

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <b>71-A2-00-35</b>	DATE RECEIVED <b>3-22-00</b>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	DATE 4-5-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 28 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 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
123.	<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 style="text-align: center;"><i>cc Agency NR NAMWA</i></p>		

55

**TRANSPORTATION AND TRAVEL**

**Prescribing Directives**

AR 55-1--CONEX/MILVAN Equipment Control-Utilization and Reporting

AR 55-19--Marine Casualties

AR 55-46--Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas

AR 55-71--Transportation of Personal Property and Related Services

AR 55-80--Highways for National Defense

AR 55-162--Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States

AR 55-170--Apportionment, Manifesting and Billing for Ocean Transportation and Port Handling of Empty CONEX Containers

AR 55-355--Defense Traffic Management Regulation (see note below)

AR 55-355--Volume 2--Transportation Facilities Guide (TFG) Records, U.S. Army

AR 55-355--Volume 3--Defense Traffic Management Regulation: Transportation Facility Guide, Navy, Marine Corps, and the Coast Guard

**Description:** These records concern transportation planning, programming, and staff supervision of transportation components, movement of Army passengers, cargo, mail, household goods (HHG), privately-owned vehicles (POVs), and personal baggage via various modes of transportation, use of CONEX Service, customs clearance, travel of Army personnel and dependents, military traffic management activities, and transportation facilities. Records on specific modes of transportation and travel are in 56 and 59 series.

Note: AR 55-355 prescribes many discrete categories of records. Rather than following the MARKS numbering sequence in the strict sense, a minor departure in the file number has been made to facilitate record identification. The basic file number, 55-355, is followed by a three-letter designation to denote the type of military traffic involved. These designations are--

**Table B-1**

**Traffic type designations**

Designation Letters Example of File Number

Air traffic AIR 55-355AIRa

Freight (not specified air/land/sea) FRT 55-355FRTh

Highway traffic HWY 55-355HWYc

Nonspecific traffic and other records not falling into the above categories NON 55-355NONg

Movement of personnel PER 55-355PERa

Rail traffic RAL 55-355RALe

Ocean traffic SEA 55-355SEAb

Records on tariffs, tenders, and transit TTT 55-355TTTd

**FN: 55**

**Title:** General transportation and travel 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 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 transportation and travel 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 transportation and travel that are received for information only, on~~

WITHDRAWN

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 years, then destroy.

2. FN: 55-1a

**Title:** Returnable container files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping information, stock cards, memorandum receipts, reports, and similar information.

**Disposition:** Code KE6. Event is return of container. 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

Rescinded.

Army requested withdrawal.

11/8/01 e-mail from POC Kandy Light. TT

3. FN: 55-1c

**Title:** CONEX lease agreement lists

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to lists prepared by the Joint Container Control Agency reflecting United States commercial firms who have entered into approved leasing agreements. Also included are names and addresses of authorized oversea representatives of each firm.

**Disposition:** Code KE6. Event is supersession. 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

Rescinded.

Army requested withdrawal.

11/8/01 e-mail from POC Kandy Light. TT

4. FN: 55-1d

**Title:** CONEX receipts and billings

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to the procedures for maintaining data on current location of all transporters. This information also provides data for use in collecting rental charges by the Finance and Accounts Office, U.S. Army. Included are receipts issued when transporters are transferred to lessees, receipts issued when transporters are returned to the U.S., and coded machine runs.

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

WITHDRAWN

Rescinded.

Army requested withdrawal.

11/8/01 e-mail from POC Kandy Light. TT

5. FN: 55-46a

**Title:** Processing of Overseas Replacement (POR) files

**Authority:** NC1-AU-85-21

**Privacy Act:** A0055-355bDALO

**Description:** Information accumulated in the processing of military personnel, civilian employees, and their dependents for oversea movement. Included are requests for movement of dependents, letters notifying dependents of eligibility to travel to authorized destination, questionnaires and information sheets used for issuance of travel authorizations, and similar information.

**Disposition:** Code KE6. Event is after processing is completed. 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.

6. FN: 55-46b

**Title:** Passport files

**Authority:** N1-AU-86-8

**Privacy Act:** A0055-355bDALO

**Description:** Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.

WITHDRAWN

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

7. FN: 55-71a

Title: Accounting documents  
Authority: NC1-AU-86-55  
Privacy Act: T7332(DFAS)

Description: Copies of HHG orders and HHG bills of lading. Documents on excess cost of HHG shipments.

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

8. FN: 55-80a

Title: Highway operation files  
Authority: NN-166-204  
Privacy Act: Not applicable

Description: Information that reflects liaison activities of Army installations and activities with local transportation companies and associations. Included are maps and graphs; road, bridge, and equipment surveys; and bus data.

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

9. FN: 55-162a

Title: Materiel transport files  
Authority: NN-166-204  
Privacy Act: Not applicable

Description: Information relating to the transport of bulky or oversized materiel. This information reflects liaison with other technical agencies and includes specifications, charts, reports, and similar information.

Disposition: Code KE6. Event is removal of material from supply channels, ~~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.

