

Table B-97
File category 700: Logistics—Continued

Disposition: Destroy after 2 years.

FN: 700-84d

Title: Clothing cash and charge sales

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tape, cash register detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.

Disposition: Destroy after 2 years or after audit, whichever is first. However, cash register detail tapes may be destroyed after 1 year or after audit, whichever is first.

FN: 700-84e

Title: Clothing issue/sales stores establishment files

Authority: N1-AU-89-11

Privacy Act: Not applicable.

Description: Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of Army Military Clothing Sales Stores (AMCSS) and Clothing Initial Issue Points (CIIPS). Included are recommendations for establishment, change of capacity, or discontinuance of such facilities, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Disposition:

- a. Office having Army-wide responsibility: Destroy approvals 2 years after discontinuance of the related facility. Destroy disapprovals after 1 year.
- b. Other offices: Destroy approvals on discontinuance of the related facility. Destroy disapprovals after 1 year.

FN: 700-84f

Title: Clothing issue/sales stores reporting files

Authority: N1-AU-89-11

Privacy Act: Not applicable.

Description: Documents constituting a part of the reporting system on clothing issue point and sales store operations. Included are Summary of Operations-Army Clothing Sales Stores and Clothing Initial Issue Points reports and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy consolidated or summary reports after 5 years. Destroy feeder reports on extraction of data.
- b. Other offices: Destroy after 2 years.

FN: 700-84g

Title: Clothing issue/sales stores program files

Authority: N1-AU-89-11

Privacy Act: Not applicable.

Description: Documents resulting from actions taken to evaluate and improve the overall clothing issue and sales stores program. Included are staff studies, survey and test reports, coordination actions, correspondence, and related documents.

Disposition:

- a. Office having Army-wide responsibility: Destroy 2 years after completion of next comparable study or survey, or when no longer needed for reference purposes.
- b. Other offices: Destroy after next comparable survey or study.

FN: 700-90a

Title: Production requirement data

Authority: NC1-AU-77-68

Privacy Act: Not applicable.

Description: Documents used in arriving at future production and industrial mobilization requirements. Included are production reports, industrial mobilization reports, studies involving such aspects as production plans, production rates, production deliveries, production slippages, and production difficulties, and documents containing similar data.

Disposition:

- a. Office having Army-wide responsibility:
 - (1) Studies and consolidated or summary reports: Permanent.

Table B-97
File category 700: Logistics—Continued

(2) Feeder reports: Destroy on extraction, summarization, or consolidation of data.

b. Other offices of the Army staff: Destroy after 5 years.

c. Other offices: Destroy after 2 years.

FN: 700-90b

Title: Production record reports

Authority: II-NNA-2325

Privacy Act: Not applicable.

Description: Documents relating to production control of items on the Department of Defense Consolidated List of Principal Military Items. Included are production records, schedules and estimates, documents containing similar data, and related papers concerned with scheduling, dispatch, follow-up, and control of production items.

Disposition: Destroy after 5 years.

FN: 700-90c

Title: Industrial mobilization reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports and directly related documents reflecting progress and status of industrial mobilization and production and procurement planning.

Disposition: Destroy after 2 years.

FN: 700-90d

Title: Industrial mobilization facilities

Authority: II-NNA-2147

Privacy Act: Not applicable.

Description: Documents relating to individual facilities (commercial concerns on plants) and specific items of supply that are used in determining past and future production capabilities or related uses allied to mobilization planning. Included are facility allocations, procurement and production planning schedules, current procurement and production schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related papers.

Disposition: Destroy 6 years after the removal of related facility from list of prospective supply sources, or removal of related supply item from list of designated commodities.

FN: 700-90e

Title: Production equipment histories

Authority: NC1-AU-77-69

Privacy Act: Not applicable.

Description: Documents used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related papers. These files will accompany the equipment on transfer within the Army or on transfer to another military department.

Disposition:

- a. Office having Army-wide responsibility: Destroy 6 years after final disposition of equipment.
- b. Other supervisory offices:
 - (1) Reports: Destroy after 2 years.
 - (2) Cards used as central control files: Destroy after final disposition of related equipment.
- c. Offices maintaining equipment: Destroy 2 years after final disposition of the equipment, such as by sale or salvage.

FN: 700-90f

Title: Industrial defense surveys

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents on surveys of installations listed in the Key Facilities List, which contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to ensure uninterrupted operations of key facilities essential to mobilization. Included are—

- a. Copies of industrial defense surveys.
- b. Letters and reports.
- c. Narrative descriptions.
- d. Related documents.

Disposition:

Table B-97

File category 700: Logistics—Continued

a. Offices having DA staff responsibility: Destroy after 1 year, on completion of review and analysis, or removal from Key Facilities List, whichever is first.

b. Preparing offices:

(1) Initial survey: Destroy after 5 years or on removal from Key Facilities List, whichever is first.

(2) Narrative descriptions, photographs, maps, and similar descriptive material essential to conduct future surveys may be kept until superseded, obsolete, or no longer required.

(3) Annual surveys and letter reports: Destroy after 2 years or on removal from Key Facilities List, whichever is first.

c. Other offices: Destroy after 2 years.

FN: 700-90g

Title: Industrial defense operations

Authority: NC1-AU-79-5

Privacy Act: Not applicable.

Description: Documents on the operation of the industrial defense program by offices assigned that responsibility. Included are survey schedules, periodic reports, facilities lists, and general related information.

Disposition: Destroy after 3 years.

FN: 700-90h

Title: Key Facilities Lists

Authority: NC1-AU-79-14

Privacy Act: Not applicable.

Description: Documents listing the facilities recommended and approved for inclusion in the Key Facilities List. Included are published lists, DD Forms 451 (Industrial Facilities Protection Program Change Lists), and related information.

Disposition:

a. Lists published before 1 July 1974: Permanent.

b. Other published lists: Destroy when superseded by a new list.

c. DD Forms 451: Destroy 2 years after removal from the list, except correction forms may be destroyed after notation of correction.

FN: 700-127a

Title: Integrated Logistic Support Plan (ILSP)

Authority: To be determined.

Privacy Act: Not applicable.

Description: A Government-prepared document that lays out the total ILS strategy for a materiel system. It is prepared initially by the materiel developer, coordinated by the combat developer, logistician, and other participants, and made available 60 days prior to Milestone I, the ILSP is updated prior to each milestone decision. Approval of the decision review body constitutes approval of the ILSP which then becomes the action guide for all ILS program participants.

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

FN: 700-127b

Title: Materiel Fielding Plan (MFP)

Authority: To be determined.

Privacy Act: Not applicable.

Description: A Government-prepared document that includes the user planning, programming, and budgeting for the materiel system support requirements.

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

FN: 700-127c

Title: Logistic Support Analysis/Logistic Support Analysis Record (LSA/LSAR)

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on LSA created to ensure that ILS and MANPRINT influence system design and selection. Included are documents on analytical support concepts, project workforce and personnel requirements, design trade-offs to optimize logistic supportability, and MANPRINT considerations. The LSAR is a consolidation of logistics oriented technical information for the various engineering disciplines and ILS elements into one file to reduce redundancy, facilitate timely usage, and enhance consistency between elements and disciplines.

Table B-97

File category 700: Logistics—Continued

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

FN: 700-131a

Title: Equipment loans

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting loan of equipment, tools, or material to, or from, other Government agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.

Disposition: Destroy 2 years after turn-in or other satisfactory accounting for items involved.

FN: 700-138a

Title: Army aircraft inventory, status, and flying time.

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to reporting logistics readiness of aircraft. Included are aircraft inventory, status, flying time reports, and related aircraft logistics readiness correspondence.

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

FN: 700-138b

Title: Readiness and sustainability reports (Rescinded; use FNs 700-138c — 700-138i.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 700-138c

Title: Materiel condition status reports for ground equipment and related correspondence

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to reporting logistics readiness for ground equipment. Includes materiel condition status reports and other related logistics readiness information concerning ground equipment.

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

FN: 700-138d

Title: Army missile materiel readiness reports and related correspondence.

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to reporting logistics readiness for missiles. Includes missile readiness reports and other information concerning missile readiness.

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

FN: 700-138e

Title: Unit Equipment Status and Servicability Report (UESSR).

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to Mission Capable (MC), Fully Mission Capable (FMC), Partially Mission Capable (PMC), Non Mission Capable Supply (NMCS), and Non Mission Capable Maintenance (NMCM) for all reportable equipment by individual Army organization or unit. Includes monthly Unit Equipment Status and Servicability Reports (UESSRs) and related correspondence.

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

FN: 700-138f

Title: Selected Command Unit Review Report (SCUR).

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to Selected Command Unit Review Report (SCUR). Includes SCUR for active Army units, Reserve

Table B-97
File category 700: Logistics—Continued

Component units, Army Materiel Command or Major Support Command (AMC MSC) and related correspondence.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138g
Title: Equipment Historical Availability Trend (EHAT) reports.
Authority: To be determined.
Privacy Act: Not applicable.
Description: Information relating to Equipment Historical Availability Trend (EHAT) reports and related correspondence.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138h
Title: Total Logistics Readiness and Sustainability reports (TLRS).
Authority: To be determined.
Privacy Act: Not applicable.
Description: Information relating to total Army logistics readiness and sustainability. Included are reports generated as a result of assessing the capability of the logistics system to sustain deployed forces engaged in simulated combat.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138i
Title: Readiness Integrated Data Base (RIDB).
Authority: To be determined.
Privacy Act: Not applicable.
Description: Information relating to Readiness Integrated Data Base (RIDB) automation and development.
Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-142a
Title: Materiel fielding files
Authority: N1-AU-90-4
Privacy Act: Not applicable.
Description: Information relating to materiel releases for issue, materiel fielding, and transfer of designated displaced systems. Included are materiel fielding memorandums of notification, materiel fielding plans, mission support plans, materiel fielding agreements, and related information.
Disposition: Destroy 2 years after completion of materiel fielding or transfer.

B-85. File category 702: Product assurance

a. Prescribing directives.

- (1) AR 702-3, Army Material Systems Reliability, Availability, and Maintainability.
- (2) AR 702-4, Contract Quality Assurance Program.
- (3) AR 702-4-1, Defense In-Plant Quality Assurance Program.
- (4) AR 702-9, Post-Production Testing of Army Materiel.
- (5) AR 702-16, Chemical Materiel Stockpile Reliability Program (CMSRP).

b. Description. These records concern policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycle, including materiel reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of product (or system) effectiveness. See table B-98.

Table B-98
File category 702: Product assurance

FN: 702
Title: General product assurance correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:

Table B-98
File category 702: Product assurance—Continued

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

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

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

FN: 702-3a
Title: Materiel quality controls
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents used for controlling the quality of Army materiel which include data for the detection, prevention, and control of defects in materiel. Included are inspection sheets, reports, rework data, charts, graphs, statistical data, and similar documents.
Disposition: Destroy when superseded, obsolete, when data is included in published standards or guidelines, or on completion of procurement or production of pertinent item, whichever is first.

FN: 702-3b
Title: Materiel engineering cases
Authority: NC1-AU-85-66
Privacy Act: Not applicable.
Description: Documents relating to a specific project, subproject, task, or phase, which reflect the continuing history of a project through the industrial or applications engineering process which begins after a functionally satisfactory prototype has been produced. Included are documents relating to tests for production, preparation of specifications and drawings, testing of specifications including user tests, and similar information.
Disposition: Destroy 20 years after full production of the prototype takes place. Retire after 5 years in current files area.

FN: 702-3c
Title: Materiel drawings
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents depicting the design or working order of parts, components, assemblies, and items of materiel. Included are arrangement, assembly, book form, source control, interface, correlation detail, detail assembly, installation, kit, matched set, multisheet, tube bend, electronic, electrical, undimensioned drawings and diagrams or microfilm images thereof, comparable drawings, associated parts lists, indexes, data lists, coordination letters, and similar papers.

Notes:
a. The activity whose code number appears on the drawing normally is responsible for maintaining the record copy. The record copies are generally maintained in drawing number sequence.

b. This file number is not applicable to preliminary and experimental drawings created and maintained by research and development activities. These drawings are described in the sections dealing with research and development records.

Disposition:
a. Record copies: Destroy 6 years after the depicted item is no longer in the supply system or supported under the Military Assistance Program.

Table B-98
File category 702: Product assurance—Continued

b. Other copies: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 702-4a

Title: Manufacturing controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to scheduling, dispatch, follow-up, and control of items to be manufactured. Included are work orders, job orders, turn-in slips, estimate sheets, production reports, and related papers.

Disposition: Destroy 5 years after completion of related work.

FN: 702-4b

Title: Manufacturing method projects

Authority: II-NNA-2325

Privacy Act: Not applicable.

Description: Documents relating to the improvement, modification, and modernization of manufacturing processes and procedures. Included are drawings, photographs, job orders, routing sheets, reports of revised processes and procedures, and related papers.

Disposition: Destroy 5 years after completion of individual project.

FN: 702-4c

Title: Manufacture descriptions

Authority: II-NNA-1785

Privacy Act: Not applicable.

Description: Documents which describe the manufacturing methods and equipment required for manufacturing acids and chemicals; manufacturing and assembling weapons, tanks, and automotive items; manufacturing, loading, assembling, and packing propellants and explosive items; and comparable manufacturing activities. If the responsibility for manufacture of an item is transferred, the pertinent description of manufacture will be transferred to the installation or agency assuming responsibility for manufacture.

Disposition: Destroy on supersession of description of manufacture, discontinuance of installation, or discontinuance of manufacture of an item.

FN: 702-4d

Title: Manufacturing quality controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained for detection, prevention, and control of manufacturing defects. Included are in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.

Disposition: Destroy 3 years after completion of final production order for the related component.

FN: 702-4e

Title: Gun folders

Authority: II-NNA-2325

Privacy Act: Not applicable.

Description: Documents reflecting historical data concerning the manufacture of guns. Included are lists of parts, machine load sheets, summaries of routing time, copies of plant layouts for manufacturing components, photographs, and similar documents.

Disposition: Destroy when related gun becomes obsolete.

FN: 702-4f

Title: Inspection and proof reports

Authority: II-NNA-2325

Privacy Act: Not applicable.

Description: Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and similar data relating to inspection and proof testing of manufactured components.

Disposition: Destroy when related component becomes obsolete.

FN: 702-4-1a

Title: Component routings

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-98
File category 702: Product assurance—Continued

Description: Documents reflecting routing, deviation requests, operations to be performed, fixtures and special operations to be performed, fixtures and special tools and gauges required, periodic inspections, estimated time for each operation, and comparable matters, created in the manufacture of individual components.

Disposition: Destroy when superseded by a revised routing, or upon completion of related work, whichever is first.

FN: 702-4-1b

Title: Foundry casting records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting basic working data pertaining to foundry operations and castings for individual components, such as precision casting acceptance slips, records of heat treatment and test, photos, radiographs, and related papers.

Disposition: Destroy when related component becomes obsolete.

FN: 702-4-1c

Title: Tool drawings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Vellums, original drawings, and tracings used in manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.

Disposition: Destroy when drawings become superseded or obsolete.

FN: 702-4-1d

Title: Print distribution files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards or comparable documents utilized to control and facilitate the issuance of drawings and changes or revisions thereto utilized in manufacturing operations.

Disposition: Destroy 3 years after related drawings are superseded or the components to which they relate become obsolete.

FN: 702-4-1e

Title: Shop plans and layouts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.

Disposition: Destroy when superseded or obsolete.

FN: 702-9a

Title: Ordnance ballistic acceptance tests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to ballistic tests on armor lots.

Disposition: Destroy after 10 years.

FN: 702-16a

Title: Surveillance historical data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Historical information on the performance of materiel over time.

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

FN: 702-16b

Title: Item serviceability/storability data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Detailed information on testing procedures and storage requirements for current (standard) type classified items.

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

FN: 702-16c

Title: Development project data

Authority: To be determined.

Table B-98
File category 702: Product assurance—Continued

Privacy Act: Not applicable.

Description: Detailed serviceability or storability information for items currently in development

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

FN: 702-16d

Title: CMSP program data

Authority: To be determined.

Privacy Act: Not applicable.

Description: The Chemical Materiel Surveillance Program (CMSP) encompasses wholesale and retail surveillance effort not conducted under the stockpile laboratory test program (SLTP) or the stockpile function test program (SFTP). It includes baseline performance data and visual inspections and tests (initial receipt, pre-issue, and so forth) conducted as part of the supply readiness program or other quality control activities, execution information, and test data for analysis and reporting.

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

FN: 702-16e

Title: SLTP project data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Individual project information on SLTP for items currently in development.

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

FN: 702-16f

Title: SFTP project data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Individual project information on SFTP used to determine the functional reliability, confirm shelf or service life, and detect trends in stockpile performance.

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

FN: 702-16g

Title: CMSRP planning files

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on the overall function of planning, designing, and implementing the stockpile reliability program.

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

B-86. File category 703: Petroleum management

a. *Prescribing directive.* AR 703-1, Coal and Petroleum Products Supply and Management Activities.

b. *Description.* These records concern policies and procedures related to management of petroleum, petroleum products, related materiel, and associated equipment. Included are procurement, storage, distribution, transportation, issue, control, utilization, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess products. See table B-99.

Table B-99
File category 703: Petroleum management

FN: 703

Title: General petroleum management correspondence files

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

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports,

Table B-99
File category 703: Petroleum management—Continued

cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature; and other information relating to petroleum management which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 703-1a

Title: Petroleum supply reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Petroleum supply program reports reflecting consumption, requirements, stock status, conservation data, and similar information.

Disposition:

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

b. Other offices of the Army Staff and intermediate commands: Destroy after 1 year.

c. Preparing field offices: Destroy after 3 years.

FN: 703-1b

Title: Petroleum product analysis reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents created incident to testing petroleum products for acceptability in connection with new procurement, or the analyses required of petroleum units having custody of Army storage facilities. A copy of petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the procurement file to which it relates, for disposition with the related procurement file.

Disposition: Destroy after 2 years.

