


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>NI-AZ-00-13</i>	DATE RECEIVED <i>3-22-2000</i>
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		DATE <i>1-7-02</i>	
3. MINOR SUBDIVISION Records Management Program Division		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556		

6. AGENCY CERTIFICATION  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;
  is attached; or
  has been requested.

DATE <i>22 Mar 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE  HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
49.	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> <p><i>cc: Agency, NWMTW, NR</i></p>		

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135

**ARMY NATIONAL GUARD AND ARMY RESERVE**

**Prescribing Directives**

AR 135-155--Promotion of Commissioned Officers and Warrant Officers Other than General Officers

AR 135-156--Personnel Management of General Officers

AR 135-215--Officer Periods of Service on Active Duty

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

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**FN: 135**

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

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

**Privacy Act:** Not applicable

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

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

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**FN: 135-155c**

**Title:** Reserve officer eligibility determinations

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

**Privacy Act:** A0640ARPC

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

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

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**FN: 135-215a**

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

**Authority:** NN-166-204

**Privacy Act:** A0001bTAPC

**Description:** Information or documents on considering officers of the National Guard and Army Reserve for continuation on active duty. These include requests for voluntary indefinite extensions, short term extensions, or extensions for hardship or family considerations.

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

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WITHDRAWN

WITHDRAWN

WITHDRAWN

140

**U.S. ARMY RESERVE**

**Prescribing Directives**

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

AR 140-10--Assignments, Attachments, Details, and Transfers

AR 140-111--U.S. Army Reenlistment Program

AR 140-145--Individual Mobilization Augmentation (IMA) Program

AR 140-158--Enlisted Personnel Classification, Promotion, and Reduction

AR 140-185--Training and Retirement Point Credits and Unit Level Strength Accounting Records

AR 140-315--Employment and Utilization of U.S. Army Reserve Military Technicians

AR 140-483--Army Reserve Land and Facilities Management

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

FN: 140

**Title:** General Army Reserve correspondence files

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

**Privacy Act:** Not applicable

WITHDRAWN

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

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

FN: 140-9a

**Title:** Active duty reports

**Authority:** NN-166-204

**Privacy Act:** A0640-10aTAPC

WITHDRAWN

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

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

FN: 140-10a

**Title:** Reserve officer career management files

**Authority:** NN-166-204

**Privacy Act:** A0600ARPC & A0640ARPC

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

**Disposition:** Code KE6. Event is final separation from the Army Reserve. 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. (Forward in accordance with AR 140-241 when individual transfers within the Army Reserve,

*DATA approval not needed.  
Proposed disposition equivalent to  
previously approved authority.*

~~enters on active duty, transfers to Army National Guard of the United States (ARNGUS), or is assigned to the Standby or Retired Reserve.)~~

7.

~~FN: 140-145a~~

~~Title: Mobilization designee files~~

~~Authority: NN-166-204~~

~~Privacy Act: A0640ARPC~~

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

~~Disposition: Code KE6. Event is termination of mobilization designation. 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.~~

WITHDRAWN

8.

~~FN: 140-158b~~

~~Title: Enlisted promotions~~

~~Authority: N1-AU-86-1~~

~~Privacy Act: A0640ARPC~~

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

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

WITHDRAWN

9.

~~FN: 140-158e~~

~~Title: Reserve enlisted promotion eligibility determinations~~

~~Authority: N1-AU-89-14~~

~~Privacy Act: A0640ARPC~~

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

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

WITHDRAWN

10.

~~FN: 140-185b~~

~~Title: Reserve unit attendance reference sets~~

~~Authority: NC1-AU-79-34~~

~~Privacy Act: A0600-8DAPE~~

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

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

11.

~~FN: 140-185c~~

~~Title: Reserve training projects~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Records on preparing, processing, and assigning training projects to Reserve members who are too far from training activities. Included are requests for project outlines, project assignments, progress reports correspondence with other Army agencies about the award of retirement point credits, project report, and similar or related documents.~~

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

WITHDRAWN

~~**Disposition:** Code KE6. Event is completion of project. 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.~~

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12. **FN:** 140-185e

**Title:** Equivalent training authorization approvals

WITHDRAWN

**Authority:** NN-166-204

**Privacy Act:** A0600-8DAPE

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

**Disposition:** Offices of Army headquarters and oversea command headquarters: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

145

**RESERVE OFFICERS TRAINING CORPS**

**Prescribing Directive**

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

AR 145-2--Junior Reserve Officer Training Program

**Description:** These records concern functions, responsibilities, organization, and procedures for administering the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps.

