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PREVIOUS EDITION NOT USABLE



27

LEGAL SERVICES

Prescribing Directives

AR 27-1--Judge Advocate Legal Service

AR 27-3--Legal Assistance

AR 27-10--Military Justice

AR 27-20--Claims

AR 27-40--Litigation

AR 27-50--Status of Forces Policies, Procedures, and Information

AR 27-60---Patents, Inventions, and Copyrights

AR 27-70--Department of Defense Foreign Tax Relief Program

Description: These records concern judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs, international, foreign, procurement, and contract law, legal assistance for military personnel and their dependents, policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army, trials by courts-martial, including pretrial, trial, and post trial procedures, nonjudicial punishment, investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

FN: 27

2

Title General legal services correspondence files

Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable

Withdrawn

Description: Rothine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to legal services which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See file no. 25-30q.) Matters relating to legal services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keeponly when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

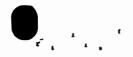
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN:-27-1c Title: Surety powers of attorney Authority: NN-166-204

WITHDRAWN

Privacy Act: Not applicable





Description: Information showing the appointment of persons as attorneys-in-fact by surety companies, authorizing them to execute surety obligations.

Disposition: Code KE6. Event: termination of power of attorney. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

FN: 27-1d

3

Title: Appearance as counsel in civil court files

Authority: NN-166-204

Privacy Act: AO027-40dDAJA

Description: Information on the appearance of military personnel and DA civilian employees as counsel before civil courts, administrative tribunals, regulatory bodies, or Government agencies. Included are the---

a. Requests with supporting or related information, letters, and other information indicating coordination involved.

b. Action taken on the requests.

Note: File the above information in the litigation file when the appearance concerns litigation involving or of interest to the Army.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 27-11

- 4 Title: Law library vouchers
 - Authority: NN-166-204

Privacy Act: Not applicable

Description: Vouchers, support papers, and voucher registers and inventory balance record of books.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business. but not longer than 6 years, then destroy.

5

- FN: 27-1r
- Title: JAG legal education program Authority: NN-167-31 and NN-165-192 Privacy Act: AO640-10-TAPC

Replaced by items 5a and 5b, per email from Kandy Light, 11/30/01.

WITHDRAWN

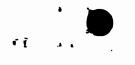
-RN

Description: Information on admission of Army students to civilian institutions for pruposes of pursuing degree requirements under The Judge Advocate General's Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.

Disposition: Code KE6. Event: completion of schooling, rejection of the individual, or withdrawal of the student. Keep in CFA until event occurs and then until no incorrect needed for conducting business, but not more than 6 years after the event, then destroy.

FN: 27-10a2 Title: Summary courts-martial Authority: NN-166-204

6



FN: 27-1r1
Title: JAG legal education program (accepted students)
Authority: NN-167-31 and NN-165-192
Privacy Act: A0600-8-104cNGB

Description: Records of students who completed the schooling or withdrew from the program: Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.

Disposition: Code KE6. Event: completion of schooling or withdrawal of the student. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

FN: 27-1r2

5b

5a

Title: JAG legal education program (rejected students) Authority: NN-167-31 and NN-165-192 Privacy Act: A0600-8-104cNGB

Description: Records of individuals rejected from the program: Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.

Disposition: Code TE1. Event: rejection of individual. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA. The RHA will destroy the record 1 year after the event.





Privacy Act: A0027-10bDAJA

Description: Office of summary court-martial convening authority and Table of Organization and Equipment (TOE) units: These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence. For disposition of copies of records of trial by summary courts-martial with notations of action taken by supervisory authority, see chapter 2, AR 27-10. For disposition of copies kept in unit files according to RCM 1305(e), MCM 1984, see AR 640-10 (Field 201 files, temporary information). **Disposition**: Code KE6. Event: notice of final action by the supervisory authority. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

|--|

Title: Court-martial locators

Authority: N1-AU-89-05

Privacy Act: A0027-10aDAJA

Description: Other than OTJAG: Information used to control cases that are to be tried or have been tried by summary, special, and general courts-martial. Included are index cards, registers, coding sheets and similar information.

