

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001	
1. FROM (Agency or establishment) U.S. Army	
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

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-AZ-01-13</i>	
DATE RECEIVED <i>3-22-2000</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>4-3-02</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 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 GRS OR SUPERSEDED JOB CITATION	10.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>61</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: right;"><i>cc Agency, MR, DUMW</i></p>		

11

ARMY PROGRAMS

Prescribing Directives

AR 11-1--Command Logistics Review Program (CLRP)

AR 11-2--Internal Control Systems

AR 11-3--Department of the Army Functional Review

AR 11-7--Internal Review and Audit Compliance Program

AR 11-18--The Cost Analysis Program

AR 11-27--Army Energy Program

AR 11-30--CAPSTONE Program

AR 11-33--Army Lessons Learned Program: System Development and Application

AR 11-37--Army Finance and Accounting Quality Assurance Program

ER 11-1-26--Contract Audit

ER 11-2-101--Army Programs--Civil Works Activities

ER 11-2-220--Civil Works Activities General Investigations

ER 11-2-240--Civil Works Activities-Construction and Design

DA Memo 11-3--DOD Hotline Cases

Description: These records concern policies, procedures, and scope of major programs related to the Army mission. Records concerning programs in specific subject areas are placed in the appropriate subject series.

FN: 11

Title: General Army programs 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 Army programs which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.)

Matters relating to Army programs 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-01-19

FN: 11-4-26a

Title: Contract audit

Authority: N1-AU-89-13

Privacy Act: Not applicable

Description: Documents accumulated by the resident contract audit office relative to audits of civil works appropriations contracts and final agreements. Included are Division auditors' audit reports, accounting review and systems review with working documents, copies of reports, 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

FN: 11-2a2

Title: Internal control systems

Authority: NC1-AU-84-3

Privacy Act: Not applicable

Description: Information created in the course of operating an internal control program. This information concerns controls which assure Army management that laws, regulations, and policies are followed, transactions are carried out, resources are safeguarded from unauthorized use or disposition, financial and statistical records and reports are reliable and accurate, and that resources are efficiently and effectively managed. Included are vulnerability assessments (VAs), internal control reviews (ICRs), plans and schedules, feeder statements, reports, and similar information.

Disposition: Office having Army-wide responsibility: Records other than the Secretary of the Army's annual statement: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

3. **FN:** 11-2-101a

Title: International Board of Control reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information from which summary reports of activities in connection with International Boards of Control are prepared.

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

WITHDRAWN

4. **FN:** 11-2-101b

Title: Daily logs

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information constituting a record of noteworthy events within Corps of Engineers which is distributed to Corps of Engineers field offices for information.

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

5. **FN:** 11-2-220a

Title: Study program files

Authority: NN-166-204

Privacy Act: Not applicable

Description: PB-5a, ENG Form 2205a or comparable documents.

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

WITHDRAWN

6. **FN:** 11-2-220b

Title: General expenses program

Authority: GRS 5, Item 3a

Privacy Act: Not applicable

Description: Information and working information which show by features and subfeatures, expenses (actual and budget) for past, current, and future fiscal years, and fiscal reconciliatory data.

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

WITHDRAWN

7. **FN:** 11-2-240b

Title: Subordinate files

Authority: NN-174-020

Privacy Act: Not applicable

Description: These files include the recording instrument charts other than water levels which include clearance procedures cards and records, dispatchers' permits or orders, inspection reports except those made a part of the maintenance record, maintenance schedule (superseded issues), the operating schedules (personnel), monthly report on repairs party operation, work orders, and summary of work in progress (at warehouses).

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

WITHDRAWN

8.

FN: 11-2-240c

Title: Project inspections and evaluations

Authority: NN-174-020

Privacy Act: Not applicable

Description: Information on periodic inspections and evaluations of completed civil works projects to assure continuing structural integrity, safety, and operational adequacy. Included are inspection and evaluation reports with supporting data.

Note: Similar information kept in field offices should be filed under file no. 11-2-240a.

