

DESCRIPTION OF ITEMS

1. Microfilm Project MD-555. Records created in 1968 and will continue throughout the life cycle of the project. The following records have been microfilmed under this project:

<u>File No</u>	<u>File Title</u>	Disposition of USA <u>Communication Command Files</u>	<u>Authority</u>
203-03	Agency & Command Planning Files	Permanent. Cut off on supersession, revision, or discontinuance of the plan.	AR 340-18-2
210-01	DA Program Development Files	Destroy after 3 years.	AR 340-18-2
210-02	DA Program Document Files	Destroy when superseded, obsolete, or no longer needed for reference.	AR 340-18-2
210-03	Program & Budget Guidance Files	Guidance prepared by the operating agency and issued to subordinates: Destroy after 6 years. Guidance received: Destroy on incorporation in the command 5 year program or on supersession or rescission, as applicable.	AR 340-18-2
210-04	DA Budget Estimate Files	Destroy after 2 years or on discontinuance, whichever is first.	AR 340-18-2
210-05	Congressional Budget Justification Files	Destroy after 2 years, or on discontinuance, whichever is first.	AR 340-18-2
210-06	Annual Funding Program Files	Destroy 4 years after end of the FY to which they pertain.	AR 340-18-2
210-07	Troop Funding Program Files	Destroy on supersession or when no longer needed for reference.	AR 340-18-2
210-08	Program & Budget Input Files	Destroy 2 years after end of target FY or on discontinuance, whichever is first.	AR 340-18-2

<u>File No</u>	<u>File Title</u>	<u>Disposition of USA Communication Command Files</u>	<u>Authority</u>
1101-01	Communication Instruction Files	Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.	AR 340-18-11
1101-05	Communication Committee Files	Permanent. Cut off when no longer needed for current operations.	AR 340-18-11
1102-01	Communication Representation Files	Destroy after 2 years.	AR 340-18-11
1102-04	Nontactical Telecommunication Project Files	Permanent. Cut off on completion or termination of the project, or on disapproval of the requirement.	AR 340-18-11
1102-05	Communication Facility Lease Request Files	Destroy on termination of the lease.	AR 340-18-11
1102-06	Interference Reduction Files	Destroy after 10 years.	AR 340-18-11
1102-07	Electronic Equipment Environmental Files	Permanent. Retire 2 years after supersession.	AR 340-18-11
1302-01	R&D Planning Files	Permanent. Cut off on supersession.	AR 340-18-13
1401-02	Procurement Administrative Files	Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.	AR 340-18-14
1402-20	Bidder List Files	Destroy when superseded, obsolete, or no longer required for current operations.	AR 340-18-14

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<u>File No</u>	<u>File Title</u>	<u>Disposition of USA Communication Command Files</u>	<u>Authority</u>
1402-21	Technical Data Package Files	Destroy when superseded, obsolete, or no longer required for current operations.	AR 340-18-14
1502-03	Site Selection Files	Destroy 3 years after completion of the project or 3 years after determination that the project will not be completed. However, files relating to unselected sites may be retained for use in connection with future selections until acquisitioned or until rejected as unsuitable for the intended purpose.	AR 340-18-15

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2. Microfilm Project MD-566. Records created in 1972 to present. The following records have been microfilmed under this project:

<u>File No</u>	<u>File Title</u>	<u>Disposition of USA Communication Command Files</u>	<u>Authority</u>
227-04	Centralized Background Instruction Files	Permanent.	AR 340-18-2
1102-04	Nontactical Telecommunications Project Files	Permanent. Cut off on completion or termination of the project, or on disapproval of the requirement.	AR 340-18-11
1402-21	Technical Data Package Files	Destroy when superseded, obsolete, or no longer required for current Operations.	AR 340-18-14
1412-03	Standardization Document Formulation Files	Permanent. Cut off on publication of the standardization document. Retire after 5 years.	AR 340-18-14