

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>71-AW-00-27</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	DATE <i>1-7-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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

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

DATE 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>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 GRS OR SUPERSEDED JOB CITATION	10.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)
<i>121.</i>	<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: right;"><i>cc: Agency, NWMW, NR</i></p>		

115

**CLIMATIC, HYDROLOGICAL, AND TOPOGRAPHIC SERVICES**

**Prescribing Directives**

AR 115-10--Meteorological Support for the U.S. Army (AFR 105-3)

AR 115-11--Army Topography

**Description:** These records concern Army requirements for weather service information such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service covering hydrological matters and production, procurement, and distribution of maps, geodesy, and related materials, as well as other topographic and geodetic data.

~~FN: 115~~

~~**Title:** General climatic, hydrological, and topographic services 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 information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to climatic, hydrological, and topographic services 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 climatic, hydrological, and topographic services 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.~~

2. FN: 115-10a1

**Title:** Surface meteorological observations

**Authority:** NC1-AU-81-58

**Privacy Act:** Not applicable

**Description:** Information related to the observation and recording of surface meteorological conditions, such as cloud formation, visibility, temperature, humidity, barometric pressure, wind speed and direction, precipitation, dew point, sunrise and sunset, and associated phenomena as observed from the surface. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and similar information.

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

3. FN: 115-10b1

**Title:** Upper air meteorological observations

**Authority:** NC1-AU-81-58

**Privacy Act:** Not applicable

**Description:** Information relating to the observation and recording of upper air meteorological conditions, such as temperature, relative humidity, atmospheric pressure, and wind speed and direction. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and similar information.

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

4. FN: 115-10c

**Title:** Meteorological procedures

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Data accumulated by meteorological teams and supporting activities which are used to provide technical information and instructions on new or improved techniques, procedures, and methods for observing, gathering, recording, and reporting meteorological data. Included are copies of published procedures background data, coordination documents, and similar information.

**Disposition:** Office responsible for issue: Code KE6. Event is supersession or obsolescence. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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5.

**FN:** 115-10d

**Title:** Weather maps

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information used in preparing forecasts and outlooks. Included are locally prepared weather maps including forecasts and outlooks and weather maps with related information received from national facsimile and teletype networks that depict movement of weather systems and conditions.

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

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6.

**FN:** 115-10e

**Title:** Meteorological equipment utilization files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information providing the number of meteorological sites in operation, the functioning and use of team equipment, and documents which serve as basis for determining operational spare and expendable requirements. Included are site utilization reports, equipment inventory reports, calibration records, and similar information.

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

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7.

**FN:** 115-10f

**Title:** Meteorological operation and equipment subsidiary files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information reflecting discrepancies in, and validity of, technical operation and the status of meteorological equipment. Included are reports of procedural discrepancies, communications about technical procedures, equipment outage logs, malfunction reports, reports of breakdowns, and similar information.

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

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8.

**FN:** 115-10g

**Title:** Meteorological support files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to meteorological services provided by teams or units to research, development, planning, test, and other activities. Included are requests for support, communications concerning the support, and similar information.

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

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9.

**FN:** 115-11d

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WITHDRAWN

~~Title: Mapping and program priorities~~

~~Authority: N1-AU-86-26~~

~~Privacy Act: Not applicable~~

~~Description: Information on the establishment of priorities for mapping programs and projects. This also includes periodic changes or revisions.~~

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

10. FN: 115-11e

Title: Mapping indices

Authority: N1-AU-86-27

Privacy Act: Not applicable

Description: Various types of base maps and charts kept as guides in planning. They are annotated to show the extent or order of surveying, charting, and mapping operations.

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

11. FN: 115-11h

Title: Mapping and geodetic reports

Authority: NN-170-20

Privacy Act: Not applicable

Description: Information gathered in reporting mapping and geodetic evaluations and findings. Included are feeder, consolidated, and special 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

12. FN: 115-11i

Title: Mapping and geodetic collection guidance and support files

Authority: NN-170-20

Privacy Act: Not applicable

Description: Information created or acquired to ensure the availability of current source materials for existing and foreseen mapping, intelligence, and geodetic programs of DOD, DA, and other authorized agencies. Included are source material availability, request, requirement, case requirements, attache' materials, evaluation and analysis of source material, and related information.

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

WITHDRAWN

13. FN: 115-11t

Title: Map corrections

Authority: N1-AU-86-32

Privacy Act: Not applicable

Description: Information reporting errors or omissions noted on military maps.

Disposition: Code KE6. Event is publication of resultant map. 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.

14. FN: 115-11u

Title: Work assignments

Authority: N1-AU-86-33

Privacy Act: Not applicable

Description: Assignment of topographic projects including assignments to units under operational control.

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.

15. FN: 115-11v

Title: Production and reproduction controls

**Authority:** N1-AU-86-34

**Privacy Act:** Not applicable

**Description:** Information which controls and shows the progress of cartographic and geodetic projects. Included are priorities and schedules, manuscript check, quality inspections, progress reports, memorandums, and related information.

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

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16.

**FN:** 115-11gg

**Title:** Reproduction manuscript controls

**Authority:** N1-AU-86-47

**Privacy Act:** Not applicable

**Description:** Information about the procurement, use, transfer, and loan of reproduction manuscript material.

**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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17.

**FN:** 115-11hh

**Title:** Reproduction manuscript cancellations

**Authority:** N1-AU-86-50

**Privacy Act:** Not applicable

**Description:** Information which officially cancels reproduction manuscript material. It forms the basis for destruction of such material.

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

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18.