Disposition: HQ, USACE: Code KE6. Event is when project is abandoned, turned over to authority other than CE for operation, or when project modification makes former data obsolete. 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.

9.

FN: 11-2-240e

Title: Construction programs

Authority: NN-166-204

Privacy Act: Not applicable

Description: Detailed project schedules and other information maintained by field offices relating to fiscal year Civil Works construction programs and priorities, including programs on which actions have been taken, proposed programs, and executed programs.

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

WITHDRAWN

10.

FN: 11-2-240f

Title: Program performance reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information required by Corps of Engineers regulations pertaining to Army programs, civil activities, budgetary submissions, current-year scheduling and program performance reporting on general investigations, general expenses, construction, and operation and maintenance of Civil Works activities. Included are schedules, reports, narratives, summaries, and related information.

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

WITHDRAWN

11.

FN: 11-2-240h

Title: Appropriation hearings

Authority: NN-166-204

Privacy Act: Not applicable

Description: Testimony presented to the House Ways and Means Committee and Senate Appropriations Committee, including backup information.

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

WITHDRAWN

12.

FN: 11-2-240j

Title: Engineering investigations and study supervisory files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.

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

13.

FN: 11-3a

Title: DOD hotline cases

Authority: NC1-AU-83-37

Privacy Act: Not applicable

Description: Information relating to the managing and monitoring of DOD Hotline allegations. These files originate in the Army Hotline Office, Office of the Chief of Staff, Army. Included are DA Form 77 (Referral Slip), DOD Hotline Progress Report, DOD Hotline Completion Report, and similar information.

14. **Disposition:** Code KE6. Event is closure of case. 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: 11-7a

Title: Internal review and audit files

Authority: N1-AU-89-19

Privacy Act: Not applicable

Description: Documents relating to review and examination of operations to ensure proper protection of assets; compliance with policies, procedures, and objectives; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of commands making review of their own operations, supervisory and Army Staff offices making review of their subordinate commands, and supervisory and Army Staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related information.

15. **Disposition:** ~~COFF. At the end of the year that audit/review process is completed.~~ Code KE6. Event is **COMPLETION OF COFF. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after event, then destroy.** **COMPLETION OF AUDIT REPORT RECOMMENDATIONS TO ADDRESS ANY DEFICIENCIES**

FN: 11-18d

Title: Resources conservation programs, goals, and schedules

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to setting goals for the Army Resources Conservation Program and to time-phased schedules for accomplishing approved goals. Included are schedules, goals, recommendations, comments, approvals, disapprovals, changes, and related information.

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

**WITHDRAWN
DUPLICATES
ITEM ON
M1-AU-89-
34.**

FN: 11-27a

Title: Energy surveys and studies

Authority: NC1-AU-78-90

Privacy Act: Not applicable

Description: Documents relating to investigations, surveys, and studies of energy management, fuel consumption, and potential improvement of fuel savings. Includes surveys by other agencies or contractors using visual and instrumental techniques, study reports, and related information.

17. **Disposition:** Code KE6. Event is next comparable investigation, survey, or study. 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: 11-27b

Title: Energy conservation projects

Authority: NC1-AU-77-164

Privacy Act: Not applicable

Description: Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and constructing facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to preparation and review of energy resource impact assessments or statements and similar information.

18. **Disposition:** Code KE6. Event is completion of project. 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: 11-27c1

Title: Energy conservation reports

Authority: NC1-AU-77-164

Privacy Act: Not applicable

Description: Documents consisting of reports of energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are Defense Energy Information System reports, Department of Energy data requirements, and information collected for higher level agencies, and similar information.

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

FN: 11-37a

Title: Operation reporting files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Unit or disbursing officers' retained copies of monthly report of operations, report of discounts on contracts and purchase orders, and comparable information.

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

FN: 11-9b (formerly 385-11g and 40-14b)

Title: Dosimeter Controls

Authority: NN-166-204

Privacy Act: AO040-14DASG

Description: Information on the issue and control of dosimeters. Included are requests for issue and turn-in of dosimeters, documents used to records issues and turn-ins, and similar information.

