

<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-AR-01-11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	DATE <i>4-3-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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

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

DATE 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>S2</i>	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> <p style="text-align: center;"><i>cc: Agency, NR, NUMW</i></p>		

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165

**RELIGIOUS ACTIVITIES**

**Prescribing Directive**

AR 165-1--Chaplain Activities In The United States Army

**Description:** These records concern functions and duties of chaplains, religious programs, including services, sacraments, and rites, use of chapels and similar activities, and religious reports. Non-appropriated chaplains' funds are governed by AR 165-1, Chapter 16, and a slight variation in the MARKS numbering scheme to distinguish the applicable records has been added for user convenience.

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1. ~~FN: 165~~

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

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

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*Withdrawn*

2. ~~FN: 165-1a~~

~~Title: Chaplain privileged counseling/interview communication cases~~

~~Authority: NC1-AU-77-80~~

~~Privacy Act: A0165-1bDACH~~

~~**Description:** Documents relating to counseling of a privileged nature between Army chaplains and Army members or their dependents. Included are memorandums, resume of counseling interviews, notes, letters, forms, or related documents.~~

~~**Disposition:** Code KE6. Event: completion of individual cases. 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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*Withdrawn*

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3. **FN:** 165-1d1  
**Title:** Chapel registers, unbound  
**Authority:** NN-168-118  
**Privacy Act:** A0165-1aDACH  
**Description:** Documents reflecting marriages, funerals, and baptisms. Included are chapel registers 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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4. **FN:** 165-1d2  
**Title:** Chapel registers, bound  
**Authority:** NN-168-118  
**Privacy Act:** A0165-1aDACH  
**Description:** Documents reflecting marriages, funerals, and baptisms. Included are chapel registers and related documents.  
**Disposition:** Code KE6. Event: date of last entry. 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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5. ~~**FN:** 165-1-16a  
**Title:** CCF report of audits and fund reviews  
**Authority:** II-NNA-2295  
**Privacy Act:** Not applicable  
**Description:** Information accumulating from audits of the Chaplains' Consolidated Fund (CCF) 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. Also included are fund reviews conducted by the MACOM pursuant to AR 165-1.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

*Withdrawn*

6. **FN:** 165-1-16d  
**Title:** CCF establishment and appointment files  
**Authority:** II-NNA-1927  
**Privacy Act:** Not applicable  
**Description:** Information on the establishment of non-appropriated chaplains' funds, establishment of disbursement limitations, appointment of chairperson, fund manager, recorder, and council members. Included are orders and changes to them, and similar official fund establishment information.  
**Disposition:** Code KE6. Event: related fund account records are destroyed or on dissolution of the fund, as appropriate. 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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215

**MORALE, WELFARE, AND RECREATION**

**Prescribing Directives**

AR 215-1--The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 215-2--The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 215-3--Nonappropriated Funds Personnel Policies and Procedures

AR 215-4--Nonappropriated Fund Contracting

AR 215-5--Nonappropriated Funds Accounting Policy and Reporting Procedures

AR 215-7--Civilian Nonappropriated Funds and Morale, Welfare, and Recreation Activities

**Description:** These records concern the administration of and accounting for nonappropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

Note: This series combines portions of 28: Welfare, Recreation, and Morale and 230: Nonappropriated Funds and Related Activities. All regulations in the 28-series and the 230-series will eventually be combined into the new 215-series.

7. ~~FN: 215~~

~~Title: General morale, welfare, and recreation 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 morale, welfare, and recreation 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 morale, welfare, and recreation 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*

8. **FN: 215-1b**  
**Title:** Physical inventories  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Documents maintained by other than F&AOs reflecting the physical inventory of NAF property, supplies, and salable merchandise. Included are NAF property inventory sheets, inventories of food and resalable merchandise, and periodic inventories by disinterested persons.  
**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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9. **FN: 215-1p**  
**Title:** Central NAF financial and statement reporting files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Reports and directly related information submitted by activities receiving or using nonappropriated funds. Financial statements and reports including inspection reports and related documents pertaining to nonappropriated funds, prepared by units administering the funds and sent to higher headquarters. Copies of statements and reports kept by the preparing units will be disposed of by appropriate standards in this regulation applicable to nonappropriated fund account 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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10. **FN: 215-1u**  
**Title:** NAF stock records  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and resalable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents. Stock record cards will be continued in effect until filled or final entry is made thereon.  
**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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11. **FN: 215-1v**  
**Title:** NAF property records  
**Authority:** II-NNA-1445  
**Privacy Act:** Not applicable  
**Description:** Documents reflecting the description, value, source, quantity, location, disposition, and other data on nonexpendable property and fixed assets. Included are nonappropriated fund stock, property, and fixed asset cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock record card.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event: final disposition of property. 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.