**FN:** 115-11kk

**Title:** Map series

**Authority:** NN-170-20

**Privacy Act:** Not applicable

**Description:** Information created in the review of maps and series to decide which will be kept as active or inactive distribution items.

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

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19.

**FN:** 115-11mm

**Title:** Map requisitions

**Authority:** N1-AU-86-44

**Privacy Act:** Not applicable

**Description:** Information on the requisitioning and shipment of maps and related publications. Included are requisitions, authorizations and shipping orders, and related information.

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

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117

**CORPS OF ENGINEERS TOPOGRAPHY AND GEODESY**

**Prescribing Directive**

ER 117-2-4--Priority of Topographic Mapping Needs

**Description:** These records concern activities in the areas of geodetic control surveys, aerial photography procurement, and topographic mapping as carried out by the Corps of Engineers.  
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~~20.~~ FN: 117

**Title:** General Corps of Engineers topography and geodesy correspondence files

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

WITHDRAWN

**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 Corps of Engineers topography and geodesy 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 Corps of Engineers topography and geodesy that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.  
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200

**ENVIRONMENTAL QUALITY**

**Prescribing Directive**

AR 200-1--Environmental Protection and Enhancement

**Description:** These records concern actions relating to Army environmental management, including programs, policies, instructions, and activities. Also included are matters affecting the quality of the environment, such as impact on the atmosphere, natural resources, water, and the community.

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~~21.~~ **FN:** 200

**Title:** General environmental quality 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 environmental quality 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 environmental quality 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.

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405

**REAL ESTATE**

**Prescribing Directives**

AR 405-10--Acquisition of Real Property and Interests Therein

AR 405-20--Federal Legislative Jurisdiction

AR 405-25--Annexation

AR 405-70--Utilization of Real Estate

AR 405-80--Granting Use of Real Estate

AR 405-90--Disposal of Real Estate

**Description:** These records concern acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate.  
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~~FN: 405~~

~~22.~~

~~**Title:** General real estate 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 real estate 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 real estate 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.~~

23.

FN: 405-10h

**Title:** Acquisition progress reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Reports and directly related information which show acquisition progress. Note: final report will be placed in the realty historical files.

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

24.

FN: 405-10i

**Title:** Lease control

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information consisting of lease data cards and space occupancy data cards.

**Disposition:** Code KE6. Event is termination of lease. 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.

~~26.~~

~~FN: 405-10k~~

~~**Title:** Real property acquisition supervisory files~~

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

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

~~**Description:** Information kept by Corps of Engineers Division offices that duplicate the files kept in subordinate offices as described herein.~~

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



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

26.

FN: 405-10m

Title: Management controls

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information kept to aid in controlling the use of real property. Included are grant record cards, reports of changes, and related information.

Disposition: Code KE6. Event is termination. 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

27.

FN: 405-10n

Title: Foreign leaseholding reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports and related information showing Army leaseholdings outside of installations in foreign countries.

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

WITHDRAWN

28.

FN: 405-10p

Title: Oversea real property reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports showing procurement of real property and rights, performance factors, comparable data on real property administration in oversea commands, and similar information.

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

WITHDRAWN

29.

FN: 405-10r

Title: Homeowners assistance progress reports

Authority: NC1-AU-78-127

Privacy Act: Not applicable

Description: Included are docket sheets, change reports, summary 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.

*KE6. Event is on case closure.*

*KE6*

*event occurs and then until*

30.

FN: 405-10t

Title: Relocation assistance progress reports

Authority: NC1-AU-79-43

Privacy Act: Not applicable

Description: Included are docket sheets, change reports, summary 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.

*KE6. Event is on case closure.*

*KE6*

*event occurs and then until*

31.

FN: 405-10u

Title: Homeowners assistance and relocation assistance supervisory files

Authority: NC1-AU-79-43

Privacy Act: Not applicable

Description: Information kept by CE division offices which duplicates the record copy kept by district offices as described herein.

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

*DATA approval not needed.*

*Proposed disposition equivalent to previously approved authority.*

32.

FN: 405-20a

**Title:** Real property Federal jurisdiction files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information on the acquisition of Federal jurisdiction over land acquired by the United States in the several States and retrocession of Federal jurisdiction to the States.

Note: Place the original cession and retrocession instruments in the realty historical file.

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

33.

~~FN: 405-25a~~

~~Title: Real property annexations~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Information on annexation of Federal property by States and their political subdivisions.~~

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

WITHDRAWN

34.

~~FN: 405-70a~~

~~Title: Real property utilization files~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Information on the use and status of real property, including space utilization criteria, the use of space in problem areas (such as metropolitan areas), inspection or surveys of space utilization, and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies on use. Note: A current copy of the real property utilization report will be kept on discontinuance and transferred to a representative of the Corps of Engineers.~~

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

WITHDRAWN

35.

~~FN: 405-70c~~

~~Title: Real property management supervisory files~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.~~

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

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

36.

~~FN: 405-70d~~

~~Title: Civil Works real property record cards~~

~~Authority: NC1-AU-75-19~~

~~Privacy Act: Not applicable~~

~~Description: Real estate record cards for civil works buildings and structures.~~

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

*K66. Event is on disposal of property and audit.*

*event occurs and then until*

37.

