir and lock and dam letter permit files. Letters of permission to public organizations for dog field trials; memorial services; Boy Scout camping; Easter egg hunts; access to structures by other agencies to procure water samples and other data; requests from schools, clubs, and other organizations to visit structures; and other similar short-term activities for which formal permits are not required.	Destroy after 2 years.
1522-12	Fill and bank protection permit files.	Rescinded. Use file number 1522-15.
1522-13	Dock permit files.	Rescinded. Use file number 1522-15.
1522-14	Dredging and dumping permit files.	Rescinded. Use file number 1522-15.

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1522-15

Standard permit files. Documents relating to the issuance of permits to perform work under the regulatory authority of the Department of the Army established by the River and Harbor Act of 1899; the Federal Water Pollution Control Act Amendments of 1972; the Clean Water Act of 1977; the Marine Protection, Research, and Sanctuaries Act of 1972; and other statutes. Included are permit applications, permits, drawings, inspection reports and related documents.

OCE: Destroy when no longer needed for current operations.

Field offices not converting data to microform: Issued permits: Destroy 7 years after revocation, expiration, or removal of the object to which the permit pertains. Denied permits: Destroy 3 years after denial.

Field offices converting data to microform under an approved MICRODIS:

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

b. Original microforms: Issued permits: Destroy 7 years after revocation, expiration, or removal of the object to which the permit pertains. Denied permits: Destroy 3 years after denial.

c. Other microform copies: Destroy when no longer needed for current operations.

Issued permits, in paper or microform, retired to Federal Archives and Records Centers prior to 1 January 1981: Retain until 2055 at which time they will be reviewed for possible destruction.

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See
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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1522-16	Rejected permit application files. Application for permits in instances in which permits are not issued.	Destroy 1 year after disapproval.
1522-17	Nonaction construction permit files. Construction permits on which construction is not started during the life of the permit.	Destroy 2 years after expiration of permit.
1522-18	Navigable waterways supervisory files. Documents maintained by Corps of Engineers division offices which duplicate the files maintained by subordinate offices as described herein.	Destroy 1 year after the prescribed cut off for the subordinate office copy. Earlier destruction is authorized.
★1522-19	Violation of refuse act files. Documents relating to the Refuse Act of 1899. Included are investigation reports, water sample analyses, related papers, and supporting documents.	Destroy after 5 years. However, copies becoming part of litigation files will be disposed of with litigation case files.

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1522-15 Standard permit files. Documents relating to the issuance of permits to perform work under the regulatory authority of the Department of the Army established by the River and Harbor Act of 1899; the Federal Water Pollution Control Act Amendments of 1972; the Clean Water Act of 1977; the Marine Protection, Research, and Sanctuaries Act of 1972; and other statutes. Included are permit applications, permits, drawings, inspection reports and related documents.

OCE: Destroy when no longer needed for current operations.

Field offices not converting data to microform: Issued permits: Destroy 7 years after revocation, expiration, or removal of the object to which the permit pertains. Denied permits: Destroy 3 years after denial.

Field offices converting data to microform under an approved MICRODIS:

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

b. Original microforms: Issued permits: Destroy 7 years after revocation, expiration, or removal of the object to which the permit pertains. Denied permits: Destroy 3 years after denial.

c. Other microform copies: Destroy when no longer needed for current operations.

Issued permits, in paper or microform, retired to Federal Archives and Records Centers prior to 1 January 1981: Retain until 2055 at which time they will be reviewed for possible destruction.

Page 46.1, change file number 1522-16 as follows:

1522-16 Rejected permit application files.

Rescinded. Use file number 1522-15.

Page 51, change file number 1525-05 as follows:

1525-05 Periodic reporting files. Installation monthly, quarterly, or other periodic reports such as national cemetery report - Part A monthly summary

Destroy after 5 years.

