

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER N1-AU-00-41	DATE RECEIVED 3/22/00
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Program Division		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	1-15-02	<i>[Signature]</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>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
34.	<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>		

[Handwritten] 1/30/02

[Handwritten] Sent to Agency [unclear], [unclear]

OFFICE ADMINISTRATIVE HOUSEKEEPING FILES

Office Administrative Housekeeping Operations

These files relate primarily to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. They accumulate because an office exists; they are not why an office exists. More specifically, these files accumulate because of the day-to-day administration of an office and its personnel. Housekeeping files must be maintained so they are distinguishable from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.

1. **FN: 1b**
Title: Office general management
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information relating to the administration of an office. This information covers the following internal office procedures that are not continuing such as hours of duty, individual duties, emergency evacuation procedures, parking, and traffic control; charitable affairs, such as blood donations and contributions to charity; public relations and information activities, such as open house programs and special events (but not articles, news releases, or similar items that promote or publicize the office's mission); office security, such as documents ensuring security and any covering the security classification system; office safety, such as minutes of safety meetings and safe and unsafe practice notes, forms, publications; and reports management, such as forms surveys and inventory reports (but not those relating to initiating forms, publications, and reports that pertain to the office's mission functions); routine use of automatic data processing (but not documents concerned with use of automatic data processing for mission functions).
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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2. ~~**FN: 1d**
Title: Duty reports
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information prepared by duty officer of the day or by personnel on charge of quarters duty. Included are daily activity reports and related information.
NOTE: This file is used by organizations only when in garrison. Units in a combat, combat support, or combat service support status will use FN 525a for duty reports and journals.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~
- WITHDRAWN

3. ~~**FN: 1i**
Title: Office classified document receipts
Authority: II-NNA-804
Privacy Act: Not applicable
Description: Receipts for classified documents issued or transferred. If the receipts are used concurrently as a register or control file, identify and dispose of them under file no. 1j.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~
- GRS 18/2
WITHDRAWN

4. ~~**FN: 1j**
Title: Office classified document register or controls
Authority: II-NNA-804
Privacy Act: Not applicable
Description: Information showing the identity and location of classified documents for which the office is accountable. Included are DA Form 455 (Mail and Document Register), and DA Form 3964 and similar forms used for control.~~
- GRS 18/7
WITHDRAWN

Disposition: Code KE6. Event: all classified documents recorded have been transferred, destroyed, declassified, or entered on a new sheet. 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.

5.

FN: 1m

Title: Office nonregistered classified document destruction certificates

Authority: NC1-AU-79-27

Privacy Act: Not applicable

Description: Forms or other documents that show the destruction of classified documents.

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

GRS 18/3

WITHDRAWN

6.

FN: 1n

Title: Office mail controls

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information pertaining to controlling incoming and outgoing mail by offices other than official mailrooms and postal activities. Included are routing and suspense slips, records of messenger trips, mail receipts, and similar information.

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

GRS 12

WITHDRAWN

7.

FN: 1o

Title: Office financial files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information that relates to office expenditures. Included are itineraries, travel estimates, and requests for travel funds, requests for long-distance telephone call funds, notices of available telephone funds, reports of long-distance telephone calls, 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

8.

FN: 1s

Title: Office security classification regrading files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information authorizing regrading of security classified documents. Included are DA Form 1575, (Request for/or Report of Regrading Actions), circulars, and related documents.

Disposition: Code KE6. Event: after all documents have been annotated. 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.

WITHDRAWN

9.

FN: 1u

Title: Office privacy disclosure accounts

Authority: GRS 14, Item 23

Privacy Act: A0340-21AIS

Description: Documents used in accounting for and recording the date, nature, and purpose of each disclosure made from a system of records pursuant to the Privacy Program. The accounting consists of a description of the record disclosed, the name and address of the agency or person to whom the disclosure was made, and the name and position title of the person making the disclosure. Included are forms, correspondence and other papers used for accounting, statements of mass disclosures, disclosure consent authorizations, and related documents. Whenever possible, file the disclosure accounting with the record from which the disclosure was made.

Disposition: Code KE6. Event: Record from which the disclosure was made is destroyed or 5 years, whichever is longer. 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.

WITHDRAWN

GRS 18/16 & 17

WITHDRAWN

10. FN: 1v

Title: Access controls
Authority: NG1-AU-82-22
Privacy Act: Not applicable

Description: Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. This information is used in the physical security of conventional arms, ammunition, explosives, medically sensitive material, and other Government property. Included are key control registers, key and lock inventory records, forms used to record entry into vaults or containers, and similar information.

Disposition: Code KE6. Event is when documents are superseded or register sheets are filled. 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.