~~FN: 405-80a1~~

~~Title: Real estate management files~~

~~Authority: NC1-AU-85-59~~

~~Privacy Act: A0405-80CE~~

~~Description: Information on the management of real estate. Included are leases, licenses, appraisal reports, invitations for bids, easements, notices of revocation, permits, statements of crop rotations, reports of terminations, abstracts of bids, outgrant instruments, compliance inspection reports, and similar information.~~

WITHDRAWN

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

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38. **FN:** 405-80b  
**Title:** Facility engineer real estate files  
**Authority:** NC-AU-75-19  
**Privacy Act:** A0405-80CE  
**Description:** Copies of information pertaining to military real estate matters handled by CE. Included are copies of leases, trespass agreements, releases, requests for disposal of building and improvements, comparable instruments, and related information. These files may gather at HQDA, headquarters of major oversea commands, installations, and activities (but not Corps of Engineers districts, divisions, and subordinate offices).  
**Disposition:** Code KE6. Event is disposal of the property, termination of lease, agreement, or comparable instrument. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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39. **FN:** 405-80c2  
**Title:** Real property summaries  
**Authority:** NC1-AU-79-61  
**Privacy Act:** Not applicable  
**Description:** These records include real property grant listings, real estate lease listings, summaries of outgrants, leases, and rent-free space, reports of changes, and similar information.  
**Disposition:** HQ, USACE: 30 September detailed listings other listings and reports of changes: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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~~40. **FN:** 405-80e  
**Title:** Real estate claim controls  
**Authority:** GRS 15, Item 3  
**Privacy Act:** Not applicable  
**Description:** These records include real estate claims docket cards, real estate claims reports, and similar information.  
**Disposition:** Code KE6. Event is settlement. 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

~~41. **FN:** 405-80f  
**Title:** Trailer site leases  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information on leasing trailer sites on military reservations and civil works projects. Included are lease agreements, schedules of collections, and similar information.  
**Disposition:** Code KE6. Event is close of fiscal year or termination of the lease. 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

42. **FN:** 405-90a1  
**Title:** Disposal files  
**Authority:** NC1-AU-78-122  
**Privacy Act:** Not applicable  
**Description:** Information on the disposal of real property, including buildings, growing crops, timber, sand, gravel, and quarried stone products by sale, transfer, or donation. Included are appraisal reports, transfer of new construction, invitations for bids and acceptance, notice of availability for disposal, abstracts of bids, account of sales of public property at public auction or on sealed proposals, statements and certificate of awards, and requests for approval of disposal of buildings and improvements.  
**Disposition:** HQ, USACE: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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KE6. Event is completion of disposal transaction and realty historical file.

43.

**FN:** 405-90a3  
**Title:** Disposal files  
**Authority:** NC1-AU-78-122  
**Privacy Act:** Not applicable

**Description:** Information on the disposal of real property, including buildings, growing crops, timber, sand, gravel, and quarried stone products by sale, transfer, or donation. Included are appraisal reports, transfer of new construction, invitations for bids and acceptance, notice of availability for disposal, abstracts of bids, account of sales of public property at public auction or on sealed proposals, statements and certificate of awards, and requests for approval of disposal of buildings and improvements.

**Disposition:** Field offices: Files involving disposal of sand, gravel, crops, stone quarried products, or timber located on land which is not excess and remaining files: Code KE6. ~~Event is completion of disposal transaction.~~ 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.

44.

**FN:** 405-90c1  
**Title:** Disposal reports  
**Authority:** NC1-AU-78-122  
**Privacy Act:** Not applicable

**Description:** Information gathered in connection with progress reporting of inactive, excess, and surplus real property at military installations. Included are real property disposal reports, summary reports, excess real property reports, and similar information. Notes: The final disposal report and report of excess real property will be placed in the realty historical files.

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

45.

**FN:** 405-90c3  
**Title:** Disposal reports  
**Authority:** NC1-AU-78-122  
**Privacy Act:** Not applicable

**Description:** Information gathered in connection with progress reporting of inactive, excess, and surplus real property at military installations. Included are real property disposal reports, summary reports, excess real property reports, and similar information.

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

~~46.~~

~~**FN:** 405-90d  
**Title:** Disposal supervisory files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable~~

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

~~**Description:** Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.~~

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

47.

**FN:** 405-90e  
**Title:** Custodial property accountability files  
**Authority:** II-NNA-946  
**Privacy Act:** Not applicable

WITHDRAWN

**Description:** This information is kept by CE representatives designated to assume accountability of an installation declared excess to Army needs. Included are inventories of installed property, miscellaneous property lists, transfer of property information, the shipping information, the receiving 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.

~~48.~~

~~**FN:** 405-90f~~

WITHDRAWN

~~Title: Military real property record cards~~

~~Authority: II-NNA-646~~

~~Privacy Act: Not applicable~~

~~Description: Information which constitutes the basis for the repairs and utilities accounting system for the receipt and disposition of real property, that is, land and interests therein, leaseholds, buildings and improvement, and appurtenances thereto.~~

~~Note: These records will be kept at the installation until control of the real estate passes to the COE as a result of the installation being declared surplus to Army needs. At that time custody of DA Forms 2877 will be transferred by the repairs and utilities accountable officer to a representative of the COE. After disposal of the real estate to another Government agency, DA Forms 2877 will be transferred to the receiving agency. After disposal to an agency or person outside the Government, DA Forms 2877 will be transferred to the purchaser. When a building is destroyed in any manner, DA Forms 2877 will become an integral part of the report of survey of DD Form 1354 (Transfer and Acceptance of Military Real Property) and will be disposed of with facilities engineering stock record account files.~~

~~Disposition: DA Form 2877 when accepted by a purchaser outside the Government: Code KE6. Event is consummation of the real property disposal action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

49.

FN: 405-90g

Title: Military real property record drawings

Authority: NC1-AU-75-27

Privacy Act: Not applicable

Description: Current and complete files of all drawings on the design and construction of a project, including regional map and reservation map; installation layouts; architectural, mechanical, and structural building plans; water distribution, steam distribution, gasoline storage, and fuel systems; roads, aprons, runways, and parking areas; storm drainage systems; and railroads.

