

ARMY REGULATION

No. 340-18-16

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

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF CIVIL AFFAIRS FUNCTIONAL RECORDS

Effective 1 January 1970

Local supplementation of this regulation is prohibited except on approval of the Adjutant General.

1. **Applicability.** This regulation is applicable to all Army elements having civil affairs responsibilities that require accumulation of the mission type records described herein. It will be used to identify, maintain, and dispose of records documenting civil affairs function.

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 340-18-16, and are distributed only to the organizations performing the functions concerned.

3. **Scope.** a. Under the Army Functional Files System, files relating to the major functional category of Civil Affairs have been assigned the basic file number 1600. This regulation contains file numbers, descriptions, and retention periods for Civil Affairs records.

b. Common mission files, relating to Civil Affairs functions, are described under file numbers 1601-01 through 1601-04. Other Civil Affairs mission records are grouped into 18 subfunctional categories, as follows:

Subfunctional Category Category File No.	Subfunctional Category File Title	Page No.
1601	Common Mission Files	2
1602	Civil Affairs General Administration and Planning Files	4
1603	Liaison Activities Files	6
1604	Legal Activity Files	7
1605	Public Safety Files	9
1606	Public Health Files	11
1607	Public Welfare Files	12
1608	Public Finance Files	13
1609	General Fund Files	15
1610	Public Education Files	16
1611	Labor Relations Files	18
1612	Master Labor Contract Personnel Management Files	19
1613	Economic Development Files	20
1614	Commerce and Industry Files	21
1615	Property Control Files	22
1616	Public Works and Utilities Files	23
1617	Public Transportation and Communication Files	24
1618	Emigration and Immigration Files	25
1619	Civic Action Files	26

This copy is a reprint which includes current pages from Change No. 1

*This regulation supersedes AR 345-210-1, 18 May 1967.

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 6 August 1975

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF CIVIL
AFFAIRS FUNCTIONAL RECORDS

Effective 15 September 1975

This change modifies paragraph 1, Applicability, of this regulation.

AR 340-18-16, 19 August 1969, is changed as follows:

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

Remove pages

Insert pages

1 and 2..... 1 and 2

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

★The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) 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*

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

DISTRIBUTION:

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DCSOPS (10)
USARJ (10)
USAREUR (10)
FORSCOM (10)
8TH USA (20)
RCPAC (10)

ARNG & USAR: NONE

For explanation of abbreviations used, see AR 310-50.

6 August 1975
14 August 1969

C2, AR 340-18-16
*AR 340-18-16

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No. 340-18-16 }

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

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF CIVIL AFFAIRS
FUNCTIONAL RECORDS

Effective 1 January 1970

Local supplementation of this regulation is prohibited except on approval of the Adjutant General.

★1. **Applicability.** This regulation is applicable to all Active Army elements having civil affairs responsibilities that require accumulation of the mission-type records described herein. It will be used to identify, maintain, and dispose of records documenting civil affairs function.

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 340-18-16, and are distributed only to the organizations performing the functions concerned.

3. **Scope.** a. Under the Army Functional Files System, files relating to the major functional category of Civil Affairs have been assigned the basic file number 1600. This regulation contains file numbers, descriptions, and retention periods for Civil Affairs records.

b. Common mission files, relating to Civil Affairs functions, are described under file numbers 1601-01 through 1601-04. Other Civil Affairs mission records are grouped into 18 subfunctional categories, as follows:

<i>Subfunctional Category File No.</i>	<i>Subfunctional Category File Title</i>	<i>Page No.</i>
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1604.....	Legal Activity Files.....	7
1605.....	Public Safety Files.....	9
1606.....	Public Health Files.....	11
1607.....	Public Welfare Files.....	12
1608.....	Public Finance Files.....	13
1609.....	General Fund Files.....	15
1610.....	Public Education Files.....	16
1611.....	Labor Relations Files.....	18
1612.....	Master Labor Contract Personnel Management Files.....	19
1613.....	Economic Development Files.....	20
1614.....	Commerce and Industry Files.....	21
1615.....	Property Control Files.....	22
1616.....	Public Works and Utilities Files.....	23
1617.....	Public Transportation and Communication Files.....	24
1618.....	Emigration and Immigration Files.....	25
1619.....	Civic Action Files.....	26

*This regulation supersedes AR 345-210-1, 18 May 1967.

1601 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document performance of its assigned Civil Affairs activities. However, all the common mission files will not necessarily accumulate in each 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: 1601-01 Public Welfare Instruction Files, 1601-02 Public Finance Administrative Files, 1601-03 Civic Action Reference Paper Files.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1601-01	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; command-type letters; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semiofficial and authoritative instructions; and official training materials.	Offices of HQ Department of the Army, offices of major and intermediate command headquarters, 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. Other offices: Destroy when superseded obsolete, or no longer needed for reference, whichever is first.
1601-02	Administrative files. Documents relating to the overall or general routine administration of civil affairs functions but exclusive of specific files described in this regulation. These files include, but are not limited to: <ol style="list-style-type: none"> 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 civil affairs activities. f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions. 	Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.
1601-03	Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the function, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:	

1601 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document performance of its assigned Civil Affairs activities. However, all the common mission files will not necessarily accumulate in each 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: 1601-01 Public Welfare Instruction Files, 1601-02 Public Finance Administrative Files, 1601-03 Civic Action Reference Paper Files.

File No.	Description	Disposition
1601-01	<p><i>gm</i> <i>Per NCI-AH-82-17</i> <i>1/12/63</i></p> <p>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; command-type letters; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semiofficial and authoritative instructions; and official training materials.</p>	<p><i>offices of major subcommands</i></p> <p>Offices of HQ Department of the Army, offices of major and intermediate commands, headquarters, 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. <i>Office in 5-year blocks</i> <i>20-25 years.</i></p> <p>Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.</p>
1601-02	<p>Administrative files. Documents relating to the overall or general routine administration of civil affairs functions but exclusive of specific files described in this regulation. These files include, but are not limited to:</p> <ul style="list-style-type: none"> 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 civil affairs activities. f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions. 	<p>Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>
1601-03	<p>Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the function, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:</p>	

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	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 definition 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, publication files.	Destroy when superseded, obsolete, or no longer needed for reference.
	d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.	Destroy after 1 year, however earlier destruction is authorized.
	e. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.	Destroy after 1 year, however 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 inactive file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is also authorized.
1601-04	Unidentified files. Documents relating to the performance of civil affairs activities that are not described in this regulation.	Permanent. Cut off annually, or on completion of the project, event, or other applicable action.

