

**Table B-33**  
**File category 95: Aviation—Continued**

**Description:** Information relating to proposed construction or alteration of Army structures considered to be obstructions to air navigation. Included are notices of proposed construction or alteration, studies, coordinating information, aeronautical evaluation reports, maps, drawings, approvals, disapprovals, and related information.

**Disposition:**

- a. Installations constructing the structures: Destroy 1 year after removal or disapproval of the structure.
- b. Other offices: Destroy 2 years after disapproval or publication in appropriate flight instructions.

**FN:** 95-2p

**Title:** Flight regulation violations

**Authority:** NN-166-204

**Privacy Act:** AO095-1TRADOC; AO027-10bDAJA; AO027-20aDAJA; AO385-10/40ASO

**Description:** Information accumulated in reporting and investigating major violations of flight regulations. Included are reports of alleged violations, interim information on the violation, final reports of investigations, and related information.

**Note:** Reports of investigation of flying violations that result in courts-martial, claims against the Government, or which become part of an aircraft accident report, will have the same disposition as the court-martial files, claim files, or accident report files.

**Disposition:** Destroy 1 year after case is closed.

**FN:** 95-2r

**Title:** Manmade obstructions comments

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to evaluation or comment on the proposed construction or alteration of structures of other agencies which may be a hazard to air navigation in the vicinity of an Army installation. Included are aeronautical evaluation reports, comments, maps, drawings, and related information.

**Disposition:** Destroy on disapproval of the structure or after 2 years, whichever is first.

**FN:** 95-2s

**Title:** Airspace use agreements

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Agreements and related information pertaining to joint use and shared use of airspace among Army activities and among Army and other activities.

**Disposition:** Destroy 2 years after revocation, rescission, or expiration of the agreement.

**FN:** 95-3a

**Title:** Flight regulation violations

**Authority:** NN-166-204

**Privacy Act:** AO095-1TRADOC; AO027-10bDAJA; AO027-20aDAJA; AO385-10/40ASO

**Description:** Information accumulated in reporting and investigating major violations of flight regulations. Included are reports of alleged violations, interim information on the violation, final reports of investigations, and related information. (Reports of investigation of flying violations that result in courts-martial, claims against the Government, or which become part of an aircraft accident report will have the same disposition as those records.)

**Disposition:** Destroy 1 year after case is closed.

**FN:** 95-3b

**Title:** Flight safety messages

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information related to informing aviation activities of aircraft accidents and their causes in order to prevent recurrence. Included are telegraphic messages and related information.

**Disposition:** Destroy after 1 year.

**FN:** 95-10a

**Title:** Notice to airmen

**Authority:** NN-163-51

**Privacy Act:** Not applicable.

**Table B-33**  
**File category 95: Aviation—Continued**

**Description:** Information containing essential data (except meteorological) concerning the establishment, condition, or change in any aeronautical facility, service procedure, or hazard, for personnel concerned with flight operations. Included are airfield flight information reports, reports by aviators of errors or changes in facilities or navigation aid listings in flight information publications, notices to airmen (NOTAM), and related information.

**Disposition:** Airfields: Destroy on supersession, rescission, or obsolescence.

**FN:** 95-21a

**Title:** Aviation policies

**Authority:** NC1-AU-77-110

**Privacy Act:** Not applicable.

**Description:** Information relating to the preparation, review, approval, and issue of plans, programs and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy and copies of regulations and directives.

**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
- b. Coordinating offices: Destroy after 2 years.

**FN:** 95-87a

**Title:** Hurricane evacuations

**Authority:** NN-163-51

**Privacy Act:** Not applicable.

**Description:** Information containing detailed evacuation plans for assigned or attached aircraft, information indicating requirements for hurricane refuge bases, and information providing data on facilities available to support evacuated aircraft. Included are hurricane evacuation plans, evacuation information, refuge facility information forms, and related information.

**Disposition:** Destroy on supersession or obsolescence.

**FN:** 95-225a

**Title:** Aids and procedures checks

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting the scheduled recurring flight checks of navigation aids by the Federal Aviation Administration and annual reviews of instrument approach procedures by Army commanders which do not result in the relocation or discontinuance of navigational aids, or in changes to instrument approach procedures. Included are reports of flight checks, reports of annual reviews, and related information.

**Disposition:** Destroy after 2 years.

**FN:** 95-226b

**Title:** Proposed construction notices

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to the notification to the FAA of the proposed construction or alteration of any Army structure which might fall within the criteria of an obstruction to air navigation, but which is subsequently not considered an obstruction. Included are notices of proposed construction or alteration, maps, drawings, and related information.

**Disposition:**

- a. Installations constructing the structures: Destroy on removal of the structure.
- b. Other offices: Destroy after 2 years.

**FN:** 95-226c

**Title:** Manmade obstruction evaluations

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to proposed construction or alteration of Army structures considered to be obstructions to air navigation. Included are notices of proposed construction or alteration, studies, coordinating information, aeronautical evaluation reports, maps, drawings, approvals, disapprovals, and related information.

**Disposition:**

- a. Installations constructing the structures: Destroy 1 year after removal or disapproval of the structure.

**Table B-33****File category 95: Aviation—Continued**

b. Other offices: Destroy 2 years after disapproval or publication in appropriate flight instructions.

**FN: 95-226d****Title:** Manmade obstruction comments**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information relating to evaluation or comment on the proposed construction or alteration of structures of other agencies which may be a hazard to air navigation in the vicinity of an Army installation. Included are aeronautical evaluation reports, comments, maps, drawings, and related information.

**Disposition:** Destroy on disapproval of the structure or after 2 years, whichever is first.

**Table B-34****File category 95: Aviation—rescinded FNs****FN: 95-2q****Title:** Airspace utilization reports**Use:** FN 95-2e**FN: 95-9a****Title:** Airfield traffic activity reports**Use:** FN 95-2a**FN: 95-9b****Title:** Navigational aids installations**Use:** FN 95-2b**FN: 95-10b****Title:** Flight information**Use:** FN 95-1d**FN: 95-12a****Title:** Flight regulation violations**Use:** FN 95-3a**FN: 95-14a****Title:** Flight information**Use:** FN 95-1d**FN: 95-15a****Title:** Aircraft operations**Use:** FN 95-2c**FN: 95-18a****Title:** Flight safety messages**Use:** FN 95-3b**FN: 95-33a****Title:** Army aircraft inventory, status, and flying time reports**Use:** FN 700-138a**FN: 95-37a****Title:** Controller training and proficiency records**Use:** FN 95-2d**FN: 95-37b****Title:** Airspace utilization reports**Use:** FN 95-2e**FN: 95-37c****Title:** Airspace use agreements**Use:** FN 95-2f**FN: 95-37d****Title:** Airfield traffic activity reports**Use:** FN 95-2g**Table B-34****File category 95: Aviation—rescinded FNs—Continued****FN: 95-37e****Title:** Aircraft clearances**Use:** FN 95-2h**FN: 95-50a****Title:** Aids and procedures checks**Use:** FN 95-2i**FN: 95-50b****Title:** Rule-making airspace cases**Use:** FN 95-2j**FN: 95-50c****Title:** Rule-making airspace comments**Use:** FN 95-2k**FN: 95-50d****Title:** Warning and controlled firing area files**Use:** FN 95-2l**FN: 95-50e****Title:** Nonrule-making proposal comments**Use:** FN 95-2m**FN: 95-50f****Title:** Proposed construction notices**Use:** FN 95-2n**FN: 95-50g****Title:** Manmade obstruction evaluations**Use:** FN 95-2o**FN: 95-50h****Title:** Flight regulation violations**Use:** FN 95-2p**FN: 95-50i****Title:** Airspace utilization reports**Use:** FN 95-2q**FN: 95-50j****Title:** Manmade obstructions comments**Use:** FN 95-2r**FN: 95-50k****Title:** Airspace use agreements**Use:** FN 95-2s**FN: 95-225b****Title:** Navigational aids installations**Use:** FN 95-2b**FN: 95-226a****Title:** Navigational aids installations**Use:** FN 95-2b**FN: 95-228a****Title:** Navigational aids installations**Use:** FN 95-29b**B-30. File category 105: Communications-electronics****a. Prescribing directives.**

(1) AR 105-3, Reporting Beacons, Intrusion, Jamming, and Interference of Electromagnetic Systems.

(2) AR 105-6, Standardized Telecommunications Program.

(3) AR 105-24, Radio Frequency and Call Sign Assignments for U.S. Army Communications-Electronics Activities.

(4) AR 105-64, U.S. Army Communications Electronics Operation Instructions Program.

**b. Description.** These records concern policy, direction, planning, testing, and operation of communications and electronics systems,



such as radio, telephone, teletypewriter, and radar. Current file numbers in category 105 are listed in table B-35. Rescinded file numbers in category 105 are listed in table B-36.

**Table B-35**  
**File category 105: Communications-electronics**

**FN: 105**

**Title:** General communications-electronics correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN: 105-1b**

**Title:** Fixed communications directory reports

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information reflecting data on circuits and limited generally to fixed communications facilities. Included are reports and related information.

**Disposition:**

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

b. Other offices: Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.

**FN: 105-3a**

**Title:** Communication representations

**Authority:** NC1-AU-78-13

**Privacy Act:** Not applicable.

**Description:** Information related to deciding needs for training facilities. Included are requirements for acquiring, activating, retaining, use, expansion, consolidating, deactivating, and disposition. Also included are studies, justification, maps, and similar or related information.

**Disposition:**

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

b. Other offices: Destroy after 5 years.

**FN: 105-3b**

**Title:** Interference reductions

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information relating to the test of, and furnishing advice on, techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electronic equipment. Included are test reports, copies of drawings, summaries of interference reduction systems, reports of interference caused by existing items, and related information.

**Disposition:**

a. Office having Army-wide responsibility and performing testing activities: Destroy after 10 years.

b. Other offices: Destroy after 2 years.

**Table B-35**  
**File category 105: Communications-electronics—Continued**

**FN: 105-3c**

**Title:** Electronic equipment environmental files

**Authority:** NC1-AU-80-31

**Privacy Act:** Not applicable.

**Description:** Information reflecting data collected for use in connection with the Electromagnetic Compatibility Program, the object of which is to ensure that military electronic systems will not suffer degradation due to the effects of mutual interference. Included are summaries containing environmental data, letter reports of changes to operational environments due to modification, removal, or replacement of the equipment, and related information.

**Disposition:**

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

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

**FN: 105-6a**

**Title:** Cable and wire forecast reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Reports containing forecasts of cable, wire, and related installation material requirements for locally approved nontactical telecommunications projects.

**Disposition:** Destroy after 5 years.

**FN: 105-6b**

**Title:** Fixed communications directory reports

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information reflecting data on circuits and limited generally to fixed communications facilities. Included are reports and related information.

**Disposition:**

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

b. Other offices: Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.

**FN: 105-24a**

**Title:** Radio frequencies

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Information relating to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.

**Disposition:**

a. Office having Army-wide responsibility: Destroy 10 years after revocation of authorization.

b. Other offices and TOE units:

(1) Correspondence relating to concurrence of the Federal Communications Commission: Destroy after 1 year.

(2) Other information: Destroy when no longer needed for current operations or on supersession, cancellation, or discontinuance of the assignment or use.

**FN: 105-24b**

**Title:** Radio efficiency reports

**Authority:** NC1-AU-78-118

**Privacy Act:** Not applicable.

**Description:** Reports reflecting the efficiency of communications systems, and containing such data as time lost as a result of poor propagation conditions, equipment adjustment operations, errors, scheduled maintenance of equipment, summary of frequencies used, appropriate remarks, and similar information. Included are radio circuit efficiency reports, circuit operational summaries, and similar information.

**Disposition:**

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

b. Other offices and TOE units: Destroy after 6 months.

**FN: 105-24c**

**Title:** Signal operation instructions

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable.

**Description:** Information pertaining to data on codes, radio frequency assignments, call signs, lists of holders of code systems, and similar information.

**Table B-36****File category 105: Communications—electronics—rescinded  
FNs—Continued****FN: 105-23c****Title: Telephone circuit usage reports****Use: FN 25-1t\*****FN: 105-23d****Title: Telephone toll tickets****Use: FN 25-1u****FN: 105-23e****Title: Telephone toll call reports****Use: FN 25-1v.)****FN: 105-23f****Title: Telephone service sales contacts****Use: FN 25-1w****FN: 105-23g****Title: Communications accounts****Use: FN 25-1x****FN: 105-75a****Title: MARS equipment issues****Use: FN 25-6a****FN: 105-75b****Title: MARS frequency interference reports****Use: FN 25-6b****FN: 105-75c****Title: MARS emergency station designations****Use: FN 25-6c****FN: 105-75d****Title: MARS operation authorizations****Use: FN 25-6d****FN: 105-75e****Title: MARS member files****Use: FN 25-6e****FN: 105-75f****Title: MARS messages****Use: FN 25-6f****FN: 105-75g****Title: MARS station logs****Use: FN 25-6g****B-31. File category 108: Audiovisual services***a. Prescribing directives. None.**b. Description. None. Category 108 is rescinded. Files will be established as shown in table B-37.***Table B-37****File category 108: Audiovisual services—rescinded FNs****FN: 108-2a****Title: Audiovisual management reports****Use: FN 25-1y****FN: 108-2b****Title: Audiovisual products****Use: 25-1z****FN: 108-2c****Title: Training and audiovisual product controls****Use: 25-1aa****Table B-37****File category 108: Audiovisual services—rescinded  
FNs—Continued****FN: 108-2d****Title: Audiovisual facility establishment****Use: 25-1bb****FN: 108-2e****Title: Training and audiovisual programs****Use: 25-1cc****FN: 108-2f****Title: Local training devices and graphic aids****Use: 25-1dd****FN: 108-2g****Title: Local training devices and graphic aid work orders****Use: 25-1ee****FN: 108-2h****Title: Audiovisual technical assistance****Use: 25-1ff****FN: 108-2i****Title: Audiovisual equipment****Use: 25-1gg****FN: 108-2j****Title: Booking files****Use: 25-1hh****FN: 108-2k****Title: Audiovisual product inventory and utilization****Use: 25-1jj****FN: 108-2n****Title: Audiovisual project cases****Use: 25-1kk****FN: 108-2p****Title: Still picture files****Use: 25-1mm****FN: 108-2q****Title: Motion picture files (major)****Use: 25-1nn****FN: 108-2r****Title: Film newsletters****Use: 25-1pp****FN: 108-2s****Title: Video recordings****Use: 25-1qq****FN: 108-2t****Title: Sound recordings produced in-house or by contract****Use: 25-1rr****FN: 108-2u****Title: Commercial TV program cases****Use: 25-1ss****FN: 108-2v****Title: Motion picture files (minor)****Use: 25-1tt****FN: 108-2w****Title: Projectionist license controls****Use: 25-1uu****FN: 108-2x****Title: Photographer identifications****Use: 25-1vv**



**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

expendable requirements. Included are site utilization reports, equipment inventory reports, calibration records, and similar information.

**Disposition:**

- a. Site utilization reports: Destroy 1 year after discontinuance of the site.
- b. Other information: Destroy when superseded, obsolete, or no longer needed for reference.

**FN: 115-10f**

**Title:** Meteorological operation and equipment subsidiary files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information reflecting discrepancies in, and validity of, technical operation and the status of meteorological equipment. Included are reports of procedural discrepancies, communications about technical procedures, equipment outage logs, malfunction reports, reports of breakdowns, and similar information.