FN: 703-1c

Title: Solid fuel controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the receipt, storage, and use of solid fuels. Included are copies of annual and supplemental requisitions received from installations and activities, copies of contracts, shipping notices, receiving reports, analysis reports, reports of burning tests, rejection reports, similar documents, and related papers.

Disposition:

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

b. Creating offices: File in and dispose of with the appropriate related procurement file.

FN: 703-1d

Title: Solid fuel perpetual inventories

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting stocks of solid fuel on hand.

Disposition: Destroy when card or form is filled and appropriate entries have been carried forward.

FN: 703-1e

Title: Solid fuel requirements and estimates

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-99

File category 703: Petroleum management—Continued

Description: Documents used in determining future requirements for solid fuels. Included are copies of purchase requests, requirements estimates, reports, and related information.

Disposition:

- a. Office performing Army-wide responsibility: Destroy when no longer required in making future determinations.
- b. Other offices: Destroy after 2 years.

B-87. File category 708: Cataloging of supplies and equipment

a. *Prescribing directive.* AR 708-1, Cataloging and Supply Management Data.

b. *Description.* These records concern policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in the Department of the Army and the Department of Defense. See table B-100.

Table B-100

File category 708: Cataloging of supplies and equipment

FN: 708

Title: General cataloging of supplies and equipment correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

FN: 708-1a

Title: MCN register and control files

Authority: GRS 23, Item 5

Privacy Act: Not applicable.

Description: Management Control Numbers (MCNs) are used to control items that are not cataloged within the Federal Catalog System. They are assigned to installations, organizations, and activities by block number allotments. The assigning organization performs semiannual reviews of all assigned MCNs to determine which will be retained, canceled, or replaced with an National Stock Number (NSN). Included are registers, results of semiannual reviews, requests for assignment of MCN blocks, and similar information.

Note: MCNs are for internal use only and will not be used for item identification in official publications or documents, per AR 708-1.

Disposition:

- a. Registers: Destroy when no longer needed for current operations, provided all MCNs in a given register have been canceled or replaced with an NSN.
- b. Other correspondence: Destroy when no longer needed for current operations.

Table B-100

File category 708: Cataloging of supplies and equipment—Continued

FN: 708-1b

Title: Supply cataloging advisory group files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to DA participation in advisory groups or committees concerned with assisting and advising in the development of cataloging policies, rules, procedures, and schedules. Included are copies of agenda, minutes of group meetings, and related papers.

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

FN: 708-1c

Title: Cataloging activity reports

Authority: Nc1-AU-77-44

Privacy Act: Not applicable.

Description: Documents used to report recurring official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required. Included are cataloging activity reports and related papers.

Disposition:

- a. Office requiring the report:
 - (1) Consolidated or summarized reports: Destroy after 5 years.
 - (2) Feeder reports: Destroy after 2 years.
- b. Other offices: Destroy after 2 years.

FN: 708-1d

Title: Supply item identification files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and national stock number, name and description transmittal forms, reference drawings or illustration sketches, coordinating or collaborating actions, cancellation requests, and similar documents pertaining to the proposed item identifications.

Disposition:

- a. Submitting activities: Destroy 4 years after completion of action on the particular transaction.
- b. Proposing activities, when other than above: Destroy after 2 years.

FN: 708-1e

Title: Item identification collaborations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents created by activities participating in the supply catalog system by commenting on original item identifications or on proposals for revision, transfer, or cancellation of existing item identifications. Included are proposals and retained copies of comments on them.

Disposition: Destroy after 1 year.

FN: 708-1f

Title: Item identification cards

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Interim and approved supply item identification cards containing the basic source of catalog data for each item of supply, such as item name, number, and description, illustrating sketches, references to applicable drawings, specifications, and standards, and name of manufacturer. Identification cards aid in establishing ability to interchange and substitute between items of supply and establishing standard terminology for supply operations.

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

B-88. File category 710: Inventory management

a. Prescribing directives.

(1) AR 710-1, Centralized Inventory Management of the Army Supply System.

(2) AR 710-2, Supply Policy Below the Wholesale Level.

(3) DA Pam 710-2-series, Using Unit Supply System.

b. *Description.* These records concern control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and for maintaining inventory data on the quantity, location, and condition of supplies and equipment due-in, on-hand, and due-out. They make it possible to determine quantities of materiel available or required for issue and to facilitate distribution and management of materiel. See table B-101.

Table B-101

File category 710: Inventory management

FN: 710

Title: General inventory management correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

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

FN: 710-1a

Title: Major item forecasting files

Authority: II-NN-3347

Privacy Act: Not applicable.

Description: Documents created in forecasting and computing the gross quantitative requirements for individual major and selected items of materiel. Included are materiel planning studies, distribution planning studies, and other studies on the item; analyses of replacement and consumption rates, readiness status, asset, data, and comparable information on the item; rebuild and overhaul schedules; analyses of DA planning documents which provide guidance in computing the requirements for the item; and similar information.

Disposition: Destroy 3 years after supersession of specific documents, or 2 years after obsolescence, discontinuance, or removal of the item, whichever is first.

FN: 710-1b

Title: Equipment management surveys

Authority: NC1-AU-77-63

Privacy Act: Not applicable.

Description: Documents accumulating because conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar information.

Disposition: Destroy on completion of next survey.

Table B-101

File category 710: Inventory management—Continued

FN: 710-1c

Title: Administrative and management financial inventory accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the administration and management of financial inventory accounting systems at elements in a command. Included are consolidated reports, supply management reports, source material, posting media, and related information.

Disposition:

a. Offices of the Army Staff and major command headquarters: Destroy after 3 years.

b. Other offices: Destroy after 2 years.

FN: 710-1d

Title: Basic item files

Authority: II-NN-3347

Privacy Act: Not applicable.

Description: Documents which possess continuing value so long as the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature descriptions, stock numbering actions, limited selection family actions, catalog and supply data, specifications data, statements of agreement, excess declaration notices, documents providing similar data, and related papers.

Disposition: Destroy 1 year after obsolescence, discontinuance, or removal of the supply item.

FN: 710-1e

Title: Quantitative material requirement summaries

Authority: II-NN-2076

Privacy Act: Not applicable.

Description: Documents relating to the preparation of summaries which reflect, in consolidated form, the level of procurement, production, and rebuilding of material items necessary to satisfy quantitative material requirements. Included are copies of the published summaries, communications relating to them, and related papers.

Disposition: Destroy after 5 years.

FN: 710-1f

Title: Secondary item and repair part forecasting

Authority: II-NN-3347

Privacy Act: Not applicable.

Description: Documents created in forecasting the quantity of an individual secondary item or repair part required to meet anticipated demands on the supply system and in determining the most economical and effective time for the procurement. Included are supply control study forms, procurement directive data, requisitions, supply control analyses, consolidated requirement sheets, procurement documents, stock level change sheets, data on deliveries against contracts, status reports and availability reports; repair, fabrication, and set assembly data; shipping instructions, overhaul directives, cancellation notices, demands and issues; worksheets, documents providing similar data, and related papers.

Disposition: Withdraw and destroy during the next review after the documents have been retained for a period of 3 years, or 1 year after obsolescence, discontinuance, or removal of the supply item, whichever is first.

FN: 710-1g

Title: Supply control study folders

Authority: NN-166-204

Privacy Act: Not applicable.

Description: This file number will be used when all documents described under FN 710-1a through FN 710-1f are maintained in a single folder.

Disposition: Dispose of as indicated for above file numbers.

FN: 710-1h

Title: ADP supply control historical studies

Authority: II-NN-3347

Privacy Act: Not applicable.

Description: Punched cards and tabulations created in computing quantitative requirements and processing related supply management data with automatic data processing equipment. These files contain data comparable to that described under FN 710-1a through FN

Table B-101**File category 710: Inventory management—Continued**

710-1f. Standard cutoff procedures will be applied in effecting disposition of these files whenever possible.

Disposition: Dispose of in accordance with standards for FNs 710-1d through 710-1f for files containing like data.

FN: 710-2a

Title: Property book and supporting documents

Authority: II-NN-1002

Privacy Act: Not applicable.

Description: Documents reflecting description, receipt, and turn-in of property for which the property book officer (PBO) is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book.

Note:

a. Upon receipt of notice that an organization or unit is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that the property books have been reduced to a zero balance and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions.

b. If the officer conducting the examination is satisfied that the required action has been taken and that formal audit is unnecessary, the commander will direct immediate destruction of the records upon completion of examination or discontinuance of the organization or unit.

Disposition: Destroy after 2 years, except that:

- a. Open document numbers in the supporting document file will be transferred to the current fiscal or calendar year document file.
- b. DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years.)

FN: 710-2b

Title: Document registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are nonexpendable and expendable or durable registers for supply actions and similar information.

Disposition: Destroy after 2 years, except that open document numbers will be extracted into current fiscal or calendar year document register (first entries of new register) in original document number sequence.

Note: At the end of the year (fiscal or calendar depending on how the record is maintained), the register becomes inactive and a new register is started. The old register is held in the current files area for 1 year. During that year, any open transactions which are completed are closed out (posted) on the old, inactive register. At the end of the 1 year period, all open numbers (if any still exist) are transferred to the new document register. The old inactive register is held for 1 additional year and then destroyed.

FN: 710-2c

Title: Hand receipts

Authority: NN-166-204

Privacy Act: A0710-2bDALO

Description: Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. Does not include hand receipts signed by individual soldiers at the unit supply level. File these under FN 710-2g.

Disposition: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Individuals may request and receive the canceled hand receipt for their own retention. In such case, the canceled hand receipt becomes the individual's personal property and ceases to be an official Army record.

FN: 710-2d

Title: Property record inspection and inventory reports

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-101**File category 710: Inventory management—Continued**

Description: Information on inspections and inventories (including annual, change of PBO, cyclic) of property and property records. Included are reports, replies, and related information.

Disposition:

- a. Office conducting inspection: Destroy after 3 years.
- b. Office inspected: Destroy after 1 year.

FN: 710-2e

Title: Property officer designations

Authority: II-NNA-1781

Privacy Act: A0710-2aDALO

Description: Documents reflecting designation of property officers. Included are letters, disposition forms, or other media reflecting appointment and revocation.

Disposition: Destroy 2 years after termination of appointment.

FN: 710-2f

Title: Personal property accounting files

Authority: II-NNA-971

Privacy Act: Not applicable.

Description: Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventories of personal property, related forms, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2g

Title: Soldier issue files

Authority: NC1-AU-81-68

Privacy Act: A0710-2dDALO

Description: Documents reflecting accountability for items issued to individual soldiers. Records are maintained at the unit level in single, by-name folder for each member. Records are maintained at the central issue facility in single, by-name folder for each member by designated unit. Included are hand receipts for bedding, linen, footlockers, and similar items issued by the unit supply room, records of personal clothing, such as DA Form 3078, and records of organizational clothing and equipment, such as DA Form 3645.

Disposition:

- a. Hand receipts: Destroy upon return or other complete accounting for items involved.
- b. Personal clothing:
 - (1) Installation Clothing Initial Issue Point: Destroy after 2 years.
 - (2) Unit:
 - (a) Active Army: Destroy after 6 months provided inventory has been made without discrepancy.
 - (b) Reserve Components: Destroy upon posting to DA Form 4886 and subsequent Command Supply Discipline Program (CSDP) inspection.
 - (c) Transfer DA Form 4886 with MPRJ on separation. Destroy DA Form 3078 and DA Form 2765-1 after 2 years (see FN 710-2b.)
- c. Organizational clothing and individual equipment (OCIE):
 - (1) Issue point: Destroy 12 months after transfer of individual or other relief from accountability.
 - (2) Unit: Forward to gaining organization on transfer; destroy on separation.

FN: 710-2h

Title: Property loss, theft, and recovery reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Weapons inventories and reports relating to the loss, theft, and recovery of firearms, ammunition, and related items.

Disposition:

- a. Weapons inventories that do not reflect discrepancies: Destroy after 2 years.
- b. Weapons inventories that reflect discrepancies: Destroy after 4 years.
- c. Loss, theft, and recovery reports: Destroy 1 year after recovery of item or after 5 years, whichever is first. Retain in CFA.

FN: 710-2i

Title: Access controls (Rescinded; use FN 1v.)

Authority: Not applicable.

Privacy Act: Not applicable.

Table B-101**File category 710: Inventory management—Continued**

Description: Not applicable.
Disposition: Not applicable.

FN: 710-2j

Title: Equipment management surveys

Authority: NC1-AU-77-63

Privacy Act: Not applicable.

Description: Documents accumulating as a result of conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar information.

Disposition: Destroy on completion of next survey.

FN: 710-2k

Title: Account authorizations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to establishment of monetary credit authorizations for parent accounts and subaccounts drawing supplies from a self-service supply center.

Disposition: Destroy 1 year after posting authorization to customer's ledger and customer's ledger card.

FN: 710-2m

Title: Receiving authorities

Authority: NC1-AU-84-28

Privacy Act: Not applicable.

Description: DA Forms 1687 (Notice of Delegation of Authority—Receipt for Supplies) or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Support Activity (SSA) or Self-Service Supply Center (SSSC).

Disposition: Destroy on preparation of new authorization.

FN: 710-2n (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 710-2p

Title: Principal accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents constituting principal accounting data for self-service supply centers. Included are inventory receipts journal, sales and sales return journal, inventory adjustments journal, returns journal, general journal, general ledger, voucher register, customer's ledger card, and similar information.

Disposition: Destroy after 2 years, except that customer's ledger cards will be destroyed 2 years after filled and balances are brought forward to new card.

FN: 710-2q

Title: Subordinate accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents constituting subordinate accounting files for self-service supply centers. Included are general ledger subsidiary accounts, such as monetary allowance, customer accounts, inventory by departments, sales by departments, inventory and accounting adjustments, returns, cost of sales by departments, receipts, collections from nonappropriated funds, transfers to finance and accounting offices, sales tapes, credit tapes, inventories, price adjustments, turn-in slips, reports of survey, issue slips, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2r

Title: Miscellaneous stock control files

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-101**File category 710: Inventory management—Continued**

Description: Documents used to control stock in self-service supply centers. Included are want slips, merchandise unit control books, restricted item slips, and related information.

Disposition: Destroy after 3 months, except that merchandise unit control books will be destroyed after 2 years.

FN: 710-2s

Title: Reporting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports relating to self-service supply center operations. Included are statements of operations, statements of customer accounts, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2t

Title: Unit supply reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports prepared by unit supply officers for submission to higher headquarters relating to the maintenance and receipt of unit supply items. Included are equipment status reports and reports on supply levels, critically short items, and other matters which affect the maintenance and receipt of supply items, and similar information.

Disposition: Destroy after 1 year.

FN: 710-2u

Title: Administrative adjustment reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Approving authority copies of reports used to adjust inventory discrepancies disclosed because of physical inventories. Included are administrative adjustment reports, inventory count cards, copies of reports of survey, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2v

Title: Army headquarters requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents accumulated at Army headquarters in connection with the process of approval and transmittal to supply agencies of requisitions for supplies, including requisitions from Army installations, National Guard, ROTC organizations, shipping orders, and correspondence relating to the filling of the requisitions.

Disposition: Destroy after 2 years.

FN: 710-2w

Title: Supply operation reports

Authority: NC1-AU-77-74

Privacy Act: Not applicable.

Description: Reports and directly related documents pertaining to supply operations and accumulated by major commands and Army staff offices.

Disposition:

a. Office having Army-wide responsibility:

(1) Consolidated, summary, or composite reports: Destroy after 6 years.

(2) Feeder reports: Destroy on extraction of necessary data.

b. Other offices of the Army staff and major command headquarters: Destroy after 2 years.

FN: 710-2x

Title: Unit packing certificates

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents which certify that proper crating and packing of organizational equipment has been accomplished prior to the movement of a unit to a new station.

Disposition: Destroy after 6 months.

FN: 710-2y

Title: Unit supply inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-101**File category 710: Inventory management—Continued**

Description: Inspection reports of units outfitted prior to movement overseas. Included are showdown inspection reports, final inspection reports, and related papers.

Disposition: Destroy after 2 years.

FN: 710-2z

Title: Unit training film issues and turn-ins

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to requests to film libraries for training films and filmstrips. Included are notifications of action taken on the requests and the return of training films and filmstrips to film libraries, issue slips, turn-in slips, and related papers.

Disposition: Destroy on turn-in of the film.

FN: 710-2aa

Title: Unit training equipment issues and turn-ins

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to requests to station supply agencies for training equipment. Included are notifications of action taken on the request and the return of the equipment, issue slips, turn-in slips, and related information.

Disposition: Destroy on turn-in of the equipment.

FN: 710-2bb

Title: Supply status and control

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Punch cards maintained to indicate authorized allowances, operating allowances, and stock balances for TOE units and control cards pertaining to stock record accounts.

Disposition: Destroy when statistical data is extracted.

FN: 710-2cc

Title: Authorized supply codes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the assignment of authorized organization supply codes to each unit, organization, or activity authorized to maintain property on an organization or installation property book. Included are registers or related papers.

Disposition:

a. Registers: Destroy 1 year after cancellation of all supply codes listed on the sheet or in the bound register.

b. Other files: Destroy after 2 years.

FN: 710-2dd

Title: Nonaccountable property files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the receipt and issue of military property which is not recorded on an accountable stock record account of the station or on a memorandum receipt account of the station, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.

Disposition: Destroy after 2 years or on turn-in of equipment, after proper settlement of responsibility, or consolidation whichever is applicable.

B-89. File category 715: Procurement**a. Prescribing directives.**

(1) AR 715-5, Department of Defense Priorities and Allocations Manual.

(2) AR 715-6, Proposal Evaluation and Source Selection.

(3) AR 715-11, Army Procurement Management Review Program.

(4) AR 715-31, Army Competition Advocacy Program.

b. Description. The procurement records described below are generally prescribed by the FAR and the DOD Supplement thereto; however, for consistency of numbering within MARKS, they are

identified here with the related 715 series publications on procurement. These records concern procurement of materiel and services through purchase or contract from sources outside the Army. This includes such functions as priorities and allocations, procurement, inspection, and quality control, high dollar parts, small business procedures, and open-end contract information. See table B-102.