Note: These files will be kept at the installation to which they apply until the control of surplus real estate passes to COE when their transfer will be effected in the same manner as military real property record card files above.

Disposition: Files not accepted by a purchaser outside the Government: Code KE6. Event is consummation of the real property disposal action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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415

**CONSTRUCTION**

**Prescribing Directives**

AR 415-10--Military Construction-General

AR 415-15--Military Construction, Army (MCA) Program Development

AR 415-17--Cost Estimating for Military Programing

AR 415-20--Project Development and Design Approval

AR 415-35--Minor Construction

**Description:** These records concern construction at military installations and facilities under Department of the Army control, including design, funding, and awarding of contracts, and administration of construction programs, excludes master planning (see 210 series), and work classified as maintenance and repair (see 420 series).

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~~50. FN: 415~~

~~Title: General construction correspondence files~~

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

WITHDRAWN

~~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 construction 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 construction 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.~~

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~~51. FN: 415 10a~~

~~Title: Contract correspondence~~

~~Authority: II-NNA-1295~~

WITHDRAWN

~~Privacy Act: Not applicable~~

~~**Description:** Information pertaining to military construction contracts, architect-engineer contracts, civil works construction, maintenance, and operation contracts, and repairs and utilities contracts. It excludes other files specifically described below.~~

~~**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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52.

~~FN: 415-10i~~

~~Title: Military construction supervisory files~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.~~

~~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.*

53.

FN: 415-15a

Title: Design development files

WITHDRAWN

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: HQ, USACE: Information on the development of design of emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.

Disposition: Code KE6. Event: completion of design. 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.

54.

FN: 415-15b

Title: Design and construction investigations

WITHDRAWN

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: HQ, USACE: Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described in subfunctional category 1514.

Disposition: Code KE6. Event: completion of investigation. 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.

55.

FN: 415-15g

Title: Abstract of bid experiences

Authority: NN-166-204

Privacy Act: Not applicable

Description: Abstracts of bids submitted by district offices and used as a basis for gathering data on bid experience for military construction.

Disposition: Office having Army-wide responsibility: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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1105

**CORPS OF ENGINEERS PLANNING**

**Prescribing Directives**

ER 1105-2-10--Planning Programs

ER 1105-2-40--Economic Considerations

**Description:** This information concerns formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works); also for military construction projects, including pre-authorization, post authorization, and modification activities during planning before detailed design and implementation. It includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports' preparation and processing, and pertinent coordination and information activities.

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~~56~~  
**FN:** 1105

**Title:** General Corps of Engineers planning correspondence files

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

WITHDRAWN

**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 Corps of Engineers planning 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 Corps of Engineers planning 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.

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1110

**CORPS OF ENGINEERS ENGINEERING AND DESIGN**

**Prescribing Directives**

ER 1110-1-5--Plant Pest Quarantined Areas

ER 1110-1-8--Required Visits to Construction Sites by Construction Personnel

ER 1110-1-260--Fire Protection Policy

ER 1110-1-261--Control of Field Testing Procedures

ER 1110-1-500--Incorporation of Fallout Protection into Army Military Structures

ER 1110-1-1400--Exchange of Geologic and Hydrologic Information

EM 1110-1-1806--Presenting Subsurface Information in Contract Plans and Specifications

ER 1110-1-8100--Laboratory Investigations and Materials Testing

ER 1110-2-1--Provisions for Future Hydropower Installation at Corps of Engineer Projects

ER 1110-2-100--Periodic Inspection and Continuing Evaluation of Completed Civil Works Structures

ER 1110-2-240--Water Control Management

ER 1110-2-1150--Post-Authorization Studies

ER 1110-2-1200--Plans and Specifications

ER 1110-2-1400--Reservoir Control Centers

ER 1110-2-1403--Hydraulic and Hydrologic Studies by Corps Separate Field Operating Activities and Others

ER 1110-2-1453--Criteria for SPH and PMH Wind Fields

ER 1110-2-1454--Corps Responsibilities for Non-Federal Hydroelectric Power Development Under the Federal Power Act

ER 1110-2-1455--Cooperative Stream Gauging Program

EM 1110-2-1906--Laboratory Soils Testing

ER 1110-2-4001--Notes on Sedimentation Activities

ER 1110-6-1--Fire Protection and Safety

ER 1110-345-710--Drawings

ER 1110-345-711--Standard Designs by Field Offices

ER 1110-345-720--Specifications

**Description:** This information concerns design of military, civil, and other agency construction projects, including creation of design criteria, concept plans, guide and contract specifications, and requisite drawings of architectural construction and mechanical details for contract purposes, also, information on actions pertaining to investigation of current and proposed technologies for application to Corps of Engineers projects.

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~~57, FN: 1110~~

~~Title: General Corps of Engineers engineering and design 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 Corps of Engineers engineering and design 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 Corps of Engineers engineering and design 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.~~

68. ~~FN: 1110-1-8a~~

~~Title: Construction inspection reports~~

~~Authority: NN-166-204~~

WITHDRAWN

~~Privacy Act: Not applicable~~

~~Description: Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.~~

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

59. ~~FN: 1110-1-500a~~

~~Title: Community shelter plans~~

~~Authority: NC1-AU-78-113~~

WITHDRAWN

~~Privacy Act: Not applicable~~

~~Description: Information on the development and the adoption of plans for and by counties and municipalities. These are project-type files that identify shelters, match people with shelter spaces, provide for public dissemination of emergency action instructions, and establish other measures necessary for community fallout shelter planning and operations. Included are minutes of meetings with local officials, copies of local government proposals and contracts resulting therefrom, copies of planning step reports and related coordination actions, memorandums regarding local ordinances adopting the plans, copies of final plans, and similar information.~~

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

60. ~~FN: 1110-1-500c2~~

~~Title: Community shelter progress reports~~

~~Authority: NC1-AU-78-113~~

~~Privacy Act: Not applicable~~

**Description:** Office requiring report: Feeder reports. Information reflecting status and progress of the community shelter program. Included are reports identifying participating communities, data on contract negotiations, date of receipt of step reports, status of fallout shelter program, dollar value of contracts, and similar reports and data.

