

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	01-AU-98-13
1. FROM (Agency or establishment) Department of the Army		DATE RECEIVED	8-20-98
2. MAJOR SUBDIVISION U.S. Army South (USARSO)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Installation Records Management Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Deborah Soukup	(507) 285-6618	3-30-99	<i>[Signature]</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 4 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
30 Jul 99	<i>[Signature]</i> Howard Greenhalgh	Chief, Records Management Div.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>AUTHORIZATION FOR EARLY DISPOSAL OF SHORT-TERM RECORDS ACCUMULATED BY U.S. ARMY SOUTH (USARSO), RELOCATING TO FORT BUCHANAN, PUERTO RICO.</p> <p>Records listed on the attached sheets are approved for immediate destruction because they are no longer needed for administrative purposes and their early disposal would not adversely affect the legal rights of the U.S. Government or those affected by government activities. <i>In addition disposal authority is requested for electronic copies - see below.</i></p> <p>Electronic version of records created by electronic mail and word processing applications: Delete when file copy is generated or when no longer needed for reference or updating.</p> <p><i>Change made with the concurrence of the USARSO records officer. See 3/24/99</i></p>		

REQUEST FOR EARLY DISPOSAL OF RECORDS

FILE NO.	DESCRIPTION OF RECORDS	DISPOSITION
1x	Office civilian personnel time and attendance files	Destroy after 6 years
1-201c	Command inspection program (SUBMACOM and below)	Destroy after 2 years
1hh	Office temporary duty travel files	Destroy after 1 year
5-8a	Agreement files	Destroy 6 years after supersession, cancellation, or termination of the understanding or agreement
20-1a	IG Inspections (Field Command not reporting to HQDA)	Destroy 1 year after the next comparable inspection or 1 year after the approved recommendations have been implemented.
37-1a	Allocations files	Destroy 6 years and 3 months after close of the FY
37-1f	Accounting documents	Destroy after 3 years
37-1g	Commitment documents	Destroy after 2 years
37-1u	Status of funds reporting files allotments and allocations files	Destroy after 6 years, 3 months
37-103t	General collections and expenditures files	Destroy 6 years, 3 months after completion
37-103tt	Improp fund accounts files	Destroy after 2 years
40-2y	Pharmacy issues	Destroy after 5 years
40-2z	Medical prescriptions	Destroy after 5 years
40-2aa	Pharmacy stock records	Destroy 5 years after card is filled
40-2bb	Controlled substance record (DA Forms 3949 and 3949-1)	Destroy after 5 years
40-3q	Medical boards	Destroy after 5 years
40-66e	Register number files	Destroy after 20 years in CPA
40-400n	Birth reports	Destroy after 2 years
55-355FRTbb	International household shipment bills of lading	Destroy 6 years after close of account

55-355PERe	Loading manifests	Destroy after 2 years
55-355SEAc	Commercial vessel pier files	Destroy after 6 years, except files relating to an unsettled claim, incomplete investigation, or pending litigation
58-1c	Administrative motor vehicle authorizations	Destroy after 2 years
190-45a	MP reports	Destroy after 5 years
190-47g	Prisoner status reports and rosters	Destroy after 6 years
190-47h	Prisoner personal property and fund files	Destroy after 10 years, except prisoner's cash account record and prisoner's personal property list will be destroyed 10 years after closing of the individual's account
215 4c	NAF master, open end and call type contracts	Destroy 6 years, 3 months after final payment, except the records relating to contracts involved in appeals handled by board of contract appeals will be destroyed 7 years after date of board's decision
215 5c	NAF small purchases - individual transactions	Destroy 6 years, 3 months after final payment
220-1a	Readiness reports	Destroy after 2 years
220-15a	Daily journal, staff journal, and Tactical Operations Center (TOC) logs	Destroy after 5 years
310-45b	TDA, CTA, and TAADS files	Destroy 3 years after supersession or obsolescence
350-1a	Training inspections files	Destroy after 1 year
350-37a	Individual training files	Destroy 6 months after receipt of individual soldier's report or end of test period, whichever is first
385-10f	Accident and incident cases	Destroy after 5 years
405-70a	Real property utilization files	Destroy after 2 years, or on discontinuance of the installation
415 10a	Contract correspondence	Destroy after 6 years
600-8-1j	Line of duty files	Destroy after 5 years
600-8c	Personnel strength zero balance	Destroy after 1 year

reports

600-200b	Promotion eligibility rosters	Destroy after 2 years
600-200c	Centralized and semi-centralized selection reporting files	Destroy after 2 years
600-200e	Enlisted promotions	Destroy 1 year after completion of action
621-5c	ACES reports	Destroy after 5 years
635-200a	Discharge board proceedings	Destroy 2 years after execution of discharge
672-5-1c	Award ceremonies	Destroy after 2 years
672-20e	Local incentive awards committee meetings	Destroy after 3 years
690-300g	Referrals and selections	Destroy after 5 years
710-2a	Property book and supporting documents	Destroy after 2 years
710-2b	Document registers	Destroy after 2 years
710-2p	Principal accounts	Destroy after 2 years
710-2s	Reporting files	Destroy after 2 years
710-2t	Unit supply reports	Destroy after 1 year
710-2u	Administrative adjustment reports	Destroy after 2 years
710-2y	Unit supply inspections	Destroy after 2 years
715k	Contract actions	Destroy 6 years, 3 months after final payment
735-5r	Report of survey files	Destroy files involving pecuniary liability 5 years after final action. Destroy other files after 3 years.
715mmm	Canceled solicitations	Destroy 5 years after cancellation
735-5s	Report of survey control register files	Destroy after 5 years