

ARMY REGULATION

No. 340-18-2

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF PLANNING, PROGRAMING, MAN-
AGEMENT, HISTORICAL, AND COMBAT DEVELOPMENT FUNC-
TIONAL 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 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 planning, programing, management, historical, and combat development functions will use this regulation to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices will be governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of that office.

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

3. Scope. *a.* Under the Army Functional Files System, files relating to the major functional category of Planning, Programing, Management, Historical, and Combat Development have been assigned the basic file number 200. This regulation contains file numbers, descriptions, and retention periods for files relating to the development of Army plans and programs and to the operations which result in carrying out the plans and programs; files relating to such management functions as budgeting, review and analysis, forms, reports, records, inspections, surveys, systems and equipment, work simplification, and publications; and files relating to the military history and combat development functions.

★b. Common mission files are described in this regulation under file numbers 201-01 through 201-08. Other mission files are grouped into 40 subfunctional categories, as follows:

*This regulation, together with AR 340-18-1, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, AR 340-18-9, AR 340-18-10, AR 340-18-11, AR 340-18-12, AR 340-18-13, AR 340-18-14, and AR 340-18-15, all dated 14 August 1969, supersedes AR 345-210, 31 October 1962, including all changes.

<i>Subfunctional category file No.</i>	<i>Subfunctional category file title</i>	<i>Page No.</i>
202	International and national planning files.....	6
203	Strategic, capabilities, and mobilization planning files.....	7
204	Emergency planning files.....	8
205	Unconventional warfare planning files.....	9
206	Psychological operations files.....	10
207	Organization planning files.....	11
208	Operation planning and procedures files.....	12
209	Operational readiness files.....	13
210	Programing and budgeting files.....	14
211	Program review and analysis files.....	17
212	Army and Air Force Exchange Service programing and budgeting files.....	18
213	Civil Works programing and budgeting files.....	19
214	Economic and cost analysis and international balance of payments files.....	21
215	Resources conservation, zero defects, and communications with and service to the public program files.....	22
216	Management improvement, work simplification, and space management files.....	23
217	Management survey files.....	24
218	Forms management files.....	25
219	★ Requirements management and control files.....	26
220	Records management files.....	27
221	Committee management files.....	29
222	Statistical clearance files.....	30
223	Command inspection and visit files.....	31
224	Inspector General inspection files.....	32
225	Data processing systems, procedures, and operations files.....	33
226	Publications management files.....	35
227	Publications operating and procedures files.....	37
228	Military history program and operations files.....	40
229	General combat development files.....	43
230	Combat development study files.....	44
231	Combat development materiel requirement files.....	45
232	Combat development test and experimentation files.....	46.1
233	Combat development international standardization files.....	48
234	Organizational and doctrinal media files.....	49
★235	Joint Interoperability Program for Tactical Command and Control Systems (JINTACCS) files.....	51
236	Security assistance files.....	52
★237	Strategic and theater nuclear and chemical warfare and biological defense files.....	53
238	Chemical and nuclear operations and surety files.....	55
239	Freedom of Information Act files.....	56
240	Privacy Act files.....	56

c. Disposition instructions. Instructions for the cutoff, transfer, retirement, or destruction of files. Standard disposition instructions are contained in paragraph 3-7. Precise disposition instructions which specify the date or event for cutoff, transfer, retirement, or destruction of files are required on file labels. See paragraph 3-7 for examples.

d. Cutoff. The termination of a file at specified periodic intervals of time to permit transfer, retirement, or disposal in a complete block.

e. Discontinuance. The placing of an organization in an inactive status or in surplus status when all military functions have ceased. Whenever the term is used in this regulation, it will be interpreted to include "inactivation," "disbandment," and "reduction to zero strength."

1-4. Abbreviations. Common abbreviations used with TAFFS and intended especially for use on labels are as follows:

CFA	-- current files area
COFF	-- cutoff
dest	-- destroy
disc	-- discontinuance
FRGEN	-- federal records center
NPRC	-- National Personnel Records Center
ORGEN	-- oversea records center
PIF	-- place in inactive file
★REFP	-- reference paper
ret	-- retire; retirement
RHA	-- records holding area
TAFFS	-- The Army Functional Files System
trf	-- transfer
USAAC	-- U.S. Army Administration Center
WNRC	-- Washington National Records Center

1-5. Major functional files categories and governing regulations.

Office Housekeeping Files.....	AR 340-18-1
Planning, Programing, Management, Historical, and Combat Development Files....	AR 340-18-2
Finance and Fiscal Files.....	AR 340-18-3
Legal and Information Files.....	AR 340-18-4
Intelligence, Security, Military Police, and Mapping Files.....	AR 340-18-5

General Personnel Management and

Safety Files.....	AR 340-18-6
Military Personnel Files.....	AR 340-18-7
Civilian Personnel Files.....	AR 340-18-8
Medical Files.....	AR 340-18-9
Training and Education Files.....	AR 340-18-10
Communications Files.....	AR 340-18-11
Transportation Files.....	AR 340-18-12
Research and Development Files.....	AR 340-18-13
Logistics Files.....	AR 340-18-14
Facilities Files.....	AR 340-18-15

1-6. Principles of TAFFS. *a.* The Army Functional Files System is based on the concept that each Army element or office maintains records documenting the performance of one or more specific functions or subfunctions. These functions may be to procure supplies, allot funds, assign military personnel, pay employees, or any of hundreds of others.

b. In carrying out the assigned functions or subfunctions, the responsible office may engage in one or more activities. For example, the following activities may be performed in the personnel movements section of a transportation office: prepare installation or activity transportation plans; prepare and maintain statistical data relating to space requirements and personnel movement costs; arrange for the movement of troops as individuals or groups, including accompanying material and impediments; aid in obtaining passports; inspect baggage of military personnel, and issue necessary clearance certificates for its shipment; maintain, account for, and issue transportation requests and meal tickets; maintain, account for, and issue local ferry tickets, bridge toll tickets, and local commercial bus tokens; and issue local instructions relating to the movement of personnel. All these activities support the basic function of providing *transportation for personnel*. All the file numbers needed to arrange records maintained to document these activities are contained in AR 340-18-12 which governs the maintenance and disposition of transportation records.

c. In perform generate of the c as requ required operati particip cation c These r mission Theref keeping file num

15 March 1981

AR 340-2

File number

715

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01

Subfunctional category taken from AR 340-18-7 (military personnel accounting files), as further indicated in appendix A, section VII

Dash

Specific action or process number, assigned in this case to "Morning Reporting Files"

CHAPTER 2

STANDARD FILE SUPPLIES

2-1. Purpose. This chapter provides for file supplies to be used in maintaining files.

2-2. Explanation of terms. File supplies include folders, guides, folder labels, fasteners, binders, label holders, and boxes used in transferring or retiring records.

2-3. File supplies. *a.* With the exception of fiberboard boxes used to transfer or retire records, and file folders, any file supplies normally available from the Federal Supply Schedule (FSS) or the administrative self-service support center may be used.

b. The following boxes will be used as standard record shipping containers to transfer or retire paper records:

(1) For letter- and legal-size documents:

Box, fiberboard, 14³/₄" x 12" x 9¹/₂"
NSN 8115-00-117-8344

(2) For index cards and other similar small records:

Box, fiberboard, 14³/₄" x 9¹/₂" x 4⁷/₈"
NSN 8115-00-117-8338

c. Other specialized boxes designed for magnetic tape and microfiche are available from the FSS.

d. The following standard file folders will be used to maintain paper records:

- (1) Folder, file, letter-size, manila, vertical, plain bottom, 9.5-point, ³/₄" expansion, 9¹/₂" x 11³/₄", square cut, NSN 7530-00-291-0098
- (2) Folder, file, legal-size, manila, vertical, plain-bottom, 9.5-point, ³/₄" expansion, 9¹/₂" x 14³/₄", square-cut, NSN 7530-00-285-1732
- (3) Folder, file, letter-size, kraft, vertical, plain bottom, 11-point, ³/₄" expansion, 9¹/₂" x 11³/₄", square cut, NSN 7530-00-663-0031
- (4) Folder, file, legal-size, kraft, vertical, plain bottom, 11-point, ³/₄" expansion, 9¹/₂" x 14³/₄", square cut, NSN 7530-00-200-4308

CHAPTER 3

OFFICE COPYING EQUIPMENT AND FILE EQUIPMENT

3-1. Purpose. This chapter has general information for acquiring office copiers and file equipment.

3-2. Explanation of terms. *a.* File equipment. File equipment includes all file containers, machines, devices, and furniture used for maintaining files. Exceptions are fiberboard boxes, wooden boxes, pallets, racks, and shelving used for storing records in holding areas and records centers. It also does not include equipment that houses publications and blank forms stocked for issue.

b. Office copiers (copying equipment) are those machines with a copier-per-minute output of 99 copies or less. They are used to make 1 to 25 copies for each original document, needed in support of administrative requirements, and not requiring special operator training.

3-3. Criteria. *a.* File equipment requests will be processed under AR 340-4.

b. Office copier requests will conform to AR 340-20.

CHAPTER 4

FILE NUMBERS

4-1. General. A file number will be assigned to each record maintained by a unit. Follow these steps:

a. Determine whether the record documents an internal, administrative *housekeeping* function, or the accomplishment of an assigned *mission*. Housekeeping records are described in Section I, appendix A. For mission records, decide from this list the category in which the record belongs:

<i>Section of Appendix A</i>	<i>Functional Category Number</i>	<i>Mission Area</i>
II	200	Planning, Programing, Management, and Historical
III	300	Finance and Fiscal
IV	400	Legal and Information
V	500	Intelligence, Security, and Military Po- lice
VI	600	General Personnel Management and Safety
VII	700	Military Personnel
VIII	1000	Training and Education
IX	1100	Communications
X	1200	Transportation
XI	1400	Logistics (Supply)

b. Within the appropriate section of appendix A, select the file number that properly describes the record to be filed, and enter it on the right-hand margin at the time of filing.

4-2. Files not described in this regulation. *a.* If a mission-related record cannot be identified from the entries in appendix A, consult the installation or parent command records manager for assistance.

b. That records manager will—

(1) Furnish an extract from the AR 340-18 series for the requesting unit to use.

(2) If the records manager cannot identify the functional record within TAFSS, he or she will notify the requesting unit to retain the records as UNIDENTIFIED FILES. The records manager will then forward to HQDA(DAAG-AMR-P), WASH DC 20310, through command channels, the information and representative documents required by paragraph 1-9c, AR 340-18-1.

4-3. List of file numbers. As a filing, reference, and training tool, and to help eliminate constant referral to appendix A, units to which this regulation applies will prepare a list of file numbers as shown in figure 4-1. The list, when approved, may be maintained under file number 101-24 or as the first document in the front drawer of the housekeeping files. When the list is first set up or changed, it will be sent to the installation or activity records manager for approval. The records manager's initials or signature on the returned copy will indicate approval.

LIST OF FILE NUMBERS

Company A, 1st Battalion, 4th Training Regiment (AIT)

<u>File #</u>	<u>Title and Brief Description (where required)</u>
101-01	SUSPENSE FILES.
101-02	OFFICE GENERAL MANAGEMENT FILES. Blood donation information, charity drives, annual open house for relatives, fire plan, records management procedures.
101-04	DUTY REPORTING FILES. Copies of Charge of Quarters reports for A-1-4.
101-25	PRIVACY DISCLOSURE ACCOUNTING FILES. Record showing date, nature, and purpose of each disclosure of personal information made from unit records under The Privacy Act.
102-01	OFFICE GENERAL PERSONNEL FILES. List of approved holidays, as posted on A-1-4 Bulletin Board.
102-02	OFFICE PERSONNEL REGISTER FILES. Sign in/sign out registers.
103-01	REFERENCE PUBLICATION FILES. Set of commonly-used AR's for reference in Company orderly room.
715-02	ORGANIZATION ROSTER FILES. Unit roster used monthly to verify and reconcile the SIDPERS C-27 report received from MILPO.
716-02	LEAVE OF ABSENCE FILES. Retained (unit) copy of DA Form 31.
716-08	LEAVE CONTROL LOG FILES. DA Forms 4179-R.
1001-02	TRAINING ADMINISTRATIVE FILES. Training suggestions received from permanent party and trainees, and evaluations thereof; loading manifest files; routine training reports to Hq, 4th Regiment.
1002-03	TRAINING-INSPECTION FILES. Training schedules and inspection reports.
1108-05	POSTAL PERSONNEL DESIGNATION FILES. Appointment of A-1-4 unit mail clerks.

Figure 4-1

CHAPTER 5

DISPOSITION INSTRUCTIONS

5-1. General. Retention periods for records accumulated by units using this regulation are in appendix A.

5-2. Disposition instructions. Taking the general disposition standard from appendix A, translate it into specific dates for cutoff and destruction or retirement, using the instructions in figures 5-1 and 5-2. Bear in mind that retention periods begin when the record is cut off (becomes inactive).

5-3. Changes to retention periods. Retention periods for Army records sometimes change because of changing statutory, legal, financial, and administrative requirements. These general rules apply:

a. Increased retention period. If a change increases the retention period, apply the new period to all records of that file number, regardless of when they were created or where they are maintained (CFA, RHA, OCRHA).

b. Decreased retention period. This could be either a change from PERMANENT to a definite time period, or from a definite period to a lesser period (for example, from "Destroy after 10 years" to "Destroy after 2 years"). In such cases, the new retention period will be applied to current records. It will also be applied to inactive records if it is practical to do so, but not if a lot of time or money would be required. For example, a change from 5 years retention to 4 years involving several hundred inactive folders would take a major effort to apply; and it would, therefore, be cheaper to retain the records for the longer period.

SPECIFIC INSTRUCTIONS FOR APPLYING DISPOSITION STANDARDS
WHEN RECORDS HOLDING AREA IS AVAILABLE

File label examples, records maintained on:
Calendar Year Basis Fiscal Year Basis

Disposition Column
of Appendix A:

Specific Instructions:

Destroy after 1 month or 30 days.	Cut off at the end of the month; hold 1 month in the current files area; then destroy.	COFF 30 Apr 81, Dest Jun 81.
Destroy after 3 months or 90 days.	Cut off at the end of each quarter; hold 3 months in the current files area; then destroy.	COFF 31 Mar 81, Dest Jul 81.
Destroy after 6 months.	Cut off twice a year, according to the calendar or fiscal year; hold 6 months in the current files area; then destroy.	COFF 30 Jun 81, Dest Jan 82. (or) COFF 30 Sep 81, Dest Apr 82. COFF 31 Dec 81, Dest Jul 82. (or) COFF 31 Mar 82, Dest Oct 82.
Destroy after 1 year.	Cut off at the end of the calendar or fiscal year; hold for 1 year in the current files area; then destroy.	COFF 31 Dec 81, Dest Jan 83. COFF 30 Sep 81, Dest Oct 82.
Destroy after 2 years.	Cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; then destroy.	COFF 31 Dec 81, Dest Jan 84. COFF 30 Sep 81, Dest Oct 83.
Destroy after 3, 4, or 5 years.	Cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; transfer to the Records Holding Area (RHA) or Overseas Command Records Holding Area (OCRHA), where records will be held until the retention period expires, then destroyed.	3-year: COFF 31 Dec 81, Trf RHA Jan 84, COFF 30 Sep 81, Trf RHA Oct 83, Dest Oct 84. 4-year: COFF 31 Dec 81, Trf RHA Jan 84, COFF 30 Sep 81, Trf RHA Oct 83, Dest Oct 85. 5-year: COFF 31 Dec 81, Trf RHA Jan 84, COFF 30 Sep 81, Trf RHA Oct 83, Dest Oct 86.