Table B-102**File category 715: Procurement****FN: 715**

Title: General procurement correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 715a

Title: Debarred bidder lists

Authority: NC1-AU-77-54

Privacy Act: Not applicable.

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

Disposition:

a. Office responsible for final determination as to whether or not a bidder is placed on the list: Destroy 30 years after final determination.

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

FN: 715b

Title: Bidder lists

Authority: NC-AU-75-3

Privacy Act: Not applicable.

Description: Cards and lists used to determine which contractors are eligible to receive invitations for bid on specific items.

Disposition: Destroy when no longer needed for current operations.

FN: 715c

Title: Master, open-end, and call-type contracts

Authority: NC-64-75-4

Privacy Act: Not applicable.

Description: Documents relating to master, open-end indefinite delivery, Federal Supply System (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see FN 715j).

Disposition:

a. Offices administering contract: Destroy 6 years and 3 months after final payment, except that records relating to contracts involved in

Table B-102

File category 715: Procurement—Continued

appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of the board's decision.

b. Offices procuring under contract: Identify and dispose of records under FN 715j or 715k, as appropriate.

FN: 715d

Title: Procurement registers

Authority: II-NNA-2957

Privacy Act: Not applicable.

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

Disposition: Destroy after 6 years.

FN: 715e

Title: Procurement directives

Authority: NC1-AU-77-124

Privacy Act: Not applicable.

Description: Documents used in initiating procurement or production action. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders lists, written bids, summaries or proposals, abstracts of bids, cost analyses reports, and similar information.

Disposition:

a. Directives canceled prior to award of contract or purchase order: Destroy after 1 year.

b. Other files: Destroy after 6 years. Do not retire.

FN: 715f

Title: Procurement action reports

Authority: NN-16-204

Privacy Act: Not applicable.

Description: Documents relating to the reporting system designed to provide statistics about placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information.

Disposition: Consolidated reports and summaries: Destroy 2 years after end of FY of preparation.

Note: All the above reports (except consolidated reports and summaries) will be filed and disposed of with the related contracts.

FN: 715g

Title: Procurement inspections

Authority: GRS 3, Item 4c

Privacy Act: Not applicable.

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

Disposition: Destroy after 6 years.

FN: 715h

Title: Contracting officer designations

Authority: GRS 3, Item 2

Privacy Act: Under development.

Description: Documents reflecting the designation and rescission of contracting officers and contracting officers' representatives, which include the specific procurement authorities delegated. Original copies of the designation will be filed in the official contract file.

Disposition: Destroy 2 years after rescission or termination.

FN: 715i

Title: Tax exemption certificates

Authority: II-NNA-2076

Privacy Act: Not applicable.

Description: Documents relating to issue of tax exemption certificates which indicate proof of exemption of taxes from the contract price under procurement regulations. Included are U.S. Government tax exemption certificates, U.S. Government tax exemption identification cards, and similar information.

Disposition: Destroy 3 years after period covered by related account.

Table B-102

File category 715: Procurement—Continued

FN: 715j

Title: Small purchase categories

Authority: NC1-330-78-13

Privacy Act: Not applicable.

Description: Records or documents (other than those in paras 4.805 (a) through (j), FAR), pertaining to transactions below the appropriate small purchase limitation in Part 13, FAR.

Disposition: Destroy case file 1 year after final payment. If notice of final payment is not furnished by servicing FAO, destroy 1 year after acceptance of goods or services.

FN: 715k

Title: Contract actions

Authority: NC-217-75-8

Privacy Act: Not applicable.

Description: Contract case files, including original executed procurement documents, for any amount (but excluding the small purchase categories listed under FN 715j above).

Disposition:

a. Contracting Officers: Destroy 6 years and 3 months after final payment.

b. Contracting Officers' representatives: Forward to Contracting Officer upon completion of the contract

FN: 715m

Title: Military guide specifications

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Specifications and related correspondence used as guides for military construction contract specifications. These records are prescribed by Part 36, FAR and Part 36, DOD FAR Supplement.

Disposition:

a. Correspondence: Destroy after 2 years.

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

FN: 715n

Title: Contractor's Statement of Contingent or Other Fees

Authority: GRS 3, Item 20

Privacy Act: Not applicable.

Description: Standard Form 119 (Contractor's Statement of Contingent or Other Fees) or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.

Disposition: Destroy when superseded, obsolete, or no longer required for current operations.

FN: 715p

Title: Contract clause deviations

Authority: NC1-AU-80-45

Privacy Act: Not applicable.

Description: Documents used in authorizing deviations from contract clauses. Included are deviation requests, approvals, disapprovals, and similar documents.

Disposition: Destroy in current files area after 10 years. DO NOT RETIRE.

FN: 715q

Title: Determinations and findings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on determinations and findings (D&Fs) required prior to negotiation of contracts. Included are D&Fs and directly related correspondence. (In the case of Class D&Fs issued according to Subpart 15.3, FAR and DOD FAR Supplement, a reproduced copy of the D&F will be included in each contract file.)

Disposition:

a. Office administering the contract: Destroy along with resulting contract.

b. Other offices: Destroy after 2 years.

FN: 715r

Title: Contract financing files

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-102

File category 715: Procurement—Continued

Description: Documents relating to actions designed to provide financial aid to contractors. Included are applications for contract financing, investigation documents, coordination documents, approvals, disapprovals, and similar documents.

Disposition: Destroy after 12 years.

FN: 715s

Title: Contractors' insurance files

Authority: NC1-AU-77-59

Privacy Act: Not applicable.

Description: Documents used in determining proper insurance required by statute for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, insurance policies, premium audits, approvals, disapprovals, and comments providing similar data.

Disposition: Destroy after 6 years.

FN: 715t

Title: Contractors' bonds

Authority: NC1-AU-77-60

Privacy Act: Not applicable.

Description: Documents used in determining suitable and proper bonds for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, surety bonds, approvals, cancellations, and documents providing similar data.

Disposition: Destroy after 6 years.

FN: 715u

Title: Contractors' pension and retirement files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to contractors' pension and retirement costs, benefit levels, funding methods, and similar matters. Included are copies of programs, company qualification data, studies, interpretations, and related papers.

Disposition: Destroy when plan or program is superseded or obsolete.

FN: 715v

Title: Buy American Act files

Authority: II-NNA-707

Privacy Act: Not applicable.

Description: Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence.

Disposition: Destroy after 10 years.

Note: Files relating to specific contracts will be destroyed therewith.

FN: 715w

Title: Contract reviews

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data.

Disposition: Destroy after 6 years, or after completion of review, whichever is applicable.

FN: 715x

Title: Bid and award protest files

Authority: NC1-AU-77-61

Privacy Act: Not applicable.

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

Disposition:

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

Table B-102

File category 715: Procurement—Continued

FN: 715y

Title: Contract appeals

Authority: NC1-AU-77-43

Privacy Act: Not applicable.

Description: Contract appeals files contain documents complied by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to Part 33, FAR and DOD FAR Supplement. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken, the contract and pertinent plans, specifications, amendments, and change orders, correspondence between the parties, transcripts of testimony taken during proceedings on matters in dispute prior to filing a notice of appeal with the board, and such additional documents as the contracting officer may consider essential or may be designated by the board.

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

FN: 715z

Title: Contract termination reports

Authority: II-NNA-2067

Privacy Act: Not applicable.

Description: Reports and directly related correspondence pertaining to the status of contract termination.

Disposition: Destroy after 3 years.

FN: 715aa

Title: Contract termination reviews

Authority: II-NNA-2194

Privacy Act: Not applicable.

Description: Documents related to the review of contract terminations. Included are proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals, and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in DOD FAR Supplement, paragraph 4.803.

Disposition: Destroy after 6 years, except the documents filed with the contract will be destroyed therewith.

FN: 715bb

Title: Contractor responsibility files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained for the purpose of determining contractors' responsibility as defined in FAR and DOD FAR Supplement, Part I, paragraph 9.104-1. Included are brochures; replies to questionnaires; financial data, such as balance sheets, profit and loss statements, cash forecasts, financial history of contractor and affiliated concerns; current and past production records, personnel data, lists of tools, equipment, and facilities; analyses of operational control procedures; and similar documents. Affirmative determinations of responsibility signed by the appropriate contracting officer are to be filed in the preaward portion of the applicable contract file.

Disposition: Destroy when superseded or obsolete, except that any documents pertaining to specific contracts will be destroyed 6 years after final payment of related contract(s).

FN: 715cc

Title: Procurement misconduct cases

Authority: NC1-AU-77-53

Privacy Act: A0210-7aCFSC and A0715DAJA

Description: Documents accumulated as case files which deal with specific incidents relating to fraud, misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, decisions, similar documents, and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list.

Disposition:

- Offices authorized to make final determination: Destroy 30 years after final determination.
- Other offices: Destroy 1 year after close of case.

Table B-102
File category 715: Procurement—Continued

FN: 715dd

Title: Unsuccessful bids

Authority: GRS 3, Item b

Privacy Act: Not applicable.

Description: Documents relating to unsuccessful bids (including tie bids) and all unsuccessful proposals or quotations for contracts.

Disposition: Dispose of according to the disposition instructions for the related contract.

FN: 715ee

Title: Open-end contract information

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Army circulars and related documents reflecting information on existing open-end contracts for use by contracting officers in procurement of supplies and equipment.

Disposition:

a. Office responsible for preparation and issue: Destroy 6 years after expiration date.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

FN: 715ff

Title: Nonaction bid invitations

Authority: II-NNA-1176

Privacy Act: Not applicable.

Description: Invitation for bids returned by prospective bidders without bid action.

Disposition: Destroy immediately after bid opening or on receipt of bid if it can be determined that no bid action was taken.

FN: 715gg

Title: Rejected bids

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Invitations for bids accumulated due to rejecting all bids responding to an invitation and a not issuing a new invitation.

Disposition: Destroy after 1 year.

FN: 715hh

Title: Procuring office customs entry files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the entry and admission free of duty of material procured abroad or returned from abroad by the Army. Included are customs permits, forms, summary of value, similar documents, and related correspondence.

Disposition: Destroy after 5 years.

FN: 715ii

Title: Renegotiation Act reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports and correspondence relating to the receipt and transmittal of information concerning renegotiations performed by the Renegotiation Board.

Disposition: Offices of the Army Staff: Destroy after 10 years.

FN: 715jj

Title: Small business information

Authority: II-NNA-1451

Privacy Act: Not applicable.

Description: Documents relating to communications or discussions which provide small business concerns with information about Army requirements for suppliers on bidders' lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement, and other matters concerning the participation of small business concerns in the military procurement program. Included are inquiries from small business concerns, memorandums recording discussion with representatives of small business concerns, and similar documents.

Disposition: Destroy after 6 years.

Table B-102
File category 715: Procurement—Continued

FN: 715kk

Title: Small business program surveys

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to surveys of field purchasing officers to analyze the effectiveness of the small business program to afford small business concerns an equal opportunity to compete for procurements. Included are data accumulated for making surveys, reports from procuring offices, survey reports, instructions or changes made because of the survey, and related papers.

Disposition:

a. Offices performing surveys: Destroy after 6 years except that data accumulated in preparation for the survey will be destroyed on completion of the survey.

b. Offices surveyed: Destroy on completion of next comparable survey, or when no longer needed for reference, whichever is first.

FN: 715mm

Title: Small business qualification files

Authority: II-NNA-1451

Privacy Act: Not applicable.

Description: Case files containing documents relating to the productive capacity, credit resources, and similar data about small business concerns accumulated to provide information about the availability of additional small business sources to meet current or anticipated requirements of the military procurement program.

Disposition: Destroy when superseded, obsolete, or when the concern is no longer considered as a source of supply for any reason.

FN: 715nn

Title: Competency certificates

Authority: II-NNA-1451

Privacy Act: Not applicable.

Description: Documents relating to the issuance or withdrawal of certificates of the competency, capacity and credit standing of small business concerns furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific and small business concerns, and similar documents.

Disposition: Destroy after 6 years.

FN: 715pp

Title: Small business reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents accumulated by small business advisers for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions.

Disposition:

a. Consolidated and summary reports: Destroy when no longer needed for current operations.

b. Other documents: Destroy after 2 years.

FN: 715qq

Title: Contractor reports

Authority: II-NNA-1451

Privacy Act: Not applicable.

Description: Reports received from contractors participating in the small business procurement program, related information, and summaries from the reports.

Disposition:

a. Consolidated and summary reports: Destroy when no longer needed for current operations.

b. Other documents: Destroy after 2 years.

FN: 715rr

Title: Qualification lists

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Lists of businesses determined to be qualified to participate in the small business program.

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

Table B-102
File category 715: Procurement—Continued

FN: 715ss
Title: Small business solicitation reviews
Authority: NC1-AU-77-39
Privacy Act: Not applicable.
Description: Documents relating to the review of requests for proposals or solicitations for compliance with regulatory requirements and the Small Business Act accumulated in major command headquarters. Included are requests for proposals, analyses executed by chief of purchasing offices, and corrective actions taken because of the review and related documents.
Disposition: Destroy 1 year after completion of the review.

FN: 715tt
Title: Labor relations and EEO surveillance files
Authority: NN-165-75
Privacy Act: Not applicable.
Description: Documents relating to general surveillance procedures performed in administering the Army labor relations and industrial equal opportunity programs. Included are copies of contractors' payrolls, statements regarding compliance, and related documents.
Disposition:
a. Contractors' payrolls: Destroy after 3 years.
b. Other documents: Destroy after 6 years.

FN: 715uu
Title: Labor-management disputes
Authority: NC1-AU-77-56
Privacy Act: Not applicable.
Description: Documents relating to work stoppages, strikes, and disputes affecting Army contracts. Included are strike reports, reports of work stoppages, correspondence concerning disputes, plans to relieve work stoppages and to settle disputes, conference minutes, and related documents.
Disposition: Destroy after 10 years.
Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715vv
Title: Labor standard exceptions
Authority: NC1-AU-77-57
Privacy Act: Not applicable.
Description: Documents pertaining to requests to deviate from standards set by the Department of Labor, assessment of the eight-hour law penalties, Walsh-Healy Act, and similar requirements. Included are requests for exceptions or deviations, determinations, studies, opinions, approvals, disapprovals, and related documents.
Disposition: Destroy after 10 years.
Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715ww
Title: Labor standard violations
Authority: NC1-AU-77-58
Privacy Act: Not applicable.
Description: Documents accumulated as a result of actions taken because of violations of labor standards provisions of contracts. Included are reports of violations, investigations, terminations and findings, recommendations, and related documents.
Disposition: Destroy after 10 years.
Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715xx
Title: Industrial equal employment compliance reviews
Authority: NN-165-75
Privacy Act: Not applicable.
Description: Documents accumulated in making compliance reviews to determine the extent to which contractors comply with the nondiscrimination in employment contract clauses. Included are compliance reports submitted by contractors, reports of routine and special compliance reviews made by Army compliance officers, follow-up reports, records of recommendations, certificates of merit, and similar or related papers.
Disposition: Destroy after 10 years.

Table B-102
File category 715: Procurement—Continued

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715yy
Title: Industrial equal employment investigations
Authority: NN-165-75
Privacy Act: Not applicable.
Description: Documents relating to actions taken on complaints alleging noncompliance with the provisions of nondiscrimination contract clauses. Included are complaints, reports of investigation, hearings, copies of decisions rendered, findings, statements, information concerning sanctions, recommendations, and similar related papers.
Disposition: Destroy after 10 years.
Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715zz
Title: Industrial equal employment special visits
Authority: NN-165-75
Privacy Act: Not applicable.
Description: Documents relating to special visits made by industrial employment policy officers in attending conferences, briefing civilian audiences, meeting with contractor associations, conducting special studies, providing staff or technical supervision, and related matters. Included are requests for visit, approvals, copies of speeches or briefings, reports of visit, recommendations, and similar documents.
Disposition:
a. Offices of major and intermediate command HQ: Destroy after 10 years.
b. Other offices: Destroy after 6 years.

FN: 715aaa
Title: Industrial equal employment reports
Authority: NN-165-75
Privacy Act: Not applicable.
Description: Documents reflecting data concerning various aspects of the industrial equal employment opportunity program. Included are statistical and narrative reports, summaries, consolidations, and related papers.
Disposition:
a. Office responsible for preparation of report: Destroy after 10 years.
b. Other offices: Destroy after 2 years.

FN: 715bbb
Title: Individual item pricing files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items, for comparative pricing purposes, and for analyzing price trends. Included are ledger sheets, card records, and related papers.
Disposition:
a. Documents used in establishing revised standard prices: Destroy after 4 years.
b. Documents used for comparative pricing and evaluating price trends: Destroy when obsolete or when no longer required for current operations.

FN: 715ccc
Title: Item pricing posting media
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents used as posting media to individual item pricing files. Included are copies of purchase orders, contracts, abstracts of bids, summaries of proposals, and similar documents.
Disposition: Destroy after 1 year, or when files have served their intended purpose, whichever is first.

FN: 715ddd
Title: Company pricing files
Authority: NN-166-204
Privacy Act: Not applicable.

Table B-102**File category 715: Procurement—Continued**

Description: Documents related to negotiating with commercial concerns as to future pricing methods for improved pricing on contracts and negotiating price adjustments required by contract clauses, such as price escalation and price redeterminations. Included are reports, pricing agreements, financial statements, production records, and similar documents.

Note: Files relating to a specific contract will be filed therewith.

Disposition: Destroy 4 years after establishment of a revised pricing agreement or when the commercial concern is no longer considered a prospective source of supply, whichever is first.

FN: 715eee

Title: Cost and price analyses

Authority: II-NNA-2076

Privacy Act: Not applicable.

Description: Documents used in collecting and analyzing data in the performance of comprehensive studies of price trends and variations. Included are studies, copies of price lists, contracts, estimates, reports, and other documents containing similar data.