1602 CIVIL AFFAIRS GENERAL ADMINISTRATION AND PLANNING FILES

These files are created from the processes of planning and research in matters concerning the relationship between military forces and the civil authorities and population.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1602-01	Civil affairs planning files. Documents relating to the development of the civil affairs part of operations plans. Included are estimates, annexes, directives, or other documents whose subject content relates to the government, civil population, and economy of areas in which Armed Forces are or may be employed. Such documents also form a part, or are preliminary to, the development of the operational and logistical sections of war plans.	Permanent. Cut off on finalization of related plans. NCI-AU-77-143
1602-02	Civil affairs research files. Documents reflecting research in the governmental, economic, cultural, social or other conditions or problems that result from warfare in areas where Armed Forces may be or are employed. Included are studies, statistical data, reports, and similar documents.	Permanent. Cut off when no longer required for current operations. NCI-AU-77-143
1602-03	Project review files. Documents pertaining to proposed projects of local enterprises where U.S. assistance is requested. Included are survey reports, work plans, comments, and related papers.	Permanent. Cut off on completion of project or when no longer required for current operations. NCI-AU-77-143
1602-04	Advisory panel and board operations files. Documents reflecting administrative actions concerning the convening and composition of panels and boards. Included are notices of meetings, travel authorizations, lists of panel or board members, agenda of meetings, and similar documents.	Destroy after 2 years.
1602-05	Advisory panel and board files. Documents created as a result of meetings of appointed panels and boards to plan for or to resolve special problems. Included are documents reflecting evaluations, appraisals, studies, and recommendations. Also included are minutes of meetings, reports, and similar documents.	Office of the panel or board secretariat: Permanent. Cut off when no longer needed for current operations. NCI-AU-77-143 Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
1602-06	Programing statistics files. Documents relating to detailed statistical data, and publication thereof, covering all the major economic and social areas such as population, labor force, vital statistics, finance, commerce, industry, safety, health, welfare, education, income, wages, prices and subdivisions of these general areas. These files normally accumulate in offices under a comptroller or comparable staff officer and are used to establish economic and sociological goals, maintain indexes of economic and social activities, and to compile nonfinancial reports. These files may be given subtitles which identify functional areas. <i>Note.</i> Periodic examination of these files for the purpose of disposition is authorized. Transfer of these files, or portions thereof, to local governing authorities when deemed appropriate by the head of the agency generating the files is also authorized.	Destroy when superseded, obsolete, or when no longer needed for reference, whichever is first.
1602-07	Publications control files. Permits or licenses for the issue of new publications by local nationals. These files accumulate only in areas where U.S. representatives have the authority to control issuances. They include background papers to approved permits or licenses and letters of disapproval.	Destroy after 1 year. Cut off on discontinuance of affected publication, except files related to disapprovals will be cut off annually.
1602-08	Visit and inspection files. Documents relating to routine or special visits to or inspections of local nonmilitary governmental or non-governmental agencies, institutions, or enterprises made for the	Destroy after 2 years.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	purpose of planning for or providing technical or administrative assistance. Included are memoranda and communications concerning findings, recommendations made and action taken by the visited activity, reports, and similar documents.	
1602-09	Economic aid programing files. Documents relating to the planning, evaluation, and implementation of economic development programs and operational plans. They include studies, statistical and cost data, performance data, background or historical information, drafts of completed plans, guidelines for future plans, and similar documents.	Permanent. Retire after 5 years. NCI-AV-77-143
1602-10	Disaster program files. Documents relating to the availability of funds to provide financial assistance in the event of disaster. They include experience, statistical, and cost data; status of funds, reports; forecasts of future requirements; and similar documents.	Permanent. NCI-AV-77-143
1602-11	Budget authorization files. Documents pertaining to Department of the Army actions in obtaining Congressional authorizations for budgets dealing exclusively with civil affairs activities.	Permanent.
1602-12	Budget formulation files. Documents pertaining to Department of the Army actions in formulating budgets dealing exclusively with civil affairs through and including the following formulation activities: preparation and issuance of program and budget guidance, preparation and budget estimates, approval and forwarding of the budget to DOD and BOB, and ending with the BOB allowance letters.	Permanent.
1602-13	Budget presentation files. Documents dealing with actions in the presentation of budgets, dealing exclusively with civil affairs, to Congressional Appropriations Committees.	Permanent.
1602-14	Budget execution files. Documents dealing with actions, commencing with efforts to obtain apportionment of funds by the BOB, to execute budgets dealing exclusively with civil affairs, including budgetary, funding, and re-programing.	Permanent.
1602-15	Civilian supply program files. Documents created at Headquarters, Department of the Army, which relate to the civil affairs program for the procurement of supplies and services in designated areas.	Permanent. Retire 2 years after completion of the program. NCI-AV-77-143
1602-16	Politico-military affairs files. Documents created at Headquarters, Department of the Army, which contain data on the political impact of deployments and provide guidance on political oriented operations.	Permanent. Retire after 5 years. NCI-AV-77-143
1602-17	Civil affairs policy files. Documents created at Headquarters, Department of the Army, which contain basic policy data regarding civil affairs actions. They deal with the feasibility of enclaving bases, and include vulnerability studies and other documents reflecting basic policies.	Permanent. Retire when no longer required for current operations. NCI-AV-77-143

1603 LIAISON ACTIVITIES FILES

These files relate to the function of liaison between United States officials and local authorities, foreign governments, and other U.S. Government agencies.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1603-01	Local government activity files. Documents created as a result of liaison between U.S. officials and representatives of a local government. Included are reports; minutes of meetings; records of actions taken or guidance given on matters of government policy, organization, administrative procedures, and related subjects; and similar documents.	Destroy after 10 years. Retain in CFA 5 years; destroy in RHA or ORCEN, as applicable.
1603-02	Legislative liaison files. Documents created in the process of providing information to U.S. authorities on the activities of local legislative bodies affecting the interest of the United States or the mission of U.S. personnel in the area. Included are copies of bills and veto actions, reports, synopsis of legislators and their activities, copies of petitions, information on elections, and similar documents.	Destroy after 10 years. Retain in CFA 5 years; destroy in RHA or ORCEN, as applicable.
1603-03	Internal political activity files. Documents reflecting information on the political activities of individuals, organizations, and associations. Included are reports; correspondence; copies of political campaign issuances, including speeches, pledges, platforms, and slogans; and similar documents.	Destroy after 10 years. Retain in CFA 5 years; destroy in RHA or ORCEN, as applicable.
1603-04	Foreign government activity files. Documents relating to the activities of foreign governments through both accredited and nonaccredited representatives or agents. They include copies of agreements and records of open or undercover activities having social, economic, or political implications.	Permanent. Retire after 5 years. NCL-AV-77-143
1603-05	Municipality organization planning guidance activity files. Documents relating to the guidance given to local authorities in planning the organization or reorganization of municipalities. Included are studies, statistical data, reports of recommendations made, action taken, and similar documents.	Permanent. NCL-AV-77-143
1603-06	Flag control files. Documents relating to policy and regulations on the use and display of the American flag and flags of other nations, when appropriate. Included are directives, requests for information, petitions and complaints, and similar documents.	Permanent. NCL-AV-77-143
1603-07	International relations files. Documents relating to activities involving international relations, such as trust territories, boundaries, fishing vessels, awards with political implications, and similar matters.	Permanent. NCL-AV-77-143