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| 1514-04 | Investigation status reporting files. Model study requirements or other laboratory investigation reports and status of unobligated and unexpected balances of civil works funds. | OCE: Destroy after 1 year. |
| 1514-05 | Pavement and cold regions laboratory files. Documents relating to the preparation of airfield pavement evaluation and failure reports and cold regions investigative tests and reports. Included are reports, supporting data, and related correspondence. | Laboratory responsible for conducting investigation and test: Permanent. Cut off when no longer used for current studies and investigations.
Other offices: Pavement evaluation reports: Destroy when superseded by a new report or no longer needed for reference. Pavement failure reports: Destroy 5 years after correction of failure or determination that correction will not be made. Supporting data: Destroy when no longer required for future evaluation. |
| 1514-06 | Laboratory test reporting files. Copies of laboratory test reports maintained by laboratories and relating to specific construction projects. | Destroy after 3 years. However, concrete test data and reports relating to unusually significant tests may be retained until no longer needed for future reference. |
| 1514-07 | Division laboratory reporting files. Reports covering activities at division laboratories indicating special investigations, acceptance tests, new developments, and comparable matters. | Destroy when no longer needed for current operations. |

Page 40, change file number 1519-16 as follows:

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| 1519-16 | Water supply storage space contract files. Contracts between the US Government and states or local interests, entered into under the provisions of Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long term contracts, which continue in full force and effect for the physical life of the project, and short term contracts, which provide for temporary needs, and related documents. | Long term contracts: Destroy 6 years after removal of the structure, abandonment of project, or after the US Government discontinues operation of the project.
Short term contracts: Destroy 6 years after termination of the contract. |
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Page 46, change file numbers 1522-12, 1522-13, 1522-14, and 1522-15 as follows:

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|---------|--|-------------------------------------|
| 1522-12 | Fill and bank protection permit files. | Rescinded. Use file number 1522-15. |
| 1522-13 | Dock permit files. | Rescinded. Use file number 1522-15. |
| 1522-14 | Dredging and dumping permit files. | Rescinded. Use file number 1522-15. |

1523 WATERBORNE COMMERCE STATISTICS FILES

These files relate to the collection, compilation, and publication of waterborne commerce statistics. These files accumulate in the Waterborne Commerce Statistics Center (WCSC) and in Corps of Engineers division and district offices.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1523-01	Waterway traffic data files. Documents relating to the collection and compilation of data on waterway traffic through locks and regulated canals. Included are waterway traffic reports and traffic registers with related papers.	Destroy after 5 years.
1523-02	Data collection rulings, and confidentiality aspect files. Documents serving as guidelines to continuing operational requirements and procedures of the WCSC and collecting district offices. Included are maps, charts, and copies of related published materials.	Destroy on supersession.
1523-03	Vessel code index card files. Vessel code index card or comparable forms. 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.	Destroy 1 year after vessel is transferred to a foreign flag, decommissioned, sunk, or destroyed and notification furnished WCSC.
1523-04	District annual port to port by commodity tabulations. Annual port/dock to port/dock summarizations of commodity data for each harbor and/or waterway of record.	WCSC: Destroy after 2 years. District offices: Destroy after 10 years.
1523-05	National summary port to port by commodity tabulations. 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.	Destroy after 20 years. Retire after 10 years.
1523-06	Operator, vessel, commodity classification and port and dock code manual files. 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.	Destroy when obsolete.
1423-07	Operator, vessel, commodity, port and dock and vessel itinerary routing master card or tape files. Master records employed in preparing the coding manuals described in 1523-06 and from which connecting channel identification and distances for ton-mile development are inserted into unit records.	Destroy upon supersession.
1523-08	Detail files. 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, such as 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; and chapter 8, volume 1 of Annual Report of CofE publications.	Destroy 1 year after publication of each document for which files are created.
1523-09	Vessel operation reporting files. Report Forms ENG 3925, B, C, D and comparable forms.	Destroy 1 year after publication of the annual Waterborne Commerce of the United States.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1523-10	Domestic detail card and tape files and census foreign data tape files. Detail records prepared from vessel operation reports and foreign statistics from Bureau of the Census.	Destroy cards 1 year after publication of the annual Waterborne Commerce of the United States. Destroy tapes 5 years after release of the publication.
1523-11	Intermediate summary files. 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.	Destroy after 3 years.
1523-12	Background material and manuscript files. Documents created in connection with special reports and studies relating to commercial statistics and port and terminal facilities series files, including especially prepared punchcards, magnetic tapes, manuscripts, maps, charts, photographs, field notes memoranda records of meeting, instructions interpretations definitions, and related papers.	Destroy 2 years after completion of study or when no longer needed for reference.
1523-13	Progress reporting files. Quarterly progress report on compilation of waterborne commerce statistics and monthly status report of collection, coding, and checking activity.	Destroy after 2 years.