Figure 5-1. Instructions for applying disposition standards when records holding area is available.

File label examples, records maintained on:

Disposition Column of Appendix A:	Specific Instructions:	Calendar Year Basis	Fiscal Year Basis
Destroy after 6 or 7 years.	<p>Cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; transfer to RHA or OCRHA; hold until retention period expires; then destroy.</p> <p>Cut off at the end of the calendar or fiscal year. Hold for 2 years in current files area; transfer to RHA or OCRHA; hold for 1 year, retire to Washington National Records Center (unless a different center is specified in app. A), where they will be held until the retention period expires, then destroyed.</p>	<p>6-year: COFF 31 Dec 81, Trf RHA Jan 84, Dest Jan 88.</p> <p>7-year: COFF 31 Dec 81, Trf RHA Jan 84, Dest Jan 89.</p> <p>(Example is for an 8-year standard) COFF 31 Dec 81, Trf RHA Jan 84, Ret WNRRC Jan 85, Dest Jan 90.</p>	<p>6-year: COFF 30 Sep 81, Trf RHA Oct 83, Dest Oct 87.</p> <p>7-year: COFF 30 Sep 81, Trf RHA Oct 83, Dest Oct 88.</p> <p>(Example is for an 8-year standard) COFF 30 Sep 81, Trf RHA Oct 83, Ret WNRRC Oct 84, Dest Oct 89.</p>
Destroy upon occurrence of a specific action or event.	<p>Withdraw the record from the active file when event or action occurs, and destroy it.</p>	<p>Destroy on supersession or obsolescence. Destroy after posting to proper form.</p>	<p>Destroy on supersession or obsolescence. Destroy after posting to proper form.</p>
Destroy (time period) after the occurrence of a specific event or action.	<p>Place record in inactive file upon occurrence of the event or action, then follow instructions above for the retention period specified.</p>	<p>(Examples are for an audit record to be destroyed 2 years after the approval of the audit findings).</p> <p>While record is active: PIF on approval of audit.</p> <p>When record becomes inactive: COFF 31 Dec 81, Dest Jan 84.</p> <p>COFF 31 Dec 81, Trf RHA Jan 84, Ret WNRRC Jan 85, Permanent.</p>	<p>While record is active: PIF on approval of audit.</p> <p>When record becomes inactive: COFF 30 Sep 81, Dest Oct 83.</p> <p>COFF 30 Sep 81, Trf RHA Oct 83, Ret WNRRC Oct 84, Permanent.</p>
Permanent.	<p>Unless otherwise specified in appendix A, cut off at the end of the calendar or fiscal year, hold for 2 years in current files area, transfer to RHA or OCRHA, hold for 1 year, and retire to Washington National Records Center (unless a different center is specified in app. A).</p>		

Figure 5-1—continued

SPECIFIC INSTRUCTIONS FOR APPLYING DISPOSITION STANDARDS
WHEN RECORDS HOLDING AREA IS NOT AVAILABLE

File label examples, records maintained on:

Disposition Column of Appendix A:	Specific Instructions:	Calendar Year Basis	Fiscal Year Basis
Destroy after 1 month, 3 months, 6 months, 1 year, or 2 years; upon or after occurrence of specific event or action.	Follow instructions in Figure 5-1.	See Figure 5-1.	See Figure 5-1.
Destroy after 3, 4, or 5 years.	Cut off at end of the calendar or fiscal year; retain in the current files area until retention period expires; then destroy.	3-year: COFF 31 Dec 81, Dest Jan 85. 4-year: COFF 31 Dec 81, Dest Jan 86. 5-year: COFF 31 Dec 81, Dest Jan 87.	3-year: COFF 30 Sep 81, Dest Oct 84. 4-year: COFF 30 Sep 81, Dest Oct 85. 5-year: COFF 30 Sep 81, Dest Oct 86.
Destroy after 6 or more years.	Cut off at the end of the calendar or fiscal year; hold for 3 years in current files area; retire to Washington National Records Center (unless a different center is specified in app. A), where records will be held until retention period expires, then destroyed.	(Example is for 6-yr standard) COFF 31 Dec 81, Ret WNRRC Jan 85, Dest Jan 88.	(Example is for 6-yr standard) COFF 30 Sep 81, Ret WNRRC Oct 84, Dest Oct 87.
Permanent.	Unless otherwise specified in appendix A, cut off at end of the calendar or fiscal year, hold 3 years in the current files area, and retire to Washington National Records Center (unless a different center is specified in appendix A).	COFF 31 Dec 81, Ret WNRRC Jan 85, Permanent.	COFF 30 Sep 81, Ret WNRRC Oct 84, Permanent.

Figure 5-2. Procedures for applying disposition standards when records holding area is not available.

CHAPTER 6

FILING ARRANGEMENTS

6-1. General. This chapter outlines the arrangements that may be used for subdividing files within a single TAFFS number.

6-2. Date arrangement. This is used only for material within folders. When it is used, arrange records chronologically.

6-3. Simple number arrangement. Papers are arranged in simple numerical sequence. Records filed by unit number are suited to this arrangement.

6-4. Alphabetical arrangement. There are two basic methods of arranging records alphabetically—by subject and by name. (For additional guidance, see AR 340-18-1). These methods are:

a. Subject. Under this method, subject titles are used and arranged alphabetically. For example, the training records identified in appendix A, section VIII, file number 1001-02 might be subdivided by reports or schedules. These subjects would be filed alphabetically behind the number 1001-02, either in separate folders or within the basic folder, depending on volume.

b. Name. Records are arranged by the name of persons, places, or organizations. The principal use is arranging personnel records. These are examples of the name arrangement method:

(1) *Personal names.* File by surname, then by first name, and middle initial. For example: Brown, Robert J.; Doe, John L.; Smith, Joseph S.

(2) *Place names.* File first by name of larger place, and then by specific location. For example: Ohio, Xenia; Pennsylvania, Beaver Falls; Wyoming, Cheyenne.

(3) *Organization names.* First file by general name, such as arsenal, battalion, depot, company. Then file by specific name. For example: Arsenal, Watervliet; Depot, Red River; Military Ocean Terminal, Bayonne. When some records are filed by number and others by name within the same record group, the numbered records should precede the named records. For example: 32d MI Detachment, 45th Infantry Division, Mainz Army Depot Activity.

CHAPTER 7

FILING PROCEDURES

7-1. General. This chapter describes methods of filing and retrieving records from files.

7-2. Assembly of records for filing. *a.* Correspondence to be filed will be assembled in the order shown in figure 7-1.

b. If reference needs require, related records on the same subject may be combined by stapling the two records together.

7-3. Fastening. Documents will normally be stapled; when the volume becomes too great for stapling, other fasteners may be used. Documents will not be attached to file folders, except for special design folders such as DA Form 201.

7-4. Marking the file number. Mark the file number in the right margin, lengthwise of the document, unless the document is self-identified for filing purposes (such as reference copies of publications). Enter the file number at the time of filing.

7-5. Labeling files. *a. General.* All file folders and record containers will be labeled. This is essential for accurate filing, retrieval, and disposition of records.

b. Label entries. Type or write entries on file labels. Drawer and binder labels will be prepared on card stock. Abbreviations in AR 310-50 and paragraph 1-6, this regulation, may be used. Folder labels will include file number, file title, disposition instructions, and—where appropriate—the year of file accumulation. Samples and further instructions for folder labels, drawer labels, and guide cards are illustrated at figure 7-2.

7-6. Position of folder labels. Place labels on the file folders to denote disposition as follows:

a. First position (left of center)—Files to be destroyed in the current files area.

b. Second position (center)—Files to be transferred to an RHA or OCRHA for ultimate destruction. If a unit is not serviced by an RHA or OCRHA, this position will not be used.

c. Third position (right of center)—Files to be retired to a records center (app B, this regulation),

either directly by the unit or through the RHA or OCRHA.

7-7. Arrangement of folders in annual blocks. Terminating folders at the end of the year and setting up new folders for the new year is a "blocking system". Under this system, set up new records on the first workday in January or October for the calendar or fiscal year, respectively. File those folders that continue from year to year (such as policy and precedent files) in the new annual block. One-year-only folders from the previous year will remain in one block. For example, 1980 records and 1981 records will not be interfiled. If they are kept in the same drawer, separate them with a guide card noting the year.

7-8. Removing documents from a file. When a document is removed, fill out a chargeout record and substitute it for the document according to these procedures:

a. When suspense control is necessary or desired, use DA Form 543 (Request for Records). Attach the original to the top of the file being loaned; file the first copy in the suspense file under the date on which the file is to be returned; and file the second copy in place of the charged-out file. When loaned files are not returned by the suspense date, take action to get the file or arrange a new suspense date with the borrower.

b. When suspense control is not necessary, Optional Form 23 (Chargeout Record) may be used. When charged-out files are refiled, line out the entries on the form and reuse it. Check chargeout records in the files regularly so that material is not kept out too long.

7-9. Providing for expanding files. A file consisting of one folder may require added folders before the file is cut off. When the material in any folder reaches capacity, prepare a second folder, and annotate the first folder to indicate the dividing point.

Latest action
(indorsement or comment)

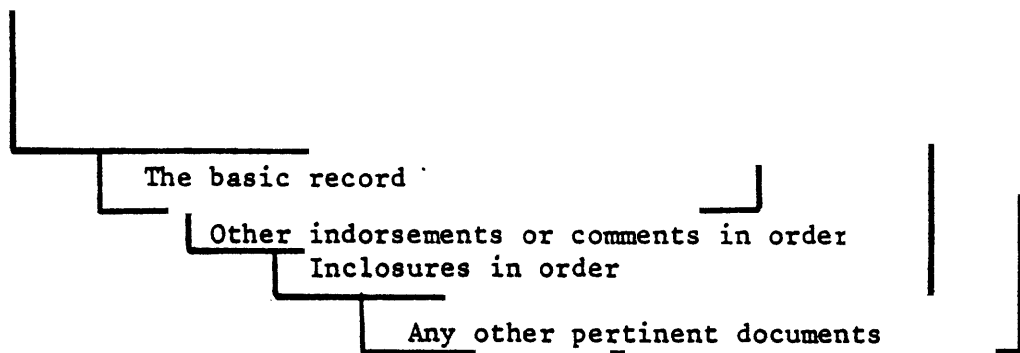
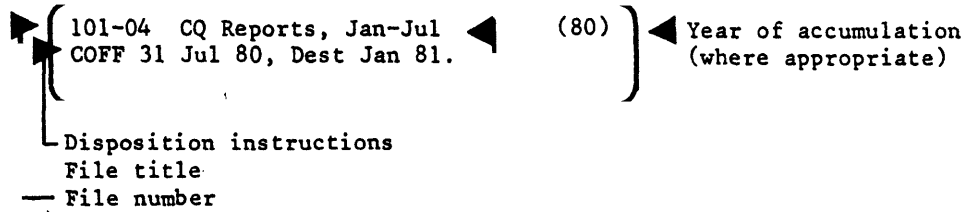
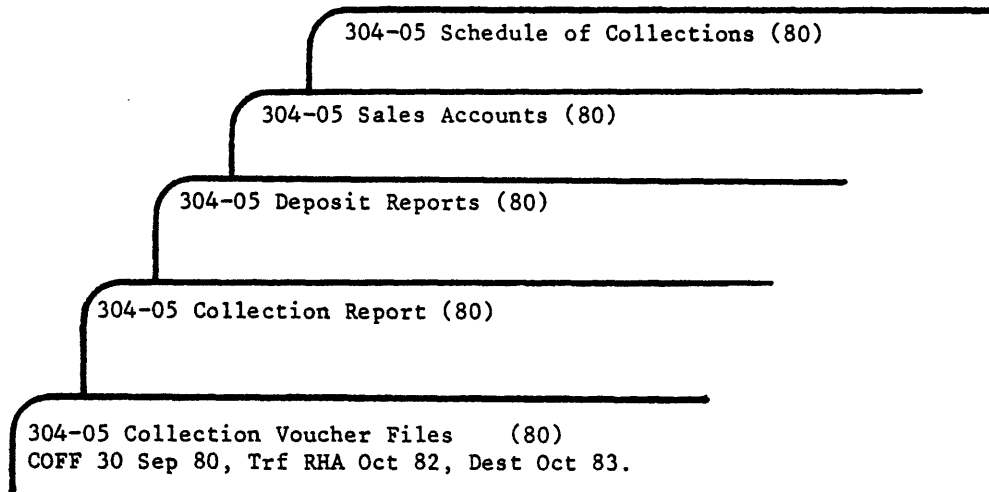


Figure 7-1. Assembly of records for filing.



Sample Folder Label



USE OF "DUMMY" FOLDER. When there are several folders within one TAFSS number, you may use a "dummy" folder which contains the full label entries. Tape it shut so that no documents can be filed in it. Subsequent folder labels need only show the file number, title of the folder contents, and—where appropriate—the year of accumulation.

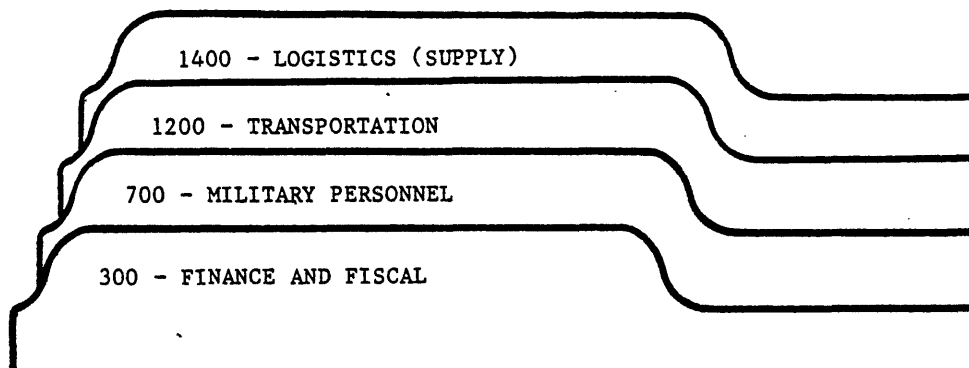
Figure 7-2. Label entries.

{ 1416-05 Prop. Officer Designation
ACTIVE. PIF on termination of desig. }

Sample label entry for a file that becomes cut off (inactive) on the occurrence of a specific action or event.

{ 1416-05 Pro. Off. Designation (80)
INACTIVE. COFF 31 Dec 80, Dest Jan 83. }

Sample label for the inactive file.



Sample guide card labels. Further breakdown of guide cards is authorized if files within one subfunctional category are voluminous. For instance, the 700 category might be further divided with guide cards for 708, 715, 726, etc.

Figure 7-2 (continued).

101-01 thru 101-20 (80)

Sample label entry for drawer that contains two or more record series. No disposition is shown on the label because it varies among the several record series in the drawer.

708-18 Line of Duty Files (80)
COFF 31 Dec 80, Trf RHA
Jan 83, Dest Jan 86.

Sample label entry for drawer that contains one (and only one) record series, and contains *all* of that record series. Note that drawer label is identical to folder label in this case.

