

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>71-AU-00-43</i>	DATE RECEIVED <i>3/22/2000</i>
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		DATE <i>4-3-02</i>	
3. MINOR SUBDIVISION Records Management Program Division		ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
4. NAME OF PERSON WITH WHOM TO CONFER  Kandy Light	5. TELEPHONE  (703)806-3556		

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

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

DATE 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
35.	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> <p><i>cc: Agency, DR, NLR, MW</i></p>		

36

**AUDIT**

**Prescribing Directives**

AR 36-2--Processing Internal and External Audit Reports and Follow-Up on Findings and Recommendations

AR 36-5--Auditing Service in the Department of the Army

**Description:** These records concern authority, responsibilities, organization, and policies relating to auditing service in the Department of the Army, action requested on United States Army Audit Agency (USAAA) reports, and audit procedures for non-appropriated and similar funds. Policies and procedures relating to audits are established by the GAO.

**FN:** 36

**Title:** General audit correspondence files

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

**Privacy Act:** Not applicable

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

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

WITHDRAWN,  
RESUBMIT ON  
N1-AU-01-19

**FN:** 36-2b2

**Title:** DODIG audit reporting files

**Authority:** N1-AU-86-21

**Privacy Act:** Not applicable

**Description:** Audited commands: Information on reports of audit conducted by the Department of Defense Inspector General (DODIG). Included are notices of intent to audit, preaudit surveys, tentative findings and recommendations, audit reports and command comments, copies of documents furnished to DODIG representatives, follow-up progress 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.

**FN:** 36-5e(1)

**Title:** Military establishment audits

**Authority:** NC1-AU-76-44

**Privacy Act:** Not applicable

**Description:** Audit report official case files (parts II and III): Information created or accumulated by USAAA in doing scheduled and special audits of DA commands, installations, and activities. Included are audit reports, auditor's work papers, survey reports, and related information. Note: This file does not include audits of American Red Cross and non-appropriated funds.

**Disposition:** Code KE6. Event: completion of the command reply procedures closeout on the next succeeding audit, or command reply procedures closeout on the current audit. 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.

3 YEARS AFTER

3.

WHATEVER COMES FIRST.

**FN:** 36-5e(2)

**Title:** Military establishment audits

**Authority:** NC1-AU-76-44

**Privacy Act:** Not applicable

**Description:** Information furnished to a requestor or Audit Control Point, survey reports and related work papers: Information created or accumulated by USAAA in doing scheduled and special audits of DA commands, installations, and activities. Included are audit reports, auditor's work papers, survey reports, and related information. Note: This file does not include audits of American Red Cross and non-appropriated funds.

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

4.

**FN:** 36-5g

**Title:** Audit control files

**Authority:** II-NN-3372

**Privacy Act:** Not applicable

**Description:** USAAA offices: Information kept in connection with controlling audits. Included is information reflecting all audits performed, installations and activities audited, periods of audit, scheduling of audits, time budgeting, and related information required for administrative, statistical, or control purposes.

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

W: THDRAWN

5.

**FN:** 36-5h

**Title:** American Red Cross audits

**Authority:** NC1-AU-79-69

**Privacy Act:** Not applicable

**Description:** USAAA offices: Information on scheduled and special audits of the various elements of the American Red Cross, as provided by AR 930-5. Included are audit reports, auditors' work papers, and related information.

6.

**Disposition:** Code KE6. Event: completion of next annual combined audit. 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

**FN:** 36-5j

**Title:** NAF report of audits

**Authority:** II-NNA-2295

**Privacy Act:** Not applicable

**Description:** Information accumulating from Non-appropriated Fund (NAF) audits performed pursuant to AR 36- 5 and AR 36-75. Included are reports of audit with directly related information such as financial statements and correspondence relating to actions taken.

7.

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

**FN:** 36-5k

**Title:** NAF payroll control documents

**Authority:** II-NNA-2295

**Title:** NAF payroll control documents

**Privacy Act:** Not applicable

**Description:** Information used in controlling pay of employees. Included are timecards and time sheets, time and attendance reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.

8.

**Disposition:** Code KE6. Event: audit has been made and exceptions or irregularities have been cleared. 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.

735

**PROPERTY ACCOUNTABILITY**

**Prescribing Directives**

AR 735-5--Policies and Procedures for Property Accountability

AR 735-11-2--Reporting of Item and Packaging Discrepancies

AR 735-17--Accounting for Library Materials

AR 735-20--Financial Accounting and Reporting for Real Property and Capital Equipment

AR 735-60--Financial Inventory Accounting: General Policies and Principles

**Description:** These records concern authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. They include pricing, accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property.

**FN: 735**

**Title:** General property accountability correspondence

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

**Privacy Act:** Not applicable

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

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

WITHDRAWN;  
RESUBMIT ON  
NI-AU-01-19

9.

**FN: 735-5a**

**Title:** Stock inventory and reconciliations

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Stock balance sheets or comparable work papers used for inventory, reconciliation, or adjustment of stock balances.

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

10.