**Disposition:** Destroy after 1 year or on discontinuance of the team, whichever comes first.

**FN: 115-10g**

**Title:** Meteorological support files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information relating to meteorological services provided by teams or units to research, development, planning, test, and other activities. Included are requests for support, communications concerning the support, and similar information.

**Disposition:** Destroy 1 year after all of the support called for has been provided or on discontinuance of the team.

**FN: 115-11a**

**Title:** Military mapping and geodetic program

**Authority:** NC1-AU-85-35

**Privacy Act:** Not applicable.

**Description:** Information created in the establishment and maintenance of comprehensive programs for military mapping and geodesy. Included are operating directives, operating program information, change orders to operating program directives, and related information.

**Disposition:**

- a. Office responsible for establishment of the program: Permanent. PIF on completion of program and cut off at the end of that year.
- b. Other offices: Destroy on supersession or obsolescence.

**FN: 115-11b**

**Title:** Mapping agreements

**Authority:** NC1-AU-85-36

**Privacy Act:** Not applicable.

**Description:** Information on agreements and arrangements with other U.S. agencies and foreign governments concerning worldwide mapping and geodesy. Included are International Cooperative Mapping Agreements, International Mapping Standardization Agreements, Map Exchange Agreements, and specific operational arrangements within the framework of ratified agreements.

**Disposition:**

- a. Office responsible for consummation of agreement: Permanent. PIF on termination and cut off at the end of that year.
- b. Other offices: Destroy on supersession or obsolescence.

**FN: 115-11c**

**Title:** Mapping and geodetic studies

**Authority:** NC1-AU-85-37

**Privacy Act:** Not applicable.

**Description:** Technical studies prepared to furnish background information or solve problems in mapping and geodetic activities. Included are digests of facts on cartographic or geodetic matters, studies of technical, procedural, and production problems, compendiums of intelligence information in the field of cartography and geodesy.

**Disposition:**

- a. Office responsible for preparation: Permanent. PIF on completion of study and cut off at the end of that year.

**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

- b. Other offices: Destroy on supersession or obsolescence.

**FN: 115-11d**

**Title:** Mapping and program priorities

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the establishment of priorities for mapping programs and projects. This also includes periodic changes or revisions.

**Disposition:** Destroy after 5 years.

**FN: 115-11e**

**Title:** Mapping indices

**Authority:** NC1-AU-86-27

**Privacy Act:** Not applicable.

**Description:** Various types of base maps and charts kept as guides in charting. They are annotated to show the extent or order of surveying, planning, and mapping operations.

**Disposition:** Destroy 1 year after supersession.

**FN: 115-11f**

**Title:** Investigative projects

**Authority:** NC1-AU-78-20

**Privacy Act:** Not applicable.

**Description:** Case files showing all phases of an investigative project about the needs of users of cartographic and geodetic products.

**Disposition:** Destroy on supersession or obsolescence.

**FN: 115-11g**

**Title:** Questionnaire surveys

**Authority:** NC1-AU-85-38

**Privacy Act:** Not applicable.

**Description:** Individual and summary questionnaires on survey to determine user requirements and to evaluate experimental products designed to satisfy previously determined requirements.

**Disposition:** Destroy when obsolete.

**FN: 115-11h**

**Title:** Mapping and geodetic reports

**Authority:** NN-170-20

**Privacy Act:** Not applicable.

**Description:** Information gathered in reporting mapping and geodetic evaluations and findings. Included are feeder, consolidated, and special reports and related information.

**Disposition:** Destroy after 1 year.

**FN: 115-11i**

**Title:** Mapping and geodetic collection guidance and support files

**Authority:** NC1-AU-86-39

**Privacy Act:** Not applicable.

**Description:** Information created or acquired to ensure the availability of current source materials for existing and foreseen mapping, intelligence, and geodetic programs of DOD, DA, and other authorized agencies. Included are source material availability, request, requirement, case requirements, attache' materials, evaluation and analysis of source material, and related information.

**Disposition:**

- a. Office of record: Destroy after 5 years.
- b. Other offices: Destroy when superseded or obsolete.

**FN: 115-11j**

**Title:** Mapping and geodetic conferences

**Authority:** NC1-AU-85-40

**Privacy Act:** Not applicable.

**Description:** Information created by conferences having international or domestic interagency membership which concern the cartographic and geodetic activities of member organizations. Included are conference reports, information about operational relationships and areas of responsibility, standardization of mapping procedures, and decisions on cartographic and geodetic matters.

**Disposition:**

- a. Offices having Army-wide responsibility: Permanent.

**Table B-3.****File category 115: Climatic, hydrological, and topographic services—Continued**

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

**FN: 115-11k****Title:** Joint specifications**Authority:** NC1-AU-85-41**Privacy Act:** Not applicable.**Description:** Standard basic specifications for the preparation of common map compilations.**Disposition:**

a. Office responsible for coordination and issue: Permanent. PIF on publication and cut off at the end of that year.

b. Other offices: Destroy on supersession or obsolescence.

**FN: 115-11m****Title:** Map accuracy files**Authority:** N1-AU-86-29**Privacy Act:** Not applicable.

**Description:** Information which defines and specifies the exactitude of placement of data on a map, degree of exaggeration allowed in symbolization, accuracy of horizontal and vertical control, allowable error in sheet edges for matching, accuracy of geodetic positioning of map sheets in consonance with databases, accuracy of source materials from which maps will be compiled. Included are graphic presentations, correspondence, and related information.

**Disposition:** Permanent.**FN: 115-11n****Title:** Marginal data**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on the content and standardization of marginal data on maps, and implementation of the accepted specifications concerning this part of the map. Included are graphic presentations, correspondence, and related information.

**Disposition:** Permanent.**FN: 115-11p****Title:** Map formats**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information on the determination and standardization of map format. Included are style sheets, pilot sheets, and related items.

**Disposition:** Permanent.**FN: 115-11q****Title:** Map identification files**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information created in the determination, standardization, and application of systems for numbering map series, map sheets, and edition coordination. Included are statistical cards and correspondence.

**Disposition:** Permanent. Cut off on supersession or obsolescence.**FN: 115-11r****Title:** Topographic symbols**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information which prescribes and standardizes the conformation, size, methods of presentation, and use of symbols to depict natural and artificial features on the earth's surface. Included are graphic presentations, correspondence, and related information.

**Disposition:** Permanent. Cut off on supersession or obsolescence.**FN: 115-11s****Title:** Mapping contract specifications**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Specifications which define and control work to be done by contractors in the production of military maps. These specifications may pertain to any phase of map production.

**Disposition:** Permanent.**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued****FN: 115-11t****Title:** Map corrections**Authority:** NC1-AU-86-32**Privacy Act:** Not applicable.

**Description:** Information reporting errors or omissions noted on military maps.

**Disposition:** Destroy 1 year after publication of resultant map.**FN: 115-11u****Title:** Work assignments**Authority:** NC1-AU-86-33**Privacy Act:** Not applicable.

**Description:** Assignment of topographic projects including assignments to units under operational control.

**Disposition:** Destroy 1 year after completion of assignment.**FN: 115-11v****Title:** Production and reproduction controls**Authority:** NC1-AU-86-34**Privacy Act:** Not applicable.

**Description:** Information which controls and shows the progress of cartographic and geodetic projects. Included are priorities and schedules, manuscript check, quality inspections, progress reports, memorandums, and related information.

**Disposition:**

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

b. Other offices: Destroy after 1 year.

**FN: 115-11w****Title:** Cartographic references**Authority:** NN-166-204**Privacy Act:** Not applicable.

**Description:** Information showing current information necessary for map compilation. This includes—

a. Material which has repetitive or multiple application.

b. Published or processed maps or other publications usually kept in library type activities.

c. Copies of map overlays, errata lists, and similar items which are kept in operation elements on a continuing basis.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for current operations.**FN: 115-11x****Title:** Mapping regional files**Authority:** NC1-AU-77-158**Privacy Act:** Not applicable.

**Description:** Geographic information, kept as an area research data bank, covering cultural and physical aspects of a country or regional area to support DOD map programs. Included are area information on boundaries sovereignty, cities, towns, communications, and culture features (industries, public works, landmarks, military data), drainage and water resources, railroads, roads, highways, terrain features, vegetation and woodland, weather, and climate, parklands, forests, and search requirements (gaps in information and sources to be exploited), and other related information.

**Disposition:** Destroy when superseded or obsolete.**FN: 115-11y****Title:** Field recovery notes**Authority:** NC1-AU-86-48**Privacy Act:** Not applicable.

**Description:** Notes made in the field about control stations visited or used. These notes give the condition, adequacy of, and the description of the station.

**Disposition:** Permanent.**FN: 115-11z****Title:** Geodetic computation controls**Authority:** NC1-AU-86-38**Privacy Act:** Not applicable.

**Description:** Machine-punched cards, magnetic tapes, or other media into which are inserted geodetic data.



**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

**Disposition:** Destroy on supersession or obsolescence of individual item.

**FN: 115-11aa**

**Title:** Preliminary geodetic computations

**Authority:** NC1-AU-86-39

**Privacy Act:** Not applicable.

**Description:** Preliminary computations made before final computations, adjustment of triangulation, and traverse and leveling.

**Disposition:** Destroy on completion of all final computations for a particular project.

**FN: 115-11bb**

**Title:** Geographic position and universal transverse mercator coordinates

**Authority:** NC1-AU-85-42

**Privacy Act:** Not applicable.

**Description:** Listings of the geographic position, Universal Transverse Mercator (UTM) coordinates, station names, and agency code numbers for all available horizontal control stations within geographic areas. Tabulations are arranged by country and quadrangle areas. They give UTM coordinates and an index to the control set up by the surveying organizations of each country.

**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy 1 year after supersession.

**FN: 115-11cc**

**Title:** Geodetic references

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information consisting of material which has repetitive or multiple application. Included are published processed reports, studies, and other information containing geodetic data usually kept in library type activities, maintenance copies of map overlays, indexes, list errata, and similar items kept in operating elements on a continuing basis.

**Disposition:** Destroy on supersession or obsolescence.

**FN: 115-11dd**

**Title:** Intermediate manuscripts

**Authority:** NC1-AU-86-41

**Privacy Act:** Not applicable.

**Description:** Manuscripts created by map compilation or stereocompilation methods wherein information from aerial photography, maps, or information are combined to become the original drawing of a new map. Included are manually prepared overlays, photographic negatives, proof copies, hand pulls, and similar media created in the preparation of final reproduction manuscript negatives.

**Disposition:** Destroy on preparation and acceptance of final reproduction manuscript negative.

**FN: 115-11ee**

**Title:** Final reproduction manuscript negatives

**Authority:** NC1-AU-86-42

**Privacy Act:** Not applicable.

**Description:** Photographic negatives from which lithographic press plates are made for the printing of completed maps. Production molds are cast from negative molds of three-dimensional terrain models for the forming of three-dimensional relief maps.

**Disposition:** Destroy on supersession or cancellation.

**FN: 115-11ff**

**Title:** Diapositive files

**Authority:** NC1-AU-86-43

**Privacy Act:** Not applicable.

**Description:** Positive photographic prints on a transparent medium, usually glass, prepared from aerial film. They are used in plotting instruments or projectors in preparing a map or stereophotogrammetric drawing.

**Disposition:** Destroy on publication of the map unless needed for use in large-scale mapping of the same area.

**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

**FN: 115-11gg**

**Title:** Reproduction manuscript controls

**Authority:** NC1-AU-86-47

**Privacy Act:** Not applicable.

**Description:** Information about the procurement, use, transfer, and loan of reproduction manuscript material.

**Disposition:** Destroy after 5 years.

**FN: 115-11hh**

**Title:** Reproduction manuscript cancellations

**Authority:** NC1-AU-86-50

**Privacy Act:** Not applicable.

**Description:** Information which officially cancels reproduction manuscript material. It forms the basis for destruction of such material.

**Disposition:**

a. Office of record: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

**FN: 115-11ii**

**Title:** Map distribution policies

**Authority:** NN-170-20

**Privacy Act:** Not applicable.

**Description:** Information specifying the conditions and authority for release and issue of maps and related publications. Included are authority for automatic distribution, specific release authority for issuing maps and publications to certain persons and organizations from distribution stocks, and general release authority specifying conditions under which maps and publications will be released from distribution stocks.

**Disposition:** Permanent.

**FN: 115-11jj**

**Title:** Map stock levels

**Authority:** NC1-AU-86-46

**Privacy Act:** Not applicable.

**Description:** Information created by map distribution activities in the establishment and maintenance of stock levels high enough to satisfy requirements of elements serviced.

**Disposition:** Destroy on supersession or obsolescence.

**FN: 115-11kk**

**Title:** Map series

**Authority:** NN-170-20

**Privacy Act:** Not applicable.

**Description:** Information created in the review of maps and series to decide which will be kept as active or inactive distribution items.

**Disposition:** Destroy 1 year after determination.

**FN: 115-11mm**

**Title:** Map requisitions

**Authority:** NC1-AU-86-44

**Privacy Act:** Not applicable.

**Description:** Information on the requisitioning and shipment of maps and related publications. Included are requisitions, authorizations and shipping orders, and related information.

**Disposition:** Destroy after 2 years.

**FN: 115-11nn**

**Title:** Published map and chart records

**Authority:** NC1-AU-86-45

**Privacy Act:** Not applicable.

**Description:** One copy of each edition or variant of each printed or processed military map and chart of the issuing agency or organization. For example, planimetric, topographic, hydrographic, and aerospace and relief maps, photomosaics, and maps prepared for special military purposes.

Note: The maintenance of one separate and complete set of all maps produced by DA agencies and organizations is of great importance. No material from this file will be charged out. Managers will take appropriate action to ensure that these files are retired.

**Disposition:**

a. Office responsible for preparation and issue: Permanent.

Table B-38

File category 115: Climatic, hydrological, and topographic services—Continued

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

**FN:** 115-11pp

**Title:** Mapping, Charting, and Geodetic Publication Record Set

**Authority:** NC1-AU-86-45

**Privacy Act:** Not applicable.

**Description:** Information consists of record copies of such publications as military grids, grid tables, trig lists, gazetteers, glossaries, magnetic declination data, topographic symbols books, topographic mapping specifications, reading aids, periodic bulletins, memorandums, technical instructions, exchange lists, monthly publications lists, lithographic and reproduction reports, technical reports on newly developed or improved techniques, and other publications used as aids or guides in the production of military maps, charts, geodetic control, or as assistance to the map and chart user.

**Disposition:** Permanent.

**B-33. File category 117: Corps of Engineers topography and geodesy**

a. *Prescribing directive.* ER 117-2-4, Priority of Topographic Mapping Needs.

b. *Description.* These records concern activities in the areas of geodetic control surveys, aerial photography procurement, and topographic mapping as carried out by the Corps of Engineers. See table B-39.

Table B-39

File category 117: Corps of Engineers topography and geodesy

**FN:** 117

**Title:** General Corps of Engineers topography and geodesy correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN:** 117-2-4a

**Title:** Basic topographic data

**Authority:** NC1-AU-78-32

**Privacy Act:** Not applicable.

**Description:** These files include benchmarks, horizontal and vertical control data, traverse computations, triangulations, and topographic surveys; geodetic, hydrographic, and cadastral data; solar and stellar observation computations; aerial photographs; tracings, maps and drawings; field survey books; and related information.

**Disposition:**

Table B-39

File category 117: Corps of Engineers topography and geodesy—Continued

a. **OCE:** Destroy when superseded or obsolete.

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

c. Field offices converting data to microform:

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

(2) Microforms:

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

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

**B-34. File category 135: Army National Guard and Army Reserve**

a. *Prescribing directives.*

(1) AR 135-155, Promotion of Commissioned Officers and War-rant Officers Other than General Officers.