1604 LEGAL ACTIVITY FILES

The files described in this section relate to the advice and assistance provided to foreign governments and public agencies in the development of legal policies and procedures, effective judicial proceedings, and sound and beneficial legislative actions. Also, where appropriate or applicable, the files relate to investigations and settlement of claims and similar matters.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1604-01	Legislative act background files. Documents relating to acts of legislative bodies in foreign lands affecting the interest of the United States. Included are drafts of proposed or approved bills or amendments, studies, or recommendations, and where applicable, letters of approval or disapproval, or comments.	Permanent. Cut off when no longer needed for current operations. NCI-9V-77-143
1604-02	Family registration guidance files. Documents relating to local laws governing family registration systems. They include policy guidance, opinions, correspondence on case history, and similar papers.	Permanent. Retain in CFA.
1604-03	Change of status files. Case files maintained alphabetically by name of head of family or of single individual. They contain, along with the application, sustaining documents such as proof of employment or income, proof of time of arrival, and similar related documents which satisfy applicable ordinances. Also included are applications for transfer of family register which is predicated on approval of permanent residence.	Permanent. Transfer to RHA or appropriate ORCEN after 3 years. On discontinuance of installation or functions, files may be transferred to the local government if considered appropriate by head of the agency.
1604-04	Claim management files. Documents accumulated in the general administration of claims of all types to be disposed of by local Department of the Army authorities.	Permanent.
1604-05	Individual claim files. Case files relating to individual claims for use of land or damages thereto and personal injury or death. Included are reports of findings and recommendations made, minutes of committee meetings, copies of documents submitted for review, and similar papers.	Destroy after 10 years.
1604-06	Land tribunal case files. Case files relating to individual petitions filed from cases of condemnation by the United States of foreign lands. They include transcripts of hearings and final determinations on cases heard.	Permanent. Retain in CFA until discontinuance
1604-07	Land tribunal final determination files. Original copies of final determinations issued on appeals. Included are documents reflecting the title of action, terms of leasehold interest and the amounts deposited as just compensation or other pertinent statement, and similar information.	Permanent. Retain in CFA 2 years.
1604-08	Oversea command board of contract appeal case files. Documents relating to claims and possible claims which may result from contracts with foreign firms or individuals. <i>Note:</i> If clearly falling within the scope of contract provisions, the claim cases may be retained in CFA and classified (after disposal is authorized) as 103-05 "Policy and Precedent Files."	In accordance with instructions contained in AR 340-18-14, governing the disposition of contract files.
1604-09	Civil administration court case files. Documents relating to trials in courts under jurisdiction of Department of the Army personnel. Included are transcripts of records of trials and proceedings, exhibits, statements by informants, warrants and affidavits, judgments, and similar documents.	Cut off on conclusion of case. Retain in CFA or RHA. Destroy on discontinuance of installation or function; however, if considered appropriate by the head of the agency, the files may be transferred to the local government.
1604-10	Clemency action case files. Documents relating to clemency actions taken by United States authorities and information on actions	Cut off on conclusion of case. Retain in CFA or RHA.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	by local authorities. Included are formal requests for clemency, recommendations, background investigations, and similar documents.	Destroy on discontinuance of installation or function; however, if considered appropriate by the head of the agency, the files may be transferred to the local government.
1604-11	Clerk of court master docket files. Logbooks or registers of cases tried with pertinent information.	Destroy when no longer needed.
1604-12	Defendant card index files. Name cards on each defendant containing case number and a synopsis of trials documented.	Destroy when no longer needed.
1604-13	Criminal background investigation files. Documents relating to the investigation of background of defendants in criminal cases. These files normally are maintained by probation boards or officers.	Destroy after 5 years in CFA or RHA.
1604-14	Probationer follow-up files. Name cards on individuals placed on probation which reflect the individual's compliance with the terms of probation.	Destroy after 5 years in CFA. Cut off on expiration of probation period.
1604-15	Land acquisition files. Documents relating to United States interest in land, improvements, crops, and similar interests. Included are certificates of confirmation; declarations of taking; property appraisal lists; correspondence leading to acquisition and resettlement; and similar matters.	Permanent.
1604-16	Land utilization files. Documents relating to the use of United States leased property for farming purposes by the local populace, clearance of crops or improvements from property, reports of removal of encroachments, correspondence relating to granting temporary use by Federal agencies, and similar or related documents.	Permanent.
1604-17	Land rental program files. Documents relating to reimbursement made to owners for properties held under lease by the United States.	Permanent.
1604-18	Land release and transfer files. Documents relating to the release and restoration of land and property held by the United States. Included are notices of termination of lease, restoration liability, interservice transfers, agreements, and comparable or related documents.	Permanent.
1604-19	Real property custodian files. These files relate to the use and disposition of properties taken by the United States during time of war.	Permanent.
1604-20	Civil aviation files. Documents created at Headquarters, Department of the Army which relate to policies, procedures, and similar matters involving civil aviation and navigational aids as they affect civil affairs.	Permanent. NCL-AV-77-143
1604-21	Postal agreement files. Documents created at Headquarters, Department of the Army which relate to civil affairs postal agreements, philately, and postal savings matters.	Permanent. NCL-AV-77-143