**Disposition:** Code KE6. Event: consolidate report is accepted. 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.

61. **FN:** 1110-1-1400a  
**Title:** Annual statements of surveys contemplated  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** HQ, USACE: Information showing surveys of areas covered by charts of the Navy Oceanographic Office and the Coast and Geodetic Survey, which were proposed for the ensuing season.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

62. **FN:** 1110-1-1806a  
**Title:** Drawing approvals  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** HQ, USACE: Preliminary and contract drawings, design analyses, and related information sent by field installations to COE for approval.  
**Disposition:** Code KE6. Event: drawing approval or disapproval. 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.

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

63. **FN:** 1110-1-8100a  
**Title:** Investigational status reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** HQ, USACE: Model study requirements or other laboratory investigation reports and status of unobligated and unexpected balances of civil works funds.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

64. **FN:** 1110-1-8100b  
**Title:** Laboratory test reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Copies of laboratory test reports kept by laboratories on specific construction projects. Note: concrete test data and reports on unusually significant tests may be kept until no longer needed for further reference.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

65.

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**FN:** 1110-1-8100e

**Title:** Environmental Restoration - Raw Data Files

**Authority:** N1-AU-96-6

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Records relate to chemical analysis services performed to support the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), for Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operations and Maintenance. Examples of documentation include QA/QC laboratory Chemical Quality Assurance reports, Chemical Data Quality Assessment reports, raw data inventory forms, field sheets, chain of custody documents, data worksheets, analyst logbooks, sample logbooks, correspondence, and QA/QC data logs.

**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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66.

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**FN:** 1110-2-1a

**Title:** Hydroelectric plant operating reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** HQ, USACE: Copies of Federal Power Commission reports pertaining to electric utilities and licenses (classes A and B) and annual reports of CE on named hydroelectric projects to the Federal Power Commission. (Field offices will file these reports in the project operation and maintenance basic file 11-2-240a).

**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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67.

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**FN:** 1110-2-1400a

**Title:** Reservoir and lock and dam letter permits

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** These files include information on letters of permission to public organizations for dog field trials; memorial services; Boy Scout camping; Easter egg hunts; access to structures by other agencies to procure water samples and other data; requests from schools, clubs, and other organizations to visit structures, and other similar short-term activities for which formal permits are not required.

**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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68.

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**FN:** 1110-2-1400b

**Title:** Reservoir regulation charts

**Authority:** NN-166-204

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** HQ, USACE: Charts and related correspondence submitted on all flood control, navigation, and multiple-purpose reservoirs.

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

69.

~~**FN:** 1110-2-1454a1~~

~~WITHDRAWN~~

~~**Title:** Federal Energy Regulatory Commission permits and licenses~~

~~**Authority:** NC1-AU-81-49~~

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

~~**Description:** Field Offices: Monthly reports. Information on COE operations under the Federal Power Act which includes reports of investigation on applications for Federal Energy Regulatory Commission permits and licenses for development of power affecting navigable waters. It includes applications or declarations of intention, investigations and reports, maps and plans, licenses, permits, public notice of hearings, and similar information.~~

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

70.

~~**FN:** 1110-2-1454b~~

~~WITHDRAWN~~

~~**Title:** Federal Energy Regulatory Commission operating reports~~

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

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

~~**Description:** Information on supervision and inspection of operations under a Federal Energy Regulatory Commission permit or license. Included are copies of monthly and annual reports submitted to the Federal Power Commission.~~

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

71.

~~**FN:** 1110-2-4001a~~

~~WITHDRAWN~~

~~**Title:** Sedimentation activity reports~~

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

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

~~**Description:** Report notes on sedimentation activities and related correspondence.~~

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

72.

~~**FN:** 1110-3-204a~~

~~WITHDRAWN~~

~~**Title:** Building maintenance files~~

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

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

~~**Description:** Information on the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.~~

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

73.

~~**FN:** 1110-345-710h~~

~~WITHDRAWN~~

~~**Title:** Design development files~~

~~Authority: NC AU 75-19~~

~~Privacy Act: Not applicable~~

~~Description: HQ, USACE: Information on the development of design for emergency, modified emergency, or semi-permanent types of standard buildings, structures, and other facilities.~~

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

74.

FN: 1110-345-710i

Title: Design and construction investigations

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: HQ, USACE: Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described elsewhere in the 1110-series of information prescribed by Engineer Regulations.

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

75.

FN: 1110-345-711b

Title: Design development files

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: HQ, USACE: Information on the development of design for emergency, modified emergency, or semi-permanent types of standard buildings, structures, and other facilities.

Disposition: Code KE6. Event: completion of design. 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.

1125

**CORPS OF ENGINEERS PLANT**

**Prescribing Directives**

ER 1125-2-300--Plant Administration

ER 1125-2-301--Revolving Fund

ER 1125-2-303--Design, Acquisition, and Construction

ER 1125-2-304--Inspection, Maintenance, Operation and Repair

ER 1125-2-306--Plant Ownership

**Description:** This information concerns formulation and implementation of criteria and procedures for design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plant, aircraft, radio equipment, and network systems, shops and yards, personal property, and facilities.

