

CHANGE  
No. 1

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

OFFICE MANAGEMENT  
MAINTENANCE AND DISPOSITION OF GENERAL PER-  
SONNEL MANAGEMENT AND SAFETY FUNCTIONAL  
FILES

*Effective 1 January 1971*

*This change contains revised file descriptions and disposition instructions; corrects errors made in printing; and rescinds the appendix.*

AR 340-18-6, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2-----	1 and 2
7 and 8-----	7 and 8
13 through 16-----	13 through 15
A-1 through A-4-----	-----
-----	----- Authentication

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

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

By Order of the Secretary of the Army:

Official:

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

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

Distribution:

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

CHANGE

No. 2

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 5 August 1971

## OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF GENERAL PER-  
SONNEL MANAGEMENT AND SAFETY FUNCTIONAL  
FILES

*Effective 1 January 1972*

*This change revises description and disposition of subfunctional files category 604 Awards and Recognition Files, rescinds 604-02 Civilian service emblem control files, and adds 606-11 Explosive ordnance incident reporting files. Civilian service emblem control files have been incorporated in AR 340-18-8.*

AR 340-18-6, 14 August 1969, is changed as follows:

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

	<i>Remove pages</i>	<i>Insert pages</i>
7 through 10 Authentication	-	----- 7 through 10.1 Authentication

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

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

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

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

CHANGE }  
No. 3 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 26 July 1972

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF GENERAL PER-  
SONNEL MANAGEMENT AND SAFETY FUNCTIONAL  
FILES

*Effective 1 January 1973*

*This change revises description and disposition of file number 609-92 Dosimetry files and adds 606-12 Explosive ordnance disposal (EOD) activity reporting files, 606-13 Technical escort files, subfunctional files categories 612 Alcohol and Drug Abuse Prevention and Control Files and 613 Defense Related Employment Files.*

AR 340-18-6, 14 August 1969, is changed as follows:

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

	<i>Remove pages</i>	<i>Insert pages</i>
9 and 10-----	-----	9 and 10
13 through 15-----	-----	13 through 17

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

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

By Order of the Secretary of the Army:

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

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

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

CHANGE

No. 4

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF GENERAL PER-  
SONNEL MANAGEMENT AND SAFETY FUNCTIONAL  
FILES

Effective 1 January 1974

This change revises description and disposition of file numbers 603-02, 607-01, 608-02, 608-03, 608-05, 608-07 through 608-11, and 609-02, revises disposition of file numbers 603-01, 603-05, 608-06, revises description of file numbers 607-03 and 608-01, rescinds 607-02, and adds 608-12 radiation facility files and 609-04 personnel bioassay files.

AR 340-18-6, 14 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
5 and 6 -----	----- 5 and 6
10.1, 11 and 12---	----- 11 through 12.1
13 and 14 -	----- 13 and 14
Authentication---	----- Authentication

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

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

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

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

CHANGE }  
No. 5 }

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF GENERAL PER-  
SONNEL MANAGEMENT AND SAFETY FUNCTIONAL  
FILES

Effective 1 January 1975

*This change revises description and/or disposition instructions for file numbers 605-02 and 606-01, rescinds file numbers 605-01 and 611-04, and adds file number 605-06 and subfunctional category 614, Race Relations, Equal Opportunity, and Equal Employment Opportunity (RR/EO and EEO) Files. AR 340-18-6, 14 August 1969, is changed as follows:*

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

<i>Remove pages</i>	-----	<i>Insert pages</i>
<del>1 and 2</del>		1 through 2.1
<del>7 through 10</del>		7 through 10
<del>15 through 17</del>		15 through 18
<del>Authentication</del>		Authentication

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

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

1 October 1978

CS, AR 340-18-6  
\*AR 340-18-6

ARMY REGULATION }  
No. 340-18-6 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC,

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF GENERAL  
PERSONNEL MANAGEMENT AND SAFETY FUNC-  
TIONAL FILES

*Effective 1 January 1979*

*Local supplementation of this regulation is prohibited except upon ap-  
proval of The Adjutant General*

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

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

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

**3. Scope.** Under The Army Functional Files System, files relating to the major functional category of general personnel management and safety have been assigned the basic file number 600. This regulation contains file numbers, descriptions, and retention periods for files relating to manpower resources, manpower utilization, awards, heraldry, safety, and deceased personnel services. Other personnel files are described in AR 340-18-7 and AR 340-18-8. Common mission files are described in this regulation under file numbers 601-01 through 601-08. Other mission files are grouped into 10 subfunctional categories, as follows:

\*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-7, 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 supercedes 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>
602	Manpower resources files.....	5
603	Manpower utilization files.....	6
604	Awards and recognition files.....	7
605	Incentive awards committee files.....	8
606	Safety program files.....	9
607	Accident files.....	11
608	Radiation protection program files.....	12
609	Individual radiation protection files.....	13
610	Heraldic files.....	14
611	Deceased personnel services files.....	15
612	Alcohol and drug abuse prevention and control files.....	16
613	Defense related employment files.....	17
614	Race Relations, Equal Opportunity and Equal Employment Opportunity (RR/EO and EEO) files.....	18
★615	System Safety Engineering Files.....	19

601 COMMON MISSION FILES

- 1. Common mission files may accumulate in any office to document the performance of its assigned personnel management or safety activities. However, all the common mission files seldom will accumulate in a single office.
- 2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example: 601-01 General Awards and Recognition Instruction Files; 601-02 General Safety Program Administrative Files; 601-07 Deceased Personnel Services Administrative Files.

offices of major subcommands

File No.