FN: 145

13.

**Title:** General Reserve Officers Training Corps (ROTC) correspondence files

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

**Privacy Act:** Not applicable

WITHDRAWN

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

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

FN: 145-1a

14.

**Title:** ROTC enrollment reports

**Authority:** NN-166-204

**Privacy Act:** A0145-1TRADOC

WITHDRAWN

**Description:** Documents relating to ROTC enrollment data reported to TRADOC. Included are forms, consolidated reports, 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: 145-1b

15.

**Title:** ROTC camp files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

WITHDRAWN

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

**Disposition:** Code KE6. Event is completion of subsequent camp. 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: 145-1c

16.

**Title:** ROTC cadet records

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

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

WITHDRAWN

**Description:** TRADOC Form 176 containing information on each cadet, including personal data, enrollment, scholarship, prior training, selection, physical and medical data, subsistence, academics, military science, security investigations, active duty or reserve forces duty, graduation, appointment data, and related information. Note: if cadet transfers to another ROTC institution, transfer record to gaining institution on request as provided in AR 145-1.

~~Disposition: Code KE6. Event is termination of enrollment, graduation, or withdrawal from institution. 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.~~

17.

~~FN: 145-1e  
Title: ROTC separated cadet records  
Authority: NN-166-204  
Privacy Act: A0145-1aTRADOC-ROTC  
Description: Documents relating to former cadets. They are kept in manila folders. Included in each former cadet's file are the Armed Forces security questionnaire, deferment agreement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information. (TRADOC Form 176 is kept under file number 145-1c.)  
Disposition: Code KE6. Event is withdrawal from ROTC program. 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.~~

WITHDRAWN

18.

~~FN: 145-1f  
Title: ROTC screening test answer sheets  
Authority: NN-166-204  
Privacy Act: A0145-1aTRADOC-ROTC  
Description: Documents related to giving the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

19.

~~FN: 145-1i  
Title: ROTC cadet evaluation reports  
Authority: NN-166-204  
Privacy Act: A0145-1aTRADOC-ROTC  
Description: Documents of cadet ratings prepared by professors of military science and commanders prior to graduation. Included are evaluation reports and related information.  
Disposition: Code KE6. Event is graduation or sending to higher command on request. 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.~~

WITHDRAWN

20.

~~FN: 145-1j  
Title: ROTC scholarship selected applicant files  
Authority: NC-AU-76-10  
Privacy Act: A0145-1bTRADOC-ROTC  
Description: Documents relating to the selection of individuals for ROTC scholarships. Included are applications, reference questionnaires, interview worksheets, descriptive reports, Scholarship Selection Board vote sheets, evaluation score sheets, documents reflecting College Entrance Examination Board (CEEB) scores, and related documents.  
Disposition: Code KE6. Event is individual graduation or disenrollment. 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.~~

21.

~~FN: 145-1k  
Title: ROTC scholarship nonselected applicant files  
Authority: NC1-AU-83-48  
Privacy Act: A0145-1aTRADOC-ROTC  
Description: Documents reflecting the nonselection of applicants for ROTC scholarships. Included are applications, physical exams, and medical histories, secondary school transcripts, documents reflecting extracurricular activities, documents reflecting CEEB scores, and related documents.~~

**Disposition:** Code KE6. Event is graduation of the nonselectee's class. 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.

22. **FN:** 145-1m  
**Title:** ROTC graduate files  
**Authority:** NN-166-204  
**Privacy Act:** A0145-1aTRADOC-ROTC  
**Description:** Documents used to determine assignment of graduates, showing names and pertinent information concerning students scheduled to complete the senior Reserve officers training course and to be commissioned in the U.S. Army Reserve. Included are rosters, cards, tapes, orders, and related documents.  
**Disposition:** Code KE6. Event is completion of assignment. 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.

23. **FN:** 145-1n  
**Title:** Inquiry and eligibility files  
**Authority:** NN-166-204  
**Privacy Act:** A0601-210aUSAREC  
**Description:** Documents related to verifying the eligibility of individuals for the ROTC. Included are letters, reports, designation of Distinguished Military Students, and similar documents.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

24. **FN:** 145-1p  
**Title:** ROTC unit evaluations  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Documents related to rating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notices of probationary status, waivers, academic evaluation reports, correspondence about corrective action, and similar or related documents.  
**Disposition:** Code KE6. Event is expiration of the waiver or removal of the unit from probation. 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.