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1524 MISCELLANEOUS CIVIL WORKS ACTIVITIES FILES

These files accumulate in connection with miscellaneous civil works activities peculiar to functions of the Corps of Engineers.

File No.	Description	Disposition
1524-01	Domestic emergency operation reporting files. Documents relating to reporting on domestic emergency operations. Included are situation reports on domestic emergencies, progress reports on emergency flood control or natural disaster activities, summary of operations, and related documents.	Destroy after 5 years, except that teletype reports will be destroyed after 1 year.
1524-02	Post action reporting files. Documents relating to reports required following flood emergency or other natural disaster domestic emergency. Included are post disaster, post-flood, and similar reports with related documents.	OCE: Destroy when no longer needed for reference. Other offices: Permanent. Retire after 10 years.
1524-03	Foreign technical assistance files. Documents relating to details of Corps of Engineers personnel abroad, such as correspondence, memorandums, and related documents.	OCE: Destroy after 2 years.
1524-04	Foreign engineer training files. Documents relating to in-service training of foreign engineers with US Army Corps of Engineers through the State Department. Included are correspondence, agreements, vouchers, and related documents.	OCE: Destroy after 5 years.
1524-05	Daily log files. Documents constituting a record of noteworthy events within the Corps of Engineers which are distributed to Corps of Engineer field offices for information.	OCE: Destroy after 1 year.
1524-06	International board of control reporting files. Documents from which summary reports of activities in connection with international boards of control are prepared. Included are summary reports and related documents.	OCE: Destroy after 5 years in CFA.
1524-07	Annual reporting files. Annual reports with changes, revisions, and amendments consisting of a summary of each project covering location, 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.	OCE: Permanent. Offer 175 yr blocks when Field offices: Destroy when no longer needed for reference. 20-25 years old M1-A4-82-2) 1972-1997 7-5/18/82 1972-1976=P02 1977-1981=P07 1982-1986=P12 GB-99-82
1524-08	Annual report draft, manuscript, and proof files. 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.	Destroy 1 year after publication.
1524-09	Lodging files. Documents accumulated in connection with furnishing lodgings and related services for transient personnel at installations and activities, but exclusive of non-appropriated fund files. Included are register cards, register books, quarters reports, transient and cash collection reports, laundry reports, and similar documents.	Destroy after 2 years.

Mass Data sheet Attached

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1524-10	Miscellaneous civil works activity supervisory files. Documents maintained by Corps of Engineer division offices that duplicate the files maintained in subordinate offices, as described in this category.	Destroy 1 year after the prescribed cutoff for the subordinate office copy. Earlier destruction is authorized.
1524-11	Violation warning files. Documents relating to warning citations issued as a result of violations of Chapter III, Title 36, Code of Federal Regulations. Included are US Army Corps of Engineers warning citations issued pursuant to Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 84 Stat. 1818), related papers, and similar documents.	Destroy after 1 year.
★1524-12	Foreign Trade Zone Files. Documents relating to Army involvement in the establishment, operation, maintenance, and administration of foreign trade zones. Included are rules and regulations to establish and operate a foreign-trade zone, public hearings, technical reports, requests for review of proposed construction or alteration, inspection requests, construction plans, feasibility and inspection reports, environmental impact statements, and related correspondence.	Destroy when no longer needed for current operations.

1525 CEMETERY FILES

★These files are created from the control and administration of National and Post cemeteries under the jurisdiction of the Department of the Army. Files relating to individual gravesites and interment are described in AR 340-18-6.