1605 PUBLIC SAFETY FILES

The files described in this section accumulate from the general promotion of public order and public safety in foreign lands. They are created primarily from a process of providing guidance and assistance, and, when appropriate, from the supervision and control exercised by U.S. authorities. These files relate to vice control, subversive activities, incidents involving U.S. forces personnel, police activities, fire protection, rescue operations, vehicle safety, and boat registration.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1605-01	Vice control guidance files. Documents relating to guidance provided to a local government for control of prostitution, smuggling, narcotics, black marketing, and similar vices. Included are reports, studies, records of recommendations made and actions taken, and similar documents.	Permanent. Cut off when no longer needed for current operations. NCI-AV-77-143
1605-02	Subversive activity files. Documents relating to active participation of groups or individuals in parades, demonstrations, riots, and political rallies of a subversive nature. Included are reports, press accounts, editorials, and similar material.	Permanent. Retire on discontinuance of function or when no longer needed for current operations, whichever is first. KNCI-AV-77-143
1605-03	Major incident report files. Documents relating to a variety of incidents involving United States forces personnel which are likely to be exploited as anti-American propaganda. The files include reports, accounts of incidents resulting in violence and bodily harm, information on public opinion or reaction, and similar documents.	Permanent. Retire on discontinuance of function or when no longer needed for current operations, whichever is first. KNCI-AV-77-143
1605-04	Police liaison files. Documents relating to cooperation between local police and U.S. forces police agencies in the area. Included are guidelines on conduct, jurisdiction, responsibility for joint control or actions, assignments and similar matters.	Destroy when superseded, obsolete, or no longer needed.
1605-05	Police activity files. Documents relating to guidance given to local authorities for the establishment and conduct of an effective force to maintain public order. Included are instructions, records of training, studies of case histories, complaints, reports of progress and accomplishment, and similar documents.	Destroy when superseded, or no longer needed.
1605-06	Counterfeiting activity suppression files. Documents relating to the establishment of measures for the suppression of counterfeiting activities, development of procedures for investigations, and cooperation between U.S. personnel and local authorities. Included are instructions; reports; records of transmittal of counterfeit currency, stamps, and negotiable bonds to appropriate U.S. agencies; copies of correspondence with the U.S. Treasury and State Department, the U.S. Secret Service, and local and foreign police agencies; and similar documents.	Permanent. Retire on discontinuance. NCI-AV-77-143
1605-07	Fire protection guidance files. Documents relating to the assistance and guidance given to local authorities in establishing and supervising an effective fire protection organization and in procuring firefighting equipment. Included are project studies, petitions, technical brochures and literature, correspondence and similar papers.	Destroy when no longer needed for reference.
1605-08	Explosive control files. Documents relating to the approval for use, transportation, storage, disposal, and demilitarization of explosives by nonmilitary entities. Included are permits and supporting papers.	Destroy 1 year after expiration of permit.
1605-09	Range incident files. Documents relating to range incidents such as trespassing, illegal scrap collecting, and accidents involving native civilians. Included are reports and supporting papers.	Destroy when function is discontinued or when no longer needed for current operations, whichever is first.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1605-10	Air/Sea rescue operation files. Documents relating to cooperative efforts in rescue operations. Included are correspondence with local and foreign governmental agencies, records of repatriations and medical evacuations, reports, and similar documents. These files will be subdivided into "major" and "minor" cases. Major Air/Sea rescue operation files contain documents relating to operations which might lead to a claim against the United States.	Major cases: Destroy after 10 years. Minor cases: Destroy after 1 year.
1605-11	Road safety control files. Documents relating to the assistance and guidance given to local authorities in establishing and supervising an effective driver licensing program and to the control of drivers employed by the U.S. Forces. Included are studies of traffic conditions and problems and techniques for testing drivers, copies of regulations and correspondence, and similar papers.	Destroy when no longer needed for reference.
1605-12	Boat inspection and registration files. Documents relating to local inspection, registration and licensing of privately owned small craft. Included are applications, copies of inspection certificates, statistical data, and similar papers.	Destroy on cancellation or expiration of license or certificate, or on disposal of the craft, as applicable.

1606 PUBLIC HEALTH FILES

These files are created as a result of direct participation of Department of the Army personnel in the general administration, supervision, and control, where appropriate, of activities relating to public health in foreign lands.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1606-01	Medical assistance program files. Documents relating to programs designed to provide medical facilities, including doctors and supplies, to localities lacking such facilities. Included are requests for assistance, documents relating to background and qualifications of applicants, copies of agreements between doctors and local authorities, records of interviews and assignments, reports of performance, and similar documents.	Destroy after 3 years.
1606-02	Medical assistance training program files. Documents relating to training programs established to provide medical specialists requests for assistance, training aids and literature, memorandums of meetings, records of interviews and assignments, reports of performance, and similar documents.	Destroy after 3 years.
1606-03	Communicable disease files. Case files on communicable diseases. Included are requests for assistance, informational material from all sources, memorandums of meetings and of actions taken, and similar documents.	Destroy after 3 years.
1606-04	Administration of health institution files. Documents relating to the operation and maintenance of health institutions and activities. They are used in the preparation of instructions and orientations and as background information for the establishment of administrative procedures. Included are petitions for the improvement of facilities; procedural analyses; reports of visits, recommendations made, and corrective action taken; statistical and cost data; functional statements; and similar documents.	Destroy after 3 years.
1606-05	Narcotic import control files. Documents relating to the control of narcotics created where U.S. authorities monitor or regulate such activities. Included are receipts, reports of stocks on hand and usage, and similar documents.	Destroy when no longer needed as feeder information.
1606-06	Geneva narcotic report files. Copies of the following reports with directly related and supporting documents: Quarterly Statistics of Imports and Exports, Annual Statistics of Imports and Exports, Annual Statistics of Production and Manufacture, Annual Statistics of Consumption, Annual Statistics of Confiscations Effected on Account of Illicit Import or Export, Annual Statistics of Stocks, Annual Estimate of Narcotic Drugs, and Working of International Treaties on Narcotic Drugs.	Permanent. NCI-AV-77-143

1607 PUBLIC WELFARE FILES

These files are created as a result of direct participation of Department of the Army personnel in the general administration, supervision, and control, where appropriate, of activities relating to public welfare in foreign lands.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1607-01	Public welfare program files. Documents relating to welfare programs designed to include local areas into the U.S. food surplus program. Included are studies; records of receipts, inventories and distribution; reports on the status of programs; appeals for aid; minutes of meetings; copies of agreements; and similar documents.	Destroy after 5 years.
1607-02	Food surplus program inspection files. Reports and other documents relating to inspections of relief and school lunch activities, if any, and similar public welfare undertakings.	Destroy after 3 years.
1607-03	Food distribution schedule files. Documents relating to the schedules for distribution of relief foods. Included are inventories and schedules for the distribution of food and commodities itemized to show items distributed and recipients of aid, and similar documents.	Destroy after 1 year.
1607-04	School lunch program files. Documents relating to the school lunch program where it is monitored by U.S. authorities and when U.S. surplus foods are utilized. Included are directives on policies and procedures, reports of findings, and similar documents.	Destroy when superseded, obsolete, or no longer needed for reference.
1607-05	Voluntary agency contract files. Documents relating to contract negotiations for the distribution of U.S. surplus foods between local welfare agencies and local governmental authorities or U.S. representatives. They include originals or copies of contracts or agreements and all background and supporting documents.	Destroy 3 years after completion or expiration.
1607-06	Welfare item receipt files. Receipts for welfare items, including food items, received from any source.	Destroy after 3 years.
1607-07	Individual aid case files. Documents relating to aid given to individuals. Included are requests for assistance, reports of investigations, and other papers reflecting type and extent of aid given.	Destroy 1 year after case is closed.
1607-08	Private welfare institution files. Documents relating to the activities of private local welfare institutions and their relationship with U.S. authorities. They include minutes of meetings, papers related to sponsorship of campaigns or drives, and documents reflecting achievements.	Destroy after 3 years.
1607-09	Photographic files. These files consist of photo negatives and prints depicting current and past programs, activities, events, and individuals involved in the political, economic, and social well-being of populations under the Department of the Army civil affairs program.	Permanent. See NCI-AV-77-143