Disposition:

a. Offices of the Army staff: Destroy after 10 years.

b. Other offices: Destroy after 6 years.

FN: 715fff

Title: Technical data packages

Authority: NC-AU-75-3

Privacy Act: Not applicable.

Description: Copies of documents or microfilm images assembled to provide prospective bidders complete information relative to material required. The performance-type technical data package includes documents that establish performance requirements supplemented by quality assurance provisions and form and fit limits. These documents express, in narrative form, the output, function, or operation, and leave the design, fabrication, and internal working to the manufacturer's option. The design-type technical data package includes data necessary to manufacture a product conforming to established design. These packages contain data essential to ensure proper performance and to permit manufacture of the item by a competent manufacturer. Included in these files are lists of contents, drawing numbers, parts and lists of parts, Government furnished equipment, package data sheets and lists thereof, supplementary quality assurance provisions, gauge numbers, gauge drawings, and lists thereof, engineering drawings, specifications and standards and lists thereof, purchase descriptions, and similar data.

Disposition: Destroy when superseded, obsolete, or no longer required for current operations.

FN: 715ggg

Title: Advance planning procurement files

Authority: NN-168-26

Privacy Act: Not applicable.

Description: Documents relating to the release of advance planning information to industrial firms for their use in future planning and to aid in submitting bids for required material. Included are synopses of advance procurement planning information, lists of bidders, inquiries from industrial firms and answers thereto, reports, similar documents, and related papers.

Disposition: Destroy after 6 years.

FN: 715hhh

Title: Photographic inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Radiographs, micrographs, macrographs, and other films and prints relating to the inspection of material prior to the acceptance by the Army.

Disposition: Destroy after completion of related contract.

FN: 715iii

Title: Laboratory test reports

Authority: II-NNA-1207

Privacy Act: Not applicable.

Description: Documents maintained by laboratories that relate to tests conducted on material. Included are chemical analysis, steel analysis,

Table B-102**File category 715: Procurement—Continued**

physical test, macrostructure and macrotech tests, treatment and test of material, and similar reports and directly related papers.

Disposition: Destroy after 10 years.

FN: 715jjj

Title: Interservice inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the performance of inspection services for other procuring activities.

Note: Interservice inspection files accumulated by Army procuring activities in performing inspection service for other departments will be retained in the custody of the inspecting activities in the absence of files to the activity administering the contract. Conversely, inspection files created by other activities in performing inspection services on Army contracts will be retained by the activities performing the inspection service in the absence of any specific agreements or requests for transfer of such records to the Army procuring activities administering the contracts.

Disposition: Destroy 6 years after completion of inspection action on the related contract. However, if inspection documents have been furnished the procuring activity on a current basis, destroy retained copies after 1 year.

FN: 715kkk

Title: Coordinated procurement program reports

Authority: NC1-AU-77-62

Privacy Act: Not applicable.

Description: Document containing data relative to DOD coordinated procurement program, such as reports and related papers.

Disposition: Destroy after 2 years.

FN: 715mmm

Title: Canceled solicitations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Formal solicitations of offers to provide products or services which were canceled prior to award of a contract. Included are presolicitation documentation on the requirement, offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

Disposition: Destroy 5 years after cancellation.

FN: 715nnn

Title: Vietnamese contract records

Authority: N1-AU-87-19

Privacy Act: Not applicable.

Description: Records accumulated by U.S. Forces in the Republic of Vietnam during the Southeast Asia War that pertain to contracts executed between the U.S. Government and Vietnamese contractors. Records include individual procurement transaction case files, contract review files, and other records documenting contractual relationships involving Vietnamese nationals.

Disposition:

a. Destroy 65 years after cessation of the war in Vietnam (that is, 1975)
b. Destroy 5 years after cancellation.

FN: 715-5a

Title: Controlled materials allocations

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents reflecting the distribution of controlled materials from DOD to the Deputy Chief of Staff for Logistics, and further allocations within the Army to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.

Disposition: Destroy after 5 years.

FN: 715-5b

Title: Controlled materials allotment cases

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents reflecting allotments of controlled materials to contractors and producers. Included are requests, applications for

Table B-102
File category 715: Procurement—Continued

allotments of controlled material and equipment, authorized controlled material (ACM) orders, applications for production and construction material and equipment, authorized production schedules and revisions thereto, allotment increases or decreases, schedules of materials requirements, construction authorizations and allotments of controlled materials, allotment certificates for offshore construction, authorization letters for purchase of construction machinery, and similar documents.

Disposition:

- a. Offices of the Army staff: Destroy after 5 years.
- b. Other offices: Destroy after 3 years.

FN: 715-5c

Title: Priority rating cases

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents used in establishing the priority use of controlled materials by contractors and producers. Included are requests for filing applications for priority ratings, applications for priority ratings for delivery of production and construction materials and equipment with supporting documents and recommendations, rating certificates and disapprovals of rating, requests for special priorities and assistance with related denials or approvals, and similar documents.

Disposition: Destroy after 3 years.

FN: 715-5d

Title: Controlled materials reports

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Reports on allocations, allotments, return of controlled materials allocations, ACM orders, unused balances, and similar matters.

Disposition:

- a. Office performing Army-wide responsibility, consolidated and summary reports: Destroy after 10 years.
- b. Other offices of the Army staff: Destroy after 5 years.
- c. Other offices: Destroy after 3 years.

FN: 715-5e

Title: Controlled materials accounting files

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents used to control and account for controlled materials. Included are general controlled materials, ledgers, budget ledgers, allotment ledgers, subsidiary ledgers, and similar documents.

Disposition:

- a. Office performing Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 3 years.

FN: 715-5f

Title: Special assistance files

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents used in requesting, coordinating, and granting priorities under the special assistance program. Included are requests for special assistance, coordination documents, diversion directives, official signature cards, preference of priority lists, and related documents.

Disposition:

- a. Preference or priority lists and official signature cards: Destroy when superseded or obsolete.
- b. Remaining files: Office performing Army-wide responsibility: Destroy after 10 years.
- c. Other offices: Destroy after 3 years.

FN: 715-5g

Title: Controlled materials audits

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Reports of audit, interim reports of audit, audit checklists, and related documents.

Disposition:

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

Table B-102
File category 715: Procurement—Continued

FN: 715-5h

Title: Representative samples

Authority: NC1-AU-77-78

Privacy Act: Not applicable.

Description: Representative samples of files, maintained by HQDA offices, described under FNs 715-5a, 715-5b, 715-5d, and 715-5e which are withdrawn from each annual block of files.

Disposition: Destroy after 5 years.

FN: 715-5i

Title: Strategic and critical material requirement forecasting files

Authority: NC1-AU-77-70

Privacy Act: Not applicable.

Description: Documents created in computing and reporting the quantities of strategic and critical materials needed to meet current or mobilization production schedules, or both, for end items. Included are computations, reports reflecting requirements, and related papers.

Disposition:

- a. Office performing Army-wide responsibility and requiring the reports: Destroy 3 years after supersession or obsolescence.
- b. Other offices: Destroy on supersession or obsolescence.

FN: 715-5j

Title: Strategic and critical material studies (Rescinded, use 715-5i.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 715-5k

Title: Material stockpile reference data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents, maintained as a source of basic reference data, reflecting uses of, sources of, distribution of, quantities of, and comparable data on strategic and critical materials in, or to be included in, the national stockpile. Included are data sheets, changes thereto, and related papers.

Disposition: Destroy on supersession or obsolescence.

FN: 715-5m

Title: National stockpile accounts

Authority: NN-164-198

Privacy Act: Not applicable.

Description: Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the Army for General Services Administration (GSA), Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored; commodity type; and vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers.

Disposition: Destroy 2 years after out shipment of material.

FN: 715-5n

Title: National stockpile voucher registers

Authority: NN-164-198

Privacy Act: Not applicable.

Description: Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the GSA, Defense Materials Service.

Disposition: Destroy 6 years after individual sheets or individual bound books are filled.

FN: 715-5p

Title: National stockpile reports

Authority: NN-164-198

Privacy Act: Not applicable.

Description: Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the Army for the GSA, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity.

Disposition: Destroy after 2 years.

Table B-102**File category 715: Procurement—Continued****FN: 715-5q****Title:** National stockpile shipping files**Authority:** NC1-AU-77-47**Privacy Act:** Not applicable.**Description:** Documents relating to the transportation of strategic and critical materials stored by the Army for the GSA. Included are memorandum copies of bills of lading with supporting documents such as freight classification, export certificates or declarations, transit certificates such as GSA Form 278, TPU Form 12, demurrage car record books, and similar documents.**Disposition:** Destroy 3 years after all stored material of like kind and grade has been shipped out.**FN: 715-5r****Title:** Military urgency planning lists**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to the military urgency planning list of items published by DOD. Included are copies of the lists and documents connected with nomination of items for the lists.

Note: Record copies of the Master Urgency List are maintained by DOD and are retired as permanent documents by the Department.

Disposition:

a. Offices responsible for Army-wide coordination of nomination of items: Destroy on publication of documents by the department.

b. Other offices: Destroy after 2 years, except that copies of lists will be destroyed when superseded or no longer required for reference, whichever is first.

FN: 715-6a**Title:** Solicitation reviews**Authority:** NC1-AU-77-123**Privacy Act:** Not applicable.**Description:** Invitations for bids or requests for proposals submitted to major command headquarters or HQDA for review to ensure compliance with procurement regulations prior to solicitation to bid.**Disposition:** Destroy 1 year after completion of review.**FN: 715-8a****Title:** Procurement assignment files (Rescinded)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 715-8b****Title:** Interdepartmental purchase request files (Rescinded)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 715-11a****Title:** Acquisition management reviews**Authority:** NC1-AU-79-48**Privacy Act:** Not applicable.**Description:** Documents reflecting operations of the Army Acquisition Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits, semi-annual reports of cumulative results of reviews, actions taken on recommendations, follow-up visits, and related documents.**Disposition:**

a. Office performing Army-wide responsibility: Permanent. Retire after 12 years.

b. Surveyed activities: Destroy on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner.

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

FN: 715-31a**Title:** Competition Advocacy files**Authority:** NC1-AU-85-63**Privacy Act:** Not applicable.**Description:** Information accumulated in carrying out a systematic program of competition advocacy to ensure competitive acquisition.**Table B-102****File category 715: Procurement—Continued**

Included are plans, documentation of exceptions to full competition, reviews and recommendations on lower echelon goals, reports on progress, and similar information.

Note: Excluded are formal directives governing operation of the program, which are instruction files (FN 310-1q).

Disposition: Destroy after 2 years.**B-90. File category 725: Requisition and issue of supplies and equipment**a. *Prescribing directive.* AR 725-50, Requisitioning, Receipt, and Issue System.b. *Description.* These records concern procedures pertaining to requisitioning and issue of items of supply and equipment. Includes special requisitioning and issue systems such as MILSTRIP. See table B-103.**Table B-103****File category 725: Requisition and issue of supplies and equipment****FN: 725****Title:** General requisition and issue of supplies and equipment correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 725-50a**Title:** Due-in document registers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers recording due-in shipments or notices of shipment.**Disposition:** Destroy 3 months after date of last entry.**FN: 725-50b****Title:** Requisition suspense and status files**Authority:** GRS 3, Item 9b**Privacy Act:** Not applicable.**Description:** Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.**Disposition:** Destroy 3 months after completion of supply action or on cancellation of requisition.

Table B-103

File category 725: Requisition and issue of supplies and equipment—Continued

FN: 725-50c

Title: Station supply reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports concerning the status of supply, excess stock and the redistribution of stock (including station status stock report), and report on the status of equipment.

Disposition: Destroy after 2 years.

FN: 725-50d

Title: Priority requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Requisition documents containing priority designators in the 1 through 8 category which are maintained in a separate file, as required by AR 710-2.

Disposition: Destroy after 1 year, or after the next annual general inspection, whichever is later.

FN: 725-50e

Title: Training ammunition control cards

Authority: II-NNA-1226

Privacy Act: Not applicable.

Description: Documents maintained by major command headquarters to control the distribution of ammunition and explosives allocated for training purposes.

Disposition: Destroy on final entry on card.

FN: 725-50f

Title: Receiving authorities

Authority: NN-166-204

Privacy Act: Not applicable.

Description: DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QSS), or similar activity.

Disposition: Destroy on preparation of new authorization.

FN: 725-50g (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 725-50h

Title: Issue histories

Authority: II-NNA-148

Privacy Act: Not applicable.

Description: Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.

Disposition: Destroy after 2 years.

FN: 725-50i

Title: Requisition registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Registers maintained to record requisitions submitted for supplies to be furnished the Army by other Government agencies.

Disposition: Destroy after 1 year.

FN: 725-50j

Title: Requisition references

Authority: II-NNA-984

Privacy Act: Not applicable.

Description: Extra copies of requisitions that are maintained by the activity responsible for initiating the requisitions.

Disposition: Destroy when no longer needed, but not later than 6 months after disapproval of requisition or completion of supply action.

FN: 725-50k

Title: Major item status reports

Authority: NN-166-204

Table B-103

File category 725: Requisition and issue of supplies and equipment—Continued

Privacy Act: Not applicable.

Description: Documents accumulated in reporting major items to key depots or stock control points and consolidated reports prepared therefrom for submission to higher headquarters.

Disposition: Destroy after 1 year, except stock record cards will be destroyed 1 year after filled or last entry thereon.

B-91. File category 735: Property accountability

a. Prescribing directives.

(1) AR 735-5, Policies and Procedures for Property Accountability.

(2) AR 735-11-2, Reporting of Item and Packaging Discrepancies.

(3) AR 735-17, Accounting for Library Materials.

(4) AR 735-20, Financial Accounting and Reporting for Real Property and Capital Equipment.

(5) AR 735-60, Financial Inventory Accounting: General Policies and Principles.

b. Description. These records concern authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. They include pricing, accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property. See table B-104.

Table B-104

File category 735: Property accountability

FN: 735

Title: General property accountability correspondence

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 735-5a

Title: Stock inventory and reconciliations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Stock balance sheets or comparable work papers used for inventory, reconciliation, or adjustment of stock balances.

Disposition: Destroy after 2 years.

FN: 735-5b

Title: Stock record account authorization controls

Authority: II-NNA-881

Privacy Act: Not applicable.

Table B-104

File category 735: Property accountability—Continued

Description: Background material consisting of documents pertaining to requests for, authorization and assignment of, or cancellation of, stock record account serial numbers and information concerning audit status, accountability, and transfer of accountability.
Disposition: Destroy 2 years after termination of account.

FN: 735-5c

Title: Property accounting deviations**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to deviations from property accounting procedures granted under the provisions of AR 735-5. Included are requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, similar documents, and related papers.

Disposition: Destroy 2 years after expiration or disapproval of deviation.

FN: 735-5d

Title: Stock level controls**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to establishing and amending stock levels at stations and depots. Included are requests by station to depots for revision in station stock level and requests by depots to control points for revision to depot stock level.

Disposition: Destroy after 1 year.

FN: 735-5e

Title: Property accountability transfers**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents attesting to the transfer of property accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.

Disposition: Destroy after 2 years.

FN: 735-5f

Title: Installation property accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.

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

Disposition: Destroy after 2 years.

FN: 735-5g

Title: Stock record account serial number registers**Authority:** NC1-AU-80-46**Privacy Act:** Not applicable.

Description: Registers recording stock record account serial numbers and indicating each designation and station to which assigned.

Disposition: Destroy after 5 years.

FN: 735-5h

Title: Stock record account serial number lists**Authority:** II-NNA-881**Privacy Act:** Not applicable.

Description: Lists issued periodically which reflect current stock record account serial numbers assigned within the geographical area of a major command.

Disposition: Destroy on supersession.

FN: 735-5i

Title: Property account waivers**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to waivers of military property accounting requirements under the provisions of AR 735-5. Included are requests for waiver, reports of circumstances or conditions, coordination papers, approvals, disapprovals, similar documents, and related papers.

Disposition: Destroy after 10 years.

Table B-104

File category 735: Property accountability—Continued

FN: 735-5j

Title: Stock record accounts**Authority:** NC1-AU-76-63**Privacy Act:** Not applicable.

Description: The stock record accounts of depots, stations, and other activities constitute installation or activity property accounts, depot custodial records and other documentation of accountable supply distribution activity (ASDA) wholesale stocks. As such they are distinguished from contract property accounts. Installation or activity property account and depot custodial records and other documentation of ASDA wholesale stocks are those which reflect the receipt (regardless of source), storage, issue, usage or location of Government property furnished to Army contractors under contract. Stock record account files are the basic records showing by item the receipt, disposal, and quantities of supplies on hand. These accounts are maintained by an accountable officer, except for depot custodial records and other documentation of ASDA wholesale stocks, which are maintained by a responsible officer. They include vouchers with supporting documents or attachments thereto; stock record cards or any equivalent forms used in their place; and stock record account files, which normally consist of the following:

- a. Debit voucher files, which include shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a debit voucher file.
- b. Inventory and stock record adjustment voucher files, including inventory adjustment reports, reports of survey, or other stock record adjustment vouchers.
- c. Requisition files or credit voucher files, consisting of—
 - (1) Requisitions.
 - (2) Shipping.
 - (3) Substitution advices.
 - (4) Extract requisitions.
 - (5) Cancellation advices.
 - (6) Purchase requests.
 - (7) Army shipping documents.
 - (8) Other documents filed in a requisition file supporting action taken on a requisition or shipping order.
- d. Unserviceable property files, including Army shipping documents, or comparable documents which are filed in an unserviceable property file as a record of property held pending repair or reclamation.
- e. Transaction histories, count cards, survey cards, and other documentation in support of inventory accounting.
- f. Stock accounting and stock control registers, such as debit voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes.
- g. Stock record cards will be continued in effect until filled, or until final entry is made thereon.