SEE NC-PM-75-30
ALSO FILE NO. 11-21
File No.
1525-01

See NC-PM-75-30
1525-04
1525-05

File No.	Description	Disposition
1525-01	General correspondence files. Documents maintained by field offices in connection with the general administration, operation, and maintenance of cemeteries and other burial installations. Included are retained copies of statistical reports made to State or local vital statistical offices; correspondence relating to authorization for interment, cost 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 comparable reports, correspondence and related papers.	Destroy after 5 years.
1525-02	Cemetery engineering planning files. Documents relating to the correlation of all engineering information received for preparation of the planning and designing of cemeteries. Included are prints, reproducibles of layout maps, plans, specifications, and related documents.	Offices of the Army staff: Destroy when superseded or obsolete.
1525-03	Cemetery planning estimate files. Documents relating to estimates of costs for use in connection with the five year planning program.	Offices of the Army staff: Destroy after 5 years.
1525-04	Burial register files. Registers maintained at cemeteries, such as records of interments and reservations, and similar documents on which are recorded the section, plot, grave numbers; decedent's name, grade or rating; and data of interment or date reservation was made.	Permanent. Retain at the installation until discontinuance, at which time they will be transferred to the oversea records center 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.
1525-05	Periodic reporting files. Installation monthly, quarterly, or other periodic reports such as national cemetery report—Part A monthly summary of interments and gravesites; national cemetery report—Part B quarterly; and similar reports pertaining to interments, gravesite reservations, available gravesites, installation improvements, repairs, equipment, personnel and related subjects.	Offices performing Army-wide staff responsibility: Permanent. Field offices: Destroy after 5 years.
1525-06	Installation and gravesite layout files. Layout maps maintained at cemeteries and other burial installations which show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, inclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.	Permanent. Retain at installation until discontinuance, at which time they will be transferred to the oversea records center or retired to the Washington National Records Center, whichever is appropriate. However, maps and plans should be destroyed when superseded by approved drawings supplied by the office performing Army-wide staff responsibility.

Destroy AFK 5 year 2/80
101, AR 340-18-6

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1525-07	Cemetery visitors register files. Registers maintained at national or oversea military cemeteries containing the signatures of individuals visiting the cemeteries, date of visit, and similar information.	National cemeteries: Destroy 3 months after date of last entry. Temporary oversea cemeteries: Destroy 3 months after closing of cemetery. Permanent oversea cemeteries: Destroy on transfer of the cemetery to the American Battle Monuments Commission.
1525-08	Cemetery historical files. All data of a historical nature accumulated by field installation pertaining to the establishment and development of burial installations, such as land metes and bounds, deeds and related correspondence, and newspaper and magazine articles pertaining to the installation.	Oversea installations: Permanent. Transfer to oversea records center on discontinuance. CONUS installations: Permanent. Forward to the office performing Army-wide staff responsibility on discontinuance.

See NCI-AV-78-42

1526 POSTAL PLANNING, DESIGN, AND CONSTRUCTION FILES

These files accumulate in the Corps of Engineers and relate to providing complete staff work on all phases of activities dealing with planning, design, and construction of postal facilities as assigned by the Secretary of the Army.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1526-01	Postal planning, design, and construction files. Documents relating to the overall function of planning and construction of projects for the US Postal Service. These files accumulate in the Office, Chief of Engineers. Included are agreement files; excluded are specific files described elsewhere in this regulation.	Office, Chief of Engineers: Destroy after 6 years.
1526-02	Postal design development files. Documents relating to the development, approval, and clarification of the design of various types of postal facilities, and related mechanization equipment. These files accumulate in the Office, Chief of Engineers.	Office, Chief of Engineers: Destroy after 6 years.
1526-03	Postal construction project files. Documents relating to the planning, design, and construction of specific projects. Included are authorizations, directives, status statements, and correspondence. <i>Note.</i> Plans, specifications, analysis of design, and "as built" drawings will be given to using agencies after completion of the project.	Destroy 6 years after completion of project.
1526-04	Postal construction contract files. These files accumulate in various operating elements of an office responsible for administration of architect-engineer and construction contracts for postal projects. Certain files relating to a contract may also accumulate in offices at other locations when the responsibility for performance of certain functions is designated to such offices. These offices will be responsible for complete documentation of the function, in order that duplicate files maintained by other offices can be destroyed as reference papers. <i>Note.</i> Records that are involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after the date of the Board's decision.	Office of Record: Records created prior to July 1975: Destroy after 10 years and 3 months. Records created on or after 2 July 1975: Destroy after 6 years and 3 months. Transfer to the appropriate Federal Archives and Records Center, 3 years after close of the fiscal year in which final payment is made. ★Other offices: Destroy 1 year after final payment.
1526-05	Postal project authorization files. Documents describing work to be performed, cost limitations, and authorizing funds for obligation. These files accumulate in the Office, Chief of Engineers.	Office, Chief of Engineers: Destroy 6 years after issuance of directive covering final cost.
1526-06	Postal procurement transaction files. Contracts, purchase orders, delivery orders, and similar or comparable instruments. <i>Note.</i> Records that are involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after the date of the Board's decision.	Office of Record: Records created prior to 2 July 1975: Destroy after 10 years and 3 months. Records created on or after 2 July 1975: Destroy after 6 years and 3 months. Transfer to the appropriate Federal Archives and Records Center, 3 years after close of the fiscal year in which final payment was made.
1526-07	Postal construction supervisory files. Documents maintained by the Corps of Engineer division offices that duplicate the files maintained in subordinate offices as described in this category.	Destroy 1 year after the prescribed cutoff for the subordinate office copy. Earlier destruction is authorized.

