

ARMY REGULATION

AR 340-18-11

OFFICE MANAGEMENT

**MAINTENANCE AND DISPOSITION OF
COMMUNICATIONS FUNCTIONAL FILES**

Effective 1 January 1970



HEADQUARTERS, DEPARTMENT OF THE ARMY

AUGUST 1969

TAGO 5542A

CHANGE }
No. 8 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 October 1978

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
COMMUNICATIONS
FUNCTIONAL FILES

Effective 1 January 1979

This change revises the disposition instructions for file number 1108-05, and establishes new file numbers for sound recording background files (1107-24), radio recording files (1107-25), and aviation policy files (1111-19).

AR 340-18-11, 19 August 1969, is changed as follows:

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

	<i>Remove page</i>	<i>Insert page</i>
15 through 18.....	-----	15 through 18
25 and 26.....	-----	25 and 26

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

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

By Order of the Secretary of the Army:

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

Official:
J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

ACTIVE ARMY, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for, AR Maintenance and Disposition of Communications Functional Files—C.

*

AR 340-18-11
C 7

CHANGE }
No. 7 }

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF
COMMUNICATIONS FUNCTIONAL FILES

Effective 1 January 1978

*This change revises the disposition instructions for file number 1102-94;
and establishes new file numbers 1102-11 and 1102-12.*

AR 340-18-11, 19 August 1969, is changed as follows:

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

<i>Remove page</i>	<i>Insert page</i>
5 through 8.....	5 through 8
17 and 18.....	17 and 18

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

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

Posted
1 Oct 75: eP

AR 340-18-11
C 5

CHANGE }
No. 5 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1975

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF COMMUNICA-
TIONS FUNCTIONAL FILES

Effective 1 January 1976

*This change revises disposition of file number 1101-08; amends descrip-
tion and disposition instructions for file number 1105-02, Telecommuni-
cations Center Message Files; and provides general updating.*

AR 340-18-11, 19 August 1969, is changed as follows:

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

Remove pages

Insert pages

5 through 12 5 through 12

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Communications Functional Files—C (Qty rqr block no. 278).

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 9 October 1974

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF COMMUNICATIONS
FUNCTIONAL FILES

Effective 1 January 1975

This change provides for retention of file number 1107-21 in the current files area except for the original negatives selected by the US Army Audio-Visual Agency; longer retention of file number 1108-18; changes the files title of file number 1111-01; adds file number 1111-17, Flight Records Summary Files; and provides for general updating of the disposition instructions.

AR 340-18-11, 19 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
✓ 1 and 2.....	1 and 2
✓ 11 through 18.....	11 through 18
✓ 23 through 26.....	23 through 26
✓ Authentication.....	Authentication

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Communications Functional Files—C (Qty Rqr Block No. 278).

CHANGE

No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 26 July 1973

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF COMMUNICA-
TIONS FUNCTIONAL FILES

Effective 1 January 1974

This change revises the disposition of file number 1111-11, and clarifies the disposition instructions of file number 1108-16.

AR 340-18-11, 19 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
17 and 18 -----	17 and 18
25 and 26 -----	25 and 26
Authentication -----	Authentication

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

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

By Order of the Secretary of the Army:

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

Official:

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Communications Functional Files: C (Qty Rqr Block No. 278)

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 25 July 1972

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF COMMUNICATIONS FUNCTIONAL FILES
Effective 1 January 1973

This change revises the disposition of file numbers 1104-02, 1106-05, 1106-06, 1108-03, 1108-04, 1108-06, 1108-09, 1108-19, 1108-28, 1111-08, and 1111-14; and rescinds file numbers 1108-07, 1108-08, 1108-11, 1108-23, and 1111-09.

AR 340-18-11, 19 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
7 through 10.....	7 through 10
13 and 14.....	13 and 14
17 through 20.....	17 through 20
25 and 26.....	25 and 26

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

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

By Order of the Secretary of the Army:

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

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

Distribution:
Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Communications: C (qty rqr block No. 190).

CHANGE }
 No. 1 }

HEADQUARTERS
 DEPARTMENT OF THE ARMY
 WASHINGTON, DC, 9 August 1971

OFFICE MANAGEMENT
 MAINTENANCE AND DISPOSITION OF COMMUNICA-
 TIONS FUNCTIONAL FILES

Effective 1 January 1972

This change revises the disposition of file numbers 1102-04, 1107-11 and 1107-21; adds file numbers 1108-24 through 1108-29, and 1111-16; and rescinds file numbers 1102-03, 1107-07, 1107-08, and 1109-01 through 1109-04.

AR 340-18-11, 19 August 1969, is changed as follows:

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

<i>Remove pages</i>	<i>Insert pages</i>
5 and 6.....	5 and 6
13 through 22.....	13 through 22
25 and 26.....	25 and 26
Authentication.....	Authentication

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

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

By Order of the Secretary of the Army:

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

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

Distribution:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Communications—C (qty rqr block No. 190).

9 October 1974

C 4, AR 340-18-11
*AR 340-18-11

ARMY REGULATION }
No. 340-18-11 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 19 August 1969

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
COMMUNICATIONS FUNCTIONAL
FILES

Effective 1 January 1970

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

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

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

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

★ 3. Scope. Under The Army Functional Files System, files relating to the major functional category of communications have been assigned the basic file number 1100. This regulation contains file numbers, descriptions, and retention periods for files relating to the management, administration, and operation of Army communications activities and Army aviation activities. Specifically, they relate to electronic or signal communications; audio-visual services; the receipt, dispatch, and delivery of mail by Army postal activities; the transmission of material by the Armed Forces Courier Service; aircraft and airfield operations; and the assignment and control of airspace. Common mission files are described in this regulation under file numbers 1101-01 through 1101-08. Other mission files are grouped into 11 subfunctional categories, as follows:

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, AR 340-18-9, AR 340-18-10, AR 340-18-12, AR 340-18-13, AR 340-18-14, and AR 340-18-15, all dated 14 August 1969 supersedes AR 345-210, 31 October 1962.

<i>Subfunctional category file No.</i>	<i>Subfunctional category file title</i>	<i>Page No.</i>
1102	Signal communications requirements files.....	6
1103	Telecommunications engineering reporting files.....	8
1104	Signal communications services files.....	10
1105	Signal communications center operations files.....	12
1106	Military affiliate radio system files.....	13
1107	Audio-visual services files.....	14
1108	Postal and mail services files.....	17
1109	Post office department files.....	21
1110	Armed forces courier services files.....	22
1111	Aircraft and airfield operations files.....	24
1112	Airspace files.....	27

1101 COMMON MISSION FILES

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

2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example, 1101-01 Communications Instruction Files; 1101-02 Audio-Visual Administrative Files; 1101-07 ARFCOS Reference Paper Files.

offices of major subcommands

File No.

Description

Disposition

1101-01

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

A. Offices of HQ Department of the Army, offices of major ~~and~~ *to* commands, ~~quarters~~, and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR 310-25): Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.
B. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

offer in 5 year blocks after 20-25 years

1101-02

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

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

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

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

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

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

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

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

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1101-AU-82-17
1/12/83

19 August 1969

File No.	Description	Disposition
1101-03	Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other non-federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a onetime or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.	Office requesting support and office providing support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.
1101-04	Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence. <i>(A (1) Elements of HQDA, major commands, and major sub-commands: Permanent.</i>
1101-05	Committee files. Documents relating the establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.	A Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent Cut off when no longer needed for current operations. <i>Offer 20 years after CTRF.</i> B Offices of other committee members: Destroy when no longer needed for current operations. <i>(A (2) Elements at other command levels: Destroy 10 years after committee is dissolved.</i>
1101-06	Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.	Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study. Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.
1101-07	Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should	

AV-81-5, item 1, and NCL-AV-78-64, item 1; posted by RAN, 4/29/81

9 August 1977

C 7, AR 340-18-11

File No.	Description	Disposition
	bear a title relating them to the functions, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:	
	a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.	Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.
	b. Cards, listings indexes, and similar documents used for facilitating and controlling work.	Destroy when no longer needed to facilitate or control work.
	c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.	Destroy when superseded, obsolete, or no longer needed for reference.
	d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.	Destroy after 1 year. Earlier destruction is authorized.
	e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.	Destroy after 1 year. Earlier destruction is authorized.
	f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.	Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.
1101-08	Unidentified files. Documents relating to the performance of mission activities not described in this regulation.	Retain in CFA until file number is added to this regulation.
	<i>Note.</i> Use of this temporary file number requires prior approval of the organization's records management officer.	

