

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 71-AZ-04-3	DATE RECEIVED 3-9-2004
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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. ARMY HUMAN RESOURCES COMMAND			
3. MINOR SUBDIVISION RECORDS MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Brenda S. Bowen	5. TELEPHONE (703) 806-4391	DATE 10-15-04	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 3 pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.

DATE 1-30-04	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Sharetts-Sullivan</i> JOHN A. SHARETTS-SULLIVAN	TITLE CHIEF, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	BACKGROUND: The prescribing directive for this record series is AR 190-47, The Army Corrections System, dated 15 Aug 96. The proposed disposition instructions apply to records in all media and format. FN: 190-47c Title: Disciplinary Books Authority: TBD Privacy Act: Not applicable Description: Documents used by confinement officers for recording, in sequence of occurrence, all breaches of discipline and the action taken. Included are registers and similar documents. Disposition: Code KE6: Event is no longer needed for conducting business (business process requires a minimum 5-year retention). Keep in CFA until event occurs, then destroy.	NC1-AU-77-84	
2.	FN: 190-47d Title: Confinement Facility Blotters Authority: TBD Privacy Act: A0190-47DAMO Description: Documents used by confinement officers to provide a log of significant events or actions, such as headcounts, bed checks, roll calls, staff visits and inspections, fires, escapes, riots, disorders, suicides, and similar incidents. Included are blotters, log-books, and similar or related documents.	NN-166-204	

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3.	<p>Disposition: Code KE6: Event is no longer needed for conducting business (business process requires a minimum 5-year retention). Keep in CFA until event occurs, then destroy.</p> <p>FN: 190-47g1 Title: Prisoner Status Reports and Rosters - Prisoner and Daily Strength Reports at USDBs Authority: TBD Privacy Act: A0190-47DAMO Description: Prisoner and Daily strength reports at USDBs, submitted to or by organization or post commanders or their appropriate staff offices for expediting military justice, justifying confinement, administrative reasons, or statistical purposes. Disposition: Code T10: Keep in CFA until no longer needed for conducting business, and then retire to RHA/AEA. The RHA/AEA will destroy the record when the record is 10 years old.</p>	NN-166-204	
4.	<p>FN: 190-47g2 Title: Prisoner Status Reports and Rosters - Prisoner Roster and Other Files Authority: TBD Privacy Act: A0190-47DAMO Description: Reports of the status of military prisoners in confinement facilities, submitted to or by organization or post commanders or their appropriate staff offices for expediting military justice, justifying confinement, administrative reasons, or statistical purposes. These files include roster of prisoners, reports of escaped prisoners, and reports of prisoners returned from escape. Disposition: Code KE6: Event is no longer needed for conducting business (business process requires a 6-year retention). Keep in CFA until event occurs, then destroy.</p>	NN-166-204	
5.	<p>FN: 190-47h1 Title: Prisoner Personal Property and Fund Files Authority: TBD Privacy Act: A0190-47DAMO Description: Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other disposition of such funds and property. They include individual and summary receipt vouchers, statement of prisoners' accounts, petty cash vouchers, summary disbursement vouchers, record of prisoners' personal deposit funds, request for withdrawal and notification of expenditure of prisoners' personal funds, personal property transmittal slip, request slip for withdrawal of personal property, personal property permit, request and receipt for health and comfort supplies, activity reports, custodian certificates, checkbooks, including canceled checks and check stubs, bank statements, and similar or related documents. Note: Prisoners cash account records and personal property list are covered by 190-47h2).</p>	NN-166-204	

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6.	<p>Disposition: Code T10: Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 10 years old.</p> <p>FN: 190-47h2 Title: Prisoner Personal Property and Fund Files - Cash account records and personal property list Authority: TBD Privacy Act: A0190-47DAMO Description: Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other disposition of such funds and property. They include prisoners cash account records and personal property list. Disposition: Code TE10: Event is after closing of the individual accounts. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 10 years after the event.</p>	<p>NN-166-204</p> <p>NN-166-204</p>	
7.	<p>FN: 190-47p Title: Parole reference data Authority: TBD Privacy Act: A0190-47DAMO Description: Documents used by parole sections to provide information on parole actions on each prisoner. Included are DA Forms 1702-R and similar or related documents. Disposition: Code KE6: Event is on release of the individual from confinement or from parole status. 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.</p>	<p>NN-166-204</p>	
8.	<p>FN: 190-47q Title: Civilian clothing requisitions Authority: TBD Privacy Act: A0190-47DAMO Description: Documents used to requisition and obtain receipt for civilian clothing issued to prisoners upon release. Included are requisitions, receipts, and similar or related documents. Disposition: Code KE6: Event is on release of individual from confinement. 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.</p>	<p>NN-166-204</p>	
9.	<p>The electronic version of all records on this schedule that are created by electronic mail of word processing applications will be deleted when the file copy is generated or when no longer needed for reference of updating, whichever is later.</p>		