Disposition: Code KE6. Event: completion of the case. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

| FN | / | |
|-----------|---|--|

| 8 | Title: Defiveries to civil authorities Authority: NN-165-470 Privacy Act: AO027-1DAJA Description: Information on the delivery of members of the Armed Forces accused of crimes to civil authorities for trial. Included are copies of requests, indictments, presentments, information or warrants, agreements to return members to military control, denials with reasons, and related information. Disposition: Code KE6. Event: final disposition of the matter. Keep in CFA-until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy. |
|---|--|
| 9 | FN: 27-10j Title: Witness appearances Authority: NN-166-204 Privacy Act: A0027-10cDAJA Changes per Kandy Light emails of 11/21/01 and 11/30/01RN |
| (| Description: Information on requests for military personnel and DA civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies, Included are requests with supporting information, letters, electronically irransmitted messages, personnel action forms, and other information indicating action taken on the requests. Disposition: Code KE: Keep in CFA usifing information indicating business, but not longer than 6 years then destroy. Code KE6, Event: appearance of witness, |

| EN: 27-20d Title: Claim journals and indices | WITHDRAWN |
|---|---|
| Authority: NC1-AU-83-43 Privacy Act: A0027-20aDAJA Description: Information used for recording actual or possible claim, and cross-indexes Disposition: Code K6. Keep in CFA until no | pertinent information on each event on an of incidents entered in the claims journal. |
| but not longer than 6 years, then destroy | |
| Title: Claim-reports Authority: NC1-AU-83-41 Privacy Act: A0027-20aDAJA Description: Information containing statistic | not needed be cause proposed disposit to previously approved authority and with MARKS redesign, per Kandy Light d email RN |
| | rclaims Included are: copies of reports kept |
| Disposition: Code K6. Keep in CFA until no but not longer than 6 years, then destroy. | o longer needed for conducting business, |
| FN: 27-60ii2 | |
| Title: Intellectual property clause deviations Authority: NC1-AU-79-53 | |
| Privacy Act: Not applicable | n on requests for and entrough or |
| Description: Requesting offices: Informatio disapproval of, deviation from standard proc | urement contract clauses. These clauses |
| pertain to inventions, patents, copyrights, tra property required by regulation to be include | |
| used to support and justify such requests (for | or example, memorandums of the facts |
| respecting the proposed contract and prospe policy pertinent to the particular case). Inform | |
| administering contracts will be filed with the related contracts will be destroyed with the r | |
| Disposition: Code K6. Keep in CFA until no but not longer than 6 years, then destroy. | |
| FN: 27-60ss | |
| Title: Unsolicited proposals Authority: NN-164-30 | WITHDRAWN |
| Privacy Act: AO027-60aDAJA Description: Office of record established pu | Istrept to the provisions of AR 27-60. |
| Information relating to the receipt and admin | nistration of the evaluation of unsolicited |
| disclosures, data, suggestions, ideas, plans, | , sketches, drawings, information, |

responding to requests for quotation or requests for bids for basic rescarch, or



submitted by military personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, proposals resulting from qualitative requirements information or similar problem statements, memorandums of understanding, communications with submitters, evaluations, and similar information. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 27-70b

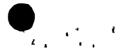
14 **Title:** DOD Foreign Tax Relief Program report files

Authority: N1-AU-91-4 Privacy Act: Not applicable

Description: Annual reports required under the DOD Foreign Tax Relief Program (RCS: DDGC(A)1199). Includes a summary of significant activities during the preceding year of the administration of the program furnished by commanders of the unified commands to the General Counsel of the DOD.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.