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

210

INSTALLATIONS

Prescribing Directives

AR 210-7--Commercial Solicitation on Army Installations

AR 210-12--Establishment of Rental Rates for Quarters Furnished Federal Employees

AR 210-15--Activation, Inactivation, or Change in Status of Installations

AR 210-20--Master Planning For Army Installations

AR 210-25--Vending Facility Program For the Blind on Federal Property

AR 210-47--State and Local Taxation of Lessee's Interest in Wherry Act Housing (Title VIII of the National Housing Act)

AR 210-50--Family Housing Management

AR 210-60--Personal Check Cashing Control and Prevention of Abuse

AR 210-130--Laundry and Dry Cleaning Operations

AR 210-135--Banks and Credit Unions on Army Installations

AR 210-190--Post Cemeteries

Description: These records concern administrative and management functions pertaining to installations and responsibilities of installation commanders. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial institutions, sales of products and services, and similar functions applicable at the installation level not specifically provided for in other series.

FN: 210

Title: General installations correspondence files

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

Privacy Act: Not applicable

Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to installations 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 installations 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-AU-01-19

22.

FN: 210a

Title: Installation maintenance programs

Authority: NC1-AU-81-48

Privacy Act: Not applicable

Description: Information on long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.

Disposition: Offices having Army-wide responsibility: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

23.

FN: 210b

Title: Private organizations

Authority: NC1-AU-81-27

Privacy Act: Not applicable

Description: Information about private organizations authorized to operate on Army installations under AR 210-1. These records are maintained by the authorizing installation. Included are private organization checklist, charter or constitution and bylaws, requests for permission to operate, including support documentation and installation approval letter, annual revalidation, copies of minutes of latest meeting, if required by the Commander, copy of IRS tax-exempt status or documentation showing that proper taxes are being paid, and related information. (These records are exempt from the requirements of AR 380-13.)

Disposition: Code KE6. Event is when private organization ceases to operate on the installation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

24.

FN: 210-15a

Title: Reserve facilities licenses

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on authorizations and agreements providing for use of Army Reserve facilities by local, civic, and other nonprofit organizations.

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

25.

FN: 210-20c

Title: Site selection report informational files

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Information gathered by offices of the Army Staff which receive and pass along site selection reports to offices in charge of the review and approval of the reports. These files include communications forwarding the reports and copies of the reports.

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

26.

FN: 210-25a

Title: Vending Facility Program for the Blind on Federal Property

Authority: N1-AU-89-12

Privacy Act: AO001aTAPC

Description: Documents established by implementation of the Randolph-Sheppard Act in accordance with AR 210-25. Included are identification of suitable sites; applications; approved permits; correspondence concerning operation of the vending facilities, such as complaints or requests for stockage, or facility conditions; and reports.

Disposition: Permit applications: Code KE6. Event is termination of service or denial of application. 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.

27.

FN: 210-50c

Title: Leased Bachelor Housing

Authority: N1-AU-94-33

Privacy Act: Not applicable

Description: Documents accumulated in the process of providing adequate housing for eligible personnel to activities where no U.S. military installation with quarters is within 1-hour rush-hour commuting distance. Included are USAREC Form 884, Request for Leased Housing Action; USAREC Form 886, Statement of Understanding for Acceptance of Government Leased Housing; USAREC Form 885, Transmittal of Request for Leasing Housing; USAREC FL 156, Request to District Engineer for Leased Unaccompanied Personnel Housing; negotiated lease and subsequent amendments; documents assigning/terminating quarters for occupants; documentation of termination/reinstatement of BAQ, as applicable; documentation of all changes of occupancy; copy of applicable restoration cost transactions and final disposition; ENG Form 3143, Joint Survey and Inspection of Condition of Government leased

property or comparable document; DD Form 1354, Transfer and Acceptance of military Real Property; records of all battalion inspections of the leased unit; and other pertinent papers.

