

ARMY REGULATION

AR 340-18-7

OFFICE MANAGEMENT

**MAINTENANCE AND DISPOSITION
OF MILITARY PERSONNEL
FUNCTIONAL FILES**

EFFECTIVE 1 JANUARY 1970

HEADQUARTERS, DEPARTMENT OF THE ARMY

AUGUST 1969

30 September 1974
14 August 1967

C 5, AR 340-18-6
AR 340-18-6

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

By Order of the Secretary of the Army:

Official:

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

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

★DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of General Personnel Management and Safety Functional Files—C (Qty Rqr Block No. 253).

CHANGE }
No. 8 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 9 August 1977

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF MILITARY
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1978

This change establishes an additional file number, 722-05, Chaplain Privileged Counseling/Interview Communication Case Files, and changes disposition instructions for file numbers 723-01, 723-04, 723-06, and 724-03.

AR 340-18-7, 14 August 1969, is changed as follows:

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

Remove pages
29 through 32

Insert pages
29 through 32

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

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

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and disposition of Mil Pers Functional Files—C.

CHANGE
No. 5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 30 September 1974

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF MILITARY
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1975

This change modifies the description and/or disposition instructions for file numbers 703-04, 704-03, 716-03, 716-04, 720-03, 720-06, 720-09, and 721-11; changes the titles of subfunctional categories 704, 717, and 723; rescinds 711-03, 711-04, and 720-11; adds file numbers 715-06, 716-02, and 716-08; and provides general updating.

AR 340-18-7, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
1 through 4	1 through 4
7 and 8	7 and 8
11 and 12	11 and 12
17 and 18	17 and 18
21 through 32	21 through 32
Authentication	Authentication

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

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

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Military Personnel Functional Files—C (Qty Rqr Block No. 258).

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 31 July 1973

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF MILITARY
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1974

This change modifies the description and/or disposition instructions of file numbers 708-01, 708-07, 709-03, 713-07, 715-01, 716-04, and 727-01; and provides general updating.

AR 340-18-7, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
11 and 12.....	11 and 12
15 and 16.....	15 and 16
19 thru 22.....	19 thru 22
35 and 36.....	35 and 36

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Military Personnel Functional Files—C (Qty Rqr Block No. 258).

CHANGE }
No. 3 }

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

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF MILITARY
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1973

This change identifies and provides disposition instructions for additional recruiting files, command personnel management inspection files, entertainment scholarship and award files, and retirement services control card files; establishes a retention period for morning reports accumulated by USMA; provides new disposition instructions for enlisted promotion files; establishes a longer retention period for disapproved military award case files; and provides general updating.

AR 340-18-7, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
5 and 6	5 and 6
11 through 18	8.1
21 through 24	11 through 18
31 and 32	21 through 24
35 and 36	31 and 32
	35 and 36

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

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

By Order of the Secretary of the Army:

BRUCE PALMER, JR.
General, U.S. Army
Acting Chief of Staff

Official:

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

Distribution:

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

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 4 August 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MILITARY PERSONNEL FUNCTIONAL FILES

Effective 1 January 1972

This change contains revised file descriptions and disposition instructions and corrects errors made in printing.

AR 340-18-7, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
7 and 8.....	7 and 8
11 through 14.....	11 through 14
17 and 18.....	17 and 18
21 and 22.....	21 and 22
33 and 34.....	33 and 34
Authentication.....	Authentication

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

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

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

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

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 20 July 1970

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF MILITARY
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1971

This change contains revised file descriptions and disposition instructions and corrects errors made in printing.

AR 340-18-7, 14 August 1969, is changed as follows:

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

	<i>Remove pages</i>	<i>Insert pages</i>
7 and 8.....		7 and 8
15 through 18	-----	15 through 18
21 and 22		21 and 22
27 and 28		27 and 28
31 and 32		31 and 32
A-1 through A-8		

Authentication

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

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

By Order of the Secretary of the Army:

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

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

Distribution:

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

September 1974
August 1969

C 5, AR 340-18-7
*AR 340-18-7

ARMY REGULATIONS
No. 340-18-7

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

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF MILITARY
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1970

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

1. Applicability. ★ *a.* This regulation is applicable to all Department of the Army elements except Active Army TOE units below division level, Army Reserve elements, ROTC elements, Army National Guard units, and TDA units conducting basic combat training or advanced individual training.

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

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

★ **3. Scope.** Under the Army Functional Files System, files relating to the major functional category of military personnel have been assigned the basic file number 700. This regulation contains file numbers, descriptions and retention periods for files relating to the functions of procuring and managing military personnel and providing personnel services for members of the Army. Common mission files are described in this regulation under file numbers

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-8, AR 340-18-9, AR 340-18-10, AR 340-18-11, AR 340-18-12, AR 340-18-13, AR 340-18-14, and AR 340-18-15 all dated 14 August 1969, supersedes AR 345-210, 31 October 1962, including all changes.

701-01 through 701-08. Other mission files are grouped into 27 subfunctional categories, as follows:

<i>Subfunctional category file no.</i>	<i>Subfunctional category file title</i>	<i>Page no.</i>
702	Military Personnel Procurement Files	6
703	USMA, ROTC, and OCS Personnel Procurement Files	7
★704	Recruiting Files	8
705	Military Personnel Appointment Files	9
706	Military Personnel Processing Files	10
707	Military Personnel Identification Files	11
708	Individual Military Personnel Files	12
709	Individual USMA Personnel Files	15
710	Individual Reserve Component Personnel Files	16
711	Military Personnel Management Files	17
712	Military Personnel Qualification and Classification Files	18
713	Military Personnel Testing Files	19
714	Military Personnel Distribution and Assignment Files	20
715	Military Personnel Accounting Files	21
716	Military Personnel Leave and Absence Files	22
★717	Military Personnel Promotion, Elimination, and Demotion Files	23
718	Military Awards Files	24
719	Military Personnel Survey Files	25
720	Military Personnel Discipline Files	26
721	U.S. Disciplinary Barracks Files	28
722	Chaplain Activities Files	30
★723	Recreation Services Files	31
724	Army Band Files	32
725	Personal Affairs Files	33
726	Military Personnel Casualty Files	34
727	Military Personnel Separation Files	35
728	Retired Military Personnel Files	36

01 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document the performance of its assigned military personnel activities. However, all the common mission files seldom will accumulate in a single office.

2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed.

For example: 701-01 Recruiting Instruction Files; 701-02 Military Personnel Testing Administrative Files; 701-07 Personal Affairs Reference Paper Files.

offices of major subcommands
Disposition

Offices of HQ, Department of the Army, offices of major ~~intermediate~~ commands ~~headquarters~~ and elements in a combat zone or designated as a combat support element in a combat zone (as defined in AR 310-25): Permanent. Cut off annually, or on supersession or obsolescence, as reference needs require.

Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first. Destroy after 2 years, or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

Offer in 5 year blocks after 20-25 years

File No.

Description

701-01

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

gm
per
NCI-44-52-1)
1/12/83

701-02

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

a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.

b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.

c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.

d. Extracts of IG, GAO, AAA, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function.

e. Documents relating generally to the application of ADPS and PCM operations within the functional area relating to military personnel activities.

f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.

- 701-03** Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other non-Federal organizations or agencies, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.
- Office requesting support and office providing support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.
- Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.
- 701-04** Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.
- Destroy on supersession or obsolescence.
- A(1) Elements of HQDA, major commands, and major subcommands: Permanent. Offer 20 years after cutoff.*
- 701-05** Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates, as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.
- A Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent. Cut off when no longer needed for current operations.*
- B Offices of other committee members: Destroy when no longer needed for current operations.*
- A(2) Elements at other command levels: Destroy 10 years after committee is dissolved.*
- 701-06** Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.
- Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.
- Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.
- 701-07** Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:
- a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.
- Destroy on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.
- b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.
- Destroy when no longer needed to facilitate or control work.

INC1-AV-87-5,
item 1 and
21-AV-78-64,
item 1; posted by
RADW 4/29/81

* [Changes per NCI-AU-78-63]

TO WNRC

93 1/24

27 September 1976

C 7, AR 340-18-7

File No.

Description

Disposition

c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.

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

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

Destroy after 1 year. Earlier destruction is authorized.

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

Destroy after 1 year. Earlier destruction is authorized.

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

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

701-08

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

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

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

27 September 1976

702 MILITARY PERSONNEL PROCUREMENT FILES

These files relate to obtaining military personnel to staff the Active Army and the Reserve Components.