(2) AR 135-156, Personnel Management of General Officers.

(3) AR 135-215, Officer Periods of Service on Active Duty.

b. *Description.* The records described below under file number 135a are not prescribed by an Army Regulation or DA Pamphlet, but rather by FORSCOM Pamphlet 135-3, however, for consistency of numbering within MARKS, they are identified here with the related AR 135-series on Army National Guard and Army Reserve. See table B-40.

Table B-40

File category 135: Army National Guard and Army Reserve

**FN:** 135

**Title:** General Army National Guard and Army Reserve correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN:** 135a

**Title:** Reserve Component evaluations

**Authority:** NC1-AU-85-46

**Privacy Act:** A014010DAJA

**Description:** Information related to evaluating the readiness conditions, personnel status, logistics status of Reserve Component units by those elements of the Active Army responsible for assisting and monitoring their annual training. Included are reports, letters,



**Table B-40**  
**File category 135: Army National Guard and Army Reserve—Continued**

forms, and other related information developed as a result of the evaluation.

**Disposition:** Destroy after 2 years.

**FN: 135-155a**

**Title:** Reserve officer promotions (Rescinded; use FNs 135-155b through 135-155f.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 135-155b**

**Title:** Reserve officer promotion eligibility rosters

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents relating to individuals eligible for consideration for promotion. Included are recommendations and similar or related information.

**Disposition:** Destroy after 2 years.

**FN: 135-155c**

**Title:** Reserve officer eligibility determinations

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar information.

**Disposition:** Destroy after 1 year

**FN: 135-155d**

**Title:** Reserve officer centralized and semi-centralized selection board reporting files

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents relating to consideration and selection of officers and warrant officers for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

**Disposition:** Destroy after 2 years.

**FN: 135-155e**

**Title:** Reserve officer numerical promotion lists

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.

**Disposition:** Destroy on separation of the soldier or when superseded or obsolete.

**FN: 135-155f**

**Title:** Reserve officer nominations and confirmations

**Authority:** N1-AU-89-14

**Privacy Act:** A0640DARP

**Description:** Documents reflecting officers nominated by the President for appointment or promotion in the Army Reserve and officers whose nominations have been confirmed by the Senate.

**Disposition:** Permanent. Transfer to the National Archives when 20 years old.

**FN: 135-156a**

**Title:** Reserve general officer promotions

**Authority:** II-NNA-2187

**Privacy Act:** A0640DARP

**Description:** Documents relating to the promotion of general officers in the Army Reserve, not on active duty. Included are notifications of forthcoming meetings of the selection board, requests for recommendations, lists of officers recommended for promotion, recommendations, congratulatory letters, and similar or related documents.

**Disposition:** Destroy after 2 years.

**Table B-40**  
**File category 135: Army National Guard and Army Reserve—Continued**

**FN: 135-215a**

**Title:** Officer periods of service on active duty

**Authority:** NN-166-204

**Privacy Act:** A0001bTAPC

**Description:** Information or documents on considering officers of the National Guard and Army Reserve for continuation on active duty.

These include requests for voluntary indefinite extensions, short term extensions, or extensions for hardship or family considerations.

**Disposition:** Destroy after 1 year.

**B-35. File category 140: U.S. Army Reserve**

*a. Prescribing directives.*

(1) AR 140-9, Entry on Active Duty or Active Duty for Training (ROTC Officers).

(2) AR 140-10, Assignments, Attachments, Details, and Transfers.

(3) AR 140-111, U.S. Army Reenlistment Program.

(4) AR 140-145, Individual Mobilization Augmentation (IMA) Program.

(5) AR 140-158, Enlisted Personnel Classification, Promotion, and Reduction.

(6) AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records.

*b. Description.* These records concern mission, organization, administration, and training of the U.S. Army Reserve (USAR), functions relating primarily to the USAR, including but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Records concerning USAR personnel on active duty are under the appropriate subject series. See table B-41.

**Table B-41**  
**File category 140: U.S. Army Reserve**

**FN: 140**

**Title:** General Army Reserve correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

*a. ACTION:* Destroy after 2 years.

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

**FN: 140-9a**

**Title:** Active duty reports

**Authority:** NN-166-204

**Privacy Act:** A0604-10ATAPC

**Table B-41****File category 140: U.S. Army Reserve—Continued**

**Description:** Documents relating to entry on or relief from active duty for training, or entry on or relief from active duty of military personnel, where procedural instructions do not provide for retention in the MPRJ. Included are DD Forms 220 (Active Duty Report) and similar documents.

**Disposition:** Destroy after 1 year.

**FN:** 140-10a

**Title:** Reserve officer career management files

**Authority:** NN-166-204

**Privacy Act:** AO600DARP and AO640DARP

**Description:** Documents pertaining to the evaluation and rating of Reserve officers. Included are Army Reserve officer evaluation reports, academic reports, copies of letters of appreciation and commendation, copies of admonitions and reprimands, officer efficiency reports, and related documents.

**Disposition:** Destroy on final separation from the Army Reserve. (1) (Forward in accordance with AR 140-241 when individual transfers within the Army Reserve, enters on active duty, transfers to Army National Guard of the United States (ARNGUS), or is assigned to the Standby or Retired Reserve.)

**FN:** 140-10b

**Title:** Medical officer classification data

**Authority:** NN-166-204

**Privacy Act:** AO040-66aDASG

**Description:** Documents retained by Area Command Surgeons which reflect data on changes in professional qualifications of commissioned officers of the Army Medical Department Reserve. Included are qualification records and related documents. Forward to gaining Army Area Command Surgeon on transfer of officer.

**Disposition:** Destroy on separation of officer from Reserve status.

**FN:** 140-111a

**Title:** Appointment lists

**Authority:** NN-166-204

**Privacy Act:** AO640DARP

**Description:** Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and similar information.

**Disposition:** Destroy after 2 years.

**FN:** 140-145a

**Title:** Mobilization designee files

**Authority:** NN-166-204

**Privacy Act:** AO640DARP

**Description:** Documents accumulated by proponent agencies relating to mobilization designation positions. Included are assignment documents, pertinent background and personnel data concerning the individual and his or her military career, and termination of the mobilization designation.

**Disposition:** Destroy 1 year after termination of mobilization designation.

**FN:** 140-158a

**Title:** MOS classification board proceedings

**Authority:** NN-166-204

**Privacy Act:** AO640DARP

**Description:** Documents reflecting evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction, or discharge where readjustment or reclassification is indicated because of mental, physical, emotional instability, or psychiatric reasons, or for inefficiency. Included are proceedings of MOS classification boards and related information.

**Disposition:** Destroy after 2 years.

**FN:** 140-158b

**Title:** Enlisted promotions

**Authority:** NC1-AU-86-1

**Privacy Act:** AO640DARP

**Description:** Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion and advancement rosters, computations for corporal or specialist and below advancements, approved or disapproved requests, promotion or advancement instructions, and similar or related information.

**Table B-41****File category 140: U.S. Army Reserve—Continued**

**Disposition:** Destroy after 1 year.

**FN:** 140-158c

**Title:** Reserve enlisted promotion eligibility rosters

**Authority:** N1-AU-89-14

**Privacy Act:** AO640DARP

**Description:** Documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information.

**Disposition:** Destroy after 2 years.

**FN:** 140-158d

**Title:** Reserve enlisted centralized and semi-centralized selection reporting files

**Authority:** N1-AU-89-14

**Privacy Act:** AO640DARP

**Description:** Documents relating to consideration and selection of enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

**Disposition:** Destroy after 2 years.

**FN:** 140-158e

**Title:** Reserve enlisted promotion eligibility determinations

**Authority:** N1-AU-89-14

**Privacy Act:** AO640DARP

**Description:** Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.

**Disposition:** Destroy after 1 year.

**FN:** 140-185a

**Title:** Reserve unit attendance record sets

**Authority:** NC1-AU-83-46

**Privacy Act:** AO600-8DAPE

**Description:** Attendance records of members of reserve component units and activities during training or drill periods. Included are original DA Forms 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) and supporting documents. Enter any data from the attendance reference copy that is vital to determining retirement point credits on the DA Form 1379. Copies of these documents are also accumulated by CONUS and overseas command reserve component offices, and certain data processing activities.

**Disposition:**

a. Record set: Destroy after 100 years. Cut off yearly and transfer to organization designated by CONUSA commander or major overseas commander. Transfer to US Army Reserve Component Personnel Administration Center (RCPAC) after 1 year.

b. Other documents:

(1) CONUS and overseas command headquarters: Destroy in CFA after 3 years.

(2) Data processing activities and other offices: Destroy after 1 year.

**FN:** 140-185b

**Title:** Reserve unit attendance reference sets

**Authority:** NC1-AU-79-34

**Privacy Act:** AO600-8DAPE

**Description:** Documents used as worksheets and reference when the original attendance record is no longer available within the unit. Included are carbon copies of DA Form 1379, DA Form 1380 (Record of Individual Performance of Reserve Duty Training), and related information. Post data from these documents that are vital to determining the award of retirement point credits to the original DA Form 1379. These forms are under file no. 140-185a.

**Disposition:** Destroy after 1 year.

**FN:** 140-185c

**Title:** Reserve training projects

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Records on preparing, processing, and assigning training projects to Reserve members who are too far from training activities. Included are requests for project outlines, project assignments, progress reports correspondence with other Army agencies about the



**Table B-41**  
**File category 140: U.S. Army Reserve—Continued**

award of retirement point credits, project report, and similar or related documents.

Note: The final project report is filed in the subjective files of the proponent agency.

**Disposition:** Destroy 2 years after completion of the project.

**FN:** 140-185d

**Title:** Project lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Records about training projects approved for USAR personnel. Included are consolidated listings with outlines of the scope and point credits to be approved for each project, and similar or related documents.

**Disposition:** Destroy when superseded or obsolete.

**FN:** 140-185e

**Title:** Equivalent training authorization approvals

**Authority:** NN-166-204

**Privacy Act:** AO600-8DAPE

**Description:** These are documents related to approving award of retirement point credits to USAR members for activities equal to training. This training is with member's unit of assignment or attachment for administration and training (that is, planning, supervising, or giving military instruction to any component of the Armed Forces), flying, duty as a member of a board, attending or taking part in professional conventions and meetings having military educational value, and similar training duty. Included are requests for authority to award retirement point credits with justifying information and comments of interested organizations, approval notifications, and similar or related documents.

**Disposition:**

- a. Offices of Army headquarters and overseas command headquarters: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

**FN:** 140-185f

**Title:** Training and pay categories

**Authority:** NN-166-204

**Privacy Act:** AO600-8DAPE

**Description:** Records about decisions made for training and pay categories for USAR units and personnel. Included are requests for exceptions to training categories, approvals, and similar and related documents.

**Disposition:**

- a. DA staff offices responsible for final determination: Destroy after 10 years.
- b. Other offices: Destroy after 2 years.

**B-36. File category 145: Reserve Officers Training Corps (ROTC)**

*a. Prescribing directive.*

(1) AR 145-1, Senior ROTC Program: Organization, Administration, and Training.

(2) AR 145-2, Junior Reserve Officer Training Program

*b. Description.* These records concern functions, responsibilities, organization, and procedures for administering the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps. See table B-42.

**Table B-42**

**File category 145: Reserve Officers Training Corps**

**FN:** 145

**Title:** General ROTC correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility;

**Table B-42**

**File category 145: Reserve Officers Training Corps—Continued**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN:** 145-1a

**Title:** ROTC enrollment reports

**Authority:** NN-166-204

**Privacy Act:** A0145-1TRADOC

**Description:** Documents relating to ROTC enrollment data reported to TRADOC. Included are forms, consolidated reports, and similar information.

**Disposition:** Destroy after 3 years.

**FN:** 145-1b

**Title:** ROTC camp files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents on operating and administering ROTC annual camp training.

**Disposition:** Destroy 1 year after completion of subsequent camp.

**FN:** 145-1c

**Title:** ROTC cadet records

**Authority:** NC1-AU-83-49

**Privacy Act:** A0145-1bTRADOC-ROTC

**Description:** TRADOC Form 176 containing information on each cadet, including personal data, enrollment, scholarship, prior training, selection, physical and medical data, subsistence, academics, military science, security investigations, active duty or reserve forces duty, graduation, appointment data, and related information.

**Disposition:** Destroy 5 years after termination of enrollment, graduation, or withdrawal of unit from institution. If cadet transfers to another ROTC institution, transfer record to gaining institution on request as provided in AR 145-1.

**FN:** 145-1d

**Title:** ROTC cadet Military Personnel Records Jackets

**Authority:** NN-166-204

**Privacy Act:** A0145-1aTRADOC-ROTC

**Description:** Documents relating to ROTC cadets. These documents are filed in DA Form 201 (Military Personnel Records Jacket (MPRJ)). Included in each MPRJ are the record of military status of registrant, Armed Forces security questionnaire, deferment agreement, acknowledgement of understanding service requirement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information. (TRADOC Form 176 is kept under FN 145-1c.)

**Disposition:** On appointment in USAR or on disenrollment, withdraw documents except those to be sent in the MPRJ. File under number 145-1e. Forward MPRJ to first assigned organization, appropriate area commander, or Commander, RCPAC, as indicated in AR 145-1.

**FN:** 145-1e

**Title:** ROTC separated cadet records

**Authority:** NN-166-204

**Privacy Act:** A0145-1aTRADOC-ROTC

**Table B-42**  
**File category 145: Reserve Officers Training Corps—Continued**

**Description:** Documents relating to former cadets. They are kept in manila folders. Included in each former cadet's file are the Armed Forces security questionnaire, deferment agreement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information. (TRADOC Form 176 is kept under FN 145-1c.)  
**Disposition:** Destroy after 1 year or on withdrawal of unit from ROTC program.

**FN: 145-1f**  
**Title:** ROTC screening test answer sheets  
**Authority:** NN-166-204

**Privacy Act:** AO145-1aTRADOC-ROTC  
**Description:** Documents related to giving the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.  
**Disposition:** Destroy after 3 months.

**FN: 145-1g**  
**Title:** ROTC unit pay and allowance files  
**Authority:** NN-166-204

**Privacy Act:** AO0037-104-3cSAFM  
**Description:** Files created under military pay record system, effective 1 July 1949. Included are organizational payroll records created by units, such as papers used in preparing vouchers pertaining to pay, travel, or other allowances, and vouchers, copies of which have been sent to the disbursing officer for payment.  
**Disposition:** Destroy after 3 years.

**FN: 145-1h**  
**Title:** ROTC military property files (Not used.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 145-1i**  
**Title:** ROTC cadet evaluation reports  
**Authority:** NN-166-204  
**Privacy Act:** AO145-1aTRADOC-ROTC  
**Description:** Documents of cadet ratings prepared by professors of military science and commanders prior to graduation. Included are evaluation reports and related information.  
**Disposition:** Destroy 2 years after graduation or send to higher command on request.

**FN: 145-1j**  
**Title:** ROTC scholarship selected applicant files  
**Authority:** NC-AU-76-10  
**Privacy Act:** AO145-1aTRADOC-ROTC  
**Description:** Documents relating to the selection of individuals for ROTC scholarships. Included are applications, reference questionnaires, interview worksheets, descriptive reports, Scholarship Selection Board vote sheets, evaluation score sheets, documents reflecting College Entrance Examination Board (CEEB) scores, and related documents.  
**Disposition:** Destroy 1 year after individual graduates or is disenrolled.

