

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-AU-00-013

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/3/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except the ones listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item RNs 145-1j was superseded by DAA-AU-2016-0072-0002

Item RNs 145-1k was superseded by DAA-AU-2016-0072-0002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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

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

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

DATE <i>22 Mar 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</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)
49.	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> <p style="text-align: center;"><i>cc: Agency, NWMW, NR</i></p>		

135

ARMY NATIONAL GUARD AND ARMY RESERVE

Prescribing Directives

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

AR 135-156--Personnel Management of General Officers

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

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

FN: 135

Title: General Army National Guard and Army Reserve correspondence files

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

Privacy Act: Not applicable

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

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

FN: 135-155c

Title: Reserve officer eligibility determinations

Authority: N1-AU-89-14

Privacy Act: A0640ARPC

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

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

FN: 135-215a

Title: Officer periods of service on active duty

Authority: NN-166-204

Privacy Act: A0001bTAPC

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

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

WITHDRAWN

WITHDRAWN

WITHDRAWN

140

U.S. ARMY RESERVE

Prescribing Directives

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

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

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

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

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

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

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

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

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

FN: 140

Title: General Army Reserve correspondence files

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

Privacy Act: Not applicable

WITHDRAWN

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

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

FN: 140-9a

Title: Active duty reports

Authority: NN-166-204

Privacy Act: A0640-10aTAPC

WITHDRAWN

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

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

FN: 140-10a

Title: Reserve officer career management files

Authority: NN-166-204

Privacy Act: A0600ARPC & A0640ARPC

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

Disposition: Code KE6. Event is final separation from the Army Reserve. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. (Forward in accordance with AR 140-241 when individual transfers within the Army Reserve,

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

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

7. ~~FN: 140-145a
Title: Mobilization designee files
Authority: NN-166-204
Privacy Act: A0640ARPC
Description: Documents accumulated by proponent agencies relating to mobilization designation positions. Included are assignment documents, pertinent background and personnel data concerning the individual and his or her military career, and termination of the mobilization designation.
Disposition: Code KE6. Event is termination of mobilization designation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

~~WITHDRAWN~~

8. ~~FN: 140-158b
Title: Enlisted promotions
Authority: N1-AU-86-1
Privacy Act: A0640ARPC
Description: Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion and advancement rosters, computations for corporal or specialist and below advancements, approved or disapproved requests, promotion or advancement instructions, and similar or related information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

~~WITHDRAWN~~

9. ~~FN: 140-158e
Title: Reserve enlisted promotion eligibility determinations
Authority: N1-AU-89-14
Privacy Act: A0640ARPC
Description: Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

~~WITHDRAWN~~

10. ~~FN: 140-185b
Title: Reserve unit attendance reference sets
Authority: NC1-AU-79-34
Privacy Act: A0600-8DAPE
Description: Documents used as worksheets and reference when the original attendance record is no longer available within the unit. Included are carbon copies of DA Form 1379, DA Form 1380 (Record of Individual Performance of Reserve Duty Training), and related information. Post data from these documents that are vital to determining the award of retirement point credits to the original DA Form 1379. These forms are under file no. 140-185a.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

11. ~~FN: 140-185c
Title: Reserve training projects
Authority: NN-166-204
Privacy Act: Not applicable
Description: Records on preparing, processing, and assigning training projects to Reserve members who are too far from training activities. Included are requests for project outlines, project assignments, progress reports correspondence with other Army agencies about the award of retirement point credits, project report, and similar or related documents.
Note: The final project report is filed in the subjective files of the proponent agency.~~

~~WITHDRAWN~~

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

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

Title: Equivalent training authorization approvals

WITHDRAWN

Authority: NN-166-204

Privacy Act: A0600-8DAPE

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

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

145

RESERVE OFFICERS TRAINING CORPS

Prescribing Directive

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

AR 145-2--Junior Reserve Officer Training Program

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

~~FN: 145~~

13.

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

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

Privacy Act: Not applicable

WITHDRAWN

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

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

14.

~~FN: 145-1a~~

Title: ROTC enrollment reports

Authority: NN-166-204

Privacy Act: A0145-1TRADOC

WITHDRAWN

Description: Documents relating to ROTC enrollment data reported to TRADOC. Included are forms, consolidated reports, and similar information.

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

15.

~~FN: 145-1b~~

Title: ROTC camp files

Authority: NN-166-204

Privacy Act: Not applicable

WITHDRAWN

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

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

16.

~~FN: 145-1c~~

Title: ROTC cadet records

Authority: NC1-AU-83-49

Privacy Act: A0145-1aTRADOC-ROTC

WITHDRAWN

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

~~Disposition: Code KE6. Event is termination of enrollment, graduation, or withdrawal from institution. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

17.

FN: 145-1e

Title: ROTC separated cadet records

WITHDRAWN

Authority: NN-166-204

Privacy Act: A0145-1aTRADOC-ROTC

Description: Documents relating to former cadets. They are kept in manila folders. Included in each former cadet's file are the Armed Forces security questionnaire, deferment agreement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information. (TRADOC Form 176 is kept under file number 145-1c.)

Disposition: Code KE6. Event is withdrawal from ROTC program. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

18.

FN: 145-1f

Title: ROTC screening test answer sheets

WITHDRAWN

Authority: NN-166-204

Privacy Act: A0145-1aTRADOC-ROTC

Description: Documents related to giving the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.

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

19.

