

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

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JOB NO <b>NC1 AU 78 1</b>	
DATE RECEIVED <b>3 OCT 1977</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>7-21-78</i> Date	<i>James E. O'Neill</i> Acting Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

The Adjutant General's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

C. G. Priem

5. TEL. EXT.

693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 112 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>22 Sep 77</i>	<i>Guy B. Olfaker</i> GUY B. OLFAKER	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN																											
	<u>Maintenance and Disposition of Training and Education Functional Files AR 340-18-10.</u>																													
<b>1</b>	Files descriptions and dispositions are contained in the attached <u>112</u> pages relate to education and training documentation as administered by the Department of the Army.																													
<del><b>2</b></del>	<del>Request approval of permanent retention.</del>																													
	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">FN 1002-02</td> <td style="width: 33%;">1020-03</td> <td style="width: 33%;">1014-01</td> </tr> <tr> <td>1009-01</td> <td>1020-04</td> <td>1020-01</td> </tr> <tr> <td>1009-02</td> <td>1002-01</td> <td>1020-02</td> </tr> <tr> <td>1009-03</td> <td>1003-02</td> <td>1020-06</td> </tr> <tr> <td>1009-05</td> <td>1009-04</td> <td></td> </tr> <tr> <td>1009-08</td> <td>1010-03</td> <td></td> </tr> <tr> <td>1011-01</td> <td>1010-04</td> <td></td> </tr> <tr> <td>1019-01</td> <td>1010-05</td> <td></td> </tr> <tr> <td>1019-03</td> <td>1011-06</td> <td></td> </tr> </table>	FN 1002-02	1020-03	1014-01	1009-01	1020-04	1020-01	1009-02	1002-01	1020-02	1009-03	1003-02	1020-06	1009-05	1009-04		1009-08	1010-03		1011-01	1010-04		1019-01	1010-05		1019-03	1011-06			
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*mg to all FRC's  
 Agency NNB, NNM, NNV 7-26-78*

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1002-02

Training Operation Files. Documents related to planning and conducting basic training, general training, command post exercises, field exercises, field maneuvers, and other actual training operations. Included are exercise plans, observation inspection reports, scenarios, critiques, map exercises, general training programs, unit technical training programs, final reports and comments on them, and similar or related documents.

*Item 1*  
(a) Disposition: Offices performing Army-wide staff responsibility and offices of major and intermediate command headquarters conducting the maneuver or exercise, or planning the training operation or program: Permanent. Cut off on completion of action on the exercise report.

(b) Other offices of the Army staff and of headquarters of major and intermediate commands: Destroy after 2 years or on discontinuance, whichever is first.

2. ORGANIZATIONAL LOCATION.

HQ's Department of the Army and all major and intermediate commands of the US Army.

3. CURRENT VOLUME.

400 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

20 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Chrono

6. JUSTIFICATION FOR PERMANENT RECORDS.

Continuing archival interest

AR 340-18-10 FN 1002-02 Continued

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

FM 101-5    105-5    TC 101-5  
Various AR's    AR 71-1    350-1

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 25 years after creation.

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

<p>1. AR 340-18- <u>10</u> FILE NUMBER AND DESCRIPTION.  <i>Item 2</i></p>	<p>File No. 1009-01 Description: Foreign training program files. Documents relating to the development of pgms for training of foreign nationals by US Army schools, facilities, mobile trng teams, contractor technicians, and training missions and groups. Included are communications on training requirements with foreign army concerned, trng pgms requirements reports, foreign training conference reports, pgm guidance, refined programs, and similar or related documents. Disposition: Ofcs performing Army-wide staff responsibility: Permanent. (a) MAAG's, missions, and attaches: Permanent (b) Ofcs of major command headquarters: Destroy after 5 years (c) Other ofcs: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Created and held by all DA agencies involved in training foreign nationals especially MAAG-type missions and attaches offices in most foreign countries.</p>
<p>3. CURRENT VOLUME.</p>	<p>240 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>10 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By country of origin and by training subject schedule</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Usually documents dealing with foreign governments are considered to have archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Status of forces agreements with foreign nations, aid programs, unified defense</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <u>20</u> years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	
<p>DATE: <u>21 Sep 77</u></p>	<p>ANALYST: <u>Carroll G. Priem</u> PHONE: <u>693-1938</u></p>

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

<p>1. AR 340-18- <u>10</u> FILE NUMBER AND DESCRIPTION.</p> <p><i>Item 3</i></p>	<p>File No. 1009-02 Description: Foreign training program and control files. Documents reflecting category of training, number of spaces programed, number and cost of training spaces allocated, operating balances by category, and similar data for each grant country program. Included are program control accounts and related documents. Disposition: Permanent.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Created and held by all DA agencies involved in training foreign nationals especially MAAG-type missions and attache offices in most foreign countries.</p>
<p>3. CURRENT VOLUME.</p>	<p>100 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By country of origin and by training subject schedule.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Usually documents dealing with foreign governments are considered to have archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Status of forces agreements with foreign nations aid programs, unified defense</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <u>20</u> years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	
<p>DATE: <u>21 Sep 77</u></p>	<p>ANALYST: <u>Mr. Carroll G. Priem</u> PHONE: <u>693-1938</u></p>