*Change in disposition made w/ concurrence of Army POC Hardy Light. 12/21/01 email TT*

10. FN: 55-170a

Title: Returnable container files  
Authority: NN-166-204  
Privacy Act: Not applicable

Description: Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, stock cards, memorandum receipts, reports, and similar papers.

Disposition: Code KE6. Event is return of container. 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.

11. FN: 55-355AIRa

Title: Airlift clearances  
Authority: NN-173-207  
Privacy Act: Not applicable

Description: Information relating to the clearance of air shipments into the Military Airlift Command (MAC) system. Included are clearance requests, challenge actions, and related information.

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

12. FN: 55-355FRTa

Title: Statistical tabulations  
Authority: NN-166-204  
Privacy Act: Not applicable

**Description:** Statistical data pertaining to domestic freight movements and cargo shipped oversea for use in preparing statistical reports as required. These statistics are tabulated from bill of lading punchcards and ocean manifests.

*Change in disposition made w/ concurrence of Army POC Kandy Light. 9/20/00 mtg. TT*

**Disposition:** Code KE6. Event is return of container. 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.

~~13. FN: 55-355FRTc~~

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

**Title:** Routing orders  
**Authority:** GRS 9, Item 1b  
**Privacy Act:** Not applicable

WITHDRAWN

**Description:** Information which is related to the authorization and routing of freight shipments destined for any point in the United States or oversea. Included are requests for routing, route orders, confirmation of route orders, reports of routing, unit permit authorizations, and related information.

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

14. FN: 55-355FRTd

**Title:** Domestic shipment controls  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable

*Change in disposition made w/ concurrence of Army POC Kandy Light. 9/20/00 mtg. TT*

**Description:** Information accumulated as a result of preparing and transmitting required reports in connection with proposed domestic movements and controlling nuclear shipments.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. *Code K6. Event is arrival of shipment, or after 1 year, as applicable. 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.*

~~15. FN: 55-355FRTf~~

**Title:** Prepaid outbound salvage bills of lading  
**Authority:** ~~NN-166-204~~ GRS 9  
**Privacy Act:** T7332(DFAS)

WITHDRAWN

**Description:** Information relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.

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

16. FN: 55-355FRTi

**Title:** Prepaid inbound bills of lading  
**Authority:** ~~NN-166-204~~ GRS 9  
**Privacy Act:** T7332(DFAS)

WITHDRAWN

**Description:** Information relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving information, commercial bills of lading, freight bills, transit privilege bills of lading, and cross-reference sheets.

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

17. FN: 55-355FRTj

**Title:** Oversea freight operation files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable

*Change in disposition made w/ concurrence of Army POC Kandy Light. 12/21/01 e-mail TT*

**Description:** Information accumulated in oversea transportation offices in connection with the movement of supplies and materiel by Government-owned transportation facilities as distinguished from similar information reflecting movement by commercial carriers. Included are freight warrants and waybills.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. *(Insert) Files other than those documenting shipments of Foreign Military Sales.*

~~18. FN: 55-355FRTg~~

**Title:** Personal property traffic files

WITHDRAWN

~~Authority: GRS 9, item 4a~~

~~Privacy Act: Not applicable~~

~~Description: Information used to assure fair distribution of business among approved carriers. Included are traffic distribution records and related information.~~

~~Disposition: Code KE6. Event is preparation of new record or after removal as approved carrier. 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.~~

19. FN: 55-355FRT~~r~~

Title: Personal property bills of lading public files

Authority: NC1-166-204

Privacy Act: A0055-355MTMC

Description: Information showing bills of lading issued for movement of personal property shipments.

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

20. FN: 55-355FRT~~s~~

Title: Personal property reports

Authority: NN-166-204

Privacy Act: A0055-355MTMC

Description: Reports and related information showing volume of personal property shipped and other data relative to shipment of personal property.

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

21. FN: 55-355FRT~~t~~

Title: Bills of lading reviews

Authority: ~~NN-166-204~~ GRS 9

Privacy Act: Not applicable

Description: Information concerning the violation of Army regulations and tariffs in processing bills of lading.

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

WITHDRAWN

22. FN: 55-355FRT~~w~~

Title: Bills of lading statistics

Authority: GRS 9, Item 4b

Privacy Act: Not applicable

Description: Memorandum copies of bills of lading and related information used by Headquarters and field offices of the MTMC for review in detecting technical and procedural errors and in preparing statistical data and reports.

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

WITHDRAWN

23. FN: 55-355FRT~~x~~

Title: Bills of lading audits

Authority: GRS 9, Item 4b

Privacy Act: Not applicable

Description: Information accumulated in field offices of the MTMC incident to the audit of selected bills of lading. Included are reproduced copies of original bills of lading.

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

WITHDRAWN

24. FN: 55-355FRT~~dd~~

Title: Cargo movement data

Authority: NN-166-204

**Privacy Act:** Not applicable

**Description:** Reports of programmed cargo movement and actual loadings by type of cargo.

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

25. FN: 55-355HWYa

**Title:** Motor carrier facility files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information (maintained by Army installations and activities) used to select proper carriers. Included are questionnaires completed by commercial motor carriers indicating their facilities for handling freight, operating authority, photographs showing types of equipment available for utilization, and similar information.

