Table B–23
File category 55: Transportation and travel—Continued

**Description:** Not applicable.
**Disposition:** Not applicable.

**FN: 55–80d**
**Title:** Interstate highway systems
**Authority:** NC1–AU–85–01
**Privacy Act:** Not applicable.
**Description:** Correspondence, reports, and other information relating to the selection and designation of routes of the national system of interstate highways.
**Disposition:**
- b. Other offices: Destroy after 3 years.

**FN: 55–80e**
**Title:** Road test research files
**Authority:** NC1–AU–86–29
**Privacy Act:** Not applicable.
**Description:** Files relating to highway studies and tests accumulated as a result of Army participation in the American Association of State Highway Officials Road Test Research Project.
**Disposition:** Destroy when superseded by new study or test.

**FN: 55–80f**
**Title:** Access road projects
**Authority:** NC1–AU–86–7
**Privacy Act:** Not applicable.
**Description:** Information pertaining to access roads to installations and maneuver area roads important to national defense.
**Disposition:**
- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
- b. Other offices: Destroy 3 years after completion or disapproval of the project.

**FN: 55–80g**
**Title:** Non-interstate highway systems
**Authority:** NC1–AU–83–16
**Privacy Act:** Not applicable.
**Description:** Information consisting of correspondence, reports, and other records relating to the selection and designation (location, standards, and so forth) of routes of highway systems other than interstate systems.
**Disposition:**
- a. HQ, MTMC offices having Army-wide responsibility: (1) General files: Permanent. (2) State files: Destroy after 3 years.
- b. Other offices: Destroy after 3 years.

**FN: 55–80h**
**Title:** Traffic engineering services
**Authority:** NC1–AU–79–45
**Privacy Act:** Not applicable.
**Description:** Information that accumulates as reference material in the planning and execution of traffic engineering surveys and studies.
**Disposition:**
- b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.

**FN: 55–162a**
**Title:** Materiel transport files
**Authority:** NN–166–204
**Privacy Act:** Not applicable.
**Description:** Information relating to the transport of bulky or oversized materiel. This information reflects liaison with other technical agencies and includes specifications, charts, reports, and similar information.
**Disposition:**
- a. Office having Army-wide staff responsibility: Destroy 1 year after materiel is removed from supply channels.
- b. Other offices: Destroy 2 years after supersession, or obsolescence.

**Table B–23**
File category 55: Transportation and travel—Continued

**FN: 55–170a**
**Title:** Returnable container files
**Authority:** NN–166–204
**Privacy Act:** Not applicable.
**Description:** Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, stock cards, memorandum receipts, reports, and similar papers.
**Disposition:** Destroy 3 years after return of container.

**FN: 55–355AIRa**
**Title:** Airlift clearances
**Authority:** NN–173–207
**Privacy Act:** Not applicable.
**Description:** Information relating to the clearance of air shipments into the Military Airlift Command (MAC) system. Included are clearance requests, challenge actions, and related information.
**Disposition:** Destroy after 1 year.

**FN: 55–355FRTa**
**Title:** Statistical tabulations
**Authority:** NN–186–204
**Privacy Act:** Not applicable.
**Description:** Statistical data pertaining to domestic freight movements and cargo shipped overseas for use in preparing statistical reports as required. These statistics are tabulated from bill of lading punchcards and ocean manifests.
**Disposition:**
- a. Basic data tabulated from punchcards: Destroy after 6 years.
- b. Supplemental data compiled from bill of lading punchcards and other sources for special studies or reports: Destroy after 2 years.

**FN: 55–355FRTb**
**Title:** Transportation control number indices
**Authority:** NC1–AU–79–22
**Privacy Act:** Not applicable.
**Description:** Copies of DD Form 1384–2 (Transportation Control and Movement Document) used to locate related documentation to answer inquiries.
**Disposition:** Destroy when the related index files are destroyed.

**FN: 55–355FRTCc**
**Title:** Routing orders
**Authority:** GRS 9, Item 1b
**Privacy Act:** Not applicable.
**Description:** Information which is related to the authorization and routing of freight shipments destined for any point in the United States or overseas. Included are requests for routing, route orders, confirmation of route orders, reports of routing, unit permit authorizations, and related information.
**Disposition:** Destroy after 3 years.