708-19 Line of Duty Files (80)
(A - L)
COFF 31 Dec 80, Trf RHA
Jan 83, Dest Jan 86.

Sample label entries for drawers that contain only part of one record series. Note that the division (A-L, M-Z) is indicated on each label.

708-18 Line of Duty Files (80)
(M - Z)
COFF 31 Dec 80, Trf RHA
Jan 83, Dest Jan 86.

Figure 7-2 (continued).

CHAPTER 8

DISPOSAL PROCEDURES

8-1. Methods of disposal. When the prescribed retention period for a record has expired, it will be destroyed as follows:

- a.* Destroy security classified records per AR 380-5.
- b.* Destroy unclassified records marked FOR OFFICIAL USE ONLY per paragraph 10, AR 340-16.
- c.* Destroy records subject to The Privacy Act per the AR 340-21 series.
- d.* Destroy all other records by the most convenient means available.

8-2. Emergency disposal of records. *a.* Under the Records Disposal Act of 1943, Army records may be destroyed at any time if they are outside the territorial limits of the United States and their retention is prejudicial to the interests of the United States, provided—

- (1) There is a state of war between the United States and any other nation.
- (2) Hostile action by a foreign power appears imminent,

b. When emergency disposal is complete, a list of those files and the inclusive dates of each will be compiled to the extent possible, and sent to HQDA(DAAG-AMR-P), WASH DC 20310.

CHAPTER 9

RECORD TRANSFER AND RETIREMENT PROCEDURES

Section I. TRANSFER TO RECORDS HOLDING AREAS OR
OVERSEA COMMAND RECORDS HOLDING AREAS

9-1. General. *a.* This section prescribes procedures for preparing and distributing records transmittal lists to RHAs and OCRHAs.

b. SF 135 and its continuation sheet, SF 135A, will be typewritten. All ribbon copies of shipment forms will be fastened together in box number sequence to form the records transmittal list. Carbon copies will be fastened together in the same manner.

c. When classified information is disclosed in titles on SF 135 or SF 135A, the forms will be classified accordingly. Forms prepared for transmitting classified files will not be classified if—

(1) Information on the form is not classified. Simple indication of the degree of classification on SF 135 or SF 135A is not considered classified information.

(2) General descriptions of classified files are used, instead of the long title of the classified documents.

9-2. Preparing lists. *a. Separate transmittals.* Prepare separate SF 135s for these records:

(1) Classified records.

(2) Unclassified records.

b. Number of copies. Prepare three copies for shipment to RHAs and four copies for shipment to OCRHAs. Make one extra copy on discontinuance.

c. Entries.

(1) *Item 1.* In the "TO" block, delete "Federal Archives and Records Center, General Services Administration" by line-through, and enter the address of the RHA.

(2) *Item 2.* Enter name and title of the head of the organization transferring the records.

(3) *Item 3.* Enter name and telephone number of the records custodian.

(4) *Item 4.* Omit.

(5) *Item 5.* Enter name and complete address of the organization transferring the records.

(6) *Items 6(a), 6(b), and 6(c).* Omit.

(7) *Item 6(d).* Enter the number of boxes in the shipment.

(8) *Item 6(e).* Enter the box number and total number of boxes in the shipment. For instance, the third box of a total shipment of seventeen boxes will be indicated as "3/17".

(9) *Item 6(f).* The following entries, where applicable, will be made:

(a) *Privacy statement.* Include the following statement for a shipment of records subject to The Privacy Act and included in the AR 340-21 series as a system of records: "These records are an addition to a records system previously retired to the records center; and the information previously submitted by HQDA is still applicable." If the files are a system of records as defined in AR 340-21, paragraph 1-5i, but are *not* covered by a system notice in the AR 340-21 series, transfer will be deferred and a notice will be promptly sent to HQDA(DAAG-AMR), WASH DC 20310. HQDA will prepare a system notice or will provide special maintenance and disposition instructions. If The Privacy Act does not apply to the records being shipped, state that.

(b) *Certifying classification review.* For shipment of classified records, the next item will certify that the records have been reviewed for downgrading or declassification prior to shipment per paragraph 3-402, AR 380-5, and that changes have been indicated as necessary on each document. If the records being shipped are unclassified, state that the downgrading and declassification review does not apply.

(c) *Certifying compliance with AR 380-13.* The next item will certify that the records do not contain information on persons or organizations not affiliated with DOD, as prescribed by AR 380-13.

(d) *Historical data.* Indicate any historical data involving the organization that created the records. Include dates and authorities for events dur-

ing the period covered by the records being shipped. Examples are activation, changes of command channels, names and locations of next higher headquarters and inclusive dates of command jurisdiction, transfer of functions, changes of mission, redesignation, permanent changes of station, discontinuance, and so forth. On each successive shipment of records, bring this historical background information up to date.

(e) *Organization elements.* Enter complete title of organizational element and underline. For

example: "599th Military Intelligence Battalion, Fort Johnson, Wyoming". Use only authorized abbreviations.

(f) *Series description.* Enter the file title, arrangement of the records, and the year of accumulation. The title will be the same as that shown in TAFFS. If the file series (TAFFS number) is contained in more than one box, indicate the contents of each box opposite the box number, as in this example:

AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)
(e)	(f)
	LINE OF DUTY FILES (arranged alphabetically). 1978.
1/4	A-D
2/4	E-K
3/4	L-S
4/4	T-Z

(g) *Continuation pages.* Use SF 135A.

(10) Item 6(g). Enter one of these codes to indicate restrictions on use of the records (codes are further explained on the reverse of SF 135):

T—Top Secret security classification

S—Secret security classification

C—Confidential security classification

R—FOR OFFICIAL USE ONLY protective marking

N—Unclassified (no restrictions)

(11) Item 6(h). Enter the TAFFS number for each title in item 6(f).

(12) Item 6(i). Enter the month and year in which the records may be destroyed. If the records are permanent, enter "Perm".

9-3. Distributing lists. a. *Under normal circumstances (other than discontinuance).* For records transferred to OCRHAs, send an original and one copy to the OCRHA in advance of the shipment; place one copy in an envelope, and insert as the first item in the first box of the shipment; and retain one

copy for file. For records transferred to RHAs, send an original and one copy to the RHA, and retain one copy for file.

b. *On discontinuance.* Distribute copies according to a above and send one copy to the records manager of the next higher headquarters. Organizations reporting directly to HQDA will submit a copy to HQDA(DAAG-AMR-S), WASH DC 20310.

9-4. Supplemental data when organizational status changes. Attach the following to the original transmittal (SF 135):

a. Organization chart showing the new organization relationship.

b. Listing showing records transferred to another agency or retired directly to a Federal records center, when applicable.

9-5. Entries for files lost or destroyed. Inform RHAs and OCRHAs of accidentally lost or destroyed permanent records or records of more than 10 years' retention. Enter this data on SF 135 or SF 135A prepared for the transfer of records that accumulated during the same period. Enter the file title and inclusive dates of the lost or destroyed rec-

ords, and the phrase "accidentally lost (or destroyed)" in item 6(f).

9-6. Shipping containers. The standard records shipping container described in chapter 2, this regulation will be used for transferring records to RHAs and OCRHAs. See paragraph 9-7, this regulation for an exception. Records shipped to CONUS records centers from an oversea location will be packed in Triwall containers, NSN 8115-00-774-6562.

9-7. Containers for odd-size records. When the box described in chapter 2 does not meet shipping requirements because of odd sizes (due to blueprints, maps, ledgers, etc.), pack and ship the records so that they will not be damaged en route. Select boxes for odd-size records from those in GSA stock catalogs.

9-8. Packing procedures. *a. General arrangement.* Regardless of the type of container used for packing records, fill containers with only one row of file folders. When transferring records to RHAs or OCRHAs, pack permanent files in the first boxes of the shipment, followed by boxes of temporary records. Each group of records will be packed in file number sequence.

b. Arrangement of records packed in fiberboard boxes.

- (1) Place letter-size files in boxes so that the file

folders are parallel with the end of the box. If a small number of legal-size documents are filed with the letter-size material, fold the bottom ends of the documents into the file folder to prevent tearing. When filled, each box will hold 15 inches of material.

- (2) Place legal-size files in the boxes so that the file folders containing the records are parallel with the side of the box. When filled, each box will hold one linear foot of files. Completely fill the fiberboard boxes, but take care that boxes are not packed so tightly that the records cannot be serviced while in the containers. Do not ship partially filled boxes to a Federal records center; except in a multibox shipment, the last box need not be full. In this case, pack crumpled paper in the unused space to prevent movement during shipment. Do not use excelsior, shredded paper, wax paper, additional file material, or surplus file folders as packing material.

9-9. Identifying record shipping containers. Before shipping to an RHA, OCRHA, or records center, enter the box number and total number of boxes in the record series on the end of the box, in the upper right-hand corner. If a shipment includes three boxes, for example, they will be marked 1/3, 2/3, and 3/3.

Section II. RETIREMENT OF RECORDS TO A FEDERAL RECORDS CENTER AND TRANSFER TO OTHER UNITS AND ORGANIZATIONS

9-10. Retirement of records to a Federal records center, GSA. Normally, the records of a unit are not retired directly to a Federal records center but are transferred to the RHA or OCRHA which, in turn, retires records of long-term or permanent value. However, when direct retirement to a Federal records center is necessary, AR 340-18-1 will apply.

9-11. Record shipments by USAR units. *a. General.* USAR units will essentially follow the same instructions for listing, packing, and shipping records as stated in this chapter. However, records to be retired to a records center will be sent to the location assigned by the CONUS Army commander or major oversea commander.

b. Consolidated shipments. Records of all USAR units and activities will be retired by the organizations designated by the CONUS Army or major oversea commander as follows:

- (1) Reserve unit attendance files (file number 1003-05) and ROTC cadet MPRJ files (residue of file number 1004-08) will be retired to US Army, RCPAC, 9700 Page Boulevard, St. Louis, MO 63132.

- (2) Publication record set files and other records eligible for retirement will be shipped to WNRC, GSA, WASH DC 20409.

9-12. Transfer to other units and organizations. For instructions, check with installation or activity records manager.

CHAPTER 10

DISPOSITION OF RECORDS ON CHANGE OF STATUS

10-1. Units entering on active duty. When units of the Army Reserve and the National Guard enter on active duty, dispose of records as follows:

a. Reserve units.

(1) Records processed under AR 135-300 will go with the unit.

(2) Except as shown in (3) and (4) below, records created during the current year will also go with the unit.

(3) Unit attendance files and publication record sets will be cut off the day before the effective date of entry on active duty. These records will be transferred to the location assigned by the CONUS Army commander for records retirement.

(4) Records eligible for destruction according to this regulation will be destroyed before the unit enters on active duty.

(5) Other records will be transferred to a place assigned by the CONUS Army commander. Final disposal will then be made according to this regulation.

b. National Guard units.

(1) Records processed under AR 135-300 will go with the unit.

(2) Other unit records will be cut off and disposed of as prescribed by appropriate National Guard regulations before the unit enters on active duty.

10-2. Transfer of functions. When a function is transferred from one Army organization to another, the transferred function's current records will be sent to the gaining organization. They will be kept there as a separate entity to preserve their administrative origin. The transferred function's inactive (cutoff) records, which have little or no reference value, will be sent to the RHA or OCRHA. Units that do not use an RHA will transfer such records to the Federal records center. (See app B.) A list of the records transferred to the gaining organization, and a copy of the SF 135 listing the inactive records transferred to an RHA, OCRHA, or CONUS records center, will be furnished the records manager of the

gaining organization and the next higher headquarters.

10-3. Redesignation or reorganization. *a. Transfer of functions.* When a unit or activity is redesignated or reorganized with a transfer of functions, paragraph 10-2 applies.

b. No transfer of functions. When there is no transfer of functions, the records will be continued and will be cut off in the same manner and at the same time as if no change in status had occurred.

10-4. Units transferred in CONUS without personnel and equipment. When a unit in CONUS is transferred without personnel and equipment, its records will be cut off on the date of transfer. Units located on installations will send records to the RHA. Units not reserved by an RHA will send records to the place designated by the CONUS Army commander. Records essential to the unit's operation at its new location may be requested from the RHA of the losing installation or the location assigned by the CONUS Army commander, as applicable.

10-5. Units making a PCS within CONUS. Records of a unit making a permanent change of station (PCS) within CONUS will go with the unit.

10-6. CONUS units preparing for oversea movement. Immediately prior to oversea movement of CONUS units, records eligible for destruction will be destroyed; records required for retention by the unit will be readied for shipment; and other records will promptly be transferred to the RHA of the last permanent station.

10-7. Oversea units making a PCS without returning to CONUS. Current records will go with a unit when a PCS is made. Records not required for future actions will be transferred to the appropriate OCRHA to reduce the volume of records to be moved.

10-8. Oversea units returning to CONUS. *a. Units returning with personnel.* Records will go with a unit making a PCS to CONUS with personnel. However, records that are to be destroyed when

obsolete or no longer required for reference may be destroyed.

b. Units returning without personnel. Records eligible for destruction will be destroyed. All other records will be packed and transferred to the OCRHA. Records needed for operating the unit in CONUS may be requested from the OCRHA.

10-9. Discontinuance of a unit. *a.* When a unit is discontinued and no functions are transferred, dispose of records as follows:

(1) Destroy records of a discontinued unit located on a CONUS installation that are eligible for destruction, and transfer remaining records to the RHA.

(2) Dispose of records of a discontinued unit in CONUS that is not served by an RHA according to the supervisor of the unit records management program. If his/her instructions require the records to be sent directly to the Federal records center (app B), furnish a copy of the SF 135 to that official.

(3) Destroy records of a discontinued unit in an overseas command that are eligible for destruction, and transfer remaining records to the OCRHA.

b. When a unit is discontinued and functions are transferred, instructions in paragraph 10-2 apply.

10-10. Reserve units on active duty reverting to reserve status. When units of the Army Reserve on active duty revert to reserve status, dispose of records as follows:

a. Records created during the period of active duty will be transferred to the installation RHA

where the reserve unit was released from active service, except as indicated in *b* and *c* below.

b. Records that require later entries or actions after reverting to reserve status will accompany the unit.

c. Destroy those records that are eligible for destruction according to this regulation.

d. Records that went with the unit to active duty, but are not ready for disposition, will accompany the unit on its return to reserve status.

10-11. National Guard units returning to State control. When National Guard units are returned to State control, dispose of records as follows:

a. Destroy records ready for disposal according to this regulation.

b. Transfer other records to the RHA of the losing installation except as indicated in *c* below.

c. Records that require later entries or action after return to State control will accompany the unit.

10-12. Units of the US Army Forces, Readiness Command (USARRED). USARRED and US Strategic Army Forces (STRAF) units will maintain an SF 135 at all times indicating those files that will not go with the unit if it goes overseas. However, the inclusive dates of the records (item 6) will not be completed until the unit prepares to move.

10-13. Other change in status. On a change in status not specifically covered in the preceding paragraphs, contact the records manager for proper procedures.

APPENDIX A

RECORD DISPOSITION STANDARDS

A-1. This appendix has 11 sections of file numbers and instructions for disposing of records created and maintained by Army organizations listed in paragraph 1-2. The term "office" as used in this appendix refers to an office, an organization, a unit, or any other organizational entity to which this regulation applies.