12 September 1974
14 August 1969

C 5, AR 340-18-15
AR 340-18-15

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

By Order of the Secretary of the Army:

Official:

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

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

★DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Facilities Functional Files—C (Qty Rqr Block No. 298)

APPENDIX CONVERSION CHART

1500 FACILITIES FILES

An asterisk (*) indicates revised instructions.

<i>Old file No.</i>	<i>Files title</i>	<i>New file No.</i>
AR 354-210	-----	AR 340-18-15
1501-01	Installation operational planning files	210-01 through 210-08
1501-02	Installation mobilization requirement files	1502-10
*1501-03	Railroad facilities mobilization requirement files	1502-10
1501-04	-----	Previously rescinded
1501-05	-----	Previously rescinded
1501-06	Site selection report review files	1502-04
1501-07	Site selection report information files	1502-05
1501-08	Site selection files	1502-03
1501-09	Installation status instruction files	1501-01
1501-10	Installation status evaluation files	1502-01
1501-11	Industrial facilities review files	1502-02
1501-12	Installation status general order files	1501-01
1501-13	Military construction planning administrative files	1502-07
1501-14	Emergency and mobilization construction planning administrative files	1502-09
*1501-15	Emergency and mobilization construction planning files	1502-08
1501-16	Mobilization construction program files	1502-11
*1501-17	Land management planning files	1508-18 and 1508-21
1501-18	Master planning files	1502-06
1501-19	Planning RP files	1501-07
1502-1	Real estate program files	210-01 through 210-08
1502-02	Real property management instruction files	1501-01
1502-03	Real property administrative files	1501-02
1502-04	Real property title files	1504-02
Added	Real property annexation files	1504-03
1502-04.1	Real property Federal jurisdiction files	1504-04
1502-05	Realty historical files	1504-05
1502-06	Division realty historical files	1504-06
1502-07	OCE realty historical files	1504-07
1502-08	Appraisal administrative files	1501-02 and 1503-01
1502-09	Appraiser qualification files	1503-09
1502-10	Appraiser precedent files	1503-10
1502-11	Rental value appraisal files	1503-11
1502-12	Abstractor list files	1503-12
*1502-13	Acquisition files	1503-03
1502-14	Acquisition control files	1503-02
1502-15	Acquisition progress reporting files	1503-04
*1502-16	Lease acquisition files	1503-06

<i>Old file No.</i>	<i>Files title</i>	<i>New file No.</i>
1502-17	Lease control files	1503-05
1502-17.1	Maneuver and right of entry permit files	1504-22
1502-18	Real property space utilization files	1504-20
1502-19	Real property retention study files	1504-21
1502-20	Real property inventory files	1504-11
*1502-21	Management case files	1504-08
1502-22	Management control files	1504-09
Added	Recruiting facilities files	1503-08
Added	Acquisition correspondence files	1503-01
Added	Real property acquisition supervisory files	1503-13
Added	Real property management supervisory files	1504-23
1502-23	Real property summary files	1504-10
1502-24	Housing administrative files	1501-02 and 1504-01
1502-24.1	Installation housing program files	1504-14
1502-24.2	Certificate of eligibility files	1504-15
1502-25	Real estate claims officer files	1504-16
1502-26	Real estate claim control files	1504-17
1502-27	Foreign lease holding report files	1504-18
1502-28	Oversea real property report files	1504-19
1502-29	Real property information files	1504-12
1502-30	Trailer site lease files	1504-13
1502-31	Real estate disposal files	1505-02
Added	Disposal correspondence files	1505-01
1502-32	Real property disposal report files	1505-03
*1502-33	Resettlement files	1503-07
1502-34	Real property supervisory files	1505-04
Added	Homeowner's assistance correspondence files	1506-01
Added	Homeowner's assistance case files	1506-02
Added	Progress reporting files	1506-03
Added	Homeowner's assistance program supervisory files	1506-04
1502-35	Real property RP files	1501-07
1502-36	Facilities instruction files	1501-01
1502-37	Lease acquisition files	1507-01
1502-38	Facilities security files	1507-02
1502-39	AAFES maintenance and repair files	1507-03
1502-40	AAFES facilities RP files	1501-07
1503-01	Operation and maintenance administrative files	1508-01
1503-02	Operation and maintenance instruction files	1501-01
1503-03	Repairs and utilities program files	210-01 through 210-08
1503-04	Repairs and utilities project estimate files	1509-06
1503-05	Staff visit files	1501-05
1503-06	Utilities operation administrative files	1509-01
1503-07	Repairs and utilities operation report files	1509-02
1503-08	Utility operation files	1509-04
1503-09	Utility operating log files	1509-05
1503-10	Utilities maintenance files	1509-03
1503-11	Repairs and utilities service and work order files	1509-07
1503-12	Repairs and utilities work order control files	1509-08
1503-13	Building maintenance files	1508-03