**FN: 55–355FRTd**
**Title:** Domestic shipment controls
**Authority:** NN–166–204
**Privacy Act:** Not applicable.
**Description:** Information accumulated as a result of preparing and transmitting required reports in connection with proposed domestic movements and controlling nuclear shipments.
**Disposition:** Destroy on arrival of shipment, or after 1 year.

**FN: 55–355FRTe**
**Title:** Freight forwarder agreements
**Authority:** II–NNA–1945
**Privacy Act:** Not applicable.
**Description:** Information relating to rate negotiations with freight forwarders. Included are signed copies of freight forwarder agreements.
**Disposition:** Destroy 6 years after cancellation of agreement.

**FN: 55–355FRTf**
**Title:** Freight accounts
**Authority:** II–NNA–1469
**Privacy Act:** Not applicable.

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### Table B-23

**File category 55: Transportation and travel—Continued**

**Description:** Files relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages; investigations; recommended settlements; and related information.

**Disposition:** Destroy after 3 years, except that information relating to unsettled claims or investigations will not be destroyed until settlement is accomplished.

**FN: 55-355FRTg**
**Title:** Bills of lading
**Authority:** NN-166-96
**Privacy Act:** A0055-71SAFM
**Description:** Information relating to inbound and outbound shipments. Included are property-received and property-shipped bills of lading, freight bills, shipping information, shipment planning worksheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading, and cross-reference sheets.

**Disposition:** Destroy after 3 years, except files which reflect acceptance of Foreign Military Sales/Support Arrangement/Military Assistance Grant Aid material at point of origin by an official of the foreign government, or a freight forwarder or carrier acting as representative of the foreign government, will be retired after 2 years and destroyed 10 years after retirement.

**FN: 55-355FRTt**
**Title:** Personal property traffic files
**Authority:** NC1-AU-79-35
**Privacy Act:** Not applicable.
**Description:** Information used to assure fair distribution of business among approved carriers. Included are traffic distribution records and related information.

**Disposition:** Destroy after 2 years.

**FN: 55-355FRTl**
**Title:** Bills of lading reviews
**Authority:** NN-166-204
**Privacy Act:** Not applicable.
**Description:** Reports and related information showing volume of personal property shipped and other data relative to shipment of personal property.

**Disposition:** Destroy after 2 years.

**FN: 55-355FRTk**
**Title:** Bills of lading registers
**Authority:** NN-164-217
**Privacy Act:** Not applicable.

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### Table B-23

**File category 55: Transportation and travel—Continued**

**Description:** Registers containing data relative to each bill of lading issued or accomplished such as, to whom or by whom issued, date of issue or accomplishment, and consignor.

**Disposition:** Destroy in accordance with instructions for bills of lading recorded therein.

**FN: 55-355FRTm**
**Title:** Bills of lading files
**Authority:** NN-166-204
**Privacy Act:** A0055-71SAFM
**Description:** Information relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement. Included are contracts, purchase orders, service orders, delivery orders, receipts, travel orders, requests for shipment, inventories, and payment and collection vouchers.

**Disposition:**
- a. Contracts for $25,000 or less relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 1 year after final payment.
- b. Contracts for more than $25,000 relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 6 years and 3 months after final payment.

**FN: 55-355FRTp**
**Title:** Personal property reports
**Authority:** NN-166-204
**Privacy Act:** A0055-355MTMC
**Description:** Information showing bills of lading issued for movement of personal property shipments.

**Disposition:** Destroy after 1 year.

**FN: 55-355FRTs**
**Title:** Bills of lading reviews
**Authority:** NN-166-204
**Privacy Act:** A0055-355MTMC
**Description:** Reports and related information showing volume of personal property shipped and other data relative to shipment of personal property.

