

5

MANAGEMENT

Prescribing Directives

AR 5-4--Department of the Army Productivity Improvement Program

AR 5-5--Army Studies and Analyses

AR 5-10--Reduction and Realignment Actions

AR 5-12--Army Management of the Electromagnetic Spectrum

AR 5-14--Managing Contracted Advisory and Assistance Services

AR 5-17--Army Ideas for Excellence Program

AR 5-20--Commercial Activities Program

Description: These records concern policies and principles of Army management doctrine, development and application of work measurements, techniques of work simplification, management review, and controlling the use of resources not specifically provided for in other series.

1. **FN: 5**

Title: General management correspondence files

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

Privacy Act: Not applicable

Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to management 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 management that are received for information only, on which no action is required.

These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

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

WITHDRAWN

2. **FN: 5a**

Title: Installation management and organization files

Authority: N1-AU-91-6

Privacy Act: Not applicable

Description: Information relating to management and organization of Army installations. Included are recommended changes/exceptions to prescribed structure and organization; requests for and responses to additional command options; actions relating to resolution of garrison organizational issues that cross functional areas; and related issues.

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

3. **FN: 5b1**

Title: Agreements

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Information relating to understandings and agreements between elements of the Army, between the Army and other military Services or Federal agencies, or between the Army and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated for providing and obtaining various types of support services. The services include logistical, medical, administrative, fire protection, facilities, payroll, and similar support. They can be one-time or continuing, and on either a reimbursable or a nonreimbursable basis. Included are agreements,

WITHDRAWN

agreement checklists, Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), review comments, and similar information.

Disposition: Office requesting support and office providing support. Code KE6. Event is supersession, cancellation, or termination of the understanding or agreement. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

4. FN: 5-4b

Title: Management improvement project background files

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Information used as background material in developing and completing management improvement projects. Included are analyses, notes, drafts, interim reports, and data used, but not included in the official project file.

Change in disposition made w/ concurrence of Army POC Kandy Light. 9/8/00 mtg. TT

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. *Code KE6. Event is completion of related project or on discontinuance, as applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.*

5. FN: 5-5e

Title: Combat/training development study comments

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Information accumulated at combat/training development agencies and groups through commenting on or assisting in studies conducted by other combat development agencies. Included are copies of study directives, copies of studies and coordinating actions thereon, and related communications.

Change in disposition made w/ concurrence of Army POC Kandy Light. 9/8/00 mtg. TT

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. *Code KE6. Event is completion of related study or on discontinuance, as applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.*

6. FN: 5-12e

Title: Interference Incident Files

Authority: N1-AU-94-10

Privacy Act: Not applicable

Description: Information, reports, analyses, and programs concerning radio frequency interference worldwide.

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, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARKS redesign language. TT

7. FN: 5-17a

Title: AIEP Annual Reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Statistical and narrative information on participation, approvals, benefits, and other aspects of the Army Ideas for Excellence Program (AIEP).

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

WITHDRAWN

8. FN: 5-17b

Title: AIEP cases

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to submission, processing, evaluation, and disposition of individual AIEP suggestion cases.

Disposition: Code KE6. Event is final disposition. 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.

NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARKS redesign language. TT

9. FN: 5-17c

Title: AIEP publicity

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on publicizing or encouraging participation in the AIEP. Included are record copies of posters, placards, cartoons, newspaper items, photos, letters, and so forth.

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, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARMS redesign language. TT

10. **FN: 5-17d**

Title: Employee suggestion controls and subject indices

Authority: GRS 1, Item 12a(1)

Privacy Act: Not applicable

Description: Information used as suspense control of employee suggestions on which action is not completed and subjective index to completed suggestions. Included are top portions of DA Form 1045 (Suggestion) and similar information. Transfer from control file to subject index file upon final action on suggestion.

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

WITHDRAWN

11. **FN: 5-20a**

Title: Commercial activity (CA) programs

Authority: NC1-AU-85-60

Privacy Act: Not applicable

Description: Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in-house or by contract. Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting 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: 5-20b1**

Title: GOCO installation files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Contractors must keep records that document program execution. The contract should specify what pertinent documentation and background records are needed for contractor program execution. Army records of various types are accumulated as a result of contractor operations conducted at Government-owned and contractor-operated (GOCO) industrial installations and at industrial installations in standby status. Army files which are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. Files directly related or relevant to Army business and operations, such as accounting records required in continued operation of the plant, individual civilian personnel files, individual military personnel files, and bills of lading files will be disposed of in accordance with instructions in this regulation which govern the maintenance and disposition of files in these subjective categories. Not included are contractors' individual records which are not required to adequately and properly document the Government's business. Their custody is a responsibility of the contractor concerned, except that certain joint records, such as joint property accounts, if determined by the contracting officer to be of value to or required by the Army, may be preserved with Army records to which they pertain. Contractors will exercise this authority with extreme caution to make certain that records without definite legal or administrative value to the Government are not accessioned. Requirements for retention of contractors' records are set forth in provisions of the pertinent contracts pursuant to the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).

Disposition: Army records created from contractor operations, including industrial property accounts files: Code KE6. Event is final payment. 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

13. FN: 5-20b2

Title: GOCO installation files

Authority: NN-166-204

Privacy Act: Not applicable

WITHDRAWN

Description: Contractors must keep records that document program execution. The contract should specify what pertinent documentation and background records are needed for contractor program execution. Army records of various types are accumulated as a result of contractor operations conducted at Government-owned and contractor-operated (GOCO) industrial installations and at industrial installations in standby status. Army files which are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. Files directly related or relevant to Army business and operations, such as accounting records required in continued operation of the plant, individual civilian personnel files, individual military personnel files, and bills of lading files will be disposed of in accordance with instructions in this regulation which govern the maintenance and disposition of files in these subjective categories. Not included are contractors' individual records which are not required to adequately and properly document the Government's business. Their custody is a responsibility of the contractor concerned, except that certain joint records, such as joint property accounts, if determined by the contracting officer to be of value to or required by the Army, may be preserved with Army records to which they pertain. Contractors will exercise this authority with extreme caution to make certain that records without definite legal or administrative value to the Government are not accessioned. Requirements for retention of contractors' records are set forth in provisions of the pertinent contracts pursuant to the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).