190 **MILITARY POLICE Prescribing Directives** AR 190-5--Motor Vehicle Traffic Supervision AR 190-8--Enemy Prisoners of War Administration, Employment, and Compensation AR 190-9--Military Absentee and Deserter Apprehension Program AR 190-11--Physical Security of Arms, Ammunition, and Explosives AR 190-12--Military Police Working Dogs AR 190-13--The Army Physical Security Program AR 190-14--Carrying of Firearms and Use of Force for Law AR 190-22--Searches, Seizures, and Disposition of Property AR 190-24--Armed Forces Disciplinary Control Boards And Off-Installation Military Enforcement AR 190-30--Military Police Investigations AR 190-40--Serious Incident Report AR 190-45--Military Police Law Enforcement Reporting AR 190-47--The U.S. Army Correctional System AR 190-51--Security of Army Property at Unit and Installation Level AR 190-53--Interception of Wire and Oral Communications for Law Enforcement Purposes AR 190-57--Civilian Internees--Administration, Employment, and Compensation AR 190-59--Chemical Agent Security Program Description: These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners. FN: 190-Title: General military police correspondence files Authority: NN-167-31 and NN-165-192 WITHDRAWN Privacy Act: Not applicable Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; pregram and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to military police which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to military police that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than -6-veare. then destrov. -FN: 190-5a Title: Law enforcement Authority: NN-166-204 Privacy Act: A0190-45DAMO Description: Information on traffic enforcement activities, minor offenses, and uniform violation notices

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

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

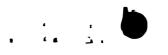
FN: 190-5b1

| 17 | Title: Vehicle registration and driver records Authority: NC1-AU-84-31 Privacy Act: A0190-5DAMO Description: Information gathered on POV registration and driver record files. Included are driver records consisting of: a. Information on chargeable motor vehicle accidents, moving violations, suspension and revocation actions, and point assessments involving military and civilian personnel and their dependents. b. Other personnel privileged to operate motor vehicles on Army installations. Note: Forward to next duty station on transfer of military member, Government or nonappropriated fund civilian employee, or |
|----|--|
| | employee of Government contractor. Jone Vear after Disposition: Code KE6. Event is termination of suspension or revocation of driving privileges. Keep in CFA until event occurs and then no longer needed for conducting business, but not longer than 6 years after the event, then destroy. |
| 18 | FN: 190-5d2 Title: Special agent accreditations Authority: NC-AU-75-17 Privacy Act: A0190-30DAMO Description: Information on the accreditation, nonparticipation, or withdrawal of accreditation of persons as criminal investigators. Included are applications, recommendations, approvals, disapprovals, and related information. Disposition: Disapproved accreditation and related information: Code K6. Keep in CFA until no longer. |
| 19 | needed for conducting business, but not longer than 6 years, then destroy. FN: 190-5f Title: Missing vehicle register cards Authority: NN-166-204 Privacy Act: Not applicable Description: Cards showing the description of missing or stolen military or civilian vehicles and related information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. |
| 20 | FN: 190-6a Title: Financial privacy requests Authority: N1-AU-94-19 Privacy Act: Not applicable Description: This file contains statistical reports and associated correspondence concerning legal request to financial institutions for financial records under the access procedures of customer consent, search warrant, judicial subpoena, formal written request, emergency access, and foreign intelligence and foreign counterintelligence activities. Disposition: Office having Armywide responsibility: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. |
| 21 | FN: 190-6b Title: Financial privacy reports Authority: N1-AU-94-19 Privacy Act: Not applicable Description: Consolidated reporting information concerning requests for financial information from financial institutions. This report is provided under the provisions of AR 190-6 by Army law enforcement activities during the performance of Army investigations or inquiries. This annual report is required by the Right to Financial Privacy Act of 1978 (RCS DD-COMP(A) 1538) and is submitted on DD Form 2563. Disposition: Office having Armywide responsibility: Code K6. Keep in CFA until no longer needed for conducting husiness, but not longer than 6 years, then destroy |

Disposition: Office having Armywide responsibility: Code K6. Keep in CFA until no longer nee conducting business, but not longer than 6 years, then destroy.