11. FN: 1w

Title: Office general personnel files
Authority: NN-166-204
Privacy Act: A0001SAIS

Description: Information relating to the daily administration of military and civilian personnel. Included are notices about athletic events and employee unions, notifications and lists of employees to receive Government medical services, including x-rays and immunizations, notices and lists of individuals to receive training, and related information.

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

12. FN: 1y

Title: Office personnel registers
Authority: II-NNA-194
Privacy Act: A0001aTAPC

Description: Information used to account for office personnel and to control office visitors. Included are registers showing personnel arrival, departure, leave, and temporary duty travel. Does not include official personnel registers used to prepare input to Standard Installation Division Personnel System (SIDPERS).

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

13. FN: 1ee

Title: Duty rosters
Authority: NN-166-204
Privacy Act: A0001bTAPC; OPM/GOVT-1

Description: Documents used to record routine duties performed by employees, plus special duties performed on a rotating basis.

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

14. FN: 1ii

Title: Office military personnel files
Authority: II-NNA-436
Privacy Act: A0001bTAPC

Description: Information concerning supervising military personnel. Included are papers pertaining to classification, promotion, orders, sponsors, indebtedness, leave, enlistment, waivers, statements of service, bonuses, evaluations, identification, group life insurance, application for appointment, application for outside employment, academic and individual training reports, instructional evaluations, family care/family care counseling checklist, and related information.

Disposition: Code KE6. Event: transfer or separation of individual. 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.

15.

FN: 1mm
Title: Reading files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Copies of outgoing communications, arranged by date, for periodic review by staff members.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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

16.

FN: 1nn
Title: Office message references
Authority: NN-166-204
Privacy Act: Not applicable
Description: Incoming and outgoing messages in numerical or chronological order for reference purposes in offices other than signal communications centers, message centers, and official mail rooms. Official record copies of messages must be filed in the office's subjective MARKS files.
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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ADMINISTRATION

Prescribing Directives

AR 1-1--Planning, Programing, and Budgeting within the Department of the Army

AR 1-20--Legislative Liaison

AR 1-21--Administrative Space Management

AR 1-33--Memorial Programs

AR 1-100--Gifts and Donations

AR 1-201--Army Inspections Policy

AR 1-211--Attendance of Military and/or Civilian Personnel at Private Organization Meetings

ER 1-1-23--Technical Assistance to and Exchanges with Foreign Governments

Description: These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically provided for in other series.

FN: 1

Title: General administration correspondence files

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

WITHDRAWN

Privacy Act: Not applicable

Description: ACTION: 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 administration which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) NONACTION: Matters relating to administration 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 in 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.

FN: 1-1b(2)

Title: Program and budget guidance - Guidance prepared by the operating agency and issued to subordinates

Authority: NC1-AU-76-1

Privacy Act: Not applicable

Description: Operating agencies: Information on developing, reviewing, approving, and issuing program and budget guidance by all echelons of the Army. Included are program objectives, summary budgets, and directives requiring DA Staff preparation, revision, or updating of program and budget guidance to operating agencies (essentially extracts from the DA Five Year Development Plan (FYDP) reflecting those resources programed for allocation to operating agencies by DA together with statements of policies, priorities, standards, and workloads), operating agency and lower echelon program and budget guidance to subordinates (may be issued in the form of markup to operating budgets), coordinating actions, operating schedules, and similar information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

19. **FN:** 1-1e(2)
Title: Operating budgets - Copies of lower order COBs, estimates, and related information.
Authority: NC-AU-75-19
Privacy Act: Not applicable
Description: Preparing offices of general and special operating agencies: Information relating to preparing and submitting budget estimates and Command Operating Budgets (COBs). Lower order estimates and COBs are progressively incorporated into higher order estimates and COBs. The final incorporations (accomplished by general and special operating agencies receiving program and budget guidance directly from DA) are forwarded to DA for staff use in preparing and defending the Army budget, the President's budget, and apportionment requests. Included are Command Budget Estimates (formerly Commander's Statement and Budget Summary), draft and final COBs (formerly Operating Budget and Summary), Military Assistance Program operating budgets, comparable budgets and budget estimates, minutes of program budget advisory committees, and related information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

20. **FN:** 1-1-23a
Title: Foreign technical assistance files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information on details of Corps of Engineer personnel abroad, such as correspondence and memorandums.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

21. ~~**FN:** 1-1-23b
Title: Foreign engineer training files
Authority: NN-166-204
Privacy Act: Not applicable~~

WITHDRAWN

Description: Information on inservice training of foreign engineers with U.S. Army Corps of Engineers through the State Department. Included are correspondence, agreements, and vouchers.