28. **Disposition:** Code KE6. Event is termination of lease. 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: 210-50d

Title: Building maintenance files

Authority: NC1-AU-81-47

Privacy Act: Not applicable

Description: Information on the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.

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

FN: 210-50e

Title: Installation troop housing files

Authority: NN-166-204

Privacy Act: A210-50CE

Description: Information relating to housing and billeting of permanent party. Included are memorandums on housing, strength, utilization, and capacity reports, adequacy, utilization, and suitability reports, housing schedules, and related information.

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

FN: 210-50f

Title: Installation housing project tenancy files

Authority: NN-166-204

Privacy Act: A210-50CE

Description: Information that may gather in offices of housing project directors relating to rental of units. Included are applications for quarters, character reference letters, rental deduction notices, property inventories, cancellation of rental deduction notices, and similar information.

31. **Disposition:** Code KE6. Event is termination of quarters occupancy. 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: 210-50h

Title: Family housing leasing files

Authority: NN-166-204

Privacy Act: A210-50CE

Description: Information on leasing housing to provide necessary quarters for qualified DA personnel. Included are requests for approval to lease, authorizations to lease, leasing and rental surveys, and similar information.

32. **Disposition:** Code KE6. Event is after lease terminates, is canceled, lapses, or after any litigation is concluded. 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: 210-50j

Title: Housing referral services

Authority: NC1-AU-78-73

Privacy Act: A210-50CE

Description: Information on providing guidance and referral service on available housing. Files may gather in housing referral offices Army-wide. Included are records of liaison activities with real estate boards, brokers, and other agencies.

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

FN: 210-50k

Title: Offpost rental housing reports

Authority: GRS 15, Item 3

Privacy Act: A210-50CE

Description: Information reflecting conditions affecting offpost rental housing. Included are offpost housing census reports, DOD offpost family housing survey reports, status of family housing assets reports, 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

34

FN: 210-50m

Title: Certificates of eligibility

Authority: GRS 15, Item 4

Privacy Act: A210-50CE

Description: Information relating to certification of a person's eligibility to participate in the housing program. Included are applications, approvals, certificates of eligibility, and similar information.

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

WITHDRAWN

35

FN: 210-50n

Title: Furnishings, equipment inventory, and management files

Authority: NC1-AU-79-77

Privacy Act: Not applicable

Description: Information on the management of furnishings for family and bachelor housing and transient quarters. Included are inventory reports of all types of household furnishings and equipment, planned procurement and redistribution of assets, approvals for redistribution of housing excesses, cost comparison analyses, and similar information.

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

36

FN: 210-50p

Title: Family housing maintenance, repair, incidental improvement, and minor construction projects

Authority: NC1-AU-79-77

Privacy Act: Not applicable

Description: Information gathered in the review and approval of projects for maintenance, repair, incidental improvement, and minor construction of family housing. Included are requests for approval, technical reviews, approvals, specifications, plans, estimates, cost analyses, economic analyses, environmental impact statements, cost control records, and similar information.

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

37

FN: 210-50q

Title: Family housing new construction and line item improvements

Authority: NC1-AU-79-77

Privacy Act: Not applicable

Description: Information gathered in planning, development, design, and construction of new family housing projects and remodeling, conversion, or addition to existing structures. Included are land use studies, economic analyses, environmental impact statements, plans and specifications, and similar information.

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

38

FN: 210-50r

Title: Family housing project status reports

Authority: NC1-AU-79-77

Privacy Act: Not applicable

Description: Information that reports the status of current projects. Included are quarterly reports under the Family Housing Management Account (FHMA)/BP 1800 and 1900 programs.

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

FN: 210-50t

Title: Housing inventory and utilization and required reports

Authority: NN-166-204

Privacy Act: A0210-50CE

Description: Information related to family housing (FH), unaccompanied personnel housing (UPH) permanent party (PP) and temporary duty (TDY) and guest housing (GH) assets, conversion, division, redesignation, reallocation, inactivation, disposals, utilization, inventory reports, utilization reports, and required reports.