A-2. US Army units with special functions that create records not described in this appendix will refer to the AR 340-18 series for extracts of file numbers (ref para 4-2).

A-3. When records are neither described in this appendix nor contained in the AR 340-18 series, they are called "unidentified" files. Reference paragraph 4-2 for assigning a file number.

A-4. Prior to preparing labels, retention periods in the disposition column (e.g., 2 years, 3 months) will be converted to cutoff, transfer, destruction, or retirement dates (ref para 5-3).

Section I. OFFICE HOUSEKEEPING, PERSONNEL, AND REFERENCE FILES

The file described in this section accumulate from an office's routine or administrative operations, not from mission functions. The 101 series pertains to office housekeeping files; 102 to office personnel files; 103 to office reference files.

101—OFFICE HOUSEKEEPING FILES

The files in this subgroup are maintained for administering general office functions.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
101-01	<p>Suspense files. Papers arranged in date order as a reminder that an action is required on a given date.</p> <p><i>Note.</i> File numbers are not required on suspense papers, on file drawer labels, or on folders in which these papers are filed.</p> <p>Suspense file examples are:</p> <ul style="list-style-type: none"> a. A note to submit a report or to take some other action. b. The file copy or an extra copy of an outgoing communication filed by the date on which a reply is expected. c. Papers that may be destroyed in 30 days or less as being without further value. d. An incoming communication filed by the date on which action is to be taken. 	<p>Destroy after action is taken.</p> <p>Withdraw papers when reply is received. Destroy extra copy; file the file copy.</p> <p>Destroy on suspense date.</p> <p>Withdraw papers on suspense date.</p>
101-02	<p>Office general management files. Documents relating to the administration of an office. These documents concern—</p> <ul style="list-style-type: none"> a. Internal office procedures, hours of duty, and individual duties that are not continuing. b. Charitable affairs, such as blood donations and contributions to charity. 	<p>Destroy after 1 year.</p>

File No.	Description	Disposition
	<p>c. Public relations and information activities such as open-house programs and special events (not articles, news releases, or similar items that promote or publicize the office's mission).</p> <p>d. Emergency evacuation procedures, such as fire or civil defense.</p> <p>e. Office security such as documents ensuring security and any covering the security classification system.</p> <p>f. Protective services, parking, traffic control, and allied matters.</p> <p>g. Office safety, such as minutes of safety meetings and safe and unsafe practices notes.</p> <p>h. Forms, publications, records and reports management, such as records and forms surveys and inventory reports (not those relating to initiating forms, publications, and reports that pertain to the office's mission functions).</p> <p>i. Routine use of automatic data processing (not documents concerned with use of automatic data processing for mission functions).</p> <p>j. Administration, but are other than those described elsewhere in this appendix.</p>	
101-03	<p>Office inspection and survey files. Documents relating to—</p> <p>a. Inspection reports, such as IG and command security. They also include communications about pending inspections.</p> <p>b. Management survey reports and similar documents that apply to internal office procedures, layout, workflow patterns, and comparable matters.</p>	Destroy after the next comparable survey or inspection.
101-04	<p>Duty reporting files. Documents prepared by duty officer of the day or by personnel on charge of quarters duty. Included are daily activity reports and related documents.</p>	Destroy after 6 months.
101-05	<p>Housekeeping instruction files. Memorandums of comparable instructions dealing with internal administrative procedures.</p> <p><i>Note.</i> This file number does not apply to instructions issued on an agency-, command-, command headquarters-, installation-, or activity-wide basis, for which see the AR 340-18 series; nor does it apply to instructions concerning mission functions, such as standing operating procedures.</p>	Destroy when superseded or obsolete.
101-06	<p>Office organization files. Documents relating to the organization and function of an office, such as copies of documents that are duplicated in the comptroller's, management, or comparable office that determines the organization and functions of the agency. Included are—</p> <p>a. Functional charts and functional statements.</p> <p>b. Copies of documents relating to office staffing and personnel strength, such as manpower surveys and manpower authorization vouchers.</p> <p>c. Tables of Distribution and Allowances (TDAs).</p> <p>d. Documents reflecting minor changes in the office's organization.</p> <p>e. Similar papers.</p>	Destroy when superseded, obsolete, or not needed for reference.
101-07	<p>Office record transmittal files. Copies of transmittal lists showing files transferred or retired.</p>	Destroy when records listed have been destroyed.
101-08	<p>Record access files. Documents received or prepared by an office that identify individuals authorized access to official records, particularly classified material. Included are—</p> <p>a. Requests and approvals for access.</p> <p>b. Rosters of those authorized access.</p> <p>c. Similar documents.</p>	Destroy when superseded or made obsolete by the authorization document, or when the individual has been transferred, separated, or relieved.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
101-09	<p>Security container record files. Forms that are a record of entry, and are placed on safes, cabinets, or vaults that contain classified documents.</p> <p><i>Note.</i> These individual forms do not need folder labels.</p>	Destroy the day following the last entry on the form, except that forms involved in an investigation will be kept until it is completed.
101-10	Security container information files. Up-to-date records of all office safe and padlock combinations. Also other information to identify and locate the safes or containers and the individuals who know the combination.	Destroy when superseded or when the container is turned in.
101-11	Office classified document receipt files. Receipts for classified documents issued or transferred. If the receipts are used concurrently as a register or control file, they will be identified and disposed of under file number 101-12.	Destroy in CFA after 2 years.
101-12	Office classified document register or control files. Documents reflecting the identity and location of classified documents for which the office is accountable. Included are DA Forms 455 and 3964 and similar forms used for control.	Destroy in CFA 2 years after all classified documents recorded have been transferred, destroyed, declassified, or entered on a new sheet.
101-13	Temporary internal receipt files. Documents used in making temporary loan of classified documents within the office. These are normally of short duration and are often returned the same workday.	Destroy on return of the classified document.
101-14	Office nonregistered classified document destruction certificate files. Forms or other documents that reflect the destruction of classified documents.	Destroy in CFA after 2 years, or earlier when approved by HQDA(DAMI-CIS), WASH DC 20310.
101-15	Office mail control files. Documents that pertain to controlling incoming and outgoing mail by offices other than official mailrooms and postal activities. Included are routing and suspense slips, records of messenger trips, mail receipts, and similar documents.	Accountable mail receipts: Destroy in CFA after 2 years. Other documents: Destroy after 3 months.
101-16	<p>Office financial files. Documents that relate to spending. Included are—</p> <ol style="list-style-type: none"> Itineraries and travel estimates and requests for travel funds. Requests for long-distance telephone call funds. Notices of available telephone funds. Reports of long-distance telephone calls. 	Destroy after 1 year.
101-17	<p>Office service and supply files. Documents relating to an office's ordinary supplies and equipment, office space and use, communications, transportation, custodial or other services required by an office, and to the general maintenance of an office. Included are—</p> <ol style="list-style-type: none"> Requests and receipts for supplies, equipment, and similar papers. Requests and other documents about issuing keys and locks to an office. Requests for publications and blank forms and other papers relating to supply and distribution of publications to an office. Documents relating to local transportation and drayage services. Documents relating to custodial services. Requests for office space and similar documents related to office space. Requests to install telephones, floor plans showing location of telephone extensions, requests for changes to telephone directories, and similar papers. 	Destroy 1 year after completion of action, except destroy pinpoint distribution files (DA Form 12 series) when superseded or obsolete.

File No.	Description	Disposition
	<ul style="list-style-type: none"> h. Documents relating to office heating, lighting, ventilation, cooling, electrical, and plumbing systems. i. Documents relating to painting, partitioning, repairing, or other aspects of maintenance. j. Documents relating to other logistical services required by an office. 	
101-18	Office property record files. Cards, lists, and receipts, or comparable documents showing accountable property charged to the office, but not including the formal supply accounting records described in category 1416 of this regulation.	Destroy when superseded, obsolete, or when the property is turned in.
101-19	Office equipment approval and use files. Documents related to approval and use of office property. Included are— <ul style="list-style-type: none"> a. Documents giving approval of office copiers. b. Documents reflecting individual and cumulative repairs, adjustments, and use of office equipment. c. Similar documents. 	Destroy when superseded, obsolete, or on disposal of the equipment.
101-20	Classified matter inventory reporting files. Documents that account for all classified matter from a physical inventory.	Destroy after next inventory.
101-21	Security classification regrading files. Documents authorizing regrading of security classified documents. Included are DA Form 1575, circulars, and related documents.	Destroy in CFA 3 years after all documents have been annotated.
101-22	Office management system files. Documents related to the use and approval of office management systems. Included are documents giving approval of a microfilm system, a word processing system, etc.	Destroy when system is no longer in effect.
101-23	Office space assignment record files. Documents showing administrative space assigned to an office. Included are space assignment records and related documents.	Destroy when superseded or obsolete.
101-24	Office file numbers files. Approved lists of selected file numbers in this regulation. <i>Note:</i> Lists of selected file numbers may be filed in the front cabinet drawer. If this is done, omit this file number.	Destroy when superseded.
101-25	Privacy disclosure accounting files. Documents used in accounting for, and recording, the date, nature, and purpose of each disclosure made from a system of records pursuant to the Privacy Program; and showing the subject individual's name, the name and address of the agency or person to whom the disclosure was made, and whether or not the individual's consent was given (where applicable). Included are forms, correspondence, other papers used for accounting statements of mass disclosures, disclosure consent authorizations, and related documents. <ul style="list-style-type: none"> a. Accounting records for disclosures from ADP tape or disks that are periodically updated, and retained copies of accounting records that result from transfer of files to another (non-DOD) agency. b. Accounting records for mass disclosures made on a cyclic basis. 	<p>To the extent practicable, disclosure accounting records will be maintained and transferred with the records from which the disclosure was made.</p> <p>Destroy the accounting record 5 years after the disclosure, or 5 years after transfer of the record from which the disclosure was made, or upon destruction or blanking of the ADP tape or disks from which the disclosure was made, whichever is later.</p> <p><i>(Note 1)</i> Destroy the disclosure accounting record 5 years after discontinuance of the policy or procedure prescribing the cyclic disclosures, or upon destruction of the record from which the cyclic disclosure was made, whichever is later.</p>

*File No.**Description**Disposition*

c. Accounting records for disclosures made from files having a retention period of less than 5 years.

Maintain disclosure accounting record separately from the files from which the disclosure was made. Destroy 5 years after last disclosure.

d. Accounting records for disclosures made from records with a retention period of 5 or more years.

(*Note 1*) Destroy the disclosure accounting record at the same time as destruction of the record from which the disclosure was made, except as indicated in *Note 1* below.

e. Accounting records pertaining to files indicated in AR 340-18 series as being PERMANENT.

The disclosure accounting record becomes a part of the permanent file and is disposed of accordingly.

Note 1. In each of these instances, if the accounting record is maintained with the record from which the disclosure is made, and destruction of the record occurs before the last disclosure is 5 years old, the accounting record must be withdrawn and retained until the last disclosure is 5 years old before being destroyed.

Note 2. Accountings for one-time disclosures in which the request and reply serve as both the disclosure accounting and the record disclosed will be maintained and disposed of in accordance with the disposition instructions for the file concerned, provided that *Note 1* above is complied with.

102—OFFICE PERSONNEL FILES

The files described in this subgroup are maintained by operating officials for administering military and civilian employees under their control.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
102-01	<p>Office general personnel files. Documents that relate to the daily administration of military and civilian personnel. Included are—</p> <ul style="list-style-type: none"> a. Papers that relate to attendance, overtime, and notices of holidays and hours worked. b. Notices about athletic events and employee unions. c. Notifications and lists of employees to receive Government medical services, including X-rays and immunizations. d. Notices and lists of individuals to receive training. e. Related papers. 	Destroy after 1 year.
102-02	<p>Office personnel register files. Documents used to account for office personnel and to control office visitors. Included are registers reflecting personnel arrival, departure, leave, and temporary duty travel. Do not include official personnel registers used preparing morning reports or SIDPERS inputs.</p>	Destroy after 6 months.
102-03	<p>Office personnel locator files. Documents with the name, address, telephone number, and similar data for each employee.</p>	Destroy when the person is separated or transferred.
102-04	<p>Supervisory or manager employee record files. Documents that pertain to each civilian employee and contain the same actions as those in the Official Personnel Folder or related files maintained in a civilian personnel office. Each file is filed by employee name and contains—</p> <ul style="list-style-type: none"> a. Cards with complete employee information, positions, and actions in process. Included are SF 7B (Service Record) and DD Form 1435 (Cryptographic Maintenance Training and Experience Record), when required. b. Notices of persons cleared for access to classified material, and other personnel security documents. c. Reports. d. Papers relating to individual injuries. e. Letters of appreciation and commendation. f. Training records. g. Assigned responsibilities of individuals. h. Performance appraisals and counseling. i. Other duplicate forms filed in the Official Personnel Folder. 	<p>Review at end of each year and destroy when superseded or no longer applies.</p> <p>Send to the servicing personnel office when the employee is transferred or separated. There it will be checked for documents that should be permanently filed in the official personnel folder.</p> <p>Withdraw and place in file number 102-06 for employees separated from military service who have restoration rights.</p> <p>Send to gaining official for employees transferred within the same authority on an installation.</p> <p>When employees are separated or transferred to an installation having different appointing authority, destroy file, except that DD Form 1435 will be sent to the gaining authority within the Federal Government.</p>
102-05	<p>Job description files. Documents describing positions in an office. Included are DA Form 374 (Job Description) for civilian personnel and job description forms for military personnel.</p>	Destroy when position is abolished, job description is superseded, or not needed for reference.
102-06	<p>Separation for military service files. SF-7 (Service Record) used to consider employees, who are separated for military service, for civilian positions in absentia.</p>	<p>Return to active file if employee is restored at end of obligation period.</p> <p>Destroy if not restored.</p>
102-07	<p>Pending request files. Operating officials' or suspense copies of SF 52 (Request for Personnel Action) (e.g., accessions, position changes, rate-of-pay changes, and separations).</p>	Destroy when requested personnel action is complete.
102-09	<p>Duty roster files. Documents used for recording routine duties performed by employees plus special duties performed on a rotating basis.</p>	Destroy 3 months after last entry.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
102-10	Standard of conduct files. Documents relating to procedures to assure that all personnel fully understand the standards of conduct required of them.	Destroy after the next periodic application of the procedure or 1 year after obsolescence of the procedure.
102-11	Security awareness files. Documents that concern compliance with security regulations by all personnel.	Destroy after the next periodic application.
102-12	Temporary duty travel files. Requests and authorizations for military personnel TDY and civilian personnel TDY and PCS travel, and related documents.	Destroy after 1 year.
102-13	Office military personnel files. Documents about supervising military personnel on duty in a staff office. Included are papers pertaining to— <ol style="list-style-type: none">a. Classification.b. Promotion.c. Orders.d. Sponsors.e. Indebtedness.f. Leave.g. Enlistment.h. Waivers.i. Statement of service.j. Bonus.k. Evaluations.l. Identification.m. Group life insurance.n. Applications for appointment.o. Application for outside employment.p. Academic and individual training reports.q. Instructional evaluations.r. Related documents.	Destroy 1 year after transfer or separation of individual.

Note. For Privacy Act purposes, this file series is covered by system notice A0708.03bDAPC.