**FN: 145-1k**  
**Title:** ROTC scholarship nonselected applicant files  
**Authority:** NC1-AU-83-48  
**Privacy Act:** AO145-1aTRADOC-ROTC  
**Description:** Documents reflecting the nonselection of applicants for ROTC scholarships. Included are applications, physical exams, and medical histories, secondary school transcripts, documents reflecting extracurricular activities, documents reflecting CEEB scores, and related documents.  
**Disposition:** Destroy 1 year after graduation of the nonselectee's class.

**FN: 145-1m**  
**Title:** ROTC graduate files  
**Authority:** NN-166-204  
**Privacy Act:** AO145-1aTRADOC-ROTC

**Table B-42**  
**File category 145: Reserve Officers Training Corps—Continued**

**Description:** Documents used to determine assignment of graduates, showing names and pertinent information concerning students scheduled to complete the senior Reserve officers training course and to be commissioned in the U.S. Army Reserve. Included are rosters, cards, tapes, orders, and related documents.  
**Disposition:** Destroy 1 year after completion of assignment.

**FN: 145-1n**  
**Title:** Inquiry and eligibility files  
**Authority:** NN-166-204  
**Privacy Act:** A0601-21aUSAREC  
**Description:** Documents related to verifying the eligibility of individuals for the ROTC. Included are letters, reports, designation of Distinguished Military Students, and similar documents.  
**Disposition:** Destroy after 2 years.

**FN: 145-1p**  
**Title:** ROTC unit evaluations  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Documents related to rating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notices of probationary status, waivers, academic evaluation reports, correspondence about corrective action, and similar or related documents.  
**Disposition:** Destroy 5 years after expiration of the waiver or removal of the unit from probation.

**FN: 145-1q**  
**Title:** ROTC performance reports  
**Authority:** NN-166-204  
**Privacy Act:** AO145-1aTRADOC-ROTC  
**Description:** Documents reflecting the performance of ROTC graduates by class standings at officer orientation courses. Included are reports to Army areas, reports to DA Staff agencies, notices to the president of each institution of how well the ROTC graduates from his or her school performed, and similar or related documents.  
**Disposition:**  
a. DA Staff offices and offices of major command headquarters: Destroy when no longer needed for current operations.  
b. Other offices: Destroy after 2 years.

**FN: 145-1r**  
**Title:** ROTC class standings  
**Authority:** NN-166-204  
**Privacy Act:** AO145-1aTRADOC-ROTC  
**Description:** Documents reflecting class standings and failures of ROTC officers attending officer orientation courses. Included are forms, printouts, correspondence, and similar or related documents.  
**Disposition:** Destroy after 3 years.

**FN: 145-2a**  
**Title:** NDCC instructor selections  
**Authority:** NN-166-204  
**Privacy Act:** AO145-1bTRADOC-ROTC  
**Description:** Documents relating to choosing instructors for National Defense Cadet Corps (NDCC) schools. Included are letters with detailed experience qualifications, approvals by the Army Staff, and similar or related documents.  
**Disposition:** Destroy 2 years after termination of employment by the school.

**FN: 145-2b**  
**Title:** NDCC uniform approvals  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Documents relating to approval for NDCC schools to adopt uniforms similar to the Army uniform. Included are recommendations, approvals, and similar related documents.  
**Disposition:** Destroy on discontinuance of the unit or on adoption of another uniform.



**B-37. File category 165: Religious activities**

a. *Prescribing directive.* AR 165-1, Chaplain Activities in the United States Army.

b. *Description.* These records concern functions and duties of chaplains, religious programs, including services, sacraments, and rites, use of chapels and similar activities, and religious reports. Nonappropriated chaplains' funds are governed by AR 165-1, chapter 16, and a slight variation in the MARKS numbering scheme to distinguish the applicable records has been added for user convenience. See table B-43.

**Table B-43****File category 165: Religious activities****FN: 165**

**Title:** General religious activities correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

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

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

**FN: 165-1a**

**Title:** Chaplain privileged counseling/interview communication cases

**Authority:** NC1-AU-77-80

**Privacy Act:** A0165-1bDACH

**Description:** Documents relating to counseling of a privileged nature between Army chaplains and Army members or their dependents. Included are memorandums, resume of counseling interviews, notes, letters, forms, or related documents.

**Disposition:** Destroy 2 years after completion of individual cases.

**FN: 165-1b**

**Title:** Religious census, education, and registration files

**Authority:** NC1-AU-84-44

**Privacy Act:** A0165-1cDACH

**Description:** Information accumulated by chaplains to provide data on religious education and training needs of faith groups, denominations, or religious sects. Included are individual questionnaires, surveys, correspondence, memorandums for the record, counseling data (but not those appropriate for FN 165-1a above), index cards, and similar or related information.

**Disposition:** Destroy when no longer needed for current operations.

**FN: 165-1c**

**Title:** Baptism, marriage, and funeral files

**Authority:** NC1-AU-78-3

**Privacy Act:** A0165-1aDACH

**Description:** Documents maintained in HQDA, related to reporting each baptism, marriage, and funeral service performed by military chaplains, auxiliary chaplains, and other authorized civilian clergymen for military personnel and authorized civilians. Included are letters, forms, and related documents.

**Disposition:** Destroy in CFA after 50 years.

**Table B-43****File category 165: Religious activities—Continued****FN: 165-1d**

**Title:** Chapel registers

**Authority:** NN-166-204

**Privacy Act:** A0165-1aDACH

**Description:** Documents reflecting marriages, funerals, and baptisms. Included are chapel registers and related documents.

**Disposition:** Destroy after 5 years, except that bound registers will be destroyed 5 years after date of last entry.

**FN: 165-1-16a**

**Title:** CCF report of audits and fund reviews

**Authority:** II-NNA-2295

**Privacy Act:** Not applicable.

**Description:** Information accumulating from audits of the Chaplains' Consolidated Fund (CCF) performed pursuant to AR 36-5 and AR 36-75. Included are reports of audit with directly related information such as financial statements and correspondence relating to actions taken. Also included are fund reviews conducted by the MACOM pursuant to AR 165-1.

**Disposition:** Office responsible for conducting audits: Destroy after 3 years. Other offices: Destroy after 2 years.

**FN: 165-1-16b**

**Title:** CCF risk management files

**Authority:** To be determined.

**Privacy Act:** Not applicable.

**Description:** Documents relating to administering the risk management program for CCF instrumentalities. Included are letters, forms, and other documents showing management of the program, financial requirements, property claims and losses, claims under the tort program, property insurance, and similar information.

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

**FN: 165-1-16c**

**Title:** CCF accounts

**Authority:** II-NNA-2037

**Privacy Act:** A0215-1bSAFM

**Description:** Information on the receipt, disbursement, and administration of nonappropriated chaplain funds. Included are ledgers, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, finalized purchase orders, investment records, financial statements, petty cash summary vouchers, and other information constituting an integral part of the accounting system for such funds.

**Disposition:** Destroy 3 years after next comparable audit. Bound books, ledgers, and journals will be destroyed 3 years after date of last entry therein.

**FN: 165-1-16d**

**Title:** CCF establishment and appointment files

**Authority:** II-NNA-1927

**Privacy Act:** Not applicable.

**Description:** Information on the establishment of nonappropriated chaplains' funds, establishment of disbursement limitations, appointment of chairperson, fund manager, recorder, and council members. Included are orders and changes to them, and similar official fund establishment information.

**Disposition:**

a. Active file: PIF on supersession.

b. Inactive file: Destroy after 2 years or destroy with related fund account records on dissolution of the fund, as appropriate.

**FN: 165-1-16e**

**Title:** CCF minutes of meetings

**Authority:** II-NNA-1927

**Privacy Act:** Not applicable.

**Description:** Minutes of meetings of fund councils appointed to administer nonappropriated chaplains' funds as prescribed by directives, regulations, and similar regulatory media. Included are agendas, minutes of meetings, and directly related information.

**Disposition:** Destroy with accounting fund records on actions prescribed within the recorded minutes of meetings.

**Table B-43**

**File category 165: Religious activities—Continued**

**FN: 165-1-16f**

**Title:** CCF grant administration files

**Authority:** GRS 6, Item 1a

**Privacy Act:** Not applicable.

**Description:** Information relating to the administration of grants secured to finance, in whole or in part construction of, or improvement to, chaplains' NAF instrumentalities. Included are requests, forms, and the current CCF portion of the Command Master Religious Plan.

Documents indicating source of grant (including terms and conditions), amount of local funds committed to the project, and similar information.  
**Disposition:** Destroy 2 years after expiration of grant.

**FN: 165-1-16g**

**Title:** CCF contract files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to nonpersonal service contracts. Included are contracts, coordinations, comparable instruments, and similar information.

**Disposition:** Destroy 2 years after final payment.

**FN: 165-1-16h**

**Title:** CCF property records and hand receipts

**Authority:** To be determined.

**Privacy Act:** AO710-2bDALO

**Description:** Information relating to accountability and control of fixed assets, sensitive items, and equipment. Included are hand receipts.

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

**FN: 165-20a**

**Title:** Chaplain privileged counseling/interview communication cases (Rescinded; use FN 1651a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 165-20b**

**Title:** Religious census, education, and registration files (Rescinded; use FN 165-1b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 165-20c**

**Title:** Baptism, marriage, and funeral files (Rescinded; use FN 165-1c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 165-20d**

**Title:** Chapel registers (Rescinded; use FN 165-1d.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**B-38. File category 190: Military Police**

*a. Prescribing directives.*

(1) AR 190-5, Motor Vehicle Traffic Supervision.

(2) AR 190-8, Enemy Prisoners of War Administration, Employment, and Compensation.

(3) AR 190-9, Military Absentee and Deserter Apprehension Program.

(4) AR 190-11, Physical Security of Arms, Ammunition, and Explosives.

(5) AR 190-12, Military Police Working Dogs.

(6) AR 190-13, The Army Physical Security Program.

(7) AR 190-14, Carrying of Firearms and Use of Force for Law.

(8) AR 190-22, Searches, Seizures, and Disposition of Property.

(9) AR 190-24, Armed Forces Disciplinary Control Boards And Off-Installation Military Enforcement.

(10) AR 190-30, Military Police Investigations.

(11) AR 190-31, Department of the Army Crime Prevention Program.

(12) AR 190-40, Serious Incident Report.

(13) AR 190-45, Military Police Law Enforcement Reporting.

(14) AR 190-47, The U.S. Army Correctional System.

(15) AR 190-51, Security of Army Property at Unit and Installation Level.

(16) AR 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes.

(17) AR 190-57, Civilian Internees—Administration, Employment, and Compensation.

*b. Description.* These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners. See table B-44.

**Table B-44**

**File category 190: Military Police**

**FN: 190**

**Title:** General military police correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 190-5a**

**Title:** Law enforcement

**Authority:** NN-166-204

**Privacy Act:** Act: A0190-45DAMO

**Description:** Information on traffic enforcement activities, minor offenses, and uniform violation notices referred to U.S. District Courts. Included are traffic law enforcement surveys, accident reports, traffic violation reports, notices, and summons and violation notices (DD Form 1805). This description does not include information on traffic accidents that is sent to and held by claims officers.

**Disposition:** Destroy after 2 years.

**FN: 190-5b**

**Title:** Vehicle registration and driver records

**Authority:** NC1-AU-84-31

**Privacy Act:** A0190-5DAMO

**Description:** Information gathered on POV registration and driver record files. Included are—



**Table B-44****File category 190: Military Police—Continued**

a. Information used to record registration of motor vehicles on Army installations such as:

- (1) Applications for registration.
- (2) Certifications of insurance possession.
- (3) Records of decal numbers issued.
- (4) Similar information.

b. Driver records consisting of:

- (1) Information on chargeable motor vehicle accidents, moving violations, suspension and revocation actions, and point assessments involving military and civilian personnel and their dependents.
- (2) Other personnel privileged to operate motor vehicles on Army installations.

**Disposition:** Destroy on transfer or separation of individual (for a above). Forward to next duty station on transfer of military member, Government or nonappropriated fund civilian employee, or employee of Government contractor. Destroy 1 year after termination of suspension or revocation of driving privileges (for b above).

**FN: 190-5c**

**Title:** Provost marshal activities reports

**Authority:** NC1-AU-78-56

**Privacy Act:** Not applicable.

**Description:** Reports containing statistical data on offenses, crime trends, confinements, traffic law enforcement, and other military police activities. Included are basic reports, consolidated reports, and analyses.

**Disposition:**

a. Offices having Army-wide responsibility:

- (1) Consolidated data: Permanent.
- (2) Feeder reports and similar data: Destroy on consolidation or extraction of essential data.

b. MACOM headquarters: Destroy in CFA after 5 years.

c. Other Offices: Destroy after 1 year.

**FN: 190-5d**

**Title:** Special agent accreditations

**Authority:** NC1-AU-75-17

**Privacy Act:** AO190-30DAMO

**Description:** Information on the accreditation, nonparticipation, or withdrawal of accreditation of persons as criminal investigators. Included are applications, recommendations, approvals, disapprovals, and related information.

**Disposition:**

- a. Approved accreditation, withdrawal of accreditation, and related information: Destroy 10 years after separation or retirement of person.
- b. Disapproved accreditation and related information: Destroy after 1 year.

**FN: 190-5e**

**Title:** Parking permit controls

**Authority:** NN-166-204

**Privacy Act:** AO190-14DAMO

**Description:** Information on the allotment of parking spaces, control of issuance and withdrawal of parking permits, and the recording of violations by holders of parking permits.

**Disposition:** Destroy on transfer or separation of parking permit holder or when permit is superseded or revoked, whichever is first.

**FN: 190-5f**

**Title:** Missing vehicle register cards

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Cards showing the description of missing or stolen military or civilian vehicles and related information.

**Disposition:** Destroy 1 year after recovery of the vehicle, or 3 years after the end of the year of creation if not recovered.

**FN: 190-5g**

**Title:** Traffic surveys

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information showing the results of installation traffic surveys conducted to gain greatest flow and control of traffic. Included are reports, recommendations, and related information.

**Table B-44****File category 190: Military Police—Continued**

**Disposition:** Destroy after next comparable survey.

**FN: 190-8a**

**Title:** Individual enemy PW/detainee files

**Authority:** NC1-AU-82-09

**Privacy Act:** Not applicable.

**Description:** Information on individual enemy prisoners of war (PWs) or detainees. Included are individual personnel jackets containing questionnaires, correspondence, basic personnel and clinical records, reports of injury, escape, apprehension, death, and punishments, records of impounded personal effects and foreign currency, and similar records of enemy PWs or detainees.

**Disposition:** Destroy after 75 years.

**FN: 190-8b**

**Title:** Enemy PW/detainee general information

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information on the overall operation and conduct of the enemy PW or detainee program. It excludes other files described in this record series.

**Disposition:** Permanent. Retire to WNRC upon termination of PW program.

**FN: 190-8c**

**Title:** Enemy PW/detainee status inquiries

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Inquiries from Government agencies, Protecting Powers, International Committee of the Red Cross (ICRC), and inquiries from other interested agencies requesting information on the status of individual enemy PWs or detainees.

**Disposition:** Retire to WNRC upon termination of the PW program. Destroy after 30 years.

**FN: 190-8d**

**Title:** Enemy PW/detainee complaints and investigations

**Authority:** NC1-AU-82-09

**Privacy Act:** Not applicable.

**Description:** Information concerning PW or detainee complaints, investigations of PW or detainee camp treatment, camp incidents, deaths, and related matters. Included are complaints, reports of action, comments, and correspondence with Protecting Powers, ICRC, and other responsible agencies.

