

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>71-AZ-01-8</i>	DATE RECEIVED <i>3-22-00</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	DATE <i>2-1-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <sup>this page and</sup> **7** 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 GRS OR SUPERSEDED JOB CITATION	10.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)
<b>18</b>	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> <p style="text-align: center;"><i>cc: Agency NR. NWMW</i></p>		

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**SECURITY ASSISTANCE**

**Prescribing Directives**

AR 12-1--Security Assistance Policy, Objectives, and Responsibilities

AR 12-6--Munitions Control Program

AR 12-8--Foreign Military Sales Operations/Procedures

AR 12-10--Military Assistance Grant Aid Operations and Procedures

AR 12-12--Processing Discrepancy Reports Against Foreign Military Sales Shipments

AR 12-15--Joint Security Assistance Training (JSAT) Regulation

**Description:** These records concern responsibilities, policies, functions, and procedures pertaining to security assistance.

FN: 12

**Title:** General security assistance correspondence files

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

**Privacy Act:** Not applicable

WITHDRAWN

**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature, and other information relating to security assistance 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 security assistance 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.

FN: 12-1b

**Title:** Security assistance organization files

**Authority:** NC1-AU-77-28

**Privacy Act:** Not applicable

**Description:** Information relating to U.S. organizations involved in U.S. Security Assistance Program, such as the State Department, Office of the Secretary of Defense, Army organizations, joint Military Assistance Advisory Groups (MAAGs), and similar organizations. Included are lists of organizations, mission and functional statements, terms of reference, tables of organization and distribution, definition of administrative and logistical support to be provided by MAAGs and similar groups, and related information.

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

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FN: 12-8c

**Title:** LP accounts

**Authority:** ~~NC1-AU-78-110~~ [incorrect authority]

**Privacy Act:** Not applicable

**Description:** Information accumulated because of International Logistics Programs authorized by Congress. Included are shipping documents and property documents pertaining to the receipt, issue, storage, and shipment of equipment and supplies. These documents may be filed and disposed of with other property account files or may be maintained separately.

Note: Receipts signed by foreign country representatives will be disposed of as foreign government receipts described below.

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

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FN: 12-8e2

**Title:** ILP reports

**Authority:** NC1-AU-78-110

**Privacy Act:** Not applicable

**Description:** Office having Army-wide responsibility: Other than year-end summary or consolidated reports. Reports relating to International Logistics Programs, such as delivery schedules report, ocean shipment reports, status of supply, and comparable reports.

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

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FN: 12-12a

**Title:** Report of Discrepancy (ROD) - Foreign Military Sales (FMS)

**Authority:** N1-AU-90-15

**Privacy Act:** Not applicable

**Description:** Standard Form (SF) 364 (Report of Discrepancy (ROD)), submitted by FMS purchasers will report discrepancies on FMS concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers. Reporting of discrepancies on grant aid will be processed under AR 735-11-2 and MARKS FN 735-11-2a will be used.

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

after the event,

~~FN: 12-15a3~~

~~Title: Foreign training programs~~

~~Authority: NC1-AU-81-14~~

This change concurred by  
Kandy Light in email of 10/18/01.

Code KE6. Event: resolution of the discrepancy.  
Keep in CFA until event occurs and then

FN: 12-15a3

**Title:** Foreign training programs

**Authority:** NC1-AU-81-14

**Privacy Act:** Not applicable

**Description:** Offices of MACOM Headquarters: Documents relating to developing programs for training foreign nationals by U.S. Army schools, facilities, mobile training teams, contractor technicians, and training missions and groups. Included are communications on training requirements with the foreign army concerned, training program requirements reports, foreign training conference reports, program guidance refined programs, and related documents.

**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: 12-15g

**Title:** Foreign national reserve training

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents related to arranging training for foreign nationals on active or reserve status in the armed forces of an entitled nation. This consists of training with U.S. Army Reserve and Army National Guard. Included are applications for the training, approvals, recommendations, designations of training unit, and related documents.

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

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

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381

**MILITARY INTELLIGENCE**

**Prescribing Directives**

AR 381-11--Threat Support to U.S. Army Force, Combat, and Materiel Development

AR 381-19--Intelligence Dissemination and Production Support

AR 381-20--U.S. Army Counterintelligence (CI) Activities

AR 381-45--Investigative Records Repository

AR 381-100--(S) Army Human Intelligence (HUMINT) Collection Programs (U)

AR 381-141--(C) Provisions for Administration, Supervision, Control and Use of Intelligence Contingency Funds (U)

**Description:** These records concern collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data and matters relating to subversion, espionage, and counterintelligence activities.