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<i>Old file No.</i>	<i>Files title</i>	<i>New file No.</i>
1503-13.1	Family housing cost control files	1511-04
1503-14	Custodial service files	1508-07
1503-15	Ground maintenance files	1508-04
1503-16	Wildlife files	1508-24
1503-17	Reforestation report files	1508-22
1503-18	Timber disposal files	1508-23
1503-19	Installation maintenance program files	1508-02
1503-20	Installation maintenance progress and inspection files	1508-12
1503-21	Storage battery files	1508-16
1503-22	Range clearance files	1508-14
1503-23	-----	Previously rescinded
1503-24	Custodial property administrative files	1501-02
1503-25	Custodial property accountability files	1508-08
1503-26	Reserve facilities license files	1508-15
1503-27	Military real property record card files	1508-09
Added	Land management files	1508-17
Added	Leased land management files	1508-19
Added	Herbicide management files	1508-20
Added	Wildlife cooperative agreement files	1508-25
Added	Conservation award files	1508-26
Added	Natural resources reporting files	1508-27
Added	Natural beauty and outdoor recreation files	1508-28
Added	Real property maintenance supervisory files	1508-29
1503-28	Real property record drawing files	1508-10
1503-29	CW real property record card files	1508-11
1503-30	R and U stock record account files	1509-09
1503-31	Installation facility service files	1508-13
1503-31.1	Air pollution abatement files	1512-01
1503-31.2	Air pollution complaint files	1512-02
1503-31.3	Water pollution abatement files	1512-03
1503-31.4	Water pollution complaint files	1512-04
Added	Water and air pollution supervisory files	1512-05
1503-32	Entomology service files	1508-05
1503-33	Sanitary service files	1508-06
1503-34	Fire protection design files	1510-02
1503-35	Fire prevention files	1510-01
1503-36	Fire protection meeting files	1510-04
1503-37	Fire report case files	1510-05
1503-38	Fire loss experience files	1510-06
1503-39	Installation fire prevention and protection files	1510-03
Added	Housing correspondence files	1511-01
1503-40	Personnel housing report files	1511-02
1503-41	Installation troop housing files	1511-02
1503-42	Installation housing project tenancy files	1511-03
Added	Family housing leasing files	1511-05
Added	Family housing rental rate files	1511-06
Added	Housing referral service files	1511-07
Added	Off post rental housing reporting files	1511-08



