

603-02-1 COMMON MISSION FILES

Abbreviated titles have been used to identify common mission files. The abbreviated title may be preceded by a title prefix which better describes the records to be filed, if desired. Disposition instructions should be recorded on file label IAW DoD Admin Instruction 15.

DESCRIPTIONDISPOSITION

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| 603-02-1.1 | <p><u>Instruction Files:</u> Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; SOPs or similar issuances; messages used for expeditious interim changes instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.</p> | <p>Cut off annually* or on supersession or obsolescence, as reference needs require. Destroy when superseded, obsolete or no longer needed for reference, whichever is first.</p> |
| 603-02-1.2 | <p><u>Administrative Files:</u> Documents relating to the overall or general routine administration of educational, logistical, or financial activities, but exclusive of specific files described in this regulation. These files include, but are not limited to:</p> <p style="padding-left: 20px;">a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office,</p> | <p>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.</p> |

*Annually will refer to school years, i.e., files will be established for August through July of the following year.

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documents should be filed with the appropriate mission functional files.

b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.

c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.

d. Extracts of IG, GAO, Audit Agency, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission of function.

e. Documents relating generally to the application of automatic data processing systems and punch card machine operations within the functional area relating to education.

f. Documents relating to supplies, inventory, management, custodial services, or specifics of other logistical operations.

g. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.

h. Accounting records of nonappropriated funds activities to include raising of money and expenditures to support student/school related business. Minutes of business meetings authorizing the expenditure of funds and auditor's annual

Destroy after 2 years or after the account has been audited.

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findings report. School activities shall include, but not be limited to, PTSA, elementary school homeroom mothers' activities funds, student clubs, sports events, concerts, etc.

1. Record location and disposition files. Documents reflecting files that have been transferred or retired. Included are records shipment lists and record transfer lists (including SF 135s).

Organization retiring records: Destroy after all records listed thereon have been destroyed. Upon inactivation of a school forward to the gaining school or regional office for remaining period.

603-02-1.3 Agreement Files: Documents relating to agreements between DoDDS and the military services or Federal agencies, or between DoDDS and other non-federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and DoDDS for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a onetime or continuing basis; and on a reimbursable or non-reimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.

Copies of agreements which are retained at the school level and which do not involve a transfer of manpower/personnel spaces. DISPOSITION: Destroy three years after supersession, cancellation, or termination of the agreement. Copies of agreements not involving a transfer of manpower/personnel spaces which are maintained at the regional offices or the DoDDS central office. DISPOSITION: Retain for at least 10 years if they contain information as to the cost of support services. Copies of agreements involving transfers of manpower/personnel spaces. DISPOSITION: Retain until the entire support arrangement is terminated without supersession by a subsequent or larger agreement. This is necessary because manpower spaces thus transferred are subject to return to the transfer or upon reduction/termination of support services.

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- 603-02-1.4 Orientation and Briefing Files: Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.
- 603-02-1.5 Staff Visit Files: Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.
- 603-02-1.6 Reference Paper Files: Documents used to facilitate, control, or supervise the performance of a specific function, process, or action-as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the function, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:
- Destroy on supersession or obsolescence.
- Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.
- Office Visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.
- Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.

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a. Notes, drafts, feeder reports, news clipping, similar working papers and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.

Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.

b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.

Destroy when no longer needed to facilitate or control work.

c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description reference publications files.

Destroy when superseded, obsolete, or no longer needed for reference.

d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.

Destroy after 1 year. Earlier destruction is authorized.

e. Copies of documents accumulated by supervisory offices, such as chiefs of divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices, of the same organizational element which is responsible for performing the same action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.

Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.