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

26. FN: 55-355NONa

**Title:** Damaged or improper shipment statistical studies

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.

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

27. ~~FN: 55-355NONb1~~

~~**Title:** Parcel post shipment files~~

~~**Authority:** NN-171-28 GRS 12~~

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

~~**Description:** Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.~~

~~**Disposition:** Files other than those documenting shipments of Foreign Military Sales: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

28. FN: 55-355NONc

**Title:** Port car reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.

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

29. FN: 55-355NONd

**Title:** Cargo transporter reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to the preparation of required reports in connection with cargo transporters.

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

30. ~~FN: 55-355NONe~~

~~**Title:** Port of entry customs files~~

~~**Authority:** NN-164-74~~

WITHDRAWN

~~Privacy Act: A0055-355aDALO~~

~~Description: Information accumulated at ports of entry that relates to the entry and admission free of duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.~~

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

31. FN: 55-355NONf

Title: Foreign aid program reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Weekly reports submitted by Army terminals showing materiel on hand, enroute to ports, and shipped from ports under foreign aid programs.

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

32. FN: 55-355NONg

Title: Shippers' export declarations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Shippers' export declarations that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.

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

33. FN: 55-355NONh

Title: Transportation officer appointments

Authority: NN-166-204

Privacy Act: A0001bTAPC and OPM/GOVT1

Description: Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.

Disposition: Code KE6. Event is termination of appointment. 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: 55-355NONi

Title: Cargo and passenger invoice recapitulations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.

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

35. FN: 55-355PERb

Title: Personnel transportation plans

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.

Disposition: Code KE6. Event is plan disapproval or supersession. 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: 55-355PERd



**Title:** Passenger recapitulations and statistics

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Recapitulations on passengers to oversea destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.

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

37. FN: 55-355PERe  
**Title:** Loading manifests  
**Authority:** NN-166-204  
**Privacy Act:** A0055-355bDALO

*Change in disposition made w/ concurrence of Army POC Randy Light. 12/21/01 e-mail. TT*

**Description:** Loading manifests of personnel involved in parachute jumps and glider flights.  
**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ Code K6b. Event is completion of related flight. 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.

38. FN: 55-355PERf  
**Title:** Passenger manifests  
**Authority:** II-NNA-934  
**Privacy Act:** A0055-355bDALO

*Change in disposition made w/ concurrence of Army POC Randy Light. 12/21/01 e-mail. TT*

**Description:** Information listing passengers (including remains of deceased personnel) and their destinations.  
**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ Code K6b. Event is reaching destination. 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.

39. FN: 55-355PERi  
**Title:** Customs declarations  
**Authority:** NN-164-74  
**Privacy Act:** A0060-20USFK

**Description:** Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items.

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

40. ~~FN: 55-355PERj~~  
**Title:** Baggage inspections and clearances  
**Authority:** NN-166-204  
**Privacy Act:** A0060-20USFK

WITHDRAWN

**Description:** Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured materiel trophies, certificates of ownership or right to possess other items of materiel, certificates of retention and customs declaration, receipts for articles withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured materiel trophies. Note: Information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.

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

41. ~~FN: 55-355PERm~~  
**Title:** Transportation request registers  
**Authority:** ~~II-NNA-1002~~ 6RS 23

WITHDRAWN

~~Privacy Act: A0055-355bDALO~~

~~Description: Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished.~~

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

42. FN: 55-355PERn  
Title: Transportation request reports  
Authority: II-NNA-985  
Privacy Act: Not applicable  
Description: Reports made to higher headquarters that show transportation requests issued.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

43. FN: 55-355PERp  
Title: Meal tickets  
Authority: NC1-AU-77-165  
Privacy Act: Not applicable  
Description: Copies of used and canceled meal tickets with information relating to their issue.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

44. FN: 55-355PERq  
Title: Local transportation authorizations  
Authority: II-NNA-1469  
Privacy Act: A0055-355aDALO  
Description: Information pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.  
Disposition: ~~Destroy after 3 years.~~ Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.  
*Change in disposition made w/ concurrence of Army POC Kandy Light 9/20/00 mfg. TT*

45. FN: 55-355PERs  
Title: Bus trip reports  
Authority: II-NNA-1469  
Privacy Act: Not applicable  
Description: Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

46. FN: 55-355PERv  
Title: Passenger Standing Routing Orders  
Authority: N1-AU-90-14  
Privacy Act: Not applicable  
Description: Information relating to passengers' Standing Routing Orders (SROs) issued by an area command for repetitive movements of passengers within CONUS, and similar information.  
Disposition: Code KE6. Event is change in orders. 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.

47. FN: 55-355RALc  
Title: Carloading rules and regulations  
Authority: NN-166-204  
Privacy Act: Not applicable  
Description: Information used in conducting loading and impact tests in formulating carloading rules and regulations for DOD materiel. Included are blueprints, photos, and loading and securement specifications.