103—OFFICE REFERENCE FILES

This subgroup describes files that are reference materials readily available to the office.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
103-01	Reference publication files. Publications from any Army element, other Government agencies, and nongovernmental organizations kept for reference within an office.	Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to supply channels.
103-02	Technical material reference files. Technical material, such as motion pictures, sound recordings, still photographs, transparencies, charts, and maps retained for reference.	Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to supply channels.
103-03	Reading files. Copies of outgoing communications, arranged by date, for periodic review by staff members.	Destroy after 1 year.
103-04	Office message reference files. Incoming and outgoing messages in numerical or date order for reference purposes in offices other than signal communications centers, message centers, and official mail rooms. Official copies of messages must be filed in the office's mission files.	Destroy after 1 year.
103-05	Policy and precedent files. Extra copies of policy or precedent documents for future and continuing action. Normally, these files are maintained at the operating level. Included are— a. Standing operating procedures. b. Statements of policy or procedure. c. Examples of typical cases. d. Other documents duplicated in functional files.	Destroy each document when superseded or obsolete. Destroy entire file on discontinuance of organizational element to which it relates.

Section II. PLANNING, PROGRAMING, MANAGEMENT, AND HISTORICAL FILES

The files in this section relate to management functions, emergency and operational planning, and maintaining historical records.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
201-04	Orientation and briefing files. Documents used in briefing and orienting visitors and new employees about the organization, functions, and physical layout of a unit or office. Included are photographs, transparencies, slides, copies of specially prepared handouts, other items of interest, and related documents.	Destroy when superseded or obsolete.
201-06	Staff visit files. Documents relating to staff visits for supervising or conducting studies. Included are requests to visit, reports of visit, recommendations, and other 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 that files relating to recurring staff visits will be destroyed on completion of the next visit.
201-07	Planning, programing, management, and historical reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used for documenting performance of a function or process. Included are— a. Notes, drafts, feeder reports, news clippings, and similar working papers; other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents.	Destroy 1 year after completion of action, or earlier if no longer needed for current operations.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	b. Cards, listings, and indexes used for controlling work.	Destroy when no longer needed.
	c. Extra copies of technical and intelligence documents, emergency plans, and mobilization plans that are not reference publication files.	Destroy when no longer needed for current operations.
	d. General information documents that require no action and are not required for specific functions.	Destroy after 1 year, or earlier if no longer needed for current operations.
	e. Extra copies of documents maintained by action officers that reflect actions taken by the officer. These files should only be established when necessary.	Destroy after 1 year, or earlier if no longer needed for current operations.
	f. Copies accumulated by supervisory offices, such as battalion S-1 or S-4. These copies duplicate files in lower action offices of the same organization. Establish these files only if needed.	Destroy after 1 year, except that those documents that require further action or relate to reopened cases will be brought forward to the current file.
204-01	Emergency planning files. Documents relating to planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies. Included are instructions and changes to plans, and coordinating actions.	Destroy when superseded, obsolete, or no longer needed.
204-03	Emergency plan, test, and exercise files. Documents accumulated from testing emergency plans. Included are— a. Announcements of tests. b. Instructions to participating personnel. c. Staffing assignments. d. Test messages. e. Estimates of simulated damage. f. Estimates of costs. g. Resources required to repair simulated damage. h. Estimates of available resources. i. Critique sheets. j. Reports. k. Similar documents.	Destroy after 2 years.
207-02	Activation and status change files. Documents related to activating, deactivating, reorganizing, relocating, disbanding, or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are— a. Requests for publication of DA letters directing change in status. b. DA letters or other forms of implementing instructions. c. Copies of published general orders. d. Affiliation agreements. e. Coordination actions. f. Related documents.	Destroy 5 years after transfer, discontinuance, or disbandment of related unit.
207-03	Organization and allowance files. Documents relating to setting up or changing an organization, personnel allowances, and equipment allowances. Included are published TOEs and MTOEs or TDAs and MTDA's, and comments or changes to them, plus related documents.	Published documents: Destroy, when superseded, obsolete, or no longer needed for reference. Other documents: Destroy after 3 years.
209-03	Readiness reporting files. Documents relating to the actual readiness conditions of the Army forces. Included are— a. Individual and consolidated unit readiness reports. b. Personnel status reports. c. Logistic readiness reports. d. Papers concerning the actual readiness conditions of Army forces. e. Related documents.	Destroy after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
223-04	Command inspection files. Documents included are— <i>a.</i> Command inspections. <i>b.</i> Reports of inspections. <i>c.</i> Directing corrective action. <i>d.</i> Replying to instructions. <i>e.</i> Other related records.	Destroy after 2 years, or after next comparable inspection, or when no longer required for reference, whichever is later.
224-03	Inspector general's inspection files. Documents from inspector general's inspections. Included are annual, general, procurement, special, technical proficiency, reactor facility, Federal recognition inspection reports, and related papers.	Destroy 1 year after next comparable inspection. However, destroy special and Federal recognition inspection report files 1 year after the next annual general inspection.
227-02	Personnel-type order files. Announcements of promotions, separations, courts-martial, certain travel, and certain personnel actions issued by any element of the Army, per the specific non-permanent formats contained in AR 310-10. Does not include DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) or invitational travel orders.	Organizations not converting the data to microform: Destroy after 56 years. Retire to Washington National Records Center. Organizations converting the data to microform under an approved MICRODIS: <i>a. Original documents:</i> Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents. <i>b. Microforms:</i> (1) <i>Original microforms:</i> Destroy after 56 years. Retire to Washington National Records Center. (2) <i>Other microform copies:</i> Destroy when no longer needed for current operations.
227-03	Publication reference set files. Offices that issue publications will maintain one set for reference purposes. It also includes copies of other publications issued by the office for which a "Record Set" is not required (such as DD Form 1610, TDY travel orders, indorsements to orders, invitational travel orders, daily or weekly bulletins, and similar documents). Mark each folder or binder in this set "Reference Set" and keep posting up to date.	Destroy when superseded, obsolete, or no longer needed for current operations.
227-05	Publishing office background files. Documents accumulated by offices responsible for collecting and publishing material prepared by other offices. These are also filed in appropriate functional files. Included are— <i>a.</i> Articles for periodicals. <i>b.</i> Documents used to prepare personnel-type orders. <i>c.</i> Items for inclusion in daily, weekly, or monthly bulletins. <i>d.</i> Similar data for inclusion in other Government publications. <i>e.</i> Comparable documents, but not those for the printing job jacket file.	Destroy after 1 year.
227-15	Permanent order background files. Documents relating to the preparation, review, and issue of permanent orders per the specific permanent orders formats in AR 310-10. Included are studies, documents reflecting coordinating actions, recommendations or concurrences, and similar documents that provide a basis for issuance or contribute to the content.	Offices not converting the data to microform: Destroy after 25 years. Offices converting the data to microform under an approved MICRODIS: <i>a. Original documents:</i> Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents. <i>b. Microforms:</i> (1) <i>Original microforms:</i> Destroy after 25 years. (2) <i>Other microform copies:</i> Destroy when no longer needed for current operations.

File No.	Description	Disposition
227-16	<p>Permanent order record set files. "Record Set" of permanent orders issued by any element of the Army. Each folder, binder, or microform will be distinctly marked "Record Set" and will not be charged out or posted. These orders pertain to such matters as organizational actions, awards, and decorations.</p>	<p>Offices not converting the data to microform: Permanent. Retire with the next regular shipment.</p> <p>Offices converting all data to microform under an approved MICRODIS:</p> <p><i>a. Original documents:</i> Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for original documents.</p> <p><i>b. Microforms:</i></p> <p>(1) <i>One silver halide microform set and one diazo or vesicular copy:</i> Permanent.</p> <p>(2) <i>Other microform copies:</i> Destroy when no longer needed for current operations.</p>
228-07	<p>Command reporting files. Documents relating to command reports in which commanders submit information, evaluations, and recommendations on combat operations. Included are—</p> <p><i>a.</i> Command reports.</p> <p><i>b.</i> Special reports.</p> <p><i>c.</i> Status reports.</p> <p><i>d.</i> Comments.</p> <p><i>e.</i> Evaluations.</p> <p><i>f.</i> Recommendations.</p> <p><i>g.</i> Copies of maps, directives, overlays, sketches, and photographs supporting the reports.</p>	<p>Reports prepared by units in combat areas and by units directly supporting troops in combat: Permanent.</p> <p>Reports prepared by units not in combat areas or by units not directly supporting troops in combat: Destroy after 2 years. However, documents forming the basis for other official actions (such as issuance of a directive or training manual) will be filed and disposed of with the official action.</p>
228-08	<p>Organizational history files. Documents reflecting organizational history as described in AR 870-5. Included are—</p> <p><i>a.</i> The unit history and annual supplements.</p> <p><i>b.</i> Copies of lineage and honors certificates.</p> <p><i>c.</i> Data on organizational flags, coats of arms, and distinctive insignia (where applicable).</p> <p><i>d.</i> Citations for organizational decorations.</p> <p><i>e.</i> Newspaper, book, and magazine clippings.</p> <p><i>f.</i> Unframed photographs, pictures, certificates, letters, programs, and other data relating to historical ceremonies and organizational traditions.</p> <p><i>g.</i> Names and social security numbers of all commanders and dates of changes or assumptions of command.</p> <p><i>h.</i> Copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, detachments, the entry into or release from active Federal military service.</p> <p><i>i.</i> Other documents of value to the specific organization.</p>	<p>Agencies not converting the data to microform: Permanent. Transfer to HQDA(DAMH-HSR), WASH DC 20314; when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide proper care for the records.</p>
228-09	<p>Daily journal files. Documents reflecting a chronological record of events affecting a unit during a given period.</p> <p><i>a.</i> Included are journals and documents necessary to support the journal entries, such as—</p> <p>(1) Copies of orders.</p> <p>(2) Periodic reports of the unit and its subordinate and attached units.</p> <p>(3) Periodic reports of higher and adjacent units, when applicable.</p>	Permanent.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	(4) Personnel reports. (5) Ammunition expenditure charts. (6) Other statistical data and similar documents. b. Excluded are daily activity reports and similar documents described under file number 101-04.	
239-01	FOIA request files. Documents relating to requests for information under the Freedom of Information Act (FOIA). Included are— a. The original request. b. A copy of the reply granting access, stating inability to identify or nonexistence of requested records, and indicating fees charged. c. Related documents.	Destroy after 2 years.
239-06	FOIA administrative files. Documents relating to the general implementation of the FOIA. Included are routine correspondence, memorandums, notices and related documents.	Destroy after 2 years.
240-01	Privacy case files. Documents accumulated in processing requests and approval actions. Included are requests, copies of the requested records, coordination actions, and related documents.	Destroy after 4 years.
240-04	Privacy Act report files. Documents accumulated from preparing and submitting reports relating to implementing the Privacy Act. Included are statistical and feeder input and related documents.	Destroy after 2 years.

Section III. FINANCE AND FISCAL FILES

The files described in this section relate to finance, unit fund matters and accounts, and payroll.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
301-02	General finance and fiscal administrative files. Documents relating to finance and fiscal administration in general. Included are— a. Routine or general requests for information and replies. b. Routine or informal reports with related papers. c. General recommendations and suggestions with evaluations. d. Other documents of a general, routine, and administrative nature.	Destroy after 2 years.
301-07	Finance and fiscal reference paper files. Documents used to control or supervise the performance of a function or process—as distinguished from those records that document performance of a function or process. Included are— a. Notes, drafts, feeder reports, news clippings, and similar working papers; other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents. b. Cards, listings, and indexes used for controlling work. c. Extra copies of technical and intelligence documents, emergency and mobilization plans, and similar materials that are not considered reference publication files. d. General information documents that require no action and are not needed for documenting specific functions. e. Extra copies kept by action officers that reflect actions taken by the officer. Keep these only when necessary.	Destroy 1 year after completion of action, or earlier if no longer needed for current operations. Destroy when no longer needed. Destroy when no longer needed for current operations. Destroy after 1 year, or earlier if no longer needed for current operations. Destroy after 1 year, or earlier if no longer needed for current operations.

File No.	Description	Disposition
	f. Copies accumulated by supervisory offices, such as battalion S-1 or S-4. These copies duplicate record copies filed in lower level offices that perform the action. These files should only be established when needed.	Destroy after 1 year, except that those documents that require further action or related to re-opened cases will be brought forward to the current file.
304-04	Signature card files. These identify signatures of certifying officers who certify vouchers. Included are signature cards and related papers.	Destroy 3 years after revocation of the designation.
304-05	Collection voucher files. Copies of documents sent to disbursing officers by sales officers and other officials. These people are authorized to accept amounts due the United States from individuals, organizations, or governmental agencies. Not included are files accumulated by fiscal officers. Collection voucher files include— a. Deposit reports. b. Collection report for sales of services and supplies (other than subsistence). c. Sales accounts of public property sold at public auction or on sealed proposals. d. Schedule of collections. e. Comparable documents.	Destroy after 3 years, except that when these documents are part of the accounts of files described elsewhere, dispose of them in the same way as those accounts or files.
305-06	Transmittal letter files. Copies of transmittal letters used for forwarding allotment forms and similar documents.	Destroy after 6 months.
305-08	Financial data record folder files. RESCINDED. Use file number 305-10.	
305-09	Miscellaneous military pay voucher files. Documents relating to the general administration of the military pay voucher system. Due to their general nature, these are not filed in the personal financial record. Included are— a. Copies of Laundry/Dry Cleaning Roster and Statement. b. Orders. c. Finance checklists. d. Similar payroll suspense documents.	Destroy after 1 year, or earlier if they have served their intended purpose.
305-10	Personal financial record files. A personal financial record will be maintained for each military member on active duty, except for personnel serving in a status of 6 months or less active duty for training. For personnel in the latter category, a Financial Data Record Folder will be maintained as prescribed by AR 37-104-3. Filing instructions for documents constituting the Personal Financial Records are prescribed by AR 37-104-3, and include— a. Leave record election of pay option. b. Authorization to start and stop basic allowance for quarters. c. Application for basic allowance for quarters for member with dependents. d. Allotment change or correction. e. Allotment authorization. f. Commercial insurance solicitation record. g. Withholding exemption certificate and forms. h. Determination of withholding allowance for itemized deductions. i. Military pay voucher. j. Internal Revenue notice of exception. k. Pay adjustment authorization. l. Casual payment receipt. m. Cash collection voucher.	Destroy on separation or retirement of individual after final payment is made. Disposition of individual documents and complete Personal Financial Records under other circumstances will be in accordance with AR 37-104-3.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<ul style="list-style-type: none"> n. Statement to substantiate payment of family separation allowance. o. Request and authority for leave. p. Allotment documents. q. Allotment discontinuance notice. r. Statement of service. s. Report of pay change. t. Local payment receipt, pay and allowance inquiries. u. Notice of indebtedness letter. v. Leave and earnings statement. w. Memorandums affecting member's pay, such as promotion orders, reduction orders, court-martial and Article 15 orders, and incentive pay and proficiency pay orders. 	
306-17	Savings bond reporting files. Documents related to bond sales and purchases. Included are payroll deductions, bond reports, and related documents.	Destroy after 3 years.
314-09	Nonappropriated fund account files. Documents relating to the administration of activities financed by unit funds. Documents included are— <ul style="list-style-type: none"> a. Inmates' welfare funds, stockade welfare funds, and commandants' welfare funds. b. Checkbooks. c. Loose canceled checks. d. Check stubs (loose). e. Bank deposit slips. f. Bank statements. g. Monthly bank account reconciliations. h. Statements of operations and net worth. i. Reports of audit. j. Cash property and reconciliation records. k. Property receipts. l. Security safekeeping receipts. m. Correspondence. n. Similar or related documents. 	Destroy after 3 years.