agency concurrence to modify 1/3/02 tea

12. ~~FN: 215-1y~~  
~~Title: NAF bank deposit insurance files~~  
~~Authority: II-NNA-2037~~  
~~Privacy Act: Not applicable~~  
~~Description: Offices of the Army Staff: Information on arrangements with the Treasury Department for protection of nonappropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation.~~  
~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

Withdrawn

13. FN: 215-2a - Rescinded, use 215-1aa  
Title: Recreation and entertainment details  
Authority: NN-166-204  
Privacy Act: A0215CFSC  
Description: Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sport, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and related information.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

14. FN: 215-2c - Rescinded, use 215-1cc  
Title: Recreation services reports  
Authority: NC1-AU-77-66  
Privacy Act: Not applicable  
Description: Documents reflecting statistical information concerning Army recreation services activities. Included are letters, forms, and related documents.  
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event: next 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.

agency concurrence to modify

1/3/02 tea

15. FN: 215-2d - Rescinded, use 215-1dd  
Title: Contest entries  
Authority: NN-166-204  
Privacy Act: A0215-2bCFSC  
Description: Documents submitted as entries in recreation services contests or competitions and related papers concerning entries or entrants in contests. Included are

songs, scripts, poems, or similar materials entered, lists of contestants, eligibility determinations, and related documents.

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

16. ~~FN: 215-2h~~ *Recinded, use 215-1hh*  
**Title:** Army club/NAF activity membership files  
**Authority:** NC1-AU-84-06  
**Privacy Act:** A0215-2aCFSC

**Description:** Information reflecting active, associate, or honorary membership in Army clubs or other NAF membership activities. Included are membership applications, club card information, and similar information.

**Disposition:** Code KE6. Event: termination of membership or payment of final bill, whichever applies. 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.

17. ~~FN: 215-2i~~ *Recinded, use 215-1ii*  
**Title:** Alcoholic beverage decalcomania controls  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable

**Description:** Documents used to control the issue of alcoholic beverage decalcomania. Included are records of issue from stock and related documents.

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

18. ~~FN: 215-3b~~  
**Title:** NAF employment records  
**Authority:** II-NN-3560  
**Privacy Act:** A0215-3DAPE

**Description:** Information on individual NAF employees showing such information as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438. (DA Forms 3438 are kept by the office responsible for administration of NAF personnel program.)

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

19. ~~FN: 215-3g~~  
**Title:** ~~NAF personnel reports~~  
**Authority:** ~~GRS 1, Item 28a(1)~~  
**Privacy Act:** ~~Not applicable~~

**Description:** ~~Information accumulated by NAF activities used to furnish Government agencies with information on labor statistics. Included are letters, forms, 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*

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20. **FN:** 215-3h  
**Title:** NAF employment applications  
**Authority:** N1-AU-90-7  
**Privacy Act:** OPM/GOVT-5  
**Description:** Information pertaining to persons seeking employment in activities financed by NAF. Included are applications and related information.  
**Disposition:** Code KE6. Event: selection for the position is made or after final appellate decision is issued for selections where a complaint or grievance is pending. 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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21. ~~**FN:** 215-3j  
**Title:** NAF chronological journals  
**Authority:** GRS 1, Item 14a  
**Privacy Act:** A0215-3DAPE  
**Description:** Information used in preparing NAF reports, reviewing actions previously processed, and preparing for DA inspections. Included are DA Forms 3434 (Notification of Personnel Action - Nonappropriated Funds Employees) (Copy 4) 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*

22. ~~**FN:** 215-3q  
**Title:** NAF employee interviews  
**Authority:** GRS 1, Item 8  
**Privacy Act:** AO215-3DAPE  
**Description:** Information used to record counseling interviews and separation interviews.  
**Disposition:** Code KE6. Event: transfer or separation of employee. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~ *Withdrawn*