**Disposition:** Code KE6. Event is when related equipment becomes obsolete. 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.

48. ~~FN: 55-355RALd~~  
**Title:** Car control processing files  
**Authority:** 351-S270  
**Privacy Act:** Not applicable  
**Description:** Information used for expediting receipt and shipment of supplies; reflecting cars enroute, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence. Excluded are the car record books described below.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

49. ~~FN: 55-355RALf~~  
**Title:** Car seal record books  
**Authority:** ~~NN-166-204~~ *GRS 7*  
**Privacy Act:** Not applicable  
**Description:** Books containing accountable office record of the receipt and disposition of car seals which are maintained to facilitate monthly inspection as to whether seals were properly used.  
**Disposition:** ~~Code KE6. Event is last entry. 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

50. ~~FN: 55-355RALg~~  
**Title:** Railway equipment reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Army headquarters copies of railway equipment reports designed to provide the Departments of the Army and the Air Force with a central inventory of railway equipment; information for computing and supporting requirements for procurement, maintenance, and operation; a basis for distributing or redistributing equipment; and a criterion for the replacement of equipment.  
**Disposition:** Code KE6. Event is after equipment is transferred from the command, declared surplus, or salvaged. 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.

51. ~~FN: 55-355RALh~~  
**Title:** Car arrival reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information, such as car arrival reports, used to initiate diversions of shipments or immediate reshipment.  
**Disposition:** Code KE6. Event is after diversion or reshipment. 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.

52. ~~FN: 55-355SEAd~~  
**Title:** Port overseas requisitions  
**Authority:** ~~NN-166-204~~ *GRS 3*  
**Privacy Act:** Not applicable  
**Description:** Information relating to the receipt of, or request for supplies for overseas commands, and to the follow-up and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related information.  
**Disposition:** Code KE6. Event is completion of all supply action. 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

53. ~~FN: 55-355SEAc~~

~~Title: Port extract requisitions  
Authority: II NNA-1194 6RS 3  
Privacy Act: Not applicable~~

WITHDRAWN

~~Description: Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments. Note: When filed with oversea requisitions, extract requisitions will be destroyed on expiration of the retention period for oversea requisitions.~~

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

54 FN: 55-355SEAf

Title: Secondary port overseas extract requisitions

Authority: NN-166-204

Privacy Act: Not applicable

Description: Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.

Disposition: Code KE6. Event is completion of related shipment. 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.

55 FN: 55-355SEAg

Title: Port due-in information

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.

Disposition: Code KE6. Event is receipt of shipment. 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.

56 FN: 55-355TTTd

Title: Transit utilization reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.

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

57 FN: 55-355TTTe

Title: Transit inventory audit and tonnage reports

Authority: NC1-AU-79-22

Privacy Act: Not applicable

Description: Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.

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

56

**SURFACE TRANSPORTATION**

**Prescribing Directive**

AR 56-9--Watercraft

**Description:** These files relate to administration, registration, operation, and management of motor vehicles and motor pools, hiring of motor vehicles, inventory control and reporting, maintenance cost reporting, safety inspection of privately owned vehicles, transportation of dependent school children, utilization of highways and operation and control of Army railroads and rail equipment. Also includes organization, functions, operations, and services of Army water terminals and other port activities.

58. **FN: 56**

**Title:** General surface transportation 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 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 surface transportation 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 surface transportation 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.

WITHDRAWN

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

59 **FN: 56-9a**

**Title:** Vessel records

**Authority:** II-NNA-1091

**Privacy Act:** Not applicable

**Description:** Forms in the DA Form 55 series needed to furnish a complete description of a boat (self-propelled vehicles under 1000 gross tons, and all nonself-propelled vessels), photographs of harbor boats, U.S. Coast Guard certificates, correspondence, and other information of a historical nature that might be of value to the command to which a vessel is assigned for operation. Code KE6. Event:

*Change in disposition made w/ concurrence of Army POC Kandy Light. 9/20/00 mtg. TT*

**Disposition:** ~~Destroy 2 years after~~ final disposition of the vessel. Code KE6. 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.

60. FN: 56-9b

**Title:** Vessel logbooks

**Authority:** N1-AU-94-12

**Privacy Act:** Not applicable

**Description:** Deck and engine logbooks of harbor craft containing accounts of activities aboard the vessel. Note: forward to Director, Office of Transportation, ATTN: ATZF-OCT-S, Fort Eustis, VA 23604-5407 for final disposition.

**Disposition:** Code KE6. Event: no longer needed to maintain historical records, validate individual sea service and career sea pay claims. 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.

WITHDRAWN

61. FN: 56-9c

**Title:** Sailing orders

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Orders directing a vessel's mission, time of departure, destination, and other instructions related to the operation of the vessel.

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

62. FN: 56-9e

**Title:** Vessel assignments

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to the assignment, service testing, and operation of inland waterway and harbor craft under Army commands.

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

63. FN: 56-9f

**Title:** Ship operation reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Reports reflecting the use and operating costs of vessels. This does not include records that reflect the history of the vessel. At DA staff level, these files are used for budgeting, funding, increasing the fleet, disposing of vessels, and similar actions.