Disposition: Industrial property account files of installations in standby status: Code KE6. Event is resumption of contractor operations or after disposition of the installation. 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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INFORMATION MANAGEMENT

Prescribing Directives

AR 25-1--The Army Information Resources Management Program

AR 25-3--Army Life Cycle Management of Information Systems

AR 25-6--Military Affiliate Radio System (MARS)

AR 25-30--The Army Integrated Publishing and Printing Program

AR 25-50--Preparing and Managing Correspondence

AR 25-51--Official Mail and Distribution Management

AR 25-55--The Department of the Army Freedom of Information Act Program

AR 25-400-2--The Modern Army Recordkeeping System (MARKS)

Description: These records concern planning, policies, procedures, architectures, and responsibilities pertaining to information management; life cycle management of information systems; and records pertaining to all five Information Mission Area (IMA) disciplines (communications, automation, records management, visual information (VI), and publications and printing).

14. FN: 25

Title: General information management correspondence files

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

Privacy Act: Not applicable

Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to information management 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 information management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

WITHDRAWN

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

15. FN: 25c

Title: Duplicate Emergency Files Program records holding files

Authority: GRS 16, item 4

Privacy Act: Not applicable

Description: Information relating to agency duplicate emergency files (DEF) holdings, feeder reports from agencies (Status of Duplicate Records Report (SDRR) and DA Form 4573), metadata used to index and file DEF material, and information on files disposed of by destruction or transfer.

WITHDRAWN

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

16. FN: 25-1d

Title: Information manager designations/appointments

Authority: N1-AU-87-4

Privacy Act: OPM/GOVT1

Description: Documentation of the designation or appointment of information managers at all levels of the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.

Disposition: Code KE6. Event is termination of designation or appointment. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

17. **FN: 25-1e1**
Title: Capability request for IMA resources
Authority: N1-AU-87-20
Privacy Act: Not applicable

Description: Requests for IMA services and information submitted to DOIMs reflecting requirements, validations, and approval or disapproval of IMA resources authorized in an approved information management modernization plan, and related information.

Disposition: Approved requirements: Code KE6. Event is disposal of resource or termination of service. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

18. **FN: 25-1e2**
Title: Capability request for IMA resources
Authority: N1-AU-87-20
Privacy Act: Not applicable

Description: Requests for IMA services and information submitted to DOIMs reflecting requirements, validations, and approval or disapproval of IMA resources authorized in an approved information management modernization plan, and related information.

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

19. **FN: 25-1f**
Title: Army Library Management Reporting Systems (ALMRS)
Authority: N1-AU-88-13
Privacy Act: Not applicable

Description: Consolidated data and reports, to include DA Form 5444-R (Army Library Management Reporting System), to support management planning and decision making (at HQDA, MACOM, or activity levels). Includes information reflecting library services, resources, personnel, funding, collections of material, 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
Army requested
withdrawal for
resubmission at
a future date.
9/8/00 mks.
w/ PDL
TT

20. **FN: 25-1h**
Title: Information management survey background files
Authority: GRS 16, item 5
Privacy Act: Not applicable

Description: Information used in preparing for information management surveys. Included are organizational charts, statements of function, copies of information management directives, lists of personnel responsible for information management, copies of training materials, copies of authorized deviations, schedules of surveys, notes, drafts, and similar information.

Disposition: Code KE6. Event is next comparable visit or survey. 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

21. **FN: 25-1i**
Title: Records Management Program
Authority: GRS 16, Item 7
Privacy Act: Not applicable

Description: Reports, correspondence, authorizations, and related information concerning the development and improvement of records management. Included is information relating to forms, correspondence, mail, reports, and files management, the use of microforms, automatic data processing and word processing, vital records programs, and related information not included elsewhere in this series.

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

WITHDRAWN

22. FN: 25-1j

Title: Telecommunications center operations

Authority: NC1-AU-79-36 GRS 12, Item 3a

Privacy Act: Not applicable

Description: Information relating to the operation of telecommunications centers and concerning the transmission and receipt of electrically transmitted messages. Included are message registers, supervisory logs, performance reports, interference reports, maintenance work orders, frequency logs, and similar information, but exclusive of other files described in this section.

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

WITHDRAWN

23. FN: 25-1n

Title: Frequency usage reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports of frequency usage required for inclusion in the Joint Radio Frequency Usage Report. This information is used for justification and retention of Army frequency assignments.

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

24. FN: 25-1q

Title: Operator's number sheets

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information indicating the numbers of messages handled on a circuit or channel or piece of communications equipment.

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

25. FN: 25-1s

Title: Telephone traffic data reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports reflecting telephone traffic data, estimated future lines and stations, summary of equipment, 2-minute counts of equipment used, half-hourly readings of all registers (meters), and calls handled at attendants positions.

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

26. FN: 25-1t

Title: Telephone circuit usage reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Army long lines administrative telephone circuit usage report and similar reports on long-distance calls over leased lines, long-distance calls passed to commercial circuits because of busy lines, and other similar and related data.

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

27. FN: 25-1u

Title: Telephone toll tickets

Authority: NC1-AU-77-21

Privacy Act: Not applicable

Description: Tickets prepared by the Army operators for all outgoing telephone toll calls and used to check the commercial toll statement at the end of the billing period.

WITHDRAWN

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

28

FN: 25-1v
Title: Telephone toll call reports
Authority: NN-166-204
Privacy Act: Not applicable
Description: Reports of all authorized official outgoing and incoming collect, toll calls. Note: when discrepancies exist between these records and toll tickets, the files must be held until corrective action is completed.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

29

FN: 25-1w1
Title: Telephone service contracts and work orders
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information relating to the sale of telephone service and documents used to request or authorize telephone service on Government systems. Included are copies of contracts for sale of telephone service, DA Form 3938 (Local Service Request), work orders, and related information. Note: Prior to disposal, contracts and related correspondence pertaining to uncollectible accounts will be withdrawn and forwarded to U.S. Army Finance and Accounting Center, ATTN: Dept 80, Indianapolis, IN 46249.
Disposition: For contracts and related information: 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.