**Disposition:** Permanent. Retire to WNRC upon termination of PW program.

**FN: 190-8e**

**Title:** Enemy PW/detainee strength reports

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Reports prepared by PW or detainee camps and hospitals showing the assigned and attached PW or detainee strength, gains, and losses, status of PWs or detainees, historical data, and other information.

**Disposition:** Permanent. Retire to WNRC upon termination of the PW camp or hospital.

**FN: 190-8f**

**Title:** Enemy PW/detainee rosters

**Authority:** NC1-AU-82-09

**Privacy Act:** Not applicable.

**Description:** Information identifying PW and detainees captured or interned by or in the custody of U.S. Forces. Included are master machine printouts, master punched cards, and master magnetic tapes.

**Disposition:** Permanent. Retire to WNRC upon termination of the PW program.

**FN: 190-8g**

**Title:** Enemy PW/detainee property accounting files

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information which accounts for property confiscated from or held for enemy PWs or detainees. Included are receipts for property returned to PWs or detainees or released to Protecting Powers,

**Table B-44**  
**File category 190: Military Police—Continued**

statements concerning property not returned, locations of property held, and related information.  
**Disposition:** Retire to WNRC upon termination of the PW camp or hospital. Destroy after 20 years.

**FN: 190-8h**

**Title:** Enemy PW/detainee educational media  
**Authority:** NC1-AU-82-09  
**Privacy Act:** Not applicable.  
**Description:** Information on the development and use of media designed for the PW or detainee education program. Included are programs of instructions, lesson plans and outlines, instructor's guides, recommendations, evaluations of media, and related information.  
**Disposition:** Permanent. Retire to WNRC upon termination of PW program.

**FN: 190-8i**

**Title:** Enemy PW/detainee noncontract labor  
**Authority:** NC1-AU-82-09  
**Privacy Act:** Not applicable.  
**Description:** PW camp and hospital work for which compensation is authorized.  
a. Information on the use of PW or detainee labor for paid work which is not covered by contract, such as PW camp and hospital work, employment by Federal agencies covered by memorandums of agreement, certifications of need for employment of PWs, and interdepartmental agreements. Included are copies of the work classifications, pay scales or rates, and related information.  
b. Information reflecting the establishment of overall policy and programs for the use of enemy PW or detainees for paid work which is not covered by contract, such as PW camp and hospital work for which compensation is authorized, employment by Federal agencies covered by memorandum agreements, certificates of need for employment of PW, and interdepartmental agreements. Included are policy statements, directives, overall program review, and related information.  
**Disposition:** Destroy after 20 years. Retire to WNRC upon termination of the PW camp or hospital (a above). Permanent. Retire to WNRC upon termination of PW program (b above).

**FN: 190-8j**

**Title:** Enemy PW labor contracts  
**Authority:** NC1-AU-82-25  
**Privacy Act:** Not applicable.  
**Description:**  
a. Information on the use of PW labor contracts with contract employers such as PW canteens, AAFES, service clubs, and similar activities. Included are copies of contracts and amendments, certification of need for employment of PW labor and other information on the administration of the contract.  
b. Information reflecting the establishment of overall policy and programs for PW labor contracts with contract employers and other employers, such as PW canteens, AAFES, service clubs, and similar activities whose use of PW labor must be by contract. Included are policy statements, directives, overall program reviews, and related information.  
**Disposition:** Destroy after 20 years. Retire to WNRC upon termination of the PW camp or hospital (a above). Permanent. Retire to WNRC upon termination of PW program (b above).

**FN: 190-8k**

**Title:** Enemy PW camp labor reports  
**Authority:** NC1-AU-82-09  
**Privacy Act:** Not applicable.  
**Description:** Reports summarizing monthly PW work activity. Data reported include total PW work days assigned, total PW days worked, number of rest days, classification of work, and other data on PW work activity.  
**Disposition:** Permanent. Retire to WNRC upon termination of the PW camp or hospital.

**FN: 190-8m**

**Title:** Enemy PW payrolls  
**Authority:** NC1-AU-82-25  
**Privacy Act:** Not applicable.

**Table B-44**  
**File category 190: Military Police—Continued**

**Description:** Information listing pay and allowances to be credited to and deductions from individual PW accounts. These are copies kept by the PW camp or hospital.  
**Disposition:** Retire to WNRC upon termination of the PW camp or hospital. Destroy after 20 years.

**FN: 190-8n**

**Title:** Enemy PW pay data subsidiary files  
**Authority:** NC1-AU-82-25  
**Privacy Act:** Not applicable.  
**Description:** Information containing data used to determine the amount of pay due to PWs for work performed. Data includes days and hours worked, type of work, rate of pay, and related information.  
**Disposition:** Send with individual enemy PW files. (FN 190-8a).

**FN: 190-8o (Not used)**

**Title:** Not applicable.  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 190-8p**

**Title:** Enemy PW pay and allowances records  
**Authority:** NC1-AU-82-25  
**Privacy Act:** Not applicable.  
**Description:** Information showing the day-to-day status of pay and allowances due individual PWs from all authorized sources, and deductions to be made. Data are used to prepare PW payrolls and vouchers.  
**Disposition:** Send with individual enemy PW files. (FN 190-8a).

**FN: 190-9a**

**Title:** Absentee cases  
**Authority:** NN-166-204  
**Privacy Act:** A0190-9DAMO and A0037-107aSAFM  
**Description:** Case files containing records of persons absent without leave (AWOL personnel, escaped military prisoners (U.S. Army personnel), and deserters). The files contain information which pertains to the return or apprehension of absentees. Included are reports on absentees wanted by the Armed Forces, the return of absentees, the apprehension of absentees, correspondence on the description of absentees, leads for apprehension, and statistical data for deserters and AWOLs.  
**Disposition:** Destroy 3 months after arrest or apprehension or completion of case, or 3 years after creation if absentee is not returned to military control. However, in time of war, when the person is not arrested or apprehended, retain until determined that the person died or was discharged without arrest or apprehension.

**FN: 190-11a**

**Title:** Access control records (Rescinded; use FN 1v.)  
**Authority:** Not applicable.  
**Privacy Act:** Not applicable.  
**Description:** Not applicable.  
**Disposition:** Not applicable.

**FN: 190-11b**

**Title:** Structural certifications  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** DA Forms 4604-R (Construction Security Statements) and related documents on the structural adequacy of buildings housing arms, ammunition, and explosives.  
**Disposition:** Destroy certificates when superseded. Destroy other data when no longer needed for reference.

**FN: 190-11c**

**Title:** Arms, ammunition, and explosives security management  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable.  
**Description:** Documents approving or disapproving use of areas and facilities, exceptions and waivers to standards, long range planning, preparation, and dissemination, maintenance of plans and procedures, and management reviews.



**Table B-44****File category 190: Military Police—Continued**

**Disposition:** Destroy when superseded, obsolete, or no longer necessary.

**FN: 190-12a**

**Title:** Sentry dog records

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information comprising the administration record of each sentry dog. Included are the dog record card, training and utilization record, certificate of death form, and other nonmedical records.

**Disposition:** Dispose of in accordance with AR 190-12.

**FN: 190-12b**

**Title:** Sentry dog facility inspections

**Authority:** II-NNA-1003

**Privacy Act:** Not applicable.

**Description:** Inspection checklist used during inspection of sentry dog facilities.

**Disposition:** Destroy after 1 year.

**FN: 190-13a**

**Title:** Guard reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Retained copies of the Guard Report which is prepared daily and submitted to the installation commander or authorized representative.

**Disposition:** Destroy after 1 year.

**FN: 190-13b**

**Title:** Gate guard files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on measures taken to guard Government facilities and military prisoners (U.S. Army personnel). Included are: assignment sheets, gun registers, registers showing movement of personnel or vehicles into or out of Government facilities, package passes, routine or negative reports, related information.

**Disposition:** Destroy after 6 months.

**FN: 190-13c**

**Title:** Crime prevention surveys

**Authority:** NN-170-20

**Privacy Act:** Not applicable.

**Description:** Information on surveys of Government-owned and leased facilities conducted to minimize or eliminate the opportunity or desire to commit or engage in criminal activities, including survey reports, recommendations, evaluations, and related information.

**Disposition:**

a. Government-owned facilities: Destroy after 3 years, upon completion of the next survey of the same facility, or upon inactivation of the facility, whichever is sooner.

b. Leased facilities: Destroy after 4 years, or upon termination of security restrictions, whichever is sooner.

**FN: 190-13d**

**Title:** Physical security surveys and inspections

**Authority:** NN-170-140

**Privacy Act:** Not applicable.

**Description:** Information on yearly installation surveys and inspections of selected activities which are concerned with examination of physical and procedural safeguards. Included are survey reports, inspection reports, recommendations, and related information.

**Disposition:** Destroy after next comparable yearly survey or inspection or after determination that protection resources are no longer required.

**FN: 190-13e**

**Title:** Security identification applications

**Authority:** NN-170-4

**Privacy Act:** A0190-13CFSC

**Description:** Information on the issue of security identification cards or badges. Included are applications and related information.

**Disposition:** Destroy 3 months after turn-in of card or badge.

**Table B-44****File category 190: Military Police—Continued**

**FN: 190-13f**

**Title:** Physical Security Equipment (PSE) enhancement files

**Authority:** N1-AU-89-4

**Privacy Act:** Not applicable.

**Description:** Information on design, installation, and maintenance of Government-owned or leased facilities to minimize or eliminate physical security threats. Included are site surveys, PSE concepts, designs and approval of designs, verification visits, and specifications.

**Disposition:** Destroy upon project completion.

**FN: 190-13g**

**Title:** Physical security plans and programs

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on physical security and plant protection plans and programs. Included are waivers, exceptions, and related information.

**Disposition:** Destroy 1 year after superseded, obsolete, or no longer needed for current operations.

**FN: 190-14a**

**Title:** Firearms authorizations

**Authority:** NN-166-204

**Privacy Act:** A0190-14DAMO

**Description:** Information authorizing DA civilian employees to carry firearms. Included are firearms authorization cards and related information.

**Disposition:** Destroy on expiration of authorization.

**FN: 190-14b**

**Title:** Registrations and permits

**Authority:** NN-166-204

**Privacy Act:** A0190-14DAMO

**Description:** Information on the registration of restricted property and privately owned weapons. Information on the issuance of hunting, fishing, and trapping permits.

**Disposition:** Destroy 1 year after expiration or revocation.

**FN: 190-21a**

**Title:** Security identification applications (Rescinded; use FN 190-13e.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 190-22a**

**Title:** Police property files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information showing the receipt and release of property that is found, impounded, seized as contraband, prohibited, or safeguarded for detained personnel. This includes logs, receipts and releases, and related information.

**Disposition:** Destroy 5 years after return or release of property.

**FN: 190-22b**

**Title:** Prisoner or detained person receipts

**Authority:** NC1-AU-78-84

**Privacy Act:** Not applicable.

**Description:** Information showing the receipt of prisoners or detained persons.

**Disposition:** Destroy after 3 years.

**FN: 190-24a**

**Title:** Armed Forces Disciplinary Control Board (AFDCB) files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the activities of the AFDCB. Included are minutes of board meetings, recommendations and actions taken, the supporting information such as reports and off-limits lists, and general correspondence related to the function of the board.

**Disposition:**

a. Armed Forces Disciplinary Control Boards: Destroy after 5 years. Those that establish charters or directives, retain 5 years after the board is discontinued.

**Table B-44****File category 190: Military Police—Continued**

b. Other offices: Destroy after 2 years.

**FN: 190-24b** (Not used.)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 190-24c**

**Title:** Patrol reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Military police patrol report files and guard service control files. Included are reports of patrols who keep order in towns, on trains and at transportation terminals, guard check sheets, door slip summaries, routine and negative reports, round reports, service reports on interruptions and tests, punch clock dial sheets, and related information.

**Disposition:** Destroy after 1 year.

**FN: 190-24d**

**Title:** Prostitution reports (Deleted.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 190-30a**

**Title:** Security identification accountability

**Authority:** NN-170-4

**Privacy Act:** A0381-20DAMI and A0190-13CFSC

**Description:** Information used to keep an account of identification cards and badges. Included are registers and related information.

**Disposition:** Destroy 3 years after last card or badge number entered has been accounted for.

**FN: 190-30b**

**Title:** Jurisdiction responsibilities

**Authority:** NC1-AU-78-56

**Privacy Act:** Not applicable.

**Description:** Information on the determination and establishment of the scope and responsibility of the Army for crime prevention, detection and investigation of crimes and offenses, apprehension, restraint, and custody of offenders subject to the Uniform Code of Military Justice. Included are agreements with other armed services or civil authorities and similar information contributing to the overall concept and policies.

**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy on supersession or on obsolescence.

**FN: 190-30c**

**Title:** MP investigator certifications

**Authority:** NC1-AU-78-84

**Privacy Act:** A0190-30DAMO

**Description:** Information on eligibility and suitability of personnel nominated by commanders for selection and certification as military police investigators. Included are requests, name checks, background checks, approvals, appeals, rebuttals, and related information.

**Disposition:**

a. Destroy on separation or retirement of person.

b. MACOM: Destroy 1 year after person's reassignment from MACOM.

c. Installation or activity: Destroy 1 year after person's departure or reassignment from installation or activity.

**FN: 190-30d**

**Title:** MP investigator considerations

**Authority:** NC1-AU-75-40

**Privacy Act:** A0190-30DAMO

**Description:** Information on personnel considered and nonselected as military police (MP) investigators and the temporary or permanent withdrawal of credentials and related information. Included are requests, name checks, background checks, appeals, rebuttals, and related information.

**Table B-44****File category 190: Military Police—Continued**

**Disposition:** Destroy after 3 years.

**FN: 190-30e**

**Title:** MP investigator credential controls

**Authority:** NC1-AU-82-2

**Privacy Act:** A0190-30DAMO

**Description:** Information showing the issue and control of credentials naming MP investigator personnel. Included are receipts, inventories, and related information.

**Disposition:**

a. Receipts from persons to whom credentials are issued: Destroy after final surrender of credentials.

b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.

**FN: 190-31a**

**Title:** Crime Prevention Program

**Authority:** NC1-AU-78-56

**Privacy Act:** Not applicable.

**Description:** Information created in planning, coordinating, executing, and reviewing courses of action for the prevention of crimes and offenses.

**Disposition:**

a. Offices in charge of directing or developing this program: Permanent.

b. Other offices: Destroy after 2 years or on supersession or obsolescence.

**FN: 190-40a**

**Title:** Serious incident reports

**Authority:** NC1-AU-77-142

**Privacy Act:** A0190-40DAMO

**Description:** Reports of serious incidents which may embarrass or be of concern to DA or DOD. Included are initial, supplemental, terminal, and special interest follow-up reports, and related information.

**Disposition:** Destroy 1 year after completion or receipt of final report.

**FN: 190-45a**

**Title:** MP reports

**Authority:** NN-166-204

**Privacy Act:** A0190-45DAMO

**Description:** Military police reports about routine complaints received and incidents observed or reported to military police (excluding criminal investigation reports). Included are reports with supporting information such as statements, affidavits, copies of provisional passes, and related information. (This description does not include files furnished for court-martial purposes.) Military police reports of special categories of complaints (defined in AR 190-45) will be sent to Crime Records Center, U.S. Army Criminal Investigation Command, 2301 Chesapeake Avenue, Baltimore, MD 21222. They will be kept as criminal investigation case files.

**Disposition:** Destroy after 5 years.

**FN: 190-45b**

**Title:** MP journals

**Authority:** NC1-AU-81-26

**Privacy Act:** Not applicable.

**Description:** Information containing a chronological record of police activity developed from reports, complaints, incidents, information received and action taken, record of police radio traffic. Included are desk blotters and police radio logs.