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

<p>1. AR 340-18- <u>10</u> FILE NUMBER AND DESCRIPTION.</p> <p><i>Item 4</i></p>	<p>File No. 1009-03 Description: Mission training files. Documents accumulated by missions from assisting foreign nations to the establishment and operation of training systems and training facilities. Disposition: Permanent.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>'MAAG mission locations</p>
<p>3. CURRENT VOLUME.</p>	<p>170 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By mission location and arranged by system or facility.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Usually documents dealing with foreign governments are considered to have archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Status of forces agreements with foreign nations aid programs, unified defense</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <u>20</u> years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	
<p>DATE: <u>21 Sep 77</u></p>	<p>ANALYST: <u>Mr. Carroll G. Priem</u> PHONE: <u>693-1938</u></p>

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

<p>1. AR 340-18- <u>10</u> FILE NUMBER AND DESCRIPTION.</p> <p><i>Item 5</i></p>	<p>File No. 1009-05 Description: Training assistance files. Documents related to training furnished foreign nations by mobile training teams and contractor technicians. Included are requests for training teams, comments of major commands, acceptances, cancellations, foreign training effectiveness reports, and similar or related documents. Disposition: (a) Offices performing Army-wide staff responsibility: Permanent. (b) Other offices: Destroy after 2 yrs or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Created and held by all DA agencies involved in training foreign nationals especially MAAG-type missions and attache offices in most foreign countries.</p>
<p>3. CURRENT VOLUME.</p>	<p>240 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>10 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By country of origin and by training subject schedule.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Usually documents dealing with foreign governments are considered to have archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Status of forces agreements with foreign nations aid programs, unified defense</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <u>20</u> years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	
<p>DATE: <u>21 Sep 77</u></p>	<p>ANALYST: <u>Mr. Carroll G. Priem</u> PHONE: <u>693-1938</u></p>

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1009-08

Foreign Training Reporting Files. Documents reflecting the status and progress of foreign nationals in US Army installations, oversea schools, and third country schools and installations. Included are training reports and similar or related documents.

Offices performing Army wide staff responsibility: ~~Permanent.~~

(b) Offices of major command headquarters: Destroy after 5 years.

(c) Other offices: Destroyed after 2 years or on discontinuance, whichever is first.

2. ORGANIZATIONAL LOCATION.

All Army locations involved with training foreign nationals.

3. CURRENT VOLUME.

260 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

10 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

By country of origin and name of individual

6. JUSTIFICATION FOR PERMANENT RECORDS.

Of interest to historians

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

FM 101-5 TC 101-5  
Various AR's AR 71-1 350-1 550-50

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 20 years after creation.

Item 6

(a)

approved  
Disposition not 1



AR 340-18-10 FN 1009-08 Continued

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

File No. 1011-01

<p>1. AR 340-18- <u>10</u> FILE NUMBER AND DESCRIPTION.  <i>Item 7</i></p>	<p>Description: Documents related to controlling and approving the establishment, content, and conduct of individual Army school courses for accuracy, currency, applicability, need, and compliance with doctrine. Included are recommendations concerning the elimination of overlap and duplication between courses, inclusion of common subjects, and revision of courses; reports of staff assistance visits; course approvals; copies of special texts and programs and courses of instruction; and similar or related documents. Disposition (a) Ofcs with responsibility for approving and controlling school curriculum: Permanent* Cut off on formal revision or discontinuance of course (b) Other ofcs: Destroy after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Hqs Training and Doctrine Command and major staff agencies.</p>
<p>3. CURRENT VOLUME.</p>	<p>780 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>30 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By Army school courses and Army training programs</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Continuing archival interest and mobilization requirements</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>FM 101-5, 105-5, TC 101-5 AR 71-1 350-1 Various Army training programs</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <u>20</u> years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p><i>* Pursuant to NCI-44-77-169 files held by USMA are permanent in microf: m form.</i></p>
<p>DATE: <u>21 Sep 77</u></p>	<p>ANALYST: <u>Mr. Carroll G. Priem</u> PHONE: <u>693-1938</u></p>

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1019-01

*Item 8*  
NBPRP Files. Documents relating to meetings of the National Board for the Promotion of Rifle Practice (NBPRP) and the Executive Committee thereof, wherein policies, procedures, and actions required to encourage, promote, and support small arms firing practice are developed. Included are agenda, notices, and minutes of meetings; documents assigning board members; and similar or related documents.