Description

Disposition

601-01

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

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

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

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REV NCI-44-8247  
1/12/83

601-02

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

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

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

offer in 5 yr.  
blocks after 20-25 years

601-03

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

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



24 September 1975

C 6, AR 340-18-6

File No.

Description

Disposition

payroll, and similar support on a one-time or continuing basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.

will be destroyed 3 years after supersession cancellation, or termination of the agreement.

Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.

601-04 Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.

Destroy on supersession or obsolescence.

*A (1) Elements of HQ DA, major commands, and major sub-commands: Permanent*

601-05 Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents. Excluded are documents related to committees which are described elsewhere in this regulation.

*A* Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent. Cut off when no longer needed for current operations. *Other 20 yrs. after cut off*

*B* Offices of other committee members: Destroy when no longer needed for current operations.

*A (2) Elements of other command levels: Destroy 10 years after committee is dissolved.*

*[NCI-AU-81-5, item 1 + NCI-AU-178-64, item 1; posted by RAW, 4/28/81]*

601-06 Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations and other directly related documents.

Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.

Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.

601-07 Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:

Cutoff on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.

a. Notes, drafts, feeder reports, newsclippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.

Destroy when no longer needed to facilitate or control work.

b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.

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

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

*File No.*

*Description*

*Disposition*

	<p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p> <p>e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.</p> <p>f. Copies of documents accumulated by supervisory offices, such as chiefs or directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.</p>	<p>Destroy after 1 year. Earlier destruction is authorized.</p> <p>Destroy after 1 year. Earlier destruction is authorized.</p> <p>Destroy after 1 year. However, documents in the active file that require additional action or relate to re-opened cases should be brought forward for filing in the current file. Earlier destruction is authorized.</p>
601-08	Unidentified files. Records relating to the performance of general personnel management or safety activities that are not described in this regulation.	Permanent. Cut off annually, or on completion of the project, event, or other applicable action.

## 602 MANPOWER RESOURCES FILES

These files relate to the basic provisions for manpower supply, by legislation or other competent authority, through Regular Army, Reserve Components, and civilian sources; the overall authorized strength of such forces; and continual study of manpower resources.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
602-01	<b>Army manpower force files.</b> Documents relating to the establishment or change in the Regular Army, Reserve components, and the civilian workforce; the authorized strength of each; and manpower objectives. Included are printouts, correspondence, and similar or related documents.	<p style="text-align: center;"><b>NCI-AU-78-41</b></p> Offices of the Army staff: <u>Permanent</u> . Other offices: <u>Destroy after 3 years or on discontinuance, whichever is first.</u>
602-02	<b>Army manpower structure files.</b> Documents relating to the formulation of authorizations or limitations on Army strength by rank, grade, or similar categories. Included are printouts, correspondence, and similar or related documents.	<p style="text-align: center;"><b>NCI-AU-78-41</b></p> Office performing Army-wide staff responsibility: <u>Permanent</u> . Other offices: <u>Destroy after 3 years or on discontinuance, whichever is first.</u>
602-03	<b>Manpower resource data files.</b> Documents used as a basis for planning or estimating immediate or future manpower resources. Included are various types of studies or information, such as statistics on population by age groups and educational levels, studies on percentage of inductees acceptable for military service, effect of requirements of other armed services and civilian economy on Army resources, and similar studies or data related to present or projected manpower resources for accomplishing the mission of the Army.	Destroy when superseded or obsolete.
602-04	<b>Allied Force strength files.</b> Documents reflecting military strength and manpower resources of friendly nations. Included are tables, charts, letters, and similar or related documents.	Destroy when superseded, obsolete, or no longer needed.