9 August 1977

1102 SIGNAL COMMUNICATIONS REQUIREMENTS FILES

These files accumulate from the development and reporting of requirements for communications-electronic facilities and equipment, including COMSEC equipment. In addition, these files relate to electromagnetic compatibility and reduction of interference.

File No:	Description	Disposition
1102-01	Communication representation files. Documents relating to representation on, and recommendations to joint or other non-Army agencies, including implementation of decisions on signal communications, electronic policies, radio frequency allocation, call signs, radio interference, and radio propagation matters.	Office performing Army-wide staff responsibility: Permanent. Other offices of the Army staff: Destroy after 2 years.
1102-02	Cable and wire forecast reporting files. Reports containing forecasts of cable, wire, and related installation material requirements for locally approved nontactical telecommunications projects.	Destroy after 5 years.
1102-03	Communication security equipment requirement files. Rescinded. Use file number 1102-04.	
1102-04	Nontactical telecommunications project files. Documents relating to the preparation, validation, and approval of nontactical telecommunication requirements (including COMSEC requirements); and the design, engineering, construction, and installation of nontactical telecommunications services, equipment, facilities, networks, and systems. Included are project case files containing requirement statements, project approval letters, bills of material, design and engineering data, specifications, installed communication equipment property cards, and related documents.	A Office performing Army-wide responsibility. Destroy 25 years after completion or termination of project, or upon disapproval of requirement. B Office of major command and subcommand headquarters. Destroy 1 year after disapproval of requirement or discontinuance of facility or installation.
1102-05	Communication facility lease request files. Documents relating to requests for providing, rearranging, and removing communications circuits, equipment, and services leased from commercial companies to support approved nontactical telecommunications requirements. Documents accumulated by Defense Commercial Communications Office (DECCO) are retained for ten years after termination of lease. Included are requests for leased facilities, justification data, and related documents.	Destroy 2 years after termination of lease.
1102-06	Interference reduction files. Documents 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 papers.	Office performing Army-wide staff responsibility: Permanent. Testing activities: Destroy after 10 years. Other offices: Destroy after 2 years. <i>Destroy after 10 years</i>
1102-07	Electronic equipment environmental files. Documents 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 papers.	Office performing Army-wide staff responsibility: Permanent. Retire 2 years after supersession. Other offices: Destroy on supersession, obsolescence, or when no longer needed for reference.

NCI-44-80-31

8/25/80

9 August 1977

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File No.	Description	Disposition
1102-08	Radio frequency files. Documents relating to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.	Office performing Army-wide staff responsibility: Permanent . See NCI-AV-78-118 Other offices: Correspondence relating to concurrence of the Federal Communications Commission: Destroy after 1 year. Other documents: Destroy on supersession, cancellation or discontinuance of the assignment or use.
1102-09	Signal operation instruction files. Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders of code systems.	Destroy on supersession or discontinuance of unit, whichever occurs first.
1102-10	Standing signal instruction files. Combat orders containing instructions on the use of signal operation instructions.	Issuing offices: Permanent <i>orders</i> Other offices: Destroy on supersession or on discontinuance of the accumulating activity, whichever occurs first.
★1102-11	Tactical or combat telecommunications project files. Documents relating to the preparation, validation, and approval of tactical or combat telecommunications requirements (including COMSEC requirements); and the design, engineering, construction, deployment, and setting up of tactical telecommunications equipment, facilities, and systems. These records accumulate at installations and activities throughout the Army. Included are project case files containing requirement statements, project approval letters, design and engineering data, specifications, statements of work, contract data and related documents.	Office performing Army-wide responsibility. Destroy 25 years after completion of project or disapproval of requirements. Office of major command and sub-command headquarters. Destroy after disapproval of requirements or discontinuance of facility or installation.
★1102-12	Tactical or combat telecommunications policy files. Documents which establish DA policy relating to the preparation, validation, and approval of tactical or combat telecommunications requirements (including COMSEC requirements); and the design, engineering, construction, deployment, and setting up of telecommunications, equipment, facilities, and systems.	Permanent. <i>See NCI-AV-77-21</i>

NCI-AV-78-86

Destroy 10 yrs after

orders

record set in accordance with AR 340.18.2 rescinded or superseded

9 August 1977

1103 TELECOMMUNICATIONS ENGINEERING REPORTING FILES

These files accumulate from the reporting of data on the use of telecommunication facilities (teletypewriter, TWX, radiotelegraph, facsimile, radio telephone, and data transmission facilities). The files are accumulated by installations and facilities, the US Army Forces Command, and US Army Communications Command.

File No.	Description	Disposition
1103-01	Traffic volume reporting files. Documents reflecting data on circuit usage which are used for engineering of fixed communications facilities, planning, programing, and budgeting. Included are reports and related papers.	Office performing Army-wide staff responsibility: Permanent Destroy after 7 years. Other offices: Destroy after 6 months. <i>NCI-A4-80-367m 5/1/78</i>
1103-02	Originating traffic summary reporting files. Documents reflecting the volume of traffic originated on fixed communications facilities. Included are reports and related papers.	Destroy after 6 months.
1103-03	Sample analysis of originating message flow reporting files. Documents reflecting data on the flow of originating traffic and limited generally to the exchange of communications utilizing Government-owned or leased fixed signal communications-electronic systems and services. Included are reports and related papers.	Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.
1103-04	Fixed communications directory reporting files. Documents reflecting data on circuits and limited generally to fixed communications facilities. Included are reports and related papers.	Office performing Army-wide staff responsibility: Permanent Destroy when 10 yrs old. Other offices: Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first. <i>see NCI-A4-78-118</i>
1103-05	Radio facilities status reporting files. Documents reflecting data on radio circuits and limited generally to operating radio facilities from fixed installations on full-time, part-time, or standby basis, and which rely on radio as the sole electrical means of entrance to the network.	Destroy 6 months after completion or receipt of the next report or on discontinuance of the facility, whichever is first.
1103-06	Service speed sample analysis reporting files. Documents reflecting data on message transit time from the time of filing at designated originating communications centers to the time of availability for delivery at designated terminating communications centers. Included are reports and related papers.	Office performing Army-wide staff responsibility: Destroy after 1 year. Other offices: Destroy after 6 months.
1103-07	Relay in-station performance sample analysis reporting files. Documents reflecting data on speed of message handling in the relay station and the multiple call processing unit. Included are reports and related papers.	Office performing Army-wide staff responsibility: Destroy after 1 year. Other offices: Destroy after 6 months.
1103-08	Terminal in-station performance sample analysis reporting files. Documents reflecting data on speed of handling of originated and terminated messages by cryptographic and terminal processing stations utilizing fixed communications facilities. Included are reports and related papers.	Office performing Army-wide staff responsibility: Destroy after 1 year. Other offices: Destroy after 6 months.

12 September 1975

C 5, AR 340-18-11

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1103-09	Circuit usage reporting files. Documents reflecting data on hourly circuit usage of fixed communications facilities equipped with circuit usage recording devices. The reports are used by personnel responsible for engineering to provide facilities for only those hours actually required for traffic, in order to effect further economies in operation.	Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.
1103-10	Telecommunication reporting exception files. Documents relating to exceptions granted to the required submission of reports.	Destroy on termination of the exception.

1104 SIGNAL COMMUNICATIONS SERVICES FILES

★These files accumulate from the administration, use, and maintenance of signal communications facilities and equipment. The files are accumulated by installation or activity signal officers or officers responsible for the activity's signal communications, Army transports, headquarters of intermediate commands, and the US Army Communications Command.