30

FN: 25-1w2
Title: Telephone service contracts and work orders
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information relating to the sale of telephone service and documents used to request or authorize telephone service on Government systems. Included are copies of contracts for sale of telephone service, DA Form 3938 (Local Service Request), work orders, and related information.
Disposition: Code KE6. Event is completion of work or final payment. 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.
→ (insert) For work orders and related information:

Change made w/ concurrence of Army POC Hardy Light. 9/8/00 mtg. TT

31

~~**FN: 25-1x**
Title: Communications accounts
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information relating to telephone, teletype, and telegraph accounting. Included are vouchers, vendors' invoices, and correspondence on communications accounts.
Disposition: Destroy after 2 years. Prior to disposal, files which relate to uncollected accounts will be withdrawn and retained until collected. Code KE6. Event is final payment or settlement of claim, or completion of investigation or 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.~~

WITHDRAWN
Change in disposition made w/ concurrence of Army POC Hardy Light. 9/8/00 mtg. TT

32

FN: 25-1y
Title: VI production and distribution program
Authority: Army-wide responsibility: To be determined
Other offices: NC1-AU-79-33
Privacy Act: Not applicable
Description: Information on formulating installation/MACOM/DA annual and out-of-cycle listings of validated/approved production and distribution programs on in-house and contracted production and commercial off-the-shelf procurement of VI productions.
Disposition: Retain in CFA until instructions are published in this regulation.

WITHDRAWN
Army requested withdrawal of Items 32-46 for resubmission at a future date. 9/8/00 mtg. w/ POC. TT

33. ~~FN: 25-1z~~
Title: Visual Information Systems Program (VISP)
Authority: To be determined
Privacy Act: Not applicable
Description: Documents relating to formulating the installation, MACOM, and DA approved annual program and prioritizing commercially available, nontactical VI investment equipment used to record, produce, reproduce, distribute or present VI products. Included are documents relating to requests for validation, approval, and turn-in of VI systems/equipment, approvals and disapprovals, project documents, prioritized equipment listings, approved planning documents, authorization documents, and funding documents. (DO NOT USE for information management MODPLANS, RSs, or initiatives. USE FNs 25-1b and 25-1c.)
Disposition: Retain in CFA until instructions are published in this regulation.

WITHDRAWN

34. ~~FN: 25-1aa~~
Title: VI activity authorization
Authority: NC1-AU-79-33
Privacy Act: Not applicable
Description: Information relating to approval or disapproval of the establishment, reclassification, or disestablishment of VI activities authorized for production, centralized acquisition, records holding, distribution, DA VI management, local VI support, combat camera, technical documentation, broadcasting, video teleconferencing and installation/MACOM VI management. Included are requests for establishment, reclassification, or disestablishment; justification data; disapprovals; and approval documents (DA Form 5697-R).
Disposition: Code KE6. Event is discontinuance of the facility or disapproval of establishment. 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

35. ~~FN: 25-1bb~~
Title: Annual VI activity report
Authority: NC1-AU-79-33
Privacy Act: Not applicable
Description: Report (DD Form 2054/1 and 2) provides information for VI budget, manpower, organization, planning, and program management actions within the Army/DOD. Each authorized VI activity must submit this report annually to MACOM/FOA. This data is consolidated and forwarded to the office with Army wide responsibility. Roll-ups are submitted to DOD.
Disposition: Retain in CFA until instructions are published in this regulation.

WITHDRAWN

36. ~~FN: 25-1gg~~
Title: VI library
Authority: NC1-AU-79-33
Privacy Act: Not applicable
Description:
 a. Documents used to request and loan VI products (DA Form 4103-R) and VI equipment (DA Forms 2062 and 3161). Included are loan orders, issue and turn-in slips, and related information.
 b. Booking and utilization files and VI distribution bulletins. Included are paper documents or computer databases used to record booking requests and number of showings for VI products and documents describing VI products distributed each month by the JVISDA.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

37. ~~FN: 25-1hh~~
Title: VI technical assistance
Authority: NC1-AU-79-33
Privacy Act: Not applicable

WITHDRAWN

~~**Description:** Documents reflecting technical advice and assistance on the management of VI systems, facilities, equipment, operations, services, and techniques, but not papers of a directive or regulatory nature. Included are comments or recommendations concerning VI research and development projects and proposals, advice on the application of VI systems for training or other purposes, reports of technical visits and inspections, and related information.~~

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

38.

FN: 25-1ii

Title: Cable television (CATV) and closed circuit television (CCTV)

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Documents relating to the day to day operation of facilities and copies of CATV franchises. Included are DA Forms 4516-R.

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

WITHDRAWN

39.

FN: 25-1jj1

Title: Commercial television broadcast recordings

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Documents relating to to the use or recording of commercial television broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or exhibit broadcasts, coordinating actions, and documents reflecting the actions taken to preclude the use of such recordings for purposes other than those for which cleared.

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

WITHDRAWN

40.

FN: 25-1jj2

Title: Commercial television broadcast recordings

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Documents relating to to the use or recording of commercial television broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or exhibit broadcasts, coordinating actions, and documents reflecting the actions taken to preclude the use of such recordings for purposes other than those for which cleared.

Disposition: Recorded programs: Code KE6. Event is destruction or erasure of the recording and all copies thereof. 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: 25-1kk

Title: Presentation Support

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Documents relating to the day to day operational support (DA Form 4516-R) to conference rooms, classrooms, and videoteleconference rooms. Included are hours of operation, work years, and total cost associated with supporting these facilities.

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

WITHDRAWN

42.

FN: 25-1nn

Title: Graphic work order registers

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: DA Form 3903-R providing an audit trail and cost analysis of VI services provided. Included are work orders, cost estimates and data correspondence, and related information.