## 603 MANPOWER UTILIZATION FILES

These files accumulate from determining the allocation of manpower resources and the appraisal of the way these resources are used. Included are files which result from developing policies, criteria, and procedures; and files which reflect actual manpower allocations and appraisals.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
603-01	<b>Manpower authorization files.</b> Documents and supporting papers reflecting manpower spaces allocated to successive echelons of command. Included are authorization vouchers, manning levels, or other instruments which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments of the Army; and similar or related documents.	Office responsible for Army-wide allocation: Destroy after 10 years. Other offices: Destroy when superseded or no longer needed, whichever is sooner.
603-02	<b>Manpower survey files.</b> Documents relating to on-site and other appraisals of manpower requirements and utilization. Included are personnel inventory and appraisal reports, comments, justifications, and similar or related documents.	Destroy upon implementation of next manpower survey.
603-03	<b>Manpower survey schedule files.</b> Documents used to provide information on the time scheduling of projected manpower surveys. Included are schedules of manpower utilization surveys and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
603-04	<b>Manpower staffing standard files.</b> Documents reflecting the development and issuance of manpower staffing standards and the provision of guidance in applying these yardsticks for measuring personnel requirements. Included are copies of manpower surveys, command-type letters, messages, copies of staffing guides; coordinating actions and interpretations; and similar or related documents.	NCI-AU-78-41 Office responsible for developing standards: <del>Permanent</del> . Offices responsible for applying standards: Destroy when superseded or obsolete. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
603-05	<b>Manpower statistical data files.</b> Documents used to provide a source of statistical data for use in manpower control activities such as forecasting, justifying, and analyzing current or projected manpower requirements and allocating manpower spaces. Included are reports and data concerning such matters as: civilian and military strength of organizational segments of the Army, strength by occupational specialty, and similar or related documents.	Office performing Army-wide staff responsibility: Destroy after 10 years. Other offices: Destroy after 5 years.
603-06	<b>Work measurement reporting files.</b> Documents used to report workloads, usually statistically. Included are work reports and consolidations, and extracts or tabulations thereof.	Destroy after 2 years or on discontinuance, whichever is first.
603-07	<b>★Performance evaluation files.</b> Rescinded.	

604 AWARDS AND RECOGNITION FILES

These files relate to awards and other forms of recognition given to civilian employees, members of the public, non-US citizens, military units and schools, and private institutions. Additional award files are covered in 304 Savings program awards files, 605 Incentive awards committee files, 606 Safety award files, and 718 Individual military award files.

File No.	Description	Disposition
604-01	Army gift award files. Documents relating to establishing and managing individual gift funds authorized for such purposes as recognition of outstanding performance or accomplishment. Included are agreements and other official documents establishing the fund and award, official minutes of meetings and similar or related documents.	Destroy after 10 years, or elimination of a gift fund, whichever is first.
604-02	Rescinded. Use 807-808.	
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 similar or related documents.	Offices exercising awarding authority: Permanent. Other offices: Destroy after 1 year, or on discontinuance, whichever is first.
604-04	Award ceremony files. Documents relating to ceremonies arranged for the presentation of awards. Included are requests for troop support, diagrams, citations, and similar or related documents.	Destroy after 2 years, or on discontinuance, whichever is first.
604-05	Award publicity files. Documents related to publicizing or encouraging participation in specific awards programs such as the employee suggestion program. Included are record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar or related documents.	Office performing Army-wide staff responsibility: Destroy in CFA after 10 years. Cut off in 5-year blocks. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
604-06 <i>mm</i> <i>3/28 83</i>	Public award case files. Documents reflecting the recommendation, review, and approval or disapproval of awards to members of the public noncareer Government officials, and private institutions and non-US citizens. Included in each case are approved or disapproved requests, certificates, and similar or related documents.	<sup>#</sup> Office exercising approval authority: Destroy after 10 years. Other offices: Destroy after 2 years, or on discontinuance, whichever is first. <i>56</i> <i>NCI-44-83-12</i>
604-07	Special achievement award files. Documents reflecting the recommendation, review, and approval or disapproval of awards to posts, camps, stations, service schools, and to individuals and groups for achievements such as research and development and ROTC. Included are requests, certificates, citations and similar or related documents.	Offices exercising awarding authority: Destroy after 5 years. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.

15 September 1979

## 605 INCENTIVE AWARDS COMMITTEE FILES

These files relate to approving, disapproving, and reporting awards by incentive awards committees.

File No.	Description	Disposition
605-01	Rescinded. The Army Incentive Awards Committee will use 601-05. Local Incentive Awards Committees will use 605-06.	
★605-02	Incentive awards reporting files. Documents used to provide statistical information on participation, approvals, savings, or other aspects of the incentive awards program. Included are retained copies of reports, report corrections, and similar or related documents.	★ Office performing Army-wide staff responsibility: Destroy in CFA after 3 years. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
605-03	Incentive award case files. Documents related to submitting, evaluating, and approving or disapproving each incentive awards case. Included are approved and rejected suggestions and award nominations specified in AR 672-20.	Destroy 2 years after final action, or on discontinuance, whichever is first.
605-04	Employee suggestion control and subject index files. Documents used as a suspense control of employee suggestions on which action is not completed, and as a subjective index to completed suggestions. Included are top portions of DA Form 1045 and similar or related documents.	Transfer from control file to subject index file upon final disposition of suggestion. Destroy 2 years after final disposition of suggestion, or on discontinuance, whichever is first.
605-05	NAF award and commendation files. Documents related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of nonappropriated fund employees. Included are approved and rejected suggestions, committee meetings, minutes, lists of employees eligible for awards, copies of letters of commendation, and similar or related documents.	★ Destroy 2 years after final action.
605-06	Local incentive awards committee meeting files. Documents reflecting actions taken by local incentive award committees. Included are minutes of meetings and similar or related documents.	Destroy after 3 years, or on discontinuance, whichever is first.