1608 PUBLIC FINANCE FILES

These files are maintained in offices having functional responsibility for guidance, monitorship, or control, as appropriate, over the financial management of an area or program.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1608-01	Banking facilities files. Documents containing information to be used in providing guidance to governments for the establishment of controls over banking facilities, to promote and enforce regulations, and to organize and conduct training of bank examination personnel. These files include information on legal reserve depositories, reports and studies of banking consultants, statistical data, records of positions for extension of period for writing off loans and experiences with bad loans, records of recommendations made and action taken, and similar documents.	Permanent. Retire when no longer needed for current operations. NCI-MV-78-143
1608-02	Bank control files. Documents relating to the monitorship and control of a given bank, when appropriate. They consist of basic directives on policy and procedures; background information on personnel; credit programs; investments prospectuses; reports, resolutions of board of directors; requests, approvals and disapprovals for loans beyond charter limits; and similar documents.	Permanent. Retire when no longer needed for current operations, except as described below. Monthly reports and resolutions of board of directors: destroy after 2 years. Case files on proposed loans beyond charter limits: destroy 1 year after repayment of loan.
1608-03	Postal savings management files. Documents containing information to be used in providing guidance to governments for the supervision and effective administration of postal savings operations. These files include instructions, records of investments, procedures for safeguarding deposits, regulatory material in connection with interest rates, records of recommendations made and action taken, and similar documents.	Destroy when superseded, obsolete, or no longer needed for reference.
1608-04	Insurance management files. Documents relating to local insurance business activities. They include papers containing information to be used in providing guidance and, where applicable, monitorship or control. Also included are annual business reports of insurance companies, statistical data, correspondence, and similar documents.	Destroy when superseded, obsolete, or no longer needed for reference.
1608-05	Development loan corporation files. These files are created in areas where the United States gives financial support, through loans, for the development of housing, private business, or municipalities. The documents relate to guidance, supervision, and control. They include loan programs, loan and administrative budgets, policy on writeoff procedures, loan applications and investigation of loan applicants, loan guarantee instruments, minutes of meetings, reports, and similar documents.	Permanent. Retire when no longer needed for current operations, except as described below. Loan application and loan guarantee: Destroy 1 year after repayment of loan. Minutes of meetings: Destroy after 5 years. Reports: Destroy after 3 years.
1608-06	Foreign trade and investment policy files. Documents relating to the development, promulgation, and, where applicable, to the supervision and control of foreign trade and investments. These files are used to provide guidance, promote trade and investments, and to raise foreign exchange receipts and industrial development to a maximum. Included are studies on international currency, reports, directives, statistics, applications and inquiries, correspondence, and similar documents.	Permanent. Retire when no longer needed for current operations. NCI-AV-77-143
1608-07	Joint foreign investment license board files. Applications, copies of licenses issued to foreign firms or individuals to operate a business establishment in the area, and supporting or related papers.	Destroy 1 year after expiration of license.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1608-08	Customs management files. Documents created in formulating and providing guidance in matters relating to the administration of a country's customs. They include directives on policy and procedures; records of conferences, coordinations, and recommendations; foreign assets control regulations; and similar documents.	Destroy when superseded, obsolete, or no longer needed for reference.
1608-09	Taxation management files. Documents created in formulating and providing guidance in matters relating to the administration of a country's tax structure. They include copies of public laws or decrees, and evaluations thereto; records of conferences, coordinations, and recommendations; copies of petitions for tax release or complaints, correspondence; and similar documents.	Destroy when superseded, obsolete, or no longer needed for reference.
1608-10	Municipality program files. These files accumulate where a special fund for assistance to municipalities is established. They consist of documents relating to projects for the construction of water systems, the improvement of roads, construction of drainage systems, and similar projects. The files include petitions, engineering estimates and plans, coordinations, analyses, records of grants or disapprovals, and similar documents.	Permanent. NCI-AU-77-143
1608-11	Local government budget guidance or approval files. Documents created in formulating and providing budgetary guidance to local governments or, if applicable, to review and give final approval to a proposed general or special account budget. They include instructions, studies, estimates, proposals, approvals and disapprovals, and similar documents.	Permanent.
1608-12	Resettlement program files. Documents relating to a program designed to provide financial assistance to families affected by the U.S. forces land acquisition. They include program justification; fund requirements; reports (cost, status and progress); studies and surveys; correspondence; and similar documents.	Permanent. NCI-AU-77-143
1608-13	Foreign economic assistance files. Documents relating to guidance given to local authorities when negotiating with foreign governments for financial assistance. Where appropriate, the documents also may relate to negotiations between United States and foreign representatives. They include records of conferences, minutes of meetings, coordinations, copies of agreements, and similar documents.	Permanent. NCI-AU-77-143
1608-14	Foreign technical assistance files. Documents relating to guidance given to local authorities in negotiations with foreign governments for the acceptance of exchange of technical assistance. Where appropriate, the documents also may relate to negotiations between the United States and foreign representatives. They include records of conferences, minutes of meetings, coordinations, copies of agreements, and similar documents.	Destroy after 5 years.

1609 GENERAL FUND FILES

These files relate to the overall management of the General Fund. The management of the General Fund includes accounting for revenues from petroleum operations, corporations, and other minor sources. Expenditure accounting includes corporation reinvestments, petroleum subsidies, capital contribution to corporations, disaster relief, economic development, public works, special municipal assistance, petroleum facilities, and other normal expenditures.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1609-01	General Fund program formulation files. Documents relating to the formulation, review, approval, and operation of the General Fund program. They include program and budget documents and relate review comments and approvals.	Permanent. Cut off on approval of program.
1609-02	General ledger files. These documents contain the accounts necessary to reflect all financial operations in summary form.	Destroy after 10 years. Do not retire.
1609-03	Subsidiary ledger files. These documents provide a source of data for ascertaining the composition of general ledger accounts for analysis and reporting purposes, and for verifying accuracy of the general ledger accounts.	Destroy 5 years after closing the ledger accounts.
1609-04	Accounting document files. Documents posted to books of original entry, such as apportionment documents, allotment documents, obligation documents, copies of disbursement vouchers, collection documents, adjustment documents, check copies, and similar documents. <i>Note:</i> Documents relating to exceptions taken by GAO will be retained until clearance by a satisfactory reply to the notice of exception.	Apportionment documents: Destroy on completion of programs and expenditure of funds which have been apportioned. Remaining files: Destroy on receipt of statement from GAO indicating status of account.
1609-05	Reporting files. These files consist of reports and related documents required in operation of the General Fund.	Destroy 1 year after transactions of the apportioned program have been closed.
1609-06	Check reconciliation files. Check reconciliation statements and related papers.	Destroy on receipt of current list of outstanding checks.