Section IV. Legal and Information Files

The files described in this section relate to court-martial actions and issuing information, primarily under the Troop Information Program.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
401-02	General legal and information administrative files. Documents relating to the administration of military justice and the Troop Information Program in general. Included are— <ul style="list-style-type: none"> a. Routine or general requests for information and replies. b. Routine or informal reports with related papers. c. General recommendations and suggestions with evaluations. d. Other documents of a general, routine, and administrative nature. 	Destroy after 2 years.
401-07	Legal and information reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used for documenting performance of a function or process. Included are— <ul style="list-style-type: none"> a. Notes, drafts, feeder reports, news clippings, and similar working papers. Other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents. 	Destroy 1 year after completion of action, or earlier if no longer needed for current operations.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	b. Cards, listings, and indexes used for controlling work.	Destroy when no longer needed.
	c. Extra copies of technical and intelligence documents and emergency and mobilization plans that are not reference publication files.	Destroy when no longer needed for current operations.
	d. General information documents that require no action and are not required for specific functions.	Destroy after 1 year, or earlier if no longer needed for current operations.
	e. Extra copies of documents maintained by action officers that reflect actions taken by the officer. These files should only be established when necessary.	Destroy after 1 year, or earlier if no longer needed for current operations.
404-04	Special court-martial files. These files include— a. Retained copies of charge sheets with related papers. b. Correspondence from the officer who has immediate general court-martial jurisdiction over the command. c. Court-martial orders—the originals have been sent to the officer exercising general court-martial jurisdiction. d. Related documents.	Destroy 1 year after notice of final action by the supervisory authority.
404-05	Summary court-martial files. These files consist of— a. Copies of formal record of trial of military personnel by summary court-martial. b. Related papers.	Destroy 1 year after notice of final action by the supervisory authority.
404-06	Court-martial locator files. Documents used to control cases that are to be tried or have been tried by summary and special court-martial. Included are index cards, registers, and similar documents.	Destroy after 3 years or 3 years after completion of the case, as applicable. Keep in CFA.

Section V. INTELLIGENCE, SECURITY, AND MILITARY POLICE FILES

The files described in this section relate to actions taken to safeguard defense information, investigate crimes, and protect facilities against hazards.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
501-02	General intelligence, security, and military police administrative files. Documents relating to administration of intelligence, security, and military police functions in general. Included are— a. Routine or general requests for information and replies. b. Routine or informal reports with related papers. c. General recommendations and suggestions with evaluations. d. Other documents of a general, routine, and administrative nature.	Destroy after 2 years.
501-07	Intelligence, security, and military police reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used for documenting performance of a function or process. Included are— a. Notes, drafts, feeder reports, news clippings, and similar working papers. Other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents. b. Cards, listings, and indexes used for controlling work. c. Extra copies of technical and intelligence documents and emergency and mobilization plans that are not reference publications files.	Destroy 1 year after completion of action, or earlier if no longer needed for current operations. Destroy when no longer needed. Destroy when no longer needed for current operations.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	d. General information documents that require no action and are not required for specific functions.	Destroy after 1 year, or earlier if no longer needed for current operations.
	e. Extra copies kept by action officers that reflect actions taken by the officer. Keep these only when necessary.	Destroy after 1 year, or earlier if no longer needed for current operations.
	f. Copies accumulated by supervisory offices, such as battalion S-1 or S-4. These copies duplicate record copies filed in lower level offices that perform the action. These files should only be established when needed.	Destroy after 1 year, except those documents that require more action or relate to reopened cases will be brought forward to the current file.
502-01	Intelligence reporting files. These files consist of copies of documents that have been submitted to higher headquarters. Included are— a. Reports on domestic intelligence. b. Foreign positive intelligence. c. Technical intelligence. d. Related documents.	Destroy after 2 years.
506-01	Security classification files. Documents relating to administering a security classification regrading system. Also involved is downgrading of documents. Included are— a. Correspondence or memorandums on downgrading. b. Reports on security classification.	Offices responsible for issuances: Destroy 10 years after final declassification action. Other offices: Destroy after 3 years.
506-08	TOP SECRET document control files. DA Form 969 (TOP SECRET Document Record) or comparable forms to insure positive control of TOP SECRET documents. The following are also included— a. Information of the documents' classification. b. Date of the documents. c. Distribution dates. d. Intraoffice routing data. e. Names of individuals handling the documents or having access to the information in the documents.	Destroy 5 years after related document is downgraded, transferred, or destroyed.
506-11	Security inspection and survey files. Documents relating to surveys and inspections primarily conducted by security officers. They determine if adequate measures are being taken to protect security classified information from fire, explosion, sabotage, and unauthorized access. Included are reports, recommendations, and related papers.	Destroy after next comparable inspection or survey.
507-02	Security briefing and debriefing files. Documents relating to security briefing and debriefing of personnel with access to classified material. Included are briefing and debriefing statements and related documents.	Destroy 2 years after transfer or separation of individual.
509-22	Serious incident reporting files. Reports of serious incidents which may embarrass or be of concern to the DA or DOD. Included are initial, supplemental, terminal, and special interest followup reports, and related documents.	Destroy 1 year after completion or receipt of final report.
511-12	Guard reporting files. Copies of DA Form 904 (Guard Report).	Destroy after 1 year.
511-13	Gate guard files. Documents relating to measures taken to guard Government facilities and military prisoners (US Armed Forces personnel). Included are— a. Assignment sheets. b. Gun registers. c. Registers reflecting movement of personnel or vehicles into or out of Government facilities. d. Package passes. e. Routine or negative reports. f. Similar documents.	Destroy after 6 months.

Section VI. GENERAL PERSONNEL MANAGEMENT AND SAFETY

The files described in this section relate to general personnel management and safety.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
604-03	Unit award case files. Documents reflecting the recommendation, review, and approval or disapproval of awards to units. Included in each case are approved or disapproved requests, certificates, and related documents.	Destroy after 1 year.
604-04	Award ceremony files. Documents relating to presentation of awards. Included are requests for troop support, diagrams, citations, and related documents.	Destroy after 2 years.
607-01	Accident and incident case files. Documents relating to individual accidents. Included are reports of accidents and investigations involving— <ul style="list-style-type: none"> a. Army aircraft. b. Army motor vehicles. c. Army marine equipment. d. Fires. e. Army property damage. f. Injury to or death of military and civilian personnel. 	Reviewing offices: Destroy after 5 years. Offices initiating reports and investigations: Destroy after 2 years.
612-01	Alcohol and drug abuse management files. Documents that pertain to implementation and status of the Alcohol and Drug Abuse Prevention and Control Program. Included are— <ul style="list-style-type: none"> a. Reports. b. Lessons learned. c. Identification. d. Treatment. e. Rehabilitation. f. Evaluation. g. Research and development. 	Destroy after 2 years.
612-02	Alcohol and drug abuse statistical files. Documents reflecting statistics related to the Alcohol and Drug Abuse Prevention and Control Program. Included are compilations and related documents.	Destroy when no longer needed.
612-03	Alcohol and Drug Dependency Intervention Council (ADDIC) meeting files. Documents related to the periodic meetings of interservice command or installation ADDICs. Included are notices, agenda, minutes, and reports of meetings, and related documents.	Destroy after 6 years.
614-01	EO and EEO reporting files. Documents with information of activities and conditions related to equal opportunity (EO) for military personnel and equal employment opportunity (EEO) for civilian employees. Included are— <ul style="list-style-type: none"> a. Statistical and narrative reports. b. Training report information. c. Summaries. d. Consolidations. e. Related documents. 	Destroy after 2 years.
614-02	EO and EEO survey files. Documents related to surveys taken on the implementation and effectiveness of EO for military personnel and EEO for civilian employees. Included are reviews, appraisals, recommendations, final reports, and related documents.	Destroy after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
614-03	<p>EO and EEO complaint files. Documents of complaints of personnel concerning EO for military personnel and EEO for civilian employees. Included are—</p> <ol style="list-style-type: none"> a. Complaints. b. Letters. c. Investigative data and summaries. d. Findings of fact statement. e. Final disposition reports. f. Acceptance statement. g. Withdrawal notices. h. Related documents. 	Destroy after 2 years.

Section VII. MILITARY PERSONNEL FILES

The files described in this section relate to the military service of individuals. They provide information and data for the management of military personnel and certain personnel services for military personnel.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
701-02	<p>General military personnel files.</p> <ol style="list-style-type: none"> a. Documents relating to— <ol style="list-style-type: none"> (1) Military personnel strength. (2) Procurement. (3) Reception. (4) Classification and reclassification. (5) Assignment. (6) Transfer. (7) Promotion. (8) Retirement. (9) Separation. (10) Voting. (11) Recreation. (12) Religious activities. (13) Other activities. b. Included are— <ol style="list-style-type: none"> (1) Routine or general requests for information and replies. (2) Routine or informal reports with related papers. (3) General recommendations and suggestions with all types of transmittals. (4) Other documents of a general, routine, and administrative nature. 	Destroy after 2 years.
701-07	<p>Military personnel reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used to document performance of a function or process. Included are—</p> <ol style="list-style-type: none"> a. Notes, drafts, feeder reports, news clippings, and similar working papers. Other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents. b. Working documents such as cards, listings, and indexes used for controlling work. c. Extra copies of technical and intelligence documents and emergency and mobilization plans that are not reference publication files. d. General documents that require no action and are not required for specific functions. 	<p>Destroy after 1 year, or earlier if no longer needed for current operations.</p> <p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p> <p>Destroy after 1 year, or earlier if no longer needed for current operations.</p>

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	e. Extra copies of documents maintained by action officers that reflect actions taken by the officer. These files should only be established when necessary.	Destroy after 1 year, or earlier if no longer needed for current operations.
	f. Copies accumulated by supervisory offices such as battalion S-1 or S-4. These copies duplicate record copies filed in lower level offices that perform the action. These files should only be established when needed.	Destroy after 1 year, except that documents requiring further action or relating to reopened cases will be brought forward to the current file.
702-07	Reenlistment eligibility files. Reenlistment data cards or individual forms with data from personnel records. The cards are maintained to determine reenlistment eligibility of enlisted personnel.	Forward with MPRJ in accordance with AR 640-10. Destroy on reenlistment of the individual or on individual's scheduled date of separation.
705-03	Waiting list files. Documents with names of applicants for membership in a reserve unit and related personnel data. Included are bound notebooks and related documents.	Destroy 2 years after last name has been deleted.
706-02	Departure clearance files. Documents of clearance procedures for departing soldiers. Included are clearance certificates, checklists, and related documents.	Destroy after 1 year.
707-04	Military identification card application files. Documents of applications for military identification cards. Included are copies of DA Form 428 (Application for Identification Card) and related documents.	Destroy after 1 year.
707-06	Identification card register files. Documents used to maintain accountability for military identification cards. Included are registers and similar documents.	Destroy after 5 years. However, destroy bound registers 5 years after last entry.
707-07	Identification card requisition files. Documents used to requisition, request, or draw down stocks of blank identification cards, submitted by an end-use activity.	Destroy in CFA after 5 years.
708-01	Military personnel records jacket files. Documents that pertain to soldiers' careers and current assignment are in this file. The jacket goes with the soldier on change in assignment. These papers are restricted to those authorized by DA directives.	Maintain, forward, and dispose of DA Form 201 (MPRJ) and its contents in accordance with AR 640-10 and AR 635-10.
708-03	Informational personnel files. Documents from various command levels that have administrative jurisdiction or from the forwarding of correspondence through normal military channels. These documents are mainly papers filed in the basic records. They also relate to individual assignments and similar matters. Arrange these files alphabetically. Put backing sheets on the folder at time of chargeout.	Destroy 1 year after transfer or separation of the individual.
708-07	Adverse suitability information files. a. Documents of untrue or unproved adverse information; and documents in which the adverse information was resolved by the individual. Included are documents of alleged— (1) Overdue debts. (2) Nonsupport. (3) Similar acts of wrongdoing. b. If true, they would reflect unfavorably on the character of an individual. <i>Note.</i> Adverse suitability information that is found to be true according to AR 600-15, AR 600-20, and AR 600-37 will be filed in prescribed personnel files.	Destroy after 1 year.
708-10	Qualification record extract files. Documents of data from official personnel qualification records such as DA Form 2 and DA Form 2-1.	Destroy on transfer or separation of the individual.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
708-14	Personnel action suspense reporting files. Copies of reports for suspension of favorable personnel actions. Also, those documents used to flag and report information that warrants suspension of personnel action under AR 600-31 and AR 604-10. Maintain as provided for in AR 600-31 and AR 604-10.	Destroy on submission of final status report.
708-15	Personnel suspense card files. Documents used by personnel offices to assure that personnel actions are done on time.	Transfer with MPRJ as prescribed in AR 640-10. Destroy on separation of soldier.
708-16	Personnel readiness files. Documents of personal information on soldiers subject to rapid deployment in support of contingency plans. Included are— a. Checklists. b. Change of address card. c. Record of emergency data. d. Bailment agreement. e. Application for storage, transportation, and shipment of personal effects. f. Application for basic allowance for quarters. g. Related papers.	Transfer with MPRJ in accordance with AR 640-10. Destroy when superseded, obsolete, or when soldier is separated.
708-18	Line of duty files. Documents related to deciding line-of-duty status and the investigation of incidents that require a line-of-duty determination. Included are— a. Statements of medical examinations and duty status. b. Reports of investigations—line-of-duty and misconduct status, notifications of findings, and related documents.	Destroy after 5 years.
712-03	MOS classification board proceeding files. Copies of proceedings convened to evaluate or reevaluate enlisted personnel and to decide action to be taken. Examples: Reclassification, reassignment, reduction, or discharge because of mental or physical inability, emotional instability, inefficiency, or other reasons.	Destroy after 2 years.
715-01	Morning reporting files. Documents used for daily accounting of military personnel. Included are DA Form 1 (Morning Report) and related documents.	Cut off annually, destroy after 1 year.
715-02	Organization roster files. Documents of soldiers on duty with each organization. The documents are used for verifying and reconciling personnel accounting. Included are rosters and related documents.	Destroy after 1 year.
715-04	Army strength reporting files. Documents compiled to report actual or projected strength of the Army and various segments or categories. Included are printouts, listings, and related documents.	Destroy when no longer needed for reference.
715-05	Individual personnel changes files. Documents for reporting an update of the data processing activity file. Included are punched cards, DA Forms 3815, and related documents.	Dispose of in accordance with DA Pam 600-8 series.
715-06	Personnel data card files. DA Forms 2475-2 (Personnel Data SIDPERS) reflecting historical, legal, and personnel data plus SIDPERS change report remarks on members assigned or attached to a unit. Included are personnel data cards.	Destroy 75 years after last entry. Retire to National Personnel Records Center (MPR) after 1 year in CFA or RHA.
715-07	SIDPERS reporting files. 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 accordance with DA Pam 600-8 series.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
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.	Unit Office of Record: 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.
716-02	Leave of absence files. Copies of DA Form 31 (Request Authority for Leave) used to request and grant leave for soldiers.	Destroy after 6 months.
716-04	Military personnel register files. Documents with signatures— a. Used to record absences from installations or activities. b. Time of departure or arrival. c. Name, grade or rank, and organization of individual authorized absence. d. Destination and address while absent. e. Length of absence. f. Similar information.	Destroy after 6 months.
716-08	Leave control log files. DA Form 4179-R used to control absences from unit. Included are logs and related documents.	Destroy after 1 year.
717-06	Enlisted promotion files. Documents related to considering enlisted personnel for promotion. Included are— a. Approved and disapproved requests. b. Orders. c. Promotion lists. d. Related documents.	Destroy on promotion of individual. Forward with MPRJ on change of MPRJ custodian.
718-01	Approved military award case files. Documents relating to the recommendation, review, and approval of military awards for individuals. Included are approved requests and related documents.	Records relating to wartime and/or combat activities: Permanent. Other records: Destroy after 1 year.
718-04	Disapproved military award case files. Documents relating to the review and disapproval of military awards for individuals. Included are disapproved requests and related documents.	Destroy after 6 years.
720-02	Physical inspection files. Documents of general and special inspections of enlisted personnel of an organization. Included are reports and related papers.	Destroy after 1 year.
726-05	Personal effects case files. Documents relating to— a. Receipt and disposition of the personal effects of a soldier. b. Government property that was in the soldier's possession. c. Lost or unclaimed baggage of an individual or group of individuals. d. Included are— (1) Inventories of effects. (2) Certificates of removal of prohibited items from baggage. (3) Lists of miscellaneous collections. (4) Tally sheets. (5) Shipping lists. (6) Related documents.	Destroy 2 years after disposition of the effects, except that files connected with casualties from armed conflict will be destroyed 2 years after cessation of the conflict or disposition of the effects, whichever is later.