## 606 SAFETY PROGRAM FILES

These files result from a program to prevent or reduce personal injury, occupational diseases, and property damage from accidental causes.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
606-01	<b>Safety survey files.</b> Documents relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures. Included are survey reports, record of changes made as a result of the findings of the surveys, and similar or related documents.	All safety offices: Destroy after 5 years. Offices surveyed: Use 101-03.
606-02	<b>Safety liaison files.</b> Documents reflecting the coordination and exchange of information with private and public safety agencies and representation of the Army on safety councils and committees, but exclusive of documents which are an integral part of the safety standards files described in this subfunctional category. Included are replies to inquiries, requests for information, and similar or related documents.	
606-03	<b>Safety hazard files.</b> Documents relating to technical review, advice, and guidance for identifying and eliminating or controlling safety hazards. Included are hazard reports and similar or related documents.	Destroy after 5 years.
606-04	<b>Safety awareness files.</b> Documents related to developing or selecting materials, such as posters, placards, cartoons, literature, or other means of making personnel aware of safety hazards. Included are copies of posters, placards, and cartoons; newspaper items; photographs; letters; and similar or related documents.	Destroy after 2 years or on discontinuance, whichever is first.
606-05	<b>Safety standard files.</b> Documents reflecting the development of safety standards and practices in: developmental and production operations; the safe location, design, layout, and construction of facilities where explosives are handled or operations are exposed to explosive hazards; the safe handling, storage, and movement of explosives and other dangerous materials; and other areas requiring safety standards. Included are recommendations, coordination actions, studies, and similar or related documents.	Office responsible for developing standard: Destroy 10 years after superseded or obsolete. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
606-06	<b>Safety deviation files.</b> Documents relating to deviations, waivers, and exemptions from safety regulations established for operations, machines, quantity distances, buildings, or facilities. Included are requests for waiver deviation, or exemption; approvals or disapprovals; sketches; drawings; and similar or related documents.	Destroy on expiration or disapproval of the waiver, deviation, or exemption. Files pertaining to contracts will be disposed of with the related contract files.
606-07	<b>Safety award files.</b> Documents reflecting the consideration and selection of commands, installations, activities, and individuals, for recognition of outstanding effort and achievement in the prevention of accidents. Included are approved requests, orders, certificates, citations, disapproved requests, and similar or related documents.	★ Office performing award selection responsibility: Destroy after 10 years. B Recipient offices: Destroy after 10 years. C All other offices: Destroy after 2 years or on discontinuance, whichever is first.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
606-08	<b>Aviation safety council files.</b> Documents relating to meetings of aviation safety councils. Included are minutes of meetings and similar or related documents.	Destroy after 2 years, or on discontinuance, whichever is first.
606-09	<b>Aviation standardization board files.</b> Documents relating to the standardization of procedures pertaining to aircraft operations. Included are records of monthly meetings and similar or related documents.	Destroy after 2 years, or on discontinuance, whichever is first.
606-10	<b>Aviation safety statistical files.</b> Documents reflecting statistics of flying hours exposure data, and aircraft accident or incident data. Included are tables, charts, and similar or related documents.	Destroy after 10 years in CFA, or on discontinuance, whichever is first.
606-11	<b>Explosive ordnance incident reporting files.</b> Reports containing data on the notification, request for assistance, and action taken concerning explosive ordnance which constitute a potential hazard to operations, installations, personnel, or materiel; and reports of assistance provided to civil authorities on disposal of nonmilitary commercial-type explosives, chemicals, or other dangerous articles. Included are reconnaissance reports, explosive ordnance incident reports, supporting documents, and related papers.	EOD control detachments: Destroy after 6 years. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
606-12	<b>Explosive ordnance disposal (EOD) activity reporting files.</b> Reports reflecting summaries of EOD activities and workload status used in planning, programing, and revising EOD activities. Included are activity reports and related documents.	EOD staff offices: Destroy after 6 years. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
606-13	<b>Technical escort files.</b> Documents relating to each escort operation performed by US Army technical escort teams concerning shipments of chemical, biological, radiological, and etiologial agents. Included are checklist and report forms, copies of incident reports, trip monitor cards, operational reports, requests for transportation, and other related documents.	Destroy after 2 years.



607 ACCIDENT FILES

These files relate to Army aircraft and missile systems accidents and incidents, motor vehicle accidents, and marine accidents; fires and explosions; building collapses; harmful chemical and biological exposures; occupational injuries, illnesses, and deaths; and other accidents arising from equipment and personnel failures.