~~FN: 1125~~

~~Title: General Corps of Engineers plant 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 Corps of Engineers plant 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 Corps of Engineers plant 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.~~

77. FN: 1125-2-301a1

Title: Plant replacement and improvement reports

Authority: NN-166-204

Privacy Act: Not applicable

**Description:** The files include ENG Form 1978 (Plant Replacement and Expenditures) and comparable forms showing actual progress against items of the approved program financed under the Revolving Fund.

**Disposition:** Code T6. Keep in CFA until no longer needed for conducting business, then transfer to the RHA. The RHA will destroy the record when the record is 6 years old.

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

78.

FN: 1125-2-301a2

Title: Plant replacement and improvement reports

Authority: NN-166-204

Privacy Act: Not applicable

**Description:** The files include ENG Form 1978-A (Quarterly Report of Scheduled and Accrued Expenditures).

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

79.

~~FN: 1125-2-304a~~

~~Title: Installation maintenance programs~~

~~Authority: NC1-AU-81-48~~

~~Privacy Act: Not applicable~~

WITHDRAWN

~~**Description:** Information on long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.~~

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

80.

~~FN: 1125-2-304c1~~

~~**Title:** Plant rate computations~~

WITHDRAWN

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

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

~~**Description:** Information reflecting distribution of costs for operation of plant equipment. Included are Cost Forms 22 (Plant Rate Computation); ENG Forms 2438 (Plant Record Card-Group Plant), and comparable forms with related information.~~

~~**Disposition:** Cost Forms 22: Code KE6. Event is final disposition of plant. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years, then destroy.~~



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1130

**CORPS OF ENGINEERS PROJECT OPERATION**

**Prescribing Directives**

ER 1130-2-303--Maintenance Guide

ER 1130-2-305--Project Maps and Index Sheets

ER 1130-2-306--Navigation Lights, Aids to Navigation, Charts, and Related Data--  
Policy, Practices, and Procedures

ER 1130-2-310--Inspection of Dredging Operations

ER 1130-2-320--Equipment Failures and Transmission System Interruptions, Multiple-  
Purpose Projects with Power

ER 1130-2-322--In-Service Dates for Hydroelectric Generating Units and Monthly  
Power Plant Report

ER 1130-2-323--Power Station Operating Log, Multiple-Purpose Projects With Power

ER 1130-2-402--Policies--Operation and Maintenance Personnel and Telephone  
Services

**Description:** This information concerns policies and procedures governing the day-to-day operations of projects in service. Information on safety, physical security, and some elements of administration will be placed in their respective subject series.

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81. **FN:** 1130

**Title:** General Corps of Engineers project operations correspondence files

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

WITHDRAWN

**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 Corps of Engineers project operations 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 Corps of Engineers project operations 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.

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82. **FN:** 1130-2-305b

**Title:** Civil Works construction supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

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

~~**Description:** Information kept by CE Division offices which duplicates the information kept by subordinate offices, as described herein.~~

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

83.

**FN:** 1130-2-320a

WITHDRAWN

**Title:** Equipment failure and systems interruption reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information on the reporting of equipment failures and systems interruptions of CE hydroelectric projects. Included are reports and directly related correspondence.

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

84.

**FN:** 1130-2-320b

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

**Title:** Civil Works project operation and maintenance supervisory files

**Authority:** NN-174-20

**Privacy Act:** Not applicable

**Description:** Information kept by CE Division offices which duplicates the file kept by subordinate offices, as described herein.

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

85.

**FN:** 1130-2-322a

WITHDRAWN

**Title:** Hydroelectric statements

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Statement of Revenue and Expenses and Statement of Assets and Liabilities, containing summations of various allocations of expenses and funds arising from the maintenance and operation of power producing facilities.

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

86.

**FN:** 1130-2-322b

WITHDRAWN

**Title:** Powerplant statistical reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Copies of Federal Power Commission Form No. 4 (Monthly Power Plant Report) submitted by engineer field offices.

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

87.

**FN:** 1130-2-323a

WITHDRAWN

**Title:** Operation reports or logs

**Authority:** NN-166-204

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

~~**Description:** These files include station operation reports or logs concerning electric power generation and transmission facilities and necessary auxiliary equipment, tailwater and forebay water level recorder charts, lockmaster's daily log, visual and sound signaling systems report, the diving and divers' equipment reports and public use report (number of visitors), reports of trespass on Government property, work order registers, 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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88. **FN:** 1130-2-402a

WITHDRAWN

**Title:** Ground maintenance files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Offices having Army-wide responsibility: Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.

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

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89. **FN:** 1130-2-442a

**Title:** Corps of Engineers Civilian Uniform Records Files

**Authority:** N1-AU-94-31

**Privacy Act:** A1130-2-442CE

**Description:** Records reflecting the issue of personal clothing; including name, account number, sex, project location, weight, height, clothing measurements, length of employment and type of uniform (Engineer Form 4891-R, Uniform Allowance (Changes/Transfers/Terminations) and uniform contractor's order forms.

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

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1145

**CORPS OF ENGINEERS REGULATORY FUNCTIONS**

**Prescribing Directives**

ER 1145-2-301--Use of Navigable Waters--Policy, Practice and Procedure

ER 1145-2-305--Removal of Wrecks and Other Obstructions

ER 1145-2-306--Representation of Submarine Cable and Pipe Line Areas on Government Charts

**Description:** This information concerns actions involving regulatory functions assigned by law to the Corps of Engineers including, but not limited to, the issue of permits, removal of obstructive wreckage from navigable waterways, harbor and bulkhead lines, piers or dolphins in navigable streams, delineation of anchorage and quarantine areas, and disposal of soil in or adjacent to navigable waters. It excludes licenses and permits granted at reservoir projects which are in the 405-series.