1610 PUBLIC EDUCATION FILES

These files relate to guidance given to authorities in foreign lands dedicated to the betterment of education and training standards in institutions of learning and in vocational fields. These files also relate to action taken by U.S. officials in providing direct aid to individual students and institutions.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1610-01	U.S. mission technical training files. Documents relating to arrangements and selections for participation of local technicians in the technical training programs financed or sponsored by the United States. Included are background and medical information on individuals, schedules of training by field of study, correspondence, and similar documents.	Destroy after 3 years.
1610-02	Public school program guidance files. Documents relating to guidance given in the selection of sites for public schools and the establishment of policy on enrollment and curriculum. Included are studies, reports, correspondence, copies of petitions, records of recommendations made and action taken thereto, and similar documents.	Destroy after 3 years.
1610-03	Private school program guidance files. Documents relating to guidance given in the selection of sites for private universities and schools and the establishment of policy on enrollment and curriculum. Included are correspondence, records of recommendations made and action taken thereon, and similar documents.	Destroy after 3 years.
1610-04	Vocational teacher training program files. Documents relating to vocational training programs for teachers financed by the United States. Included are background and medical information on individuals, records of arrangements made and selection of participants, schedules of training by field of study, correspondence, and similar documents.	Destroy after 3 years.
1610-05	University program guidance files. Documents relating to guidance given to local universities including participation of U.S. officials in board or trustee's meetings and decisions, if appropriate. Included are minutes of meetings, studies and reports, correspondence, and similar documents.	Permanent. Retire after 5 years. NCH-9V-77-143
1610-06	Student aid program files. Documents relating to the program to help foreign students who desire to attend American institutions for graduate and undergraduate study. Included are coordinations, records of expenses encountered and subsidies required, procedures for applicants and for arranging transportation and housing, correspondence, and similar documents.	Destroy after 3 years.
1610-07	Student aid program case files. Individual personnel folders containing applications; individual background and medical information; records reflecting acceptance, departure, attendance, and return; cost data; correspondence; and similar documents.	Destroy after 5 years. Cut off on return of student.
1610-08	Scholarship to American institution files. Documents relating to scholarships granted to native students by U.S. entities to attend American institutions of learning. Included are coordination, individual background and medical information, records of selections, procedures for arrangements, records of departure, attendance and return, cost data, correspondence and similar documents.	Permanent. Cut off on return of student.
1610-09	Scholarships to local university files. Documents relating to scholarships granted to native students by U.S. entities to attend local universities. Included are records of action by a selection committee, individual background information, cost data, correspondence, and similar documents.	Destroy after 3 years.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1610-10	National leader program files. Documents relating to training provided in the United States to selected native personnel. Included are individual background and medical information; records of departure, attendance, and return; cost data; correspondence; and similar documents.	Destroy after 3 years.
1610-11	Farm youth program files. Documents relating to training provided in the United States or in a foreign country to native youths engaged in farming. Included are coordinations; individual background and medical information; records of departure, attendance, and return; cost data; correspondence; and similar documents.	Destroy after 3 years.
1610-12	English language training files. Documents relating to the program of English language training either partially or wholly financed by the U.S. Government. Included are charters; bylaws; minutes of board meetings; financial reports; management reports; documents relating to procurement of plant, equipment, and personnel; and similar documents.	Permanent.

1611 LABOR RELATIONS FILES

The files described in this category are accumulated and maintained by Department of the Army personnel concerned with labor relations and labor management in foreign lands. The files relate to guidance in labor affairs provided to government and industry, and, where appropriate, to contracts for, and management of local labor employed by the United States.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1611-01	Labor relations program files. Documents created in establishing, influencing and promulgating the organization, policies, functions, responsibilities, principals, and goals for labor forces in foreign lands. Included are studies; reports, statistical data; records of labor movement trend problems, and labor legislation; and similar documents.	Permanent. Retire after 5 years. NCI-AV-77-143
1611-02	Labor council management files. Documents providing a record of activities of councils, boards, and committees organized to study and resolve labor problems or to evaluate conditions and recommend improvements. Included are minutes of meetings, records of decisions and recommendations, records of progress and gains, and similar documents.	Permanent. Retire after 5 years. NCI-AV-77-143
1611-03	Employment control files. Documents relating to the employment by U.S. forces of local personnel or foreign nationals. Included are policy statements; wage rates; information on working conditions, shortages, surplusages, and areas of opportunities; and similar documents.	Destroy when superseded, or no longer needed.
1611-04	National and International labor movement files. Documents relating to the establishment and conduct of labor organizations, conferences, or unions and to the local response thereto. These files generally are subdivided under name of organization and include copies of constitutions or bylaws; petitions, affidavits, and complaints; records of disputes; information on activities of labor leaders; and similar documents.	Destroy when no longer needed.
1611-05	Labor leader training files. Documents relating to the process of providing labor leadership training in the United States and other countries for local officials.	Destroy after 3 years.
1611-06	Employee compensation insurance control files. Documents used to verify compliance by contractor's and other employers with local workmen's compensation requirements. Included are reports from employers and insurance companies, correspondence, requests for approvals from insurance carriers and replies thereto, and similar documents.	Destroy after 1 year.
1611-07	Employee compensation claim case files. Documents created in areas where Department of the Army officials have arbitrating authority. The files relate to workmen's compensation claims and include records of claims, investigations, and dispositions; reports from insurance carriers; statistical data; transcripts of hearings; and similar documents.	Permanent. Cut off on settlement.