WITHDRAWN

25. **FN:** 145-1r  
**Title:** ROTC class standings  
**Authority:** NN-163-44  
**Privacy Act:** A0145-1aTRADOC-ROTC  
**Description:** Documents reflecting class standings and failures of ROTC officers attending officer orientation courses. Included are forms, printouts, correspondence, and similar or related documents.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

26. **FN:** 145-2a  
**Title:** NDCC instructor selections  
**Authority:** NN-163-44  
**Privacy Act:** A0145-2TRADOC  
**Description:** Documents relating to choosing instructors for National Defense Cadet Corps (NDCC) schools. Included are letters with detailed experience qualifications, approvals by the Army Staff, and similar or related documents.  
**Disposition:** Code KE6. Event is termination of employment by the school. 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.

WITHDRAWN



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350

**TRAINING**

**Prescribing Directives**

AR 350-1--Army Training

AR 350-6--Army-Wide Small Arms Competitive Marksmanship

AR 350-7--Training and Evaluation of Forces for Civil Disturbances

AR 350-10, Management of Army Individual Training Requirements and Resources.

AR 350-28--Army Exercises

AR 350-37--Individual Training Evaluation Program (ITEP)

AR 350-41--Army Forces Training

**Description:** These records concern instructing personnel in performing military functions, tasks, and exercises involving units to increase their combat readiness. Included are basic training, individual training, and military techniques; doctrines and tactics; and on-the-job training for military or civilian personnel, such as supervisory, management, first aid, security, recognition, and physical fitness. Excluded are subjects in the 351-, 352-, and 621-series.

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**FN:** 350

**Title:** General training correspondence files

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

**Privacy Act:** Not applicable

**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to training 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 training 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), notes, drafts, feeder reports, and similar working papers 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.

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**FN:** 350-1a

**Title:** Training inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related information.

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

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**FN:** 350-1e

**Title:** Annual training support files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents related to support for annual training of ARNG and USAR units. Included are support plans, critiques, scenarios, and related information.

**Disposition:** Code KE6. Event is completion of final action related to annual training support. 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.

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**FN:** 350-1g

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27. WITHDRAWN

28. WITHDRAWN

29. WITHDRAWN

30. WITHDRAWN

**Title:** Unit tests

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents related to administering training tests to units. Included are advance notices of tests, checklists, reports of test results, notices of ratings, and related documents.

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

31.

**FN:** 350-6a

**Title:** Marksmanship files

**Authority:** NC1-AU-78-1

**Privacy Act:** A0350-6FORSCOM

**Description:** Documents related to planning, scheduling, administering, and conducting rifle and pistol firing competition among members of the armed services, reserve components, and rifle clubs of civilian organizations and educational institutions. Included are correspondence with the civilian clubs, comments on and approval of the program for the national matches, lists of team members, firing score records, written protests, final reports of competition, individual records of awards, and related documents.

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

WITHDRAWN

32.

**FN:** 350-7b

**Title:** Task analysis background files

**Authority:** N1-AU-86-54

**Privacy Act:** Not applicable

**Description:** Background materials on task analyses accumulated and maintained for reference and audit trail purposes.

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

WITHDRAWN

33.

**FN:** 350-10a

**Title:** Army Training Requirements and Resources Systems (ATRRS) Files

**Authority:** N1-AU-94-17

**Privacy Act:** A0351DAPE

**Description:** Information pertaining to institutional training requirements, programs, and resources required to support the Total Army Individual training courses taught by or for Army personnel. Included are documents, tapes, and disks reflecting information on individual training requirements, resources, reports, similar schools input and course statistics which cannot be filed with the detailed records in the following 350-10 series file numbers.

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

34.

**FN:** 350-10b

**Title:** Individual Training Requirements Files

**Authority:** N1-AU-94-17

**Privacy Act:** A0351DAPE

**Description:** Information pertaining to development, verification, and solicitation of training requirements for the Total Army (military and civilian). Included are documents, tapes and disks reflecting information on initial entry training (IET), special qualifications identifiers (SQI), additional skill identifier (ASI), Noncommissioned Officers Education System (NCOES), officers and enlisted functional or transitional training, professional development, U.S. Military Academy (USMA), USMA Prep School, Officer Candidate School (OCS), Reserve Officers' Training Corps (ROTC), and similar categories.