Disposition:

- a. Destroy after 2 years. However, prior to destruction of a property account, all vouchers, both debit and credit, representing memorandum receipt accounts which have not been covered by subsequent consolidations or memorandum receipts will be removed from the files and retained pending settlement of the transactions or inclusion in subsequent consolidated memorandum receipts. Neither vouchers nor stock record cards reflecting adjusting of shortages will be destroyed before final approval is authenticated on appropriate adjustment documents, such as inventory adjustment report or report of survey. Documents relating to equipment being tested for agencies and proving grounds will be destroyed 2 years after disposition of the equipment being tested. Documents relating to all items coded "K" or "R" in the notes column of the Federal Supply Catalog, DOD Section, Medical Material will be destroyed after 3 years.
- b. DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years).

FN: 735-5k

Title: Memorandum receipt jackets**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents that may be accumulated by responsible officers, which reflect station or installation property held on memorandum receipts, consisting of property issue slips, property turn-

Table B-104
File category 735: Property accountability—Continued

in slips, individual and consolidated memorandum receipts, and related papers filed with memorandum receipts.

Disposition:

- a. Individual memorandum receipts and related papers: Destroy upon inclusion in a consolidated memorandum receipt or upon turn-in of the property issued or other satisfactory and complete accounting of responsibility.
- b. Consolidated memorandum receipts: Destroy when the items shown thereon are included in a current consolidated memorandum receipt, or upon final and complete accounting for all items shown thereon.

FN: 735-5m

Title: Contract property accounts

Authority: II-NN-2076

Privacy Act: Not applicable.

Description: Stock record cards or their equivalent, vouchers, and related papers maintained to account for Government materials furnished to contractors.

Note:

- a. If contract property accounts are maintained in separate and distinct sections of a military property account, such sections of the account will be withdrawn for concurrent disposition with the related contract files.
- b. In the event of interrelating transactions between contract property sections and other sections of a property account, all interrelated vouchers filed in other sections of the account will be removed from these sections and filed with the appropriate contract property account.
- c. When interrelated vouchers are withdrawn, a certificate attesting to their withdrawal will be completed and filed with the withdrawn vouchers in the related contract property section.
- d. If contract property accounts are interfiled in the regular account, the complete property account will be retained for the maximum period prescribed for the related accounts. An exception can be made if the quantity of contract vouchers is small and segregation is practicable and desirable. In such cases, all such vouchers may be withdrawn from the regular account and filed with the related contracts for disposition with them.
- e. When the latter action is taken, a certificate attesting to the withdrawal will be executed for filing and disposition with the vouchers.
- f. When vouchers which pertain to contract property are filed in a single file in numerical sequence without regard to the type of transaction and it is impracticable to segregate them, they will be destroyed after expiration of the maximum time period prescribed for retaining of the related contracts.

Disposition: Disposition instructions applicable to the related contract file will also apply to these contract property account files.

FN: 735-5n

Title: Government-furnished material and equipment files

Authority: II-NNA-2067

Privacy Act: Not applicable.

Description: Documents reflecting Government owned materials, tools, and equipment furnished to contractors. This description will not be construed to include reports or other documents constituting, or required to be filed with, a voucher to a contract property account.

Disposition: Destroy 2 years after turn-in or other satisfactory accounting for items involved.

FN: 735-5p

Title: Hospital linen inventories

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Inventories which are retained by the inventory officer, such as quarterly hospital linen inventories used to determine losses or gains incurred in the operation of hospital linen control and distribution.

Disposition: Destroy after 1 year.

FN: 735-5q

Title: Lease and rental cases

Authority: II-NNA-2147

Privacy Act: Not applicable.

Description: Documents relating to individual leases or rentals of Government owned equipment to private concerns or individuals. Included are invoices, shipping documents, collection vouchers, agreements, and related documents.

Table B-104
File category 735: Property accountability—Continued

Disposition: Destroy 6 years after close of FY in which final collection of rentals is made.

FN: 735-5r

Title: Report of survey files

Authority: NC1-AU-81-22

Privacy Act: Not applicable.

Description: Reports that describe the circumstances and recommend action concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.

Disposition:

- a. Destroy files involving pecuniary liability 5 years after completion of final action.
- b. Destroy other files after 3 years.

FN: 735-5s

Title: Report of survey control register files

Authority: NC1-AU-81-22

Privacy Act: Not applicable.

Description: Registers and related documents maintained to control reports of survey.

Disposition: Destroy after 5 years.

FN: 735-5t

Title: Relief from responsibility (liability admitted) files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131 (Cash Collection Voucher), DD Form 362 (Statement of Charges), and similar forms and records. This does not include those copies of forms that support entries to the property book, which are filed under FN 710-2a.

Disposition:

- a. DD Form 1131: Destroy 3 months after completion of collection action.
- b. DD Form 362: Destroy 3 months after verification that all amounts have been collected from the soldier's pay.

FN: 735-11a

Title: Report of survey files (Rescinded; use FN 735-5r.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11b

Title: Report of survey control register files (Rescinded; use FN 735-5s.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11c

Title: Relief from responsibility (liability admitted) files (Rescinded; use FN 735-5t.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11d

Title: Report of survey files (Rescinded; use FN 735-5r.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-104
File category 735: Property accountability—Continued

Disposition: Not applicable.

FN: 735-11f

Title: Installation property accounts (Rescinded; use FN 735-5f.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11g

Title: Inventory adjustment reports (Rescinded; use FN 735-5j.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11-2a

Title: Packaging and handling deficiency reports

Authority: II-NNA-1462

Privacy Act: Not applicable.

Description: Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports or corrective action, and related papers.

Disposition: Destroy after 1 year.

FN: 735-17a

Title: Library vouchers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Vouchers, supporting papers, and voucher register and inventory balance record of books.

Disposition: Destroy after 2 years.

FN: 735-17b

Title: Shelf list cards

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards indicating all books in the library arranged in the order in which the books stand on the shelves, and reflecting item identification by classification, title, author, voucher numbers (additions or reductions), and other information necessary to facilitate the processes of accountability.

Disposition: Destroy after all items indicated thereon have been dropped from accountability records.

FN: 735-17c

Title: Library catalogs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books on the shelves. Upon discontinuance of the facility or transfer of the books to a library depot or other library, the current library card catalog files will be included in the transfer if possible.

Disposition: Destroy when related books have been permanently removed from the library collection.

FN: 735-20a

Title: Financial inventory accounting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals, category ledgers, inventory control records, retained copies of financial supply management reports, financial statements, consolidated worksheets, analyses of change in operating stock on hand, summaries of inventory position, posting media, correspondence and related records. General ledgers summarizing these data are maintained by finance and accounting officers.

Disposition: Destroy after 1 year.

Table B-104
File category 735: Property accountability—Continued

FN: 735-60a

Title: Administrative and management financial inventory accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the administration and management of financial inventory accounting systems at elements in the command. Included are consolidated reports, supply management reports, source material, posting media, and related information.

Disposition:

a. Offices of the Army Staff and major command headquarters: Destroy after 3 years.

b. Other offices: Destroy after 2 years.

B-92. File category 738: Maintenance management

a. *Prescribing directives.*

(1) DA Pam 738-750, The Army Maintenance Management System (TAMMS).

(2) DA Pam 738-751, Functional Users Manual for The Army Maintenance Management System, Aviation (TAMMS-A).

b. *Description.* These records concern the management of maintenance actions for Army equipment. The records described below were formerly prescribed by TM 38-750, TAMMS, and were identified in the previous edition of MARKS with FNs 750-1c through 750-1k. See table B-105.

Note. Maintenance records for aviation remain in TM 38-750 and are identified within MARKS with AR 750-1 for consistency of numbering.

Table B-105
File category 738: Maintenance management

FN: 738

Title: General maintenance management correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

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

FN: 738-750a

Title: Maintenance requests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to request maintenance services, to report completion of modification work orders (MWOs), to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for recording two or all three of these functions.

Table B-105**File category 738: Maintenance management—Continued**

Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.

Disposition: Dispose of as provided by DA Pam 738-750.

FN: 738-750b

Title: Maintenance request registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to record and control maintenance work. These documents are usually in the form of registers.

Disposition: Destroy 6 months after last entry.

FN: 738-750c

Title: Exchange tags

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents (normally tags) used as receipts for replacement parts or components.

Disposition: Destroy on return or issue of related equipment.

FN: 738-750d

Title: Preventive maintenance schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.

Disposition: Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.

FN: 738-750e

Title: Equipment inspection and maintenance worksheets

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment. (This does not include forms for inspecting and maintaining aircraft, DA Form 2408-13 or similar forms, for which see DA Pam 738-751.)

Disposition:

- a. Destroy on posting to related equipment logbook, on entering the deficiencies on a new form, or on completion of next serviceability test or check, as applicable.
- b. If needed for historical inspection data purposes, destroy when these purposes have been served.

FN: 738-750f

Title: Historical records or logbooks

Authority: II-NNA-175

Privacy Act: Not applicable.

Description: DA Pam 738-750 prescribes the use of equipment logbooks and maintenance historical files. This record begins at the time the manufacturer delivers the equipment and is identified with and travels with the item until it is dropped from the Army inventory. These historical maintenance documents provide commanders with up-to-date information concerning the readiness and condition of equipment. In addition, by checking the records accompanying the equipment, maintenance personnel are readily aware of the past maintenance accomplished and can quickly determine the next necessary maintenance. DA Pam 738-750 lists the various forms constituting the historical record, provides transfer and disposition instructions for the forms, outlines procedures to be followed in disposition or transfer of the documents related to equipment involved in Military Assistance Programs, and lists each type of equipment for which an historical file is to be created and maintained.

Note: This does not include aircraft maintenance records, for which see FN 738-751a below.

Disposition: Dispose of in accordance with DA Pam 738-750.

FN: 738-750g

Title: Shop property accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-105**File category 738: Maintenance management—Continued**

Description: Documents accumulating in tool rooms, parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct exchange cards, property issue and turn-in slips, and similar information reflecting the issue, turn-in, and usage of items, such as repair parts, kits, tools, and assemblies. These documents may also constitute a section of the accountable officer's stock record account or may be subsidiary to it. Stock record cards and direct exchange cards should be continued in use until filled or the final entry is made.

Disposition: Destroy after 2 years.

FN: 738-750h

Title: Equipment record cards

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained to provide a perpetual inventory of selected major or end items of equipment and to retain timely data for required equipment reports. Included are installation equipment inventory record cards, record of engineering equipment requiring repair parts, support cards, and similar forms. Engineer equipment requiring repair parts support records will be transferred as required by DA Pam 738-750.

Disposition: Destroy 2 years after equipment is removed from agency control.

FN: 738-750i

Title: Diagnostic medical and dental xray systems and specific components

Authority: NC1-AU-80-17

Privacy Act: Not applicable.

Description: Information related to certified diagnostic xray systems and specific components assembled, installed, and reinstalled. Included are FD Form 2579 (Report of Assembly of a Diagnostic Xray System), acceptance inspection report, compliance testing report, periodic verification, certification, and calibration records, records of periodic maintenance services, DA Form 2407 (Maintenance Request), manufacturer's compliance, maintenance, and calibration schedule, extract or copy of the radiation protection survey pertaining to the individual xray system, and similar information.

Disposition: Office performing maintenance, verification, certification, and calibration: Retain in CFA for life of the xray system. Destroy in CFA 5 years after transfer of the xray system to Defense Property Disposal Office for scrap. All information relating to the xray system will accompany equipment upon transfer.

FN: 738-750j

Title: Calibration data cards

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards used to record each standard or item of test and measuring equipment requiring a calibration service and to record calibration accomplishment.

Disposition:

- a. Master file: Forward to the appropriate commodity command on final disposition of related instrument.
- b. Other copies: Dispose of in accordance with DA Pam 738-750.

FN: 738-750k

Title: Engine log or run-in data files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.

Disposition: Destroy after 2 years.

FN: 738-750m

Title: Shop locator records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops or utilized as a check or inventory for such equipment. Reusable forms should be used until filled.

Table B-105
File category 738: Maintenance management—Continued

Disposition: Destroy on return or reissue of related equipment.

FN: 738-751a

Title: Aircraft maintenance records

Authority: NC1-AU-85-80

Privacy Act: Not applicable.

Description: DA Pam 738-751 prescribes the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record.

Disposition:

- a. Aircraft that are sold to private individuals or corporations: Transfer maintenance records to the buyer.
- b. Aircraft dropped from inventory due to scrappage or cannibalization: Destroy 2 years after aircraft is dropped from inventory.
- c. Aircraft destroyed by crash: Destroy after 30 years. Retire to WNRC after 5 years at the installation.

FN: 738-751b

Title: Maintenance requests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to request maintenance services, to report accomplishment of MWOs, to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for recording two or all three of these functions. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.

Disposition: Dispose of as provided by DA Pam 738-751.

FN: 738-751c

Title: Maintenance request registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to record and control maintenance work. These documents are usually registers.

Disposition: Destroy 6 months after last entry.

FN: 738-751d

Title: Exchange tags

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents (normally tags) used as receipts for replacement of parts or components.

Disposition: Destroy on return or issue of related equipment.

FN: 738-751e

Title: Preventive maintenance schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.

Disposition: Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.

FN: 738-751f

Title: Equipment inspection and maintenance worksheets

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment.

Disposition: Destroy on posting to related equipment logbook, on entering the deficiencies on a new form, or on completion of next serviceability test or check, as applicable. If needed for historical

Table B-105
File category 738: Maintenance management—Continued

inspection data purposes, destroy when these purposes have been served.

FN: 738-751g

Title: Engine log or run-in data files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.

Disposition: Destroy after 2 years.

FN: 738-751h

Title: Installed and spare engine reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing or rotary wing aircraft. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.

Disposition:

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

B-93. File category 740: Storage and supply activities

a. *Prescribing directives.*

(1) AR 740-1, Storage and Supply Activity Operations.

(2) AR 740-3, Care of Supplies in Storage (COSIS).

(3) AR 740-32, Responsibilities for Technical Escort of Dangerous Materials.

b. *Description.* These records concern organization, mission, and function of Army depots; establishment, status, and utilization of storage and warehousing facilities; warehousing and depot operations and performance measurement. Placement of supplies and equipment in storage, including the receipt, handling, packaging, preserving, and inspection incident to storage functions, and reissue of material. See table B-106.

Table B-106
File category 740: Storage and supply activities

FN: 740

Title: General storage and supply activities correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

Table B-106
File category 740: Storage and supply activities—Continued

FN: 740-1a
Title: Depots supply operation reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Reports relating to depot supply operations containing data accumulated from requisitions and receiving documents for use at the depot in controlling depot operations.
Disposition: Destroy after 2 years.

FN: 740-1b
Title: Locator records
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents constituting a part of a location system for supplies and equipment or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.
Disposition: Destroy when superseded or obsolete.

FN: 740-1c
Title: Warehouse plans and layouts
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Warehouse, shed, or open storage space planning and layout diagrams or comparable papers relating to space planning and layout.
Disposition: Destroy on supersession or obsolescence.

FN: 740-1d
Title: Daily humidity and temperature charts
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents, normally in the form of charts, which reflect daily ammunition magazine humidity and temperature readings.
Disposition: Destroy 6 months after transfer of data to annual graph.

FN: 740-1e
Title: Atmospheric annual graphs
Authority: NC1-AU-77-147
Privacy Act: Not applicable.
Description: Annual graphs which reflect atmospheric data of ammunition magazines in connection with the storage of ammunition, ammunition components, and explosives.
Disposition: Destroy 5 years after demolition of magazine.

FN: 740-1f
Title: Storage registers
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.
Disposition: Destroy after 1 year.

FN: 740-1g
Title: Storage identification and inspection reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, to determine the suitability of storage methods and conditions and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable papers. (This description does not include files relating to the storage of ammunition.)
Disposition: Destroy after 2 years.

FN: 740-1h
Title: Warehouse receipts
Authority: NN-166-204
Privacy Act: Not applicable.

Table B-106
File category 740: Storage and supply activities—Continued

Description: Car arrival reports, shipping documents, tallies, or comparable documents retained for car spotting, the assignment of labor and equipment, the unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.
Disposition: Destroy 3 months after receipt of shipment, or when they have served their intended purpose, whichever is first.

FN: 740-1i
Title: Warehouse shipping files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Army shipping documents, tallies, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for picking, packing, and loading stock for shipment.
Disposition: Destroy 3 months after shipment, or when they have served their intended purpose, whichever is first.

FN: 740-1j
Title: Labor pool and equipment operating files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents relating to the assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing such information as the date, shift, cars or trucks loaded or unloaded, and comparable documents.
Disposition: Destroy after 6 months.

FN: 740-1k
Title: Storage reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar reports.
Disposition: Destroy after 2 years.

FN: 740-1m
Title: Depot stock availability reports
Authority: II-NN-2076
Privacy Act: Not applicable.
Description: Reports prepared periodically listing stock availability balances. These are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously reported as due out.
Disposition: Destroy after 3 months, or on completion of next report, whichever is first.

FN: 740-1n
Title: Depot stock status and transactions analysis reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Reports reflecting current balances on a depot's stock records or summarizing individual transactions. Included are depot stock status reports and depot transaction analysis reports.
Disposition: Destroy after 3 months, or on completion of next report, whichever is first.

FN: 740-1p
Title: Due-in documents
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment, or for warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents. Such documents are excluded when filed with vouchers to the stock record account.
Disposition: Destroy 6 months after receipt of shipment, or when they have served their intended purpose, whichever is first.

Table B-106**File category 740: Storage and supply activities—Continued****FN: 740-1q****Title:** Model (service) stocks**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities which lack an organizational supply officer. Included are model stock lists and their revisions, property issue slips, and property turn-in slips.

Disposition: Destroy after 2 years.**FN: 740-1r****Title:** Supply item references**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Standard nomenclature lists, interchangeable stock numbers lists or cards, standard stock catalogs, and similar supply reference aids.

Disposition: Destroy on supersession or obsolescence.**FN: 740-1s****Title:** Transportation unit controls**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents constituting a system for control of the identification of separate shipments.