<i>Old file No.</i>	<i>Files title</i>	<i>New file No.</i>
Added	Off post housing complaint and investigation files	1511-09
1503-43	Maintenance and operation RP files	1501-07
1504-01	Basic topographic data files	1513-01
1504-02	Climatological data files	1513-02
1504-03	Hydrological and hydraulic data files	1513-03
1504-04	Geological and soil data files	1513-04
1504-05	Economic data files	1513-05
1504-06	Engineering data RP files	1501-07
1504-07	Engineering administrative files	1501-02
Added	Investigational study correspondence files	1514-01
1504-08	Investigational program control files	1514-03
1504-09	Investigational project files	1514-02
*1504-10	Laboratory test reporting files	1514-06
1504-11	Division laboratory reporting files	1514-07
1504-12	Investigation status reporting files	1514-04
1504-13	Pavement and cold region laboratory files	1514-05
1504-14	Conservation of natural resources files	1517-02
1504-15	Storm study files	1514-09
1504-16	Sedimentation activity reporting files	1514-10
1504-17	Reservoir sedimentation data files	1515-11
1504-18	Cooperative program files	1514-08
1504-19	Engineer liaison files	1517-03
1504-20	Committee files	1501-05
1504-21	-----	Previously rescinded
1504-22	-----	Previously rescinded
1504-23	-----	Previously rescinded
1504-24	Reservoir regulation manual files	1514-12
1504-25	Reservoir regulation chart files	1514-13
1504-26	Engineering supervisory files	1514-14
1504-27	Engineering investigation and study RP files	1501-07
1505-01	Military construction administrative files	1501-02
1505-01.1	Military planning and construction instruction files	1501-01
1505-02	Military construction program files	210-01 through 210-08
Added	Military planning, design, and construction correspondence files	1515-01
Added	Design development files	1515-02
Added	Design and construction investigation files	1515-03
1505-03	Specification development review files	1515-04
1505-04	Cost estimating files	1515-10
1505-05	Abstract of bid files	1515-11 1514-11
1505-06	Standard design files	1515-05
1505-07	Standard design reference files	1515-06
1505-08	Division and district standard drawing files	1515-07
1505-09	Drawing approval files	1515-09
1505-10	Guide specification files	1515-08
Added	Project authorization files	1515-12
1505-11	Military construction project files	1515-13
1505-11.1	Minor and troop construction project files	1515-14

<i>Old file No.</i>	<i>Files title</i>	<i>New file No.</i>
1505-12	Completed project reference files	1515-16
1505-13	Canceled project files	1515-15
1505-14	Military procurement action report files	1515-17
1505-15	Procurement action summary and special report files	1515-18
1505-16	Progress report files	1515-19
1505-17	Field inspection report files	1515-20
1505-18	Food processing facility files	1515-21
1505-19	Military planning and construction supervisory files	1515-22
1505-20	Military construction RP files	1501-07
1505-21	Civil works planning and construction administrative files	1501-02
1505-21.1	Civil works planning and construction instruction files	1501-01
Added	Community shelter planning files	1516-01
Added	Community shelter survey and inspection files	1516-02
Added	Community shelter progress reporting files	1516-03
Added	Civil works planning and development correspondence files	1517-01
Added	Flood plain management data files	1517-04
Added	Flood plain management data files	1517-05
Added	Flood plain management assistance files	1517-06
Added	Flood plain management information reporting files	1517-07
Added	Civil works small project files	1517-13
1505-22	Survey reporting files	1517-08
1505-23	Survey report status files	1517-09
1505-24	Program files	213-06, AR 340-18-2
1505-25	Civil works project files	1518-01
1505-26	Civil procurement action report files	1518-03
1505-27	Procurement action summary and special report files	1518-04
Added	CW construction supervisory files	1518-06
1505-28	Agency project review files	1517-10
1505-29	Five year program report files	213-07, AR 340-18-2
1505-30	Scheduling and programing performance report files	213-07, AR 340-18-2
1505-31	Special civil works project files	1518-02
1505-32	Appropriation hearing files	213-07, AR 340-18-2
1505-33	St. Lawrence River Joint Board files	1517-12
1505-34	CW planning and construction supervisory files	1517-14 and 1518-06
1505-35	CW planning and construction RP files	1501-07
1506-01	Contract administrative files	1519-01
1506-02	Contract instruction files	1501-01
1506-03	Contracting officer designation files	1519-02
1506-04	Contractor qualification files	1519-03
1506-05	Wage rate predetermination files	1519-04
1506-06	Labor relations files	1519-05