WITHDRAWN

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

43. FN: 25-100

Title: Work order requests

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Graphic work order register book or automated file reflecting the job number in numerical sequence, VIRIN, work order number, date, subject and related caption file, identification of artist, and disposition of art work.

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

WITHDRAWN

44. FN: 25-1qq

Title: Negative register

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Photographic negative register books reflecting the job number in numerical sequence, VIRIN, negative and work order number, date, subject, and related caption file, identity of photographer, and disposition of negatives and prints.

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

WITHDRAWN

45. FN: 25-1uu

Title: Captions files

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Copies of captions or other descriptive material identifying still photographs, slides, graphic art, still video, video and motion picture items submitted to a VI facility by the originator and maintained as a caption file.

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

WITHDRAWN

46. FN: 25-1xx

Title: Sound recording background files

Authority: NC1-AU-79-33

Privacy Act: Not applicable

Description: Documents relating to the use or recording of radio broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or play recordings, coordinating actions, and documents reflecting actions taken to preclude the use of such recordings for purposes other than those for which cleared.

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

WITHDRAWN

47. FN: 25-1fff2

Title: Automated system and program design and specifications

Authority: GRS 20, Part III, Item 3

Privacy Act: Not applicable

Description: Documents, cards, or magnetic media designated as "master files," "library files," or "record copy files" which include complete necessary documentation and instructions for operation of automated systems, programs, and jobs. Included are user requests, analytical reports, design requirements, system instructions, user guides and manuals, input, output, and report specifications and SOPs, block diagrams, flow charts, coding instructions, test plan, reference to, or copies of, applicable software and reference materials, job instructions, and related files.

WITHDRAWN

~~Disposition: Code KE6. Event is after all magnetic media and other data produced under the system, program, or job has been blanked or destroyed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

48. FN: 25-1ggg

Title: Data processing registers and schedules

Authority: NN-166-204 GRS 23

Privacy Act: A0380-19SAIS

Description: Information used to record approved jobs and reflecting job numbers, requesting office, job description, date received, and date due. Also, documents reflecting machine and personnel time, job requirements, priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and directly related information.

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

49. FN: 25-1iii

Title: Archival test film transmittal files

Authority: GRS 16, items 10a and 10b

Privacy Act: Not applicable

Description: These files accumulate as a result of archival film tests to determine the residual thiosulfate ion concentration of processed silver halide film for microfilmed records that are expected to be retained longer than 10 years.

Disposition:

Office with Army-wide responsibility:

For tests involving permanent records: Code KE6. Event is after the records are transferred to legal custody of the National Archives. 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.

~~For tests involving temporary records: Destroy when records they pertain to are destroyed.~~

WITHDRAWN

50. FN: 25-3a6 ~~Rescinded, use FN: 25-1pppl~~

Title: Life Cycle Management of Information Management Systems

Authority: Tactical - NC1-AU-77-20; Nontactical - N1-AU-81-16

Privacy Act: Not Applicable

Description: Documents accumulated which relate to the development, design and engineering, construction, installation, security, operation, logistics support, modification, replacement, and disposal of strategic, theater or tactical, and sustaining base information systems. Included are project case files containing requirement statements, project approval letters, bills of material, specifications, and related documents.

Disposition: Nontactical: Office of Major command and subcommand headquarters: Code KE6. Event is disapproval. 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 made w/ concurrence of Army PDC Kerdy Light. 9/8/00 mls. TT

Records relating to disapproved requirements in CONUS and OCONUS.

51. FN: 25-6a

Title: MARS equipment issues

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information maintained to control the stock of certain items of excess or surplus DoD communication and associated electronic equipment made available to Military Affiliated Radio System (MARS) directors and affiliated members. Included are document registers, hand receipts, supporting documents, inventories, administrative adjustments reports, investigation 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.

52. FN: 25-6b

Title: MARS frequency interference reports

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Information containing data on interferences to MARS operations and reflecting such data as measured frequency, call sign and emission of the interfering stations, and time and date of the occurrence.

Disposition: Code KE6. Event is completion of processing. 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.

53. FN: 25-6c

Title: MARS emergency station designations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to the selection and designation of MARS emergency command stations. Included are selections, concurrences, and approvals of the designations.

Disposition: Code KE6. Event is termination of the 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.

54. FN: 25-6d

Title: MARS operation authorizations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to authorizations for MARS stations to operate on specific frequencies and at specific times to communicate with stations in other Army area commands or with Air Force stations and comparable operational authorizations. Included are coordinating actions, authorizations, and related information.

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

55. FN: 25-6e

Title: MARS member files

Authority: N1-AU-97-3

Privacy Act: A0025-6USASC

Description: Information relating to members and membership in MARS. Included are membership applications, licenses and records reflecting participation of members, and similar information relating to members and membership.

Disposition: Code KE6. Event is each renewal or 2 years after termination of membership. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

56. FN: 25-6f

Title: MARS messages

Authority: NN-166-204

Privacy Act: Not applicable

Description: Messages of individuals and military units received and transmitted by MARS facilities.

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

57. FN: 25-6g

Title: MARS station logs

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information reflecting the time stations go on and off the air, stations contacted, name of operator on duty, and similar data. Included are logs, registers, and comparable information.

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

58. FN: 25-11a4

Title: Message files

Authority: NC1-AU-85-58 and NN-166-204

Privacy Act: Not applicable.

Description: These files contain reference copies of incoming and original authenticated copies of outgoing General Service (GENSER), Privacy Communication System (PCOMS), All Army Activities (ALARACT), and Joint General Service series messages in numerical or chronological order for reference purposes in offices, Special Security Offices (SSO), PCOMS Offices, telecommunications centers, message centers, and official mail rooms.

Note: The office of origin, or office assigned action on an incoming message, is responsible for filing the record copy of the message under the appropriate file number of this regulation.

Disposition: Telecommunication centers (other than Pentagon Consolidated Telecommunication Center): Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

59. FN: 25-11c

Title: Service and analysis reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting service and performance data on message transit time and the speed of handling messages by telecommunications centers, cryptographic, multiple call processing units, relay and terminal processing stations. Included are incoming and outgoing service messages relating to traffic handling or operational irregularities, reports, related information.