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

*DAEA approval not needed. Proposed disposition equivalent to previously approved authority.*

35.

**FN:** 350-10c

**Title:** Individual Training Requirements Background Files

~~Authority: N1-AU-94-17~~

~~Privacy Act: A0351DAPE~~

~~Description: Background information pertaining to development of training requirements for the Total Army (military and civilian). Included are documents, tapes, and disks reflecting information on current authorization documents, Army policies, current manpower inventory, projected gains and losses, availability of resources, and similar information.~~

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

*NARA approval not needed. Proposed disposition equivalent to previously approved authority.*

36.

FN: 350-10d2

Title: Army Training Requirements and Resources System (ATRRS) Report Files

Authority: N1-AU-94-17

Privacy Act: A0351DAPE

Description: Information pertaining to ATRRS reports, including documents, tapes, and disks.

a. Army Program for Individual Training (ARPRINT), the Mobilization Army Program for Individual Training (MOB ARPRINT), and the Military Manpower Training Report (MMTR). Also includes file layouts, code books, and other related documentation.

b. The Total Army Class Schedule (TACS), program element, formal school catalog courses, input and load, attrition, class schedule, class input and graduate update analysis, personnel, equipment, and facility constraints, man-years in training analysis, Leadership Development Course (PLDC), Basic Noncommissioned Officers Course (BNCOC), Advanced Noncommissioned Officers' Course (ANCOC), mobilization, and similar reports.

Disposition: Subparagraph b.(TACS, etc): Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

~~FN: 350-10e~~

~~Title: Structure and Manning Decision Review (SMDR) Files~~

~~Authority: N1-AU-94-17~~

~~Privacy Act: Not applicable~~

~~Description: Information pertaining to the validation and reconciliation of Total Army training requirements through a structure and manning decision review (SMDR) conference. Included are documents reflecting verification and validation, review participants, coordination, summary sheets, billing documents, reviews by the Council of Colonels (COC) and General Officer Steering Committee (GOSC), delegated authority, and similar records.~~

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

*NARA approval not needed. Proposed disposition equivalent to previously approved authority.*

38.

FN: 350-10f

Title: Training Resource Arbitration Panel (TRAP) Files

Authority: N1-AU-94-17

Privacy Act: Not applicable

Description: Information pertaining to the management of changes to the training program. Includes records reflecting participants of the panel, increases, reductions, trades, and execution of training bands, justifications, coordination, billing documents, reviews by the Council of Colonels (COC) and General Officer TRAP, delegated authority and similar records.

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

*NARA approval not needed. Proposed disposition equivalent to previously approved authority.*

39.

FN: 350-10g

Title: Class Schedules

Authority: N1-AU-94-17

Privacy Act: A0351DAPE

Description: Information pertaining to the development of class schedules for training schools and activities. Included are records reflecting approved schedules, discrepancies, shortfalls, reallocations of seats, approvals, and similar records.

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

40. FN: 350-10h  
**Title:** Quota Management System (QMS) Files  
**Authority:** N1-AU-94-17  
**Privacy Act:** A0351DAPE

**Description:** Information pertaining to the management of quotas in the ATRRS. Included are records reflecting approved class schedules, graduate information, reservations, requests, exchanges, no-show rates, vacancies, fair share quotas, cancellations of classes, order or merit lists, and similar records.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

41. FN: 350-10i  
**Title:** Mobilization Planning System (MPS) Files  
**Authority:** N1-AU-94-17  
**Privacy Act:** A0351DAPE

**Description:** Information pertaining to the peacetime planning system for mobilization training. Included are records reflecting trained manpower requirements, surge capacity, student input, course conversions or terminations, new class schedules, training capability and resource constraints, post mobilization training base output requirements, and similar records.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

42. FN: 350-10j  
**Title:** Student Trainee Management System Enlisted (STRAMS-E) Files  
**Authority:** N1-AU-94-17  
**Privacy Act:** A0351DAPE

**Description:** Information pertaining to the management of IET trainees while in training. Included are records reflecting initial personnel and training information, reviews and validations, status changes, training reservations, systemic analyses, and similar records.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

43. FN: 350-10k  
**Title:** Training Attrition Management Files  
**Authority:** N1-AU-94-17  
**Privacy Act:** A0351DAPE