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

WITHDRAWN

64. FN: 56-9g

**Title:** Ship blueprints and tracings

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Blueprints and tracings of repair and alterations to vessels and their equipment.

*Change in disposition made w/ concurrence of Army POC Kandy Light. 12/21/01 e-mail TT*

**Disposition:** Code KE6. Event: ~~after last entry in the book~~. 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.

*Final disposition of the vessel.*

65. FN: 56-9i

**Title:** Vessel surveys

**Authority:** II-NNA-1091

**Privacy Act:** Not applicable

**Description:** Certificates from the American Bureau of Shipping declaring vessels to be seaworthy.

**Disposition:** Code KE6. Event: issuance of new certificate. 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.

66. FN: 56-9j

**Title:** Vessel clearances

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Letters clearing vessels to enter foreign countries.

**Disposition:** ~~Code KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ Code KE6. Event: Completion of voyage. 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.

*Change in disposition made w/ concurrence of Army POC Kandy Light. 12/21/01 e-mail TT*

67. FN: 56-9m

**Title:** Crew lists

**Authority:** N1-AU-94-12

**Privacy Act:** A0001bTAPC and OPM GOVT 1

**Description:** Listings prepared at Army terminals that identify the individuals who make up the crew of a vessel. Note: forward to Director, Office of Transportation, ATTN: ATZF-OCT-S, Fort Eustis, VA 23604-5407 for final disposition.

**Disposition:** Code KE6. Event: no longer needed to maintain historical records, validate individual sea service and career sea pay claims. 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.

WITHDRAWN

58

**MOTOR TRANSPORTATION**

**Prescribing Directive**

AR 58-1--Management, Acquisition, and Use of Administrative Use Motor Vehicles

**Description:** These records concern specific modes of transportation and travel.

68. ~~FN: 58~~

**Title:** General motor transportation 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 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 motor transportation 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 motor transportation 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 years, then destroy.

WITHDRAWN

69. FN: 58-1a

**Title:** Dispatcher organizational control records

**Authority:** ~~NN-166-204~~ GRS 10

**Privacy Act:** Not applicable

**Description:** Information reflecting the dispatch of equipment. Normal information includes names of users, time out, destination, equipment identification, and estimated time of return.

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

WITHDRAWN

70. FN: 58-1c

**Title:** Administrative motor vehicle authorizations

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Requests for allowances of vehicles indicating requirements, justifications, approvals, and disapprovals.



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

71. ~~FN: 58-1d~~

~~Title: Administrative motor vehicle requisitions~~

~~Authority: NN-166-204 GRS 3~~

~~Privacy Act: Not applicable~~

~~Description: Requisitions for vehicles and related information created in the supply and redistribution of vehicles.~~

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

WITHDRAWN

72. FN: 58-1e

Title: Administrative transport management surveys and inspections

Authority: NN-166-204

Privacy Act: Not applicable

Description: Major Army commands: Information showing results of management surveys and inspections of administrative vehicle operations. Included are survey and inspection reports.

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

~~or inspection. 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.~~ Code KE6. Event: Completion of next comparable survey

*Change in disposition made w/ concurrence of Army PDC Konech 12/22/01 email TT*

73. FN: 58-1f

Title: Transportation services authorizations

Authority: NN-166-204

Privacy Act: A0055-355aDALO

Description: Office having Army-wide responsibility: Information relating to the justification, authorization, cancellation, and review of the establishment of transportation services such as domicile-to-duty, group transportation, transportation of dependent school children, and the daily recurring dispatch of administrative vehicles. Included are requests, approvals, disapprovals, cancellations, and reviews.

Disposition: Code KE6. Event: cancelled or superseded. 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.

74. FN: 58-1h

Title: Vehicle identification plates

Authority: NN-166-204

Privacy Act: Not applicable

Description: Office responsible for issuing plates: Information accumulated in connection with requesting, transferring, issuing, and disposing of U.S. or local identification plates or license plates.

Disposition: Code KE6. Event: disposal of plates. 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.

75. FN: 58-1i

**Title:** Administrative motor service cost and performance reports

**Authority:** ~~NN-166-204~~ GRS 10

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Reports showing cost and performance data on the operation of administrative vehicles.

**Disposition:** Code KE6. Event: discontinuance of ledger or date of work sheet. 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.

76. FN: 58-1j

**Title:** Motor vehicle stock status

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information accumulated in connection with the system for the location, by station and status, of motor vehicles. Included are motor vehicle records and corresponding punch cards.

**Disposition:** Code KE6. Event: transfer or shipment of vehicle. 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.

77. FN: 58-1k

**Title:** Automotive vehicle transfer releases

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information accumulated at Army headquarters directing shipment of automotive vehicles within the Army area.

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

78. FN: 58-1m

**Title:** Motor vehicle locator records

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information constituting a part of a location, inventory, or identification system for motor vehicles, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards or tags, and related information.