File No.	Description	Disposition
702-01	Military personnel procurement planning files. Documents relating to the establishment or changing of the basic concepts for obtaining personnel to meet requirements for the Regular Army and Reserve Components, through universal military training, recruiting, reenlistment, or other means. Included are approved plans, disapproved plans, changes to plans, coordination documents, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. See NC-AV-75-31. Other offices: Destroy after 5 years.
702-02	Military personnel procurement quota files. Documents reflecting the establishment and assignment of quotas or allocations for induction, enlistment, appointment, officer candidate courses, ROTC, USMA, or similar source of actual or potential military personnel. Included are estimated quota requirements, assigned quotas, and similar or related documents.	Establishing offices: Destroy after 5 years. Other offices: Destroy after 1 year or on discontinuance, whichever is first.
702-03	Eligibility files. Documents related to verifying the eligibility of individuals for military service or appointments. Included are letters and reports designating Distinguished Military Students and Distinguished Military Graduates of ROTC and OCS and similar or related documents.	Destroy after 2 years or on discontinuance, whichever is first.
702-04	Eligibility determination files. Documents related to determining eligibility of individuals for admission to USMA, officer candidate schools, Reserve Officers Training Program, or similar personnel programs. Included are approvals, disapprovals, waivers, and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
702-05	Inquiry files. Documents relating to possible service in the Army, including admission to USMA or participation in ROTC and similar activities. Included are replies to inquiries and similar or related documents.	Destroy after 3 months or on discontinuance, whichever is first.
702-06	Military personnel procurement statistics files. Documents related to furnishing or consolidating statistical information on military personnel procurement programs. Included are reports and similar or related documents.	Offices performing Army-wide staff responsibilities: <i>offer 20 years</i> <i>Consolidated statistics:</i> Permanent. (Re: NCi-AV-75-63. <i>RAW 1/17/79</i>) <i>Field reports:</i> Destroy after 5 years; <i>Interim reports:</i> Destroy after 6 months. Intermediate offices: Destroy after 3 years or on discontinuance, whichever is first. Reporting agencies: Destroy after 2 years or on discontinuance, whichever is first.
702-07	Reenlistment eligibility files. Documents used for determining reenlistment eligibility of enlisted personnel. Included are reenlistment data cards containing data transferred from personnel records and similar or related documents.	Forward with MPRJ in accordance with AR 640-10. Destroy on reenlistment of individual or on individual's scheduled date of separation.

27 September 1976

704 RECRUITING FILES

These files relate to obtaining personnel for the US Army and Army Reserve by recruiting.

File No.	Description	Disposition
704-01	Recruiting publicity campaign files. Documents related to determining types of publicity media to be used and in developing publicity or promotion campaigns, including liaison with local committees, to stimulate volunteer entry or reentry into military service. Included are letters, minutes of meetings, and similar or related documents.	Offices performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
704-02	Recruiting advertising media files. Documents relating to the creation and production of specific radio and TV advertising programs used in recruiting campaigns. Included are copies of posters, still pictures, motion pictures, and similar or related documents.	Destroy after 5 years.
704-03	Examination/enlistment files. Documents relating to enlistment processing of individual applicants into the Armed Forces of the United States, including Reserve Components. Included are extra copies of worksheets of enlistment records; reports on applicants who decline to enlist, who elope, who reimburse or do not reimburse the Government for expenses involved, or who cannot be contacted; medical worksheets; copies of serology, radiographic, and urinalysis reports; enlistment qualification records; waivers for enlistment, grade determinations, enlistments for specific assignments, and other matters which clarify the status of each applicant as an individual; and similar or related documents. (Prepare separate file for each applicant and file alphabetically by name.)	Files of individuals who have entered the service and are on active duty: Cut off monthly and destroy after an additional 3 months; those on hand at time of discontinuance will be destroyed immediately. All others: Cut off in 6-month blocks and destroy after 1 additional year; those on hand at time of discontinuance will be destroyed immediately.
704-04	Medical and dental registrant case files. Documents related to the processing of doctors of medicine, dentistry, veterinary, and other allied specialties, who are liable for military training and service under the Universal Military Training and Service Act, including those accepting Reserve commissions and those who refuse or are not qualified for appointment. Included are reports of medical examination and history; qualification determination reports; correspondence concerning classification, physical status, availability for active duty, and similar matters, but exclusive of any papers required to be forwarded to higher authority, or the Armed Service concerned.	Files of individuals ordered to active duty, accepting commissions in the Army Reserve, or not qualified for appointment: Destroy after 1 year. All others: Destroy when registrant becomes 36 years old.
704-05	Enlistment contract files. Documents reflecting individuals who have enlisted in the Armed Forces of the United States. These documents are maintained by recruiting main stations. Included are triplicate copies of DD Form 4 (Enlistment Contract-Armed Forces of the United States) and supplements thereto.	Destroy after 1 year. Cut off in 6-month blocks.
	Health professional registrant files. Documents related to the processing of doctors of medicine, osteopathy, dentistry, veterinary medicine, and other allied specialists who are liable for military training and service under the Selective Service Act. These include those accepting Reserve commissions and those who refuse or are not qualified for appointment. Included are reports of medical examination and history; qualification determination reports; correspondence on classification, physical status, availability for active duty and similar matters.	During registration but not full mobilization: Destroy 1 year after registrant reaches maximum draft age. Files remaining after order to active duty and acceptance of commission in Army Reserve: Destroy after 1 year. Files on individuals found not qualified for appointment during mobilization: Return to Selective Service region or its local office.

[NC1-AU-81-62, approved 9/8/81; BB]

TAGO 440A

703 USMA, ROTC, AND OCS PERSONNEL PROCUREMENT FILES

These files relate to obtaining personnel for the US Military Academy, the Reserve Officers' Training Corps, and Officer Candidate Schools, and for staffing the US Army from these sources.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
703-01	USMA admission files. Documents concerning such matters as eligibility standards, nomination procedures, and examination processes which directly contribute to the program for obtaining and selecting individuals to attend the US Military Academy. Included are documents which form the basis for Department of the Army publications, directives, and instructions, policy decisions, precedent cases, and interpretation of Army directives.	Offices performing Army-wide staff responsibility: Permanent. USMA: Permanent. Other offices: Destroy after 2 years.
703-02	USMA entrance examination result files. Documents reflecting the results of examination for entrance to the US Military Academy. The examination results pertain to applicants in the Regular Army and Reserve Components, as well as those not connected with military service. Included are rosters and similar or related documents.	★USMA: Destroy after 50 years. Do not retire. Office performing Army-wide staff responsibility: Destroy after 2 yrs.
703-03	ROTC scholarship selected applicant files. Documents relating to the selection of individuals for ROTC scholarships. Included are applications, reference questionnaires, interview worksheets, descriptive reports, Scholarship Selection Board vote sheets, evaluation score sheets, documents reflecting College Entrance Examination Board scores, and similar or related documents.	Destroy 1 year after individual graduates or is disenrolled.
703-04	ROTC scholarship nonselected applicant files. Documents reflecting the nonselection of applicants for ROTC scholarships. Included are applications, physical exams, and medical histories, secondary school transcripts, documents reflecting extracurricular activities, documents reflecting CEEB scores, and similar or related documents.	Destroy after 5 years.
703-05	ROTC graduate files. Documents used to determine assignment of graduates, showing names and pertinent information concerning students scheduled to complete the senior Reserve officers training course and to be commissioned in the US Army Reserve. Included are rosters, cards, tapes, orders, and similar or related documents.	Destroy 1 year after completion of assignment.
703-06	Officer candidate school applicant files. Documents relating to application for entering Officer Candidate School. Included are qualification reports, statements of qualification, statements of branches for which qualified, and similar or related documents.	Destroy after 1 year, or on discontinuance, whichever is first.

27 July 1972

File No.	Description	Disposition
★704-06	Active recruiting prospect files. Documents reflecting individuals who are prospects for enlistment. Included are active recruiting prospect cards. <i>gm 9/17/79 NCA479-73</i>	Place in recruiting enlistee files (704-07) on enlistment of individual or place in terminated recruiting prospect files (704-08) when individual is no longer considered a prospect for enlistment.
★704-07	Recruiting enlistee files. Recruiting prospect cards reflecting recruiting prospects who have been enlisted.	Destroy in CFA 3 months after ETS of initial enlistment.
★704-08	Terminated recruiting prospect files. Recruiting prospect cards reflecting individuals who have not been enlisted and are no longer considered prospects for enlistment.	Review and destroy at the end of each calendar year. <i>Note: Review is made by area supervisor.</i>
★704-09	Recruiting center of influence files. Documents reflecting information such as names of individuals, establishments, Selective Service Boards, radio or TV stations. Included are center of influence cards and related documents.	Destroy when obsolete or no longer needed.

C 3, AR 340-18-7
a) Recruiting Prospect Cards --

b) REACT Reports --
Destroy after 2 yrs.
Earlier disposal is
authorized

4 August 1969

AR 340-18-7

705 MILITARY PERSONNEL APPOINTMENT FILES

These files relate to the appointment of individuals as commissioned or warrant officers in the U.S. Army and Army Reserve.

File No.	Description	Disposition / year.
705-01	Appointment application files. Documents reflecting the application of the individual and the evaluation, consideration, and acceptance or rejection thereof. Included are applications, requests for waivers, recommendations, evaluation reports, rating sheets, test papers, interview sheets, notifications, and similar or related documents.	Destroy after 2 years or on discontinuance, whichever is first. NCL-A4-80-41 97 7/23/80
705-02	Appointment selection board files. Documents reflecting determinations made by boards for selecting or rejecting applications for appointment. Included are board proceedings listing individuals selected or rejected and similar or related documents.	Destroy after 3 years or on discontinuance, whichever is first.
705-03	Appointment list files. Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and similar or related documents.	Destroy after 2 years, or on discontinuance, whichever is first.

14 August 1969

706 MILITARY PERSONNEL PROCESSING FILES

These files relate to processing individuals who are entering the military service, leaving the service, or changing status or location during service.