**Description:** Information pertaining to the management of attrition rates of students or trainees that do not successfully complete the training. Included are records reflecting input and graduate data, rate adjustments, course attrition, component and gender, historical attrition computations, and similar records.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

44. ~~FN: 350-37b  
**Title:** Scored qualification tests  
**Authority:** NN-166-204  
**Privacy Act:** AO350-37TRADOC and OPM/GOVT 1~~

~~**Description:** Documents used to determine qualifications to be recorded on the individual's qualification record. Included are scored qualification test sheets or booklets, and related documents.  
**Disposition:** Code KE6. Event is Individual Soldier's Report or e. of test period. 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.~~

WITHDRAWN

45. ~~FN: 350-41a~~

~~**Title:** Joint Airborne/Air Transportability Training files~~

~~**Authority:** NC1-AU-85-62~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Information on the Joint Airborne/Air Transportability Training (JA/ATT) Program as contained in AR 350-27. This program provides for Army planning and requesting, from Military Airlift Command, such missions as airdrops of personnel and cargo, assault air and land operations, static load training, and combat support training. Included are evaluations of the program, message requests for airlift support, information on participation in the MAC Affiliation Program (including requests for new MAC affiliations), issues and recommendations for resolution arising from joint conferences on JA/ATT, reviews of Army JA/ATT requests, priority mission request lists, and related information.~~

WITHDRAWN

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

500

**EMERGENCY EMPLOYMENT OF ARMY AND OTHER RESOURCES**

**Prescribing Directives**

ER 500-1-1--Natural Disaster Procedures

AR 500-4--Military Assistance to Safety and Traffic

AR 500-5--The Army Mobilization and Operations Planning System

AR 500-10--Nonindustrial Facilities for Mobilization

AR 500-50--Civil Disturbances

**Description:** These records concern actions involved in preparing for war or emergencies; bringing the Army to a state of readiness; and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency action and measures taken to minimize and assist in riots, demonstrations, and other disorders, floods, earthquakes, storms, fires, and accidents, and planning and operations in support of National Civil Defense Program. Records pertaining to specific subjects concerning emergency employment or mobilization are placed in appropriate subject series.

46. ~~FN: 500~~

~~**Title:** General emergency employment of Army and other resources correspondence files~~

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

~~**Privacy Act:** Not applicable~~

WITHDRAWN

~~**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to emergency employment of Army and other resources 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 emergency employment of Army and other resources that are received for information only, on which no action is required. These includes 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 years, then destroy.~~

47. FN: 500-1-1a

**Title:** Domestic emergency operation reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information on reporting on domestic emergency operations. Included are situation reports on domestic emergencies, progress reports on emergency flood control or natural disaster activities, and summary of operations.

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

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48. ~~FN: 500-5c~~

~~Title: Production equipment history files~~

~~Authority: NC1-AU-77-69~~

~~Privacy Act: Not applicable~~

WITHDRAWN

~~Description: Information used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related information. These files will accompany the equipment on transfer within the Army or on transfer to another military department.~~

~~Disposition: Code KE6. Event: final disposition of equipment. 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.~~

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# *National Archives and Records Administration*

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : October 15, 2001

Reply to  
Attn of : Linda C. Genovese, NWML

Subject : Appraisal Memorandum for N1-AU-00-13

To : Director, NWML

The Department of the Army is presently redesigning its worldwide Modern Army Recordkeeping System (MARKS, AR 25-400-2) to ensure that all important records are preserved and retrievable and that the new recordkeeping system is simple to use and part of daily business. Army's records management redesign project supports NARA's strategic plan goal that essential evidence will be created, identified, appropriately scheduled and managed, and will be easy to access for as long as needed.

To meet these goals, NARA is assisting Army in developing broad, flexible disposition authorities for short-term records (6 years or less) and long-term records (6 years or more), and developing mechanisms to ensure the preservation of permanent records. For all its short-term temporary files, Army wishes to impose one of two disposition instructions: destroy no later than six years, or destroy no later than six years after a designated event. This will greatly assist Army's records disposition implementation. It intends to keep these temporary records in its own current filing area (CFA) and does not intend to use a NARA storage facility. The agency also seeks authorization to apply the proposed disposition instructions to any recordkeeping medium. This will facilitate Army's move toward electronic recordkeeping.