Disposition: Destroy 6 months after date of last shipment from a shipping installation.**FN: 740-3a****Title:** Material handling equipment use files**Authority:** II-NNA-2076**Privacy Act:** Not applicable.

Description: Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports, and similar documents.

Disposition:

a. Offices of the Army staff: Destroy after 1 year.

b. Other offices: Destroy after 2 years.

FN: 740-32a**Title:** Technical escort files**Authority:** NN-172-194**Privacy Act:** Not applicable.

Description: Information on each escort operation performed by U.S. Army technical escort teams for shipments of chemical agents, biological agents, radiological agents, and etiological agents. Included are checklist and report forms, copies of incident reports, trip monitor cards, operational reports, requests for transportation, and related information.

Disposition: Destroy after 2 years.**B-94. File category 746: Marking, packing, and shipment of supplies and equipment**

a. *Prescribing directive.* AR 746-1, Packaging of Army Materiel for Shipment and Storage.

b. *Description.* These records concern painting and marking of Army materiel for identification. This includes preparing of materiel for shipment (cleaning, preserving, packing, packaging, and marking), loading, and escorting of shipments. See table B-107.

Table B-107**File category 746: Marking, packing, and shipment of supplies and equipment****FN: 746****Title:** General marking, packing, and shipment of supplies and equipment correspondence files**Authority:** NN-167-31 and NN-165-192**Table B-107****File category 746: Marking, packing, and shipment of supplies and equipment—Continued****Privacy Act:** Not applicable.**Description:**

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

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

Disposition:a. **ACTION:** Destroy after 2 years.b. **NONACTION:** Destroy when no longer needed for current operations.**FN: 746-1a****Title:** Packaging and handling deficiency reports**Authority:** II-NNA-1462**Privacy Act:** Not applicable.

Description: Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers.

Disposition: Destroy after 1 year.**FN: 746-1b****Title:** Preservation and packaging files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to the preservation and packaging of materiel.

Disposition: Destroy on supersession or obsolescence, or on incorporation of data in methods and procedures directives or similar system.**FN: 746-1c****Title:** Packing, boxing, and crating files**Authority:** NC1-AU-77-48**Privacy Act:** Not applicable.

Description: Documents relating to assembling, protecting, packing, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents.

Disposition: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.**FN: 746-1d****Title:** Box and crate work orders**Authority:** II-NNA-410**Privacy Act:** Not applicable.

Description: Box and crate shop work orders and supporting papers indicating all work performed by the activity and reflecting the status of work in process in terms of materials and workforce hours consumed and work accomplished.

Disposition: Destroy after 3 months.**FN: 746-1e****Title:** Box and crate order and control registers**Authority:** NN-166-204**Privacy Act:** Not applicable.

Table B-107

File category 746: Marking, packing, and shipment of supplies and equipment—Continued

Description: Documents used in connection with controlling operations, production scheduling, future production requirement, unit cost determinations, and similar matters.

Disposition: Destroy after 1 year.

B-95. File category 750: Maintenance of supplies and equipment

a. *Prescribing directive.* AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations.

b. *Description.* These records concern actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. Also includes activities and operations responsible for maintenance functions. Current file numbers in the 750 category are listed in table B-108. Rescinded file numbers in the 750 category are listed in table B-109.

Note. Under instructions in DA Pam 738-750, most record-keeping activities (except for aircraft) were transferred from TM 38-750. See table B-109.

Table B-108

File category 750: Maintenance of supplies and equipment

FN: 750

Title: General maintenance of supplies and equipment correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

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

FN: 750-1a

Title: Maintenance summary and management files

Authority: NC1-AU-77-45

Privacy Act: Not applicable.

Description: Documents relating to summarization of data on the general management of maintenance operations and functions.

Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality control, and similar information.

Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.

Disposition:

Table B-108

File category 750: Maintenance of supplies and equipment—Continued

a. Office having Army-wide responsibility:

(1) Consolidated reports and summaries affecting policy, precedent, and procedure: Destroy 5 years after supersession or obsolescence.

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

(3) Feeder reports: Destroy on extraction of data.

b. Other offices:

(1) Consolidated reports and summarizations: Destroy when no longer needed for current operations.

(2) Feeder reports: Destroy on extraction of necessary data.

FN: 750-1b

Title: Item maintenance engineering files

Authority: NN-165-10

Privacy Act: Not applicable.

Description: Documents created in maintenance engineering of development, reproduction, or standardization of items of materiel to determine maintenance support required; assure incorporation of ease of maintenance in design; improve maintenance operations on existing items; reduce maintenance; and prepare, coordinate, and issue technical manuals and bulletins, lubrication orders, and modification work orders. Included are contributions to and comments on maintenance specifications; support plans for development items; reports or minutes of maintenance evaluation review; reports, drawings, and similar papers resulting from investigating and correcting deficiencies or otherwise modifying the materiel; and draft copies of the published equipment publications and communications relating to them.

Disposition:

a. Office responsible for preparation: Destroy 6 years after publication of the related instruction, or on termination of the project when no such publication is issued.

b. Other offices: Destroy after 2 years, or 2 years after publication of the related equipment publication, except that Equipment Improvement Recommendations maintained by National Maintenance Points will be destroyed after 6 years.

FN: 750-1h

Title: Installed and spare engine reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing or rotary wing aircraft. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.

Disposition:

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

b. Other offices: Destroy after 1 year.

FN: 750-1m

Title: Maintenance technical assistance files

Authority: NC1-AU-77-46

Privacy Act: Not applicable.

Description: Reports and related papers accumulating from conduct of technical assistance programs which provide advice and assistance to improve organizational and field maintenance performance.

Disposition:

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

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

FN: 750-1n

Title: Support unit records

Authority: II-NNA-2076

Privacy Act: Not applicable.

Description: Documents maintained by supporting maintenance elements to provide pertinent information relative to units supported, such as official designation of the unit; applicable TOE; location; current listings of equipment eligible for support; names of air, supply, maintenance, and key NCOs; copies of latest inspection reports; copies of latest work request and job order, and similar information. Transfer to new supporting element on transfer of the supported unit.

Table B-108**File category 750: Maintenance of supplies and equipment—Continued****Disposition:** Destroy on obsolescence of the data or on discontinuance of the supported unit, whichever is first.**Table B-109****File category 750: Maintenance of supplies and equipment—rescinded FNs****FN: 759-1c****Title:** Maintenance request files**Use:** FN 738-750a**FN: 750-1d****Title:** Maintenance request register files**Use:** FN 735-750b**FN: 750-1e****Title:** Exchange tag files**Use:** FN 738-750c**FN: 750-1f****Title:** Preventive maintenance schedule files**Use:** FN 738-750d**FN: 750-1g****Title:** Equipment inspection and maintenance worksheet files**Use:** FN 738-750e**FN: 750-1i****Title:** Historical record or logbook file**Use:** FN 738-750f**FN: 750-1j****Title:** Shop property account files**Use:** FN 738-750g**FN: 750-1k****Title:** Equipment record card files**Use:** FN 738-750h**FN: 750-51a****Title:** Maintenance technical assistance files**Use:** 750-1m**FN: 750-51b****Title:** Support unit record files**Use:** FN 750-1n**B-96. File category 755: Utilization and disposal of supplies and equipment****a. Prescribing directive.** ER 755-2-1, Utilization and Disposal of Supplies and Equipment.**b. Description.** These records concern reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property. Current 755 file numbers are listed in table B-110. Rescinded 755 file numbers are listed in table B-111.**Table B-110****File category 755: Utilization and disposal of supplies and equipment****FN: 755****Title:** General disposal of supplies and equipment correspondence files**Authority:** NN-167-31 and NN-165-192**Table B-110****File category 755: Utilization and disposal of supplies and equipment—Continued****Privacy Act:** Not applicable.**Description:****a. ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations, and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to disposal of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)**b. NONACTION:** Matters relating to disposal of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.**Disposition:****a. ACTION:** Destroy after 2 years.**b. NONACTION:** Destroy when no longer needed for current operations.**FN: 755-2-1a****Title:** Supply files (COE)**Authority:** NC1-AU-78-91**Privacy Act:** Not applicable.**Description:** Files created in connection with the requisitioning, procurement (except for authorities to procure), storage and issue, warehousing and stock control, preservation and inspection, and disposition of materials and supplies, small business procedures, and related matters. Included are correspondence, reports of inspection, requisitions invitations to bid, SBA Form 70, and related papers.**Disposition:** Destroy after 5 years in CFA.**Table B-111****File category 755: Utilization and disposal of supplies and equipment—rescinded FNs****FN: 755-2a****Title:** Excess property reporting files**FN: 755-2b****Title:** Small arms sales records**FN: 755-2c****Title:** Disposal activity reports**FN: 755-2d****Title:** Surplus property donations**FN: 755-2e****Title:** Property disposal accounts**FN: 755-2f****Title:** Demilitarization and mutilation files**B-97. File category 795: International logistics****a. Prescribing directives.** None.**b. Description.** None. This category is rescinded. See table B-112.

Table B-112**File category 795: International logistics—rescinded FNs**

FN: 795-22a
Title: ILP requirements
Use: FN 12-8b

FN: 795-22b
Title: ILP accounts
Use: FN 12-8c

FN: 795-22c
Title: Foreign government receipts
Use: FN 12-8d

FN: 795-22d
Title: ILP reports
Use: FN 12-8e

B-98. File category 840: Heraldic activities

a. *Prescribing directive.* AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

b. *Description.* These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel. See table B-113.

Table B-113**File category 840: Heraldic activities****FN:** 840**Title:** General heraldic activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

Disposition:

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

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

FN: 840-10a**Title:** Heraldic items**Authority:** NC1-AU-77-171**Privacy Act:** Not applicable.

Description: Information on the development, research, design, and approval or disapproval of symbolic items worn or displayed by persons, organizations, or equipment. Included are equipment, including insignia, medals, badges, ribbons, coats of arms, guidons, pennants, streamers, aircraft markings, official seals, and other heraldic devices. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and similar information. Excluded is information filed in unit, organization, or installation history files.

Disposition:**Table B-113****File category 840: Heraldic activities—Continued**

a. Office having Army-wide responsibility: Permanent. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

b. Other offices: Destroy after 2 years.

FN: 840-10b**Title:** Heraldic manufacturing drawings**Authority:** NC1-AU-77-171**Privacy Act:** Not applicable.

Description: Original manufacturing drawings on linen cloth used in the development of heraldic items for the Armed Forces and other Government departments and agencies. Included are drawings pertaining to flags, streamers, coats of arms, insignia, seals, and other symbolic items.

Disposition: Office having Army-wide responsibility: Permanent. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

FN: 840-10c**Title:** Heraldic general reference collections**Authority:** NC1-AU-80-2**Privacy Act:** Not applicable.

Description: Information accumulated in control of uniforms and symbolic items of an official nature, both military and civilian, including their design, development, wear, authorization, and use. Included are historical materials pertaining to U.S. uniforms, insignia, accouterments, decorations, medals, seals, flags, streamers, and other official symbolism.

Disposition: Office having Army-wide responsibility: Permanent. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

B-99. File category 870: Historical activities

a. *Prescribing directives.*

(1) AR 870-5, Military History: Responsibilities, Policies, and Procedures.

(2) AR 870-20, Historical Properties and Museums.

b. *Description.* These records concern preparation and use of historical data and studies, administration of the Army Historical Program, organizational history, lineage, and honors, establishment and maintenance of museums, historical services, and acquisition, accountability, and disposition of historical properties. See table B-114.

Table B-114**File category 870: Historical activities****FN:** 870**Title:** General historical activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

b. **NONACTION:** Matters relating to historical activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory

Table B-114**File category 870: Historical activities—Continued**

offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

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

FN: 870-5a**Title:** Organizational histories**Authority:** NC1-AU-80-33**Privacy Act:** Not applicable.

Description: Information reflecting organizational history as described in AR 870-5. Included are unit history and annual supplements, when prepared, copies of lineage and honors certificates, data on organizational flags, coats of arms, and distinctive insignia (where applicable), citations for organizational decorations, newspaper, book, and magazine clippings, unframed photographs, pictures, certificates, and letters, programs and other data relating to historical ceremonies and organizational traditions, names and social security numbers of all commanders and dates of assumption of command, copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, detachments, the entry into or release from active Federal (or military) service, and other information of primary interest and value to and directly connected with the specific organization.

Disposition:

- a. Agencies not converting the data to microform: Permanent. Transfer to the U.S. Army Center of Military History, ATTN: CSER-HSR, WASH DC 20314-0200 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. Records may also be transferred if the unit is temporarily unable to provide proper care for them.
- b. Agencies converting all the data to microform:
 - (1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.
 - (2) Microforms:
 - (a) One silver halide microform set and one diazo or vesicular copy: Permanent. Transfer to the U.S. Army Center of Military History, ATTN: CSER-HSR, WASH DC 20314-0200 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide proper care for the records.
 - (b) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5b**Title:** Installation historical files**Authority:** NC1-AU-80-32**Privacy Act:** Not applicable.

Description: Information maintained to reflect a chronological record of noteworthy events of interest from an historical or a statistical standpoint which occur at an installation or activity.

Disposition:

- a. Agencies not converting the data to microform: Permanent. Retire upon discontinuance of installation or activity.
- b. Agencies converting all the data to microform:
 - (1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.
 - (2) Microforms:
 - (a) One silver halide microform set and diazo or vesicular copy: Permanent. Retire upon discontinuance of installation or activity.
 - (b) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5c**Title:** Annual historical summaries**Authority:** NC1-AU-80-34**Privacy Act:** Not applicable.

Description: Information relating to annual historical summaries prepared by Army Staff agencies, major CONUS and major OCONUS commands, as required by AR 870-5. Included are annual historical summaries with annexes and attachments and other directly related information.

Table B-114**File category 870: Historical activities—Continued****Disposition:**

- a. Agencies not converting the data to microform:
 - (1) Summaries and directly related unique background material: Permanent.
 - (2) Other records: Destroy after 10 years.
- b. Agencies converting all the data to microform:
 - (1) Original documents: Destroy after verification that the microform meets prescribed quality standards and is an acceptable substitute for the original documents.
 - (2) Microforms:
 - (a) One silver halide microform set and diazo or vesicular copy: Permanent.
 - (b) Original microforms depicting other records: Destroy after 10 years.
 - (c) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5d**Title:** Historian's background material files**Authority:** NC1-AU-80-35**Privacy Act:** A0870-5DAMH

Description: Information used as the background or basis for published historical volumes. Included are internal critiques and outside reviews; the first complete typed draft of the manuscript; special research studies, including pertinent compilations of statistics and charts; personnel diaries, transcripts of personal interviews, memoirs, and personal correspondence between authors and participants; and security and statistical clearance documents.

Disposition:

- a. Agencies not converting the data to microform: Permanent. PIF on publication of related volumes. Cut off at the end of that year.
- b. Agencies converting all the data to microform:
 - (1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.
 - (2) Microforms:
 - (a) One silver halide microform set and diazo or vesicular copy: Permanent. In coordination with HQDA (SAIS-PDD), offer microforms from initial filming to the National Archives upon completion of all quality checks. Offer microforms from subsequent filmings, in 2-year blocks, as a direct accession to an existing series of records already accessioned into the National Archives.
 - (b) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5e**Title:** Historical inquiries**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Data accumulated in answering inquiries about historical events or persons.

Disposition: Destroy when obsolete or no longer needed. (However, information that possesses value to other organizations or offices may be transferred as provided by this pamphlet.)

FN: 870-5f**Title:** Historical program progress reports**Authority:** NC1-AU-78-128**Privacy Act:** Not applicable.

Description: Statements and reports indicating progress in research, writing, editing, revising, reviewing, and completing volumes, monographs, and studies being planned or prepared by historical agencies.

Disposition:

- a. Offices having Army-wide staff responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.
- b. Historical agencies: Destroy after 10 years, or when they have served their purpose, whichever is first.

FN: 870-5g**Title:** Personal papers**Authority:** Not required.**Privacy Act:** Not applicable

Table B-114**File category 870: Historical activities—Continued**

Description: Senior officials, such as Army Secretaries, Under Secretaries, Assistant Secretaries, and general officers, often accumulate copies of documents reflecting significant decisions, events, or transactions in which they are personally involved because of their official positions. Information in these collections is usually retained on a highly selective basis and often documents significant events, activities, decisions, or transactions equally or more effectively than the documentation maintained by the office of record. These collections should be maintained separately and identified with the individual official accumulating them, such as "MG Smith's personal paper files." Official record copies should never be included in these collections. Official record copies of all documentation should be filed in and properly disposed of with related files maintained by the office of record. (All records and copies thereof made or received by military or civilian members of the Army in the course of conducting Government business are official Government files. No person acquires a proprietary interest in any official documentation by virtue of his military or civilian position.)

Disposition: On retirement or separation of the individual, transfer to the U.S. Army Military History Institute, Carlisle Barracks, PA 17013-5008. Earlier transfer is authorized.

FN: 870-5h

Title: Historian sources

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used as source data in preparation of historical volumes. Included are duplicates or photocopies of correspondence, reports, directives, pamphlets, publications, or other official records, preliminary or partial drafts, author's outline, author's original notes, and comparable information. (Record material should be returned on completion of the volume.)

Disposition: Destroy 2 years after publication of the related volumes, except that material applicable to future volumes may be retained and files that possess value to other organizations or offices may be transferred.

FN: 870-20a

Title: Historical property accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Historical property catalog cards and historical property jackets which include bibliographies, field notes, working notes, exhibition information, repair reports, research information, and similar information.

Disposition: Transfer records on permanent transfer of property. Destroy on salvage or other final disposition of property, unless otherwise directed by the Chief of Military History.

B-100. File category 920: Civilian marksmanship

a. *Prescribing directive.* AR 920-15, National Board for the Promotion of Rifle Practice and Office of Director of Civilian Marksmanship.

b. *Description.* Records concerning promotion of civilian rifle practice, including matches and competition in use of rifled arms. This includes organization, functions, and responsibilities of National Board for Promotion of Rifle Practice and Office of Director of Civilian Marksmanship. It pertains to issue of arms, ammunition, and supplies to civilians and procurement and award of trophies, badges, and medals. See table B-115.