File No.	Description	Disposition
607-01	Accident and incident case files. Documents relating to individual accidents and incidents. Included are reports of accidents and incidents, and investigations thereof, involving Army aircraft and missile systems; Army and non-Army motor vehicles; Army marine equipment, fires, explosives, and damage to Army property; harmful chemical and biological exposures; occupational injuries, illnesses, or death of military and civilian personnel; and similar or related documents.	Office performing Army-wide staff responsibility for safety function and reviewing offices at lower echelons: Destroy after 5 years. USAAAVS: Permanent. Retire to WNRC on discontinuance. Offices initiating reports and investigations: Destroy after 2 years or on discontinuance, whichever is first.
607-02	Driver report of accident files. Rescinded. Use file number 1420-11.	
607-03	Accident experience files. Documents related to the statistical reporting of Army accidents and summarizing and analyzing Army accident experience and trends involving Army aircraft, missile systems, motor vehicles, fires, damage to property, and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar or related documents. This definition does not include documents relating to the investigation of specific accidents, accident claims files, nor the control documents accumulated by data processing activities for the preparation of statistical reports.	Office performing Army-wide staff responsibility: Permanent. Pr NCI-AV-75-41 Other offices: Destroy after 5 years or on discontinuance, whichever is first. 76W 12/19/78 NCI-AV-79-57 9m 3/20/80
607-04	Flight safety message files. Documents related to informing aviation activities of aircraft accidents and their causes in order to prevent the recurrence of similar accidents. Included are telegraphic messages and related documents.	Destroy after 1 year or on discontinuance, whichever is first.
607-05	Accident investigator card application files. Documents reflecting applications for identification cards. Included are copies of DA Form 428 (Application for Identification Card) and similar or related documents.	Destroy on surrender or replacement of card.

NCI-AV-82-8  
9m 6/9/82

offer 20 years after cessation of hostilities

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a. US Army Safety Center: Destroy after 30 years in CFA

b. OCE (records created before 1/1/82 only): Destroy after 30 years

c. Reports of artillery misfires & harmful chemical, biological & radiological exposure accumulated by units in a combat environment or designated as combat support elements. Permanent.

d. All other records: Destroy after 5 years.

24 September 1975

## 608 RADIATION PROTECTION PROGRAM FILES

These files result from efforts to minimize the hazards to personnel and property resulting from the use of sources of radiation and to document the effectiveness of the efforts to that end.

File No.	Description	Disposition
608-01	Radiological protection committee files. Documents relating to the review, evaluation, and approval (or disapproval) of the use of sources of ionizing radiation; the procedures and conditions controlling such uses; and the qualifications of individual users. Included are minutes of meetings, recommendations pertaining to items considered by the committee, and similar or related documents.	A Office of the secretary or chairman of the OTSG radioisotope committee, whichever is designated as office of record: Permanent. B Offices of secretaries or chairmen of other radioisotope and radiological protection committees, whichever is designated office of record: Destroy after 30 years. Retain 3 years in CFA.
608-02	Radiological inspection files. Documents relating to inspections conducted by ERDA, higher headquarters, special and routine radiological protection surveys, microwave, laser, and high intensity light source surveys conducted by US Army Environmental Hygiene Agency to supplement surveys available at the local and regional level which evaluate and provide guidance on eliminating potential hazards in using sources of radiation. Included are notifications, inspection reports, staff assistance documents, and correspondence related to corrective actions taken, and similar or related documents. <i>Note.</i> For local radiation survey files use 608-05. Reports and documents maintained by US Army Environmental Hygiene Agency will be filed under file no. 923-01.	Office performing Army-wide staff responsibility: Permanent. Offices of the radiological protection officers: Destroy after 5 years or on completion of the next comparable inspection, survey or special study, whichever is first.
608-03	Radiological reporting files. Documents related to reporting information on the use of ionizing radiation for actual and experimental diagnostic and therapeutic services; for research, development, and industrial purposes; or for other applications. Included are activity, status, or operating reports, and similar or related documents.	Office performing Army-wide staff responsibility and requiring the report: Permanent. Offices of radiological protection officers: Destroy after 5 years. Other offices: Destroy after 2 years.
608-04	Radiation incident case files. Documents related to investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation or comparable incidents involving radioactive materials. Included are telegraphic reports of incidents, reports of overexposures, laboratory spills; reports of loss or theft of radioactive materials; reports of accelerator, X-ray, nuclear reactor, or comparable incidents; and similar or related documents.	OTSG: Permanent. Cutoff on completion of the investigation or operation. Offices of radiological protection officers: Destroy after 30 years. Other offices: Destroy after 3 years.
608-05	Radiological protection survey files. Documents accumulated by radiological protection officers from local surveys to assure that protective practices and procedures are being followed by individuals handling sources of ionizing radiation or radioactive materials. Included are local X-ray protection surveys; radiation work permits; fume hood surveys; air filter surveys; radioisotope laboratory surveys; laser and microwave surveys; and similar or related documents.	Destroy in CFA after 5 years.
608-06	Radiological protection training files. Documents related to preparing and presenting local training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to ionizing radiation. Included are locally developed training materials and aids, notifications of training sessions, and similar or related documents.	Training course materials and aids: Destroy when superseded or obsolete. Other documents: Destroy after 2 years.