File No.	Description	Disposition
706-01 NCL-A4-81-11 gm 11/21/80	Personnel processing activities reporting files. Documents providing data for planning purposes, for reporting progress, and for evaluation of personnel processing procedures at personnel processing activities. Included are letters, forms, and similar or related documents.	Requiring office: Permanent. Reporting offices: Destroy after 2 years, or on discontinuance, whichever is first. <i>Destroy after 2 years.</i>
706-02	Departure clearance files. Documents reflecting clearance procedures accomplished with respect to departing military or civilian individuals. Included are clearance certificates, checklists, and similar documents with supporting papers such as copies of receipts or documents evidencing payment of commissary or telephone bills, return of materials held on memorandum receipt, and similar clearance matters.	Destroy after 1 year or on discontinuance, whichever is first.
706-03	Delay board proceeding files. Documents relating to delay in orders to active duty of Army Reserve personnel. Included are applications for delay or renewal thereof, copies of orders appointing delay and appeal boards, board proceedings, and similar or related documents.	Destroy 6 months after the individual reports for active duty or on discontinuance, whichever is first. However, when the active duty orders pertaining to an individual retained in the Ready Reserve are revoked, the files will be destroyed when the individual is ordered to active duty and complies with such orders; is discharged from the Army Reserve; is transferred to the Standby Reserve Inactive Status List; or transferred to the Retired Reserve.
706-04	Active duty reporting files. Documents relating to entry on or relief from active duty for training, or entry on or relief from active duty of military personnel, where procedural instructions do not provide for retention in the Military Personnel Records Jacket. Included are DD Forms 220 (Active Duty Report) and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.

707 MILITARY PERSONNEL IDENTIFICATION FILES

These files relate to providing each member of the Army with identification numbers and identification tags or cards. Also included are files related to providing identification for noncombatant, protected dependent, or other special groups of personnel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
707-01	Identification number allotment and assignment ledger files. Documents used by Army headquarters to control the allotment and suballotment of blocks of identification numbers and by recruiting offices to maintain a record of the assignment of specific numbers to individuals. Included are logs and similar or related documents. The requirement to maintain these files was discontinued 1 July 1969.	Destroy after 10 years. Cut off when an entire block of numbers is used. Retain in CFA for 5 years and transfer to RHA for remaining retention period.
707-02	Personnel identification instrument files. Documents related to devising or revising identification cards, tags, badges, or similar instruments of identification. Included are coordinating actions, artwork, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
707-03	Identification card files. Documents used by military personnel, their dependents, or other authorized personnel for establishing identity. Included are DD Forms 2A (Armed Forces Identification Card), DD Forms 1173 (Uniformed Services Identification and Privilege Card), and similar documents.	Destroy when card is voided prior to issue, is replaced, or is no longer valid.
707-04	Military identification card application files. Documents reflecting applications for military identification cards. Included are duplicate copies of DA Forms 428 (Application for Identification Card) and similar or related documents.	Destroy after 1 year.
707-05	Privilege card application files. Documents reflecting applications for privilege cards. Included are DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card) and similar or related documents.	Destroy after 6 years. However, application files for which cards have not been issued will be destroyed after 1 year or on discontinuance, whichever is first.
707-06	Identification card register files. Documents used for maintaining accountability for military identification or privilege identification cards. Included are registers and similar documents.	Destroy after 6 years. However, bound registers will be destroyed 6 years after last entry.

708 INDIVIDUAL MILITARY PERSONNEL FILES

These files reflect the military service and other personnel data of individual military personnel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
708-01	Military personnel records jacket files. Documents pertinent to the career and current assignment of the individual. The jacket accompanies the individual upon change in assignment or status. Documents in this file are restricted to those authorized for filing therein by Department of the Army directives.	The maintenance, forwarding, and disposition of the personnel records jacket (DA Form 201) and its contents are governed by AR 640-10 and AR 635-10.
708-02	Official military personnel folder files. Basic documents relating to the career of each military member of the Army. During service this file provides basic documentation for Headquarters, Department of the Army. After completion of service it contains permanent historical documentation, including permanent-type records from the personnel records jacket. Documents placed in this file are limited to those authorized for filing therein by Department of the Army directives. The individual's efficiency file folder is included.	Permanent. Retire to the US Army Reserve Components Personnel and Administration Center on separation of individual.
★708-03	Informational personnel files. Documents accumulated at the various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of documents filed in the military personnel records jacket, transmitting documents, and documents reflecting duty assignments and appointments, changes in personnel data, leave authorizations, branch transfers and details, authorization for separate rations, quarters, or wearing civilian clothing, and similar or related actions.	Destroy 1 year after transfer or separation of the individual.
708-04	Service number register files. Rescinded. No longer required.	
708-05	Emergency data files. Documents executed by military personnel which provide essential emergency information, such as next of kin, designation of person to be notified in case of emergency, and individuals entitled to survivor benefits. Included are forms, letters, and similar or related documents.	Destroy when superseded or upon separation of individual.
708-06	Military personnel auxiliary files. Documents maintained by Headquarters, Department of the Army action offices, which concern the military service of the individual. Included in the file for each individual are forms, letters, and similar or related documents.	Destroy after 1 year.
708-07	Adverse suitability information files. Documents containing adverse suitability information that is untrue, unsubstantiated, unsupported, or is satisfactorily rebutted or resolved by the individual. Included are documents reflecting alleged overdue debts, nonsupport, and similar acts of wrongdoing that, if true, would reflect unfavorably or adversely on the character of an individual.	Destroy after 1 year or on discontinuance, whichever is first.

Note. Adverse suitability information that is supported, substantiated, or otherwise determined to be true in accordance with procedures outlined in AR 600-15, AR 600-20, and AR 600-37 will be filed in appropriate personnel files as prescribed therein.

708 INDIVIDUAL MILITARY PERSONNEL FILES

These files reflect the military service and other personnel data of individual military personnel.

File No.	Description	Disposition
708-01	Military personnel records jacket files. Documents pertinent to the career and current assignment of the individual. The jacket accompanies the individual upon change in assignment or status. Documents in this file are restricted to those authorized for filing therein by Department of the Army directives.	The maintenance, forwarding, and disposition of the personnel records jacket (DA Form 201) and its contents are governed by AR 640-10 and AR 635-10.
708-02	Official military personnel folder files. (Formerly TAG 201 files.) Basic documents relating to the career of each military member of the Army. During service this file provides basic documentation for Headquarters, Department of the Army. After completion of service it contains permanent historical documentation, including permanent-type records from the personnel records jacket. Documents placed in this file are limited to those authorized for filing therein by Department of the Army directives. The individual's efficiency file folder is included.	★Permanent. Retire to the US Army Reserve Components Personnel and Administration Center on separation of individual.
708-03	Informational personnel files. Documents accumulated at the various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of papers in basic records, transmittals, and routine actions. Individual name folders will not be established for informational personnel files, except when there are 50 or more papers contained in a file relating to one individual. Backing sheets will be placed on the folder contents only at the time of chargeout.	Destroy after 1 year or on discontinuance, whichever is first.
708-04	Service number register files. Rescinded. No longer required.	
708-05	Emergency data files. Documents executed by military personnel which provide essential emergency information, such as next of kin, designation of person to be notified in case of emergency, and individuals entitled to survivor benefits. Included are forms, letters, and similar or related documents.	Destroy when superseded or upon separation of individual.
708-06	Military personnel auxiliary files. Documents maintained by Headquarters, Department of the Army action offices, which concern the military service of the individual. Included in the file for each individual are forms, letters, and similar or related documents.	Destroy after 1 year.
708-07	Adverse suitability information files. Documents containing adverse suitability information that is untrue, unsubstantiated, unsupported, or is satisfactorily rebutted or resolved by the individual. Included are documents reflecting alleged overdue debts, nonsupport, and similar acts of wrongdoing that, if true, would reflect unfavorably or adversely on the character of an individual. <i>Note.</i> Adverse suitability information that is supported, substantiated, or otherwise determined to be true in accordance with procedures outlined in AR 600-15, AR 600-20, and AR 600-37 will be filed in appropriate personnel files as prescribed therein.	Destroy after 1 year or on discontinuance, whichever is first.

27 July 1972

C 3, AR 340-18-7

File No.
708-08

management

Description

Disposition

Career branch individual files. Documents relating to the career of the individual, assembled in a file to provide information required for ready reference by the office responsible for planning, and determining career personnel actions, such as assignments, reassignments, details, classification, promotions, selection or nonselection, retention on active duty, and related career management activities. These files duplicate, in part, the basic information in the official military personnel folder. They also contain additional material used in monitoring the career of the individual, such as preference cards and statements, interview records or correspondence with the individual concerning present or future assignments and retention on active duty, and similar type documents. These files are maintained in control branches and are transferred to the gaining branch in the event the individual transfers to a new career branch.

~~Destroy upon death, separation, or retirement, except as prescribed below: Army Reserve officers released from active duty, and Regular Army officers appointed in the Army Reserve at time of release from active duty upon resignation of Regular Army commission. Forward following documents, if available, to appropriate Army headquarters for officers assigned to Army Reserve units, or to US Army Reserve Components Personnel and Administration Center for officers not assigned to Army Reserve units: efficiency reports; academic reports; letters of appreciation and commendation; admonitions and reprimands imposed under Article 15, UCMJ; statement of service rendered as of 28 February 1954; college transcripts; and personnel actions, such as promotions, nonselections and category extensions and denials. Destroy remaining documents.
National Guard officers released from active duty. Forward following documents, if available, to the National Guard Bureau: efficiency reports, academic reports, letters of appreciation and commendation, and admonitions and reprimands under Article 15, UCMJ. Destroy remaining files.~~

Disposition:

- a. Active Army: Destroy upon separation from active duty.
- b. Reserve Components and CONUS Armies: Destroy upon change of component or when individual has no further service obligation.