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

22. **FN:** 1-20b
Title: Legislation comments
Authority: NC-AU-75-19
Privacy Act: Not applicable
Description: Offices of legislative officers or persons designated to coordinate and control the legislative activities of the Army Staff agency or command: Information showing comments on proposed legislation, Executive orders, proclamations, and reports which are initiated by or for which chief responsibility for action has been assigned to another Army Staff agency or command. Included are related copies of the organization's comments, copies of proposed legislation, and related information.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

23. **FN:** 1-20d
Title: Congressional visit reports
Authority: N1-AU-97-1
Privacy Act: Not applicable
Description: Information reporting visits by members or staff members of congressional committees (except appropriation committees) to any element of DA. Information includes the name of the visiting congressional committee or survey group, subject of the visit, reference copies of correspondence, requests for travel orders, messages, financial statements, and similar data.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

24. **FN:** 1-20e
Title: Congressional correspondence
Authority: N1-AU-98-4
Privacy Act: A0001-20SALL
Description: Information on congressional inquiries on all matters within the scope and activity of DA, except in areas affecting budgets, appropriations, and related financial matters, or concerning the release of safeguarded information. Included is correspondence between members of Congress, their constituents, other people and the Army on such matters as alleged unfair treatment, improper assignment, poorly prepared food, poor housing conditions, and inadequate medical attention.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

26. **FN:** 1-20i
Title: Information for Members of Congress (IMC)

Authority: N1-AU-93-8

Privacy Act: Not applicable.

Description: Information forwarded to Members of Congress, Congressional Interest Lists for the information and background files.

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

26.

FN: 1-100a(2)

Title: Army gift offers (refused offers)

Authority: NC1-AU-76-59

Privacy Act: A0870-5DAMH

Description: Information relating to the offer of gifts and donations by private citizens and organizations to the Department of the Army. These records accumulate at HQDA only. Included are offers, evaluation of offers and coordinating information, letters of acceptance or refusal, and related information.

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

27.

FN: 1-201a

Title: Inspection, survey, and staff visit coordination files

Authority: II-NN-3494

Privacy Act: Not applicable

Description: Information related to reviewing, controlling, coordinating, and consolidating planned inspections, surveys, and visits. Included are notifications of impending visits, requests for authority to make visits, itineraries, approvals, requests for changes, and related information. NOTE: Office being surveyed, use FN 1c.

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

28.

FN: 1-201b(2)

Title: Command inspection program (DA and MACOM headquarters)

Authority: NC1-AU-80-12

Privacy Act: Not applicable

Description: Office performing inspection, information accumulated by members of the team, other than the retained copy of the report and essential information filed therewith: Information relating to the conduct of command and staff inspections. Included are the retained copy of the report sent to the inspected activity, supporting information essential to and filed with the report, correspondence from the inspected activity indicating corrective action taken, information accumulated in staff offices that furnished members for the inspection team, and similar information.

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

29.

FN: 1-201c

Title: Command inspection program (SUBMACOM and below)

Authority: NC1-AU-79-31

Privacy Act: Not applicable

Description: Information accumulated as a result of a command or staff inspection. Included are reports of inspections, correspondence directing corrective action, correspondence replying to these instructions, and similar information.

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

30.

FN: 1-201d

Title: Staff visits

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information accumulated because of staff visits (free inspections) or an inspection other than a command or Inspector General inspection, generally conducted by staff representatives who are responsible for the functional area being inspected, to ensure compliance with established policy, provide assistance, or to assess the ability of an organization to perform its assigned mission.

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

10

ORGANIZATION AND FUNCTIONS

Prescribing Directives

ER 10-1-7--Board of Engineers for Rivers and Harbors

AR 10-5--Department of the Army

AR 10-67--U.S. Army Joint Interface Test Force Joint Interoperability for Tactical Command and Control System

Description: These records concern organization, mission, responsibilities, duties, and functions of DOD, HQDA, DA agencies, major commands, and other commands, units, and organizations.

FN: 10

31.

Title: General organization and functions 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 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 organization and functions 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 organization and 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.

32.

FN: 10-1-7c

RESCINDED

WITHDRAWN

Title: Agency project reviews

Authority: NN-166-204

Privacy Act: Not applicable

Description: Survey reports and work plans pertaining to proposed projects of other Federal agencies.

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

33.

FN: 10-67b

RESCINDED

WITHDRAWN

Title: JINTACCS test procedures and plans

Authority: NC1-AU-76-65

Privacy Act: Not applicable

Description: Information relating to development of test philosophies, proposals, plans and procedures. Included are coordination actions, recommendations from Services or agencies, recommendations regarding implementing actions, and joint interface implementation plans.

Disposition: Office having Army-wide responsibility: Code KE6. Event is discontinuance of activity. 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.