23. **FN:** 215-3s  
**Title:** NAF employee evaluation records  
**Authority:** II-NNA-1175  
**Privacy Act:** OPM/GOVT-5 and A0215-3DAPE  
**Description:** Information used as a "tickler" file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record), and similar information.  
**Disposition:** Code KE6. Event: separation of employee. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.  
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24. **FN:** 215-4d  
**Title:** NAF procurement registers  
**Authority:** II-NNA-2957  
**Privacy Act:** Not applicable  
**Description:** Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.  
**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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25. ~~**FN:** 215-4e  
**Title:** NAF procurement inspections  
**Authority:** GRS 3, Item 4c  
**Privacy Act:** Not applicable  
**Description:** Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, and supervisory offices, documents indicating corrective action taken, 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*

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26. ~~**FN:** 215-4g  
**Title:** NAF small purchase categories  
**Authority:** NC1-330-78-13  
**Privacy Act:** Not applicable  
**Description:** Records or documents pertaining to transaction below the small purchase limitations set forth in AR 215-4.  
**Disposition:** Code KE6. Event: final payment when known or after acceptance of goods or services. 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*

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27. **FN:** 215-5f1  
**Title:** NAF account inventories and hand receipts  
**Authority:** II-NNA-2037  
**Privacy Act:** A0710-2bDALO  
**Description:** Inventory accounting files: Information relating to accountability and control of fixed assets, sensitive items, and expense equipment. Included are inventory statements, DA Form 2062 (Hand Receipt/Annex), individual receipts and listings, and supporting documentation.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event: next inventory. 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.

*agency concurrence to  
modify 1/3/02 tee*

28. ~~FN: 215-5g1~~  
~~Title: Subsidiary NAF accounts~~  
~~Authority: II-NNA-2037~~  
~~Privacy Act: Not applicable~~  
~~Description: Bowling center score sheets: Information kept on subsidiary nonappropriated fund accounts. Included are officers, noncommissioned officers, enlisted, community clubs and post restaurant guest checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; child development care fees; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports; cash register tapes and sales slips; cashier's reports; and similar subsidiary documents.~~  
~~Disposition: Code KE6. Event: verification of scores. 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*

29. ~~FN: 215-5g2~~  
~~Title: Subsidiary NAF accounts~~  
~~Authority: II-NNA-2037~~  
~~Privacy Act: Not applicable~~  
~~Description: Other than bowling scores: Information kept on subsidiary nonappropriated fund accounts. Included are officers, noncommissioned officers, enlisted, community clubs and post restaurant guest checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; child development care fees; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports; cash register tapes and sales slips; cashier's reports; and similar subsidiary documents.~~  
~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

*Withdrawn*

30. ~~FN: 215-5v~~  
~~Title: Concessionaire open applications~~  
~~Authority: II-NNA-1445~~  
~~Privacy Act: AO001aTAPC~~  
~~Description: Applications submitted by persons desiring to operate an activity on the installation.~~  
~~Disposition: Code KE6. Event: Concessionaire no longer considered for operation. 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*

31. ~~FN: 215-7a~~  
~~Title: Employee service cases~~  
~~Authority: NN-166-204~~  
~~Privacy Act: Not applicable~~

*Withdrawn*

~~**Description:** Information on considering, approving or disapproving, establishing, or discontinuing specific employee services or facilities, such as food, medical and health services, transportation, housing, recreation, and shopping. Included are studies, letters, orders, and similar information.~~

~~**Disposition:** Code KE6. Event: disapproval or discontinuance of service or facility. 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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351

**SCHOOLS**

**Prescribing Directives**

AR 351-1--Individual Military Education and Training

AR 351-3--Professional Education and Training Program of the Army Medical Department

AR 351-5--United States Army Officer Candidate School

AR 351-9--Interservice Education and Training

AR 351-12--Nomination to the U.S. Military Academy: Enlisted Categories

AR 351-17--U.S. Military Academy and U.S. Military Academy Preparatory School Admissions Program

**Description:** These records concern training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. This includes educational opportunities provided through branch service schools, Officer Candidate Schools, Military Academy, Army War College, Command and General Staff College, and similar schools and colleges.

32.

~~FN: 351~~

~~Title: General schools 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 schools 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 schools 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*

33.

FN: 351-1f

Title: Leaders course evaluations

Authority: NN-166-204

Privacy Act: A0351DAPE

Description: Documents about rating each student attending leader courses at noncommissioned officer academies. Included are student leadership evaluation report

summary sheets, rating sheets, summary evaluation reports, reaction test observations, and related documents.