FN: 190-6c

1





22 Title: Financial privacy records (backup material)

Authority: N1-AU-94-19 Privacy Act: Not applicable

Description: Backup copies of Financial Privacy Requests and Reports in various formats. **Disposition:** Office having army wide responsibility: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

| change per Kandr Light enail of 11/21/01. RN 23 after the event, | Privacy Act: A0190-9DAMO event accurs and then |
|--|--|
| 24 | FN: 190-12b Title: Sentry dog facility inspections Authority: II-NNA-1003 Privacy Act: Not applicable Description: Inspection checklist used during inspection of sentry dog facilities. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. |
| 25 | FN: 190-13a Title: Guard reports Authority: NN-166-204 Privacy Act: Not applicable Description: Retained copies of the Guard Report which is prepared daily and submitted to the installation commander or authorized representative. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. |
| 26 | EN: 190-13b Title: Gate guard files Authority: NN-166-204 Privacy Act: Not applicable Description: Information on measures taken to guard Government facilities and military prisoners (U.S. Army personnel). Included are: assignment sheets, gun registers, registers showing movement of personnel or vehicles into or out of Government facilities, package passes, routine or negative reports, related information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. |
| 27 | FN: 190-13c1 Title: Crime prevention surveys Authority: NN-170-20 |

Privacy Act: Not applicable

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

| change per Kandy. Light email of 11/21/01. RN |
|--|
| Disposition: Government-owned facilities: Gode Ke. Keep in CFA until no longer needed for conducting |
| business, but not longer man o years, then destroy. |
| FN: 190-13e Code KEG. Event: completion of the next |
| Title: Security identification applications Authority: NN-170-4 June 2011 June 2011 Ju |
| Authority: NN-170-4 OF the facility, which ever is sooner. |
| Privacy Act: A0600-8-14DAPE Description: Information on the issue of security identification cards or badges. Included are applications |
| and related information. |
| Disposition: Code KE6. Event is turn-in of card or badge. Keep in CFA until event occurs and then until |
| no longer needed for conducting business, but not longer than 6 years after the event, then destroy. |
| FN: 190-13g |
| Title: Physical security plans and programs |
| Authority: NN-166-204 |
| Privacy Act: Not applicable Description: Information on physical security and plant protection plans and programs. Included are |
| waivers, exceptions, and related information. |
| Disposition: Code KE6. Event is supersession or obsolescence. Keep in CFA until event occurs and |
| then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. |
| FN: 190-14b |
| Title: Registrations and permits |
| Authority: NN-166-204 |
| Privacy Act: A0190-14DAMO |
| Description: Information on the registration of restricted property and privately owned weapons. Information on the issuance of hunting, fishing, and trapping permits. |
| Disposition: Code KE6. Event is expiration or revocation. Keep in CFA until event occurs and then until |
| no longer needed for conducting business, but not longer than 6 years after the event, then destroy. |
| FN: 190-22b |
| Title: Prisoner or detained person receipts |
| Authority: NC1-AU-78-84 Privacy Act: Not applicable |
| Description: Information showing the receipt of prisoners or detained persons. |
| Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than |
| 6 years, then destroy. |
| EN: 190-24c Title: Parol-recorts |
| Authority: NN-166-204 WITHDRAWN |
| Privacy Act: Not applicable |
| Description: Military police patrol report files and guard service control files. Included are reports of |
| patrols who keep order in towns, on trains and at transportation terminals, guard check sheets, door slip summaries, routine and negative reports, round reports, service reports on interruptions and tests, punch |
| clock dial sheets, and related information. |
| Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than |
| G years, then destroy. |
| FN: 190-30a Title: Security identification accountability |
| Authority: NN-170-4 |
| Privacy Act: A0381-20DAMI & A0190-13CFSC Description: Information used to keep an account of identification cards and badges. Included are |
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| | Disposition: Code KE6. Event is after last card or badge number entered has been accounted for. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. |
| 34 | FN:-190-30d Title: MP Investigator considerations Authority: NC-AU-75-40 Privacy Act: A0190-30DAMO Description: Information on personnel considered and nonselected as military police (MP) investigators and the temporary or permanent withdrawal of credentials and related information. Included are requests, name checks, background checks, appeals, rebuttals, and related information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destrey. |
| 35 | FN: 190-40a Title: Serious incident reports Authority: NO1-AU-77-142- Privacy Act: A0190-40DAMO Description: Reports of serious incidents which may embarrass or be of concern to DA or DOD. Included are initial, supplemental, terminal, and special interest follow-up reports, and related information. Disposition: Code KE6. Event is completion or receipt of final report. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. |
| 36 | FN: 190-45f Title: Provisional passes Authority: NN-166-204 Privacy Act: A0001bTAPC Description: Retained copies of passes issued to personnel for use during travel to their units. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. |
| 37 | FN: 190-47a3 Title: Confinement population and operational reports Authority: NC-174-098 Privacy Act: Not applicable Description: Documents providing statistical data on the number of prisoners confined in Army confinement facilities and data on operations of Army confinement facilities. Included are basic reports, consolidated and special reports, statistical compilations or tabulations, letters, forms, and similar documents. Disposition: United States Disciplinary Barracks (USDBs) and other confinement facilities: Code K6 |
| 38 | Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. The state of the s |
| 39 | FN: 190-47d Title: Confinement facility blotters Authority: NN-166-204 Privacy-Act: A0190-47DAMO |