In **NARA Job No. N1-AU-00-13**, Army requests changes to **48** previously approved temporary items and the addition of one new temporary item pertaining to electronic copies created using electronic mail and word processing records. The records document the policies and procedures related to the management of the Army National Guard, Army Reserve, training and emergency employment for active military service. All proposed records disposition instructions are in keeping with the Army's MARKS redesign initiative for short-term temporary records.

**MARKS File Category 135, Army National Guard and Army Reserve, (Items 1-3)**, governs records relating to personnel matters of the Army National Guard and Army Reserve.



*The following item(s) are withdrawn:*

**Item 1 (FN: 135)** has been withdrawn and resubmitted under N1-AU-01-19 (general correspondence).

**Items 2 (135-155c)** and **3 (135-215a)** have been withdrawn because the proposed, flexible records dispositions do not protect soldier/citizen rights or ensure government accountability.

**MARKS File Category 140, U.S. Army Reserve, (Items 4-12)**, concerns records pertaining to the mission, organization, administration, and training of the U.S. Army Reserve (USAR).

*The following item(s) are withdrawn:*

**Item 4 (FN: 140)** has been withdrawn and resubmitted under N1-AU-01-19 (general correspondence).

**Items 5 (140-9a)**, **7 (140-145a)**, **9 (140-158e)**, **11 (140-185c)** and **12 (140-185e)** have been withdrawn because the proposed, flexible records dispositions do not protect soldier/citizen rights or ensure government accountability.

**Item 8 (140-158b)** has been withdrawn, as the series description and disposition do not match the previously approved job under N1-AU-86-1.

*The following item(s) do not need NARA approval:*

**Item 6 (140-10a)** has been crossed-out as the proposed, flexible disposition is equivalent to the previously approved authority.

*The following item(s) are recommended for approval:*

**Item 10 (140-185b)** is a feeder series, where vital data is posted to recordkeeping copies maintained for 100 years under FN: 140-185a, Reserve unit attendance record sets (NC1-AU-83-46). I agree with Army's disposition proposal for Item 10 authorizing the records to be held in the CFA until no longer needed for conducting business, but no longer than six years, then destroyed.

**MARKS File Category 145, Reserve Officers Training Corps, (Items 13-26)**, includes records concerning the administration of the junior and senior divisions of the Army Reserve Officers Training Corps (ROTC) program and divisions of the National Defense Cadet Corps.

*The following item(s) are withdrawn:*

**Item 13 (FN: 145)** has been withdrawn and resubmitted under N1-AU-01-19 (general correspondence).

**Items 14 (145-1a), 15 (145-1b), 16 (145-1c), 17 (145-1e), 18 (145-1f), 19 (145-1i), 23 (145-1n), 24 (145-1p), 25 (145-1r) and 26 (145-2a)** have been withdrawn because the proposed flexible, records dispositions do not protect soldier/citizen rights or ensure government accountability.

*The following item(s) are recommended for approval:*

Army proposes to apply an event disposition to **Item 20 (145-1j)** ROTC scholarship selected applicant files, authorizing records destruction at applicant's graduation or disenrollment, but not longer than 6 years after the event. For **Item 21 (145-1k)** ROTC scholarship nonselected applicant files, an event disposition is also proposed authorizing records destruction at graduation of the nonselectee's class, but no later than 6 years. Records destruction is also proposed for **Item 22 (145-1m)** ROTC graduate files at completion of assignment, but not longer than 6 years later. Since these series are stand-alone and have administrative value only to Army for business purposes, I recommend Items 20 through 22 for approval as submitted.

**MARKS File Category 350, Training, (Items 27-45)**, applies to records concerning the instruction of personnel in performing military functions, tasks, and exercises involving units to increase their combat readiness.

*The following item(s) are withdrawn:*

**Item 27 (FN: 350)** has been withdrawn and resubmitted under N1-AU-01-19 (general correspondence).

**Items 28 (350-1a), 30 (350-1g), 31 (350-6a), 32 (350-7b), 44 (350-37b) and 45 (350-41a)** have been withdrawn as the proposed, flexible records dispositions do not protect soldier/citizen rights or ensure government accountability.

*The following item(s) do not need NARA approval:*

**Items 34 (350-10b), 35 (350-10c), 37 (350-10e) and 38 (350-10f)** have been crossed-out as the proposed, flexible dispositions are equivalent to their previously approved authorities.