File No.	Description	Disposition
1104-01	Frequency usage reporting files. Reports of frequency usage required for inclusion in the Joint Radio Frequency Usage Report. This information is used for justification and retention of Army frequency assignments.	Office performing Army-wide staff responsibility: Destroy after 2 years. Other offices: Destroy after 1 year.
1104-02	Radio efficiency reporting files. 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 data. Included are radio circuit efficiency reports, circuit operational summaries, and similar papers.	Office performing Army-wide staff responsibility: Permanent. <i>NCI-AV-78-118</i> Destroy when 10 years old. Other offices: Destroy after 6 months.
1104-03	Telephone traffic data reporting files. Reports reflecting telephone traffic data, estimated future lines and stations, summary of equipment, 2-minute counts of equipment used, half-hourly readings of all registers (meters), and calls handled at attendants positions.	Destroy after 2 years.
1104-04	Telephone equipment data reporting files. Reports containing data on the type and current usage of telephone facilities at Army installations and activities. Included are annual and interim reports and related papers.	Destroy 2 years after preparation of next comparable report. <i>OK</i> Destroy on discontinuance of facility or installation. NCI-AV-78-114
1104-05	Telephone circuit usage reporting files. Army long lines administrative telephone circuit usage report and similar reports on long distance calls over leased lines, long distance calls passed to commercial circuits because of busy lines, and other similar and related data.	Office performing Army-wide staff responsibility: Destroy after 6 months. Other offices: Destroy after 3 months.
1104-06	Telephone equipment and service control files. Documents used as equipment and service control records, containing data on status of equipment, recurring charges, change in service and equipment, and similar data. Included are individual telephone service records, summaries of authorized equipment and services, line record cards, and related papers.	Defense Telephone Service, Office of the Secretary of the Army: Permanent. Retire on supersession or on discontinuance of the facility or installation. <i>See NCI-AV-78-114</i> Other offices: Destroy on supersession or on discontinuance of the facility or installation, whichever is first.
1104-07	Telephone service work order files. Documents used to request and authorize telephone service on Government-owned systems. Included are requests for telephone service, work orders, and related papers.	Destroy 1 year after completion of work.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1104-08	Telephone toll ticket files. Tickets prepared by Army operators for all outgoing telephone toll calls and used to check the commercial toll statement at the end of the billing period.	Defense Telephone Service: Destroy after 3 years. Other offices: Destroy after 1 year.
1104-09	Telephone toll call reporting files. Reports of all authorized official outgoing prepaid, incoming collect, and toll credit card toll calls.	Destroy after 3 months, except when discrepancies between these records and toll tickets are found, in which case the files will be held until corrective action has been completed.
1104-10	Telephone service sales contact files. Documents relating to the sale of telephone service. Included are copies of contracts for sale of telephone service and related papers.	Destroy 1 year after termination. Prior to disposal, contracts and related correspondence pertaining to uncollectable accounts will be withdrawn and forwarded to US Army Finance and Accounting Center, ATTN Dept 80, Indianapolis, IN 46249.
1104-11	Communications accounts files. Documents relating to telephone, teletype, and telegraph accounting. Included are vouchers, vendors invoices, and correspondence on communications accounts.	Destroy after 2 years. Prior to disposal, files which relate to uncollected accounts will be withdrawn and retained until collected.
1104-12	Communications equipment record files. Documents relating to the modification, test, and comparable action pertaining to individual items of equipment used in fixed communications systems.	Destroy on disposal of the related equipment.
1104-13	Army transport message abstract files. Abstracts of commercial messages sent or received and official messages involving "other line" charges.	Army transport radio stations: Destroy after 6 years.
1104-14	Army transport radio logbook files. Logs containing a record of all messages received and transmitted by a transport radio station.	Permanent. Destroy ¹⁰ when you old. NCI-AV-78-118 see
1104-15	Radio and television equipment service control files. Documents relating to the servicing and operation of radio and television equipment and systems. Included are service records, summaries of authorized equipment and services, and similar records.	Destroy on supersession or on discontinuance of the facility or installation, whichever is first.

1105 ★TELECOMMUNICATIONS CENTER OPERATIONS FILES

These files accumulate in telecommunications centers from the operation of telegraph, teletypewriter, radio telegraph, facsimile, radio telephone, teleconference, data transmission services, and similar communications services.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1105-01	Telecommunications center operation files. Documents relating to the operation of telecommunications centers and concerning the transmission and receipt of electrically transmitted messages. Included are message registers, supervisory logs, performance reports, interference reports, maintenance work orders, frequency logs, and similar documents, but exclusive of other files described in this section.	Telecommunications centers: Destroy after 1 year.
★1105-02	Telecommunications center message files. Reference copies of incoming and original authenticated copies of outgoing messages maintained in telecommunications centers, message centers, and official mailrooms. <i>Note.</i> The office of origin, or office assigned action on an incoming message, is responsible for filing the record copy of the message under the appropriate file number of AR 340-18 series.	USA Communications Command, Pentagon Telecommunications Center: Cut off microfilm annually, hold 1 year in CFA and transfer custody to Cdr, USA Military Research Collection, Carlisle Barracks, PA 17013. Destroy when no longer needed for reference. Other telecommunications centers: Destroy after 1 year. Earlier disposal is authorized.
1105-03	Transmitted message tape files. Tapes used in the transmission of telegraphic messages.	Telecommunications centers: Withdraw and destroy daily. However, adequate records identifying each transmission will be maintained for 30 days.
1105-04	Monitor reel tape files. Tapes providing a temporary record of transmissions for the purpose of accomplishing tracer actions and making transmissions.	Telecommunications centers: Withdraw and destroy after 30 days.
1105-05	Service message files. Copies of incoming and outgoing service messages relating to traffic handling or operational irregularities. Service messages correcting transmissions are filed with the related message (file No. 1105-02).	Withdraw and destroy after 30 days.
1105-06	Operator's number sheet files. Documents indicating the numbers of messages handled on a circuit/channel or piece of communications equipment.	Withdraw and destroy after 30 days.
1105-07	Multiple address and book message processing files. Documents relating to the processing of multiple and book messages.	Withdraw and destroy after 30 days.

1106 MILITARY AFFILIATE RADIO SYSTEM FILES

These files accumulate from the operation of the Military Affiliate Radio System (MARS), which is designed to provide supplemental and emergency backup communications for all other Army communications circuits and to promote interest, experimentation, and training in military radio communications.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1106-01	MARS frequency interference reporting files. Documents containing data on interferences to MARS operations and reflecting such data as measured frequency, call sign and emission of the interfering stations, and time and date of the occurrence.	Office performing Army-wide staff responsibility. Destroy 2 years after completion of processing. Other offices: Destroy after 2 years.
1106-02	MARS emergency station designation files. Documents relating to the selection and designation of MARS emergency command stations. Included are selections, concurrences, and approvals of the designations.	Destroy 1 year after termination of the designation.
1106-03	MARS operation authorization files. Documents relating to authorizations for MARS stations to operate on specific frequencies and at specific times to communicate with stations in other Army area commands or with Air Force stations and comparable operational authorizations. Included are coordinating actions, authorizations, and related papers.	Destroy 1 year after expiration or termination of the authorization.
1106-04	MARS member files. Documents relating to members and membership of MARS. Included are membership applications and records reflecting participation of members; licenses; shipping, issuing, and receipting documents for excess and surplus equipment; and similar papers relating to members and membership.	Signed receipts: Destroy after 5 years, or 1 year after termination of membership, whichever is first. Other documents: Destroy 1 year after termination of membership.
1106-05	MARS message files. Message of individuals and military units received and transmitted by MARS facilities.	Destroy after 1 year.
1106-06	MARS station log files. Documents reflecting the time stations go on and off the air, stations contacted, name of operator on duty, and similar data. Included are logs, registers, and comparable documents.	Destroy 1 year after final entry.