NOTE: File service messages correcting transmission with the related message under FN 25-11a.

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

60. FN: 25-11e2

Title: Message tapes files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Tapes used in transmitting messages, including monitor reel tapes providing a temporary record of tracer actions.

Disposition: Telecommunications Centers (other than Pentagon Telecommunication Center): Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

61. FN: 25-30a

Title: Forms management reports

Authority: ~~NN-166-204~~ GRS 16

Privacy Act: Not applicable

Description: Information relating to reports on progress in forms management. Included are reports, worksheets, and correspondence directly related to the reports.

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

WITHDRAWN

62. FN: 25-30c

Title: Numerical files (external)

Authority: NN-166-204 and GRS 16, Item 3a

Privacy Act: Not applicable

Description: Information relating to forms used within the jurisdictional area of the forms management office but approved by other agencies or offices. Included are copies of forms, instructions for use, and coordination information.

Disposition: Code KE6. Event is discontinuance of the form. 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

63. FN: 25-30g

~~Title: Printing equipment controls~~

~~Authority: NN-165-105~~

~~Privacy Act: Not applicable~~

~~Description: Information related to granting authority to issue, purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment. Included are requests for approval of and justification for printing and reproduction equipment, congressional and other approvals, authorizations for excess equipment to be turned into supply channels for disposal, and related information.~~

~~Disposition: Code KE6. Event is disposal of equipment or disapproval of acquisition request. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

WITHDRAWN

64. FN: 25-30h

Title: Printing plant inspections

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to inspections for field printing plants and other reproduction facilities for purposes of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports and related information.

Disposition: Code KE6. Event is completion of the next comparable visit, or after 2 years if comparable visit is not 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.

65. FN: 25-30j

Title: Initial publication distribution files

Authority: NN-166-204

Privacy Act: Not applicable

Description: These files are maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms. Included are distribution sheets, delivery instruction, correspondence, and related information pertaining to the distribution of Army publications.

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

66. FN: 25-30m

Title: Printing plant job jackets

Authority: NN-166-204

Privacy Act: Not applicable

Description: Production and cost records and related processing data.

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

Code K6. Event is inspection by representative of USA PAC, or after 2 years, whichever is first. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

change in disposition made w/ concurrence of Army POC Hardy Light. 9/8/00 mkg. TT

67. FN: 25-30n

Title: Accountable form receipts and issues

Authority: II-NNA-1969

Privacy Act: Not applicable

Description: Information reflecting the receipt or issue of accountable blank forms. Included are receipt forms, listings, and registers. This information is maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms.

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

68. FN: 25-30r

Title: Printing reports

Authority: NN-165-105 GAS 13

Privacy Act: Not applicable

WITHDRAWN

~~**Description:** Reports reflecting information on printing and duplicating operations and equipment required by DA and the Joint Congressional Committee on Printing. Included are contract printing reports, expenditure statements, printing and duplicating registers, comparable 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.~~

69. FN: 25-30t

Title: Publication approvals

Authority: NC1-AU-78-109

Privacy Act: Not applicable

Description: Information relating to approving the initiation of new and revised DA pamphlets, DA posters, DA civilian recruiting publications, junior officer recruiting brochures, and miscellaneous similar items intended for Army-wide use. Included are requests for approval, notifications of approval or disapproval, and related information.

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

70. FN: 25-30u

Title: Publication deviations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information related to approving deviations or exceptions to standard publications procedures. Included are requests and approvals to distribute local publications outside the command jurisdiction of the preparing command, authorizations to print in more than one color, authorizations to include emblems on envelopes, and similar deviations or special authorizations. Note: Files created by offices requiring or requesting the exceptions will be filed with printing and binding requisition files, procurement files, instruction files, or other files, as applicable.

Change in disposition made w/ consummel at Army PDC by Kandy Light. 10/18/01 e-mail TT

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ Code KE6. Event is expiration of approved deviation or disapproval. 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.

71. FN: 25-30w

Title: Printing plant establishment files

Authority: NC1-AU-78-109

Privacy Act: Not applicable

Description: Information relating to the establishment, relocation, or disestablishment of field printing plants and duplicating facilities. Included are requests for establishment with justification data, inventories of equipment on hand, congressional and Director of Information Systems Command, Control, Communications, and Computers (DISC4) authorizations, and related information, but not requests and justifications for items of printing equipment.

Disposition: Code KE6. Event is discontinuance of plant or disapproval of request for establishment. 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.

72. FN: 25-30x

Title: Reproduction equipment information

Authority: NN-165-105

Privacy Act: Not applicable

Description: Information accumulated by offices involved in printing and reproduction in keeping abreast of new developments, improved processes, and new principles in printing, binding, and related auxiliary equipment. Included are correspondence with other Army agencies, Federal agencies, or private concerns, technical information, and related information.

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

73. FN: 25-30y

Title: Publication control and processing files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information used to control publications work in progress, such as stenographic assignment records, stencil control cards, instruction sheets, layouts, daily production records, progress reports, job tickets on labor and materials, and similar control records and related information, but exclusive of other publication supply files described herein.

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

74. ~~FN: 25-30z~~

~~Title: Duplicating controls~~

~~Authority: NN-166-204 GAS 13~~

~~Privacy Act: Not applicable~~

~~Description: Requisitions and delivery receipts for duplicating and photoreproduction work performed outside field printing plants and samples of each unclassified job produced by the offset, electrostatic, or other duplicating process in excess of 100 copies.~~

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

WITHDRAWN

75. ~~FN: 25-30aa~~

~~Title: Printing and binding requisitions~~

~~Authority: NN-166-204 GAS 13~~

~~Privacy Act: Not applicable~~

~~Description: Requisitions, work orders, and samples of each unclassified printing job produced by letterpress offset and photo direct processes in excess of 100 copies.~~