**Disposition:** Code KE6. Event: Superseded or obsolete. 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.

79. FN: 58-1n

**Title:** Vehicle inventory and density reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Vehicle density reports; inventory reports of motor vehicles, and comparable statistical reports and related data. *or after 1 year, whichever comes first.*  
**Disposition:** Code KE6. Event: completion of next report. 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.

*Change in disposition made w/ concurrence of Army POC Karch Light. 9/20/00 mtg. TT*

80. **FN: 58-1p**  
**Title:** Quarterly administrative vehicle allocation reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable

**Description:** Reports concerning the supply of motor vehicles for administrative purposes. Included are copies of quarterly administrative vehicle allocation reports, or comparable reports containing information showing the type, description, estimated requirements, recommended and authorized allocation, and other data.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

81. **FN: 58-1r**  
**Title:** Equipment operation permits  
**Authority:** NN-166-204  
**Privacy Act:** A0600-55DAMO

**Description:** Information used to authorize individuals to operate Government equipment.  
**Disposition:** Code KE6. Event: *3 years from* date of issue *when* or *by proper authority* revoked, whichever occurs first. 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.

*Change in disposition made w/ concurrence of Army POC Karch Light. 9/20/00 mtg. TT*

82. ~~**FN: 58-1s**~~  
~~**Title:** Equipment operator permit registers~~  
~~**Authority:** ~~NN-166-204~~ *GRS 23*~~  
~~**Privacy Act:** A0600-55DAMO~~

~~**Description:** Registers or comparable information used to account for equipment operator permits used.~~  
~~**Disposition:** Code KE6. Event: date of last entry on the page or in the bound register. 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.~~

WITHDRAWN

59

**AIR TRANSPORTATION**

**Prescribing Directive**

AR 59-3--Air Transportation Movement of Cargo By Scheduled Military and Commercial Air Transportation - CONUS Outbound

AR 59-8--Department of Defense (DOD) Common User Airlift

AR 59-10--DOD Use of Commercial Air Transportation Under the War Air Service Program (WASP)

AR 59-21--MAC Transportation Authorization (MTA)

**Description:** These records concern air movement of persons, baggage, and cargo by Military Airlift Command or commercial airlift, air traffic facilities and activities, arrangements for air transportation, aerial terminals and ports.

83.

~~FN: 59~~

**Title:** General air transportation 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 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 air transportation 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 air transportation 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 years, then destroy.

WITHDRAWN

84.

FN: 59-3a

**Title:** Commercial air shipments

**Authority:** NN-173-207

**Privacy Act:** Not applicable

**Description:** Information relating to the authorization and arrangement for commercial air shipments. Included are correspondence and reports.

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

85.

FN: 59-8a

~~Title: Airlift requirements and utilization reports~~

~~Authority: NN-173-207~~

~~Privacy Act: Not applicable~~

~~Description: Reports showing monthly, special, and annual airlift requirements and airlift space assignment and utilization. Included are airlift requirement reports, air space assignments, and MAC traffic movement reports.~~

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

WITHDRAWN

86. FN: 59-8b

Title: Military Airlift Command coordinations

Authority: NN-173-207

Privacy Act: Not applicable

Description: Information relating to channel sequence listings, proposed Aerial Port of Embarkation (APOE) and channel changes, APOE management levels, embargoes, APOE storage capabilities, special handling and restricted movement, fleet developments, and MAC user conferences. Included are minutes of conference meetings, memorandums, and related information.

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

WITHDRAWN

87. FN: 59-10a

Title: Air cargo mail status reports

Authority: NN-173-207

Privacy Act: Not applicable

Description: Reports reflecting the status of air cargo mail at APOE.

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

WITHDRAWN

*Rescinded Army requested withdrawal. 9/20/00 mty. w/ Army POC Randy Light. TT*

88. FN: 59-21b

Title: Shipment control processing files

Authority: NN-173-207

Privacy Act: Not applicable

Description: Information used in the processing and expediting of air shipments. Included are shipment validations, reports of shipments, bills of lading, and tracer requests and responses.

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

66

**COURIER SERVICE**

**Prescribing Directive**

AR 66-5--Armed Forces Courier Service

**Description:** These files relate to procedures and instructions pertaining to transmission of material requiring protected handling by military courier. These includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required.

89. ~~FN: 66~~

**Title:** General courier service 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 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 courier service 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 courier service 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 years, then destroy.

WITHDRAWN

90. FN: 66-5b

**Title:** Designated courier files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to designation of Armed Forces Courier Service (ARFCOS) couriers. Included are forms designating couriers, reports of refusal to act as designated courier, and related information.

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

*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.*

*Change in disposition made w/ concurrence of Army POC Hardy Light 12/21/01 email TT*

91. FN: 66-5c

**Title:** Authorization records

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information reflecting recipients authorized to receive ARFCOS material.  
**Disposition:** Code KE6. Event: superseded or cancelled. 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.

92. FN: 66-5f

**Title:** Identification card correspondence files

**Authority:** NN-166-204

**Privacy Act:** A0600-8-14DAPE

**Description:** Correspondence relating to the issue and acknowledgment of the return of ARFCOS identification cards.

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

93. FN: 66-5g

**Title:** Originator receipts

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** ARFCOS Supply Center: Original receipts for ARFCOS material, copies of which are furnished to the originators of the material. Note: Courier Stations: Transfer 1 year after cut-off to Armed Forces Courier Station Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.