1107 AUDIO-VISUAL SERVICES FILES

These files relate to the operation and administration of audio-visual activities and the furnishing of pictorial and audio-visual support. Audio-visual services include the production, procurement, storage and issue or loan of still pictures, color transparencies, motion picture and television film or recordings, and sound recordings.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1107-01	<p>Audio-visual facility establishment files. Documents relating to the approval or disapproval of the establishment, reclassification, or discontinuance of non-TOE still picture, motion picture, and television facilities and audio-visual support centers. Included are requests for establishment, reclassification, or discontinuance; justification data; papers reflecting authorization or disapproval; and documents approving additional photographic equipment.</p> <p><i>Note.</i> Documents created by offices requesting establishment, reclassification, or discontinuance are organization planning files as described in AR 340-18-2.</p>	<p>Office responsible for approval and offices of headquarters of major and intermediate commands: Destroy 2 years after discontinuance of the facility or disapproval of establishment.</p> <p>Other reviewing and commenting offices: Destroy after 2 years.</p>
1107-02	<p>Audio-visual service technical assistance files. Documents reflecting technical advice and assistance provided on existing or proposed audio-visual services, systems, facilities, equipment, operations, and techniques, but not papers of a directive or regulatory nature. Included are comments or recommendations concerning audio-visual research and development projects and proposals, advice on the application of audio-visual systems for training or other purposes, reports of technical visits and inspections, and related papers.</p>	<p>Office performing Army-wide technical responsibility: Destroy after 6 years.</p> <p>Other offices: Destroy after 2 years.</p>
1107-03	<p>Film production requirement files. Documents reflecting annual and special motion picture/television production requirements under the Department of the Army Motion Picture/Television Production Program. Included are letter requests for approval, justification for commercial production, authorization for production, and related papers.</p>	<p>Office responsible for consolidating all requirements into the overall film program: Permanent.</p> <p>Other offices: Destroy after 2 years, or 2 years after completion of the film project, as applicable.</p>
1107-04	<p>Film project case files. Documents relating to motion picture/TV productions authorized under the Department of the Army Motion Picture/Television Production Program (DAMP/TVPP) and other productions. Included are the DAMP/TVPP with film requirements, picture plans, scripts, invasions of privacy, copyrights, other required clearances or releases, and all other papers related to the productions.</p>	<p>★Permanent. On completion of project, retire case file documents with pertinent related film footage and preprint materials to the Motion Picture Distribution and Depository Division, US Army Depot, Tobyhanna, Tobyhanna, PA 18466.</p>
1107-05	<p>Local TV program case files. Documents relating to the preparation and production of individual live telecasts or kinescope, magnetic, or other TV recordings for local use only. Included are requests for television support, scripts, scenarios, illustrations, drawings, participants' release forms granting permission to televise or record, copyright releases, and related papers.</p>	<p>Unrecorded programs: Destroy after 5 years.</p> <p>★Recorded programs: Destroy 5 years after erasure or destruction of recording (and all copies thereof) except files relating to local TV recordings which are considered to be of historical interest will be forwarded, with the recording, to the Motion Picture Distribution and Depository Division, US Army Depot, Tobyhanna, Tobyhanna, PA 18466.</p>

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1107-06	Commercial TV program case files. Documents relating to the use or recording of commercial television broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or exhibit broadcasts; coordinating actions; and documents reflecting the actions taken to preclude the use of such recordings for purposes other than those for which cleared.	Broadcasts: Destroy after 6 years. Recorded programs: Destroy 6 years after destruction or erasure of the recording and all copies thereof.
1107-07	Photographic production summary files. Rescinded. Use file number 1107-11.	
1107-08	TV production utilization files. Rescinded. Use file number 1107-11.	
1107-09	Film newsletter files. Documents providing information on new films, filmstrips, and transparencies available; new developments in audio-visual techniques and equipment; and related matters. Included are film newsletters and related papers.	Destroy on supersession or obsolescence.
1107-10	Projectionist license control files. Documents relating to the issuance of licenses to individuals successfully completing a required projectionist course of instruction. Included are cards and registers containing individual's name, assignment, and school grade; date of completion of courses; date of issuance of license; and similar data.	Destroy after 5 years.
1107-11	Audio-visual management reporting files. Reports containing management data on audio-visual activities such as still photography, TV and motion picture services and production status, and other audio-visual services. Included are individual and consolidated management data base reports.	Office performing Army-wide staff responsibility: Destroy after 6 years. Other offices: Destroy after 3 years, or on discontinuance, whichever is first.
1107-12	Retained film order files. Documents used to order films and allied materials for permanent retention. Included are permanent retention film orders and related papers.	Destroy after 1 year.
1107-13	Requisition and statistical files. Documents relating to the request, issue, and turn-in of film, filmstrips and recordings, from which statistical data on film utilization is extracted.	Destroy after turn-in of film and extraction of statistical data.
1107-14	Audio-visual equipment loan files. Documents used to request and loan audio-visual equipment. Included are projection and audio-visual equipment loan orders and comparable forms.	Destroy when equipment is returned.
1107-15	Booking card files. Cards used to record booking commitments for requested film print or other audio-visual material and to determine the availability of the requested film print. Included are film booking cards and comparable forms used for this purpose.	Destroy when card is filled or on disposition of the related film print or other audio-visual material.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1107-16	Film print inventory and utilization files. Cards containing data on film prints in inventory, such as number of prints on hand, number of showings, and attendance. Included are film print inventory and utilization record and comparable forms used for this purpose.	Destroy 6 months after card is filled.
1107-17	Photographer identification files. Photographers' identifications or permits and related control documents used to record the issue.	Destroy on expiration or transfer.
1107-18	Photographic work order files. Documents used to request photographic work and record work performed. Included are laboratory and photographic work orders.	Destroy after 1 year.
1107-19	Negative register book files. Photographic negative register books reflecting the job number in numerical sequence; negative and work order number, date, subject, and related caption file identity; photographer; and disposition of negatives and prints.	Destroy after 3 years.
1107-20	Photographic caption files. Copies of captions or other descriptive material identifying exposures submitted to the photographic facility by the photographer and maintained as a caption file.	Destroy after 1 year. Cut off at end of each month. Earlier disposal is authorized.
1107-21	Still picture files. Original and duplicate negatives and prints of still photographs produced and maintained by photographic facilities.	Original negatives selected by US Army Audio-Visual Agency, Pentagon: Permanent. Records will not be retired to FRCEN. Other negatives and prints: Destroy in CFA after 2 years. Earlier disposal is authorized.
1107-22	Motion picture/TV film files. These files consist of motion picture film exposed by photographic facilities, the official DA motion films, filmstrips, and graphic films. They also consist of kinescope, kinephoto, video, or other television recordings which were produced as official DA films or authorized wider distribution than those produced for local use.	Original negatives: Dispose of in accordance with AR 108-5. Official DA film, filmstrips, and graphic film: Dispose of in accordance with AR 108-5. Television tape recordings: Destroy or erase when no longer needed.
1107-23	Local TV recording files. Kinescope, magnetic, or other recordings of TV programs produced and used for local purposes only, including recordings of commercial broadcasts.	Destroy when no longer needed, except that recordings which are considered to be of historical importance will be forwarded to the Motion Picture Distribution and Depository Division, Tobyhanna, PA 18466, with the related case files (1107-05).
★1107-24	Sound recording background files. Documents relating to the use or recording of radio broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or play recordings; coordinating actions; and documents reflecting actions taken to preclude the use of such recordings for purposes other than those for which cleared.	Destroy after 6 years.
★1107-25	Sound recordings. Original and duplicate tapes of sound recordings produced and maintained by Army radio recording facilities.	Original tapes: Dispose of in accordance with AR 108-2. Duplicate tapes: Destroy when no longer needed.