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| | | | |
| | Description: Documents used by consuct as beadcounts, bed checks, roll suicides, and similar incidents. Includ Disposition: Code Ko: Keep in CFA 6 years, then destroy. | calls, staff visits and inspections, find are blotters, log-books, and simi | res, escapes, riots, disorders, lar or related documents. |
| 40 | FN: 190-47e Title: Prisoner visitor registers Authority: NN-166-204 Privacy Act: A0001aTAPC Description: Documents reflecting al documents. Disposition: Code KE6. Event is last then until no longer needed for condu- destroy. | t entry on the form or register. Keep | in CFA until event occurs and |
| 41 | FN: 190-47f Title: Prisoner employment files Authority: NN-166-204 Privacy Act: A0190-47DAMO Description: Documents used by co prisoners. Included are registers, card Disposition: Code K6. Keep in CFA 6 years, then destroy. | ds, and similar or related documents | S. |
| 42 | FN: 190-47i Title: Progress evaluations Authority: NN-166-204 Privacy Act: A0190-47DAMO Description: Documents relating to p and similar or related documents. Disposition: Offices requiring report: event occurs and then until no longer the event, then destroy. | Code KE6. Event is receipt of final | evaluation. Keep in CFA until |
| 43 | FN: 190-47r Title: Transportation receipts Authority: NN-166-204 Privacy Act: Not applicable Description: Documents used in lieu carrier. Included are receipts and sim Disposition: Code K6. Keep in CFA 6 years, then destroy. | ilar or related documents. | |
| 4 4 | FN: 190-47s2 Title: Prisoner mail files Authority: NN-166-204 Privacy Act: A0190-47DAMO Description: Documents accumulate receipt voucher, summary receipt, ind expenditure, checklist for rejected let and related or similar documents. Disposition: Checklist for rejected let no longer needed for conducting busi FN: 190-47t | coming package record, individual s ters, publication record, cumulative tters, publication record and other f | tamp account, individual stamp individual postage stamp record, iles: Code K6. Keep in CFA until |
| | | | |

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Title: Prisoner appointment passes Authority: NN-166-204 Privacy Act: A0190-47DAMO

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

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 190-47u

46

Title: Official count files Authority: NN-166-204

Privacy Act: Not applicable

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

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 190-47v2

Title: Individual correctional treatment files Authority: NN-166-204

47 Privacy Act: A0190-47DAMO

Description: Documents accumulated by U.S. Disciplinary Barracks on individuals in confinement, consisting of some semipermanent and some temporary papers as defined below. The correctional treatment file is maintained in a separate file folder apart from the Military Personnel Records Jacket. Temporary documents are those pertaining to--

(1) General prisoners' individual clothing and equipment record.

- (2) Requests for withdrawal of personal property or funds agreement of employer.
- (3) Chaplain's report.
- (4) Education and rehabilitation report.
- (5) Letter of transmittal of records and acknowledgment of receipts.
- (6) Letter to employer, letter of warning.
- (7) Notice to prisoner of change of status.
- (8) Notification to next-of-kin of escape.
- (9) Present adjustment report.
- (10) Report of arrival of parolee.
- (11) Request for statement of account and for other records and status letters.
- (12) Work and assignment progress reports.

