REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

TO: National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

1. FROM (Agency or establishment)
   U.S. Army

2. MAJOR SUBDIVISION
   U.S. Total Army Personnel Command

3. MINOR SUBDIVISION
   Records Management Program Division

4. NAME OF PERSON WITH WHOM TO CONFERENCE
   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
22 Mar 00

SIGNATURE OF AGENCY REPRESENTATIVE
HOWARD N. GREENHALGH

TITLE
Director, Records Management Program Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   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.

   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.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-AU-00-15

DATE RECEIVED
3-22-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES
1-15-02

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA
36 CFR 1228
30
FOOD PROGRAM
Prescribing Directives
AR 30-1--The Army Food Service Program
AR 30-5--Food Cost and Feeding Strength Summary
AR 30-7--Operational Rations
AR 30-16--Food Service Data Feedback Program
AR 30-18--Army Troop Issue Subsistence Activity Operating Procedures
AR 30-19--Army Commissary Store Operating Policies
AR 30-21--Army Field Feeding Procedures

Description: These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations. NOTE: These files have undergone a complete revision since the last MARKS regulation. Care must be taken in establishing new files.

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Title: General food program 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 the food program 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 food program that are received for information only, on which no action is required. These include cards, listings, indexes, appointment orders, 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, cook status reports, and similar working papers gathered for preparation of an action.

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

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FN: 30-1a
Title: Cash receipts
Authority: NN-166-179
Privacy Act: Not applicable

Description: Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and
payment of catered meals or unprepared subsistence, reports of investigation in accordance with AR 456-5, report of survey IAW AR 735-5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.

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

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3. **FN: 30-1c**
   **Title:** Dining facility reviews
   **Authority:** NN-166-179
   **Privacy Act:** Not applicable
   **Description:** Information relating to review or inspection of dining facility operations, administration, and sanitation; contractor performance evaluations; nutrition, requisition, and receiving procedures; security, inventory management, and meal card verification; and reports. Included are summary of account status review, quality deficiency reports (QDRs), equipment improvement reports (EIPs), Unsatisfactory Material Reports (UMRs), food service equipment replacement record, and related information on findings and recommendations.
   **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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4. **FN: 30-1d**
   **Title:** Dining facility operations
   **Authority:** NC1-AU-80-54
   **Privacy Act:** Not applicable
   **Description:** Documents pertaining to operating the dining facility. Included are production schedules, headcount records, signature headcount sheets, kitchen requisitions, sensitive and high dollar item disposition, inventories with recap sheets, strength and feeder reports (field), and similar information. Not included are meal card management records; see file no. 600-38a.
   **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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5. **FN: 30-1e**
   **Title:** Ration request, issue, delivery, and account status files
   **Authority:** NC1-AU-76-57
   **Privacy Act:** Not applicable
   **Description:** Dining facility information relating to issue, subsistence reports, ration requests, feeder reports, issue and turn-in slips not used for receipt of cash, delivery tickets, machine printouts, certificates of donation, dining facility account card, and transfer of subsistence between dining facilities.
   **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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6. **FN: 30-1f**
   **Title:** Operational ratios
   **Authority:** NN-166-204

WITHDRAWN
Privacy Act: Not applicable
Description: Information relating to the operational ration/box lunch control sheets, ration control sheets, transfers of subsistence between field and garrison operations, inventories of subsistence received from the field, and related information pertaining to requisition, receipt, storage, inspection and issue of operational rations.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-1g
Title: Food program projects
Authority: NC1-AU-77-50
Privacy Act: A0030-AMC
Description: Information resulting from actions taken to evaluate and improve the overall Army Food Program. Included are staff studies, survey and test reports, coordinating actions, and similar information.
Disposition: Code KE6. Event: completion of the project. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

FN: 30-1h
Title: Food program reports
Authority: NC1-AU-77-51
Privacy Act: Not applicable
Description: Reports used for supervision, rendering assistance and advice, and review and analysis of the food program. Included are food facility reports; subsistence supply and service reports; reports of progress accomplished in the food program; post food service supervisor's reports; and reports containing data relative to central billing for cross-servicing of meals furnished personnel of other services; Connelly program information, command logistic reviews, best dining facility awards, dining facility modernization plan, annual food plan, culinary arts information, food service summaries, and food service management plans; approved brunch menus, cook of the quarter, and related information maintained by food advisor and or supervisors.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-1i
Title: Ration requests
Authority: NN-166-204
Privacy Act: Not applicable
Description: Requests for motor convoy rations, consolidated ration requests, or comparable documents relating to requests for the issue of subsistence. Maintain these files on a fiscal year basis.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-1j2
Title: Menus development
Authority: NC1-AU-77-148
Privacy Act: Not applicable
Description: Records other than the record copy of the published menus: Information relating to the development, review, and approval of master and special menus. Included is information reflecting cost, dietary, nutritional information, and issue analyses, ration factor lists, copies of published menus, and copies of menu board minutes.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Title: Food facility establishment files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Office having Army-wide responsibility and responsibility for final approval: Information relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of cold storage facilities, bakeries, TISA, and similar food processing or storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Title: War reserve/protectable levels
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information relating to the establishment and status of war reserve and protectable levels of operational rations.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to the disposition of operational rations due to condemnation or transfer to other governmental agencies due to excess stocks.