Table B-115**File category 920: Civilian marksmanship**

FN: 920

Title: General civilian marksmanship correspondence files

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

Privacy Act: Not applicable.

Description:

Table B-115**File category 920: Civilian marksmanship—Continued**

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

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

Disposition:

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

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

FN: 920-15a

Title: NBPRP files

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: Documents relating to meetings of the National Board for the Promotion of Rifle Practice (NBPRP) and its Executive Committee. Included are agenda, notices, and minutes of meetings; documents assigning board members; and related information.

Disposition:

a. Office of the board recorder: Permanent. Retire when no longer needed for current operations.

b. Offices of board members: Destroy after 2 years.

FN: 920-15b

Title: Civilian rifle club files

Authority: NN-165-11

Privacy Act: Not applicable

Description: Documents about civilian rifle clubs and civilian school rifle clubs in the NBPRP program. Included are enrollment forms, bond records, surety bonds, requisitions, shipping documents, property inventories, descriptions of range facilities, annual statistical reports, qualification reports, and similar information.

Disposition:

a. Correspondence and annual reports: Destroy after 1 year.

b. Other documents: Destroy 3 years after inactivation of the club.

B-101. File category 930: Service organizations

a. *Prescribing directive.* AR 930-4, Army Emergency Relief.

b. *Description.* These records concern authority, organization, operations, and procedures of the Army Emergency Relief; mission and operations of the American National Red Cross; support, privileges, and facilities provided the Red Cross by the Army; use of Red Cross services by the Army; mission and operation of the United Services Organization, Inc. (USO); logistical support, privileges, and services provided by the Army to the USO; USO services provided to the Army, and similar information. See table B-116.

Table B-116**File category 930: Service organizations**

FN: 930

Title: General service organizations correspondence files

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

Privacy Act: Not applicable.

Description:

Table B-116
File category 930: Service organizations—Continued

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

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

Disposition:

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

FN: 930-4a

Title: Army Emergency Relief organization files

Authority: NC-AU-76-9

Privacy Act: Not applicable.

Description: Information relating to the basis for authorizing, organizing, and prescribing procedures for operation of the Army Emergency Relief (AER) organization to relieve distress of members of the Army and their dependents.

Disposition:

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

FN: 930-4b

Title: Army Emergency Relief transactions

Authority: NN-166-204

Privacy Act: A0930-4CFSC

Description: Information accumulated by branches and sections of the AER organization in providing emergency financial assistance to members of the Army and their dependents. Included are financial and loan reports, applications for financial assistance, acknowledgments of remittances and assistance received, collection and indebtedness documents, cash books, loan ledgers, control ledgers, canceled checks, prenumbered receipts, and related information.

Disposition: Destroy in CFA after 3 years. (However, information pertaining to loans that have not been paid in full will be retained until paid or until approved as uncollectable.)

B-102. File category 1105: Corps of Engineers planning

a. Prescribing directives.

- (1) ER 1105-2-10, Planning Programs.
- (2) ER 1105-2-40, Economic Considerations.

b. Description. This information concerns formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works); also for military construction projects, including pre-authorization, post authorization, and modification activities during planning before detailed design and implementation. It includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports' preparation and processing, and pertinent coordination and information activities. See table B-117.

Table B-117
File category 1105: Corps of Engineers planning

FN: 1105

Title: General Corps of Engineers planning correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

FN: 1105-2-10a

Title: Civil Works planning and development correspondence

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the long-range planning and development of civil works activities, exclusive of specific files herein.

Disposition:

- a. OCE: Permanent.
- b. Field offices: Destroy after 5 years.

FN: 1105-2-10b

Title: Civil works small projects

Authority: NC1-AU-88-12

Privacy Act: Not applicable.

Description: Information pertaining to small flood control projects authorized under Section 205, 1948 Flood Control Act; small beach erosion projects authorized under Section 103, 1962 Beach Erosion Act; and small navigation projects authorized under Section 107, 1960 Rivers and Harbors Act. Included are detailed project reports, reconnaissance reports, photographs, design memorandums, related correspondence, and similar information.

Disposition:

- a. OCE: Destroy when no longer needed for current operations.
- b. Field offices:
 - (1) All detailed project reports: Permanent.
 - (2) Progress photographs: Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Visual Information Center, when no longer needed by the office of origin.
 - (3) Cartographic records (drawings, maps, specifications, and so forth): Permanent.
 - (4) All other records: Destroy when no longer needed for current operations.

FN: 1105-2-10c

Title: Civil works supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

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

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

FN: 1105-2-40a

Title: Economic data

Authority: NC1-AU-78-32

Table B-117**File category 1105: Corps of Engineers planning—Continued****Privacy Act:** Not applicable.**Description:** Information pertaining to crop values and distribution and flood plain areas by acres (that is, computation sheets of crop and structural losses, crop and structural curves, and specific economic flood backup data and maps).**Disposition:** Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.**B-103. File category 1110: Corps of Engineers engineering and design***a. Prescribing directives.*

- (1) ER 1110-1-5, Plant Pest Quarantined Areas.
- (2) ER 1110-1-8, Required Visits to Construction Sites by Construction Personnel.
- (3) ER 1110-1-260, Fire Protection Policy.
- (4) ER 1110-1-261, Control of Field Testing Procedures.
- (5) ER 1110-1-500, Incorporation of Fallout Protection into Army Military Structures.
- (6) ER 1110-1-1400, Exchange of Geologic and Hydrologic Information.
- (7) EM 1110-1-1806, Presenting Subsurface Information in Contract Plans and Specifications.
- (8) ER 1110-1-8100, Laboratory Investigations and Materials Testing.
- (9) ER 1110-2-1, Provisions for Future Hydropower Installation at Corps of Engineer Projects.
- (10) ER 1110-2-100, Periodic Inspection and Continuing Evaluation of Completed Civil Works Structures.
- (11) ER 1110-2-240, Water Control Management.
- (12) ER 1110-2-1150, Post-Authorization Studies.
- (13) ER 1110-2-1200, Plans and Specifications.
- (14) ER 1110-2-1400, Reservoir Control Centers.
- (15) ER 1110-2-1403, Hydraulic and Hydrologic Studies by Corps Separate Field Operating Activities and Others.
- (16) ER 1110-2-1453, Criteria for SPH and PMH Wind Fields.
- (17) ER 1110-2-1454, Corps Responsibilities for Non-Federal Hydroelectric Power Development Under the Federal Power Act.
- (18) ER 1110-2-1455, Cooperative Stream Gauging Program.
- (19) EM 1110-2-1906, Laboratory Soils Testing.
- (20) ER 1110-2-4001, Notes on Sedimentation Activities.
- (21) ER 1110-6-1, Fire Protection and Safety.
- (22) ER 1110-345-710, Drawings.
- (23) ER 1110-345-711, Standard Designs by Field Offices.
- (24) ER 1110-345-720, Specifications.

b. Description. This information concerns design of military, civil, and other agency construction projects, including creation of design criteria, concept plans, guide and contract specifications, and requisite drawings of architectural construction and mechanical details for contract purposes, also, information on actions pertaining to investigation of current and proposed technologies for application to Corps of Engineers projects. See table B-118.

Table B-118**File category 1110: Corps of Engineers engineering and design****FN: 1110****Title:** General Corps of Engineers engineering and design correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information,

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers engineering and design which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

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

Disposition:

a. ACTION: Destroy after 2 years.

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

FN: 1110-1-5a**Title:** Military guide specifications (Rescinded; use FN 310-1-5a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN: 1110-1-8a****Title:** Construction inspection reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.**Disposition:** Destroy after 6 years.**FN: 1110-1-260a****Title:** Fire protection designs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the application of fire protection criteria and standards in the design and construction of Army facilities.**Disposition:**

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

b. Other offices: Destroy when superseded or no longer required for reference.

FN: 1110-1-260b**Title:** Fire protection meeting files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information that may gather from meeting and liaison with public industry on fire prevention and protection methods and practices.**Disposition:** Destroy after 10 years.**FN: 1110-1-261a****Title:** Geological and soil data files**Authority:** NN-162-78**Privacy Act:** Not applicable.**Description:** These files include 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 rocks, and comparable information.**Disposition:**

a. OCE: Destroy when superseded.

b. Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.

FN: 1110-1-500a**Title:** Community shelter plans**Authority:** NC1-AU-78-113**Privacy Act:** Not applicable.**Description:** Information on the development and the adoption of plans for and by counties and municipalities. These are project-type

Table B-118
File category 1110: Corps of Engineers engineering and design—Continued

files that identify shelters, match people with shelter spaces, provide for public dissemination of emergency action instructions, and establish other measures necessary for 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 information.

Disposition: Destroy 6 years after completion or termination of project.

FN: 1110-1-500b

Title: Community shelter surveys and inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on 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 information.

Disposition: Destroy when facility is no longer used as a shelter.

FN: 1110-1-500c

Title: Community shelter progress reports

Authority: NC1-AU-78-112

Privacy Act: Not applicable.

Description: Information reflecting status and progress of the community shelter program. Included are reports identifying participating communities, data on contract negotiations, date of receipt of step reports, status of fallout shelter program, dollar value of contracts, and similar reports and data.

Disposition:

a. Office requiring report:

(1) Consolidated reports: Destroy after 10 years.

(2) Feeder reports: Destroy 1 year after consolidation.

b. Offices submitting reports: Destroy after 2 years.

FN: 1110-1-1400a

Title: Annual statements of surveys contemplated

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information 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.

Disposition: OCE: Destroy after 1 year.

FN: 1110-1-1806a

Title: Drawing approvals

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Preliminary and contract drawings, design analyses, and related information sent by field installations to COE for approval.

Disposition: OCE: Destroy 1 year after approval or disapproval. Earlier destruction is authorized.

FN: 1110-1-8100a

Title: Investigational status reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Model study requirements or other laboratory investigation reports and status of unobligated and unexpected balances of civil works funds.

Disposition: OCE: Destroy after 1 year.

FN: 1110-1-8100b

Title: Laboratory test reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of laboratory test reports kept by laboratories on specific construction projects.

Table B-118
File category 1110: Corps of Engineers engineering and design—Continued

Disposition: Destroy after 3 years. However, concrete test data and reports on unusually significant tests may be kept until no longer needed for future reference.

FN: 1110-1-8100c

Title: Division laboratory reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports covering activities at division laboratories indicating special investigations, acceptance, tests, new developments, and comparable information.

Disposition: Destroy when no longer needed for current operations.

FN: 1110-1-8100d

Title: Pavement and cold regions laboratory files

Authority: NC1-AU-78-32

Privacy Act: Not applicable.

Description: Information on the preparation of airfield pavement evaluation and failure reports and cold regions investigative tests and reports. Included are reports, supporting data, correspondence, and similar information.

Disposition:

a. Laboratory responsible for conducting investigation and test:

Permanent. PIF when no longer used for current studies and investigations, and cut off at the end of that year.

b. Other offices:

(1) Pavement evaluation reports: Destroy when superseded by a new report or no longer needed for reference.

(2) Pavement failure reports: Destroy 5 years after correction of failure or determination that correction will be made.

(3) Supporting data: Destroy when no longer required for future evaluation.

FN: 1110-2-1a

Title: Hydroelectric plant operating reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of Federal Power Commission reports pertaining to electric utilities and licenses (classes A and B) and annual reports of CE on named hydroelectric projects to the Federal Power Commission. (Field offices will file these reports in the project operation and maintenance basic FN 11-2-240a).

Disposition: OCE: Destroy after 5 years.

FN: 1110-2-100a

Title: Construction inspection reports (Rescinded; use FN 1110-1-8a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-2-240a

Title: Master development plans

Authority: NC1-AU-82-21

Privacy Act: Not applicable.

Description: Information pertaining to the administration and development of project land and water areas consisting of the master plan and full-scale maps.

Disposition: OCE: Permanent.

FN: 1110-2-240b

Title: Reservoir regulations manuals

Authority: NC1-AU-82-21

Privacy Act: Not applicable.

Description: Established plan for the functional operation of each reservoir.

Note: These files, when kept by field offices, are considered project operations and maintenance files.

Disposition: OCE: Permanent.

FN: 1110-2-1150a

Title: Civil works projects

Authority: NC1-AU-88-12

Privacy Act: Not applicable.

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

Description: Information created in connection with the planning, design, and construction of specific projects. It pertains 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 memorandums (definite project report); project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; "as-built" drawings; shop drawings; test and investigations (for example, aggregate, material, and durability); geological investigations (including borings, soil analyses, and so forth); cement and concrete reports; foundation reports; safety inspections; logbooks; construction field layout books; construction computations and cross-sections; relocations of roads, railroads, bridges, and cemeteries; progress photographs; history of constructions; pertinent correspondence, and related information. Note: Design memorandums, analyses of design, specifications, addenda, "as-built" drawings or their microfilm negatives, shop drawings, history of construction, master development plans, and other records necessary for operations and maintenance will be retained as a part of the project operation and maintenance files (FN 11-2-240a).

Disposition:

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

b. Field offices:

(1) All formal, near print or printed documents, and reports concerning each project. Included are design memorandums, master development plans, operations and maintenance manuals, reservoir regulation manuals, and similar information: Permanent.

(2) Cartographic records (drawings, maps, specifications, and so forth): Permanent.

(3) Progress photographs: Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Audiovisual Center, when no longer needed by the office of origin.

(4) All other records, such as correspondence, raw data in the form of notes, computer printouts, forms, and so forth: Destroy when no longer needed for current operations.

FN: 1110-2-1150b

Title: Special civil works projects

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files contain correspondence, technical reports, agreements, and related information pertaining to special civil works projects and problems which 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.

Disposition: OCE: Permanent. Cut off after 5 years and retire after 5 more years.

FN: 1110-2-1200a

Title: Civil Works guide specifications

Authority: NC1-AU-83-19

Privacy Act: Not applicable.

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

Disposition:

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

b. Other offices:

(1) Correspondence: Destroy after 2 years.

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

FN: 1110-2-1400a

Title: Reservoir and lock and dam letter permits

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files include information on 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

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

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.

Disposition: Destroy after 2 years.

FN: 1110-2-1400b

Title: Reservoir regulation charts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Charts and related correspondence submitted on all flood control, navigation, and multiple-purpose reservoirs.

Disposition: OCE: Destroy after 5 years.

FN: 1110-2-1403a

Title: Hydrologic and hydraulic data

Authority: NC1-AU-78-32

Privacy Act: Not applicable.

Description: These files include data relative to discharge measurements and ground water levels, surveys, stream and tide gauge observations, pollution studies, silting and sedimentation, salinity studies, beach and bank erosion, wind and wave action, and similar data.

Disposition:

a. OCE: Destroy when superseded or obsolete.

b. Field offices not converting data to microform: Permanent. Retire after reference needs have been exhausted or sufficiently minimized.

c. Field offices converting data to microform:

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

(2) Microforms:

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

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

FN: 1110-2-1403b

Title: Investigational projects

Authority: NC1-AU-85-6

Privacy Act: Not applicable.

Description: Information pertaining to investigative projects on 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 prepare 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 (FN 335-2-5c).

Disposition:

a. OCE: Destroy reports of investigation when superseded or obsolete. Destroy remaining files 2 years after completion of study.

b. Field offices:

(1) Final reports, including printed and unpublished "letter" reports:

(a) Copy maintained by creating office: Permanent. PIF on completion of study, cut off at the end of that year, and retire to FRC when 10 years old, transfer to NARA when 20 years old.

(b) All other copies: Destroy when no longer required for reference.

(2) Background documentation and related work papers: Cut off files upon completion of study. Retire to FRC when 2 years old, destroy when 10 years old.

FN: 1110-2-1453a

Title: Climatological data

Authority: NC1-AU-83-15

Privacy Act: Not applicable.

Description: This information includes data pertaining to precipitation, evaporation, transpiration, wind velocity, frost, ice, snow, and other climatological data compiled for flood and storm studies, weather bulletins, and comparable data including environmental research and cryogenics.

Disposition:

a. Offices not converting data to microform:

(1) Records predating 1873: Permanent.

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

(2) Records dated 1873 or later: Destroy when no longer needed for current operations.

b. Offices converting data to microform:

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

(2) Microforms:

(a) Records predating 1873: Permanent. In coordination with HQDA (SAIS-PSP), offer one silver halide set and one diazo or vesicular copy to the National Archives immediately.

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

FN: 1110-2-1454a

Title: Federal Energy Regulatory Commission permits and licenses

Authority: NC1-AU-85-49

Privacy Act: Not applicable.

Description: Information on COE operations under the Federal Power Act which includes reports of investigation on applications for Federal Energy Regulatory Commission permits and licenses for development of power affecting navigable waters. It includes applications or declarations of intention, investigations and reports, maps and plans, licenses, permits, public notice of hearings, and similar information.

Disposition:

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

b. Field Offices:

(1) Monthly reports: Destroy after 6 years

(2) Remaining records: Destroy 7 years after expiration of permits or licenses.

FN: 1110-2-1454b

Title: Federal Energy Regulatory Commission operating reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on supervision and inspection of operations under a Federal Energy Regulatory Commission permit or license. Included are copies of monthly and annual reports submitted to the Federal Power Commission.

Disposition: Destroy after 6 years.

FN: 1110-2-1455a

Title: Cooperative programs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to cooperative programs, such as stream gauging, snow surveys, hydrometeorological and hydroclimatic networks, and similar cooperative programs.

Disposition:

a. OCE: Destroy after 12 years.

b. Field offices: Destroy after 6 years. Cutoff yearly, or on completion of program, as applicable.

FN: 1110-2-1906a

Title: Geological and soil data

Authority: NC1-AU-85-7

Privacy Act: Not applicable.

Description: These files include 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 rocks, and comparable information.

Disposition:

a. OCE: Destroy when superseded.

b. Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.

FN: 1110-2-4001a

Title: Sedimentation activity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Report notes on sedimentation activities and related correspondence.

Disposition:

a. OCE: Destroy after 1 year.