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

WITHDRAWN

76. ~~FN: 25-30ff~~

~~Title: Publishing office background files~~

~~Authority: NN-165-105~~

~~Privacy Act: Not applicable~~

~~Description: Information accumulated by offices responsible for collecting and publishing material prepared by other offices and included in appropriate subject files. Included are copies of articles to be published in periodicals, information used as a basis for preparation of special orders or other personnel-type orders, items submitted for inclusion in daily, weekly, or monthly bulletins; similar data collected for inclusion in other Government publications, and comparable information, but not documents required for filing in the printing job jacket file.~~

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

77. ~~FN: 25-30gg~~

~~Title: Doctrinal/training media programs~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Information relating to preparation, review, and approval of the program for publication and issuance of new, revised, or changed doctrinal and training media. Included are consolidated listings of doctrinal and training publications scheduled for preparation, recommendations and approvals for additions or changes to the program, and communications relating to the program.~~

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

WITHDRAWN

78. ~~FN: 25-30hh~~

~~Title: Publication and form requisitions~~

~~Authority: NN-166-204 GAS 13~~

~~Privacy Act: Not applicable~~

WITHDRAWN

Description: Information, maintained at publication centers and other offices engaged in the receipt, storage, and issue of publications or blank forms, which is used to requisition nonreimbursable publications and accountable and nonaccountable blank forms. Included are requisitions, shipping orders, transfer requests, and similar information.

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

79. FN: 25-30nn1

Title: Training media files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information accumulated by headquarters of divisions, installations, and lower level activities conducting training. Included are training schedules, programs, lesson plans, memorandums, directives, and similar information. *NARA approval not needed, as the proposed disposition is equivalent to the previously approved authority and in keeping w/ MARKS redesign language. TT*

Disposition: Lesson plans: 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.

80. FN: 25-30nn2

Title: Training media files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information accumulated by headquarters of divisions, installations, and lower level activities conducting training. Included are training schedules, programs, lesson plans, memorandums, directives, and similar information. *Records other than lesson plans;*

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

WITHDRAWN

81. FN: 25-30pp

Title: Status of publication files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Forms maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms. These forms reflect the status of publications and blank forms that provide information used to determine required supply action.

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

82. FN: 25-30yy

Title: Training and equipment publication reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information reflecting the status of training literature projects and accomplishments in equipment publication projects authorized by the programs. Included are status reports, accomplishment reports, and other directly related information.

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

83. FN: 25-51a

Title: Official indicia costs

Authority: NC1-AU-83-7

Privacy Act: Not applicable

Description: Information relating to use of official postal indicia. Includes USPS Form 3602-a (Daily Records of Meter Registry), USPS Form 3603 (Receipt for Postage Setting), USPS Form 3533 (Application and Voucher for Refund of Postage and Fees), USPS Form 3602 (Statement of Mailing with

WITHDRAWN

~~Permit Imprints), information reflecting accountability for Penalty Mail Stamps, and similar or related information.~~

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

84. FN: 25-51b

Title: Postage meter licenses

Authority: ~~NC1 AU-83-50~~ NC1 - AU-83-7

Privacy Act: Not applicable

Description: Licenses approved by the United States Postal Service for Army activities to use postage meters. Includes copies of applications or requests for postage meter licenses.

Disposition: Code KE6. Event is disapproval or cancellation of license. 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.

85. FN: 25-55a

Title: FOIA requests, access, and denials

Authority: GRS 14, item 11

Privacy Act: A0025-55SAIS

Description: Requests for information under the Freedom of Information Act (FOIA). Included are the original request, a copy of the reply thereto granting access or denying access to all or part of the requested information, stating inability to identify records or nonexistence of requested records, and indicating fees charged; and related information. Note: If appealed, withdraw and file under 25-55c.

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

WITHDRAWN

86. FN: 25-55b

Title: FOIA administrative files

Authority: GRS 14, item 15

Privacy Act: Not applicable

Description: Information relating to the general implementation of the FOIA. Included are routine correspondence, memorandums, notices, and related information.

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

WITHDRAWN

87. FN: 25-55g

Title: Safeguarded nondefense information releases

Authority: NN-166-204

Privacy Act: A0025-55SAIS

Description: Information relating to specific instances of furnishing or denying copies, access to, or information from, Army records which contain safeguarded information. These files are limited to those documents which cannot be filed with the information released because the accumulating office does not have custody of the related files. AR 25-55 describes safeguarded nondefense information. Included are applications or requests for records or information and authorizations or denials for access to the records. (Documents relating to the release of safeguarded information accumulated by offices having custody of the related files will be filed and disposed of with the records requested or released.)

Disposition: Code KE6. Event is approval, appeal, or final adjudication by the court. 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

88. FN: 25-55h

Title: Nonsafeguarded information releases

Authority: NN-166-204

Privacy Act: A0025-55SAIS

Description: Information relating to specific instances of furnishing or denying copies of, access to, or information from records which do not contain safeguarded or privileged information. Included are

WITHDRAWN

~~requests for records or information and documents furnishing the information approving or denying access. (These files normally accumulate in offices or activities having custody of numerous files relating to numerous functional areas, such as records centers, records depositories, record holding areas, and certain centralized file areas.)~~

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

89. FN: 25-55i

Title: Unauthorized disclosure reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to reporting the unauthorized disclosure of safeguarded nondefense information. Included are notifications, investigation information, disclosure reports, and directly related information.

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

WITHDRAWN

90. FN: 25-55j

Title: Acknowledgement

Authority: GRS 14, item 2

Privacy Act: Not applicable

Description: Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.

Disposition: Code KE6. Event is acknowledgement and referral. 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

91. FN: 25-55k

Title: Initial Denial Authority designations/appointments

Authority: N1-AU-87-4

Privacy Act: A0001DAPE

Description: Documentation of the designation or appointment of Initial Denial Authority for the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.

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

92. FN: 25-400-2e1

Title: Biennial Microfilm Inspection Files

Authority: GRS 16, Items 10a and 10b

Privacy Act: Not applicable.

Description: These files contain the results of the biennial microfilm inspections of master films of permanent and unscheduled records and temporary records which have a retention period of ten years or longer. These inspections include determinations of aging blemishes, re-reading resolution targets, density remeasurements, and certification of environmental conditions in which microforms are maintained.