*The following item(s) are recommended for approval:*

Army proposes to apply an event-disposition to **Item 29 (350-1e)** Annual training support files, authorizing records destruction at the completion of final action related to annual training support, but not longer than 6 years after the event. Since related records are maintained as permanent under FN: 350-1d, Training operations (N1-AU-78-1) and a minimum of 5 years under FN: 350-1f, Training reports (NN-166-204), I agree with Army's proposal for Item 29 as it is a stand-alone series and has value only to Army for business purposes.

Items 33 through 43 pertain to the Army Training Requirements and Resources System (ATRRS), a centralized training management electronic information system comprising data on individual training courses taught by or for Army personnel. Under N1-AU-94-17, a comprehensive NARA appraisal determined that selected ATRRS outputs and reports are permanent and maintained under FN: 350-10d1. NARA also approved a two-year retention for ATRRS Items 33, 36, and 39 through 43, as they

are routine and facilitative in nature and contain insufficient archival value once administrative use ceases. Army proposes a disposition authorizing these temporary records be held in the CFA until no longer needed for conducting business, but no longer than six years, then destroyed. Therefore, since permanent ATRRS records have been previously identified and scheduled, I agree that the proposed dispositions for ATRRS related **Items 33 (350-10a), 36 (350-10d2), 39 (350-10g), 40 (350-10h), 41 (350-10i), 42 (350-10j) and 43 (350-10k)** should be approved, as they are stand-alone and have value only to Army for business purposes. NARA approval is not needed for Items 34 (-10b), 35 (-10c), 37 (-10e) and 38 (-10f) as the proposed dispositions are equivalent to the previously approved authorities.

**MARKS File Category 500, Emergency Employment of Army and Other Resources, (Items 46-48)**, includes records pertaining to actions involved in preparing for war or emergencies; bringing the Army to a state of readiness; and assembling and organizing personnel, supplies, and other resources for active military service.

*The following item(s) are withdrawn:*

**Item 46 (FN: 500)** has been withdrawn and resubmitted under N1-AU-01-19 (general correspondence).

**Item 48 (500-5c)** has been withdrawn, as the proposed flexible, records disposition does not protect soldier/citizen rights or ensure government accountability.

*The following item(s) are recommended for approval:*

For **Item 47 (500-1-1a)** Domestic emergency operation reports, Army proposes a disposition authorizing the records to be held in the CFA until no longer needed for conducting business, but no longer than six years, then destroyed. Post action reports for domestic emergency operations are maintained as permanent under FN: 500-1-1b as authorized under NC1-AU-85-3. These permanent files include copies of input reports with selected exceptional or unique background documentation for natural disasters that significantly enhances the final report. Civil disturbance operation files and reports are also maintained permanently under FNs 500-50a and 500-50b respectively (NC-AU-75-23). Since Item 47 is a stand-alone series that has value only to Army for business purposes and final report documentation is maintained as permanent under previously approved authorities, I agree with the proposed flexible disposition.

The value of these short-term records is not in question and the recommended retention will satisfy Army's administrative needs, adequately protect soldier and citizen rights, and ensure government accountability. No external interest would be adversely affected should these records be disposed of soon after creation. I recommend approval of Army's request to apply the disposition instructions to these series regardless of the recordkeeping medium. This will facilitate Army's move toward electronic recordkeeping. The value of these records would not be enhanced were the agency to convert the records to an electronic or other non-paper medium.

Army is also using this SF115 (**Item 49**) to schedule electronic mail and word processing copies associated with these series and is proposed for disposal after the recordkeeping copy is produced and the electronic copy is no longer needed for reference, updating, revision or dissemination. The electronic format does not add sufficient value to the above items to render them historically

valuable records worthy of preservation by NARA. I concur with Army's request to destroy these electronic copies associated with the recordkeeping files included in this schedule.

In sum, all of these records document a facilitative function and do not warrant archival retention. Army's request that a media neutral disposition be assigned to these series does not enhance the value of the records. The proposed retention periods are sufficient to meet the Army's administrative needs, the rights of soldier/citizens, and government accountability. The proposed records dispositions are expressed in terms of Army's redesign concept, the records will be managed in Army's own filing areas, and Army does not intend to use a NARA storage facility.

I recommend approval of this schedule.

A handwritten signature in cursive script that reads "Linda C. Genovese".

LINDA C. GENOVESE  
Senior Records Analyst  
Life Cycle Management Division