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~~FN: 1145~~

~~**Title:** General Corps of Engineers regulatory functions 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 Corps of Engineers regulatory functions which cannot logically be filed with the detailed record series listed below. (It does not include instruction files. See file no. 25-30q.) Matters relating to Corps of Engineers regulatory functions 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.~~

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90.  
~~FN: 1145a~~

~~**Title:** Reservoir permits~~

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

~~**Privacy Act:** A1145aCE~~

~~**Description:** Information on the issuance of permits by the Government to persons or organizations for use of reservoir areas, such as permits for fishing structures and pleasure boats, and temporary permits for floating boathouses. Included are applications, permits, and related information.~~

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

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91.  
~~FN: 1145b2~~

~~**Title:** Standard permits~~

~~**Authority:** NC1-AU-80-16~~

~~**Privacy Act:** A1145bCE~~

WITHDRAWN

~~**Description:** Information on the issuance of permits to perform work under the regulatory authority of the DA established by the River and Harbor Act of 1899; the Federal Water Pollution Control Act Amendments of 1972; the Clean Water Act of 1977; the Marine Protection, Research, and Sanctuaries Act of 1972; and other statutes. Included are permits and drawings and inspection reports.~~

~~**Disposition:** Field offices: Denied permits: Code KE6. Event is denial. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after event, then destroy.~~

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92.  
~~FN: 1145c~~

~~**Title:** Nonaction construction permits~~

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Construction permits on which construction is not started during the life of the permit.

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

~~94~~ FN: 1145d

~~Title:~~ Navigable waterways supervisory files

~~Authority:~~ NN-166-204

~~Privacy Act:~~ Not applicable

~~Description:~~ Information kept by CE division offices which duplicates the information kept by subordinate offices as described herein.

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

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

95. FN: 1145e

Title: Violation of Refuse Act files

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on the Refuse Act of 1899. Included are investigation reports and water sample analyses.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Copies becoming part of litigation files will be disposed of with those case files

96. FN: 1145g

Title: Wetlands Delineator Certification Program

Authority: N1-AU-94-29

Privacy Act: A1145gCE

Description: Records relating to the Wetlands Delineator Certification Program, to include Federal, State and Municipal Government employees and members of the general public. Documents relating to the application and testing of persons desiring to become certified wetlands delineators; records include applicant's name, social security and certification number, completed test, test scores and all related correspondence.

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

~~Destroy one year after certification expires.~~

97. FN: 1145-2-305a

Title: Wreck and obstruction files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on the removal of wrecks and other obstructions in navigable waters, marking of wrecks by owners and Coast Guard, and authorizations for removal. Included are reports, authorizations, maps, and similar information.

Disposition: Code KE6. Event is completion of final action (includes settlement of claims or completion of litigation). 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.

~~Destroy 2 years after completion of final action which~~

98. FN: 1145-2-306a

Title: Submarine cable and pipeline charts

Authority: NN-166-204

Privacy Act: Not applicable

Description: Charts showing the location of submarine cables on Government charts.

*KE60*

**Disposition:** HQ, USACE: Code ~~10~~. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. *event occurs and then until*

*K&L. Event is on succession or  
obsolescence.*

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1165

**CORPS OF ENGINEERS WATER RESOURCE POLICIES AND AUTHORITY**

**Prescribing Directives:**

ER 1165-2-21--Flood Damage Reduction Measures in Urban Areas

ER 1165-2-26--Implementation of Executive Order 11988 on Floodplain Management

ER 1165-2-116--Pollution Control at Civil Works Projects

**Description:** Information which concerns activities pertaining to the administration of laws governing water resources as assigned by Congress to the Secretary of the Army and the Chief of Engineers.

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99. **FN:** 1165

**Title:** General Corps of Engineers water resource policies and authority correspondence files

WITHDRAWN

**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 Corps of Engineers water resource policies and authority 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 Corps of Engineers water resource policies and authority 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.

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100. **FN:** 1165-2-26b2

**Title:** Flood plain management services studies

**Authority:** NC1-AU-85-26

**Privacy Act:** Not applicable

**Description:** HQ, USACE: Records other than reports of investigation: Correspondence, calculations, reports, and related information pertaining to special, preliminary, and final flood plain investigation reports; technical services reports for specific projects or locations; river stage forecast maps; and similar information.

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

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1180

**CORPS OF ENGINEERS CONTRACTS**

**Prescribing Directive**

ER 1180-1-1--Engineer Contract Instructions

**Description:** This information concerns implementation by Corps of Engineers of the FAR and the Department of Defense Federal Acquisition Regulation Supplement (DFARS).

101.

FN: 1180

**Title:** General Corps of Engineers contracts correspondence files

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

WITHDRAWN

**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 Corps of Engineers contracts 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 Corps of Engineers contracts 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.

102.

FN: 1180-1-1b

**Title:** Civil works requisitions(CE)

**Authority:** GRS 3, item 8a

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Requisitions with directly related information for supplies, equipment, material, or services that are maintained separately and not as a part of an individual contract file.

**Disposition:** Code KE6. Event is completion or cancellation of requisition. 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.

103.

FN: 1180-1-1c

**Title:** Bid data (COE)

**Authority:** NC1-AU-77-79

**Privacy Act:** Not applicable

**Description:** Abstracts of bids, submitted by district offices, used as a basis for accumulating data on bid experience for Civil Works construction.

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

104.