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

b. Field offices: Destroy after 2 years.

FN: 1110-2-4001b

Title: Reservoir sedimentation data

Authority: NC1-AU-79-72

Privacy Act: Not applicable.

Description: Reservoir sedimentation data summaries and reports of sedimentation surveys.

Disposition: Destroy after publication of information in periodic reports prepared by the Science and Education Administration, Department of Agriculture.

FN: 1110-3-204a

Title: Building maintenance files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 6 years.

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

FN: 1110-6-1a

Title: Fire protection designs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

Disposition:

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

b. Other offices: Destroy when superseded or no longer required for reference.

FN: 1110-6-1b

Title: Fire protection meetings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information that may gather from meeting and liaison with public industry on fire prevention and protection methods and practices.

Disposition: Destroy after 10 years.

FN: 1110-345-710a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

FN: 1110-345-710e (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1110-345-710f (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1110-345-710g (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1110-345-710h
Title: Design development files
Authority: NC-AU-75-19
Privacy Act: Not applicable.
Description: Information on the development of design for emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.
Disposition: OCE: Destroy after 4 years. PIF on completion of design and cut off at the end of that year.

FN: 1110-345-710i
Title: Design and construction investigations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described elsewhere in the 1110-series of information prescribed by Engineer Regulations.
Disposition: OCE: Destroy 4 years after completion of investigation.

FN: 1110-345-710j
Title: Specification development reviews
Authority: NC1-AU-82-24
Privacy Act: Not applicable.
Description: 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.
Disposition:
a. Offices having Army-wide responsibility: Destroy after 10 years.
b. Other offices of the Army Staff: Destroy after 2 years.

FN: 1110-345-710k
Title: Standard design references
Authority: NN-166-204
Privacy Act: Not applicable.
Description: These files include one full-size reproducible copy or microfilm negative of standard drawings, standard specifications, and design analyses.
Disposition: Field offices: Destroy when superseded, obsolete, or no longer required for reference.

FN: 1110-345-710m
Title: Division and District standard drawings
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Files include original standard drawings (or their microfilm negatives) pertaining to standard construction within a Division or District. It does not include files described as standard design files.
Disposition: Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

FN: 1110-345-711a
Title: Standard designs
Authority: NC1-AU-82-24
Privacy Act: Not applicable.
Description: Original standard drawings (or their microfilm thereof), standard specifications, and design analyses prepared under the supervision of the COE by OCE and CE division and district offices pertaining to emergency, modified emergency, semipermanent, and permanent types of standard buildings, structures, or other facilities.
Disposition:
a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year. Original drawings will be destroyed if an approved microfilm has been made.
b. Field offices: Return original drawing to OCE after 1 year, or when necessity for changes decreases.

FN: 1110-345-711b
Title: Design development files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information on the development of design for emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.
Disposition: OCE: Destroy 4 years after completion of design.

FN: 1110-345-711c
Title: Design and construction investigations (Rescinded; use FN 1110-345-710i.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1110-345-711d
Title: Specification development reviews
Authority: NC1-AU-83-20
Privacy Act: Not applicable.
Description: 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.
Disposition:
a. Offices having Army-wide responsibility: Destroy after 10 years.
b. Other offices of the Army Staff: Destroy after 2 years.

FN: 1110-345-711e
Title: Standard design references (Rescinded; use FN 1110-345-710k.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1110-345-711f
Title: Division and District standard drawings
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Files include original standard drawings (or their microfilm negative) pertaining to standard construction within a Division or District. It does not include files described as standard design files.
Disposition: Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.

FN: 1110-345-720a
Title: Military guide specifications
Authority: NC1-AU-83-20
Privacy Act: Not applicable.
Description: Specifications and related correspondence used as guides for military construction contract specifications.
Disposition:
a. HQ, USACE/OCE and Huntsville Division: Destroy 7 years after supersession or obsolescence as reference needs require.
b. Other offices:

Table B-118
File category 1110: Corps of Engineers engineering and design—Continued

- (1) Correspondence: Destroy after 2 years.
- (2) Specifications: Destroy when no longer needed for current operations.

B-104. File category 1125: Corps of Engineers plant

a. Prescribing directives.

- (1) ER 1125-2-300, Plant Administration.
- (2) ER 1125-2-301, Revolving Fund.
- (3) ER 1125-2-303, Design, Acquisition, and Construction.
- (4) ER 1125-2-304, Inspection, Maintenance, Operation and Repair.

ER 1125-2-306, Plant Ownership.

b. Description. This information concerns formulation and implementation of criteria and procedures for design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plant, aircraft, radio equipment, and network systems, shops and yards, personal property, and facilities. See table B-119.

Table B-119
File category 1125: Corps of Engineers plant

FN: 1125

Title: General Corps of Engineers plant correspondence files

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

Privacy Act: Not applicable.

Description:

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

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

Disposition:

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

FN: 1125-2-300a

Title: Plant data

Authority: NC1-AU-85-44

Privacy Act: Not applicable.

Description: Information created in connection with the acquisition, operation, maintenance, alteration, repair identification, hire, lease scheduling, assigning accident investigation utilization, redistributions, and disposal of civil works aircraft, floating and land plants, nuclear power structures, and facilities. Included are plant description cards, drawings, photographs, operating and repair reports, and related information.

Disposition:

- a. Records relating to nuclear power plants: Permanent.
- b. All other records: Destroy 10 years after final disposition of plant.

FN: 1125-2-301a

Title: Plant replacement and improvement reports

Authority: NN-166-204

Table B-119
File category 1125: Corps of Engineers plant—Continued

Privacy Act: Not applicable.

Description: The files include ENG Form 1978 (Plant Replacement and Expenditures); 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.

Disposition: Destroy after 6 years, except ENG Form 1978-A first, second, and third quarter reports will be destroyed after 1 year.

FN: 1125-2-303a

Title: Plant logbooks

Authority: NC1-AU-78-113

Privacy Act: Not applicable.

Description: Engine, deck, and flight logbooks related to engineer civil works, floating plants, and aircraft.

Disposition: Destroy 20 years after final disposition of the plant.

FN: 1125-2-303b

Title: Marine design and construction files

Authority: NC1-AU-81-35

Privacy Act: Not applicable.

Description: Information on the design of floating plant and studies pertaining to marine projects but exclusive of contract information on construction of plant by contract. Included are design memorandum; design analyses 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 instructional manuals; prototype testing and evaluation data: ENG Form 3083-R (Floating Plant Initiation and Completion Design Report) and ENG Form 3638-R (Floating Plant Design and Construction Report).

Disposition:

- a. Marine Design Center: Destroy 5 years after disposition of plant or removal of plant from service.
- b. Other field offices: Destroy on disposition of plant, except destroy ENG Form 3083-R and ENG Form 3638-R after 5 years.

FN: 1125-2-303c

Title: Civil Works planning and development correspondence

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the long-range planning and development of Civil Works activities, but exclusive of specific files herein.

Disposition:

- a. OCE: Permanent.
- b. Field offices: Destroy after 5 years.

FN: 1125-2-304a

Title: Installation maintenance programs

Authority: NC1-AU-81-47

Privacy Act: Not applicable.

Description: Information on 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 information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 1125-2-304b

Title: Operation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting monthly and annual operations of Government-owned and contractor-owned dredges. Included are ENG Form 4266 (Hopper Dredges), ENG Form 4267 (Pipeline, Dripper, or Bucket Dredges), ENG Form 3735 (Sidecasting Dredges), Cost Form 30 (Subaqueous Drilling), ENG Form 2987 (Aircraft Operations), comparable reports, and related information.

Disposition: Destroy after 10 years.

Table B-119
File category 1125: Corps of Engineers plant—Continued

FN: 1125-2-304c
Title: Plant rate computations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting distribution of costs for operation of plant equipment. Included are Cost Forms 22 (Plant Rate Computation); ENG Forms 2438 (Plant Record Card-Group Plant), and comparable forms with related information.
Disposition:
a. Cost Forms 22: Destroy 4 years after final disposition of plant.
b. ENG Forms 2438: Destroy on final disposition of plant.

FN: 1125-2-304d
Title: Civil Works plant supervisory files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information kept by CE division offices which duplicates files kept by subordinate offices, as described herein.
Disposition: Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 1125-2-306a
Title: Plant correspondence
Authority: NC1-AU-79-60
Privacy Act: Not applicable.
Description: Information pertaining to all phases of acquisition, maintenance, operation, purchase, repayment, and utilization of Civil Works aircraft and the floating and land plant. It excludes specific files described in this category.
Disposition:
a. OCE: Destroy after 10 years. Retire after 5 years.
b. Other offices: Destroy after 5 years.

FN: 1125-2-306b
Title: Plant data
Authority: NC1-AU-85-44
Privacy Act: Not applicable.
Description: Information created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling, assigning accident investigation utilization, redistribution, and disposal of Civil Works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings, photographs, operating and repair reports, and related information.
Disposition:
a. Records relating to nuclear power plants: Permanent.
b. All other records: Destroy 10 years after final disposition of plant.

B-105. File category 1130: Corps of Engineers project operation

- a. *Prescribing directives.*
- (1) ER 1130-2-303, Maintenance Guide.
 - (2) ER 1130-2-305, Project Maps and Index Sheets.
 - (3) ER 1130-2-306, Navigation Lights, Aids to Navigation, Charts, and Related Data—Policy, Practices, and Procedures.
 - (4) ER 1130-2-310, Inspection of Dredging Operations.
 - (5) ER 1130-2-320, Equipment Failures and Transmission System Interruptions, Multiple-Purpose Projects with Power.
 - (6) ER 1130-2-322, In-Service Dates for Hydroelectric Generating Units and Monthly Power Plant Report.
 - (7) ER 1130-2-323, Power Station Operating Log, Multiple-Purpose Projects With Power.
 - (8) ER 1130-2-402, Policies—Operation and Maintenance Personnel and Telephone Services.

b. *Description.* This information concerns policies and procedures governing the day-to-day operations of projects in service. Information on safety, physical security, and some elements of administration will be placed in their respective subject series. See table B-120.

Table B-120
File category 1130: Corps of Engineers project operation

FN: 1130
Title: General Corps of Engineers project operations correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:

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

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

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

FN: 1130-2-303a
Title: Equipment records
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information on equipment maintenance services. Included are reports and equipment tests, manufacturers' guarantees, spare parts information, and maintenance instructions.
Disposition: Destroy on disposal of related equipment.

FN: 1130-2-305a
Title: Project and index maps
Authority: NC1-AU-85-19
Privacy Act: Not applicable.
Description: Information 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.
Note: District offices will place one copy of each revised project map in the Civil Works project file (FN 1110-2-1150a).
Disposition:
a. Districts and Operating Divisions: Permanent.
b. Other offices: Destroy when no longer needed for current operations.

FN: 1130-2-305b
Title: Civil Works construction supervisory files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information kept by CE Division offices which duplicates the information kept by subordinate offices, as described herein.
Disposition: Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is first.

FN: 1130-2-305c
Title: Waterway and boundary maps
Authority: NC1-AU-85-4
Privacy Act: Not applicable.
Description: Information on the preparation and distribution of maps, charts, brochures, pamphlets, and comparable information, 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 backup data used in their preparation, and similar information.

Table B-120

File category 1130: Corps of Engineers project operation—Continued

Disposition:

- a. OCE: Destroy correspondence after 1 year. Remaining files are permanent. Cut off yearly and retire after 10 years.
- b. Other offices: Destroy after 2 years, or on supersession or obsolescence.

FN: 1130-2-306a

Title: Navigation and chart data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Tabular forms reporting harbor and waterway channel conditions to the Oceanographic Office and U.S. Coast and Geodetic Survey.

Disposition: OCE: Destroy when superseded or obsolete.

FN: 1130-2-306b

Title: Plant data

Authority: NC1-AU-85-44

Privacy Act: Not applicable.

Description: Information created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling, assigning accident investigation utilization, redistribution, and disposal of civil works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings, photographs, the operating and repair reports, and related information. When plan is transferred, related field office files will be transferred with it.

Disposition:

- a. OCE: Permanent. PIF on final disposition of related plant and cut off at the end of that year.
- b. Other offices: Destroy 2 years after final disposition of plant.

FN: 1130-2-310a

Title: Dredging schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information constituting schedules kept by OCE that reflect planned dredging projects.

Disposition: Destroy when superseded or obsolete.

FN: 1130-2-320a

Title: Equipment failure and systems interruption reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the reporting of equipment failures and systems interruptions of CE hydroelectric projects. Included are reports and directly related correspondence.

Disposition: Destroy after 5 years.

FN: 1130-2-320b

Title: Civil Works project operation and maintenance supervisory files

Authority: NN-174-20

Privacy Act: Not applicable.

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

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

FN: 1130-2-322a

Title: Hydroelectric statements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: 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.

Disposition: Destroy after 5 years.

FN: 1130-2-322b

Title: Powerplant statistical reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of Federal Power Commission Form No. 4 (Monthly Power Plant Report) submitted by engineer field offices.

Table B-120

File category 1130: Corps of Engineers project operation—Continued

Disposition:

- a. OCE: Destroy after 3 years.
- b. Field offices: Destroy after 1 year.

FN: 1130-2-323a

Title: Operation reports or logs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files include station operation reports or logs concerning electric power generation and transmission facilities and necessary auxiliary equipment, tailwater and forebay water level recorder charts, lockmaster's daily log, visual and sound signaling systems report, the diving and divers' equipment reports and public use report (number of visitors), reports of trespass on Government property, work order registers, and similar information.

Disposition: Destroy after 6 years.

FN: 1130-2-402a

Title: Ground maintenance files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

B-106. File category 1145: Corps of Engineers regulator functions

a. Prescribing directives.

- (1) ER 1145-2-301, Use of Navigable Waters—Policy, Practice and Procedure.
- (2) ER 1145-2-305, Removal of Wrecks and Other Obstructions.
- (3) ER 1145-2-306, Representation of Submarine Cable and Pipe Line Areas on Government Charts.

b. Description. This information concerns actions involving regulatory functions assigned by law to the Corps of Engineers including, but not limited to, the issue of permits, removal of obstructive wreckage from navigable waterways, harbor and bulkhead lines, piers or dolphins in navigable streams, delineation of anchorage and quarantine areas, and disposal of soil in or adjacent to navigable waters. It excludes licenses and permits granted at reservoir projects which are in the 405 series. See table B-121.

Table B-121

File category 1145: Corps of Engineers regulatory functions

FN: 1145

Title: General Corps of Engineers regulatory functions correspondence files

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

Privacy Act: Not applicable.

Description:

- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers regulatory functions which cannot logically be filed with the detailed record series listed below. (It does not include instruction files. See FN 25-30q.)
- b. NONACTION: Matters relating to Corps of Engineers regulatory functions that are received for information only, on which no action is

Table B-121**File category 1145: Corps of Engineers regulatory functions—Continued**

required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

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

FN: 1145a

Title: Reservoir permits
Authority: NN-166-204
Privacy Act: A1145aCE

Description: Information on the issuance of permits by the Government to persons or organizations for use of reservoir areas, such as permits for fishing structures and pleasure boats, and temporary permits for floating bathhouses. Included are applications, permits, and related information.

Disposition: Destroy 1 year after expiration.

FN: 1145b

Title: Standard permits
Authority: NC1-AU-80-16
Privacy Act: A1145bCE

Description: Information on the issuance of permits to perform work under the regulatory authority of the DA 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 permits and drawings and inspection reports.

Disposition:

- a. OCE: Destroy when no longer needed for current operations.
- b. Field offices:
 - (1) Issued permits: Destroy 7 years after revocation, expiration, or removal of the object to which the permit pertains.
 - (2) Denied permits: Destroy 3 years after denial.
 - (3) 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.

FN: 1145c

Title: Nonaction construction permits
Authority: NN-166-204
Privacy Act: Not applicable.

Description: Construction permits on which construction is not started during the life of the permit.

Disposition: Destroy 2 years after expiration of permit.

FN: 1145d

Title: Navigable waterways supervisory files
Authority: NN-166-204
Privacy Act: Not applicable.

Description: Information kept by CE division offices which duplicates the information kept by subordinate offices as described herein.

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

FN: 1145e

Title: Violation of Refuse Act files
Authority: NN-166-204
Privacy Act: Not applicable.

Description: Information on the Refuse Act of 1899. Included are investigation reports and water sample analyses.

Disposition: Destroy after 5 years. Copies becoming part of litigation files will be disposed of with those case files.

FN: 1145f

Title: Harbor line approvals
Authority: NC1-AU-85-2
Privacy Act: Not applicable.

Description: Information pertaining to the establishment of harbor lines, pierhead lines, bulkhead lines, and changes to existing harbor

Table B-121**File category 1145: Corps of Engineers regulatory functions—Continued**

lines. Included are original tracings approved by the Secretary of the Army.

Disposition:

- a. OCE: Permanent.
 - (1) Original tracings: PIF on supersession or obsolescence and cut off at the end of that year.
 - (2) Remaining Files: Cut off yearly.
- b. Field offices:
 - (1) Duplicate copy of approved harbor line and modification: Destroy when no longer needed for reference.
 - (2) Remaining files: Permanent. PIF on supersession and cut off at the end of that year.

FN: 1145-2-301a

Title: Navigable waterway files
Authority: NC1-AU-76-61
Privacy Act: Not applicable.

Description: Information on 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. It excludes 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 similar information.

Disposition:

- a. OCE: Permanent.
- b. Field offices: Permanent. PIF on supersession and cut off at the end of that year.

FN: 1145-2-303a

Title: Reservoir permits (Rescinded; use FN 1145a.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1145-2-303b

Title: Standard permits (Rescinded; use FN 1145b.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1145-2-303c

Title: Nonaction construction permits (Rescinded; use FN 1145c.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1145-2-303d

Title: Navigable waterways supervisory files (Rescinded; use FN 1145d.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1145-2-303e

Title: Violation of Refuse Act files (Rescinded; use FN 1145e.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 1145-2-304a

Title: Harbor line approvals (Rescinded; use FN 1145f.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.