**Disposition:**

a. Peacetime: Destroy in CFA after 5 years.

b. Mobilization: Units in a combat environment or designated as combat support elements. Destroy after 50 years.

c. Other elements: Destroy in CFA after 5 years.

**FN: 190-45c**

**Title:** Police property files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information showing the receipt and release of property that is found, impounded, seized as contraband, or prohibited and safeguarded for detained personnel. Included are logs, receipts, releases, and related information.



**Table B-44**  
**File category 190: Military Police—Continued**

**Disposition:** Destroy 5 years after return or release of property.

**FN: 190-45d**

**Title:** Loss, theft, and recovery of firearms files

**Authority:** NC1-AU-79-5

**Privacy Act:** Not applicable

**Description:** Reports on the loss, theft, and recovery of firearms, ammunition, and related items.

**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 20 years.

b. Other offices and TOE units: Destroy in CFA 1 year after recovery, or after 5 years, whichever is first.

**FN: 190-45e**

**Title:** MP desk references

**Authority:** NN-166-204

**Privacy Act:** A0190-45DAMO

**Description:** These files are card indexes containing the names of persons who are identified in military police reports as subject, victim, complainant, or witness in connection with a complaint.

**Disposition:** Destroy in CFA after 5 years.

**FN: 190-45f**

**Title:** Provisional passes

**Authority:** NN-166-204

**Privacy Act:** A0001bTAPC

**Description:** Retained copies of passes issued to personnel for use during travel to their units.

**Disposition:** Destroy after 3 years.

**FN: 190-45g**

**Title:** Criminal investigation data references

**Authority:** NC1-AU-78-78

**Privacy Act:** A0027-1DAJA

**Description:** Cards kept by Criminal Investigation Division units showing persons involved in criminal investigations. Included are DA Forms 2804 (Crime Records Data Reference).

**Disposition:**

a. Cards sent to Crime Records Center: Destroy 40 years after date of final report.

b. Other offices: Review yearly and destroy cards which have not shown an entry in the 3 previous years.

**FN: 190-47a**

**Title:** Confinement population and operational reports

**Authority:** NC-174-098

**Privacy Act:** Not applicable.

**Description:** Documents providing statistical data on the number of prisoners confined in Army confinement facilities and data on operations of Army confinement facilities. Included are basic reports, consolidated and special reports, statistical compilations or tabulations, letters, forms, and similar documents.

**Disposition:**

a. Office performing Army-wide responsibility:

(1) Consolidated and special reports: Permanent.

(2) Other reports: Destroy after 10 years.

b. United States Disciplinary Barracks (USDBs): Destroy after 6 years.

c. Other confinement facilities: Destroy after 2 years.

**FN: 190-47b**

**Title:** Individual correctional treatment files

**Authority:** II-NNA-2141

**Privacy Act:** A0190-47DAMO

**Description:** Documents relating to the administration of individual military prisoners in installation confinement facilities and correctional training facilities. Included are court-martial orders, release orders, confinement orders, medical examiner's reports, requests and receipt for health and comfort supplies, reports and recommendations relative to disciplinary actions, clothing and equipment issue records, forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, requests for interview, and prisoner personnel records. The correctional treatment file is maintained in a separate file apart from the MPRJ.

**Table B-44**  
**File category 190: Military Police—Continued**

**Disposition:** Destroy 4 years after release of the prisoner from confinement. Transfer of a prisoner from one confinement facility to another will not be construed as release from confinement. When the prisoner is transferred to another such facility, forward file to the receiving confinement facility.

**FN: 190-47c**

**Title:** Disciplinary books

**Authority:** NC1-AU-77-84

**Privacy Act:** Not applicable.

**Description:** Documents used by confinement officers for recording, in sequence of occurrence, all breaches of discipline and the action taken. Included are registers and similar documents.

**Disposition:** Destroy after 5 years.

**FN: 190-47d**

**Title:** Confinement facility blotters

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents used by confinement officers to provide a log of significant events or actions, such as headcounts, bed checks, roll calls, staff visits and inspections, fires, escapes, riots, disorders, suicides, and similar incidents. Included are blotters, log-books, and similar or related documents.

**Disposition:** Destroy after 5 years.

**FN: 190-47e**

**Title:** Prisoner visitor registers

**Authority:** NN-166-204

**Privacy Act:** A0001ATAPC

**Description:** Documents reflecting all prisoners' visitors. Included are registers and similar or related documents.

**Disposition:** Destroy 1 year after last entry on the form or register, as applicable.

**FN: 190-47f**

**Title:** Prisoner employment files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents used by confinement officers to record work or nonwork assignments of prisoners. Included are registers, cards, and similar or related documents.

**Disposition:** Destroy after 1 year.

**FN: 190-47g**

**Title:** Prisoner status reports and rosters

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Reports of the status of military prisoners in confinement facilities, submitted to or by organization or post commanders or their appropriate staff offices for expediting military justice, justifying confinement, administrative reasons, or statistical purposes. These files include daily strength reports, reports of escaped prisoners, reports of prisoners returned from escape, and roster of prisoners.

**Disposition:**

a. Prisoner roster: Destroy after 6 years.

b. Other files: Destroy after 2 years. However, prisoner reports and daily strength reports at USDBs will be destroyed after 10 years.

**FN: 190-47h**

**Title:** Prisoner personal property and fund files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other disposition of such funds and property. They include individual and summary receipt vouchers, statement of prisoners' accounts, petty cash vouchers, summary disbursement vouchers, record of prisoners' personal deposit funds, request for withdrawal and notification of expenditure of prisoners' personal funds, prisoners' cash account records and personal property list, personal property transmittal slip, request slip for withdrawal of personal property, personal property permit, request and receipt for health and comfort supplies, activity

Table B-44

## File category 190: Military Police—Continued

reports, custodian certificates, checkbooks, including canceled checks and check stubs, bank statements, and similar or related documents.

**Disposition:** Destroy after 10 years, except Prisoners' Cash Account Record and Prisoners' Personal Property List will be destroyed 10 years after closing of the individual accounts.

**FN:** 190-47i

**Title:** Progress evaluations

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents relating to prisoners restored to duty. Included are semiannual progress reports and similar or related documents.

**Disposition:**

a. Offices requiring report: Destroy 2 years after receipt of final evaluation.

b. Reporting offices: Destroy after 1 year.

**FN:** 190-47j

**Title:** Prisoner admissions

**Authority:** NC-AU-75-34

**Privacy Act:** A0190-47DAMO

**Description:** Documents reflecting the admission of prisoners. Included are registry books and letters acknowledging receipt of prisoners and records and similar or related documents.

**Disposition:** Destroy 10 years after discontinuance of the disciplinary barracks. DO NOT RETIRE.

**FN:** 190-47k

**Title:** Reference cards

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents reflecting data on each prisoner confined. Included are cards and similar or related documents.

**Disposition:** Destroy on discontinuance.

**FN:** 190-47m

**Title:** Cross-reference cards

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents indicating release date of each prisoner confined. Included are cards and similar or related documents.

**Disposition:** Destroy on release of individual from confinement.

**FN:** 190-47n

**Title:** Report check sheets

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents used for controlling and recording reports requested and received from individuals or agencies concerning each individual prisoner. Included are check sheets and similar or related documents.

**Disposition:** Destroy when obsolete.

**FN:** 190-47o (Not used)

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN:** 190-47p

**Title:** Parole reference data

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents used by parole sections to provide information on parole actions on each prisoner. Included are DA Forms 1702-R and similar or related documents.

**Disposition:** Destroy on release of the individual from confinement or from parole status.

**FN:** 190-47q

**Title:** Civilian clothing requisitions

**Authority:** NN-166-204

Table B-44

## File category 190: Military Police—Continued

**Privacy Act:** A190-47DAPE

**Description:** Documents used to requisition and obtain receipt for civilian clothing issued to prisoners upon release. Included are requisitions, receipts, and similar or related documents.

**Disposition:** Destroy on release of individual from confinement.

**FN:** 190-47r

**Title:** Transportation receipts

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used in lieu of railroad or other transportation tickets which are delivered to the carrier. Included are receipts and similar or related documents.

**Disposition:** Destroy after 3 months.

**FN:** 190-47s

**Title:** Prisoner mail files

**Authority:** NN-166-204

**Privacy Act:** A190-47DAPE

**Description:** Documents accumulated by postal sections. Included are prisoners' mail record, inmate's receipt voucher, summary receipt, incoming package record, individual stamp account, individual stamp expenditure, checklist for rejected letters, publication record, cumulative individual postage stamp record, and related or similar documents.

**Disposition:**

a. Prisoners' mail records: File in prisoners' corrective treatment file upon release or transfer of prisoner.

b. Checklist for rejected letters and publication record: Destroy after 3 months.

c. Other files: Destroy after 3 years.

**FN:** 190-47t

**Title:** Prisoner appointment passes

**Authority:** NN-166-204

**Privacy Act:** A190-47DAPE

**Description:** Documents used to authorize and control movement of individual prisoners to locations for interviews, visits, examinations, and other authorized movements without a guard escort. Included are passes and similar or related documents.

**Disposition:** Destroy after 1 month.

**FN:** 190-47u

**Title:** Official count files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents used to record actual counts of prisoners. Included are registers, logbooks, and similar or related documents.

**Disposition:** Destroy after 1 month.

**FN:** 190-47v

**Title:** Individual correctional treatment files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents accumulated by U.S. Disciplinary Barracks on individuals in confinement, consisting of some semipermanent and some temporary papers as defined below. The correctional treatment file is maintained in a separate file folder apart from the MPRJ.

a. Semipermanent documents are those of continuing value after the release of the individual pertaining to—

(1) Admission, such as general and special court-martial orders, record of general prisoners, and prisoner identification card.

(2) Classification, such as preliminary interview, request for Red Cross social history, fingerprint card, police report, former commanding officers' report, parent's report, wife's report, relative's report, classification recommendations, admission classification summary and continuation sheet, request to transfer prisoner, authorization to transfer prisoner from Federal institution to a disciplinary barracks, reports from outside sources responding to requests for information, social history, and clemency actions.

(3) Mail, such as prisoners' mail and correspondence record, and express or mail receipts.

(4) Personal property and funds, such as agreement for disposition of industrial earnings and prisoners' personal property lists.



**Table B-44**  
**File category 190: Military Police—Continued**

(5) Discipline, such as disciplinary report, record of conduct, punishment inspection record, descriptive list of absentee wanted by the U.S. Army, and report of return of absentee.

(6) Medical, such as report of medical examination, psychologist's reports, psychiatric and sociologic report, and psychiatric determination.

(7) Parole, such as certificate of parole, certificate of release from parole, report of parolee, application for parole, waiver of parole, correspondence with parole adviser.

(8) Other papers not specifically identified below as temporary documents.

b. Temporary documents are those pertaining to—

(1) General prisoners' individual clothing and equipment record.  
(2) Requests for withdrawal of personal property or funds agreement of employer.

(3) Chaplain's report.

(4) Education and rehabilitation report.

(5) Letter of transmittal of records and acknowledgment of receipts.

(6) Letter to employer, letter of warning.

(7) Notice to prisoner of change of status.

(8) Notification to next-of-kin of escape.

(9) Present adjustment report.

(10) Report of arrival of parolee.

(11) Request for statement of account and for other records and status letters.

(12) Work and assignment progress reports.

**Disposition:**

a. Semipermanent portion: Destroy after 25 years.

(1) Files pertaining to military personnel will be forwarded to National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132-5200, 3 months after release from confinement. If individual is released on parole, the files will be forwarded 3 months after expiration of parole.

(2) Files pertaining to civilian personnel will be retired to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 3 years after release from confinement. If individual is released on parole, the file will be retired 3 years after expiration of parole.

b. Temporary portion: Destroy 3 months after release from confinement. If individual is released on parole, destroy 3 months after expiration of parole.

**FN: 190-47w**

**Title:** Individual prisoner personnel files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents accumulated by the office performing Army-wide staff supervision over individuals confined in U.S. disciplinary barracks or Federal prisons. Included are papers relating to the sentence, status, clemency, other actions pertaining to the confinement, and related documents.

**Disposition:** On release of individual from confinement, destroy papers designated as semipermanent and transfer papers designated as permanent to the official military personnel folder files (FN 640-10b).

**FN: 190-47x**

**Title:** Disciplinary status

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents relating to the status and disposition of cases involving disciplinary or possible disciplinary action, admonition, or reprimand of military personnel. Included are cards, rosters, and similar documents.

**Disposition:** Destroy after 1 year.

**FN: 190-47y**

**Title:** Physical inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Documents relating to general and special inspections of enlisted personnel of an organization. Included are reports and similar documents.

**Disposition:** Destroy after 1 year.

**Table B-44**  
**File category 190: Military Police—Continued**

**FN: 190-51a**

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

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 190-53a**

**Title:** Technical Listening Equipment (TLE) tapes

**Authority:** To be determined.

**Privacy Act:** A0195-2bCIDC

**Description:** Information recordings and records of information obtained through interception by means of wiring, telephone bugging or tapping, and other electronic surveillance methods, and related documents.

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

**FN: 190-57a**

**Title:** Individual enemy CI files

**Authority:** NC1-AU-82-9

**Privacy Act:** Not applicable.

**Description:** Information on individual enemy civilian internees (CIs).

Included are individual personnel jackets containing questionnaires; correspondence; basic personnel and clinical records; reports of injury, escape, apprehension, death, and punishments; records of impounded personal effects and foreign currency; and similar records of enemy CIs.

**Disposition:** Destroy after 75 years.

**FN: 190-57b**

**Title:** Enemy CI general information

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information on the overall operation and conduct of the enemy CI program. It excludes other files described in this record series.

**Disposition:** Permanent. Retire to WNRC upon termination of CI program.

**FN: 190-57c**

**Title:** Enemy CI status inquiries

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Inquiries from Government agencies, Protecting Powers, and the ICRC and inquiries from other interested agencies requesting information on the status of individual enemy CIs.

**Disposition:** Retire to WNRC upon termination of the CI program. Destroy after 30 years.

**FN: 190-57d**

**Title:** Enemy CI complaints and investigations

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Information concerning CI complaints, investigations of CI camp treatment, camp incidents, deaths, and related matters. Included are complaints, reports of action, comments, correspondence with the Protecting Powers, ICRC, and other responsible agencies, and similar information.

**Disposition:** Permanent. Retire to WNRC upon termination of CI program.

**FN: 190-57e**

**Title:** CI strength reports

**Authority:** NC1-AU-82-25

**Privacy Act:** Not applicable.

**Description:** Reports prepared by CI camps and hospitals showing the assigned or attached CI strength, gains, and losses, status of CIs, historical data, and similar information.