**Disposition:** Code KE6. Event: graduation of the class. 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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34. FN: 351-1g

**Title:** Collateral individual training records

**Authority:** NN-166-204

**Privacy Act:** A0351aTRADOC

**Description:** Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long-term records. Included are absentee records, progress reports of individuals, delinquency reports, registration forms, examination papers, 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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35. ~~FN: 351-3d~~

~~**Title:** Dental xray projects~~

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

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

~~**Description:** Information relating to dental research projects. Included are studies and similar information.~~

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

*NARA approval  
not needed*

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36. FN: 351-3f

**Title:** Extra oral dental x-rays

**Authority:** II-NNA-1617

**Privacy Act:** Not applicable

**Description:** Xrays involving oral surgery in connection with jaw fractures and diseases, skull fractures, injuries and plates, bone grafting, and similar conditions.

**Disposition:** Code KE6. Event: date last xray was taken. 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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37. ~~FN: 351-12a - Rescinded~~  
~~Title: USMA eligibility determinations~~  
~~Authority: NN-166-204~~  
~~Privacy Act: A0351-12DAPE~~  
~~Description: Documents related to determining eligibility of individuals for admission to USMA. Included are approvals, disapprovals, waivers, 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*

38. ~~FN: 351-12b - Rescinded~~  
~~Title: USMA Preparatory School files~~  
~~Authority: NC1-AU-80-38~~  
~~Privacy Act: A0351-12DAPE~~  
~~Description: Documents accumulated and maintained on individual applicants to the school and documents maintained on cadet candidates at the school. Included are items such as official application letters with supporting documents, delinquency reports, faculty adviser evaluations, and similar records relating to the applicant or candidate which are not eligible for inclusion in the official military personnel file or the individual academic record file, which are maintained separately.~~  
~~Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

*Withdrawn*

39. ~~FN: 351-17e~~  
~~Title: USMA candidate files~~  
~~Authority: NN-166-204~~  
~~Privacy Act: A0351-12DAPE~~  
~~Description: Documents relating to candidates for the United States Military Academy. These files are maintained by USMA and the Headquarters, Department of the Army office responsible for staff supervision of this function. Included are applications, nominations, appointments, acceptances, physical examinations, and related documents. Note: Withdraw and transfer to USMA Cadet Files (file no. 351-17e) on admission of the candidate to USMA.~~  
~~Disposition: Code KE6. Event: expiration of age eligibility or after 3 years, whichever is later. 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.~~

*NARA approval  
not needed*

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930

**SERVICE ORGANIZATIONS**

**Prescribing Directive**

AR 930-4--Army Emergency Relief

**Description:** These records concern authority, organization, operations, and procedures of the Army Emergency Relief; mission and operations of the American National Red Cross; support, privileges, and facilities provided the Red Cross by the Army; use of Red Cross services by the Army; mission and operation of the United Services Organization, Inc. (USO); logistical support, privileges, and services provided by the Army to the USO; USO services provided to the Army, and similar information.

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40. ~~FN: 930~~

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

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

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*Withdrawn*

41. FN: 930-4a

**Title:** Army Emergency Relief organization files

**Authority:** NC-AU-76-9

**Privacy Act:** Not applicable

**Description:** Information relating to the basis for authorizing, organizing, and prescribing procedures for operation of the Army Emergency Relief (AER) organization to relieve distress of members of the Army and their dependents.

**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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42. ~~FN: 930 4b~~

~~Title: Army Emergency Relief transactions~~

~~Authority: NN-166-204~~

~~Privacy Act: A0930-4CEFC~~

~~Description: Information accumulated by branches and sections of the AER organization in providing emergency financial assistance to members of the Army and their dependents. Included are financial and loan reports, applications for financial assistance, acknowledgments of remittances and assistance received, collection and indebtedness documents, cash books, loan ledgers, control ledgers, canceled checks, prenumbered receipts, and related information.~~

~~Disposition: Code KE6. Event is payment in full or unit approves as uncollectable. 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*

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60

**EXCHANGE SERVICE**

**Prescribing Directives**

AR 60-10--Army and Air Force Exchange Service (AAFES) General Policies

AR 60-20--Army and Air Force Exchange Service (AAFES) Operating Policies

**Description:** These records concern establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army Exchange Service and exchanges at installations).

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43.