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

WITHDRAWN

94. FN: 66-5h

**Title:** Delivery receipts

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** ARFCOS Supply Center: Receipts for ARFCOS materials which are obtained by couriers upon delivery. Note: Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.

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

WITHDRAWN

95. FN: 66-5i

**Title:** Pouch invoices

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** ARFCOS Supply Center: Information used as receipts between courier stations. Note: Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.

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

WITHDRAWN

96. FN: 66-5j

**Title:** Daily inventories  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Courier stations: Information reflecting the daily inventory of ARFCOS material.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

97. **FN:** 66-5k  
**Title:** Courier station inspections  
**Authority:** NN-163-55  
**Privacy Act:** Not applicable  
**Description:** Information reflecting the technical inspection of courier stations. Included are inspection reports, inspection checklists, and related information.  
**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ *Code K6b. Event is completion of next comparable inspection. 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.*  
*Change in disposition made w/ concurrence of Army POC Kandy Light. 12/21/01 email TT*

98. **FN:** 66-5m  
**Title:** Courier service reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Reports reflecting activity and cost of operations of courier stations.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

99. **FN:** 66-5n  
**Title:** Losses, compromises, or violations  
**Authority:** NN-163-55  
**Privacy Act:** Not applicable  
**Description:** Information relating to the loss or possible compromise of ARFCOS material, violations concerning the use of ARFCOS, irregularity reports, and general operational problems. Included are reports, recommendations, and related information.  
**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ *Code K6b. Event is final action on matter. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years, then destroy.*  
*Change in disposition made w/ concurrence of Army POC Kandy Light. 12/21/01 email TT*

100. **FN:** 66-5p  
**Title:** Supplies and equipment requests  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Courier stations: Information used in requisitioning ARFCOS supplies and equipment.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.



95

**AVIATION**

**Proponent: HQDA, DCSOPS**

**Prescribing Directives**

AR 95-1--Flight Regulations

AR 95-2--Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigation Aids.

AR 95-3--General Provisions, Training, Standardization, and Resource Management

AR 95-10--U.S Military Notices to Airmen (NOTAM) Systems

**Description:** These records concern Army flight regulations and operations, military aircraft identification and security control, Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records, investigation of flight violations, flight information and navigational aids, airfields and heliports, techniques, procedures, and personal qualifications involved in flight training. Records pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700-series, records on aircraft accident reporting are in the 385-series.

101. FN: 95

**Title:** General aviation 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 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 aviation 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 aviation 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 years, then destroy.

WITHDRAWN

102. FN: 95-1b

**Title:** Flight examinations

**Authority:** NN-166-204

**Privacy Act:** A0095-1aTRADOC

**Description:** Information accumulated in connection with the annual examination of Army aviators. Included are applications for instrument cards, instrument examiner's flight examination records, annual written examination administrative records, and related information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code K6B. Event is completion of next annual examination. 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.

Change in disposition made w/ concurrence of Army PDC Handy Light. 12/21/01 e-mail TT

103. FN: 95-1d

**Title:** Flight information

**Authority:** NC1-AU-78-108

**Privacy Act:** Not applicable

**Description:** Information relating to the monitoring, collecting, evaluating, editing, and disseminating of flight information to appropriate civilian and military agencies. Included are proposed instrument approach procedures, notices to airmen, reports of Army airfield flight information, notices or errors and changes in facilities and navigation aids, communications relating to flight information, copies of the published flight information, and related information.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code K6E. Event is supersession or obsolescence of publications. 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.

Change in disposition made w/ concurrence of Army PDC Handy Light. 9/24/00 mtrg TT

104. ~~FN: 95-1e~~  
**Title:** Aircraft operations  
**Authority:** NC1-AU-79-54  
**Privacy Act:** Not applicable  
**Description:** Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs; schedules reflecting takeoff time, destination, passenger manifest, and similar data; requests for, and cancellation of flights; and related information.  
**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

105. ~~FN: 95-1f~~  
**Title:** Installation flight rules  
**Authority:** NC1-AU-78-108  
**Privacy Act:** Not applicable  
**Description:** Information relating to the preparation, review, issuance, and interpretation of local rules governing flight operation at each installation where Army aircraft are operated. Included are coordinating actions on proposed rules, copies of the published rules, communications relating to the rules, and related 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.

106. ~~FN: 95-1h~~  
**Title:** Aircraft flight logs  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information used in the navigation of aircraft and reflecting air traffic control clearance instructions, navigational data required for proper navigation and position reporting, and comparable data. (Logs required to reconstruct flight for investigative purposes will become a part of the investigative file to which they pertain.)  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

107. ~~FN: 95-1j~~  
**Title:** Flight plans  
**Authority:** NN-173-63  
**Privacy Act:** Not applicable  
**Description:** Information reflecting flight destination, aviator, time of departure, and other data concerning the flight. Included are military flight plan, local flight clearance, and operations log.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

108. ~~FN: 95-1m~~  
**Title:** Flight orders  
**Authority:** NN-167-36  
**Privacy Act:** A0095-1aTRADOC  
**Description:** Information authorizing individual flights of Army aircraft and crews outside the local flight area. Included are flight orders and related information.  
**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ Code KE6. Event is completion of flight. 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.