Note: A copy of the results of inspections will be attached to the SF 135 accompanying records being transferred or retired and will include: Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records; date of inspection; defects found and corrective action taken; and identification of deteriorating master microform that were replaced with a silver duplicate).

Disposition: Inspection reports of permanent records: Record copy: Code KE6. Event is transfer of records to the legal custody of the National Archives. 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

335

MANAGEMENT INFORMATION CONTROL

Prescribing Directives

ER 335-2-1--Waterborne Commerce Statistics

ER 335-2-5--Annual Report of the Chief of Engineers on Civil Works Activities

AR 335-15--Management Information Control System

Description: These records concern policies and procedures for control of management information reports and ADP products generated and distributed within and between Army elements and to agencies external to Department of the Army, including control over establishment of information and reporting requirements; standards for directives; distribution, format, and forms used for both manually prepared and automated reports; periodic review of both manual and automated information reporting requirements; improvement of information management; listing of controlled information requirements (reports), and maintenance of ADP final product inventory.

93. FN: 335

Title: General management information control correspondence files

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

Privacy Act: Not applicable

Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to management information control 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 management information control that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

WITHDRAWN

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

94. FN: 335-2-1a

Title: Waterway traffic data

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on the collection and compilation of data on waterway traffic through locks and regulated canals. Included are waterway traffic reports and traffic registers.

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

95. **FN:** 335-2-1c

Title: Vessel code index cards

Authority: NN-166-204

Privacy Act: Not applicable

Description: Vessel code index card or comparable form. Retain card as long as vessel operator maintains a headquarters within the boundary of the district. When the reporting headquarters for the vessel is transferred to an area within the jurisdiction of another district, transfer the card to that office.

Disposition: Code KE6. Event: vessel is transferred to a foreign flag, decommissioned, sunk or destroyed, and notification furnished WCSC. 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.

96. **FN:** 335-2-1d1

Title: District annual port-to-port by commodity tabulations

Authority: NN-166-204

Privacy Act: Not applicable

Description: WCSC: Annual port or dock to port or dock summarizations of commodity data for each harbor and waterway of record.

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

97. **FN:** 335-2-1h

Title: Detail files

Authority: NN-166-204

Privacy Act: Not applicable

Description: These files contain transfer sheets, dock reports, Great Lakes Customs forms, transportation series reports, detail and summary listings of every description and type which are prepared for control and checking purposes. Included are quarterly district and vessel trip listings; work sheets; lockmasters', pilots', and canal reports; collection control forms (ENG Form 3928); form letters; project descriptions; manuscripts and proofs for Waterborne Commerce Statistics and Transportation Series, chapter 8, volume 1 of Annual Report of COE publications.

Disposition: Code KE6. Event: publication of each document for which files are created. 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.

98. **FN:** 335-2-1i

Title: Vessel operation reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Report Forms ENG 3925, B, C, D, and comparable forms.

Disposition: Code KE6. Event: publication of the annual Waterborne Commerce of the United States. 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.

99. **FN: 335-2-1j1**

Title: Domestic detail card and tape files and census foreign data tapes

Authority: NN-166-204

Privacy Act: Not applicable

Description: Cards: Detail records prepared from vessel operation reports and foreign statistics from Bureau of the Census.

Disposition: Code KE6. Event: publication of the annual Waterborne Commerce of the United States. 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.

100. **FN: 335-2-1j2**

Title: Domestic detail card and tape files and census foreign data tapes

Authority: NN-166-204

Privacy Act: Not applicable

Description: Tapes: Detail records prepared from vessel operation reports and foreign statistics from Bureau of the Census.

Disposition: Code KE6. Event: release of the publication. 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.

101. **FN: 335-2-1k**

Title: Intermediate summaries

Authority: NN-166-204

Privacy Act: Not applicable

Description: Summary machine listings on origin, destination, traffic, and commodity files. These are summaries prepared from detail records and used in preparation of the final port-to-port summaries.

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

102. **FN: 335-2-1m**

Title: Background material and manuscripts

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information created together with special reports and studies on commercial statistics and port and terminal facilities series files. Included are especially prepared punchcards, magnetic tapes, manuscripts, maps, charts, photographs, field notes, memorandums, records of meeting, instructions, interpretations, and definitions.

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

(insert) or when no longer needed for reference.

*Change made w/ concurrence of
Army POC Wandy Light.*

9/9/00 mtk.

TT

103. FN: 335-2-1n

Title: Progress reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Quarterly progress report on compilation of waterborne commerce statistics and monthly status report of collection, coding, and checking activity.

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

104. FN: 335-2-5f

Title: Annual report drafts, manuscripts, and proofs

Authority: NN-166-204

Privacy Act: Not applicable

Description: This information includes annual report drafts, manuscripts, printers proofs, ENG Form 1239 (Cost and Financial Summary), comments and concurrences, reports on accomplishment of flood control, and multiple-purpose projects.

Disposition: Code KE6. Event: publication. 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.

105. FN: 335-15a

Title: ~~Management information control system cases~~ Reports Control Files

Authority: ~~NC-AU-75-19~~ GRS 16, Item 6

Privacy Act: Not applicable

Description: Information showing action taken in evaluating the requirement to approve and control specific reports. These files also relate to initial evaluation and periodic reevaluation of proposed and actual information systems (both automated and manual), outputs to determine feasibility and desirability of using information systems, essentiality of input and output, and conformance of the output with reporting standards and policy. Included are applications for approval of reports; copies of pertinent forms or descriptions of formats; copies of the prescribing directive; preparation instructions; documents on continuing, revising, or otherwise changing the report or output; memorandums with results of periodic and special evaluations; information identifying the relationship of the output to any controlled report to be prepared in whole or in part from the output; and similar information.

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

Change made w/
concurrence of Army
POC Wendy Light.
9/8/00 mtg.
TT

340
OFFICE MANAGEMENT
Prescribing Directives

AR 340-21--The Army Privacy Program

Description: These records concern policies, procedures, and formats for safeguarding and release of information under the Privacy Act Program.