31 July 1973

C 4, AR 340-18-6

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
★608-07	Radioactive material licensing files. Documents related to obtaining HQDA authorization and AEC license to procure and use sources of ionizing radiation. Included are license applications, coordinating actions, DA authorizations or permits, licenses and amendments thereto, and similar or related documents.	Destroy in CFA 2 years after cancellation or final expiration of the license and amendments thereto, or 2 years after disapproval of the application.
★608-08	Radiological SOP files. Documents maintained by radiological protection officers that prescribe procedures for procurement, use, disposal, and control of each source of radiation. Included are standing operating procedures and similar or related documents.	Destroy when SOP is superseded or on disposition of the source of radiation.
★608-09	Instrument and source calibration files. Documents related to calibrating sources of radiation and instruments used to measure radiation. Included are calibration logs, manufacturer's and locally developed calibration standards, and similar or related documents.	Calibration Certificates: Destroy on supersession or on disposal of the related sources of radiation. Logs and other papers: Destroy in CFA after 5 years.
★608-10	Radiation analyses files. Documents relating to detecting and recording levels of radiation or radioactivity in material samples, objects and the environment where radioactive materials are used. Included are chemical and radiological analysis reports; process control analysis reports; leak test, wipe tests, air samples, biological samples, water samples, soil samples, vegetation samples; similar reports; logs; and similar or related documents.	Laboratory performing analysis: Destroy after 10 years. Retain 3 years in CFA. Offices of radiological protection officers: Destroy in CFA after 5 years.
★608-11	Radiation sources accounting files. Documents accumulated by radiological protection officers in controlling the receipt, transfer, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, damaged shipment reports, waste disposal reports, and similar or related documents.	<sup>A</sup> Documents relating to sealed sources: Destroy in CFA 2 years after final disposition. <sup>B</sup> Other documents: Destroy in CFA after 5 years or 5 years after log or card is filed.
★608-12	Radiation facility files. Documents relating to the Radiological Health and Safety review of plans and specifications of the location, design, layout, construction or modification of facilities in which sources of radiation are received, stored, used or produced. These files accumulate in offices of the radiological protection officers. Included are design analysis, drawings, sketches, calculations, studies, recommendations, coordination actions; and similar or related documents.	Destroy when no longer required for current operations.

609 INDIVIDUAL RADIATION PROTECTION FILES

These files result from efforts to minimize the hazards of ionizing radiation to individual personnel.

File No.	Description	Disposition
609-01	User listing files. Documents reflecting the training experience, and certification of individuals authorized to handle sources of ionizing radiation. They are posted to official personnel files. Included are listings of approved users and their experience and training and similar or related documents.	Destroy 5 years after transfer or separation of the individual concerned.
609-02	Personnel dosimetry files. Documents related to recording and reporting <i>external exposures</i> of individuals to ionizing radiation. Included are calibration control badge films and all films processed for evaluation, dosimeter logs, consolidated reports of film badge readings, DD Forms 1141 when not included in medical records, and similar or related documents.	<p>9. Office performing dosimetry film evaluation service: <del>Processed film indicating abnormal exposure or unusual exposure pattern: Permanent</del> <del>Processed film indicating normal exposure: Destroy after 5 years.</del></p> <p>6. Offices of the radiological protection officers:</p> <p>1. DD Form 1141: Transfer with medical record upon transfer or separation of individual concerned.</p> <p>2. Other documents: Destroy after 2 years.</p>
<p>gm 4/1/81</p> <p>Destroy after 75 years (NCI-A4-79-37)</p>		
609-03	Film badge control files. Documents reflecting the issue and control of dosimetry film badges. Included are requests for issue and turn-in of badges, documents used to record issues and turn-ins, and similar or related documents.	Destroy after 1 year.
609-04	Personnel bioassay files. Documents related to recording and reporting <i>internal exposures</i> of individuals to radioactive materials. Included are analysis of biological specimens, whole-body counts, and similar or related documents.	<p>9. Laboratory performing bioassay service: <del>Permanent</del> Destroy after 75 years</p> <p>6. Offices of radiological protection officers: <del>Documents required for filing in individual medical records, Permanent</del> <del>Other documents: Destroy after 2 years.</del></p>
<p>NCI-A4-79-37</p> <p>gm 4/1/81</p>		<p>Destroy after 75 years.</p>

## 610 HERALDIC FILES

These files result from providing heraldic services in developing symbolic items for wear or display by individuals and organizations.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
610-01	Heraldic item files. Documents reflecting the development, research, design, and approval or disapproval of symbolic items worn or displayed by individuals, organizations, or equipment, including insignia, medals, badges, ribbons, coats of arms, flags, guidons, pennants, streamers, aircraft markings, official seals, and other heraldic services. Included are illustrations, design, paintings, photographs, technical data, specifications, correspondence, orders, and similar or related documents. Excluded are documents filed in unit, organization, or installation history files.	★ Office performing Army-wide responsibility: Permanent. Offer to National Archives when no longer required for on-site reference by TIOH. Other offices: Destroy after 2 years.