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| 603-02-1.7 | <u>Facilities Files:</u> Documents relating to programming, estimating, and planning for new construction. Records of maintenance and repair of facilities, age, condition, capacity, and other characteristics of buildings and additions. | Retain during the life of the facility. Retire or destroy five years thereafter. |
| 603-02-1.8 | <u>Office Personnel Information Files:</u> Documents pertaining to the individual which are not appropriate for including in Official Personnel Folder (maintained by CPO) and/or copies of documents from the folder maintained in the office for convenience purposes such as security clearances, commendations, training, performance appraisals (copy), copies of SF 52's and job description. This is an unofficial file maintained only for supervisors reference. | Destroy when superceded, or no longer applicable or upon separation or transfer. |
| 603-02-1.9 | <u>Unidentified Files:</u> Documents relating to the performance of mission activities not described in this regulation. (May be further subdivided as necessary, e.g.c, 603-2-1.8A, 603-2-1.8B, etc.c). | Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized. |

603-02-2 GENERAL FILES

These files relate to the program established to provide American, public-school-type educational opportunities for minor dependents of DoD personnel who are stationed in overseas areas.

<u>DESCRIPTION</u>	<u>DISPOSITION</u>
603-02-2.d <u>Dependent Children School Information Files:</u> Documents related to providing general information in connection with the education of dependent children in overseas areas. Included are inquiries and replies thereto concerning such matters as locations, types, cost, and availability of educational facilities; teaching positions; procurement of supplies and equipment; home study courses; operation and administration of the program; and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first. Earlier disposal is authorized.
603-02-2.e <u>Accreditation Files:</u> Documents pertaining to visits by regional educational associations to inspect facilities and curricula of dependents schools for the purpose of accrediting them. Included are accreditation factfinding reports, warning letters, listings of accredited schools, pertinent correspondence, and similar or related documents.	Destroy after 7 years or on discontinuance, whichever is first.
603-02-2.f <u>School Activities Files:</u> Documents relating to school events; athletics; honor students; Parent-Teacher Associations and similar organizations; school and student transportation; lost textbooks; and similar activities. Included are teacher's notices, or	Cut off at the end of the school year and destroy after 1 year.

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bulletins, end of term reports, requests for repairs, requests for supplies, correspondence, and similar or related documents.

- 603-02-2.4 Teacher Plan Book Files: Documents outlining a semester program of subjects or classes. Included are plan books and related documents. Destroy 12 months after the beginning of the following school year or after discontinuance.
- 603-02-2.5 Enrollment Files: Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preferences, admission cards, drop cards, and similar or related documents. Destroy 1 year after graduation, withdrawal transfer, or death of the student.
- 603-02-2.6 Daily Attendance Register Files: Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers, and similar or related documents. Destroy after reviewing attendance registers for the next school year or on discontinuance, whichever is first.
- 603-02-2.7 Dependents School Strength Reporting Files: Documents reflecting personnel strength in dependent schools. Included are periodic statistical reports, monthly enrollment reports, absentee report forms, and similar or related documents. Destroy 6 months after close of school year or destroy on discontinuance, whichever is first.
- 603-02-2.8 Dependents School Establishment Or Discontinuance Files: Documents related to planning, coordinating and approving the establishment, consolidation, or discontinuance of dependent children schools or dormitories in oversea areas. Cut off at the end of the school year and destroy after 2 years.

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Included are correspondence with representatives of military departments in the area.

603-02-2.9 Nonavailability Statement
Files: Documents used to verify that schools in over-sea areas are unable to provide an adequate education for the dependents of Department of Defense military and civilian personnel residing in the area. Included are nonavailability statements and related documents.

Destroy after 2 years.

603-02-2.d0 Dependents Schools Reporting
Files: Documents reflecting information on the average daily membership of all pupils enrolled in DoD schools, the average daily membership of DoD pupils enrolled in tuition-fee-type schools, the name and location of each such school, pertinent cost data, and similar types of information. Included are reports and related documents.

Cut off at the end of the school year. Destroy in the Current File Area (CFA) after 5 years. Documents in the active file that require additional action or relate to reopened cases may be brought forward for filing in the current file.

603-02-3 ELEMENTARY SCHOOL FILES

These files relate to the elementary education of dependent children of Department of Defense personnel up to and including grade 8 of an elementary school.