Disposition: Code KE6. Event is release from confinement or expiration of parole. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

FN: 190-47w2

Title: Individual prisoner personnel files

Authority: NN-166-204

Privacy Act: A0190-47DAMO

Description: Documents accumulated by the office performing Armywide staff supervision over individuals confined in U.S. disciplinary barracks or Federal prisons. Included are papers relating to the sentence, status, clemency, other actions pertaining to the confinement, and related documents. **Disposition:** Temporary records: Code KE6. Event is release, expiration of parole, or final review of Appellate Review Authority. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

FN: 190-47x Title: Disciplinary status Authority: NN-166-204

48





Privacy Act: A0190-47DAMO

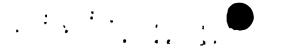
Description: Documents relating to the status and disposition of cases involving disciplinary or possible disciplinary action, admonition, or reprimand of military personnel. Included are cards, rosters, and similar documents.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 190-47y Title: Physical inspections Authority: NN-166-204 Privacy Act: Not applicable

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

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.





195

CRIMINAL INVESTIGATION

Prescribing Directives

AR 195-2--Criminal Investigation Activities

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

AR 195-4--Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities

AR 195-5--Evidence Procedures

AR 195-6--Department of the Army Polygraph Activities

Description: These records concern functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. This includes matters pertaining to evidence, polygraphs, special funds, selection and identification of investigators, and other matters appropriate to criminal investigation activities.

FN: 195-

Title: General criminal investigation correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act. Not applicable

WITHDRAWN

51

Description: Robtine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to criminal investigation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30g.) Matters relating to criminal investigation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information bethered for preparation of an action.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destrey.--

FN: 195-2a

52 Title: Criminal investigation status report

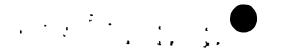
Authority: NC1-AU-78-4

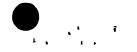
Privacy Act: A0195-2bUSACIDC

Description: Information gathered in Headquarters, U.S. Army Criminal Investigation Command (HQ, USACIDC) which provides information on the status of criminal

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| | investigations. Included are reports, action officers' activity summaries, letters, messages, notes, reports of investigation containing witness statements, subject statements, agent statements, documents evidence, action log (numerical sequence), and related information. Note: Selected information containing data of current operational value will be reviewed yearly for continued retention not to exceed 20 years. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. | |
| 53 | FN: 195-2C Title: U.S. Army Criminal Investigation Laboratory reports Authority: NC 1-AU-79-2 Privacy Act: A0195-2b USAGIDC Description: Retained copies at U.S. Army Criminal Investigation Laboratory of laboratory reports, findings, ballistics tests, chemicae analyses, forms, and indexes prepared in conducting test of material which may be used as evidence or exhibits in criminal investigations. Disposition: Code K6. Keep in CFA until no longer needed for conducting Disiness, but not longer than 6 years, then destroy. | |
| 54 | Disposition: Code KE6. Event: final action on all entries. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy | hange per 10/1961 mail from 17 Light. |
| 55 | FN: 195-2e Title: CID investigative activities reports Authority: NC1-AU-79-44 Privacy Act: Not applicable Description: Information containing statistical and analytical data on Reports Investigation, Crime Prevention Surveys, Criminal Information Reports, laboratory examinations, and other CID investigation activities. Included are CID Form 41 (Summary Report on CID Activities), CID Form 49 (Monthly Report of USACIL Activities), recurring reports and studies, and related ADP registers. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. | - RN |
| | FN: 195-2f | |

- 56 FN: 195-2f Title: Photographic identification Authority: NC1-AU-78-83 Privacy Act: A0195-2bUSACIDC





Description: Photographs of persons who are suspects or subjects of criminal investigations. Included are separate control logs and ledgers providing identifying data on the person and photograph and related information. Note: selected photographs and related information will be kept and reviewed yearly for continued retention. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy,

FN: 195-2g4 **Title:** Source files

57

Authority: NC1-AU-81-4

Privacy Act: A0195-2bUSACIDC

Description: USACIDC Region Headquarters and subordinate USACIDC elements: Sources files and cross index cards for all other than Level I Drug Suppression Team Information. Other subordinate USACIDC elements: Master source files, informant files and cross index cards. Information relating to sources used in the conduct of investigations. Included are CID Form 20 (Informant Data Cards), CID Form 28 (Agent Activity Summaries), cross index cards, and related information.