**Disposition:** Permanent. Retire to WNRC upon termination of the CI camp or hospital.

**FN: 190-57f**

**Title:** Enemy CI rosters

**Authority:** NC1-AU-82-25

**Table B-44****File category 190: Military Police—Continued****Privacy Act:** Not applicable.**Description:** Information identifying CIs captured or interned by, or in the custody of, U.S. Forces. Included are master machine printouts, punched cards, magnetic tapes, or other electronic media.**Disposition:** Permanent. Retire to WNRC upon termination of the CI program.**FN:** 190-57g**Title:** Enemy CI property accounting files**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information which accounts for property confiscated from or held for enemy CIs. Included are receipts for property returned to CI or released to Protecting Power, statements concerning property not returned, locations of property held, and related information.**Disposition:** Retire to WNRC upon termination of the CI camp or hospital. Destroy after 20 years.**FN:** 190-57h**Title:** Enemy CI educational media**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information on the development and use of media designed for use in the CI education program. Included are programs of instruction, lesson plans and outlines, instructor guides, recommendations, evaluations of media, and related information.**Disposition:** Permanent. Retire to WNRC upon termination of CI program.**FN:** 190-57i**Title:** Enemy CI noncontract labor**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:**

a. Information on the use of CI labor or paid work which is not covered by contract, such as CI camp and hospital work, employment by Federal agencies covered by memorandums of agreement, certifications of need for employment of CI, and interdepartmental agreements. Included are copies of the work classifications, pay scales or rates, and related information.

b. Information reflecting the establishment of overall policy and programs for the use of enemy CIs for paid work which is not covered by contract, such as CI camp and hospital work for which compensation is authorized, employment by Federal agencies covered by memorandum agreements, certificates of need for employment of CI, and interdepartmental agreements. Included are policy statements, directives, overall program review, and related information.

**Disposition:**

a. Destroy after 20 years. Retire to WNRC upon termination of the CI camp or hospital (a above).

b. Permanent. Retire to WNRC upon termination of CI program (b above).

**FN:** 190-57j**Title:** Enemy CI camp labor reports**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Reports summarizing monthly CI work activity. Data reported include total CI work days assigned, total worked, number of rest days, classification of work, and other data on CI work activity.**Disposition:** Permanent. Retire to WNRC upon termination of the CI camp or hospital.**FN:** 190-57k**Title:** Enemy CI payrolls**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information listing pay and allowances to be credited to and deductions from individual CI accounts. These are copies kept by the CI camp or hospital.**Disposition:** Retire to WNRC upon termination of the CI camp or hospital. Destroy after 20 years.**Table B-44****File category 190: Military Police—Continued****FN:** 190-57m**Title:** Enemy CI pay data subsidiary files**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information containing data used to determine the amount of pay due to CIs for work performed. Data include dates and hours worked, type of work, rate of pay, and related information.**Disposition:** Send with individual enemy CI files (FN 190-57a).**FN:** 190-57n**Title:** Enemy CI pay and allowances records**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information showing the day-to-day status of pay and allowances due individual CIs from all authorized sources and deductions to be made. Data are used to prepare CI payrolls and vouchers.**Disposition:** Send with individual enemy CI files (FN 190-57a).**B-39. File category 195: Criminal investigation***a. Prescribing directives.*

(1) AR 195-2, Criminal Investigation Activities.

(2) AR 195-3, Acceptance, Accreditation, and Release of U.S. Army Criminal Investigation Command Personnel.

(3) AR 195-4, Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities.

(4) AR 195-5, Evidence Procedures.

(5) AR 195-6, Department of the Army Polygraph Activities.

*b. Description.* These records concern functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. This includes matters pertaining to evidence, polygraphs, special funds, selection and identification of investigators, and other matters appropriate to criminal investigation activities. See table B-45.**Table B-45****File category 195: Criminal investigation****FN:** 195**Title:** General criminal investigation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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



**Table B-45**  
**File category 195: Criminal investigation—Continued**

**FN: 195-2a**

**Title:** Criminal investigation status report

**Authority:** NC1-AU-78-4

**Privacy Act:** AO195-2bCIDC

**Description:** Information gathered in Headquarters, U.S. Army Criminal Investigation Command (HQ, USACIDC) which provides information on the status of criminal investigations. Included are reports, action officers' activity summaries, letters, messages, notes, reports of investigation containing witness statements, subject statements, agent statements, documents evidence, action log (numerical sequence), and related information.

**Disposition:** Destroy in CFA after 5 years except that selected information containing data of current operational value will be reviewed yearly for continued retention not to exceed 20 years.

**FN: 195-2b**

**Title:** Criminal investigation cases

**Authority:** NC1-AU-77-131

**Privacy Act:** AO195-2bCIDC

**Description:** CID reports of investigation and all other investigative records and reports controlled by CID Action Record with the exception of those addressed under FN 195-2a and 195-2h through 195-2m.

**Disposition:**

a. Crime Records Center, HQ, USACIDC: Destroy 40 years after date of final action.

(1) Initial and status reports received by Crime Records Center: Destroy after receipt of final report at Crime Records Center, unless it contains data not included with final report.

(2) Initial and status reports retained by Crime Records Center will be destroyed 40 years after final action.

b. USACIDC regions, districts, field offices:

(1) Information copies received from preparing agency: Destroy after 1 year or when no longer needed.

(2) Other copies: Destroy 3 years after date of final report, unless a report of disciplinary action is required, in which case destroy 3 years after date of report of disciplinary action.

c. Resident agency: Transfer to parent element 1 year after date of final report, unless a report of disciplinary action is required, in which case, transfer to parent element 1 year after date of report of disciplinary action.

d. Actions closed on CID Form 66 (CID Action Record): Destroy 3 years after date of final action.

**FN: 195-2c**

**Title:** U.S. Army Criminal Investigation Laboratory reports

**Authority:** NC1-AU-79-2

**Privacy Act:** AO195-2bCIDC

**Description:** Retained copies at U.S. Army Criminal Investigation Laboratory of laboratory reports, findings, ballistics tests, chemical analyses, forms, and indexes prepared in conducting test of material which may be used as evidence or exhibits in criminal investigations.

**Disposition:** Destroy after 5 years.

**FN: 195-2d**

**Title:** Criminal investigative case or complaint log

**Authority:** NC1-AU-77-126

**Privacy Act:** AO195-2bCIDC

**Description:** Logs which show information necessary to facilitate and control criminal investigative actions.

**Disposition:**

a. Crime Records Center, HQ, USACIDC: Destroy 40 years after date of final actions.

b. HQ, USACIDC, Region HQ, other subordinate elements: Destroy 3 years after final action on all entries.

**FN: 195-2e**

**Title:** CID investigative activities reports

**Authority:** NC1-AU-77-126

**Privacy Act:** Not applicable.

**Description:** Information containing statistical and analytical data on Reports Investigation, Crime Prevention Surveys, Criminal Information Reports, laboratory examinations, and other CID investigation activities. Included are CID Form 41 (Summary Report on CID Activities), CID Form 49 (Monthly Report of USACIL Activities), recurring reports and studies, and related ADP registers.

**Table B-45**  
**File category 195: Criminal investigation—Continued**

**Disposition:**

a. HQ, USACIDC: Destroy in CFA after 6 years.

b. Region headquarters and subordinate elements: Destroy in CFA after 1 year.

**FN: 195-2f**

**Title:** Photographic identification

**Authority:** NC1-AU-78-83

**Privacy Act:** AO195-2bCIDC

**Description:** Photographs of persons who are suspects or subjects of criminal investigations. Included are separate control logs and ledgers providing identifying data on the person and photograph and related information.

**Disposition:** Destroy in CFA after 3 years, except that selected photographs and related information will be kept and reviewed yearly for continued retention, not to exceed 5 years.

**FN: 195-2g**

**Title:** Source files

**Authority:** NC1-AU-81-4

**Privacy Act:** AO195-2aCIDC

**Description:** Information relating to sources used in the conduct of investigations. Included are CID Form 20 (Informant Data Cards), CID Form 28 (Agent Activity Summaries), cross index cards, and related information.

**Disposition:**

a. HQ, USACIDC: All source files: Destroy in CFA 15 years after termination of source's service.

b. USACIDC Region Headquarters and subordinate USACIDC elements:

(1) Master source file: Destroy when no longer needed to control or facilitate work.

(2) Sources files and cross index cards:

(a) Level I Drug Suppression Team Information: Destroy in CFA 15 years after termination of informant's service.

(b) All other: Destroy in CFA 3 years after termination of informant's service.

c. Other subordinate USACIDC elements:

(1) Master source files: Destroy after 3 years.

(2) Informant files and cross index cards: Destroy in CFA 3 years after termination of informant's service.

**FN: 195-2h**

**Title:** Criminal intelligence reports and cross-index cards

**Authority:** NC1-AU-77-157

**Privacy Act:** AO380-13aDAPE

**Description:** Information on any person, civilian or military, involved in or reporting possible criminal activity affecting the U.S. Army's interests, property, and personnel. This may include information on persons; action officer's activity summary; letters, messages, notes, or reports on investigations containing witness statements, subject statements, and technical investigation data; indices containing codes for the type of crime, and agencies, firms, DA, and DOD organizations which were the subjects of criminal investigations.

**Disposition:**

a. HQ, USACIDC: Destroy in CFA when no longer needed. Reports containing information of current operational value may be kept and reviewed yearly for continued retention, not to exceed 20 years.

b. Region headquarters: Destroy in CFA after 5 years or earlier when reports are no longer needed. Deleted reports and corresponding cards containing information of current operational value may be kept past 3 years, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

c. Districts, field offices, other elements designated by the region commander: Destroy in CFA after 3 years or earlier when no longer needed.

**FN: 195-2i**

**Title:** Criminal Intelligence Bulletins (CIB)

**Authority:** NC1-AU-77-158

**Privacy Act:** Not applicable.

**Description:** A CIB is used to send out criminal intelligence to subordinate units within USACIDC. The CIB contains the review and analysis of criminal intelligence reports, reports of investigation, the crime prevention survey, and other investigative information received.

**Table B-45****File category 195: Criminal investigation—Continued****Disposition:**

a. HQ, USACIDC: Destroy in CFA when reports are no longer needed. Selected reports containing information of current operational value may be kept and reviewed yearly for continued retention, not to exceed 20 years.

b. Region headquarters: Destroy after 1 year except that selected bulletins and corresponding information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

c. Districts, field offices, and other elements designated by the region commander: Destroy after 1 year, except that selected bulletins and corresponding cards containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

**FN: 195-2j**

**Title:** Lateral criminal intelligence reports

**Authority:** NC1-AU-77-159

**Privacy Act:** A0195-2bCIDC

**Description:** Information on any person, civilian or military, suspected of involvement in a possible criminal activity affecting the U.S. Army's interests, property, and personnel.

**Disposition:**

a. HQ, USACIDC and region headquarters: Destroy after 3 years.

b. Separate districts, field offices, and designated residents agencies: Destroy after 3 years.

**FN: 195-2k**

**Title:** Essential elements of criminal intelligence (EECI)

**Authority:** NC1-AU-77-160

**Privacy Act:** Not applicable.

**Description:** Specific items of information and development of information pertaining to criminal activities and crime prone areas.

**Disposition:**

a. HQ, USACIDC: Destroy after 1 year, except that selected EECI containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

b. Region headquarters: Destroy after 1 year.

c. Districts, field offices, and designated resident agencies: Destroy after 3 years.

**FN: 195-2m**

**Title:** Criminal intelligence data

**Authority:** NC1-AU-77-161

**Privacy Act:** Not applicable.

**Description:** Information created by districts, field districts, and subordinate elements designated by the region commander containing raw data and significant data kept separately.

**Disposition:** Destroy in CFA after 3 years or earlier when no longer needed.

**FN: 195-2n**

**Title:** Criminal intelligence index printouts

**Authority:** NC1-AU-77-162

**Privacy Act:** A0380-13DAMO

**Description:** Indexes which contain lists of names, offenses and information on the methods of operation reported in Criminal Information Reports.

**Disposition:** Destroy when superseded.

**FN: 195-3a**

**Title:** CID investigator badge and credential controls

**Authority:** NC1-AU-82-2

**Privacy Act:** A0195-6USACIDC

**Description:** Information showing the issue and control of credentials naming CID investigator personnel. Included are receipts, registers, inventories, destruction lists, and related documents.

**Disposition:**

a. Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials.

b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.

**Table B-45****File category 195: Criminal investigation—Continued****FN: 195-4a**

**Title:** CID fund files

**Authority:** NC1-AU-77-120

**Privacy Act:** A0195-4USACIDC

**Description:** Information on the expenditure of funds for expenses incurred in discharging assigned duties of criminal investigators not otherwise payable from DA funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, and CID clothing records.

**Disposition:** Destroy 1 year after inspection and clearance by Comptroller, USACIDC.

**FN: 195-5a**

**Title:** Evidence ledgers and evidence custody files

**Authority:** NC1-AU-81-67

**Privacy Act:** Not applicable.

**Description:** Information created by the U.S. Army Criminal Investigation Command and by Military Police worldwide. It consists of information showing the description, receipt, and disposition of physical property held as evidence for use in military or civil court proceedings. This information is used by criminal investigators or crime laboratories. Included are evidence vouchers, statements of destruction, ledgers, and related information. (USACIDC and MP field units will forward a copy of each related evidence custody document with all final reports to Crime Records Center. They will be kept with Criminal Investigation Case Files.)

**Disposition:**

a. Evidence ledger: Destroy 3 years after all items of evidence have been disposed of.

b. Evidence custody information: Destroy original information 3 years after final disposition of evidence.

**FN: 195-6a**

**Title:** Polygraph examinations

**Authority:** NN-166-204

**Privacy Act:** A0195-6USACIDC

**Description:** Copies of examination records (other than original copies attached to the original Crime Records Center copies of CID Reports of Investigation) and exhibit copies of polygraph examination reports.

**Disposition:** Destroy 3 months after the pertinent investigation report has been closed or completed.

**FN: 195-6b**

**Title:** Polygraph certifications

**Authority:** NC1-AU-77-127

**Privacy Act:** A0195-6USACIDC

**Description:** Information on certification of polygraph examiners. Included are applications, recommendations, approvals, disapprovals, and related information.

**Disposition:**

a. Approved certification: Destroy in CFA 10 years after separation or retirement of person.

b. Disapproved certification and related information: Destroy after 1 year.

**B-40. File category 200: Environmental quality**

a. *Prescribing directive.* AR 200-1, Environmental Protection and Enhancement.

b. *Description.* These records concern actions relating to Army environmental management, including programs, policies, instructions, and activities. Also included are matters affecting the quality of the environment, such as impact on the atmosphere, natural resources, water, and the community. See table B-46.

**Table B-46****File category 200: Environmental quality****FN: 200**

**Title:** General environmental quality correspondence files

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

**Privacy Act:** Not applicable.



**Table B-46****File category 200: Environmental quality—Continued****Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 200-1a**

**Title:** Environmental pollution abatement files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to abate such pollution as may exist. Included are inventories of sources of pollution and annual report describing progress in accomplishing objectives of environmental pollution abatement plans.

**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated or summary reports: Permanent.

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

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

**FN: 200-1b**

**Title:** Environmental pollution complaints

**Authority:** NN-166-204

**Privacy Act:** Under development.

**Description:** Information on complaints regarding alleged environmental pollution by activities at Army installations. Included are letters of complaint, investigations, studies, and replies to complaints.

**Disposition:** Destroy 10 years after close of case.

**FN: 200-1c**

**Title:** Hazardous material management files

**Authority:** NC1-AU-83-11

**Privacy Act:** Not applicable.

**Description:** Information on the chemical, biological, radiation, contaminant, explosives, and military hardware aspects of installation restoration, including navigable waters, natural resources, on-shore and off-shore facilities, any contaminant release resulting in exposure to personnel, and special nuclear materials from a nuclear incident. Included are investigations, reports, surveys, permits, recommendations, and similar information.

**Disposition:**

a. Records predating 1981: Destroy in 2031.

b. Records from 1981 onward: Destroy after 50 years.

**B-41. File category 210: Installations**

a. Prescribing directives.

(1) AR 210-1, Private Organizations on Department of the Army Installations.

(2) AR 210-7, Commercial Solicitation on Army Installations.

(3) AR 210-10, Administration.