106. ~~FN: 340~~

Title: General office management correspondence files

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

Privacy Act: Not applicable

Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to office management 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 office management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

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

WITHDRAWN

107. FN: 340-21d

Title: Privacy statements

Authority: NC1-64-76-3

Privacy Act: Not applicable

Description: Information accumulated by privacy officials in reviewing Privacy Act notification statements and related forms, formats, and other documents used to collect information from individuals, to ensure necessity, compliance with privacy program requirements, consistency with purpose and routine uses of the related system notice, appropriate use of SSN, and similar matters. Included are Privacy Act notification statements, including related forms, formats, surveys, and reports, coordination actions, copies of instructions, and related information.

Disposition: Code KE6. Event is discontinuance of related form, format, survey, or report. 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.

108. ~~FN: 340-21f1~~

Title: Privacy Act Controls

Authority: GRS 14, Item 24a & b

Privacy Act: Not applicable

Description: Information maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing date, nature and purpose of request, and name and address of requestor.

Disposition: Information other than registers and listings: Code KE6. Event is final action by activity or final adjudication by courts. Keep in CFA until events occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

109. FN: 340-21f2

Title: Privacy Act Controls

Authority: GRS 14, Item 24a & b

Privacy Act: Not applicable

WITHDRAWN

Description: Information maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing date, nature and purpose of request, and name and address of requestor.

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

360
ARMY INFORMATION
Prescribing Directives

AR 360-5--Public Information
AR 360-61--Community Relations
AR 360-81--Command Information Program

Description: These records concern public information objectives, principles, and procedures; review; clearance, and release of public information; internal information and community relations programs; speakers program; relations with public news media and industry; and field press censorship.

110. FN: 360

Title: General Army information correspondence files

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

Privacy Act: Not applicable

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

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

WITHDRAWN

111. FN: 360-5c

Title: Feature story reviews

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on assistance provided to magazine and book representatives in the development of feature stories concerning Army activities. Included are story outlines prepared by the Army and provided the media representative, advice on proposed stories which are being prepared by other writers, information on reviews of the stories for accuracy when desired by the writer, 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

Items 111-123 were withdrawn at the request of Army Chief of Public Affairs. e-mail from Army POC Wendy Light dated 3/22/01

TT

112. FN: 360-5d

Title: Public inquiries

Authority: NN-166-204

Privacy Act: A0025-55SAIS

Description: Information on release of nonsafeguarded or normal information in response to requests or inquiries from the public. Included are routine requests for information on Army activities, requests for photographs of persons and equipment, correspondence, 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

113. FN: 360-5e

Title: Biographies

Authority: NN-166-204

Privacy Act: A0360-5SAPA

WITHDRAWN

Description: Biographies, photographs, newspaper clippings, and related information pertaining to leading military and civilian personalities. Arrange alphabetically.

Disposition: Code KE6. Event is retirement, transfer, separation, or death of the person concerned, or on discontinuance. 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.

114. FN: 360-5f

Title: Research clearances

Authority: NC1-AU-78-104

Privacy Act: Not applicable

Description: Information on approving access to classified files for purposes of unofficial research and study or to information which may be gathered from reviewing the products of this research for propriety, accuracy, and security. Included are requests for access to classified files, approvals, copies of manuscripts and research notes, and coordinating actions.

Disposition: Code KE6. Event is revocation of clearance. 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

115. FN: 360-5j

Title: Scientific and professional article files

Authority: NC-AU-75-8

Privacy Act: Not applicable

Description: Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, 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

116. FN: 360-5k

Title: Contractor information releases

Authority: NC1-AU-78-102

Privacy Act: Not applicable

Description: Information on procedures governing the release of information by manufacturers, colleges, universities, advertising agencies, and similar commercial entities relative to Army contracts or activities accomplished by contract. The information further relates to clearing materials voluntarily submitted by commercial organizations depicting Army themes. Included are proposed articles, technical information and presentations, brochures, motion pictures, television films, photographs, transparencies, similar materials proposed for publication or release, the coordinating actions, and similar 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

117. FN: 360-61a

Title: Army-community relations

Authority: II-NNA-1349

Privacy Act: Not applicable

Description: Information on the maintenance and improvement of relations between the Army and the civilian community. Included are information on the work of community relations and civilian advisory committees, meetings with representatives of other military activities located in the community, open house programs, joint social activities, and other cooperative endeavors of the Army and the community.

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

WITHDRAWN

118. FN: 360-81b

Title: Information publication distribution files

Authority: NN-166-204

Privacy Act: A0360SAIS

WITHDRAWN

~~**Description:** Information used in the receipt, storage, and issue of information publications and materials. Included are requisitioning, shipping information, property issue and turn-in slips, information used to initiate or suspend distribution of news services, radio transcripts, television recordings, other informational materials, related information.~~

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

119. FN: 360-81c2

Title: Newspaper files

Authority: NC1-AU-78-15

Privacy Act: Not applicable

Description: Record sets of Army news periodicals, daily news summaries, news bulletins or similar news material, and reference copies of authorized and civilian enterprise newspapers.

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

WITHDRAWN

120. FN: 360-81f

Title: News background

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on preparing, editing, and publishing information in Army news media. Included are edited drafts of articles, photographs, 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

121. FN: 360-81g

Title: Program logs

Authority: NN-164-204

Privacy Act: Not applicable

Description: Daily operational logs used by Army-operated stations of the Armed Forces Radio and Television Services to show identifications of programs and spot announcements and the precise time that they were broadcast.

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

WITHDRAWN

122. FN: 360-81h

Title: Musical program logs

Authority: NN-164-204

Privacy Act: Not applicable

Description: Logs used by Army-operated stations of the Armed Forces Radio and Television Service to list musical numbers, artists, and sources used in aired musical programs.

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

WITHDRAWN

123. FN: 360-81i

Title: Station program schedules

Authority: NN-164-204

Privacy Act: Not applicable

Description: Information showing the time at which programs are scheduled to be broadcast by Armed Forces Radio and Television Service stations operated by the Army.

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

WITHDRAWN