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|--|-----------------------------------|---|---------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See instructions on reverse)                        |                                   | LEAVE BLANK (NARA use only)   |                                 |
| TO: National Archives and Records Administration (NIR)<br>8601 Adelphi Road, College Park, MD 20740-6001 |                                   | JOB NUMBER<br><i>71-AU-00-42</i>  | DATE RECEIVED<br><i>3/22/00</i> |
| 1. FROM (Agency or establishment)<br>U.S. Army   |                                   | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>U.S. Total Army Personnel Command  |                                   | DATE<br><i>3-8-02</i>   |                                 |
| 3. MINOR SUBDIVISION<br>Records Management Program Division  |                                   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Carl</i>   |                                 |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><br>Kandy Light   | 5. TELEPHONE<br><br>(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<br>22 Mar 00 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Howard N. Greenhalgh</i><br>HOWARD N. GREENHALGH | TITLE<br>Director, Records Management Division |
|-------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 19.         | <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, NR, NWMW</i></p> |                                   |                                  |

15

**BOARDS, COMMISSIONS, AND COMMITTEES**

**Prescribing Directives**

AR 15-1--Committee Management

ER 15-2-2--Foreign - Trade Zones - Establishment, Operation Maintenance, and Administration

ER 15-2-9--Civil Works

AR 15-6--Procedures for Investigating Officers and Boards of Officers

AR 15-8--Army Science Board

AR 15-34--Department of the Army Individual Service Review Board

AR 15-180--Army Discharge Review Board

AR 15-185--Army Board for Correction of Military Records

**Description:** These records concern establishment, mission, membership, and functions of boards, commissions, and committees, both internal and external to the Department of the Army, on which the Army provides representation.

**FN:** 15

**Title:** General boards, commissions, and committees 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 boards, commissions, and committees which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See file no. 25-30q.) Matters relating to boards, commissions, and committees 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. *W: Thrawn, Resubmit on NI-AU-01-19*

**FN:** 15-1c2

**Title:** Committee management files

**Authority:** NC1-AU-78-18

**Privacy Act:** Not applicable

**Description:** Information used in exercising control over the establishment, use, and dissolution of committees to prevent or eliminate overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to the use of committees. Included are proposals, approvals, and disapprovals to establish, continue, or dissolve committees, charters, terms or references, and agreements, copies of directives authorizing the establishment of committees and comments on them, committee inventory data, and related information.

**Disposition:** Offices of agency and command committee management officers: Code KE6. Event is disapproval or dissolution of the committee. 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:** 15-2-2a

**Title:** Violation warning files

**Authority:** NC1-AU-78-33

**Privacy Act:** Not applicable

**Description:** Information on warning citations issued as a result of violations of Chapter III, Title 36, Code of Federal Regulations. Included are U.S. Army Corps of Engineers warning citations issued in accordance with Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 84 Stat. 1818).

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

WITHDRAWN

**FN:** 15-6a

**Title:** Validations

**Authority:** NN-165-15

**Privacy Act:** A0037-103cSAFM

**Description:** Information on the administrative review, continuing study, and preparation of quarterly comprehensive analyses in connection with incidents of suspected fraud or improper payment. Included are copies of vouchers, copies of orders, copies of notices of exception, copies of military pay orders, copies of pay adjustment authorizations, copies of dependency, sworn statements, and similar information.

**Disposition:** Code KE6. Event is determination or judgment is made. 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  
BY ARMY

**FN:** 15-34a3

**Title:** Civilian-contractual service review board files

**Authority:** NC1-AU-84-33

**Privacy Act:** A0015-34ARPC

**Description:** Information accumulated by the DA Individual Service Review Board in determining an applicant's membership in a civilian or contractual group whose services were considered active military service. Included are control cards, initial applications, copies of board actions, reconsiderations, and similar information.

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

**FN:** 15-180a

**Title:** Army Discharge Review Board files

**Authority:** NN-168-116

**Privacy Act:** A0015-180SFMR

**Description:** Documents relating to the review of discharge or dismissal of former members of the Army to determine if the discharge or dismissal was equitably and properly given. Included are case files consisting of briefs of the Military Personnel Records Jacket files, transcript of the hearing, if any, affidavits, copies of presiding officers' notes, the rationale of the board, briefs or arguments submitted by the counsels or attorneys, a copy of the Secretary of the Army directive, correspondence, and related documents.

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

220

**FIELD ORGANIZATIONS**

**Prescribing Directives**

AR 220-1--Unit Status Reporting

AR 220-5--Designation, Classification, and Change in Status of Units

AR 220-10--Preparation For Oversea Movement of Units (POM)

AR 220-15--Journals and Journal Files

AR 220-90--Army Bands

**Description:** These records concern mission, functions, organization, and status of field-type units and activities. Actions affecting field units such as activation and inactivation, movement, training, mission readiness, and unit documents such as rosters and journals.