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~~FN: 381~~

~~Title: General military intelligence correspondence files~~

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

WITHDRAWN

~~Privacy Act: Not applicable~~

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

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

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FN: 381a

Title: Intelligence reports

Authority: NN-166-204

Privacy Act: AO381-20bDAMI

**Description:** Reports gathered in intelligence organizations resulting from the collection, evaluation, analysis, integration, and interpretation of technical intelligence; domestic intelligence or information about activities or conditions in the U.S. that may threaten internal security; and information on the war potential, military geography, military forces, and other military or related activities of foreign countries. (Record copies of Intelligence Information Reports (IIR) are kept by the Defense Intelligence Agency.)

**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: 381-20o1

Title: Polygraph Technical Files

Authority: N1-AU-95-2

Privacy Act: A0381--20bDAMI

**Description:** Completed detailed technical reports prepared by the polygraph examiner, including pretest preparations, examiner's notes, examination charts, and other technical details of the examination. Files include all types of intelligence examinations conducted under the purview of ARs 195-6 and 381-20.

Note: Retain Offensive CI Operations (OFCO) and HUMINT Polygraph Technical files in CFA until completion of final quality control review. Upon termination of operation, transfer files to the IRR and incorporate into operational dossier. Dispose of IAW guidance for dossier (FN 381c).

**Disposition:** CI Scope Polygraph Technical Files: Favorably resolved cases: Code KE6. Event is final quality control review. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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~~FN: 881-20p1~~

**Title:** Counterintelligence/Security Investigations

**Authority:** N1-AU-95-1

**Privacy Act:** A0380-67DAMI, A0381-20bDAMI and A0614-115DAMI

WITHDRAWN

**Description:** Individual case files acquired on members of the Armed Forces, including retired personnel, members of Reserve Components, applicants for commission and enlistment, DOD civilian personnel and applicants for such status, persons having need for access to official information requiring protection in the interest of national defense under the DOD Industrial Security Program, and persons being considered for participation in other DOD programs. Files also include information pertaining to adverse actions, reports and adjudicative documentation in arriving at security clearance determinations as prescribed by AR 380-67 and information pertaining to DOD and non-DOD affiliated persons on investigations or incidents of a counterintelligence nature under AR 381-12, AR 381-20, and AR 381-47. Note: Central Control Office and CCF: Cut off at case closure, transfer record copy to Director, U.S. Army Central Security Facility, ATTN: IAMG-CSF-R, Fort George G. Meade, MD 20755-5995.

**Disposition:** Offices responsible for preparation and CCF: Personnel security adjudicative files on persons who are considered for affiliation with DOD: Code KE6. Event is if affiliation is not completed. 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: 381-26a

**Title:** Foreign Materiel (FM) Program Plans and Reports

**Authority:** N1-AU-94-23

**Privacy Act:** Not applicable

**Description:** Records consisting of documentation in support of acquisition and exploitation of threat weapons and systems. Included are the Five Year Plan, the High Priority List and the annual report to the VCSA.

**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: 381-26b

**Title:** Foreign Materiel (FM) acquisition files

**Authority:** N1-AU-94-23

**Privacy Act:** Not applicable

**Description:** Information gathered includes acquisition requirements lists and Foreign Material Acquisition Proposals (FMAPS).

**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: 381-26c

**Title:** Foreign Materiel (FM) exploitation files

**Authority:** N1-AU-94-23

**Privacy Act:** Not applicable

**Description:** Records created in connection with the exploitation process to include requirements lists, test plans, situation spot and quick look reports, gains reports and FM exploitation plans.

**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: 881-20c~~

~~**Title:** Foreign Materiel (FM) property accountability~~

WITHDRAWN

~~**Authority:** N1-AU-94-23~~

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

~~**Description:** Data gathered to support a consolidated database, included are FM acquisition reports and annual FM inventory updates.~~

~~**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: 381-141a2

**Title:** Intelligence Confidential Funds

**Authority:** N1-AU-89-9

**Privacy Act:** Not applicable

**Description:** Information on expenditures of special funds. These funds cover expenses incurred in discharging assigned duties of agents for the Deputy Chief of Staff for Intelligence (DCSINT) not otherwise payable from other DA funds. Included are records of ICF accounts, transactions, appointments, inspections, audits, original supporting documents and other information relating to the use of ICF.

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

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550

**FOREIGN COUNTRIES AND NATIONALS**

**Prescribing Directives**

AR 550-51--Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements

**Description:** These records concern responsibilities and procedures for the negotiation, conclusion, forwarding, and depositing of international agreements.

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~~FN: 550~~

~~**Title:** General foreign countries and nationals correspondence files~~

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

WITHDRAWN

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

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

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

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