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

FN: 30-7c
Title: Unit basic loads
Authority: NN-166-204
Privacy Act: Not applicable

Description: Information relating to the requisition, receipt, and inspection of all operational rations retained by Army units as part of their basic load.

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

FN: 30-7d
Title: Operational rations reports
Authority: NN-166-204
Privacy Act: Not applicable

Description: Information pertaining to semiannual and other reports required for operational rations.

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

FN: 30-16a
Title: Unsatisfactory subsistence files
Authority: NC1-AU-85-45
Privacy Act: Not applicable

Description: Information on reporting of subsistence which is unsatisfactory for its intended use. Included are DA Form 1608-R (Unsatisfactory Material Report) or similar forms, coordination with veterinarians and Troop Issue Subsistence Activity, letters or other narrative reports, and similar information.

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

FN: 30-18b
Title: TISA reports
Authority: NN-166-204
Privacy Act: Not applicable

Description: Information constituting a part of the reporting system on TISA operations. Included are all required TISA reports and correspondence concerning TISA reports.

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

FN: 30-18c
Title: TISA accounts  
Authority: NN-166-204  
Privacy Act: Not applicable  
Description: Documents maintained by accountable and sales officers as the formal record of all transactions pertaining to the receipt, issue, sale, transfer, and inventory of supplies and services, and the receipt and deposit of funds. They include monthly voucher register and general control, inventory adjustment monetary account documents, statements of gains and losses, adjustment vouchers and documents that are filed as vouchers to the account 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: 30-18d  
Title: TISA BDFA, price list, and adjustment files  
Authority: NN-166-204  
Privacy Act: Not applicable  
Description: Information maintained for basic daily food allowance (BDFA), price and adjustment. Included are registers of vouchers to a stock record account, BDFA computation sheets, price and stockage lists, TISA reports of survey, veterinary sample records and destruction certificates, subsistence discrepancy reports, and similar information.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-18f  
Title: TISA equipment replacement records  
Authority: NN-166-104  
Privacy Act: Not applicable  
Description: Information on facility or equipment replacement budget request documents and responses, equipment replacement records, requests for equipment and maintenance request logs, 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: 30-18g1  
Title: Item consumption files  
Authority: NN-166-204  
Privacy Act: Not applicable  
Description: Subsistence consumption cards: Subsistence consumption cards and documents maintained for the planning and controlling of stockage levels such as not-in-stock lists, operational ration control forms, menus and recapitulations, and similar information.  
Disposition: Code KE6. Event: new card is initiated or discontinuance of the related item, whichever is first. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.
Title: Item consumption files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Other than subsistence consumption cards: Subsistence consumption cards and documents maintained for the planning and controlling of stockage levels such as not-in-stock lists, operational ration control forms, menus and recapitulations, and similar information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Title: TISA inventory records
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information pertaining to disinterested individual appointment orders and all inventory and inventory related records of the TISA except the book inventory maintained on the voucher register general control.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Title: TISA requisitions
Authority: NN-166-204
Privacy Act: Not applicable
Description: Requisitions, document registers, direct vendor delivery requests, local purchase requests, discrepancy reports, other records of requisitions for the TISA but exclusive of such documents when filed with with vouchers to the account.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Title: TISA due-in documents
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information maintained as a record of shipments due-in. Included are shipping documents and similar papers.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Title: TISA receipt records
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information maintained as a record receipt, turn-in, and similar information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**FN: 30-18**

**Title:** TISA issue records  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information maintained as a record issue, direct vendor delivery tickets, machine printouts, and similar information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**FN: 30-18m**  
**Title:** TISA charge sales  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information pertaining to charge customer requests, charge sales abstracts, charge sales receipts, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to charge sales, but exclusive of such documents files as vouchers to the account.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**FN: 30-18n**  
**Title:** Garrison ration accounts  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information relating to unit ration requests, feeder reports, dining facility account cards and correspondence relating to the status of accounts maintained under the Army Ration Accounting System. Included are notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**FN: 30-18o**  
**Title:** Field ration accounts  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information maintained under the Army Field Feeding System. Included are unit ration requests, feeder reports, account records and correspondence such as notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
32. FN: 30-18p
Title: IDTAS ration accounts
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information pertaining to the Inactive Duty Training System (IDTAS). Included are unit ration requests, feeder reports, account records and correspondence, notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustment to accounts, and related information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

33. FN: 30-18q
Title: Medical treatment facility issues
Authority: NN-166-204
Privacy Act: Not applicable
Description: Issue slips used for the request and issue of subsistence items to fill the menu requirements for dining facilities within medical treatment facilities. Included are facility slips and worksheets.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