For additional information
see NCI-AU-77-83

1108 POSTAL AND MAIL SERVICES FILES

These files relate to the postal and mail function performed by unit and activity mailrooms and by military postal activities.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1108-01	Foreign postal agreement files. Documents relating to agreements with foreign governments concerning the establishment of military postal services, the conduct of military postal operations, receipt and dispatch of Expeditionary Force Messages, and other postal matters. Included are signed agreements, changes thereto, and related papers.	Office of oversea commands responsible for concluding the agreements: <u>Permanent</u> . Retire 2 years after termination of agreement. Other offices: Destroy on termination of the agreement or on discontinuance, as applicable.
1108-02	APO establishment files. Documents reflecting the establishment, opening, relocation, reclassification, discontinuance, and closing of Army post offices and APO units. Included are requests for such action containing justification data and other information, notification of opening APO's, statements regarding APO's held in reserve, and related papers.	Office performing Army-wide staff responsibility: Permanent . Other offices: Destroy 2 years after discontinuance of the APO or APO unit.
1108-03	Postal service authorization files. Documents relating to authorization for nontitled individuals or organizations to use Army postal services. Included are requests for authorization, approvals, disapprovals, and related papers.	Destroy 1 year after disapproval, or 1 year after termination of authorization, as applicable.
1108-04	Mail carrier irregularity files. Documents reflecting carrier's irregularities in the handling, documenting, or routing of mail. Included are copies of reports of irregular handling of mail and related documents.	Destroy in CFA after 3 years.
1108-05	Postal personnel designation files. Documents designating military postal clerks, custodians of postal effects and unit mail clerks. Included are copies of designating and relieving special orders, oaths of office and appointment affidavits, and related papers.	★ Destroy 3 years after termination of designation.
1108-06	Postal activity reporting files. Reports containing data on postal activity. Included are postal operations report, military mail dispatched report, and related documents.	Office performing Army-wide staff responsibility: Destroy after 6 years. Other offices: Destroy after 2 years.
1108-07	Postal operations summary reporting files. Rescinded. Use file number 1108-06.	
1108-08	Mail dispatch reporting files. Rescinded. Use file number 1108-06.	
1108-09	Postal loss and shortage files. Documents relating to the recording, reporting, and investigating of losses and shortages of postage stamps, stamped paper, and funds derived from their sale; losses or shortages of money order forms or funds; and losses or destruction of mail, including delay, accident, occurrence, or depreciation (theft and/or rifling) involving mail. Included are radio reports containing facts surrounding the loss or shortage, investigation progress reports, final investigation reports, records or postal claims, records of lost or rifled mail, and related papers.	Office performing Army-wide staff responsibility: Destroy 3 years after completion of the investigation. Other offices: Destroy 1 year after completion of the investigation.

See NCI-AU-78-13
Disposition

See NCI-AU-79-98

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1108-10	Postal activity inspection and audit files. Documents relating to the inspection and audit of military post offices and unit mailrooms. Included are reports, inspection checklists, and related documents.	Military post office: Destroy after 2 years. Unit mailroom: Destroy after 1 year.
1108-11	Unit mailroom inspection files. Rescinded. Use file number 1108-10.	
1108-12	Unit locator files. Documents used by installation postal officers to maintain a current record of units at the installation and those inactivated, redesignated, or departed within the previous 2 years.	Destroy after 2 years.
1108-13	Mail distribution scheme files. Mail distribution schemes and data listing Army post offices which serve units and organizations.	See NCJ-AU-78-97 Publishing headquarters: Permanent Postal activities: Destroy on receipt of revised distributing data.
1108-14	Mail routing guide files. Documents prepared to facilitate mail delivery, reduce routing errors, and to aid in training new routing clerks. Included are cards, manuals, indexes, and similar papers used as mail routing guides.	Destroy on supersession or obsolescence, except that background papers relating to the guide will be destroyed after 2 years.
1108-15	Postal directory source files. Documents used in the preparation and maintenance of postal directory cards. Included are copies of orders, memorandums, admission and disposition sheets, and similar documents.	Destroy on accomplishment of the necessary posting to the locator cards.
1108-16	Postal directory files. Cards used in maintaining a locator system to facilitate the delivery of mail to individuals. Included are locator cards and locator card file inspection records.	An inactive file will <i>not</i> be established. Withdraw and destroy locator cards for permanent party personnel 1 year after departure of the individual. Withdraw and destroy locator cards for other personnel 6 months after departure of the individual. Destroy inspection record 1 year after card is filled.
1108-17	Mail manifest files. Documents used to manifest mail shipments between postal activities.	Destroy after 2 years.
1108-18	Standing delivery order files. Documents used by individuals to authorize representatives to pick up their mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.	Destroy 3 years after termination of designation or issuance of revised standing delivery order.
1108-19	Unit mailroom accountable mail receipt files. Documents reflecting the receipt and dispatch of registered, numbered insured, and certified mail by unit and activity mailrooms. Included are DD Form 434 (Record of Accountable Mail), POD Form 3883 (Firm Delivery Book Record—Registered, Certified, and Numbered Insured), and POD Form 3877 (Firm Mailing Book).	Destroy after 3 years.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1108-20	EFM processing files. Documents accumulated by Army postal activities from processing Expeditionary Force Messages (EFM) for delivery to the communications services. Included are forms reflecting exchange of EFM coupons between postal activities, records used to insure the issuance of coupons in numerical sequence, receipts for coupons and funds, periodic counts or verification of funds, and/or related papers and similar documents accumulated as a result of local procedures.	Destroy after 2 years.
1108-21	★ Mail control files. Documents relating to the control of incoming and outgoing mail. Included are routing and suspense slips, delivery receipts, records of messenger trips, and similar papers.	Destroy after 3 months.
1108-22	Mail call and hours of collection files. DD Form 1115 (Mail Call) and DD Form 1116 (Hours of Collection) or comparable forms.	Destroy when obsolete or when they have served their purpose.
1108-23	Hours of Collection files. Rescinded.	Use file number 1108-22.
1108-24	Unit mail clerk's receipt files. Documents used by unit mail clerks to receipt for funds for money orders, stamps, and stamp paper when it is impracticable for individuals personally to make purchases. Included are unit mail clerks' receipts for funds and purchase record forms.	Destroy after 2 years.
1108-25	Mail key control files. Forms indicating the serial number of each rotary and LA key issued by custodians of postal effects to responsible individuals, date of receipt, current location, and signature of responsible individual.	Destroy after all keys listed have been returned to the Custodian of Postal Effects (COPE).
1108-26	Accountable equipment files. Documents maintained by custodians of postal effects which are required to account for the receipt, control, repair and turn-in of equipment. Included are equipment requisitions, supplies and equipment receipts, and related documents.	Destroy on receipt of revised or updated accountable equipment records; or 6 months after reclassification from operating APO to mail address only APO, or on closing or discontinuance, whichever is first.
1108-27	US Postal Service accountable mail files. Documents reflecting the receipt and dispatch of registered, numbered insured, and certified mail by military postal activities. Included are POD Form 3883 (Firm Delivery Book Record--Registered, Certified, and Numbered Insured); POD Form 3805 (Window Registration Book); and POD Form 3877 (Firm Mailing Book).	Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity. Overseas military post offices: Destroy after 2 years under the direct supervision of the postal officer. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail address only APO, forward files to the operating APO responsible for the mail address only APO. On closing or discontinuance of an operating APO, forward files to the accountable postmaster.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1108-28	Money order account files. Records maintained by military postal activities which are required by the US Postal Service to account for the receipt, issue and payment of money orders. Included are requisitions, invoices, issuance control forms, money order business reports and supporting documents, and related documents.	<p>Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.</p> <p>Oversea military post offices: Destroy after 2 years. On closing or discontinuance of APO financial units, forward financial unit files to parent APO. On reclassification from operating APO to mail address only APO, forward files to the operating APO responsible for the mail address only APO. On closing or discontinuance, forward COPE's consolidated files to the records holding area or oversea records center as appropriate; and destroy files maintained by or for APO financial units.</p>
1108-29	Postage stamp stock account files. Records maintained by military postal activities which are required by the US Postal Service to account for the receipt, control, and sale of stamps, stamp paper, and metered postage. Included are fixed credit receipts, stamp stock requisitions, records of receipt and issue, destruction certificates, records of collection through postage meter machines, and related documents.	<p>Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.</p> <p>Oversea military post office: Destroy after 2 years, except that fixed credit receipts will be delivered to the responsible individual when properly relieved of his fixed credit. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail address only APO, or on closing or discontinuance, forward files, including APO financial unit files, to the accountable postmaster.</p>

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1109 POST OFFICE DEPARTMENT FILES

★These files have been rescinded. New files descriptions for these records have been included in subfunctional category 1108.