[Per NCI-AU-81-71, Stead 1 & 2, signed by N on 10/15/81, RAO 10/20/81]

708-09

Mobilization designee files. Documents accumulated by proponent agencies relating to mobilization designation positions. Included are assignment documents, pertinent background and personnel data concerning the individual and his military career, and termination of the mobilization designation.

Destroy 1 year after termination of mobilization designation, or on discontinuance, whichever is first.

708-10

Qualification record extract files. Documents reflecting qualifications of military personnel. Included are extracts of DA Forms 20 (Enlisted Qualification Record) and DA Forms 66 (Officer Qualification Record) and related documents.

Destroy when individual is transferred or separated.

★708-11

Qualification record control files. Rescinded. No longer required.

708-12

Qualification record change files. Documents used by control branches to update copies of DA Forms 66 (Officer Qualification Record) and other pertinent records. Included are reports of change to qualification records and similar or related documents.

Destroy when required posting and updating operations have been completed.

708-13

Status and personnel data files. Documents providing action offices with supplemental data or information concerning such matters as qualification, efficiency ratings, duty assignments, grade, date or rank, and similar information on individuals. Included are extracts from other personnel records and similar or related documents.

Destroy on transfer or separation of individual when obsolete, or upon discontinuance, whichever is first.

708-14

Personnel action suspense reporting files. Documents used to flag and report information which warrants suspension of personnel actions. Included are letters, forms, and similar or related documents.

Destroy on completion of final action and submission of final status report.

27 July 1972

File No.

Description

Disposition

18-15

Personnel suspense card files. Documents used by unit personnel offices for each individual to provide a system for assuring that personnel actions are accomplished on time. Included are DA Forms 2431 (Personnel Suspense Card) and similar or related documents.

★ Destroy on separation of individual. Forward with MPRJ on change of MPRJ custodian.

708-16

★ Personnel readiness files. Documents reflecting personal affairs information on personnel subject to rapid deployment in support of contingency plans. Included in each individual's file are checklists; change of address card; identification card; record of emergency data; bailment agreement; applications for storage, transportation, and shipment of personal effects; applications for basic allowance for quarters; and similar or related documents.

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

deleted

708-17

~~Contract surgeon personnel files. Documents relating to civilian surgeons whose service is performed under contract. These documents are maintained by the Office of The Surgeon General, Department of the Army. Included in each individual's file are copies of contracts, correspondence, and similar or related documents.~~

~~Permanent. Transfer to CO, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis MO 63132, at the end of the calendar year in which contract is terminated.~~

708-18

★ Line of duty files. Documents related to determining line of duty status and investigating incidents concerning individual members of the Army requiring line of duty determination. Included are statements of medical examination and duty status, reports of investigation—line of duty and misconduct status, notifications of findings, and similar or related documents.

Destroy after 5 years.

708-19

DISPOSITION: Transfer to Washington National Records Center (WNRC). When 20 years old, WNRC will transfer to National Personnel Records Center (NPRC) for use in reconstructing military personnel records. NPRC will destroy any records found to be duplicative or of no value in records reconstruction.

708-19 Correction of military records case files: Documents reflecting action taken by the Army boards and the Secretary of the Army on applications for correction of military records. Included in each case are applications, transcripts of testimony, documents considered by the board, briefs and written arguments, findings, conclusions and recommendations of the board, and similar documents.

*NCI-AU-83-9
12/20/82*

14?
Replaced by 912-05
12-05

708-20

Sustainability Evaluation Board Files.
[See job for description]

Destroy after 20 years in CFA

[per NCI-AU-81-25, Item 1, R.A.W. 4/10/81]

708-19 Series description "TRANSFER TO NPRC" e#20

709 INDIVIDUAL USMA PERSONNEL FILES

These files relate to candidates for admission to the US Military Academy and cadets who attend the Academy.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
709-01	USMA candidate files. Documents relating to candidates for the United States Military Academy. These files are maintained by USMA and the Headquarters, Department of the Army office responsible for staff supervision of this function. Included are applications, nominations, appointments, acceptances, physical examinations, and similar or related documents.	Withdraw and transfer to USMA Cadet Files (file No. 709-03) on admission of the candidate to USMA. Destroy remaining files on expiration of age eligibility or after 3 years, whichever is later.
709-02	USMA candidate index files. Documents reflecting information on each candidate for entrance to the United States Military Academy, maintained by the Headquarters, Department of the Army office responsible for staff supervision of this function. Included are cards and similar or related documents.	Destroy in CFA after 15 years. Review file at least once each 5 years for this purpose.
709-03	USMA cadet files. Documents relating to appointment and attendance of each cadet at the United States Military Academy. Included are folders of files comparable to the official military personnel folder for members of the Army. Files in this category are maintained by USMA and the Headquarters, Department of the Army office which has staff responsibility for this function.	Headquarters, Department of the Army office: Permanent. Files of individuals who are commissioned become part of the Official Military Personnel Folder. Files of individuals not commissioned are transferred to the USMA 5 years after termination of attendance at USMA. ★USMA: Permanent. Transfer to Dean of the Academic Board 1 year after graduation, retire to USMA Archives after 30 years.
709-04	USMA cadet register files. Documents reflecting all cadetships at the United States Military Academy, maintained by the office responsible for supervising this function at Headquarters, Department of the Army level. Included are cards and similar or related documents.	Annually withdraw and destroy records 20 years old.

710 INDIVIDUAL RESERVE COMPONENT PERSONNEL FILES

These files relate to individual personnel in the National Guard of the United States and the US Army Reserve

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
710-01	ARNGUS officer personnel files. Documents maintained by the National Guard Bureau relating to the service of officers and warrant officers in the Army National Guard of the United States. Included are qualification records, orders, correspondence, and similar related documents.	★Permanent. Transfer to US Army Reserve Components Personnel and Administration Center after separation from ARNGUS.
710-02	Reserve officer career management files. Documents pertaining to the evaluation and rating of Reserve officers. Included are Army Reserve officer evaluation reports, academic reports, copies of letters of appreciation and commendation, copies of admonitions and reprimands, officer efficiency reports, and similar or related documents.	Destroy on final separation from the Army Reserve. <i>Note.</i> Forward in accordance with AR 140-241 when individual transfers within the Army Reserve, enters on active duty, transfers to ARNGUS, or is assigned to the Standby or Retired Reserve.
710-03	Medical officer classification data files. Documents retained by Area Command Surgeons which reflect data on changes in professional qualifications of commissioned officers of the Army Medical Department Reserve. Included are qualification records and similar or related documents.	Forward to gaining Army Area Command Surgeon on transfer of officer. Destroy on separation of officer from Reserve status.

711 MILITARY PERSONNEL MANAGEMENT FILES

These files include personnel management studies and documents reflecting trends in various facets of personnel management.

File No.	Description	Disposition
711-01	Personnel management study files. Documents reflecting the analyses and development of personnel management concepts, standards, and systems. Included are feasibility studies, survey reports, analyses, evaluations, determinations, and similar or related documents.	Offices initiating studies: <i>Offices performing Army-wide staff responsibility: Permanent. Lower echelon offices: Destroy after 20 years.</i> Other than initiating offices: Destroy after 5 years.
711-02	Military personnel trend files. Documents reflecting trends in personnel strength, reenlistments, separations, distribution, efficiency reporting, promotions, and similar actions. Included are copies of reports reflecting personnel data in connection with years of service, overall strengths, totals in MOS and grade, reenlistments and separations, average scores, Selection Board actions, eligibility for additional pay, temporary promotion eligibility, DA appointments, efficiency reporting, Army aviators in flight status, and similar personnel data.	Summarized trend reports and studies prepared in DCSPER: <u>Permanent</u> . Cut off when no longer required for current operations. <i>(Per NCI-AU-78-63, RAW 1/17/77)</i> Copies of reports from which summaries and studies are prepared: Destroy after 10 years. ✓
711-03	Equal opportunity complaint case files. Rescinded. Use 614-03.	
711-04	Equal opportunity reporting files. Rescinded. Use 614-01.	
711-05	Command personnel management inspection files. Documents relating to performing and reporting on command personnel management inspections. Included are notifications of inspections, worksheets, draft reports, final reports, reinspection reports, and similar or related documents.	Offices performing CPMI: Destroy after next CPMI. Other offices: Destroy after 2 years.