**FN:** 220

**Title:** General field organizations 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 information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to field organizations 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 field organizations 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,  
Result of  
NI-AU-01-19

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**FN:** 220-5a

**Title:** Unit identification system (UIS) files

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable

**Description:** Information pertaining to the assignment, registration, change, and control of units by the unit identification system. Included are input data A and B cards, messages, machine tabulation reports, memorandums of telephone calls, 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

8

**FN:** 220-10a

**Title:** Unit movement data

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Received reports showing units alerted for overseas movement, listing shipment number and unit designation, strength, home station, port assigned, estimated time of departure, destination, and estimated time of arrival.

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

WITHDRAWN

9

**FN:** 220-15a2

**Title:** Daily journal, staff journal, and Tactical Operations Center (TOC) logs

**Authority:** NC1-AU-81-26

**Privacy Act:** Not applicable

**Description:** Information reflecting a chronological record of events affecting a headquarters, a TOC, or an organization during a given period of time. Included are journals, logs, and information necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate, higher, or lateral units when applicable; personnel reports; and ammunition expenditure charts, other statistical data, and similar information. Excluded are routine duty reports, which are identified under no. 220-45b.

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

FN: 220-90a

**Title:** Army band use files

**Authority:** NC1-AU-78-60

**Privacy Act:** Not applicable

**Description:** Information relating to the participation of Army bands or band members in various events and at various places. Included are requests for participation; programs and schedules; documents pertaining to the cost of transportation, quarters, and per diem; and related information.

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

FN: 220-90b

**Title:** Army band technical inspections

**Authority:** NN-170-13

**Privacy Act:** Not applicable

**Description:** Information relating to inspections conducted to determine serviceability of equipment and technical proficiency of bandsmen and bands. Included are inspection reports, reports of corrective action, and related information.

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

FN: 220-90d

**Title:** Army band musical compositions

**Authority:** NN-170-13

**Privacy Act:** Not applicable

**Description:** Information on review of musical compositions submitted to band activities. Included are scores, approvals, disapprovals, and related information.

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

FN: 220-90f

**Title:** Bandsman evaluation board plans

**Authority:** NC-AU-76-11

**Privacy Act:** Not applicable

**Description:** Information accumulated by band units as a result of planning activities of annual bandsman evaluation board meetings. Included are agendas, orders appointing board members and changes thereto, and related information.

14. **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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310

**MILITARY PUBLICATIONS**

**Prescribing Directives**

EP 310-1-5--Index to Guide Specifications

AR 310-10--Military Orders

AR 310-49--The Army Authorization Documents System (TAADS) Documentation, Procedures and Processing

**Description:** These records concern policies and procedures for issue of command orders and preparation and publication of authorization documents (criteria for manpower and equipment requirements are placed in the 570 series).

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**FN:** 310

**Title:** General military publications 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 information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to military publications which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30g.) Matters relating to military orders and authorization documents 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;  
RESUBMIT ON  
NI-AU-01-19

15.

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION                        | 10. ACTION TAKEN (NARA USE ONLY)  |
|-------------|--|--|---|
|             | <p>840<br/> <b>HERALDIC ACTIVITIES</b><br/>                     Prescribing Directive<br/>                     AR 840-10--Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates<br/>                     Description: These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel.</p>   |  |   |
| 16          | <p><del>FN: 840<br/>                     Title: General heraldic activities correspondence files<br/>                     Authority:<br/>                     Privacy Act: Not applicable<br/>                     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 information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to heraldic activities 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 heraldic activities 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.<br/>                     Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</del></p> | <p>NN-167-31 and<br/>                     NN-165-192</p> | <p>WITHDRAWN,<br/>                     RESUBMIT ON<br/>                     01-AU-01-19</p> |
|             |  |  |   |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION                        | 10. ACTION TAKEN (NARA USE ONLY)  |
|-------------|--|--|---|
|             | <p>870<br/> <b>HISTORICAL ACTIVITIES</b><br/>                     Prescribing Directives<br/>                     AR 870-5--Military History: Responsibilities, Policies, and Procedures<br/>                     AR 870-20--Historical Properties and Museums<br/>                     Description: These records concern preparation and use of historical data and studies, administration of the Army Historical Program, organizational history, lineage, and honors, establishment and maintenance of museums, historical services, and acquisition, accountability, and disposition of historical properties.</p>   |  |   |
| 1           | <p><del>FN: 870<br/>                     Title: General historical activities correspondence files<br/>                     Privacy Act: Not applicable<br/>                     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 information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to historical activities 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 historical activities 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.<br/>                     Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</del></p> | <p>NN-167-31 and<br/>                     NN-165-192</p> | <p>WITHDRAW,<br/>                     RESULT OF<br/>                     NI-AU-01-19.</p> |
| 2           | <p>FN: 870-5h<br/>                     Title: Historian sources<br/>                     Privacy Act: Not applicable<br/>                     Description: Information used as source data in preparation of historical volumes. Included are duplicates or photocopies of correspondence, reports, directives, pamphlets, publications, or other official records, preliminary or partial drafts, author's outline, author's original notes, and comparable information. (Record material should be returned on completion of the volume.) Note: Material applicable to future volumes may be retained and files that possess value to other organizations or offices may be transferred.<br/>                     Disposition: Code KE6. Event is publication of the related volumes. 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.</p>   | <p>NN-166-204</p>  |   |

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