<i>File No.</i>	<i>Description</i>
1109-01	Continental US Post Office files. Rescinded. Use file numbers 1108-25 through 1108-29.
1109-02	Oversea Post Office files. Rescinded. Use file numbers 1108-25 through 1108-29.
1109-03	Money order control files. Rescinded. Use file number 1108-28.
1109-04	Unit mail clerk's receipt files. Rescinded. Use file number 1108-24.

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1110 ARMED FORCES COURIER SERVICES FILES

These files relate to the operation of the Armed Forces Courier Service (ARFCOS) which provides the secure and expeditious transmission of material requiring protective handling by military courier.

File No.	Description	Disposition
1110-01	Station establishment files. Documents relating to the establishment or disestablishment of courier stations.	Headquarters ARFCOS: Permanent. Retire 6 years after discontinuance. SEP NCI-AV-78-96
1110-02	Designated courier files. Documents relating to designation of couriers by ARFCOS couriers. Included are forms designating couriers, reports of refusal to act as designated courier, and related papers.	Headquarters ARFCOS and courier stations: Destroy after 6 years.
1110-03	Authorization record files. Documents reflecting recipients authorized to receive ARFCOS material.	Courier stations: Destroy 1 year after supersession or cancellation.
1110-04	Card and key accountability files. Documents reflecting accountability for ARFCOS identification cards and rotary lock keys. Included are receipts signed by courier officers, commanding officers, and officers in charge of courier station for the station's allotment of cards and keys.	Headquarters ARFCOS and courier stations: Destroy on receipt of a new or adjusted receipt, or on return of card and/or key.
1110-05	Identification card files. Identification cards for ARFCOS couriers.	Courier stations: On revocation, forward to the Director, ARFCOS, TAGO, Washington, DC 20310. Headquarters, ARFCOS: Destroy on completion of accounting action.
1110-06	Identification card correspondence files. Correspondence relating to the issue and acknowledgment of the return of ARFCOS identification cards.	Headquarters ARFCOS and courier stations: Destroy after 2 years.
1110-07	Originator receipt files. Original receipts for ARFCOS material, copies of which are furnished to the originators of the transmissions.	Courier stations: Transfer 1 year after cut off to ARFCOS Supply Center 880 S. Pickett St., Alexandria, VA 22304. ARFCOS Supply Center: Destroy 6 years after cut off.
1110-08	Delivery receipt files. Receipts for ARFCOS material which are obtained by couriers upon delivery of the material.	Courier stations: Transfer 1 year after cut off to ARFCOS Supply Center, 880 S. Pickett St., Alexandria, VA 22304. ARFCOS Supply Center: Destroy 6 years after cut off.
1110-09	Pouch invoice files. Documents used as transmission receipts between courier stations.	Courier stations: Transfer 1 year after cut off to ARFCOS Supply Center, 880 S. Pickett St., Alexandria, VA 22304. ARFCOS Supply Center: Destroy 6 years after cut off.
1110-10	Daily inventory files. Documents reflecting the daily inventory of ARFCOS material.	Courier stations: Destroy after 1 year. Cut off monthly.
1110-11	Courier station inspection files. Documents reflecting the technical inspection of courier stations.	Headquarters ARFCOS: Destroy after 4 years in CFA.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	tions. Included are inspection reports, inspection checklists, and related papers.	
1110-12	Courier service reporting files. Reports reflecting activity and cost of operations of courier stations.	Headquarters ARFCOS: Destroy after 4 years in CFA. Courier stations: Destroy after 1 year.
1110-13	Loss, compromise, or violation files. Documents relating to the loss or possible compromise of ARFCOS material, violations concerning the use of ARFCOS, irregularity reports, and general operational problems. Included are reports, recommendations, and related papers.	Headquarters ARFCOS: Destroy after 3 years in CFA.
1110-14	Supplies and equipment request files. Documents used in requisitioning ARFCOS supplies and equipment.	Courier stations: Destroy after 1 year.
1110-15	Pouch label files. Documents used to label pouches transmitted by ARFCOS.	Courier stations: Destroy when they have served their purpose.

1111 AIRCRAFT AND AIRFIELD OPERATIONS FILES

These files relate to the establishment, publication, and implementation of flight rules and information, the operation and control of air activity, actions taken to protect aircraft in flight and on the ground, and similar matters.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1111-01	★Individual flight record (IFRF) files. Documents providing a record of the experience of individuals piloting Army aircraft. Included are the individual flight records, aeronautical rating orders, flying status orders, suspension from flying status orders, qualification records, reports of annual physical examinations, and related records.	Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of the individual.
1111-02	Flight examination files. Documents accumulated in connection with the annual examination of Army aviators. Included are applications for instrument cards, instrument examiner's flight examination records, annual written examination administrative records, and related papers.	Destroy after 2 years.
1111-03	Flying evaluation board files. Documents created by boards convened to evaluate professional qualifications of personnel recommended for designation as Army aviators or to evaluate personnel for flying deficiencies or other disqualifying conditions. Included are retained copies of board proceedings, checklists of proceedings, copies of appointment orders, and related papers.	Destroy after 2 years.
1111-04	Flight order files. Documents authorizing individual flights of Army aircraft and crews outside the local flight area. Included are flight orders and related papers.	Destroy after 2 years.
1111-05	Flight information files. Documents relating to the monitoring, collecting, evaluating, editing, and disseminating flight information to appropriate civilian and military agencies. Included are proposed instrument approach procedures, notices to airmen, reports of Army airfield flight information, notices or errors and changes in facilities and navigation aids, communications relating to flight information, copies of the published flight information and related papers.	<p style="text-align: right;"><i>see NCI-AV-78-108</i></p> Offices performing Army-wide staff responsibility: Material pertaining to or resulting in a flight information publication: Material Material relating to conditions of a temporary nature and not appropriate for inclusion in a flight information publication: Destroy on rescission or change in condition. Other offices: Destroy after 2 years or on supersession or rescission.
1111-06	Notice to airmen files. Documents containing information (except meteorological) concerning the establishment, condition, or change in any aeronautical facility, service procedure, or hazard, the knowledge of which is essential to 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 papers.	Airfields: Destroy on supersession, rescission, or discontinuance, as applicable.
1111-07	Installation flight rules files. Documents relating to the preparation, review, issuance, and interpretation of local rules governing flight operation at each installation where Army aircraft are operated. Included are coordinating actions on proposed rules, copies of the published rules, communications relating to the rules, and related papers.	Offices responsible for preparation and issuance of the rules: Material <i>see NCI-AV-78-108</i> Other offices: Destroy after 2 years or on supersession, rescission, or discontinuance, as applicable.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1111-08	Airfield traffic activity reporting files. Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related documents.	Office performing Army-wide staff responsibility: Destroy after 6 years. Other offices: Destroy after 2 years.
1111-09	Airfield traffic activity summary files. Rescinded. Use file number 1111-08.	
1111-10	Aids and procedures check files. Documents 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 papers.	Destroy after 2 years.
1111-11	Aircraft operations files. Documents relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs; schedules reflecting takeoff time, destination, passenger manifest, and similar data; requests for and cancellation of flights; and related papers.	Destroy after 3 months.
1111-12	Aircraft clearance files. Documents maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.	Destroy after 6 months.
1111-13	Aircraft flight log files. Documents used in the navigation of aircraft and reflecting air traffic control clearance instructions, navigational data required for proper navigation and position reporting, and comparable data. (Logs required to reconstruct a flight for investigative purposes will become a part of the investigative file to which they pertain.)	Destroy after 1 year.
1111-14	Flight regulation violation files. Documents 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 documents. <i>Note.</i> 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.	Destroy 1 year after case is closed.