25 September 1975

712 MILITARY PERSONNEL QUALIFICATION AND CLASSIFICATION FILES

These files relate to ascertaining qualifications of the individual, selecting qualified persons for specific assignments and duties, and measuring individual proficiency.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
712-01	Classification score card files. Documents reflecting scores in rifle, pistol, machinegun, mortar, and other firing. Included are score cards and similar or related documents.	Destroy on publication of special order.
712-02	Military job description files. Documents reflecting duties of military positions. Included are job descriptions and similar or related documents.	Destroy when superseded or obsolete.
712-03	MOS classification board proceeding files. Documents reflecting evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction, or discharge, where readjustment or reclassification is indicated because of mental, physical, or emotional instability, psychiatric reasons, or inefficiency. Included are proceedings of MOS classification boards and similar or related documents.	Destroy after 2 years or on discontinuance, whichever is first.
★712-04	MOS Information Files. Documents used in developing and maintaining commissioned officers, warrant officers, and enlisted MOS structures that identify and describe military positions for Army-wide use, and establishing personnel qualifications to facilitate the selection, training, distribution, assignment, management, and professional development and use of personnel. Included are studies involving research, classification, job analysis, job evaluation, and similar data needed to design and improve existing occupational and personnel management methods, techniques, and systems.	MILPERCEN: Destroy 2 years after cancellation of the related MOS. Other Offices: Destroy when no longer needed for reference.

713 MILITARY PERSONNEL TESTING FILES

These files relate to determining the aptitudes, qualifications, and proficiency of individual military personnel.

File No.	Description	Disposition
713-01	Test development files. Documents reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and similar or related documents.	Office responsible for developing test: Permanent. Offer to NARS when 20 yrs. old. Other offices: Destroy after 2 years or on discontinuance, whichever is first. NCI-AU-79-26 Use Ia & IIb.
713-02	Scored qualification test files. Documents used to determine qualifications to be recorded on the individual's qualification record. Included are scored qualification test sheets or booklets, and similar or related documents. <i>NCI-AU-80-44</i>	Destroy after 1 year . <i>6 months after receipt of Individual Soldier's Report or end of test period, whichever is first</i> AW 3/24/80
713-03	Test material inventory files. Documents resulting from daily inventories and examinations of test booklets and scoring keys in current use and other periodic inventories taken of all accountable test materials. Included are daily inventory sheets, periodic inventory papers, and similar or related documents.	Destroy after 1 year.
713-04	Test material stock control files. Documents reflecting the balance of test booklets and scoring keys on hand. Included are forms used for test booklet and scoring key running inventories.	Destroy after 1 year.
713-05	Test material accountability files. Documents accumulated from accounting for each test booklet and scoring key. Included are test booklet and scoring key ledger sheets, reports of investigation concerning loss, and similar or related documents.	Destroy 1 year after all booklets or scoring keys listed thereon have been destroyed.
713-06	Test score transmittal files. Documents used in transmitting test scores to custodians of personnel records, to selection and evaluation boards, and other agencies authorized to receive test scores. Included are copies of correspondence and related documents.	Destroy after 1 year or on discontinuance, whichever is first.
713-07	Qualification test answer files. Documents relating to mental qualification tests administered to applicants for enlistment and registrants. Included are scored answer sheets or booklets pertaining to the Armed Forces Qualification Test, Armed Forces Women's Selection Test, Non-Language Qualification Test, Terminal Screening, Army Qualification Battery, Women's Army Classification Battery, and similar tests.	Destroy after 1 year. Note. Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270.
713-08	Test material destruction files. Documents reflecting the destruction of such testing materials as test manuals, test booklets, scoring keys, answer sheets, and similar items. Included are destruction certificates and similar or related documents.	Destroy in CFA after 2 years or on discontinuance, whichever is first.
★713-09	Test background data files. Documents accumulated by the office performing Army-wide staff responsibility. Files are used to conduct continuous evaluation and analysis for the purpose of management improvement of Army-wide test programs. Included are documents reflecting test development, test establishment, test procedures, coordination with other agencies, and similar or related papers.	Destroy 25 years after the test is discontinued.
★713-10	Specimen test material files. Documents accumulated by the office performing Army-wide staff responsibility. Files are used for research, reference, and study. Included are specimen sets and extra copies of current and obsolete Army personnel test materials, such as test manuals, test booklets, answer sheets, and scoring devices.	Destroy when no longer needed for reference.

714 MILITARY PERSONNEL DISTRIBUTION AND ASSIGNMENT FILES

These files relate to distributing available individuals to meet personnel requirements; and assigning, transferring, or detailing individuals for duty with specific units or activities.

File No.	Description	Disposition
714-01	Military personnel distribution control files. Documents related to determining and effecting the actual distribution or re-distribution of personnel. Included are notifications of allocations and levies, reports or rosters of personnel available, requirements (requisitions); distribution instructions; short shipments, and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
714-02	Military personnel assignment files. Documents related to assigning or reassigning specific officers, warrant officers, and enlisted personnel to their places and/or types of duty. Included are requisitions; nominations; applications and preference statements of individuals; assignment orders or instructions; deferments, delays, or restrictions (like sole surviving son or conscientious objectors); terminations or extensions thereof; and similar or related documents.	A. Destroy 1 year after transfer or separation of individual. (NCI-AU-80-41) B. U.S. Army Personnel Center: Destroy after 3 years in current files. (NCI-AU-81-69)
714-03	Military personnel assignment accessory files. Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and similar or related documents.	Destroy when superseded, obsolete, or no longer needed.
714-04	Branch transfer request files. Documents related to processing specific cases involving branch transfers. Included are requests, recommendations, coordination, and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
714-05	Branch detail request files. Documents related to processing specific cases involving branch details. Included are requests, applications, recommendations, coordination papers, and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.

715 MILITARY PERSONNEL ACCOUNTING FILES

These files relate to recording and reporting the location and the duty or non-duty status of military personnel, dependents of Active Army military personnel, US citizen civilian Army employees and their dependents, and cadets of the US Military Academy.

File No.	Description	Disposition
715-01	Morning reporting files. Documents used for daily accounting of military personnel and USMA cadets. Included are DA Forms 1 (Morning Report) and similar or related documents.	<p>A.) US Army Reserve Components Personnel and Administration Center:</p> <ol style="list-style-type: none"> 1.) Hardcopy. Destroy after conversion to microfilm and verification for accuracy. 2.) Microfilm. Transfer to [REDACTED] NPRC when 9 years old. Destroy when 75 years old, except that records used in records reconstruction will be retained until no longer needed for that purpose. <p>B.) Unit personnel section personnel service division, personnel service company, and similar organizations: Destroy after 1 year, or on discontinuance, whichever is first.</p> <p>C.) Unit preparing report: Destroy after 1 year.</p> <p>D.) USMA: Cut off annually. Retain 1 year in CFA then retire to USMA Archives. Destroy when 75 years old.</p>
715-02	Organization roster files. Documents reflecting military personnel on duty with each organization and used for verifying and reconciling personnel accounting. Included are rosters and similar or related documents.	<p>RCPAC: Cut off at end of calendar year. Retire to NPRC. Destroy 75 years after date of cut off.</p> <p>Other offices: Destroy after 1 year, or on discontinuance, whichever is first.</p>
715-03	Personnel data and locator card files. Documents reflecting morning report remarks and other information on members and former members of a unit. Included are personnel data cards, locator cards, and related documents.	Destroy 1 year after transfer, departure, or separation of the individual or destroy on discontinuance, whichever is first.

see NC-A4-80-21

715-04

Army strength reporting files. Documents compiled to report, actual or projected strength of the Army and various segments or categories thereof. Included are printouts, listings, and similar or related documents.

- A.) Office responsible for compiling Army-wide data: Cut off annually, hold 1 year in CFA and then retire to WNRC with next regular shipment. Destroy 25 years after cut off.
- B.) Reporting organizations and Military Strength Monitors at installations & MACOM. Destroy after 2 years.
- C.) Other offices: Destroy when no longer needed for current operations.

*100-AU-81-46
Jm
6/10/81*

715-05

Individual personnel change files. Documents prepared for reporting a change to and updating of the data processing activity file. Included are punched cards, DA Forms 1-1, and similar or related documents.

Destroy after 1 year. Earlier destruction is authorized.

715-06

Personnel Data Card files. DA Form 2475-2 (SIDPERS Personnel Data Card) reflecting historical data and information bearing on the legal and financial rights of the individual; other personnel information; and actions reported as SIDPERS change report remarks on members assigned/attached to a military unit. Only the SIDPERS Personnel Data Card will be maintained and retired under this file number.

Place in inactive file when individual departs unit. Hold 1 year in CFA; retire to National Personnel Records Center (NPR) with next regular shipment. Destroy 75 years after last entry or date of GSA FRC accession.

*↑
Whichever
comes first!
Jm
8/27/81*

715-07 Personnel system reporting file's. Computer-generated reports pertaining to strength accounting, organizational and personnel record keeping, information exchange with other automated systems, command and staff reporting designed for use by the functional manager, personnel manager and data analysts (but not including the Personnel Strength Zero Balance Report, SIDPERS C-27).

Dispose of in CFA in accordance with DA Pam 600-8 series.

715-08 Personnel strength zero balance report. This report (SIDPERS C-27) is a product of the Standard Installation/Division Personnel System (SIDPERS) which is a standard, automated, integrated personnel system designed to provide personnel data support at corps, division, brigade, battalion, and unit levels. It replaced the Morning Report (file number 715-01) for which phase-out began in 1973. SIDPERS is an integral part of the Army's Personnel Information System. Its two major functions are (1) strength accounting, and (2) correct duty status of each member of the Army on the last day of each month. Only the SIDPERS C-27 report will be maintained and retired under this file number after "reconciliation" by the unit.

Servicing MILPO: The "reconciled" C-27 Report will be cut off annually or when the reporting unit/activity is reduced to zero strength; held 1 year in CFA or RHA; and retired to National Personnel Records Center (MPR) with next regular shipment. Destroy 56 years after cutoff.