(4) AR 210-11, Installations—Billeting Operations.

(5) AR 210-12, Establishment of Rental Rates for Quarters Furnished Federal Employees.

(6) AR 210-15, Activation, Inactivation, or Change in Status of Installations.

(7) AR 210-20, Master Planning For Army Installations.

(8) AR 210-25, Vending Facility Program For the Blind on Federal Property.

(9) AR 210-30, Selection of Sites for Army Installations.

(10) AR 210-47, State and Local Taxation of Lessee's Interest in Wherry Act Housing (Title VIII of the National Housing Act).

(11) AR 210-50, Family Housing Management.

(12) AR 210-51, Army Housing Referral Service Program.

(13) AR 210-60, Personal Check Cashing Control and Prevention of Abuse.

(14) AR 210-130, Laundry and Dry Cleaning Operations.

(15) AR 210-135, Banks and Credit Unions on Army Installations.

(16) AR 210-190, Post Cemeteries

b. *Description.* These records concern administrative and management functions pertaining to installations and responsibilities of installation commanders. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial institutions, sales of products and services, and similar functions applicable at the installation level not specifically provided for in other series. See table B-47.

**Table B-47****File category 210: Installations****FN: 210**

**Title:** General installations correspondence files

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

**Privacy Act:** Not applicable.

**Description:**

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

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

**Disposition:**

a. ACTION: Destroy after 2 years.

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

**FN: 210a**

**Title:** Installation maintenance programs

**Authority:** NC1-AU-81-48

**Privacy Act:** Not applicable.

**Description:** Information on long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.

**Disposition:**

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

**Table B-47**  
**File category 210: Installations—Continued**

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

**FN: 210-1a**

**Title:** Private organizations

**Authority:** NC1-AU-81-27

**Privacy Act:** Not applicable.

**Description:** Information about private organizations authorized to operate on Army installations under AR 210-1. These records are maintained by the authorizing installation. Included are private organization checklist, charter or constitution and bylaws, requests for permission to operate, including support documentation and installation approval letter, annual revalidation, copies of minutes of latest meeting, if required by the Commander, copy of IRS tax-exempt status or documentation showing that proper taxes are being paid, and related information. (These records are exempt from the requirements of AR 380-13.)

**Disposition:** Destroy 1 year after private organization ceases to operate on the installation.

**FN: 210-7a**

**Title:** Commercial business solicitations

**Authority:** NC1-AU-84-43

**Privacy Act:** AO001aTAPC

**Description:** Information relating to approval and disapproval of business solicitation activities on Army installations. Included are requests for authorization of accreditation of companies, agents, vendors, salesmen, and solicitors, and related information. Records are kept alphabetically by name for both agents and companies, with a cross-reference to maintain information reflecting a pattern of each company's culpability in the actions of its agents and actions of individual agents who represent several companies.

**Disposition:**

a. Records of suspensions, revocations, or other actions taken against agents or companies for violations of regulations: Destroy after 10 years. Keep in CFA.

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

**FN: 210-7b**

**Title:** Expelled or barred person files

**Authority:** NN-166-204

**Privacy Act:** A0210-7DAPE

**Description:** Information showing the expulsion and barring of persons from Army installations. Included are expulsion orders, investigative reports, and related information.

**Disposition:** Destroy on revocation.

**FN: 210-7c**

**Title:** Appraisal qualifications

**Authority:** NN-166-204

**Privacy Act:** AO001aTAPC

**Description:** Brochures, pamphlets, questionnaires, lists, and related correspondence pertaining to the qualifications and experience of firms and individuals soliciting services.

**Disposition:** Destroy on supersession except the qualification and experience record card will be kept until discontinuance of the firm.

**FN: 210-10a**

**Title:** Departure clearances

**Authority:** NN-166-204

**Privacy Act:** A0600-8-1DACF

**Description:** Information concerning clearance procedures for departing soldiers. Included are clearance certificates, checklists, and related information.

Note: If it is convenient to do so, the retained (installation) copy of departure clearance documentation may be included in the military personnel assignment file under FN 614-200b.

**Disposition:** Destroy after 1 year.

**FN: 210-10b**

**Title:** Lodging files

**Authority:** NN-166-204

**Privacy Act:** AO210-50CE

**Table B-47**  
**File category 210: Installations—Continued**

**Description:** Information accumulated in connection with furnishing lodging and related services for transient personnel at installations and activities. It excludes nonappropriated fund files. Included are register cards, register books, quarters reports, transient and cash collection reports, and laundry reports.

**Disposition:** Destroy after 2 years.

**FN: 210-10c**

**Title:** Miscellaneous civil works activity supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information kept by CE division offices that duplicate the files kept in subordinate offices, as described in this category.

**Disposition:** Destroy 1 year after the prescribed cut off for the subordinate office copy. Earlier destruction is authorized.

**FN: 210-11a**

**Title:** Unaccompanied personnel housing (UPH) and guest housing (GH) files

**Authority:** NN-166-204

**Privacy Act:** AO210-50CE:

**Description:** Information accumulated in carrying out installation billeting operations prescribed by AR 210-11. Included are 5-year plan for billeting operations; correspondence on acquisition of guest housing and leasing of units; information showing assignment of individuals to leased quarters; coordination with facility engineering to identify nonrecurring maintenance, repair, and improvements; reallocation, diversion, conversion, and disposal of UPH and GH; information on UPH and GH operations; reports indicating transient quarters occupancy; UPH inventory and occupancy; and determination of bachelor housing requirements; and similar information.

**Disposition:** Destroy when no longer needed for current operations.

**FN: 210-12a**

**Title:** Appraiser precedents

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information gathered by appraisers responsible for preparation of appraisal reports, such as notes, background information, copies of reports, and such source data.

**Disposition:** Destroy on supersession, obsolescence, or when the installation to which they relate is declared excess.

**FN: 210-12b**

**Title:** Rental value appraisals

**Authority:** II-NNA-242

**Privacy Act:** Not applicable.

**Description:** Information on the appraisal and reappraisal of Government-owned housing rented to civilians. Included are rental schedules, copies of appraisal reports, and similar information.

**Disposition:** Destroy on receipt of new reappraisal or on discontinuance of function for any reason.

**FN: 210-12c**

**Title:** Abstractor lists

**Authority:** NN-166-204

**Privacy Act:** AO001aTAPC

**Description:** List of persons or firms approved by Department of Justice to qualify as abstractors.

**Disposition:** Destroy on supersession.

**FN: 210-15a**

**Title:** Reserve facilities licenses

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on authorizations and agreements providing for use of Army Reserve facilities by local, civic, and other nonprofit organizations.

**Disposition:** Destroy 2 years after termination.

**FN: 210-20a**

**Title:** Master plans

**Authority:** NC1-AU-81-34

**Privacy Act:** Not applicable.



**Table B-47**  
**File category 210: Installations—Continued**

**Description:** Information relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).

**Disposition:**

a. Installation to which the plan pertains:

(1) If listed in the National Register of Historical Places: Permanent. Retire upon closure of the installation or on revision of the master plan as a result of mission changes.

(2) If not listed in the National Register of Historical Places: Destroy 20 years after supersession or 20 years after the installation is transferred from Army control, whichever is first.

b. OCE: Destroy on supersession or when the installation is transferred from Army control, whichever is first.

c. Other offices: Destroy after 6 years, except the master plan will be destroyed upon supersession or discontinuance of the installation or facility.

**FN: 210-20b**

**Title:** Military construction projects

**Authority:** NC1-AU-85-68

**Privacy Act:** Not applicable.

**Description:**

a. Information pertaining to sites or properties listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM 5-801-1). Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

b. Information pertaining to sites or properties not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports.

**Disposition:**

a. For a above—

(1) OCE: Destroy when no longer needed for current operations.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Permanent.

b. For b above—

(1) OCE and OTSG: Destroy when no longer needed for current operations. Transfer "as-built" plans, including original tracings; site plans; reservation maps; reproducible copies of standard drawings indicating the "as-built" changes; final approved shop drawings; copies of construction contracts; specifications; and copies of final design analyses to the using service after acceptance of the facility.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Destroy 10 years after completion of project, except that analyses of design will be retained until project is abandoned or passes from DOD control.

**FN: 210-20c**

**Title:** Site selection report informational files

**Authority:** NC-AU-75-3

**Privacy Act:** Not applicable.

**Description:** Information gathered by offices of the Army Staff which receive and pass along site selection reports to offices in charge of the review and approval of the reports. These files include communications forwarding the reports and copies of the reports.

**Disposition:** Destroy after 5 years.

**FN: 210-20d**

**Title:** Master planning reviews

**Authority:** NC-AU-75-19

**Table B-47**  
**File category 210: Installations—Continued**

**Privacy Act:** Not applicable.

**Description:** Information on the review and approval of master plans of permanent Army installation.

**Disposition:** OCE: Destroy after 10 years and retire after 5 years.

**FN: 210-20e**

**Title:** Range clearances

**Authority:** II-NN-3358

**Privacy Act:** Not applicable.

**Description:** Information on locating and disposing of unexploded ammunition on firing ranges at installations. Included are maps of the installation; returned copies of certificates of decontamination attesting to the removal of high explosives from specified areas and the examination of scrap metal salvaged therefrom; statements in place of certificates of decontamination; daily reconnaissance reports showing type of ammunition discovered, location, and disposition effected and initial and final reports on the dud disposal program; and on decontamination in general.

**Disposition:** Destroy 10 years after completion of the removal project.

**FN: 210-24a**

**Title:** Financial institutions (Rescinded; use FN 210-135c.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 210-24b**

**Title:** Financial institution establishments and terminations (Rescinded; use FN 210-135a.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 210-24c**

**Title:** Financial institution operations (Rescinded; use FN 210-135b.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 210-25a**

**Title:** Vending Facility Program for the Blind on Federal Property

**Authority:** N1-AU-89-11

**Privacy Act:** AO001aTAPC

**Description:** Documents established by implementation of the Randolph-Sheppard Act in accordance with AR 210-25. Included are identification of suitable sites; applications; approved permits; correspondence concerning operation of the vending facilities, such as complaints or requests for stockage, or facility conditions; and reports.

**Disposition:**

a. Applications and approved permits: Destroy one year after termination of service.

b. Application for permits that have been denied: Destroy 2 years after denial.

**FN: 210-30a**

**Title:** Site selections

**Authority:** NC-AU-75-3

**Privacy Act:** Not applicable.

**Description:** Information on the investigation and selection of sites for military activities which are created in offices below the Army Staff level. Included are directives authorizing site survey and site selection reports.

**Disposition:** Destroy 3 years after completion of the project or 3 years after determination that the project will not be completed. However, files on unselected sites may be kept for use with future selections until acquired or until rejected as unsuitable for the intended purpose.

**FN: 210-47a**

**Title:** Tax negotiations

**Authority:** NN-165-169

**Privacy Act:** Not applicable.

**Table B-47****File category 210: Installations—Continued**

**Description:** Information on negotiations with State or local tax authorities on such matters as tax refunds, tax exemptions, or the validity or applicability of taxes. Included are requests for authority to negotiate with tax authorities; approvals or disapprovals; reports of improper, invalid, or excessive taxes; reports of negotiations; information reflecting legal advice; communications with tax authorities; and related information.

**Disposition:**

a. OTJAG and negotiating offices: Destroy 20 years after completion of negotiation.

b. Other offices: Destroy after 2 years.

**FN: 210-50a**

**Title:** Installation housing files

**Authority:** NC1-AU-78-119

**Privacy Act:** Not applicable.

**Description:** Information gathered in determining the need for housing at installations. Included are studies, reports, Federal Housing Administration comments and recommendations, and certificates of need.

**Disposition:**

a. Office having Army-wide responsibility: Destroy 10 years after approval or disapproval, as appropriate.

b. Other offices: Destroy after 6 years.

**FN: 210-50b**

**Title:** Real property utilization files

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information on the use and status of real property, including space utilization criteria, the use of space in problem areas such as metropolitan areas, inspections or surveys of space utilization, and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies on use.

**Disposition:**

a. OCE: Destroy on supersession by a new report or on transfer of related installation from Army control.

b. Other offices: Destroy after 2 years or on discontinuance of the installation, except that a current copy of the real property utilization report will be kept on discontinuance and transferred to a representative of OCE.

**FN: 210-50c (Not used.)**

**Title:** Not applicable.

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

**FN: 210-50d**

**Title:** Building maintenance files

**Authority:** NC1-AU-81-47

**Privacy Act:** Not applicable.

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

**Disposition:**

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

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

**FN: 210-50e**

**Title:** Installation troop housing files

**Authority:** NN-166-204

**Privacy Act:** A210-50CE

**Description:** Information relating to housing and billeting of permanent party. Included are memorandums on housing, strength, utilization, and capacity reports, adequacy, utilization, and suitability reports, housing schedules, and related information.

**Disposition:** Destroy after 3 years.

**Table B-47****File category 210: Installations—Continued****FN: 210-50f**

**Title:** Installation housing project tenancy files

**Authority:** NN-166-204

**Privacy Act:** A210-50CE

**Description:** Information that may gather in offices of housing project directors relating to rental of units. Included are applications for quarters, character reference letters, rental deduction notices, property inventories, cancellation of rental deduction notices, and similar information.

**Disposition:** Destroy 3 years after termination of quarters occupancy.

**FN: 210-50g**

**Title:** Family housing cost controls

**Authority:** NN-166-204

**Privacy Act:** A210-50CE

**Description:** Information on the control of costs for alteration and repair of family housing units to ensure that amounts expended comply with limitations set by law. Included are cumulative cost, cards, copies of job orders, work orders, contracts, issue slips, and information reflecting expenditures.

**Disposition:**

a. Cards showing cumulative costs: Destroy 11 years after entry on card.

b. Other files: Destroy after posting to the cumulative cost card, except that copies of work orders used for posting to the cumulative cost card will be filed and disposed of as provided in FN 420-17e.

**FN: 210-50h**

**Title:** Family housing leasing files

**Authority:** NN-166-204

**Privacy Act:** A210-0CE

**Description:** Information on leasing housing to provide necessary quarters for qualified DA personnel. Included are requests for approval to lease, authorizations to lease, leasing and rental surveys, and similar information.

**Disposition:** Destroy 3 years after lease terminates, is canceled, lapses, or after any litigation is concluded.

**FN: 210-50i**

**Title:** Family housing rental rates

**Authority:** NN-166-204

**Privacy Act:** A210-50CE

**Description:** Information on the establishment of rental rates for family housing units. Included are surveys, schedules, and statistical data.

**Disposition:** Destroy after 10 years.

**FN: 210-50j**

**Title:** Housing referral services

**Authority:** NC1-AU-78-73

**Privacy Act:** A210-50CE

**Description:** Information on providing guidance and referral service on available housing. Files may gather in housing referral offices Army-wide. Included are records of liaison activities with real estate boards, brokers, and other agencies.

**Disposition:** Destroy after 5 years.

**FN: 210-50k**

**Title:** Offpost rental housing reports

**Authority:** GRS 15, Item 3

**Privacy Act:** A210-50CE

**Description:** Information reflecting conditions affecting offpost rental housing. Included are offpost housing census reports, DOD offpost family housing survey reports, status of family housing assets reports, and similar information.

**Disposition:** Destroy after 2 years.

**FN: 210-50m**

**Title:** Certificates of eligibility

**Authority:** GRS 15, Item 4

**Privacy Act:** A210-50CE

**Description:** Information relating to certification of a person's eligibility to participate in the housing program. Included are applications, approvals, certificates of eligibility, and similar information.

**Disposition:** Destroy 3 years after termination of eligibility.