1612 MASTER LABOR CONTRACT (MLC) PERSONNEL MANAGEMENT FILES

These files relate to the management of native personnel employed by the Department of the Army under a master contract between the United States and the host country. Also included in this category are files relating to indirect hire authorized by agreements and direct hire paid from nonappropriated funds.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1612-01	MLC and agreement files. Signed copies of master labor contracts and agreements executed between United States authorities and a foreign government and related documents.	Destroy 1 year after expiration of contract or agreement.
1612-02	MLC personnel folder files. Individual personnel folders containing data on each individual employed under a master labor contract executed between United States authorities and a foreign government.	Destroy 3 years after separation.
1612-03	MLC personnel service record files. Name cards used to record pertinent events of an individual's career and as followup on personnel actions under master labor contracts.	★Cut off on separation and place in related personnel folder for disposal therewith. If personnel folders are not maintained, destroy 3 years after separation.
★1612-04	MLC time and attendance files. Cards, forms, and other documents used to record time and attendance of individual MLC employees.	Destroy after 5 years, except that documents involving audit agency exception, outstanding indebtedness, or unsettled claim will be held until clearance or settlement.
1612-05	MLC payroll certification files. Documents relating to the fiscal administration of master labor contracts. Included are vouchers, invoices, and similar documents.	★Destroy after 5 years.
★1612-06	MLC individual leave record files. Documents reflecting the accumulation and use of leave by individual MLC employees. Included are cards, forms, and related papers.	Destroy after 5 years.
★1612-07	MLC leave application files. Documents used by individual MLC employees in making application for leave.	Destroy after 1 year.
1612-08	Indirect hire personnel folder files. Individual personnel folders containing data on each individual employed under agreement between United States authorities and a foreign government.	★Destroy 3 years after separation.
1612-09	Indirect hire personnel service record files. Name cards used to record pertinent events of an individual's career and as followup on personnel actions under indirect hire agreements.	Cut off on separation and place in related personnel folder for disposal therewith.
★1612-10	Indirect hire individual earning record files. Documents reflecting earnings of individual indirect hire agreement employees.	Destroy after 6 years, except that documents involving audit agency exception, outstanding indebtedness, or unsettled claims will be held until clearance or settlement.
★1612-11	Indirect hire payroll record files. Documents substantiating and reflecting pay to indirect hire agreement employees. Included are documents reflecting deductions and payments in connection with social insurance, workmen's accident compensation insurance, and termination allowance.	Destroy after 6 years, except that documents involving audit agency exception, outstanding indebtedness, or unsettled claims will be held until clearance or settlement.
★1612-12	Indirect hire individual leave files. Documents reflecting the accumulation and use of leave by individual indirect hire agreement personnel. Included are cards, forms, and related papers.	Destroy after 6 years.
★1612-13	Indirect hire time and attendance files. Cards, forms, and other documents related to the recording of time and attendance (including overtime) of indirect hire agreement personnel.	Destroy after 6 years, except that documents involving audit agency exception, outstanding indebtedness, or unsettled claim will be held until clearance or settlement.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
★1612-14	Direct hire employee personnel folder files. Personnel folders containing data on individual direct hire natives paid from nonappropriated funds.	Destroy 3 years after separation of individual.
1612-15	Direct hire pay record files. Documents relating to payment of wages to native personnel from nonappropriated funds. Included are copies of payrolls and supporting documents.	Destroy after 3 years.

1613 ECONOMIC DEVELOPMENT FILES

These files accumulate from the processes of planning for the development and management of local resources and in generally furthering the economic conditions of a country.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1613-01	Technical assistance program files. Documents pertaining to technical assistance projects for the economic development of an area. The files provide a source of significant information and instructions and a background for current, past, and future technical assistance programs.	Destroy after 5 years.
1613-02	Basic resource control files. Documents created for control purposes and relating to guidance and assistance to be provided in the development and utilization of local basic industries including agriculture, livestock, forestry, fisheries, and mining. Included are reports (including progress reports); letters granting permission, approvals, or information; correspondence; and similar documents.	Destroy after 5 years.
1613-03	Basic resource utilization control files. Documents relating to the use of natural resources of an area. They pertain to the exploitation on behalf of the country, territory, or area of forests, agricultural lands, mines, and fishing grounds. Included are copies of agreements and contracts between local authorities and private individuals or firms submitted to United States authorities for review, advice, or control. Also included are recommendations, mutual comments, translations, and similar or related papers.	Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
1613-04	Reclamation files. Documents relating to the reclamation of public water, land, or minerals, and to the guidance and assistance rendered by United States officials. Included are requests for review of projects and plans, reports of inspections, and where appropriate, requests for approval and surveillance.	Destroy after 5 years.

1614 COMMERCE AND INDUSTRY FILES

These files accumulate from a process of providing guidance, assistance, and control, where appropriate, for the development of indigenous commerce and industry in a foreign country, territory, or area.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1614-01	Industry and commercial enterprise guidance files. Documents relating to the development of local commerce and the management and operation of industrial plants. Included are studies of existing commerce and industry, surveys and statistical data, and proposals for expansion. Operational records consist of lists of importers and exporters, and information on concessions, handicrafts, and local products. These files may be subdivided into "commerce" and "industry" and further divided with subtitles such as "commercial enterprises," "tourism," "plants," and projects.	Permanent. Cut off when superseded or obsolete. NCI-AU-77-143
1614-02	Trade policy and procedure files. Documents relating to policy and procedures for the control of trade. They include regulatory and instructional material; minutes of meetings; reports on recommendations made to local authorities; statistics on imports, exports, sales, and resales; rules on the establishment of restrictions or free trade zones, as applicable; and similar documents.	Permanent. Retire when no longer needed for current operations. NCI-AU-77-143
1614-03	Petroleum distribution files. Documents relating to the administration and operation of a system for distribution of petroleum products. Included are applications for dealer franchises and for preferential petroleum prices; petroleum product price schedules; studies; minutes of Petroleum Board meetings; copies of reports of petroleum sales, financial statements, accounting records related to petroleum sales; and similar or related documents.	Destroy after 3 years, except official minutes of Petroleum Board meetings which will be retained permanently.

1615 PROPERTY CONTROL FILES

These files relate to the control of property when exercised by U.S. Army elements.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1615-01	<p>Housing corporation operation files. Documents relating to the operation of housing corporations exclusive of finance and accounting documents. They include reports of uncollectable rental, furniture damage, and sanitary conditions; complaints; reports of action taken; and similar documents.</p> <p><i>Note:</i> Applicable file numbers in AR 340-18-15 may be used for the identification and disposition of additional files when created in connection with operation and maintenance of housing facilities in foreign lands.</p>	Destroy after 3 years.
1615-02	<p>Housing management files. Documents relating to the management of housing corporations in foreign lands. They include papers promulgating policy, rules, and regulations for occupancy; minutes of meetings of the responsible board; and papers reflecting changes in the organization of the ruling board, changes in rates, proposals for the betterment of the corporation, and similar managerial-type documents.</p>	Transfer to gaining agency upon loss of jurisdiction by the Department of the Army.
1615-03	<p>Scrap salvage control files. Documents relating to granting permission to individuals or firms for the removal and salvage of scrap material from U.S. military bases in foreign lands. The files consist of letters of request, coordination, approval, and disapproval.</p>	Destroy after 2 years.
1615-04	<p>Land sale control files. Documents accumulated in areas where Department of the Army authorities exercise control over the sale of land. Included are applications by aliens to purchase land from a local government or from citizens, records of approved deals by and between citizens and noncitizens, and similar documents.</p>	Destroy in CFA when no longer needed.