Disposition: Code KE6. Event: termination of informant's service. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

EN: 195-2h2

NARA approval not needed because proposed Title. Criminal intelligence reports and cross-index cards 58 Authority: NC1-AU-77-157 Authority: NC1-AU-77-157 Privacy Act: A0380-13DAMO Description: Region meanuturaters, Districts, field offices, other elements designated by the region commander: Information on any person, civilian or military, involved in or 'RI reporting possible criminal activity affecting the U.S. Army's interests, property, and personnel. This may include information on persons; action officer's activity summary; letters, messages, notes, or reports on investigations containing witness statements, subject statements, and technical investigation data; indices containing codes for the type of crime, and agencies, firms, DA, and DOD organizations which were the subjects of criminal investigations. Note: Deleted reports and corresponding cards containing information of current operational value may be reviewed yearly for continued retention. Disposition: Code K6. Keep in CFA until no longer needed for conducting business. but not-longer than 6-years, then destroy.

FN: 195-2i2

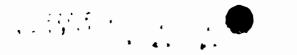
Title: Criminal Intelligence Bulletins (CIB)

Authority: NC1-AU-77-158 59

Privacy Act: Not applicable

Description: Region headquarters, Districts, field offices, and other elements designated by the region commander: A CIB is used to send out criminal intelligence to subordinate units within USACIDC. The CIB contains the review and analysis of criminal intelligence reports, reports of investigation, the crime prevention survey, and other

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| \langle | investigative information received. Note: Selected bulle <u>information of current op</u> erational value may be reviewed Disposition: Code KE6. Keep in CFA until event occur needed for <u>conducting business</u> , but not more than 6 vertice destroy. <u>Event: isrvance of subsequent</u> | ed yearly for continued retention. rs and then until no longer ears after the event, then t cib or supersession or |
| 60 | Title: Essential elements of criminal intelligence (EECI) Authority: NC1-AU-77-160 Privacy Act: Not applicable Description: Specific items of information and develop criminal activities and crime prone areas. Note: HQ, US containing information of current operational value may | email of 11/21/01, -RN oment of information pertaining to SACIDC: Selected EECI o be kept longer, and thereafter |
| after the | reviewed yearly for continued retention event occurs | rand then until |
| event, | Disposition: Cede Kel Keep in CFA until no longer ne but not longer than 6 years, then destroy. | edea for conducting business, |
| \leq | | |
| 61 | Title: Criminal intelligence data | ata and significant data kept |
| 62 | FN: 195-4a Title: CID fund files Authority: NC1-AU-77-120 Privacy Act: A0195-4USACIDC Description: Information on the expenditure of funds for discharging assigned duties of criminal investigators not funds. Included are vouchers, subvouchers and support advanced funds, voucher registers, and CID clothing re Disposition: Code KE6. Event: inspection and clearant Keep in CFA until event occurs and then until no longer business, but not more than 6 years after the event, the | ot otherwise payable from DA rting information, records of ecords. Ice by Comptroller, USACIDC. r needed for conducting |
| 63 | FN: 195-5a Title: Evidence ledgers and evidence custody files Authority: NC1-AU-81-67 Privacy Act: Not applicable Description: Information created by the U.S. Army Cri and by Military Police worldwide. It consists of informat receipt, and disposition of physical property held as evid | ion showing the description, |





WITHDRAWN

court proceedings. This information is used by criminal investigators or crime laboratories. Included are evidence vouchers, statements of destruction, ledgers, and related information. (USACIDC and MP field units will forward a copy of each related evidence custody document with all final reports to Crime Records Center. They will be kept with Criminal Investigation Case Files.)

Disposition: Code KE6. Event: all items of evidence have been disposed of.Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

FN: 195-6a

64

Title: Polygraph examinations

Authority: NN-166-204

Privacy Act: A0195-6USACIDC

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

Disposition: Code KE6. Event: investigation report has been closed or completed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

FN: 195-6b2

Title: Polygraph certifications

65 Authority: NC1-AU-77-427

Privacy Act: A0195-6USACIDC

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

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.