FN: 145-1i

Title: ROTC cadet evaluation reports

WITHDRAWN

Authority: NN-166-204

Privacy Act: A0145-1aTRADOC-ROTC

Description: Documents of cadet ratings prepared by professors of military science and commanders prior to graduation. Included are evaluation reports and related information.

Disposition: Code KE6. Event is graduation or sending to higher command on request. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

20.

FN: 145-1j

Title: ROTC scholarship selected applicant files

Authority: NC-AU-76-10

Privacy Act: A0145-1bTRADOC-ROTC

Description: Documents relating to the selection of individuals for ROTC scholarships. Included are applications, reference questionnaires, interview worksheets, descriptive reports, Scholarship Selection Board vote sheets, evaluation score sheets, documents reflecting College Entrance Examination Board (CEEB) scores, and related documents.

Disposition: Code KE6. Event is individual graduation or disenrollment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

21.

FN: 145-1k

Title: ROTC scholarship nonselected applicant files

Authority: NC1-AU-83-48

Privacy Act: A0145-1aTRADOC-ROTC

Description: Documents reflecting the nonselection of applicants for ROTC scholarships. Included are applications, physical exams, and medical histories, secondary school transcripts, documents reflecting extracurricular activities, documents reflecting CEEB scores, and related documents.

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

22. **FN:** 145-1m
Title: ROTC graduate files
Authority: NN-166-204
Privacy Act: A0145-1aTRADOC-ROTC
Description: Documents used to determine assignment of graduates, showing names and pertinent information concerning students scheduled to complete the senior Reserve officers training course and to be commissioned in the U.S. Army Reserve. Included are rosters, cards, tapes, orders, and related documents.
Disposition: Code KE6. Event is completion of assignment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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

WITHDRAWN

24. **FN:** 145-1p
Title: ROTC unit evaluations
Authority: NN-166-204
Privacy Act: Not applicable
Description: Documents related to rating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notices of probationary status, waivers, academic evaluation reports, correspondence about corrective action, and similar or related documents.
Disposition: Code KE6. Event is expiration of the waiver or removal of the unit from probation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

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

WITHDRAWN

26. **FN:** 145-2a
Title: NDCC instructor selections
Authority: NN-163-44
Privacy Act: A0145-2TRADOC
Description: Documents relating to choosing instructors for National Defense Cadet Corps (NDCC) schools. Included are letters with detailed experience qualifications, approvals by the Army Staff, and similar or related documents.
Disposition: Code KE6. Event is termination of employment by the school. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

350

TRAINING

Prescribing Directives

AR 350-1--Army Training

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

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

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

AR 350-28--Army Exercises

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

AR 350-41--Army Forces Training

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

FN: 350

Title: General training correspondence files

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

Privacy Act: Not applicable

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

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

WITHDRAWN

FN: 350-1a

Title: Training inspections

Authority: NN-166-204

Privacy Act: Not applicable

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

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

WITHDRAWN

FN: 350-1e

Title: Annual training support files

Authority: NN-166-204

Privacy Act: Not applicable

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

Disposition: Code KE6. Event is completion of final action related to annual training support. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

FN: 350-1g

WITHDRAWN

~~Title: Unit tests~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

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

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

31.

FN: 350-6a

Title: Marksmanship files

Authority: NC1-AU-78-1

Privacy Act: A0350-6FORSCOM

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

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

WITHDRAWN

32.

FN: 350-7b

Title: Task analysis background files

Authority: N1-AU-86-54

Privacy Act: Not applicable

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

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

WITHDRAWN

33.

FN: 350-10a

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

Authority: N1-AU-94-17

Privacy Act: A0351DAPE

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

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

34.

FN: 350-10b

Title: Individual Training Requirements Files

Authority: N1-AU-94-17

Privacy Act: A0351DAPE

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

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

NOARA approval not needed. Proposed disposition equivalent to previously approved authority.

35.

FN: 350-10c

Title: Individual Training Requirements Background Files

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

~~Privacy Act: A0351DAPE~~

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

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

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

36.

FN: 350-10d2

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

Authority: N1-AU-94-17

Privacy Act: A0351DAPE

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

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

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

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

~~FN: 350-10e~~

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

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

~~Privacy Act: Not applicable~~

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

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

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

38.

FN: 350-10f

Title: Training Resource Arbitration Panel (TRAP) Files

Authority: N1-AU-94-17

Privacy Act: Not applicable

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

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

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

39.

FN: 350-10g

Title: Class Schedules

Authority: N1-AU-94-17

Privacy Act: A0351DAPE

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

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

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

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

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

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

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

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

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

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

44. ~~**FN:** 350-37b
Title: Scored qualification tests
Authority: NN-166-204
Privacy Act: A0350-37TRADOC and OPM/GOVT 1~~

~~**Description:** Documents used to determine qualifications to be recorded on the individual's qualification record. Included are scored qualification test sheets or booklets, and related documents.
Disposition: Code KE6. Event is Individual Soldier's Report or e. of test period. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

WITHDRAWN

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

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

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

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

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

WITHDRAWN

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

500

EMERGENCY EMPLOYMENT OF ARMY AND OTHER RESOURCES

Prescribing Directives

ER 500-1-1--Natural Disaster Procedures

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

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

AR 500-10--Nonindustrial Facilities for Mobilization

AR 500-50--Civil Disturbances

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

46. ~~FN: 500~~

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

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

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

WITHDRAWN

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

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

47. FN: 500-1-1a

Title: Domestic emergency operation reports

Authority: NN-166-204

Privacy Act: Not applicable

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

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

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

~~Title: Production equipment history files~~

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

~~Privacy Act: Not applicable~~

WITHDRAWN

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

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