**FN: 735-5b**

**Title:** Stock record account authorization controls

**Authority:** II-NNA-881

**Privacy Act:** Not applicable

**Description:** Background material consisting of documents pertaining to requests for, authorization and assignment of, or cancellation of, stock record account serial numbers and information concerning audit status, accountability, and transfer of accountability.

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

11.

**FN: 735-5c**

**Title:** Property accounting deviations

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents relating to deviations from property accounting procedures granted under the provisions of AR 735-5. Included are requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, similar documents, and related papers.

12. **Disposition:** Code KE6. Event is expiration or disapproval of deviation. 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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**FN:** 735-5d

**Title:** Stock level controls

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents relating to establishing and amending stock levels at stations and depots. Included are requests by station to depots for revision in station stock level and requests by depots to control points for revision to depot stock level.

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

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**FN:** 735-5e

**Title:** Property accountability transfers

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents attesting to the transfer of property accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.

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

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**FN:** 735-5f

**Title:** Installation property accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information accumulated by departmental offices in staff supervision of property accounts at field installations. Included are copies of audit reports received from USAAA; reports on the status of property accounts, and comparable information.

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

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**FN:** 735-5g

**Title:** Stock record account serial number registers

**Authority:** NC1-AU-80-46

**Privacy Act:** Not applicable

**Description:** Registers recording stock record account serial numbers and indicating each designation and station to which assigned.

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

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**FN:** 735-5j

**Title:** Stock record accounts

**Authority:** NC1-AU-76-83

**Privacy Act:** Not applicable

**Description:** The stock record accounts of depots, stations, and other activities constitute installation or activity property accounts, depot custodial records and other documentation of accountable supply distribution activity (ASDA) wholesale stocks. As such they are distinguished from contract property accounts. Installation or activity property account and depot custodial records and other documentation of ASDA wholesale stocks are those which reflect the receipt (regardless of source), storage, issue, usage or location of Government property furnished to Army contractors under contract. Stock record account files are the basic records showing by item the receipt, disposal, and quantities of supplies on hand.

These accounts are maintained by an accountable officer, except for depot custodial records and other documentation of ASDA wholesale stocks, which are maintained by a responsible officer. They include vouchers with supporting documents or attachments thereto; stock record cards or any equivalent forms used in their place; and stock record account files, which normally consist of the following:

- a. Debit voucher files, which include shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a debit voucher file.
- b. Inventory and stock record adjustment voucher files, including inventory adjustment reports, reports of survey, or other stock record adjustment vouchers.
- c. Requisition files or credit voucher files, consisting of--
  - (1) Requisitions.
  - (2) Shipping.
  - (3) Substitution advices.
  - (4) Extract requisitions.
  - (5) Cancellation advices.
  - (6) Purchase requests.
  - (7) Army shipping documents.
  - (8) Other documents filed in a requisition file supporting action taken on a requisition or shipping order.
- d. Unserviceable property files, including Army shipping documents, or comparable documents which are filed in an unserviceable property file as a record of property held pending repair or reclamation.
- e. Transaction histories, count cards, survey cards, and other documentation in support of inventory accounting.
- f. Stock accounting and stock control registers, such as debit voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes.
- g. Stock record cards will be continued in effect until filled, or until final entry is made thereon.

Note: Prior to destruction of a property account, all vouchers, both debit and credit, representing memorandum receipt accounts which have not been covered by subsequent consolidations or memorandum receipts will be removed from the files and retained pending settlement of the transactions or inclusion in subsequent consolidated memorandum receipts. Neither vouchers nor stock record cards reflecting adjusting of shortages will be destroyed before final approval is authenticated on appropriate adjustment documents, such as inventory adjustment report or report of survey. Documents relating to equipment being tested for agencies and proving grounds will be destroyed 2 years after disposition of the equipment being tested. Documents relating to all items coded "K" or "R" in the notes column of the Federal Supply Catalog, DOD Section, Medical Material will be destroyed after 3 years.

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

WITHDRAWN

17.

**FN:** 735-5n

**Title:** Government-furnished material and equipment files

**Authority:** II-NNA-2067

**Privacy Act:** Not applicable

**Description:** Documents reflecting Government owned materials, tools, and equipment furnished to contractors. This description will not be construed to include reports or other documents constituting, or required to be filed with, a voucher to a contract property account.

**Disposition:** Code KE6. Event is turn-in or other satisfactory accounting for items involved. 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:** 735-5p

**Title:** Hospital linen inventories

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Inventories which are retained by the inventory officer, such as quarterly hospital linen inventories used to determine losses or gains incurred in the operation of hospital linen control and distribution.

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

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**FN:** 735-5q

**Title:** Lease and rental cases

**Authority:** II-NNA-2147

**Privacy Act:** Not applicable

**Description:** Documents relating to individual leases or rentals of Government owned equipment to private concerns or individuals. Included are invoices, shipping documents, collection vouchers, agreements, and related documents.

20. **Disposition:** Code KE6. Event is close of fiscal year in which final collection of rentals is made. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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**FN:** 735-5r2

**Title:** Report of survey files

**Authority:** NC1-AU-81-22

**Privacy Act:** A0027-1DAJA

**Description:** Reports that describe the circumstances and recommend action concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.