<i>File No</i>	<i>Description</i>	<i>Disposition</i>
1111-15	Hurricane evacuation files. Documents containing detailed evacuation plans for assigned or attached aircraft; documents indicating requirements for hurricane refuge bases; and documents providing information on facilities available to support evacuated aircraft. Included are hurricane evacuation plans, evacuation information and refuge facility information forms, and related papers.	Destroy on supersession or discontinuance.
1111-16	Controller training and proficiency record files. Individual Air Traffic Control Training and Proficiency Record (DA Form 3479-R).	Transfer with MPRJ or civilian personnel folder, as applicable.
1111-17	Flight record summary files. Documents accumulated by the US Army Agency for Aviation Safety to reflect flying hours, aircraft qualifications, and biographical data of aviators, flight surgeons, and aviation medical officers of all components. Included are microfilm copies of individual flight records and flight certificates.	Destroy in CFA after 20 years.
1111-18	Flight plan files. Documents reflecting flight destination, aviator, time of departure, and other data concerning the flight. Included are military flight plan, local flight clearance, and operations log.	Destroy after 3 months.
★1111-19	Aviation policy files. Documents 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.	Office performing Army-wide responsibility: Permanent. See NCI-AV-77-110 Coordinating offices: Destroy after 2 years.

1112 AIRSPACE FILES

These files relate to actions taken to provide for safe and efficient airspace use in connection with airfields and landing areas, moored and unmanned free balloon activities, manmade obstructions to air navigation, missile or rocket sites, and testing and/or firing of other ballistic materials.

File No.	Description	Disposition
1112-01	Rule-making airspace case files. Documents relating to Army proposals for the assignment, alteration, or revocation of restricted area, control area extension, control zone, and prohibited area airspace which require rule-making action by the Federal Aviation Agency. Included are airspace proposals, coordinating actions, studies, maps, approvals, disapprovals, and related papers.	<p>Destroy 5 years after disapproval or publication as a Rule.</p> <p>Offices performing Army-wide staff responsibility: Permanent NCI-AU-78-108</p> <p>Other offices: Destroy 2 years after disapproval or publication as a rule.</p> <p>Destroy on disapproval or publication as a rule.</p>
1112-02	Rule-making airspace comment files. Documents relating to evaluations and comments on rule-making proposals concerning the assignment, alteration, or revocation of airspace, which are originated by other agencies, and which may conflict with Army airspace interests. Included are comments, maps and related technical justification data, and related papers.	<p>Offices responsible for submitting the written data to the Federal Aviation Agency: Permanent See NCI-AU-78-108</p> <p>Other offices: Destroy 2 years after disapproval or publication as a rule.</p>
1112-03	Warning and controlled firing area files. Documents relating to the establishment of controlled firing areas in which ordnance firing or demolition is conducted under controlled conditions so as to eliminate hazards to aircraft; and the establishment of warning areas where operations are conducted which are not compatible with normal flight operations and constitute a hazard to non-participating aircraft. Included are warning area and controlled firing area airspace proposal files, coordinating actions, studies, maps, approvals, disapprovals, and related papers.	<p>Offices performing Army-wide staff responsibility: Permanent See NCI-AU-78-108</p> <p>Other offices: Destroy on supersession or rescission.</p>
1112-04	Nonrule-making proposal comment files. Documents accumulated in reviewing and commenting on non-rule-making proposals submitted by other agencies in order to insure that there is no conflict with Army airspace interests. Included are copies of the proposal, Federal Aviation Agency circulars, Army comments on the proposal, maps and charts, and related papers.	<p>Offices of intermediate commands and offices of Army airspace representatives: Destroy after 5 years.</p> <p>Other offices: Destroy after 2 years.</p>
1112-05	Navigational aids installation files. Documents relating to the establishment, relocation, realignment, and discontinuance of radio navigational aids and the subsequent establishment of instrument approach procedures for Army airfields. Included are studies, coordinating actions, maps and charts, requests for technical assistance in determining the most effective locations for the navigational aids, reports of ground and flight checks, requests for instrument approach procedure services, approvals, related papers, and pertinent	<p>Offices below the Army staff: Destroy on removal of navigational aid.</p>

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File No.	Description	Disposition
	data necessary for the establishment and publication of the procedure. (Files maintained by the U.S. Army Flight Information Office are covered by file number 111-05, Flight information files.)	
1112-06	Airspace utilization reporting files. Documents reporting data on activities conducted; locations and boundaries of the conducted activities; time, days, weeks, and months of use; altitudes used; appropriate remarks; and similar data relating to the utilization of assigned restricted area, warning area, and controlled firing area airspace. Included are restricted area utilization reports, warning area and controlled firing area utilization reports, and related papers.	Offices performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years.
1112-07	Balloon operational plan files. Documents relating to the coordination, control, and/or prevention of entry of balloons into or over air defense identification zones, areas of high density air traffic, positive control airspace, and aircraft overflying the proposed launch areas. Included are proposed balloon flight operational plans, coordinating actions, approvals, disapprovals, and related papers.	Destroy 2 years after disapproval, or completion of the applicable balloon launching operation.
1112-08	Balloon flight reporting files. Reports containing data on date, time, prelaunch forecast of impact area and time, actual impact position and time, and appropriate remarks for each balloon flight conducted. Included are balloon flight performance reports, estimates of the number of flights which will be conducted during the next year, and related papers.	Destroy after 2 years.
1112-09	Proposed construction notices files. Documents relating to the notification to the Federal Aviation Agency of the proposed construction or alteration of any Army structure which falls within the criteria of an obstruction to air navigation, but which is subsequently not considered as an obstruction. Included are notices of proposed construction or alteration, maps, drawings, and related papers.	Installations constructing the structures: Destroy on removal of the structure. Other offices: Destroy after 2 years.
1112-10	Manmade obstructions evaluation files. Documents 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 papers, aeronautical evaluation reports, maps, drawings, approvals, disapprovals, and related papers.	Installations constructing the structures: Destroy 1 year after removal or disapproval of the structure. Other offices: Destroy 2 years after disapproval or publication in appropriate flight instructions.
1112-11	Manmade obstructions comment files. Documents 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 papers.	Destroy on disapproval of the structure or after 2 years, whichever is first.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1112-12	Airspace use agreement files. Agreements and related papers pertaining to joint use and shared use of airspace between Army activities and between Army and other activities.	Destroy 2 years after revocation, rescission, or expiration of the agreement.

APPENDIX

COMMUNICATIONS FILES

FILE NUMBER CONVERSION TABLE

<i>Old file No.</i>		<i>New file No.</i>
1101-01	Communication administrative files	1101-02
1101-02	Communication instruction files	1101-01
1101-03	Communication representation files	1102-01
1101-04	Communication program files	210-01 through -08
1101-05	Communication planning files	203-03
1101-06	Communication requirement reporting files	1102-02
1101-07	Communication security equipment requirement files.	1102-03
1101-08	Telecommunication facility project files	1102-04
1101-09	Communication facility lease request files	1102-05
1101-10	Interference reduction files	1102-06
1101-11	Electronic environmental files	1102-07
1101-12	Radio frequency files	1102-08
1101-13	Signal operation instruction files	1102-09
1101-14	Standing signal instruction files	1102-10
1101-15	Signal communication reference paper files	1101-07
1101-16	Traffic volume reporting files	1103-01
1101-17	Originating traffic summary reporting files	1103-02
1101-18	Sample analysis of originating message flow reporting files.	1103-03
1101-19	Fixed communications directory reporting files ..	1103-04
1101-20	Radio facilities status reporting files	1103-05
1101-21	Service speed sample analysis reporting files	1103-06
1101-22	Relay in-station performance sample analysis report files.	1103-07
1101-23	Terminal in-station performance sample analysis report files.	1103-08
1101-24	Circuit usage report files	1103-09
1101-25	Telecommunications reporting exceptions files	1103-10
1101-26	Telecommunications engineering reports reference paper files.	1101-07
1101-27	Frequency utilization reports files	1104-01
1101-28	STARCOM radio efficiency reports files	1104-02
1101-29	Telephone traffic data reports files	1104-03
1101-30	Telephone equipment in use reporting files	1104-04
1101-31	Telephone circuit usage reports files	1104-05