40. **Disposition:** ~~COFF: At the end of the year.~~ Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 210-50u

Title: Unaccompanied personnel housing (UPH) and guest housing (GH) files

Authority: NN-166-204

Privacy Act: A0210-50CE

Description: Information accumulated in carrying out installation billeting operations prescribed by AR 210-50. Included are 5-year plan for billeting operations; correspondence on acquisition of guest housing and leasing of units; information showing assignment of individuals to leased quarters; coordination with facility engineering to identify nonrecurring maintenance, repair, and improvements.

41. **Disposition:** ~~(None listed)~~ CODE K6. Keep in CFA UNTIL NO LONGER NEEDED FOR CONDUCTING BUSINESS, BUT NOT LONGER THAN 6 YEARS. THEN DESTROY.

FN: 210-50x

Title: Specific rental actions

Authority: NC1-AU-78-73

Privacy Act: A210-50CE

Description: Information on specific actions taken to provide offpost rental housing for Army personnel. These files may gather in housing referral offices Army-wide. Included are DD Forms 1668 and 1670, and similar or related information arranged by name folders. **Event:**

42. **Disposition:** ~~COFF: At the end of the month that the~~ individuals move from Government housing, move to another installation, or separate from service. Code ~~K6~~ KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 210-60a1

Title: Check cashing privileges

Authority: NC1-AU-80-47

Privacy Act: A0210-60SAFM

Description: Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

43. **Disposition:** Information pertaining to suspensions: Code KE6. Event is termination of suspension. 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: 210-60a2

Title: Check cashing privileges

Authority: NC1-AU-80-47

Privacy Act: A0210-60SAFM

Description: Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer

of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

44.

FN: 210-130a
Title: Unit and organizational laundry files
Authority: NN-166-204
Privacy Act: A0210-130DALO

Description: Documents maintained by a unit or organization controlling the receipt and delivery of laundry and drycleaning and in collecting payment. Included are laundry and drycleaning collection and delivery sheets; hospital, transport, and organization laundry lists; laundry and drycleaning adjustment vouchers; 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

45.

FN: 210-130b
Title: Station laundry and drycleaning accounts
Authority: NN-166-204
Privacy Act: AO210-130DALO

Description: Documents reflecting total receipts and workload of laundry and drycleaning operations. Included are abstracts of laundry work for individual patrons, abstracts of enlisted and organizational laundry and drycleaning (with and without cash reimbursement), cash collection vouchers, periodic reports of laundry and drycleaning operations, 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

46.

FN: 210-130c
Title: Station laundry and drycleaning receipts
Authority: NN-166-204
Privacy Act: AO210-130DALO

Description: Documents used for the receipt and control of laundry and drycleaning. Data from these documents are abstracted for use in cash receipt and workload accounting. Included are drycleaning lists, laundry lists, roster and statement, abstracts of laundry or drycleaning organizational work, and machine tapes.

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

47.

FN: 210-130d
Title: Army laundry and drycleaning surveys
Authority: N1-AU-90-3
Privacy Act: Not applicable

Description: Documents resulting from actions taken to evaluate and improve the overall Laundry and Drycleaning Program. Included are staff studies, survey and test reports, coordinating actions, and related papers.

Disposition: ~~COFF~~ At the end of the year after next comparable survey. Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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48.

FN: 210-130e
Title: Laundry and drycleaning facility establishment files
Authority: N1-AU-90-3
Privacy Act: Not applicable

Description: Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of laundry and drycleaning facilities. Included are

AFTER THE EVENT

recommendations for establishment, change in capacity, or discontinuance, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Disposition: ~~Event:~~ ^{KE6} ~~COFF~~ ^{THE EVENT OCCURS AND}

49. a. Approvals: ~~COFF~~ ^{KE6} upon discontinuance of facility. Code ~~K6~~ ^{KE6}. Keep in CFA until ~~no longer needed for~~ ^{no longer needed for} conducting business, but not longer than 6 years, then destroy.