611 DECEASED PERSONNEL SERVICES FILES

These files result from disposing of the remains of deceased personnel. They relate to matters such as searching, identification, and disposition of remains, and the furnishing of headstones or markers.

RG 92, 407, 410

File No.	Description	Disposition
611-01	Individual deceased personnel files. Documents pertaining to the death, recovery or nonrecovery, identification or nonidentification, preparation and disposition of remains, funeral arrangements, burial locations, military honors, headstones, grave reservations, contacts with next of kin, and similar matters pertaining to the care of the remains of decedents. Although predominantly related to military personnel, this description includes similar documents created as a result of the Army's handling of any phase of the disposition of remains of dependents, civilian employees, Veterans Administration beneficiaries, or other personnel.	<p>A. Office performing Army-wide responsibility: Destroy after 75 years. Cutoff on completion of burial and headstone arrangements, or upon determination of cemetery. Destroy after 5 years.</p> <p>C. Other offices: Destroy 5 years after final disposition of remains, or 5 years after determination that remains are nonrecoverable.</p> <p>Note. For records disposition purposes, overseas commands and intermediary channels will consider final disposition of remains as occurring when the remains leave their control.</p>
611-02	Cemetery Individual interment reporting files. Documents relating to the permanent reporting the interment of a decedent. Included are cemetery-retained copies of individual reports of interment, report corrections, and similar or related documents. (Copies forwarded to office performing Army wide staff responsibility are filed in the individual deceased personnel files.) DA Form 2122, transit permit, headstone data, agreement for burial, if applicable, and documents containing pertinent data concerning each decedent.	<p>Initial interment reports: Destroy when superseded by a corrected or disinterment report.</p> <p>Communications regarding correction of reports: Destroy when superseded by a corrected or disinterment report.</p> <p>Other files: Destroy after 75 years. Keep in CFA. Destroy when no longer needed for current operations.</p>
611-03	Interment control files. Documents providing a central interment record of decedents interred in elements of the National Army Cemetery System, such as national cemeteries, soldiers' lots. Included are DA Forms 2122 and similar or related documents. (Records of interment and inurement)	<p>Permanent. Retain in CFA. In coordination with DAAG-AMR-P, offer to the National Archives when no longer needed for current operations.</p>
611-04	Headstone or marker application files. Rescinded.	
611-05	Individual gravesite reservation files. Documents reflecting reservation of gravesites for individuals. Included are gravesite reservation forms, letters of cancellation, and similar or related documents.	<p>Office performing Army-wide staff responsibility: Destroy on receipt of report of interment indicating utilization of gravesite. file in individual deceased personnel file (File No. 611 01) if reservation is canceled.</p> <p>Cemeteries: Destroy on cancellation; or on utilization of gravesite, forward with interment report to office performing Army-wide staff supervision on utilization of gravesite.</p>
611-06	Gravesite reservation survey files. Documents reflecting periodic surveys to determine whether or not individual reservations are still desired, including changes in status of reservees. Included are cards, correspondence, and similar or related documents.	<p>★ Destroy on cancellation or utilization of reservation.</p>

[FNs 611-01, -02, -03, and -05 modified by job NCI-AU-81-25, approved 1-5-82; RS]

utilization of gravesite,

MASS DATA CHANGE SHEET ATTACHED (Record Groups 338, & 410 are affected).  
92,

Not remains are non-recoverable.  
on cancellation of

### 612 ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL FILES

These files relate to the establishment and operation of a program to prevent and control alcohol and drug abuse by military personnel, dependents of military personnel, and civilian employees.

File No.	Description	Disposition
612-01 <i>NCI-A4-79-6</i> <i>Item 1</i>	Alcohol and drug abuse prevention and control management files. Documents reflecting the implementation and status of the Alcohol and Drug Abuse Prevention and Control program. Included are reports, lessons learned, and other documents relating to alcohol and drug abuse prevention, identification, treatment, rehabilitation, evaluation, and research and development.	Office performing Army-wide staff responsibility: Permanent. <i>offer after 20 yrs.</i> Other offices: Destroy after 2 years, or on discontinuance, whichever is first.
612-02	Alcohol and drug abuse prevention and control statistical files. Documents reflecting statistics related to the Alcohol and Drug Abuse Prevention and Control program. Included are compilations and similar or related documents.	<del>Office performing Army-wide staff responsibility: Permanent.</del> Other offices: Destroy when no longer needed. <i>for current operations.</i>
612-03	Alcohol and Drug Dependency Intervention Council (ADDIC) meeting files. Documents related to the periodic meetings of inter-service command/installation ADDIC's. Included are notices, agenda, minutes, and reports of meetings, and similar or related documents.	Destroy after 6 years.