~~FN: 60~~

~~Title: General exchange service 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; and other transactions of a general, routine, and administrative nature, and other information relating to exchange service 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 exchange service 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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*Withdrawn*

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570

**MANPOWER AND EQUIPMENT CONTROL**

**Prescribing Directives**

AR 570-2--Manpower Requirements Criteria(MARC)--Tables of Organization and Equipment

ER 570-2-1--Manpower and Equipment Control Civil Works Activities

AR 570-4--Manpower Management

AR 570-5--Manpower Staffing Standards System

**Description:** These records concern criteria for authorizing, allocating, utilizing, and programming for military and civilian workforce and equipment. These includes criteria for establishment of workforce and equipment requirements in Army authorization documents. Procedures for preparation and recording of authorization documents will be numbered in 310-series.

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44. ~~FN: 570~~

~~Title: General manpower and equipment 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 workforce and equipment 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 workforce and equipment 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), 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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*Withdrawn*

45 FN: 570-4a1

**Title:** Manpower surveys

**Authority:** NC-AU-75-19

**Privacy Act:** Not applicable

**Description:** Schedules: Information about on-site and other appraisals of workforce requirements. Included are schedules, personnel inventory and appraisal reports, comments, justifications, final workforce surveys, and similar information.

**Disposition:** ~~Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ Code KE6. Event is next 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. agency concurrence to modify 11/21/01 tes

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46 FN: 570-4h

**Title:** Commissioned officer aviation position criteria

**Authority:** NC1-AU-85-79

**Privacy Act:** Not applicable

**Description:** Information relating to aviation position requests. Included are command's operational request correspondence, temporary requests, limited duty requests, printouts, and similar information.

**Disposition:** Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. agency concurrence to modify 11/21/01 tes

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47 FN: 570-4j2

**Title:** Manpower reports

**Authority:** NC1-AU-85-77

**Privacy Act:** Not applicable

**Description:** Other than year end reports: Information and feeder reports used to report workforce actual strength utilization data and expense data. Included are work reports, consolidations, extracts or tabulations thereof, and similar reports.

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

Code KE6. agency concurrence to modify 11/21/01 tes

71

**FORCE DEVELOPMENT**

**Prescribing Directive**

AR 71-2--Basis of Issue Plans (BOIP), Qualitative and Quantitative Personnel Requirements Information (QQPRI)

AR 71-3--User Testing

AR 71-13--The Department of the Army Equipment Authorization and Usage Program

AR 71-31--Management System for Tables of Organization and Equipment

AR 71-32--Force Development and Documentation - Consolidated Policies

**Description:** These records concern development and formulation of new or revised doctrine, organizations, materiel objectives and requirements and their integration into the Army, requirements for a projected force structure, establishment of qualitative operational requirements for new equipment, and modernization and replacement of existing equipment.

~~FN: 71~~

~~Title: General force development 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; and other transactions of a general, routine, and administrative nature; and other information relating to force development 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 force development 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*

49. FN: 71-32b

Title: TDA, CTA, and TAADS files

Authority: NN-165-46

Privacy Act: Not applicable

**Description:** Documents relating to initiation, development, preparation, review, approval, and managing The Army Authorization Documents System (TAADS), Table of Distribution and Allowances (TDA), Modified Tables of Organization and Equipment (MTOE), Modified Tables of Distribution and Allowances (MDTA), Joint Tables of

Allowances (JTA), Joint Tables of Distribution (JTD), and Common Tables of Allowances (CTA). Included are drafts, copies of published TDA, JTA, JTD, MTOE, MTDA, and CTA (including machine prepared or photocopies), coordination review and approval actions, and related documents.

**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.

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50. **FN:** 71-32e

**Title:** Doctrinal/training media status reports

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information related to status reports on approved projects included in the doctrinal and training media program.

**Disposition:** ~~Code KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ Code KE6. Event is next 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. *agency concurrence to modify 1/9/02 tch*

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51. **FN:** 71-32f

**Title:** Materiel allowances

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents reflecting allowances of materiel required by and authorized for Army units to accomplish both war and peacetime missions. They are used in computing quantitative requirements for materiel and supplies. Included are authorization documents, such as CTAs, modified tables of organization and equipment (MTOEs), TDA and operational projects; communications pertaining to the authorization documents; and copies of strategic, contingency, operational, and other plans which provide a basis for computing quantitative requirements.

**Disposition:** Code KE6. Event is supersession or obsolescence of the basic allowance document. 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.