*Change in disposition made w/ commencement of Army PDL Ready Light 12/21/01 e-mail TT*

109. ~~FN: 95-2a~~  
**Title:** Airfield traffic activity reports  
**Authority:** NN-172-104

WITHDRAWN

~~Privacy Act: Not applicable~~

~~Description: Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.~~

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

110. FN: 95-2e

Title: Airspace utilization reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information reporting data on activities conducted, locations and boundaries of the conducted activities; time, days, weeks, and months of use; altitudes used; appropriate remarks; and similar data relating to the use of assigned restricted area, warning area, and controlled firing area airspace. Included are restricted area utilization reports, warning area and controlled firing area utilization reports, and related information.

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

WITHDRAWN

111. FN: 95-2f

Title: Airspace use agreements

Authority: NN-166-204

Privacy Act: Not applicable

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

Disposition: Code KE6. Event is revocation, rescission, or expiration of the agreement. 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.

112. FN: 95-2h

Title: Aircraft clearances

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.

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

113. FN: 95-2i

Title: Aids and procedures checks

Authority: NN-166-204

Privacy Act: Not applicable

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

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

114. FN: 95-2j

Title: Rule-making airspace cases

Authority: NC1-AU-78-108

Privacy Act: Not applicable

**Description:** Information relating to Army proposals for the assignment, alteration, or revocation of restricted area, control area extension, control zone, and prohibited area airspace which require rule-making action by the Federal Aviation Agency. Included are airspace proposals, coordinating actions, studies, maps, approvals, disapprovals, and related information.

Change in disposition made w/ concurrence of Army POC Kandy Light. 9/20/00 mtg. TT

**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code NE6. Event is publication or disapproval of the rule. 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.~~

115. FN: 95-2k

**Title:** Rule-making airspace comments  
**Authority:** NC1-AU-78-108  
**Privacy Act:** Not applicable

**Description:** Information relating to evaluations and comments on rule-making proposals concerning the assignment, alteration, or revocation of airspace, if proposals originated with other agencies and if they might conflict with Army airspace interests. Included are comments, maps and related technical justification data, and related information.

Change in disposition made w/ concurrence of Army POC Kandy Light. 9/20/00 mtg. TT

**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code NE6. Event is publication or disapproval of the rule. 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.~~

116. FN: 95-2l

**Title:** Warning and controlled firing area files  
**Authority:** NC1-AU-78-108  
**Privacy Act:** Not applicable

**Description:** Information relating to the establishment of controlled firing areas in which ordnance firing or demolition is conducted under controlled conditions so as to eliminate hazards to aircraft, and the establishment of warning areas where operations are conducted which are not compatible with normal flight operations and constitute a hazard to nonparticipating aircraft. Included are warning area and controlled firing area airspace proposal files, coordinating actions, studies, maps, approvals, disapprovals, and related information.

Change in disposition made w/ concurrence of Army POC Kandy Light. 9/20/00 mtg. TT

**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code NE6. Event is discontinuence of the use of firing area. 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.~~

117. FN: 95-2m

**Title:** Nonrule-making proposal comments  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable

**Description:** Information accumulated in reviewing and commenting on nonrule-making proposals submitted by other agencies in order to ensure that there is no conflict with Army airspace interests. Included are copies of the proposal, Federal Aviation Agency circulars, Army comments on the proposal, maps and charts, and related information.

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

118. FN: 95-2n

**Title:** Proposed construction notices: Installations constructing the structures  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable

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

Changes made w/ concurrence of Army POC Kandy Light. 9/20/00 mtg. TT

**Disposition:** ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code NE6. Event is removal of the structure. 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.~~

119. FN: 95-2o

**Title:** Manmade obstruction evaluations: Installations constructing the structures

**Authority:** NN-166-204

**Privacy Act:** Not applicable

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

*Change in disposition made w/ concurrence of Army PDC Kandy Light. 9/24/00 mky. TT*

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event is removal of the structure. 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.

120. **FN:** 95-2p

**Title:** Flight regulation violations

**Authority:** NN-172-104

**Privacy Act:** A0095-1TRADOC; A0027-10bDAJA; A0027-20aDAJA; A0385-10/40ASO

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

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

**Disposition:** Code KE6. Event is when the case is closed. 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.

121. **FN:** 95-2r

**Title:** Manmade obstructions comments

**Authority:** NN-166-204

**Privacy Act:** Not applicable

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

*Change in disposition made w/ concurrence of Army PDC Kandy Light. 9/24/00 mky. TT*

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event is 2 years or disapproval of the structure, whichever is first. 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.

122. **FN:** 95-3b

**Title:** Flight safety messages

**Authority:** NN-166-204

**Privacy Act:** Not applicable

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

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

WITHDRAWN