**Disposition:** Destroy after 2 years.
Table B-23
File category 55: Transportation and travel—Continued

<table>
<thead>
<tr>
<th>Description: Information relating to the shipment of privately owned vehicles. Included are turn-in slips, copies of shipping information, service orders, affidavits pertaining to encumbrances, acceptance reports, and receipts for funds. Disposition: Destroy after 2 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN: 55-355FRTv</td>
</tr>
<tr>
<td>Title: Shipment discrepancy reports</td>
</tr>
<tr>
<td>Authority: NN–166–204</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information used to report discrepancies in shipments such as over, short, astray, loss of, or damage to military freight, improper loading, blocking, or bracing; improper handling by carrier or tender, or use of carrier’s inadequate equipment or facilities; misdirected shipments, documentation errors, and nonobservance of carrier tariff requirements or military regulations. Disposition: Destroy after 2 years, except information relating to unsettled claims or investigations will not be destroyed until settlement.</td>
</tr>
<tr>
<td>FN: 55-355FRTw</td>
</tr>
<tr>
<td>Title: Bills of lading statistics</td>
</tr>
<tr>
<td>Authority: GRS 9, Item 4b</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Memorandum copies of bills of lading and related information used by Headquarters and field offices of the MTMC for review in detecting technical and procedural errors and in preparing statistical data and reports. Disposition: Destroy after 1 year. Cut off at end of each month.</td>
</tr>
<tr>
<td>FN: 55-355FRTx</td>
</tr>
<tr>
<td>Title: Bills of lading audits</td>
</tr>
<tr>
<td>Authority: GRS 9, Item 4b</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information accumulated in field offices of the MTMC incident to the audit of selected bills of lading. Included are reproduced copies of original bills of lading. Disposition: Destroy after 1 year. Cut off at end of each month.</td>
</tr>
<tr>
<td>FN: 55-355FRTy</td>
</tr>
<tr>
<td>Title: Freight rate litigations</td>
</tr>
<tr>
<td>Authority: NC1–AU–79–22</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Data developed for use in proposed litigation before the Interstate Commerce Commission, other regulatory bodies, or the Federal courts on freight rates, freight classification, and similar matters. Included are records of testimony, summaries of testimony, exhibits, copies of contracts and agreements with carriers, and correspondence reflecting negotiations with carriers. Disposition: Destroy 10 years after supersession or obsolescence.</td>
</tr>
<tr>
<td>FN: 55-355FRTz</td>
</tr>
<tr>
<td>Title: Freight rate negotiations</td>
</tr>
<tr>
<td>Authority: NC1–AU–82–3</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information relating to negotiations with carriers or carriers’ associations on transportation rates, freight classifications, and similar matters. Disposition: Destroy 7 years after supersession, obsolescence, or when no longer needed for current operations.</td>
</tr>
<tr>
<td>FN: 55-355FRTaa</td>
</tr>
<tr>
<td>Title: Domestic household shipment bills of lading</td>
</tr>
<tr>
<td>Authority: NC1–217–76–5</td>
</tr>
<tr>
<td>Privacy Act: AO055–355MTMC</td>
</tr>
<tr>
<td>Description: Information relating to receipt, packing, crating, shipment, and storage of domestic household goods and effects. Included are bills of lading, travel orders, orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information. Note: these records may, at the user’s discretion, be interfiled with 55-355FRTbb, international household shipment bills of lading. If interfiled, these records will be retained for 6 years in accordance with the disposition instructions for 55-355FRTbb. Disposition: Destroy after 3 years.</td>
</tr>
</tbody>
</table>
| Table B-23
File category 55: Transportation and travel—Continued