<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 of soldiers confined by foreign civil authorities: Destroy 2 years after discharge. Files pertaining to other soldiers: Destroy after 2 years.

Section VIII. TRAINING AND EDUCATION FILES

The files described in this section relate to training and education activities in Active Army, Army Reserve, and ROTC units.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1001-02	General training and education administrative files. Documents relating to the administration of training and education in general. Included are— <ul style="list-style-type: none"> a. Routine general requests for information and replies. b. Routine or informal reports with related papers. c. General recommendations and suggestions with evaluations. d. Loading manifest files. e. Personnel involved in parachute jumps or comparable training activity. f. Listings and related documents. g. Physical fitness evaluation scorecards. 	Destroy after 2 years. Forward with MPRJ on transfer of individual. Destroy full cards on transfer of information to new card. Destroy on retirement, separation, or death of individual.
1001-07	Training and education reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used for documenting performance of a function or process. Included are— <ul style="list-style-type: none"> a. Notes, drafts, feeder reports, news clippings, and similar working papers. Other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents. b. Cards, listings, and indexes used for controlling work. c. Extra copies of technical and intelligence documents, emergency and mobilization plans that are not reference files. d. General information documents that require no action and are not required for specific functions. e. Extra copies of documents maintained by action officers that reflect actions taken by the officer. These files should only be established when necessary. f. Copies accumulated by supervisory offices, such as battalion S-1 or S-4. These copies duplicate record copies filed in lower level offices that perform the action. These files should only be established when needed. 	Destroy after 1 year, or earlier if no longer needed for current operations. Destroy when no longer needed. Destroy when no longer needed for current operations. Destroy after 1 year, or earlier if no longer needed for current operations. Destroy after 1 year, or earlier if no longer needed for current operations. Destroy after 1 year, except that files requiring further action or relating to reopened cases will be brought forward to the current file.
1002-03	Training-inspection files. Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related documents.	Destroy after 1 year.
1002-06	Target practice files. Documents involving the— <ul style="list-style-type: none"> a. Time of firing of live ammunition. b. The area involved. c. The type of weapon used. d. The organization doing the firing. e. The firing safety measures taken. 	Destroy after 1 year, except destroy safety cards after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1002-07	Training media files. Documents accumulated by activities engaged in training operations, particularly the conduct of training. Included are training schedules, programs, lesson plans, memorandums, directives, and related documents.	Lesson plans: Destroy when superseded or obsolete. Other documents: Destroy after 1 year.
1003-05	Reserve unit attendance record set files. Attendance records of members of reserve component units and activities during training or drill periods. Included are original DA Forms 1379 and supporting documents. Any data on the attendance reference copy that is vital to determining retirement point credits will be entered on the DA Form 1379. The form should be folded and placed in letter-size folders.	Cut off yearly and transfer to organization assigned by CONUS Army commander or major oversea commander; hold 1 year, then retire to RCPAC, 9700 Page Blvd., St. Louis, MO 63132.
1003-07	Reserve unit attendance reference set files. Documents used as worksheets and reference when the original attendance record is not available within the unit. Included are carbon copies of DA Form 1379, DA Form 1380, and related documents. Data entered on these documents, which are vital to determining retirement point credits, will be posted to the original DA Form 1379 maintained under file number 1003-05.	Destroy after 1 year.
1004-01	ROTC enrollment reporting files. Documents relating to ROTC enrollment data reported to TRADOC. Included are— a. Forms. b. Consolidated reports. c. Related documents.	Destroy after 3 years.
1004-05	ROTC camp files. Documents of operation and administration of annual camp training of ROTC students.	Destroy 1 year after completion of subsequent camp.
1004-07	ROTC cadet record files. DA Forms 131 (ROTC Cadet Record) reflecting data of enrollment, training, and disposition of ROTC cadets. These files are not needed for institutional purposes after the student leaves or after the unit is withdrawn.	Destroy in CFA 5 years after cadet terminates enrollment in ROTC, or 5 years after withdrawal of unit from the institution. If cadet transfers to another ROTC institution, transfer record to the gaining institution on request, as provided in AR 145-1.
1004-08	ROTC cadet MPRJ files. Documents relating to ROTC cadets. These documents are filed in DA Form 201 (MPRJ). Included in each MPRJ are— a. The record of military status of registrant. b. Armed Forces security questionnaire. c. Acknowledgement of understanding of service requirement. d. ROTC graduate branch selection record. e. Report of medical examination. f. Photographs. g. Letters of commendation. <i>Note.</i> ROTC cadet records (DA Form 131) are maintained under file number 1004-07.	On appointment in the USAR or on disenrollment, withdraw documents except those to be sent in the MPRJ. File under number 1004-09. Forward MPRJ to first assigned organization, appropriate area commander, or Cdr, RCPAC, as indicated in AR 145-1.
1004-09	ROTC separated cadet files. Documents relating to former cadets. Documents are maintained in manila folders. Included in each former cadet's file are— a. The Armed Forces security questionnaire. b. Deferment agreement. c. ROTC graduate branch selection record. d. Report of medical examination. e. Photographs. f. Letters of commendation. <i>Note.</i> ROTC cadet records (DA Form 131) are maintained under file number 1004-07.	Destroy after 1 year or on withdrawal of unit from ROTC program.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1004-10	ROTC screening test answer sheet files. Documents related to administering the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.	Destroy after 3 months.
1004-11	ROTC unit pay and allowance files. Files created under the military pay record system, effective 1 July 1949. Included are organizational payroll records created by the unit, such as— a. Papers used in preparing vouchers pertaining to pay, travel, or other allowances. b. Vouchers, copies of which have been sent to the disbursing officer for payment.	Destroy after 3 years.
1004-12	ROTC commutation of uniform files. Documents of commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents.	Destroy 3 years after the end of the school year in which commutation of uniforms for a class will no longer continue. <i>Note.</i> The active period is 4 years for institutions drawing commutation for basic and advanced students. It is 2 years for institutions drawing commutation for advanced students only.
1004-13	ROTC military property files. Documents relating to accountability of military property held by ROTC activities. Included are vouchers, requisitions, stock record cards, voucher registers, and reports.	Destroy after 2 years.
1004-14	ROTC cadet evaluation reporting files. Documents of cadet evaluations, which are prepared by professors of military science and commanders prior to graduation. Included are evaluation reports and related documents.	Destroy 2 years after graduation, or forward to higher command when requested.

Section IX. COMMUNICATIONS FILES

The files described in this section relate to the receipt, delivery, and accounting for mail; the accounting for postal forms, stamps, and monies collected; the operation of telephone and radio facilities; and flight records.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1101-02	General communication files. Documents relating to communications services in general. Included are— a. Routine or general requests for information and replies. b. Routine or informal reports with related papers. c. General recommendations. d. Suggestions with evaluations. e. Other documents of a general, routine, and administrative nature.	Destroy after 2 years.
1101-07	Communication reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used for documenting performance of a function or process. Included are— a. Notes, drafts, feeder reports, news clippings, and similar working papers. Other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official or quasi-official documents. b. Cards, listings, and indexes used for controlling work. c. Extra copies of technical and intelligence documents and emergency and mobilization plans that are not reference publication files.	Destroy after 1 year, or earlier if no longer needed for current operations. Destroy when no longer needed. Destroy when no longer needed for current operations.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<i>d.</i> General information documents that require no action and are not required for specific functions.	Destroy after 1 year, or earlier if no longer needed for current operations.
	<i>e.</i> Extra copies of documents maintained by action officers that reflect actions taken by the officer. These files should only be established when necessary.	Destroy after 1 year, or earlier if no longer needed for current operations.
	<i>f.</i> Copies accumulated by supervisory offices, such as battalion S-1 or S-4. These copies duplicate record copies filed in lower level offices that perform the action. These files should only be established when needed.	Destroy after 1 year, except that files requiring more action or relating to reopened cases will be brought forward to the current files.
1102-08	Radio frequency files. Documents concerning the authorizing, allocating, assignment, and use of radio frequencies and call signs.	Correspondence relating to concurrence of the Federal Communications Commission: Destroy after 1 year. Other documents: Destroy on supersession, cancellation, or on discontinuance of the assignment or use.
1104-02	Radio efficiency reporting files. Reports of communications efficiency and data such as— <i>a.</i> Time lost because of poor sending conditions. <i>b.</i> Equipment adjustment operations. <i>c.</i> Errors. <i>d.</i> Scheduled maintenance of equipment. <i>e.</i> Summary of frequencies used. <i>f.</i> Radio circuit efficiency reports. <i>g.</i> Circuit operational summaries. <i>h.</i> Similar papers.	Destroy after 6 months.
1108-05	Postal personnel designation files. Documents designating military postal clerks, custodians of postal effects, and unit mail clerks. Included are— <i>a.</i> Designating and relieving documents. <i>b.</i> Oaths of office and appointment affidavits. <i>c.</i> Related papers.	Destroy 3 years after termination of designation.
1108-09	Postal loss and shortage files. Documents are— <i>a.</i> Recording, reporting, and investigating losses and shortages of postage stamps, stamped paper, and funds from their sale. <i>b.</i> Losses or shortages of money order forms or funds. <i>c.</i> Losses or destruction of mail, including delay, accident, or loss through theft or rifling, involving mail. <i>d.</i> Message reports with facts about the loss or shortage. <i>e.</i> Investigation progress reports. <i>f.</i> Final investigation reports. <i>g.</i> Records of postal claims. <i>h.</i> Records of lost or rifled mail. <i>i.</i> Related papers.	Destroy 1 year after completion of investigation.
1108-10	Unit mailroom inspection files. Documents relating to inspections of mailroom operations. Included are DA Form 4783 (Unit Mail Service Inspection Checklist), similar forms, and related documents.	Destroy after 1 year.
1108-15	Postal directory source files. Documents used to prepare and maintain postal directory cards. Included are copies of orders, memorandums, admission/disposition sheets, and similar documents.	Destroy after posting to the locator cards.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1108-16	Postal directory files. Cards used to maintain a locator system to facilitate mail delivery to individuals. Included are locator cards and locator card file inspection records.	An inactive file will not be established. Withdraw and destroy locator cards 1 year after transfer, departure, or separation of related individual, except that cards on trainees at Army training facilities, patients at hospitals, and students at service schools will be withdrawn and destroyed 6 months after departure. Destroy inspection record 1 year after card is filed.
1108-18	Standing delivery order files. Documents that authorize representatives to pick up mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.	Destroy 3 years after revocation of authorization.
1108-19	Unit mailroom accountable mail receipt files. Documents reflecting the receipt of registered, certified, and numbered insured mail. Included are— <i>a.</i> DD Form 434 (Record of Accountable Mail). <i>b.</i> USPS Form 3883 (Firm Delivery Book Record—Registered, Certified, and Numbered Insured). <i>c.</i> USPS Form 3813 (Receipt for Insured Mail). <i>d.</i> USPS Form 3806 (Window Registration Book). <i>e.</i> USPS Form 3877 (Firm Mailing Book).	Destroy after 3 years.
1108-22	Mail call and hours of collection file. Documents relating to hours of mail collection and dispatch. Included are mail-call forms, hours-of-collection forms, and related documents.	Destroy when obsolete or when intended purpose has been served.
1108-24	Unit mail clerk receipt files. Documents used by unit mail clerks to show receipt for funds for money orders, stamps, and envelopes when it is impractical for individuals to make purchases personally. Included are unit mail clerk's receipt for funds and purchase record forms or comparable forms used for the same purpose.	Destroy after 2 years.
1108-30	Postal lockbox assignment files. Documents used to record the assignment of individually assigned postal lockboxes.	Place in inactive file upon termination of assignment. Destroy upon reassignment of lockbox.
1111-01	Individual flight record files. Documents that record the experience of individuals piloting Army aircraft. Included are— <i>a.</i> Individual flight records. <i>b.</i> Aeronautical rating orders. <i>c.</i> Flying status orders. <i>d.</i> Qualification records. <i>e.</i> Reports of annual physical examinations. <i>f.</i> Related records.	Forward with MPRJ on reassignment, change of duty status, retirement, discharge, or death of individual.