FN: 1180-1-1d

**Title:** Bid experiences (COE)

**Authority:** NC1-AU-77-79

**Privacy Act:** Not applicable

**Description:** Selected abstracts of bids, bid analyses, and similar information used for comparison of trends.

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

105.

FN: 1180-1-1e



**Title:** Invitation to bid reviews (COE)

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Invitations to bid for foundation drilling and grouting projects and supply for diamond bits submitted for review and control.

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

106.

FN: 1180-1-1f

**Title:** Sales contract registers (COE)

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Registers maintained to control and record the assignment of numbers to sales contracts, contractor's name and address, types of material sold, and term of contract.

**Disposition:** Code KE6. Event is close of FY following last entry on individual sheet or in register. 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.

107.

FN: 1180-1-1g

**Title:** Sales contracts (COE)

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to the sale of surplus property. Included are invitations for bids, amendments to bids, bids and acceptance, abstracts of bids, statements and notices of awards, lists of successful bidders, contracts, changes and supplements to contracts, collection and deposit information, and related information.

**Disposition:** Code KE6. Event is close of FY in which final payment 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

108.

FN: 1180-1-1h

**Title:** Unsuccessful and rejected bids (COE)

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Unsuccessful and rejected bids maintained as a separate file and not as a part of an individual sales contract.

**Disposition:** Code KE6. Event is close of FY in which issued. 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.

~~Bids returned without action will be destroyed immediately after bid opening.~~

WITHDRAWN

109.

FN: 1180-1-1i

**Title:** Civil procurement action reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information indicating the status of Civil Works construction and architectural engineering contract awards submitted by contracting officers of field agencies to the heads of procuring agencies. Included are procurement action reports, changes to reports, completion of reports, and similar information.

**Disposition:** HQ, USACE: Code KE6. Event is completion of related contract. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. Change reports will be destroyed on receipt of succeeding report.

110.

FN: 1180-1-1j

**Title:** Contract correspondence

**Authority:** NN-166-204

**Privacy Act:** Not applicable

WITHDRAWN

~~**Description:** Information pertaining to military construction contracts; architect-engineer contracts; Civil Works construction, maintenance, and operation contracts; and repairs and utilities contracts. It excludes other files specifically described below.~~

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

~~111. FN: 1180-1-1k~~

~~**Title:** Contracting officer designations~~

~~**Authority:** GRS-3, Item 2~~

WITHDRAWN

~~**Privacy Act:** Under development~~

~~**Description:** Information reflecting the designation of contracting and ordering officers and contracting officer's representatives (military and civil) for design, construction, maintenance and repairs, and utilities contracts.~~

~~**Disposition:** Code KE6. Event is revocation or supersession of 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.~~

~~112. FN: 1180-1-1m~~

~~**Title:** Contract qualifications~~

WITHDRAWN

~~**Authority:** NC1-AU-79-71~~

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

~~**Description:** Brochures, pamphlets, questionnaires, and related information pertaining to qualification and experience of firms and individuals soliciting services in connection with military and Civil Works design and construction.~~

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

~~113. FN: 1180-1-1n~~

~~**Title:** Wage rate predeterminations~~

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

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

~~**Description:** Information on the predeterminations of minimum wage rates for laborers and mechanics to be included in contract specifications for military and civil construction work. Included are requests for wage rates, schedules of classification and wage rates, modifications, superseded decisions, and letters of inadvertence issued by the Secretary of Labor.~~

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

~~114. FN: 1180-1-1p1~~

~~**Title:** Contractor's payroll files~~

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

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

~~**Description:** Copies of payrolls submitted by construction contractors. They are used in determining compliance with labor laws and decisions.~~

~~**Disposition:** HQ, USACE: Code KE6. Event is completion of review. 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.~~

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

~~115. FN: 1180-1-1p2~~

~~**Title:** Contractor's payroll files~~

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

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

~~**Description:** Copies of payrolls submitted by construction contractors. They are used in determining compliance with labor laws and decisions.~~

WITHDRAWN

**Disposition:** Field offices: Code KE6. Event is final payment of related contract. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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116. FN: 1180-1-1s

**Title:** Requisitions

**Authority:** NN-166-204

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Copies of requisitions from field offices, shipping orders, and purchase orders with related correspondence pertaining to the supply of materials and equipment to military construction projects and kept by offices at the Army Staff.

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

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117. FN: 1180-1-1t

**Title:** Expediting cases

**Authority:** NN-166-204

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Copies of purchase orders, memorandums, and correspondence pertaining to expediting assistance for construction materials and equipment required to complete military construction projects and kept by offices at the Army Staff.

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

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118. FN: 1180-1-1u1

**Title:** Water supply storage space contracts

**Authority:** NC1-AU-80-15

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Contracts between the U.S. Government and States or local interests, entered into under Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long-term contracts, which continue in full force and effect for the physical life of the project, and short-term contracts, which provide for temporary needs.

**Disposition:** Long term contracts: Code KE6. Event is removal of the structure, abandonment of project, or after the U.S. Government discontinues operation of the project. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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119. FN: 1180-1-1v

**Title:** Construction contract supervisory files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information kept by CE Division offices which duplicate the files kept by subordinate offices, as described herein.

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

*BARA approval not needed.  
Previously approved authority  
equivalent to proposed  
disposition*

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120. FN: 1180-1-1w

**Title:** Hired labor maintenance work files

**Authority:** NN-166-204

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Information on hired labor maintenance work on Civil Works completed projects, such as minor repairs to buildings, bridges, roads, or machinery and cleanup, mowing, and painting. Included are specifications, drawings, and reports.

**Disposition:** Code K6. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years, then destroy. Inspectors' completed reports will be filed with project operation and maintenance basic files (11-2-240a).