| FN: 55-355FRTbb |
| Title: International household shipment bills of lading |
| Authority: NN–166–204 |
| Privacy Act: AO055–71SAFM |
| Description: Information relating to the receipt, packing, crating, shipment, and storage of international household goods and effects. Included are bills of lading, travel orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information. Disposition: Destroy 6 years after close of the account. |
| FN: 55-355FRTcc |
| Title: Cargo analyses |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Summary and statistical data regarding cargo shipped and factor data used for planning purposes in projecting cargo movements and requirements. Disposition: Offices having Army-wide staff responsibility: Destroy after 10 years. |
| FN: 55-355FRTdd |
| Title: Cargo movement data |
| Authority: II–NNA–1951 |
| Privacy Act: Not applicable. |
| Description: Reports of programmed cargo movement and actual loadings by type of cargo. Disposition: Destroy after 1 year. |
| FN: 55-355FRTee |
| Title: Discrepancy reports |
| Authority: NN–173–207 |
| Privacy Act: Not applicable. |
| Description: Information reflecting discrepancies in shipments such as improper marking, packing, preservation, stowage, handling, misdirected shipments, documentation errors, and nonobservance of military regulations. Disposition: Destroy after 2 years except information relating to unsettled claims or investigations will not be destroyed until settlement. |
| FN: 55-355HFYa |
| Title: Motor carrier facility files |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Information (maintained by Army installations and activities) used to select proper carriers. Included are questionnaires completed by commercial motor carriers indicating their facilities for handling freight, operating authority, photographs showing types of equipment available for utilization, and similar information. |
| FN: 55-355HFYb |
| Title: Highway transportation problem areas |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Correspondence regarding specific problem areas pertaining to movement of oversized, overweight, or other special military movements over public highways. Disposition: Destroy after 10 years. |
| FN: 55-355HFYc |
| Title: Authorized representative designations |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Correspondence regarding designation of individuals authorized to request and issue permits for movement of oversized, overweight, or other specialized shipments over public highways. |
| Disposition: |
| a. Office having Army-wide staff responsibility: Destroy 2 years after publication of individual’s name in directory. |
| b. Office of authorized representative: Destroy on revocation or supersession of designation. |
### Table B-23
#### File category 55: Transportation and travel—Continued

<table>
<thead>
<tr>
<th>FN: 55-355H-WYd</th>
<th>Title: Highway movement permits</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.</td>
<td></td>
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</tr>
<tr>
<td>Disposition: Destroy 3 years after completion of move.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355NONa</th>
<th>Title: Damaged or improper shipment statistical studies</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 5 years.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355NONb</th>
<th>Title: Parcel post shipment files</th>
<th>Authority: NN-171-28</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information identifying items shipped via parcel post. Included are item release/receipt information and other information containing similar data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid material will be retired after 2 years and destroyed 10 years after retirement.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355NONc</th>
<th>Title: Port car reports</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 1 year.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355NONd</th>
<th>Title: Cargo transporter reports</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information relating to the preparation of required reports in connection with cargo transporters.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: a. Joint Container Control Agency and Activities: Destroy after 2 years. b. Other offices: Destroy after 3 months.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355NONE</th>
<th>Title: Port of entry customs files</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information accumulated at ports of entry that relates to the entry and admission free-of-duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 5 years.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355NONF</th>
<th>Title: Foreign aid program reports</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Weekly reports submitted by Army terminals showing material on hand, enroute to ports, and shipped from ports under foreign aid programs.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355ONb</th>
<th>Title: Shippers' export declarations</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information identifying items shipped via parcel post.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 5 years.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table B-23
#### File category 55: Transportation and travel—Continued

| (1) Summary on consolidated reports: Destroy after 5 years. |
| (2) Feeder reports: Destroy after 1 year. |

<table>
<thead>
<tr>
<th>FN: 55-355NONh</th>
<th>Title: Transportation officer appointments</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy 2 years after termination of appointment.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355NONe</th>
<th>Title: Cargo and passenger invoice recapitulations</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information relating to group movements of personnel or passengers arriving in the U.S., to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355PERb</th>
<th>Title: Personel transportation plans</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355PERc</th>
<th>Title: Troop movements</th>
<th>Authority: II-NNA-19</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55-355PERd</th>
<th>Title: Passenger recapitulations and statistics</th>
<th>Authority: NN-166-204</th>
<th>Privacy Act: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 5-23
File category 55: Transportation and travel—Continued

<table>
<thead>
<tr>
<th>Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loading manifests of personnel involved in parachute jumps and glider flights.</td>
<td>Destroy after 2 years.</td>
</tr>
<tr>
<td>Copies of used and canceled meal tickets with information relating to their issue.</td>
<td>Destroy after 3 years.</td>
</tr>
<tr>
<td>Reports made by bus drivers of the number of bus tickets sold, cash fares, and number of passengers.</td>
<td>Destroy after 6 months.</td>
</tr>
<tr>
<td>Information relating to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities.</td>
<td>Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.</td>
</tr>
<tr>
<td>Processing of Overseas Replacement (POR) files (Rescinded; use FN 65-46a.)</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