<u>DESCRIPTION</u>	<u>DISPOSITION</u>
<p>603-02-3.d <u>Elementary School Student Academic Files:</u> Documents pertaining to individual elementary school students. Included are intelligence quotient, achievement, aptitude, and similar test results; yearly grade average, attendance of each student; reading and health records (SD Form _____); notes related to pupil's progress and characteristics; and similar or related documents, forms or notes useful in counseling and successor teachers. (Optional--Health Record may be retained by the school nurse, if desired, but should be returned to this file at the end of the school year.)</p>	<p>Destroy in Current File Area (CFA) 5 years after graduation, death, or withdrawal of student. Note: When student transfers to another school, a copy of the record may be released to the parents or student for hand-carrying to the receiving school. An official copy of the record will be provided to the gaining school upon authorized request. An audit trail will be maintained in the folder of all requests and releases of information/copies of documents.</p>
<p>603-02-3.e <u>Elementary School Report Card files:</u> Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and related documents.</p>	<p>Release to parents or student at the end of the school year, or on transfer or withdrawal of the student.</p>
<p>603-02-3.f <u>Elementary School Teacher Class Register Files:</u> Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, and absence and tardiness data. Included are class registers and similar or related documents.</p>	<p>Destroy in CFA after 5 years. Cut off at the end of the school year.</p>

603-02-4 SECONDARY SCHOOL FILES

These files relate to the secondary education of dependents of Department of Defense personnel enrolled in a grade 7-9 junior high school and/or a grade 7-12 high school.

<u>DESCRIPTION</u>	<u>DISPOSITION</u>
<p>603-02-4.1 <u>Secondary School Absentee Files:</u> Documents reflecting absentee students. Included are home-room teachers registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or home-room assignment, notices of change by school principal to teacher upon change of classroom, student applications for permission to be absent, student pass slips, and similar or related documents.</p>	<p>Destroy after 1 year or on discontinuance, whichever is first.</p>
<p>603-02-4.2 <u>Secondary School Academic Record Files:</u> Student Permanent Record Card, reflecting student grades and credits earned.</p>	<p>Cut off on transfer, graduation, withdrawal, or death of student. Retain overseas 5 years. Schools retain for 4 years then forward to the regional office. At the end of year 5, regional offices retire records to the Washington National Records Center (WNRC) for Destroy when 65 years old. Disposition of records to be determined. (Exception: Upon inactivation of a secondary school, such records will be forwarded to the regional office where they will be retained until the end of the 5-year period then forwarded to WNRC). When student transfers to another DoD or non-DoD school, forward an official copy to the receiving school on request</p>

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- and appropriate authorization. A copy will be given to the parent of student for hand-carrying to the receiving school.
- 603-02-4.3 Secondary School Teacher Class Register Files: Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and tardiness data, and withdrawal data. Included are class registers and similar or related documents.
- 603-02-4.4 Secondary School Class Reporting Files: Documents reflecting teacher reports to principals and used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and similar or related documents.
- 603-02-4.5 Credit Transfer Certificate Files: Documents reflecting secondary school scholastic credits earned. Included are certificates and similar or related documents.
- 603-02-4.6 Secondary School Student Files: Documents pertaining to individual secondary school students. Included in each folder are report cards, forms, notes, student health records, (SD form ___), absence reports, correspondence with parents pertaining to absence; records of achievement, and aptitude tests; notes concerning participation in extracurricular activities, hobbies, and other special interests or activities of the student; and miscellaneous memorandums used by student counselors. (Optional-
- Destroy in CFA after 5 years. Cut off at the end of the school year.
- Destroy after 1 year or on discontinuance, whichever is first.
- Destroy after 1 year or on discontinuance, whichever is first.
- Destroy in CFA 2 years after graduation, death, or withdrawal of student. Note: When student transfers to another school, a copy of the record may be released to the parents or student for hand-carrying to the receiving school. An official copy of the record will be forwarded by mail to the official of the receiving school after the parent has signed a release of responsibility. An audit trail will be maintained in the folder of all requests and releases of information/ copies of documents.

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Health Record may be retained by the school nurse, if desired, but should be returned to this file at the end of the school year.ç