Section X. TRANSPORTATION FILES

The files described in this section relate to control, administration, and operations of transportation functions in Active Army and Army Reserve components.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1201-02	General transportation administrative files. Documents relating to overall or general administration of transportation activities. Included are— <i>a.</i> Routine or general requests for information and replies. <i>b.</i> Routine or informal reports with related papers. <i>c.</i> General recommendations and suggestions with evaluations. <i>d.</i> Other documents of a general, routine, and administrative nature.	Destroy after 2 years.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1201-07	<p>Transportation reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used for documenting performance of a function or process. Included are—</p> <p>a. Notes, drafts, feeder reports, news clippings, and similar working papers. Other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents.</p> <p>b. Cards, listings, and indexes used for controlling work.</p> <p>c. Extra copies of technical and intelligence documents and emergency and mobilization plans that are not reference publication files.</p> <p>d. General information documents that require no action and are not required for specific functions.</p> <p>e. Extra copies of documents maintained by action officers that reflect actions taken by the officer. These files should only be established when necessary.</p> <p>f. Copies accumulated by supervisory offices, such as battalion S-1 or S-4. These copies duplicate record files in lower level offices that perform the action. These files should only be established when needed.</p>	<p>Cut off on completion of the action. Destroy in blocks after an additional 3 months, 6 months, or 1 year.</p> <p>Destroy when no longer needed.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Destroy after 1 year.</p> <p>Destroy after 1 year.</p> <p>Destroy after 1 year, except that documents requiring further action or relating to reopened cases will be brought forward to the current file.</p>
1207-08	<p>Operator's examination and qualification record files. DA Form 348 (Equipment Operator's Qualification Record), driver tests, and examinations.</p>	<p>Operator qualification record: Transfer with MPRJ or Civilian Personnel Folder, as applicable.</p> <p>Tests and examinations: Destroy after recording on qualification record.</p>

Section XI. LOGISTICS (SUPPLY) FILES

The files described in this section relate to ordering, receiving, issuing, using, and accounting for property, supplies, and equipment, and to maintaining the equipment.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1401-02	<p>General logistics administrative files. Documents relating to logistics administration in general.</p>	Destroy after 2 years.
1401-07	<p>Logistics reference paper files. Documents used to help, control, or supervise a specific function or process—as distinguished from those official records used for documenting performance of a function or process. Included are—</p> <p>a. Notes, drafts, feeder reports, news clippings, and similar working papers. Other materials for preparing a communication, a study, an investigation, a survey, an inspection, or other action. This does not include official and quasi-official documents.</p> <p>b. Cards, listings, and indexes used for controlling work.</p> <p>c. Extra copies of technical documents and emergency and mobilization plans that are not reference publication files.</p> <p>d. General information documents that require no action and are not needed for specific functions.</p> <p>e. Extra copies kept by action officers that reflect actions taken by the officer. Keep these only when necessary.</p>	<p>Destroy after 1 year, or earlier if no longer needed for current operations.</p> <p>Destroy when no longer needed.</p> <p>Destroy when no longer needed for current operations.</p> <p>Destroy after 1 year, or earlier if no longer needed for current operations.</p> <p>Destroy after 1 year, or earlier if no longer needed for current operations.</p>

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<i>f.</i> Copies accumulated by supervisory offices, such as battalion S-1 or S-4. These copies duplicate record copies filed in lower level offices that perform the action. These files should only be established when needed.	Destroy after 1 year, except that files relating to documents that require more action or that relate to reopened cases will be brought forward to the current file.
1415-17	Equipment table files. Documents that govern the issue and authorization to have equipment on hand. Included are MTOEs, letters of authorization, and related documents.	Destroy when superseded or obsolete.
1416-05	Property officer designation files. Documents that designate property officers. Included are letters of appointment and revocation and related documents.	Destroy 2 years after termination of appointment.
1416-14	Property book and supporting document files. Documents of the description, receipt, and turn-in of property for which the property book officer is accountable. Included are— <i>a.</i> Property books (installation or organization property record). <i>b.</i> Documents showing issues of petroleum products and monthly abstracts of issues. <i>c.</i> Receipts. <i>d.</i> Turn-in slips. <i>e.</i> Reports of survey. <i>f.</i> Inventory adjustment reports. <i>g.</i> Other documents supporting entries to the property book. <i>Note.</i> When an activity or subactivity is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that the property books have a zero balance. He/she will verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for according to instructions. If the officer conducting the examination is satisfied and feels that a formal audit is unnecessary, the installation commander will insure that the records are destroyed on completion of examination or discontinuance of the activity.	Destroy after 2 years, except: <i>a.</i> Open document numbers in the supporting document file will be transferred to the current fiscal/calendar year document file. <i>b.</i> DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year. (However, the monthly abstract contained on DA Form 3644 is retained for 2 years.)
1416-15	Document register files. Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are document registers for supply actions and comparable forms.	Destroy after 2 years, except that open document numbers will be extracted into current fiscal/calendar year document register (first entries of new register) in original document number sequence.
1416-16	Hand-receipt files. Receipts relating to the loan and return of property and supplies including training material and films. Included are hand receipts, requests, issue slips, turn-in slips and related papers.	Destroy on return or other complete accounting for item involved.
1416-18	Property record inspection reporting files. Documents relating to inspections of unit property records and procedures with results of semiannual inspection. Included are reports, replies, and related documents.	Office conducting inspection: Destroy after 3 years. Office inspected: Destroy after 1 year.
1416-20	Personal property accounting files. Documents showing items of personal property of individuals absent without leave or sick in medical facilities. Included are inventories of personal property and related papers.	Destroy 2 years after disposition of property.
1416-31	Report of survey files. Reports that describe the circumstances, and recommend action concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.	Reports involving pecuniary liability: Destroy 10 years after completion of final action (office taking final action). Other reports: Destroy 3 years after completion of final action.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1416-32	Report of survey control register files. Registers and related documents maintained to control reports of survey.	Destroy after 10 years.
1416-34	Personal clothing record files. Individual personal clothing record, DA Form 3078.	Installation Clothing Initial Issue Point: Destroy after 2 years. Unit of assignment: Destroy after 6 months, provided inventory has been accomplished without discrepancy.
1416-37	Organization Clothing and Equipment (OCIE) files. Record of OCIE issued to an individual. Consists of DA Form 3645 (Organization Clothing and Equipment Record).	Issue point: Destroy 6 months after transfer of individual or other relief from accountability. Unit of assignment: Forward to gaining organization upon transfer. Destroy on separation of individual.
1420-02	Historical record or logbook files. TM 38-750 prescribes the use of equipment logbooks and maintenance records. This record begins when the equipment is delivered. It is identified and goes with the equipment until it is dropped from the Army inventory. These maintenance documents provide commanders with current data of the readiness and condition of the equipment. Also, these records provide maintenance people with data of past maintenance so they can quickly determine the next needed maintenance. TM 38-750 provides the following: <ul style="list-style-type: none"> a. Lists the forms that comprise the historical record. b. Provides transfer and disposition instructions for the forms. c. Outlines disposition or transfer procedures for documents related to equipment involved in Military Assistance Programs. d. Lists each type of equipment for which a historical file is to be created and maintained. 	Dispose of in accordance with TM 38-750.
1420-03	Maintenance summary and management files. Documents relating to data summaries of the management of maintenance operations and functions. <ul style="list-style-type: none"> a. Copies of various prepared forms (commonly referred to as control copies) with data of value for managing these aspects of maintenance: <ol style="list-style-type: none"> (1) Forecasting workloads. (2) Scheduling work for orderly flow. (3) Worktime standards. (4) Routing of work. (5) Parts supply. (6) Cost control. (7) Quality control. (8) Operation improvement. (9) Equipment improvement. b. Normally, EAM or ADP equipment transfers data from the various forms to cards or tapes from which reports may be machine-prepared. These reports reflect (in many combinations) information on— <ol style="list-style-type: none"> (1) Cost and time. (2) Labor use. (3) Repairs, services, and parts. (4) Modification work order progress by end item or work order number. (5) Equipment improvement. (6) Combined maintenance and parts failure. (7) Equipment status. (8) Equipment deadlines. 	Consolidated reports and summarizations: Destroy when no longer needed for current operations. Feeder reports: Destroy on extraction of data. Other reports: Destroy when no longer needed for current operations.

File No.	Description	Disposition
	(9) Equipment inventory. (10) Materiel readiness. (11) Related data. c. Included are reports, summaries, listings, tabulations, and machine runs. Control copies with supporting data and punched cards with the information in machine language should be filed and disposed of as reference paper files or data processing files described in AR 340-18-2.	
1420-10	Dispatcher organizational control record files. Documents used to reflect the dispatch of equipment. Normal information includes name of user, time out, destination, equipment identification, and estimated time of return.	Destroy after 1 month.
1420-11	Equipment daily use files. Documents completed by dispatcher and operator to provide information of the daily use of equipment. <i>Note.</i> This number is used when the equipment logbook is not used.	Destroy after required transfer of information to other records unless required for accident investigation or State gasoline tax purposes.
1420-12	Maintenance request files. a. Documents to— (1) Request maintenance services. (2) Report completion of modification work orders. (3) Record of maintenance performed. (4) Report receipt of defective material. (5) Submit equipment improvement recommendations. b. A single form is prescribed for use— (1) As an individual work request. (2) As a report of modification accomplishments. (3) As an equipment improvement recommendation. (4) In recording two or all three of these functions. (5) Related records include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar papers.	Dispose of as provided by TM 38-750.
1420-13	Maintenance request register files. Documents (usually registers) used to record and control maintenance work.	Destroy 6 months after last entry.
1420-14	Exchange tag files. Documents (normally tags) used as receipts for replacement of parts or components.	Destroy on return or issue of related equipment.
1420-17	Preventive maintenance schedule files. Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment.	Destroy after transferring the required information to other records, or on disposition of the related equipment, whichever is first.
1420-18	Equipment inspection and maintenance worksheet files. Documents reflecting— a. Preventive maintenance inspections. b. Services. c. Diagnostic checkouts. d. Spot-check inspection of equipment.	Destroy on posting to related equipment logbook; on entering deficiencies on a new form; or on completion of next serviceability test or check, as applicable.
1425-01	Cash receipt files. Receipts for cash and documents reflecting collections. Included are— a. Cash meal payment sheets. b. Cash collection vouchers. c. Cash register tapes. d. Memorandum book for recording cash register clearings. e. Control of cash meal payment books. f. Documents pertaining to purchase, billing, and payment of catered meals or unprepared subsistence.	Destroy after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<ul style="list-style-type: none"> g. Reports of investigation in accordance with AR 15-6 for missing cash or cash meal payment sheets. h. Meal payment through payroll deduction. i. Similar documents. 	
1425-02	<p>Field ration requisition, issue, and delivery files. Documents relating to the issue such as—</p> <ul style="list-style-type: none"> a. Subsistence reports and field ration requests. b. Issue and turn-in slips not used for receipt of cash. c. Delivery tickets. d. Machine printouts. e. Certificates of donation. f. Status of ration accounts. 	<p>Issue activities: Destroy after 2 years.</p> <p>Dining facilities:</p> <ul style="list-style-type: none"> a. Active Army: Destroy after 6 months. b. Reserve components: Destroy after 1 year.
1425-03	<p>Menu files. Copies of the Master Menu, cyclic menus, special menus, and proceedings of menu boards.</p>	Destroy when superseded.
1425-04	<p>Dining facility account review files. Documents relating to review of facility operation files, inspections, contractor performance evaluations and reports on unsatisfactory equipment and subsistence. Included are—</p> <ul style="list-style-type: none"> a. Reports. b. Summary of account status review. c. Related documents concerning findings and recommendations. d. Quality Deficiency Reports (QDRs) and Equipment Improvement Reports (EIRs). 	Destroy after 1 year.
1425-05	<p>Dining facility operations files. Documents pertaining to operating the dining facility. Included are—</p> <ul style="list-style-type: none"> a. Cooks' worksheets. b. Headcount records. c. Inventory. 	<p>Active Army: Destroy after 6 months.</p> <p>Reserve components: Destroy after 1 year.</p>
1427-01	<p>Unit and organizational laundry and drycleaning files. Documents relating to laundry and drycleaning service for unit members. Included are laundry and drycleaning lists and related documents.</p>	Destroy after 1 year.

APPENDIX B

RECORD CENTERS AND MAJOR STORAGE AREAS

This appendix identifies the record centers and major storage areas to which users of this regulation may have occasion to send inactive records. The installation or activity records manager should be consulted if more information is needed.

<i>Name/address of records center or major storage area</i>	<i>Type of records maintained</i>
<p>1. Washington National Records Center For shipments by USPS: WASH DC 20409</p> <p>For shipments by common carrier: 4205 Suitland Road Suitland, MD 20023</p>	<p>All Army records which are eligible for retirement to a record center are to be sent to this center, unless a different disposition is specified in appendix A.</p>
<p>2. National Personnel Records Center GSA (Military Records) 9700 Page Boulevard St. Louis, MO 63132</p>	<p>File number 715-06</p>
<p>3. US Army Reserve Components Personnel and Administration Center 9700 Page Boulevard St. Louis, MO 63132</p>	<p>File numbers 1003-05 and 1004-08</p>
<p>4. Oversea command record holding areas: US Forces Support District (Nord- deutschland) ATTN: OCRHA APO NY 09069</p> <p>OCRHA Korea, APO SF 96259</p> <p>USARJ OCRHA, APO SF 96343</p>	<p>All files designated for transfer to OCRHA under AR 340-18 series and chapter 5, this regulation.</p>

APPENDIX C**REFERENCES****Required Publications:**

- AR 340-18-1 The Army Functional File System. Cited in paragraph 1-5a and 604.
- AR 340-21 The Army Privacy Program. Cited in paragraph 9-2c(9)(a).
- AR 380-5 Department of the Army Supplement to DOD. Cited in paragraph 9-2c(9)(b).

Related Publications:

- AR 15-6 Procedures for Investigating Officers and Board Officers. Cited in appendix A.
- AR 37-104-3 Military Pay and Allowances Procedures. Cited in appendix A.
- AR 135-300 Mobilization of Reserve Component Units and Individuals. Cited in paragraph 10-a(1) & b(1).
- AR 145-1 Senior ROTC Program Organization, Administration, and Training. Cited in appendix A.
- AR 310-10 Military Orders. Cited in appendix A.
- AR 340-1 Records Management Programs. Cited in paragraph 1-1.
- AR 340-4 Files Equipment. Cited in paragraph 1-3c & 3-3a.
- AR 340-8 Army Word Processing Program. Cited in paragraph 1-3c.
- AR 340-18-2 Maintenance and Disposition of Planning, Programming, Management, Historical and Combat Development Functional Files. Cited in appendix A.
- AR 340-18-7 Maintenance and Disposition of Military Personnel Functional Files. Cited in paragraph 1-7c(4).
- AR 340-18-8 Maintenance and Disposition of Civilian Personnel Functional Files. Cited in paragraph 1-5a(1).
- AR 340-18-9 Maintenance and Disposition of Medical Functional Files. Cited in paragraph 1-5a(2).
- AR 340-18-13 Maintenance and Disposition of Research and Development Functional Files. Cited in paragraph 1-5a(3).
- AR 340-18-15 Maintenance and Disposition of Facilities Functional Files. Cited in paragraph 1-5a(4).

AR 340-18-16 Maintenance and Disposition of Civil Affairs Functional Records. Cited in paragraph 1-5a(5).

AR 340-20 Office Copiers. Cited in paragraph 1-3c, 3-3b.

AR 340-21 (series) The Army Privacy Program. Cited in paragraph 8-1c.

AR 340-22 The Army Micrographics Program. Cited in paragraph 1-3c.

AR 380-5 Department of the Army Supplement to DOD. Cited in paragraph 8-1a.

AR 380-13 Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations. Cited in paragraph 9-c(9)(c).

AR 600-15 Indebtedness of Military Personnel. Cited in appendix A.

AR 600-20 Army Command Policy and Procedures. Cited in appendix A.

AR 600-31 Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and other Investigations or Proceedings. Cited in appendix A.

AR 600-37 Unfavorable Information. Cited in appendix A.

AR 604-10 Military Personnel Security Program. Cited in appendix A.

AR 635-10 Processing Personnel for Separation. Cited in appendix A.

AR 640-10 Individual Military Personnel Records. Cited in appendix A.

AR 870-5 Military History Responsibilities, Policies and Procedures. Cited in appendix A.

TM 38-750 The Army Equipment Record System and Procedure Protection and Storage of Army Equipment Log Book Assembly. Cited in appendix A.

15 March 1981

AR 340-2

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 and Blank Forms) through command channels to HQDA(DAAG-AMR-P) WASH DC 20310.

By Order of the Secretary of the Army:

Official:

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The Adjutant General

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Chief of Staff

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