<i>Old file No.</i>		<i>New file No.</i>
1101-32	Telephone equipment service control files	1104-06
1101-33	Telephone toll ticket files	1104-08
1101-34	Telephone toll call report files	1104-09
1101-35	Telephone service sales contract files	1104-10
1101-36	Communications accounts files	1104-11
1101-37	Communications equipment record files	1104-12
1101-38	Army transport message abstract files	1104-13
1101-39	Army transport radio log book files	1104-14
1101-40	Message reference files	103-04
1101-41	Radio and television equipment service control files.	1104-15
1101-42	Signal communications services reference paper files.	1101-07
1101-43	Signal communications center operation files	1105-01
1101-44	Signal communications center message files	1105-02
1101-45	Cryptographic accounting files	504-05
1101-46	Transmitted message tape files	1105-03
1101-47	Monitor reel tape files	1105-04
1101-48	Service message files	1105-05
1101-49	Operator's number sheet files	1105-06
1101-50	Multiple address and book message processing files	1105-07
1101-51	Signal communications center operation reference paper files.	1101-07
1101-52	Military affiliate radio system instruction files	1101-01
1101-53	Military affiliate radio system administrative files	1101-02
1101-54	Frequency interference report files	1106-01
1101-55	Emergency station designation files	1106-02
1101-56	Operation authorization files	1106-03
1101-57	Military affiliate radio system member files	1106-04
1101-58	Military affiliate radio system message files	1106-05
1101-59	Military affiliate radio system station log files	1106-06
1101-60	Military affiliate radio system reference paper files	1101-07
1102-01	Postal and mail service administrative files	1101-02
1102-02	Postal and mail service instruction files	1101-01
1102-03	Postal service information files	1101-02
1102-04	Foreign postal agreement files	1108-01
1102-05	APO establishment files	1108-02
1102-06	Postal service authorization files	1108-03
1102-07	Postal clerk designation files	1108-05
1102-08	Mail clerk designation files	1108-05
1102-09	Postal operation report files	1108-06
1102-10	Postal operation summary report files	1108-07
1102-11	Mail dispatch reporting files	1108-08
1102-12	Mail carrier unsatisfactory performance files	1108-04
1102-13		Previously rescinded
1102-14	Mail distribution scheme files	1108-13
1102-15	Postal directory files	1108-16
1102-16	Postal directory source files	1108-15

<i>Old file No.</i>		<i>New file No.</i>
1102-17	Unit locator files	1108-12
1102-18	Military post office inspection files	1108-10
1102-19	Locator card inspection files	1108-16
1102-20	Unit mailroom inspection files	1108-11
1102-21	Accountable mail receipt files	1108-19
1102-22 Previously rescinded	
1102-23	Mail manifest files	1108-17
1102-24	Lost and rifled mail files	1108-09
1102-25 Previously rescinded	
1102-26	Standing delivery order files	1108-18
1102-27	Mail control files	1108-21
1102-27.1	Mail routing guide files	1108-14
1102-28	EFM processing files	1108-20
1102-28.1	Mail call forms	1108-22
1102-28.2	Hours of collection forms	1108-23
1102-29	Mail services reference paper files	1101-07
1102-30	Continental U.S. Post Office files	1109-01
1102-31	Oversea Post Office files	1109-02
1102-32	Money-order control files	1109-03
1102-33	Unit mail clerk's receipt files	1109-04
1103-01	Receipt to sender files	1110-07
1103-02	Pouch invoice files	1110-09
1103-03	Delivery receipt files	1110-08
1103-04	Officer courier designation files	1110-02
1103-05	Courier service report files	1110-12
1103-06	Supplies and equipment request files	1110-14
1103-07	Pouch label files	1110-15
1103-08	Identification card files	1110-05
1103-09	Identification card correspondence files	1110-06
1103-10	Authorization record files	1110-03
1103-11	Daily inventory files	1110-10
1103-12	Transfer station administrative files	1101-02
1103-13	ARFCOS instruction files	1101-01
1103-14	Headquarters, ARFCOS administrative files	1101-02
1103-15	ARFCOS material handling files	1110-13
1103-16	Station establishment files	1110-01
1103-17	Transfer station inspection files	1110-11
1103-18	Card and key accountability files	1110-04
1103-19	Courier service reference paper files	1101-07
1104-01	Aviation administrative files	1101-02
1104-02	Aviation instruction files	1101-01
1104-03	Aviation committee files	1101-05
1104-03.1	Individual flight record files	1111-01
1104-03.2	Flight order files	1111-04
1104-04	Flight information files	1111-05
1104-05	Notices to airmen files	1111-06
1104-06	Installation flight rules files	1111-07
1104-07	Airfield traffic activity reporting files	1111-08

<i>Old file No.</i>		<i>New file No.</i>
1104-08	Airfield traffic activity summary files	1111-09
1104-09	Aids and procedures check files	1111-10
1104-10	Aircraft operations files	1111-11
1104-11	Aircraft clearance files	1111-12
1104-12	Aircraft flight log files	1111-13
1104-13	Flight regulation violation files	1111-14
1104-14	Hurricane evacuation plans files	1111-15
1104-15	Hurricane evacuation information files	1111-15
1104-16	Aircraft and airfield operations reference paper files.	1101-07
1104-17	Airspace administrative files	1101-02
1104-18	Airspace instruction files	1101-01
1104-19	Rule-making airspace case files	1112-01
1104-20	Rule-making airspace comment files	1112-02
1104-21	Warning and controlled firing area files	1112-03
1104-22	Nonrule-making proposal comment files	1112-04
1104-23	Navigational aids installation files	1112-05
1104-24	Airspace utilization report files	1112-06
1104-25	Balloon operational plan files	1112-07
1104-26	Balloon flight report files	1112-08
1104-27	Proposed construction notices files	1112-09
1104-28	Manmade obstructions evaluation files	1112-10
1104-29	Manmade obstructions comment files	1112-11
1104-30	Airspace use agreement files	1112-12
1104-31	Airspace reference paper files	1101-07

FILE DESCRIPTIONS TRANSFERRED FROM OTHER CHAPTERS

703-10	Flight examination files	1111-02
703-10.1	Flying evaluation board files	1111-03
1416-01	Pictorial service administrative files	1101-02
1416-02	Pictorial service instruction files	1101-01
1416-03	Film programing files	1107-03
1416-04	Pictorial facility establishment files	1107-01
1416-05	Pictorial service technical assistance files	1107-02
1416-06	Film newsletter files	1107-09
1416-07	Audio-visual report files	1107-11
1416-08	Projectionist license control files	1107-10
1416-09	Photographer identification files	1107-17
1416-10	Motion picture film files	1107-22
1416-11	Film project case files	1107-04
1416-12	Local TV recording files	1107-23
1416-13	Local TV program case files	1107-05
1416-14	Commercial TV program case files	1107-06
1416-15	Still picture files	1107-21
1416-16	Negative register book files	1107-19
1416-17	Photographic caption files	1107-20
1416-18	Photographer caption book files	Rescinded
1416-19	Booking card files	1107-15

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<i>Old File No.</i>		<i>New File No.</i>
1416-20	Film inventory and utilization files	1107-16
1416-21	Audio-visual equipment loan files	1107-14
1416-22	Retain film order files	1107-12
1416-23	Photographic work order files	1107-18
1416-24	Requisition and statistical files	1107-13
1416-25	Audio-visual reference paper files	1101-07

NEW FILE DESCRIPTIONS ADDED

.....	Photographic production summary files	1107-07
.....	TV production utilization files	1107-08
.....	Telephone service work order files	1104-07