<i>Old file No.</i>	<i>Files title</i>	<i>New file No.</i>
1506-07	Contractors payroll files	1519-06
1506-08	Contract review files	1519-08
1506-09	Military construction contract files	1519-09
1506-10	Requisition files	1519-14
1506-11	Expediting case files	1519-15
1506-12	CW construction and maintenance contract files	1519-10
1506-13	Utilities contract files	1519-11
1506-14	Utility contract review files	1519-07
1506-15	Other agencies contract files	1519-12
1506-16	Contract supervisory files	1519-17
Added	Contract appeal files	1519-13
Added	Water supply storage space contract files	1519-16
1506-17	Contract RP files	1501-07
1507-01	Project operation and maintenance administrative files	1520-01
1507-02	Project operation files	1520-02
1507-03	Project operation and maintenance basic files	1520-03
1507-04	Equipment record files	1521-06
1507-05	Operation report or log files	1520-04
1507-06	Subordinate files	1520-05
1507-07	-----	Previously rescinded
Added	Hired labor maintenance work files	1520-07
1507-08	Hydroelectric operation report files	1520-08
1507-09	Hydroelectric statement files	1520-9
Added	Equipment failure and systems interruption reporting files	1520-11
Added	CW project operation and maintenance supervisory files	1520-12
*1507-10	Hydroelectric statistical report files	1520-10
1507-11	Master development plan files	1517-11
1507-12	Dredging schedule files	1520-06
1507-13	Navigation and chart data files	1522-05
1507-14	Submarine cable and pipeline chart files	1522-06
1507-15	Annual statement of surveys contemplated files	1522-07
1507-16	Project and index map files	1518-05
1507-17	Plant administrative files	1521-01
1507-18	Plant data files	1521-02
1507-18.1	Plant logbook files	1521-03
*1507-19	Plant replacement schedule files	1521-04
1507-20	Marine design and construction files	1521-05
1507-21	Bridge permit files	Deleted, permits transferred
306-07	Operation report files	1521-07
306-08	Plant rental files	1521-08
Added	CW plant supervisory files	1521-09
1507-22	Federal power commission permit and license files	1522-08
1507-23	Federal power commission operation report files	1522-09
1507-24	General permit files	1522-15
1507-25	Rejected permit application files	1522-16

<i>Old file No.</i>	<i>Files title</i>	<i>New file No.</i>
1507-26	Nonaction construction permit files	1522-17
1507-27	Dredging and dumping permit files	1522-14
1507-28	Reservoir permit files	1522-10
1507-29	Fill and bank protection permit files	1522-12
1507-30	Dock permit files	1522-13
1507-31	Alteration of obstructive bridge files	Deleted, files transferred
Added	Harbor line approval files	1522-04
Added	Reservoir and lock and dam letter permit files	1522-11
Added	Navigable waterways supervisory files	1522-18
1507-32	Navigable waterway files	1522-01
1507-33	Waterway and boundary map files	1522-03
1507-34	Wreck and obstruction files	1522-02
1507-35	Waterway traffic data files	1523-01
1507-36	Commercial statistics administrative files	1501-02
*1507-37	Summary machine and commodity code listing files	1523-05
1507-38	Vessel code index files	1523-03
*1507-39	Vessel operator, port, and dock code manual files	1523-06
*1507-40	District listing files	1523-05
1507-41	Vessel, commodity, port, and dock card files	1523-07
1507-42	Detail files	1523-08
1507-43	Vessel operation report files	1523-09
1507-44	Summary card files	1523-11
1507-45	Background material and manuscript files	1523-12
1507-46	Progress reporting files	1523-13
Added	Data collecting ruling files	1523-02
Added	District annual port to port tabulations files	1523-04
1507-47	Domestic detail card and tape and census foreign data tape files	1523-10
	Domestic emergency operation instruction files	1501-01
1507-48	Domestic emergency operation administrative files	1501-02
1507-49	Domestic emergency operation report files	1524-01
1507-50	Domestic emergency post action report files	1524-02
1507-51	Foreign technical assistance files	1524-03
1507-52	Foreign engineer training files	1524-04
1507-53	Daily log files	1524-05
1507-54	International board of control report files	1524-06
1507-55	Annual report files	1524-07
1507-56	Annual report draft, manuscript, and proof files	1524-08
1507-57	Lodging files	1524-09
1507-58	Operation and maintenance supervisory files	1524-10
1507-59	Operation and maintenance RP files	1501-07
1508-01	Cemetery instruction files	1501-01
1508-02	Cemetery administrative files	1525-01
1508-03	Cemetery engineering planning files	1525-02
1508-04	Cemetery planning estimates files	1525-03
1508-05	Burial register files	1525-04
1508-06	Periodic report files	1525-05
1508-07	Installation and gravesite layout files	1525-06