*Office with Army-wide responsibility, office of the Surgeon General, & US Army Health Information Systems & Biostatistical Agency:*  
 1. Consolidated reports - Permanent. Offer NARS in 5 year blocks when 20-25 years old. 2. Feeder reports: Destroy after 5 years.

## ★613 DEFENSE RELATED EMPLOYMENT FILES

These files relate to reporting former and retired military officers and certain civilian employees including employees of nonappropriated fund activities presently employed by defense contractors and former civilian officers and employees of defense contractors presently employed by the US Army.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
613-01	Defense related employment reporting files. Documents related to recording and reporting defense related employment of former and retired military officers and certain civilian employees including employees of nonappropriated fund activities presently employed by defense contractors and former civilian officers and employees of defense contractors presently employed by US Army. Included are DOD and defense related employment reports and listings of present or former employees of defense contractors and similar or related documents.	TAGO: Destroy in CFA after 3 years. Other offices: Destroy after 1 year.

613-02 ETHICS IN GOVT CONTROL FILES see NCI-AV-79-76 item 1

613-03 ETHICS IN GOVT. FINANCIAL DISCLOSURE STATEMENTS  
NCI-AV-79-76 item 2



**★614 RACE RELATIONS, EQUAL OPPORTUNITY, AND EQUAL  
EMPLOYMENT OPPORTUNITY (RR/EO AND EEO) FILES**

These files result from Department of the Army programs established to promote racial harmony concerning race relations and equal opportunity and treatment for all personnel and to guarantee equal employment opportunity to all civilian employees.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
614-01	RR/EO and EEO Reporting Files. Documents reflecting information reported on activities and conditions related to race relations and equal opportunity for military personnel and/or equal employment opportunity for civilian employees. Included are statistical and narrative reports, training report information, summaries, consolidations, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy in CFA after 2 years, or on discontinuance, whichever is first.
<i>Note:</i> Authorization to produce and maintain above data and statistics will be filed under 601-01 RR/EO Instruction Files.		
614-02	RR/EO and EEO Survey Files. Documents related to conducting surveys on the implementation and effectiveness of race relations and equal opportunity for military personnel and equal employment opportunity for civilian employees. Included are reviews, appraisals, recommendations, final survey reports, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy in CFA after 2 years, or on discontinuance, whichever is first.
614-03	RR/EO and EEO Complaint Files. Documents reflecting complaints of personnel concerning race relations and equal opportunity for military personnel and equal employment opportunity for civilian employees. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statement, final disposition reports, acceptance statement, withdrawal notices, and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy in CFA 2 years after final disposition of complaint, or on discontinuance, whichever is first.

## ★615 SYSTEM SAFETY ENGINEERING FILES

These files result from management and engineering effort to optimize system safety in the Army.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
615-01	<b>System safety files.</b> Documents relating to system safety criteria used in the development, testing, production, use and disposal of material. Included are technical safety engineering criteria for inclusion in system specifications; the Preliminary Hazard Analysis (PHA), Subsystem Hazard Analysis (SSHA), System Hazard Analysis (SHA), and Operational and Support (O & S) Hazard Analysis; Surface Danger Zone data; safety subtest plans, reports, and results; the System Safety Program Plan (SSPP); other specialized or technical system safety analyses, and related documents.	Office performing or procuring the analysis: Destroy 10 years after the system is type-classified obsolete in accordance with provisions of AR 71-6. Other offices: Destroy after 2 years.
615-02	<b>System development management and engineering files.</b> Documents providing system safety input to management and engineering documents for use during initial conception, development and acquisition of materiel. Included are system safety input to Required Operating Capabilities (ROC), Letter Requirement (LR), Letter of Agreement (LOA); system safety input to solicitation documents, including responses to Data Calls, Armed Service Procurement Regulation (ASPR) clause requirements, and preparation of Statement of Work requirements; risk assessments for critical milestone reviews; and system safety input to Equipment Performance Report (EPR), Value Engineering Proposal (VEP), Value Engineering Change Proposal (VECP), Specification Change Notice (SCN); and similar documents usually associated with major system acquisitions.	Destroy 1 year after the development effort culminates in a type classification/reclassification action, or upon cancellation of the development effort.
615-03	<b>System safety historical files.</b> Documents accumulated by offices responsible for collecting historical safety problem areas to determine safety problems of a commonly repeatable nature. Included are "lessons learned" from a particular system or several different systems, special projects, studies, or analyses of accident data, malfunctions, incidents, and similar and related records.	Destroy after 5 years.
615-04	<b>Type classified item files.</b> Documents providing safety significant information relating to systems that have been type-classified and fielded. Included are documents and associated correspondence on safety related Equipment Improvement Recommendations (EIR), Equipment Change Proposal (ECP), Request for Waiver (RFW), Request for Deviation (RFD), Depot Maintenance Work Request (DMWR), rationale for modification of fielded items to minimize inherent hazards, analyses or studies of the data to determine undesirable hazards or trends in fielded systems, and related papers.	Destroy after system has been declared obsolete in accordance with AR 71-6.