All other offices: Destroy when no longer needed for reference.

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716 MILITARY PERSONNEL LEAVE AND ABSENCE FILES

These files relate to the granting of leave and passes to military personnel and to unauthorized absences from duty.

File No.	Description	Disposition
716-01	Leave order files. Rescinded. Use 103-01 or 701-07, as applicable.	
★716-02	Leave of absence files. Copies of DA Form 31 used in requesting and granting leave for military personnel.	Destroy after 6 months, or on discontinuance, whichever is first.
★716-03	Enlisted personnel pass files. Documents authorizing enlisted personnel to be absent on other than leave.	Destroy upon return of the individual from pass, except when required as evidence in proceedings.
716-04 ★	Military personnel register files. Documents used to record absences from military installations or activities on other than leave containing signatures; time of departure or arrival; name, grade, rank of individual; destination and address while absent; length of absence; and similar information. Included are registers and similar or related documents.	Destroy after 6 months, or on discontinuance, whichever is first.
716-05	AWOL statistical reporting files. Documents used to provide statistical data concerning military personnel absent without leave. Included are feeder reports, letters, forms, and similar or related documents.	Office performing Army-wide stan responsibility: Permanent. ⁴⁰⁷ Other offices: Destroy after 1 year, or on discontinuance, whichever is first. ^{Office to VARS when 20 yrs. old}
716-06	Absentee status files. Rescinded. Use 708-03 or 701-07, as applicable.	DCI-AU-79-21 Items 3a & 3b
716-07	Individual sick slip files. Rescinded. Use 101-01, if needed.	
★716-08	Leave control log files. DA Form 4179-R, used to control absences from unit or activities containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and related information. Included are logs and similar or related documents.	Destroy after 1 year, or on discontinuance, whichever is first.

717 ★ MILITARY PERSONNEL PROMOTION, ELIMINATION, AND DEMOTION FILES

These files relate to prescribing conditions and procedures for the promotion or demotion of military personnel and the application of these principles to specific cases.

File No.	Description	Disposition
717-01	Promotion list numerical files. Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.	Destroy on separation of the individual, or when superseded or obsolete.
717-02	Promotion eligibility roster files. Documents relating to individuals eligible for consideration for promotion. Included are recommendations and similar or related documents.	Destroy after 2 years.
717-03	★ DA selection board reporting files. Documents relating to consideration of officers, warrant officers, and enlisted personnel for promotion and elimination. Included are selection board proceedings, lists of officers and enlisted personnel recommended for promotion, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Cut off annually. Retire to Washington National Records Center after 5 years in CFA. (Per NCI-AV-78-63, RAW 11/17/79) Other offices: Destroy after 2 years.
717-04	Nomination and confirmation files. Documents reflecting officers nominated by the President for appointment or promotion in the Regular Army and officers whose nominations have been confirmed by the Senate. Included are rosters, lists, and similar or related documents.	Permanent. (Per NCI-AV-78-63, RAW 11/17/79) Offer to National Archives 20 years after creation.
717-05	Promotion eligibility determination files. Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.	Destroy after 1 year.
717-06	Enlisted promotion files. Documents related to considering enlisted personnel for promotion. Included are approved requests, disapproved requests, orders, promotion lists, and similar or related documents.	Destroy on promotion of individual. Forward with MPRJ on change of MPRJ custodian.
717-07	Reserve Officer promotion files. Documents accumulated by Army area headquarters and Reserve selection boards relating to the promotion of commissioned officers (other than general officers) and warrant officers of the Army Reserve not on active duty. Included are selection board proceedings on personnel selected and not selected for promotion; individual status cards used for control purposes; statements relative to security clearance of individuals; appraisals or recommendations of officer's unit commander, unit advisor, or Reserve corps commander; certificates of physical condition; recommendations of selection boards; reports of board proceedings; and documents relating to the officer's experience and qualifications.	Army headquarters: Destroy after 2 years. Reserve selection boards: Destroy after 1 year or on discontinuance of the board, whichever is first. However, promotion control documents pertaining to officers who declined promotion will be destroyed on later acceptance of the promotion, or after 4 years, whichever is first.
717-08	Reserve general officer promotion files. Documents relating to the promotion of general officers in the Army Reserve not on active duty. Included are notifications of forthcoming meetings of the selection board, requests for recommendations, lists of officers recommended for promotion, recommendations, congratulatory letters, and similar or related documents.	Destroy after 2 years.
717-09	Reduction in grade files. Documents related to disapproving recommendations for reduction in grade of enlisted personnel. Included are disapproved requests and similar or related documents.	Destroy after 3 months, or on discontinuance, whichever is first.

719 MILITARY PERSONNEL SURVEY FILES

These files relate to surveys to determine characteristics and attitudes of Army military personnel.

File No.	Description	Disposition
719-01	Military personnel survey files. Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar or related documents.	<p>A Office performing Army-wide staff responsibility: XXXXXXXXXX</p> <p>1 Summaries and conclusions of the surveys: Permanent. (Per NCI-AO-75-63, RAW 11/17/74)</p> <p>Z Other files: Destroy when essential data have been extracted.</p> <p>B Reporting offices: Destroy on completion of the survey.</p>
719-02	Personnel service technical reference files. Documents relating to personnel service surveys. Included are extra copies of surveys, survey requirements and objectives, extra copies of directives and instructions, data processing plan, questionnaires, notes, statistical data, and similar material collected for factfinding or background purposes.	Destroy when no longer required for reference.

720 MILITARY PERSONNEL DISCIPLINE FILES

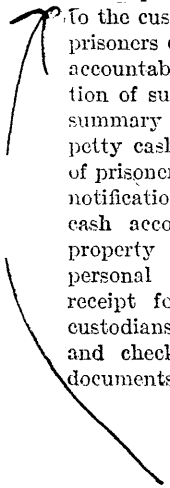
These files relate to maintaining military discipline and the confinement of prisoners.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
720-01	Disciplinary status files. Documents relating to the status and disposition of cases involving disciplinary or possible disciplinary action admonition, or reprimand of military personnel. Included are cards, rosters, and similar or related documents.	Destroy after 1 year, or on discontinuance, whichever is first.
720-02	Physical inspection files. Documents relating to general and special inspections of enlisted personnel of an organization. Included are reports and similar or related documents.	Destroy after 1 year, or on discontinuance, whichever is first.
★720-03	Confinement population and operational reporting files. Documents providing statistical data on the number of prisoners confined in Army confinement facilities and data on the operations of Army confinement facilities. Included are basic reports; consolidated and/or special reports; statistical compilations or tabulations, letters, forms; and similar or related documents.	Office performing Army-wide staff responsibility: <i>Consolidated and special reports:</i> Permanent. Other reports: Destroy after 10 years. USDB's: Destroy after 6 years. Other confinement facilities: Destroy after 2 years, or on discontinuance, whichever is first.
720-04	Individual correctional treatment files. Documents relating to the administration of individual military prisoners in installation confinement facilities and correctional training facilities. Included are court-martial orders, release orders, confinement orders, medical examiner's reports, requests and receipt for health and comfort supplies, reports and recommendations relative to disciplinary actions, clothing and equipment issue records, forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, requests for interview, prisoners identification records, parolee agreements, and related individual prisoner personnel records. <i>The correctional treatment file is maintained in a separate file apart from the Military Personnel Records Jacket.</i>	Destroy 4 years after release of the prisoner from confinement. <i>Note.</i> Transfer of a prisoner from one confinement facility to another will not be construed as release from confinement. When the prisoner is transferred to another such facility, forward file to the receiving confinement facility.
720-05	Disciplinary book files. Documents used by confinement officers for recording, in sequence of occurrence, all breaches of discipline and the action taken. Included are registers and similar or related documents.	Destroy after 5 years.
720-06	★ Confinement facility blotter files. Documents used by confinement officers to provide a log of significant events or actions, such as headcounts, bed checks, roll calls, staff visits and inspections, fires, escapes, riots, disorders, suicides, and similar incidents. Included are blotters, log-books, and similar or related documents.	Destroy after 5 years.
720-07	Prisoner visitor register files. Documents reflecting all prisoner's visitors. Included are registers and similar or related documents.	Destroy 1 year after last entry on the form or register, as applicable, or destroy on discontinuance, whichever is first.
720-08	Prisoner employment files. Documents used by confinement officers to record work or nonwork assignments of prisoners. Included are registers, cards, and similar or related documents.	Destroy after 1 year, or on discontinuance, whichever is first.
★720-09	Prisoner status reporting and roster files. Reports of the status of military prisoners in confinement facilities, submitted to or by organization or post commanders or their appropriate staff offices for the purpose of expediting military justice, justifying confinement, administrative reasons, or statistical purposes. These files include daily strength reports, reports of escaped prisoners, reports of prisoners returned from escape, and roster of prisoners.	Prisoner rosters: Destroy after 6 years. Other files: Destroy after 2 years, or on discontinuance whichever is first. However, prisoner reports and daily strength reports at USDB's will be destroyed after 10 years.