34. FN: 30-19a
Title: Commissary accountability
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information pertaining to the commissary accountability and backup to support the voucher register and general control entries, such as receipts, sales, charge sales, transfer of subsistence, inventory results, price lists with adjustments and deposit of, or receipt of, funds. Similar information affecting the account includes statements of gains and losses, store block control journal, summary audit log, and receiving document logs; vendor coupons and refunds; food stamps; women, infants, and children (WIC) transactions, billing, and receipt documentation; food donations, container deposits, check collection fees; and disposition of damaged salvaged items and reports of survey.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

35. FN: 30-19b1
Title: Commissary activity plans
Authority: NN-166-204
Privacy Act: Not applicable
Description: Item consumption files: Information maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, not-in-stock lists, and similar information.
Disposition: Code KE6. Event: initiation of a succeeding record for that item or discontinuance of the related item, whichever is first. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

FN: 30-19b2
Title: Commissary activity plans
Authority: NN-166-204
Privacy Act: Not applicable
Description: Other than item consumption files: Information maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, not-in-stock lists, 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: 30-19c
Title: Commissary reports
Authority: N1-AU-90-17
Privacy Act: Not applicable
Description: Documents correspondence and follow-up data and information constituting a part of the reporting system on commissary operations. Included are standard reports, interim reports, and additional one-time reports that are not filed in a required area.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-19d
Title: Commissary sales registers
Authority: NN-166-204
Privacy Act: Not applicable
Description: Registers maintained to control and identify sales orders and entries in registers bearing such information as sales order number, date, location of item sold, sales number, purchaser, description of item, amount of order, 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: 30-19e
Title: Commissary price lists
Authority: NN-166-204
Privacy Act: Not applicable
Description: Lists and supplements reflecting current prices for commissary store items.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-19f
Title: Commissary cash and charge sales
Authority: NN 166-204
Privacy Act: Not applicable
Description: Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.

FN: 30-19g
Title: Commissary requisitions
Authority: NN-166-204
Privacy Act: Not applicable
Description: Requisitions submitted to Defense Personnel Support Center and other supplying depots and agencies, advices of actions, and other papers retained as a record of the requisition of supplies for the commissary store, but exclusive of such documents when filed with vouchers to the account.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 30-19h
Title: Commissary due-in documents
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information maintained as a record of shipments due-in used to plan warehouse space utilization. Included are shipping documents, requisitions, and similar information.
Disposition: Code KE6. Event: on receipt of shipment or on completion of planned space utilization, as applicable. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

FN: 30-19i
Title: Commissary accountable/responsible officer designations
Authority: NC1-AU-80-54
Privacy Act: Not applicable
Description: Information appointing the commissary officer or other commissary staff member as an accountable and responsible sales officer.
Disposition: Code KE6. Event termination of duty. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

FN: 30-19k
Title: Commissary program projects
Authority: N1-AU-90-17
Privacy Act: Not applicable
Description: Office having Army-wide responsibility: Information resulting from actions taken to evaluate and improve the overall Army Commissary Program. Included are
studies, market basket survey reports, independent research, survey and test results, coordinating actions, and related information and data to review or evaluate commissary programs and initiatives.

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

FN: 30-19i
Title: Commissary marketing/stockage program
Authority: N1-AU-90-17
Privacy Act: Not applicable
Description: Office having Army-wide responsibility: Information establishing policies and correspondence pertaining to authorized stockage of items, vendor stocked items, contract stockage, merchandising, promotions, item master file including changes, item descriptions, not-in-stock reports, Universal Product Code correspondence, and similar information.

Disposition: Code KE6. Event: supersession or obsolescence. Keep in CFA until no longer needed for conducting business, but not longer than 6 years after event, then destroy.

FN: 30-19m
Title: Commissary establishment files
Authority: N1-AU-90-17
Privacy Act: Not applicable
Description: Information relating to the review and approval of recommendations for the establishment or discontinuance of commissary facilities and storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notification of establishment or discontinuance.


FN: 30-21b
Title: Field kitchen review files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information relating to the review of field kitchen administration, sanitation, supplies, equipment, and reports. Included are quality deficiency reports (QDRs), equipment improvement reports (EIRs), unsatisfactory material reports (UMRs), and related information on findings and recommendations.

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

FN: 30-21c
Title: Field ration request, production, control sheet, and feeder report files
Authority: NC1-AU-76-57
Privacy Act: Not applicable
Description: Information relating to strength and feeder reports; ration control sheets; ration requests; issues, turn-ins, and transfers; machine printouts; production schedules; and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
32
CLOTHING AND TEXTILE MATERIEL
Prescribing Directive
AR 32-5—Introduction of New Clothing and Textile (C&T) Items into the Department of Defense (DOD) Supply System

Description: Functions and procedures regarding the integrated supply management of clothing and textile material items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. This excludes descriptions and wearing of items of the uniform which are contained in the 670-series.

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FN: 32
Title: General clothing and textile material 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 clothing and textile material 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 clothing and textile material 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.