(a) Office of the Board recorder: Permanent. Retire when no longer needed for current operations.

(b) Offices of board members: Destroy after 2 years.

2. ORGANIZATIONAL LOCATION.

Office of the Secretary NBPRP

3. CURRENT VOLUME.

20 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

1 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Chrono

6. JUSTIFICATION FOR PERMANENT RECORDS.

Future research

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

AR 350-6 920-15

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 25 years after creation.

AR 340-18-10 FN 1019-01 Continued

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1019-03

*Item 9*  
National Match Files. Documents related to planning, scheduling, administering, and conducting national rifle and pistol firing competition among members of the Armed Services, Reserve components, and rifle clubs of civilian organizations and civilian educational institutions. Included are correspondence with the National Rifle Association and competing clubs, comment on and approval of the program for the National Matches, lists of team members, firing score records, written protests, final reports of competition, individual records of awards, and similar or related documents.

(a) *Disposition not approved*  
NBPRP: ~~Permanent~~ Retire when no longer needed for current operations.

(b) Other offices: Destroy after 2 years or on discontinuance, whichever is first.

2. ORGANIZATIONAL LOCATION.

Office of the Secretary NBPRP

3. CURRENT VOLUME.

280 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

5 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Chrono

6. JUSTIFICATION FOR PERMANENT RECORDS.

Mobilization planning

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

AR 350-6 920-15

AR 340-18-10 FN 1019-03 Continued

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 20 years after creation.

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1020-03

Item 10

Training Film Background Files. Documents relating to the procurement, production, review, and issuance of official Department of the Army training films, graphic films, film strips, and television records. Included are film requirements reports, picture plans, scenarios, instructor's references, information on schools and audiences for whom the film is intended, letters designating technical advisors, requests to adopt films produced by non-Army agencies, coordination actions, and similar or related documents.

(a) US Army Audio Visual Agency: Permanent.

(b) Offices of the Army staff: Destroy 2 years after printing of the film, final approval of the answer print, or disapproval of the film requirement.

(c) Other offices: Destroy 1 year after printing of the film, on disapproval of the film project, or on discontinuance, whichever is applicable.

2. ORGANIZATIONAL LOCATION.

US Army Audio Visual Agency, Tobyhanna, PA

3. CURRENT VOLUME.

180 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

10 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alpha

6. JUSTIFICATION FOR PERMANENT RECORDS.

Archival interest

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

FPMR AR 71-7 108-2

AR 340-18-10 FN 1020-03 Continued

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 20 years after creation.

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937



BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1020-04

*Item 11*  
Training Film Files. <sup>intermediate</sup> Negatives and prints of official Department of  
of the Army training films. *JA*

- (a) US Army Audio Visual Agency: Permanent.  
(b) Other offices: Destroy when superseded or obsolete.

2. ORGANIZATIONAL LOCATION.

US Army Audio Visual Agency, Tobyhanna, PA

3. CURRENT VOLUME.

2000 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

50 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Numeric

6. JUSTIFICATION FOR PERMANENT RECORDS.

Archival interest

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

FPMR AR 71-7 108-2

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National  
Archives 20 years after creation.

9. ADDITIONAL REMARKS.

Being offered to Archives on scheduled basis.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1002-01

Description: Training facility requirement files. Documents related to determining requirements for training facilities to include requirements for acquisition, activation, retention, utilization, expansion, consolidation, inactivation, or disposition. Included are studies, justifications, maps, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent.  
Other offices: Destroy after five years.

*Item 12*

3. Recommended Disposition Instructions:

(9) Offices performing Army-wide staff responsibility: 10 years. (6) Other offices:  
Destroy after 5 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1003-02

Description: Training and pay category files. Documents relating to the determination of training and pay categories for USAR units and personnel. Included are requests for deviations or exceptions to training categories, approvals, and similar documents.

Disposition: DA staff offices responsible for final determination: Permanent.

Other offices: Destroy after 2 years or on discontinuance, whichever is first.

*Item 13*

3. Recommended Disposition Instructions:

(a) DA staff offices responsible for final determination: 10 years. (b) Other offices: Destroy after 2 years or on discontinuance, whichever is first.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1009-04

Description: Observer and orientation training files. Documents relating to observer or on-the-job training at Army installations, orientation course, visits, and orientation/observer visits by senior foreign military personnel for the purpose of acquainting them with US Army methods and training. Included are visit or training requests, authorizations, acceptances, coordinations, itineraries, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent.

Other offices: Destroy after 2 years or on discontinuance, whichever is first.

*Item 14*  
3. Recommended Disposition Instructions:

(9) Offices performing Army-wide staff responsibility: 15 years. (9) Other offices: 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1010-03

Description: School planned input files. Documents related to the planning, execution, and revision of personnel inputs for Army school courses. Included are comprehensive statements of the training needs of each agency authorized to send students to Army schools, schedules of school classes to accommodate planned inputs, allocations of school quotas to input agencies, coordinating documents, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent.