Table 5-23
File category 55: Transportation and travel—Continued

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loading manifests</td>
<td>Destroy after 2 years.</td>
<td></td>
</tr>
<tr>
<td>Passenger warrants</td>
<td>Destroy after 3 years.</td>
<td></td>
</tr>
<tr>
<td>Meal tickets</td>
<td>Destroy after 3 years.</td>
<td></td>
</tr>
<tr>
<td>Bus passes</td>
<td>Destroy on turn-in or replacement of pass.</td>
<td></td>
</tr>
<tr>
<td>Theater priority lists</td>
<td>Destroy on completion of processing of all dependents included on the priority lists.</td>
<td></td>
</tr>
<tr>
<td>Processing of Overseas Replacement (POR) files</td>
<td>Not applicable.</td>
<td></td>
</tr>
</tbody>
</table>
Table B–23
File category 55: Transportation and travel—Continued

FN: 55–355SEAe
Title: Port extract requisitions
Authority: II–NNA–1194
Privacy Act: Not applicable.
Description: Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.
Disposition: Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.

FN: 55–355SEAf
Title: Secondary port overseas extract requisitions
Authority: II–NNA–166–204
Privacy Act: Not applicable.
Description: Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.
Disposition: Destroy 6 months after completion of related shipment.

FN: 55–355SEAg
Title: Port due-in information
Authority: II–NNA–166–204
Privacy Act: Not applicable.
Description: Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.
Disposition: Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.

FN: 55–355SEAh
Title: Port controls
Authority: NC1–AU–77–52
Privacy Act: Not applicable.
Description: Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.
Disposition: Destroy after 10 years.

FN: 55–355SEAi
Title: Port studies
Authority: NC1–AU–79–45
Privacy Act: Not applicable.
Description: Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.
Disposition:
  a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
  b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.

FN: 55–355TTTd
Title: Transit privilege applications
Authority: II–NNA–221
Privacy Act: Not applicable.
Description: Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.
Disposition: Destroy 2 years after close or completion of case.

FN: 55–355TTTe
Title: Transit inventory audit and tonnage reports
Authority: II–NNA–1091
Privacy Act: Not applicable.
Description: Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.
Disposition: Destroy after 2 years.

FN: 55–355TTTf
Title: Transit inventory audit and tonnage reports
Authority: II–NNA–79–22
Privacy Act: Not applicable.
Description: Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.
Disposition: Destroy after 3 years.

FN: 55–355TTTg
Title: Personal property rate tariffs/tenders
Authority: NC1–AU–79–22
Privacy Act: Not applicable.
Description: Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.
Disposition: Destroy after 3 years.

FN: 55–355TTTh
Title: Terminal facilities files
Authority: II–NNA–19
Privacy Act: Not applicable.
Description: Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.
Disposition:
  a. Office having Army-wide responsibility: Destroy when superseded, obsolete, or no longer needed for reference.
  b. Office of authorized representative: Destroy on revocation or supersession of designation.
Table B-23  
File category 55: Transportation and travel—Continued

FN: 55-355HWYd  
Title: Highway movement permits  
Authority: NN-163–15  
Privacy Act: Not applicable  
Description: Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.  
Disposition: Destroy 3 years after completion of move.

FN: 55-355NONa  
Title: Damaged or improper shipment statistical studies  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.  
Disposition: Destroy after 5 years.

FN: 55-355NONb  
Title: Parcel post shipment files  
Authority: NN-171–28  
Privacy Act: Not applicable  
Description: Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.  
Disposition: Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid material will be retired after 2 years and destroyed 10 years after retirement.

FN: 55-355NONc  
Title: Port car reports  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.  
Disposition: Destroy after 1 year.

FN: 55-355NONd  
Title: Cargo transporter reports  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Information relating to the preparation of required reports in connection with cargo transporters.  
Disposition:  
a. Joint Container Control Agency and Activities: Destroy after 2 years.  
b. Other offices: Destroy after 3 months.