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

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**FN:** 735-5s

**Title:** Report of survey control register files

**Authority:** NC1-AU-81-22

**Privacy Act:** Not applicable

**Description:** Registers and related documents maintained to control reports of survey.

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

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**FN:** 735-5t1

**Title:** Relief from responsibility (liability admitted) files

**Authority:** NC1-AU-83-39

**Privacy Act:** A0027-1DAJA

**Description:** Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131 (Cash Collection Voucher), DD Form 362 (Statement of Charges), and similar forms and records. This does not include those copies of forms that support entries to the property book, which are filed under 710-2a.

23. **Disposition:** DD Form 1131: Code KE6. Event is completion of collection action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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**FN:** 735-5t2

**Title:** Relief from responsibility (liability admitted) files

**Authority:** NC1-AU-83-39

**Privacy Act:** A0027-1DAJA

**Description:** Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131 (Cash Collection Voucher), DD Form 362 (Statement of Charges), and similar forms and records. This does not include those copies of forms that support entries to the property book, which are filed under 710-2a.



24. **Disposition:** DD Form 362: Code KE6. Event is verification that all amounts have been collected from the soldier's pay. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

FN: 735-11-2a

**Title:** Packaging and handling deficiency reports

**Authority:** II-NNA-1462

**Privacy Act:** Not applicable

**Description:** Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports or corrective action, and related papers.

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

FN: 735-17a

**Title:** Library vouchers

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Vouchers, supporting papers, and voucher register and inventory balance record of books.

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

FN: 735-20a

**Title:** Financial inventory accounting files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals, category ledgers, inventory control records, retained copies of financial supply management reports, financial statements, consolidated worksheets, analyses of change in operating stock on hand, summaries of inventory position, posting media, correspondence and related records. General ledgers summarizing these data are maintained by finance and accounting officers.

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

FN: 735-60a

**Title:** Administrative and management financial inventory accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to the administration and management of financial inventory accounting systems at elements in the command. Included are consolidated reports, supply management reports, source material, posting media, and related information.

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

325

**STATISTICS**

**Prescribing Directive**

DA Memo 325-1--Clearance of Statistical Material for Release Outside the Department of the Army

**Description:** Information on policies, procedures, and guidelines for submitting statistical information to the U.S. Army Information Systems Command-Pentagon for clearance before release outside the Department of the Army.

**FN:** 325

**Title:** General statistics 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 statistics 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 statistics 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,  
RESUBMIT  
ON  
NI-AW-01-  
19

29.

20

**ASSISTANCE, INSPECTIONS, INVESTIGATIONS, AND FOLLOW-UP**

**Prescribing Directive**

AR 20-1--Inspector General Activities and Procedures

**Description:** These records concern inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the DA by The Inspector General and other inspectors general. Excludes security and criminal investigations and materiel inspections which are placed in other appropriate subject series.

**FN:** 20

**Title:** General assistance, inspections, investigations, and follow-up 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 assistance, inspections, investigations, and follow-up 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 assistance, inspections, investigations, and follow-up 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,  
RESUBMIT ON  
N1-AU-01-A

30

**FN:** 20-1a

**Title:** IG inspections (field commands not reporting directly to HQDA)

**Authority:** N1-AU-97-14

**Privacy Act:** Not applicable

**Description:** Inspecting agency: Information accumulated by other commands, installations, activities, and units, whether or not an inspector general (IG) is authorized on the staff. Included are inspection reports and related information pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command, and similar files pertaining to inspections made of the command by higher authority.

31

**Disposition:** Code KE6. Event: completion of the inspection. 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  
By ARMY  
01/25/01

**FN:** 20-1d

**Title:** Physical inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information relating to general and special inspections of enlisted personnel of an organization. Included are reports and similar information.

32

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

WITHDRAWN

**FN:** 20-1f2

**Title:** IG Inspections (HQDA)

**Authority:** NC1-AU-79-39

**Privacy Act:** Not applicable

**Description:** All other inspection files than the annual general and special inspection files created and maintained by the Office of The Inspector General and other DA staff agencies authorized an inspector general: Information relating to inspections conducted by inspectors general. Included are inspection reports and related information pertaining to annual general, procurement, special, nuclear surety, and Federal recognition inspections made of or conducted by a Headquarters, Department of the Army, agency.

33

**Disposition:** Code KE6. Event: next comparable inspection. 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  
By ARMY  
01/25/01

**FN:** 20-1g2

**Title:** IG inspections (field commands reporting directly to HQDA)

**Authority:** NC1-AU-79-39

**Privacy Act:** Not applicable

**Description:** All other inspection files than the annual general and special inspections of major subordinate commands directed by major commands: Information accumulated by commands authorized an inspector general and also reporting directly to Headquarters, Department of the Army. Included are inspection reports and related information pertaining to annual general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command and similar files pertaining to inspections made of the command by higher authority.

34.

**Disposition:** Code KE6. Event: next comparable inspection. 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  
By ARMY  
01/25/01