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File No.	Description	Disposition
720-10	Progress evaluation files. Documents relating to prisoners restored to duty. Included are semiannual progress reports and similar or related documents.	Officers requiring report: Destroy 2 years after receipt of final evaluation, or on discontinuance, whichever is first. Reporting offices: Destroy after 1 year, or on discontinuance, whichever is first.
720-11	Prisoner population files. Rescinded. Use 720-03.	
720-12	Prisoner personal property and fund files. Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other disposition of such funds and property. They include individual and summary receipt vouchers; statement of prisoner's accounts; petty cash vouchers; summary disbursement vouchers; record of prisoner's personal deposit funds; request for withdrawal and notification of expenditure of prisoner's personal funds; prisoner's cash account records and personal property list; personal property transmittal slip; request slip for withdrawal of personal property; personal property permit; request and receipt for health and comfort supplies; activity reports; custodians certificates; checkbooks, including canceled checks and check stubs; bank statements; and similar or related documents.	Destroy after 10 years, except Prisoner's Cash Account Record and Prisoner's Personal Property List will be destroyed 10 years after closing of the individual accounts.



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721 US DISCIPLINARY BARRACKS FILES

These files relate to the rehabilitation of prisoners confined in the US Disciplinary Barracks.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
721-01	Prisoner admission files. Documents reflecting the admission of prisoners. Included are registry books and letters acknowledging receipt of prisoners and records and similar or related documents.	★ Destroy 10 years after discontinuance of the disciplinary barracks. Do not retire.
721-02	Reference card files. Documents reflecting data on each prisoner confined. Included are cards and similar or related documents.	Destroy on discontinuance.
721-03	Cross-reference card files. Documents indicating release date of each prisoner confined. Included are cards and similar or related documents.	Destroy on release of individual from confinement.
721-04	Report check sheet files. Documents used for controlling and recording reports requested and received from individuals or agencies concerning each individual prisoner. Included are check sheets and similar or related documents.	Destroy when obsolete.
721-05	Parole reference data files. Documents used by parole sections to provide information on parole actions on each prisoner. Included are DA Forms 1702-R and similar or related documents.	Destroy on release of the individual from confinement or from parole status.
721-06	Civilian clothing requisition files. Documents used to requisition and obtain receipt for civilian clothing issued to prisoners upon release. Included are requisitions, receipts, and similar or related documents.	Destroy on release of individual from confinement.
721-07	Transportation receipt files. Documents used in lieu of railroad or other transportation tickets which are delivered to the carrier. Included are receipts and similar or related documents.	Destroy after 3 months, or on discontinuance, whichever is first.
721-08	Prisoner mail files. Documents accumulated by postal sections. Included are prisoner's mail record, inmate's receipt voucher, summary receipt, incoming package record, individual stamp account, individual stamp expenditure, checklist for rejected letters, publication record, cumulative individual postage stamp record, and related or similar documents.	Prisoner's mail record: File in prisoner's correctional treatment file upon release or transfer of prisoner. Checklist for rejected letters and publication record: Destroy after 3 months, or on discontinuance, whichever is first. Other files: Destroy after 3 years, or on discontinuance, whichever is first.
721-09	Prisoner appointment pass files. Documents used to authorize and control movement of individual prisoners to places of interviews, visits, examinations, and other authorized movements without a guard escort. Included are passes and similar or related documents.	Destroy after 1 month, or on discontinuance, whichever is first.
721-10	Official count files. Documents used to record actual counts of prisoners. Included are registers, logbooks, and similar or related documents.	Destroy after 1 month, or on discontinuance, whichever is first.

File No.	Description	Disposition
721-11	<p>Individual correctional treatment files. Documents accumulated by US Disciplinary Barracks on individuals in confinement, consisting of some semipermanent and some temporary papers as defined below. The correctional treatment file is maintained in a separate file folder apart from the Military Personnel Records Jacket. <i>Semipermanent documents</i> are those of continuing value after the release of the individual pertaining to (1) admission, such as general and special courts-martial orders, record of general prisoners, extract copy of morning report, prisoner identification card; (2) classification, such as preliminary interview, request for Red Cross social history, fingerprint card, police report, former commanding officer's report, parent's report, wife's report, relative's report, classification recommendations, admission classification summary and continuation sheet, request to transfer prisoner, authorization to transfer prisoner from Federal institution to a disciplinary barracks, reports from outside sources responding to requests for information, social history, and clemency actions; (3) mail, such as prisoners mail and correspondence record, and express or mail receipts; (4) personal property and funds, such as agreement for disposition of industrial earnings, and prisoners personal property lists; (5) discipline, such as disciplinary report, record of conduct, punishment inspection record, descriptive list of absentee wanted by the US Army, and report of return of absentee; (6) medical, such as report of medical examination, psychologist's reports, psychiatric and sociologic report, and psychiatric determination; (7) parole, such as certificate of parole, certificate of release from parole, report of parolee, application for parole, waiver of parole, correspondence with parole advisor; and (8) other papers not specifically identified below as temporary documents. <i>Temporary documents</i> include general prisoner's individual clothing and equipment record, requests for withdrawal of personal property or funds agreement of employer, chaplain's report, education and rehabilitation report, letter of transmittal of records and acknowledgment of receipts, letter to employer, letter of warning, notice of prisoner of change of status, notification of next of kin of escape, present adjustment report, report of arrival of parolee, request for statement of account and for other records and status letters, and work and assignment progress reports.</p>	<p>Semipermanent portion: Destroy after 25 years. Files pertaining to military personnel will be forwarded to National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118, 3 months after release from confinement; or if individual is released on parole, the files will be forwarded 3 months after expiration of parole. Files pertaining to civilian personnel will be retired to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 3 years after release from confinement; or if individual is released on parole, the file will be retired 3 years after expiration of parole.</p> <p>Temporary portion: Destroy 3 months after release from confinement; if individual is released on parole, destroy 3 months after expiration of parole; or destroy on discontinuance.</p>
721-12	<p>Individual prisoner personnel files. Documents accumulated by the office performing Army-wide staff supervision over individuals confined in US disciplinary barracks or Federal prisons. Included are papers relating to the sentence, status, clemency, and other actions pertaining to the confinement, and similar or related documents.</p>	<p>On release of individual from confinement, destroy papers designated as semipermanent and transfer papers designated as permanent to the official military personnel folder files (file No. 708-02).</p>

722 CHAPLAIN ACTIVITIES FILES

These files relate to providing moral guidance, religious leadership, and ministrations for military personnel, dependents, and authorized civilians.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
722-01	Chaplain activity reporting files. Rescinded. Function no longer performed.	See NCI-AU-80-42
722-02	Baptism, marriage, and funeral files. Documents maintained in Headquarters, Department of the Army, related to reporting each baptism, marriage, and funeral service performed by military chaplains, auxiliary chaplains, and other authorized civilian clergymen for military personnel and authorized civilians. Included are letters, forms, and similar or related documents.	Destroy in CFA after 50 years.
722-03	Chapel register files. Documents reflecting marriages, funerals, and baptisms. Included are chapel registers and similar or related documents.	Destroy after 5 years, except that bound registers will be destroyed 5 years after date of last entry.
722-04	Human self-development council files. Documents reflecting actions taken by human self-development councils. Included are minutes of meetings and similar or related documents.	Destroy after 1 year, or on discontinuance, whichever is first.
★722-05	Chaplain Privileged Counseling/Interview Communication Case Files. Documents relating to counseling of a privileged nature between Army chaplains and Army members or their dependents. Included are memoranda, résumé of counseling interviews, notes, letters, forms, or related documents.	Destroy 2 years after completion of individual cases.

723 RECREATION SERVICES FILES

These files relate to providing a program of planned recreational activities for military personnel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
723-01	Recreation and entertainment case files. Documents related to planning, approving, and conducting specific contests. Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional material, and similar or related documents.	★ Office performing Army-wide staff responsibility: Destroy after 10 years. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
723-02	Recreation and entertainment detail files. Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sports, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and similar or related documents.	Destroy after 2 years, or on discontinuance, whichever is first.
723-03	Contest entry files. Documents submitted as entries in recreation services contests or competitions and related papers concerning entries or entrants in contests. Included are songs, scripts, poems, or similar materials entered, lists of contestants, eligibility determinations, and similar or related documents.	Destroy after 2 years, or on discontinuance, whichever is first.
723-04	Recreation services recognition files. Documents in the responsible office of the Army staff which reflect services of entertainers, instructors, or other persons contributing to the recreation services program. Included are certificates of esteem, letters of appreciation, and similar or related documents.	★ Award given: Destroy after 10 years. Award not given: Destroy after 5 years.
723-05	Alcoholic beverage files. Documents relating to the designation of military installation as "remote" for the purchase of packaged alcoholic beverages. Included are DOD, DA, and Chief of Staff directives and papers showing justification, coordination with higher authorities, approvals or disapprovals of specific cases; Department of the Army policy statements concerning purchase of alcoholic beverages in monopoly States; and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. <i>See NCI-4V-77-8</i> Installations requesting remote designations: Permanent. Cut off upon termination of designation. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
723-06	Recreation services reporting files. Documents reflecting statistical information concerning Army recreation services activities. Included are letters, forms, and similar or related documents.	★ Destroy after 2 years.
723-07	Entertainment scholarship and award files. Documents related to applying for scholarships and awards offered by schools and professional companies of the performing arts. These documents are maintained by Headquarters, Department of the Army. Included are applications and related papers.	Destroy after 3 years.