Schools: Destroy after 3 years or on discontinuance, whichever is first.

Input agencies: Destroy after 2 years or on discontinuance, whichever is first.

*Item 15*

3. Recommended Disposition Instructions:

(a) Offices performing Army-wide staff responsibility: 10 years retain in C.F.A. or records holding area (b) other offices: Destroy after 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1010-04

Description: Quota files. Documents relating to the establishment, allocation, and control of quotas for the education and training of Army personnel at military schools which are not under the control of US. Included are requests for quotas, estimated quota requirements, invitational quotas, final approved quotas, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent.

Other offices: Destroy after 2 years or on discontinuance, whichever is first.

*Item 16*

3. Recommended Disposition Instructions:

~~(a) School or training center making the visit: Retain 5 years after next comparable visit. (b) Other offices: Retain until next comparable visit.~~

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

*(a) Offices with Army wide staff responsibility:  
Destroy after 10 years*  
*(b) Other offices: Destroy after 2 years.*

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1010-05

Description: School visit files. Documents relating to intraservice school visits and visits to USAR schools and Army training centers to exchange ideas, ensure correctness and uniformity of doctrine and teaching techniques, observe teaching methods, and assist in preparation of instructional materials. Included are visit requests, reports of visits, and similar or related documents.

Disposition: School or training center making the visit: Permanent. Other offices: Destroy after 2 years or on discontinuance, whichever is first.

*Item 17*

3. Recommended Disposition Instructions:

- ~~(a) Offices performing Army wide staff responsibility. Destroy after 10 years.~~  
~~(b) Other offices: Destroy after 2 years.~~

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

- (a) School or Training Center making the visit: Destroy 5 years after next comparable visit*  
*(b) Other Offices: Destroy after next comparable visit.*

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1011-06

Description: Branch instructor conference files. Documents relating to conferences with branch instructors assigned to other schools to assist in standardizing branch doctrine, to keep abreast of current developments, and discuss problems of mutual interest. Included are agenda, agenda approvals, conference reports, and similar or related documents.

Disposition: Sponsoring schools: Permanent. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.

*Item 18*

3. Recommended Disposition Instructions:

(a) Sponsoring Schools: Destroy after 15 years (b) Other offices: Destroy after 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.



EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1014-01

Description: Educational development program files. Documents relating to the administration of the General Educational Development Program. Included are communications pertaining to services and materials provided by the Defense Activity for Non-Traditional Educational Support (DANTES); communications with other institutions and associations; correspondence with local colleges concerning class schedules, courses, and comparable matters; educational level surveys; educational plans; inventories of test materials; and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent.

Other offices: Destroy after 2 years, or on discontinuance, whichever is first.

*Item 19*

3. Recommended Disposition Instructions:

(a) Offices performing Army-wide staff responsibility: Destroy after 10 years.  
(b) Other offices: Destroy after 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

CLASSIFICATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1020-01

Description: Training aids program files. Documents relating to the formulation of annual programs for the development, production, and procurement of training aids. Included are graphic aids development programs, lists of film projects recommended for production, lists of approved film projects, work programs for training devices, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent.

Other offices: Destroy after 2 years.

*Item 20*

3. Recommended Disposition Instructions:

(a) Offices performing Army-wide staff responsibility: 10 years. (b) Other offices: 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instruction:

File Number: 1020-02

Description: Training aids control files. Documents containing requirements, justifications, and approvals for the development, production and procurement of individual Department of the Army graphic aids and training devices. Included are training devices and graphic aids development and production requirements reports, training aids approvals and disapprovals, recommended development priorities, procurement acceptances and waivers, coordinating actions, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years.

*Item 21*

3. Recommended Disposition Instructions:

(a) Offices performing Army-wide staff responsibility: Destroy after 10 years. (b) Other offices: Destroy after 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1020-06

*Item 2*  
DA Graphic Aid Files. Documents used for the purpose of assisting instructors and commanders in the administration of military training. Included are record copies of Department of the Army graphic training aids such as charts, posters, illustrations, diagrams; and similar or related documents.

NOTE: Still photographs and slides used as Department of the Army training aids will be filed under File Number 1020-07.

~~Permanent.~~ **DISPOSITION NOT APPROVED**

2. ORGANIZATIONAL LOCATION.

Post Camps and Stations thought US Army Areas

3. CURRENT VOLUME.

1000 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

50 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alpha, Numeric

6. JUSTIFICATION FOR PERMANENT RECORDS.

Future Archival interest

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

AR 71-7 108-2

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives ----- years after creation.

AR 340-18-10 FN 1020-06 Continued

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937