50. b. Disapprovals: ~~COFF~~ ^{EVENT:} ~~At the end of the year that facility was~~ ^{KE6} disapproved. Code ~~K6~~ ^{KE6}. Keep in CFA until ~~no longer needed for~~ ^{THE EVENT OCCURS AND} conducting business, but not longer than 6 years, then destroy.

FN: 210-130g

Title: Laundry and drycleaning program reports

Authority: N1-AU-90-3

Privacy Act: Not applicable

Description: Reports used for supervision, rendering assistance and advice, and review and analysis of the Laundry and Drycleaning Program.

51. **Disposition:** ~~COFF~~ ^{KE6} ~~At the end of current year.~~ Code ~~K6~~ ^{KE6}. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 210-135b

Title: Financial institution operations

Authority: GRS 6, Item 3a

Privacy Act: Not applicable

Description: Information on the operation of established banking and credit union offices and designated depositories. Included are quarterly statements and reviews, reports of services rendered and expenses incurred, correspondence related to hours of operation and services rendered, and comparable information.

52. **Disposition:** Code ~~K6~~ ^{KE6}. Keep in CFA until no longer needed for conducting business, but not longer than ~~6 years, then destroy.~~ ^{WITHDRAWN}

FN: 210-190a

Title: Cemeterial correspondence

Authority: NC-AU-75-30

Privacy Act: AO210-190TAPC

Description: Information kept by field offices in connection with the general administration, operations, and maintenance of cemeteries and other burial installations. Included are retained copies of statistical reports made to State or local vital statistics offices, correspondence on authorization for interment, costs and method of operation of burial installations, gravesite reservations, maintenance of the installations, and similar operating matters, correspondence with the next of kin, higher headquarters, veterans organizations, and others pertaining to remains buried or to be buried in a cemetery, burial locations and burial space, funeral arrangements, headstones and markers, military honors and donations, and similar information.

53. **Disposition:** Code ~~K6~~ ^{KE6}. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 210-190g

Title: Periodic cemeterial reports

Authority: NC1-AU-80-14

Privacy Act: Not applicable

Description: This information includes installation monthly, quarterly, or periodic reports such as national cemetery report, Part A monthly summary of interments and gravesites, national cemetery report, Part B quarterly summary, similar reports pertaining to interments, gravesite reservations, available gravesites, installation improvements, repairs, equipment, and personnel.

54. **Disposition:** Code ~~K6~~ ^{KE6}. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 210-190h

Title: Cemetery planning estimates

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on estimates of costs for use in connection with the 5-year planning program.

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

FN: 210-190k1

Title: Cemetery visitor registers

Authority: NC1-AU-78-42

Privacy Act: AO001aTAPC

Description: Registers kept at national or oversea military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

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

FN: 210-190k2

Title: Cemetery visitor registers

Authority: NC1-AU-78-42

Privacy Act: AO001aTAPC

Description: Registers kept at national or oversea military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

57. **Disposition:** Temporary oversea cemeteries: Code KE6. Event is closing of cemetery. 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: 210-190k3

Title: Cemetery visitor registers

Authority: NC1-AU-78-42

Privacy Act: AO001aTAPC

Description: Registers kept at national or oversea military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

58. **Disposition:** Permanent oversea cemeteries: Code KE6. Event is transfer of the cemetery to the American Battle Monuments Commission. 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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CEMETERIES

Prescribing Directive

AR 290-5--Army National Cemeteries

Description: These records concern development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army.

FN: 290

Title: General cemeteries correspondence files

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

Privacy Act: Not applicable

Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to cemeteries 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 cemeteries 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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59.

FN: 290-5a

Title: Cemetery planning estimates

Authority: NN-166-204

Privacy Act: Not applicable

Description: Office of the Army Staff: Information on estimates of costs for use in connection with the 5-year planning program.

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

WITHDRAWN
SEE ITEM 55.

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