724 ARMY BAND FILES

These files relate to the utilization and proficiency of Army bands, the participation of Army band officials in clinics and conferences, the composition and orchestration of music for official use, and the review of musical compositions for band use.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
724-01	Army band utilization files. Documents relating to the participation of Army bands or bandsmen in various events and at various places. Included are requests for participation; programs and schedules; documents pertaining to the cost of transportation, quarters, and per diem; and similar or related documents.	Destroy after 2 years.
724-02	Army band technical inspection files. Documents relating to inspections conducted to determine serviceability of equipment and technical proficiency of bandsmen and bands. Included are inspection reports, reports of corrective action, and similar or related documents.	Destroy 1 year after next comparable inspection.
724-03	Army band official music files. Documents relating to the composition and orchestration of music for official use. Included are scores, published copies, correspondence, and similar or related documents.	★ Office performing Army-wide staff responsibility: Destroy after 10 years. Other offices: Destroy after 2 years.
724-04	Army band musical composition files. Documents relating to the review of musical compositions submitted to band activities. Included are scores, approvals, disapprovals, and similar or related documents.	Destroy after 2 years.
724-05	Army band conference and clinic files. Documents relating to conducting or participating in band conferences, clinics, orientations, demonstrations, and similar activities. Included are agendas, orders, correspondence, and similar or related documents.	Office conducting conference or clinic: Destroy after 10 years. Offices participating in conference or clinic: Destroy after 2 years.
724-06	Bandsman evaluation board planning files. Documents accumulated by band units as a result of planning activities of annual bandsman evaluation board meetings. Included are agendas, orders appointing board members and changes thereto, correspondence, and similar or related documents.	Destroy after 1 year.

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725 PERSONAL AFFAIRS FILES

These files relate to providing guidance and assistance to members of the Army concerning such personal matters or civic duties and responsibilities as taxes, insurance, voting, marriage, family assistance, and political activities.

File No.	Description	Disposition
725-01	Personal affairs case files. Documents related to answering personal affairs inquiries in specific cases, investigating specific requests, providing general information based on prior policies or determinations, or routing cases to proper channels. Included are documents reflecting matters such as election of contingency options, Social Security, savings, bonds, insurance, taxes, family assistance, survivor assistance, naturalization and citizenship, marriage, voting, and other civil duties and responsibilities.	Destroy after 2 years or on discontinuance, whichever is first.
725-02	Personal affairs reporting files. Documents reflecting the status of a personal affairs program or phases of the program. Included are letters, forms, and similar or related documents.	Destroy after 2 years or on discontinuance, whichever is first.
725-03	Veterans Administration insurance files. Documents related to preparing claims for waiver of premiums because of disability, and reporting dates applicant was returned to duty or separated from the service. Included are VA Forms 29-357 (Claim for Disability Insurance Benefits) and similar or related documents.	Destroy after 2 years, or on discontinuance, whichever is first.
725-04	Soldier voting files. Documents relating to soldier voting procedures. Included are reports, items for bulletins, correspondence, and similar or related documents.	Destroy 1 year after election to which files relate or destroy on discontinuance, whichever is first.
725-05	Army Emergency Relief organization files. Documents relating to the basis for authorizing, organizing, and prescribing procedures for the operation of the Army Emergency Relief organization to relieve distress of members of the Army and their dependents.	★Office performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
725-06	Army Emergency Relief transaction files. Documents accumulated by branches and sections of the Army Emergency Relief organization in providing emergency financial assistance to members of the US Army and their dependents. They include 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 similar or related documents.	Destroy in CFA after 3 years. However, documents pertaining to loans that have not been paid in full will be retained until paid or until approved as uncollectible.
725-07	Commercial business solicitation files. Documents relating to approval and disapproval of business solicitation activities on Army posts, camps, and stations. Included are requests for and authorization of accreditation and removal of accreditation of companies, agents, vendors, salesmen, and solicitors; and similar or related documents.	Destroy when superseded by a new authorization, except that financial authorizations will be destroyed 3 years after removal of accreditation.
		see NCI-74-80-41 Item 13
725-08	PRIVATE ORGANIZATION FILES. Documents about private organizations which are authorized to operate on Army installations in accordance with AR 210-1. These records are maintained by the authorizing installation. Included are private organization checklist; charter and/or constitution and bylaws; requests for permission to operate, including support documentation and installation approval letter; annual revalidation; copy of minutes of latest meeting, if required by the Commander; copy of latest financial statement; copy of latest audit; current list of officers; copy of IRS tax-exempt status or document to show that paper taxes are being paid; and related papers. NOTE: These records are exempt from requirements of AR 380-13, Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations.	Destroy 1 year after private organization ceases to operate on the installation. [725-08 added by NCI-AU-81-27; 688, 28 (May 1981.)]

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726 MILITARY PERSONNEL CASUALTY FILES

These files relate to reporting and processing casualties, battle and nonbattle, and the disposition of personal effects.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
726-01	Casualty evidence files. Documents related to missing persons boards and boards of inquest; and documents reflecting the status or possible information concerning casualties. Included are reports and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
726-02	Casualty compilation files. Documents which summarize or extract specific information from the casualty statistical data card files. Included are listings, printouts, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy when no longer needed for reference.
726-03	Casualty statistical files. Documents related to the casualty reporting system, which provide the source for casualty compilations. Included are punched cards and similar or related documents.	Office maintaining Army-wide data: Permanent. Cut off on end of hostilities. Consolidating and preparing offices: Destroy after 1 year. However consolidating offices of theaters of operation during conflicts are permanent and will be cut off at end of conflict.
726-04	Casualty case files. Documents relating to individual casualties. They are accumulated by casualty reporting activities and the Headquarters, Department of the Army office which has staff responsibility for processing casualties. Included are copies of casualty reports and messages, notifications to next of kin, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy 2 years after close of individual cases.
05	Personal effects case files. Documents relating to the receipt, inventory, and disposition of the personal effects of an individual and of Government property which was in his possession, and of lost or unclaimed baggage of an individual or of groups of individuals. Included are inventories of effects, certificates of removal of prohibited items from baggage, lists of miscellaneous collections, tally sheets, shipping lists, indexes, and similar or related documents.	Destroy 2 years after disposition of effects. However, when connected with casualties from armed conflict, destroy 2 years after cessation of the conflict, or destroy 2 years after disposition of effects, whichever is later.

727 MILITARY PERSONNEL SEPARATION FILES

These files relate to terminating the military service of an individual by voluntary or involuntary means, including discharge, dismissal, resignation, retirement, placement on temporary disability retired list, relief from active duty, release from active duty for training, and any other means of separation.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
727-01	Discharge board proceedings files. Documents relating to the consideration of discharge for misconduct, unfitness, and unsuitability. Included are individual discharge cases. Excluded are documents which are to be filed in the OMPF or MPRJ.	Files pertaining to individuals confined by foreign civil authorities: Destroy 2 years after execution of discharge. Files pertaining to other individuals: Destroy after 2 years; or destroy on discontinuance, whichever is first.
727-02	Separation worksheet files. Documents used in preparing DD Forms 214 (Armed Forces of the United States Report of Transfer or Discharge). Included are worksheets and related documents.	Destroy after 6 months or on discontinuance, whichever is first.
727-03	Discharge and REFRAD application files. Rescinded. Use 708-01, 708-02, or 708-03, as applicable.	
727-04	Separation reporting files. Rescinded. No longer required.	
727-05	Army Discharge Review Board files. Documents relating to the review of discharge or dismissal of former members of the Army to determine if the discharge or dismissal was equitably and properly given. Included are case files consisting of briefs of the Military Personnel Records Jacket files; transcript of the hearing, if any; affidavits; copies of presiding officers notes; the rationale of the Board; briefs or arguments submitted by counsels or attorneys; a copy of the Secretary of the Army Directive; correspondence; and similar or related documents.	Destroy after 5 years.
727-06	Dependency and convenience of Government separation files. Rescinded. Use 708-01, 708-02, or 708-03, as applicable.	
727-07	Separation statistical files. Documents reflecting statistical data on Army military personnel separations, including retirements. Included are listings, printouts, and similar or related documents.	★Offices performing Army-wide staff responsibility: Destroy in CFA after 20 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
727-08	Temporary disability retirement list files. Documents relating to military personnel who have been placed on the temporary disability retirement list and are examined at intervals pending final disposition. Documents are maintained by Headquarters, Department of the Army. Included for each individual are medical board recommendations for retention or discharge, correspondence, and similar or related documents.	Destroy 3 years after member is found physically fit, is separated, or is retired.

728 MILITARY PERSONNEL RETIREMENT SERVICES FILES

These files relate to providing counsel and assistance to personnel planning to retire and to those already retired from military service.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
728-01	Retired personnel locator files. Documents reflecting the location of retired military personnel. Included are microfilm, rosters, and similar or related documents.	Destroy when superseded or obsolete.
728-02	Retirement services case files. Documents related to providing information and assistance to personnel planning to retire and those who have retired. Included are correspondence and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
728-03	Statement of employment files. Documents pertaining to avoidance of conflict of interest by retired regular Army officers. These files are accumulated by Headquarters, Department of the Army. Included are statements of employment and similar or related documents.	Destroy on death of individual.
728-04	Retirement services control card files. Documents reflecting information on each individual being given preretirement counseling. Included are retirement services control cards and related documents.	Destroy 1 year after departure from the installation or retirement of the individual.

728-05 - see NCI-Av-78-7