1616 PUBLIC WORKS AND UTILITIES FILES

These files are created from the process of providing guidance and assistance to governmental and nongovernmental agencies in reclamation work and in the establishment, improvement, management, operation, and maintenance of public works and public utilities.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1616-01	Domestic water corporation control files. Documents relating to the conservation and sale of domestic water and to the operation, maintenance, and management of water works and reservoirs. They include the request from local authorities for assistance or supervision of the project, if any, statistical and cost data, plans, and similar documents. Also, if supervision is involved, copies of requests for service, permits for tapping, and similar operational documents.	Destroy after 5 years, or when superseded or no longer needed for reference, whichever is first.
1616-02	Domestic water corporation contract and agreement files. Originals or copies of contracts and agreements made by or between the agency responsible for the management of a reservoir or water works and contractors, municipalities, institutions, and private enterprises.	Contracts: Destroy 6 years from date of final payment. Agreements: Destroy 1 year after expiration.
1616-03	Electric power corporation control files. Documents relating to the generation, transmission, distribution, and sale of electrical energy. They include the request from local authorities for assistance or supervision of the project, if any, statistical or cost data, plans, and similar documents. Also, if supervision is involved, copies of requests for permits, service, and similar operational documents.	Destroy after 5 years.
1616-04	Electric power corporation contract and agreement files. Originals or copies of contracts and agreements made by or between the agency responsible for the management of the electric power corporation and contractors, municipalities, institutions, and private enterprises.	Contracts: Destroy 6 years from date of final payment. Agreements: Destroy 1 year after expiration.
1616-05	Construction and maintenance files. Documents relating to the guidance and assistance given to local authorities in the construction, improvement, and maintenance of roads, highways, and bridges. They include studies, plans, statistical and cost data, reports, and similar documents.	Destroy after 5 years.

1617 PUBLIC TRANSPORTATION AND COMMUNICATION FILES

The files described in this category relate to the assistance given to local authorities in the development and improvement of public communication and transportation services.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1617-01	Transportation service guidance files. Documents relating to the development and improvement of transportation. Included are studies; reports of meetings and conferences; findings, recommendations, and action taken by local authorities, and where applicable by United States officials; and similar documents.	Destroy after 5 years.
1617-02	Sunken vessel salvage files. Documents created in granting permission to governmental agencies, individuals, or firms for the removal and salvage of wrecked vessels from territorial and navigable waters when the granting of such permission is a prerogative of the United States. Included are reports of investigations, findings and recommendations, letters of request, approvals and disapprovals.	Destroy 2 years after final action.
1617-03	Postal service guidance files. Documents relating to the development of postal service. They include studies, reports of meetings and conferences, findings, recommendations, and actions taken by local authorities, and where applicable, by U.S. officials.	Destroy after 5 years.
1617-04	Postage stamp development files. Documents relating to guidance and assistance given to a foreign government in the development, design, printing, issue, and sale of postage stamps. They include documents relating to processes and, where appropriate, to the control of all phases of philatelic activities.	Destroy after 10 years.
1617-05	Public informational media files. Documents relating to the dissemination and release of informational news.	Destroy after 2 years in CFA.

1618 EMIGRATION AND IMMIGRATION FILES

These files accumulate from the processes of providing guidance, or, where appropriate, regulating, supervising, and controlling emigration and immigration in foreign lands.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1618-01	Emigration and Immigration intelligence files. Documents relating to information furnished and received on prospective emigrants and immigrants. Included are reports, comments, recommendations, approvals and disapprovals, and similar documents. These are case files.	Destroy when no longer needed. <i>See ACI AW-77-143</i>
1618-02	Immigration case files. Personnel files documenting entry of foreign individuals in the country or area to establish residence. "Entry" applies also to U.S. forces personnel retiring in the area and to their unauthorized dependents. Included are applications, references to intelligence background reports, clearances, approvals and disapprovals, copies of notification to individuals of actions taken, and similar documents.	Destroy after 5 years.
1618-03	Employment of immigrants files. Case files relating to the employment and activities of approved immigrants. Included are reports of individual qualifications, aptitudes and education; records of training; information on availability of positions; and similar documents. <i>Note:</i> The record files described in this category will not be duplicated. When necessary to complete documentation of a case, intelligence reports, applications, approvals or disapprovals, and similar documents will be cross-referenced.	Destroy after 3 years in CFA.
1618-04	Entry and exit control files. These files are created only by elements authorized to exercise control over entry into and exit from a foreign area or territory. They consist of documents relating to policy on travel abroad by local individuals, members of certain organizations, business groups, and government political figures; cases establishing precedence; regulations and procedures for registration, deportation, and change of status; and procedures for entry and registry requirements for U.S. citizens and foreign national military personnel.	Permanent. Retire on discontinuance of function.

1619 CIVIC ACTION FILES

These files are created as a result of actions taken by U.S. military personnel (and to a lesser extent by U.S. civilians) in cooperation with foreign military and civil authorities, agencies, or groups for the socioeconomic well-being and improvement of the civil community. The objective of civic action is the building and reinforcing of mutual respect and fellowship between the indigenous civil and military community. The files are accumulated by civil affairs staff elements and/or civil affairs detachments assigned to major commands, intermediate commands, military assistance advisory groups or military missions, and by the Department of the Army staff agency responsible for staff supervision of civil affairs activity.

Note: Documents created in, or as a result of planning and conducting the civil affairs aspects of military operations (e.g. development of the Civil Affairs part of operational plans, actions taken to reestablish government in liberated areas, and the supervision and control of government in occupied areas) are described elsewhere in AR 340-18-16.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1619-01	Civic action meeting files. Documents reflecting meetings between Army personnel and personnel of elements of other Federal agencies in oversea areas (e.g. U.S. Agency for International Development, U.S. Information Agency, U.S. Embassy), and indigenous military Government agencies to discuss and coordinate projects and efforts. Included are notices, agenda, reports of meetings, and related papers.	Destroy after 6 years.
1619-02	Civic Action project files. Documents created in planning, coordinating, and controlling nationally directed civic action projects, including those accomplished by civil affairs mobile training teams. Included are requests for assistance; studies and plans of action; progress, briefing, and final progress reports; and similar or related documents.	Office performing Army-wide staff responsibility: Permanent. Cut off on completion of project. Offices at HQ of major commands and offices at the local level: Destroy after 6 years. Other offices: Destroy after 2 years.

19 August 1969

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

By Order of the Secretary of the Army:

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

Official:

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

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MACV (200)

ARNG and USAR: None.

For explanation of abbreviations used, see AR 320-50.