FN: 55-355NONe  
Title: Port of entry customs files  
Authority: NN-164–74  
Privacy Act: AO001bTAPC and OPM/GOVTt  
Description: Information accumulated at ports of entry that relates to the preparation of required reports in connection with entry to the United States. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.  
Disposition: Destroy after 5 years.

FN: 55-355NONf  
Title: Foreign aid program reports  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Weekly reports submitted by Army terminals showing material on hand, enroute to ports, and shipped from ports under foreign aid programs.  
Disposition:  
a. Offices preparing reports: Destroy after 6 months.  
b. Offices receiving report:

Table B-23  
File category 55: Transportation and travel—Continued

(1) Summary on consolidated reports: Destroy after 5 years.  
(2) Feeder reports: Destroy after 1 year.

FN: 55-355NONg  
Title: Shippers' export declarations  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Information relating to exports that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.  
Disposition: Destroy after 1 year.

FN: 55-355NONh  
Title: Transportation officer appointments  
Authority: NN-166–204  
Privacy Act: AO001bTAPC and OPM/GOVTt  
Description: Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.  
Disposition: Destroy 2 years after termination of appointment.

FN: 55-355NONI  
Title: Cargo and passenger invoice recapitulations  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Information relating to the preparation of required reports in connection with cargo transporters. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.  
Disposition: Destroy after 3 years.

FN: 55-355PERa  
Title: Passenger agreements  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Copies of agreements negotiated between the DOD and commercial air, bus, and rail carriers.  
Disposition:  
a. HQ, MTMC: Destroy 10 years after cancellation or supersession.  
b. Other offices: Destroy 1 year after cancellation or supersession.

FN: 55-355PERb  
Title: Personnel transportation plans  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Information relating to class A and V transportation plans prepared for installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.  
Disposition:  
a. Disapproved plans and related information: Destroy 2 years after disapproval.  
b. Approved plans and related information: Destroy 1 year after supersession.

FN: 55-355PERc  
Title: Troop movements  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.  
Disposition: Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.

FN: 55-355PERd  
Title: Passenger recapitulations and statistics  
Authority: NN-166–204  
Privacy Act: Not applicable  
Description: Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.
### Table B-23
**File category 55: Transportation and travel—Continued**

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Destroy after 2 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN: 55-355PERe</td>
<td>Title: Loading manifests</td>
</tr>
<tr>
<td>Authority: II-NNA-934</td>
<td></td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
</tr>
<tr>
<td>Description: Loading manifests of personnel involved in parachute jumps and glider flights.</td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 2 years.</td>
<td></td>
</tr>
</tbody>
</table>

| FN: 55-355PERf |
| Title: Passenger manifests |
| Authority: II-NNA-934 |
| Privacy Act: AO055-355DALO |
| Description: Information listing passengers (including remains of deceased personnel) and their destinations. |
| Disposition: Destroy after 1 year. |

| FN: 55-355PERg |
| Title: Passenger accounts |
| Authority: II-NNA-1482 |
| Privacy Act: AO055-355aDALO |
| Description: Information relating to accounts of carriers pertaining to claims, adjustments, and other matters that accumulate in the handling, adjusting, and settling of passenger bills, carriers' claims, and carriers' accounts. |
| Disposition: Destroy after 3 years. |

| FN: 55-355PERh |
| Title: Passenger warrants |
| Authority: II-NNA-1482 |
| Privacy Act: AO055-355aDALO |
| Description: Copies of used and canceled passenger warrants, transportation certificates, travel orders, and similar information serving the same purposes issued for travel of personnel in overseas areas. |
| Disposition: Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation. |

| FN: 55-355PERi |
| Title: Customs declarations |
| Authority: NN-164-74 |
| Privacy Act: AO055-355DALO |
| Description: Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items. |
| Disposition: Destroy after 6 months. |

| FN: 55-355PERj |
| Title: Baggage inspections and clearances |
| Authority: NN-166-204 |
| Privacy Act: AO055-355DALO |
| Description: Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured material trophies, certificates of ownership or right to possess other items of material, certificates of retention and customs declaration, receipts for articles withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured material trophies. |
| Disposition: Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b. |

| FN: 55-355PERk |
| Title: Government transportation requests |
| Authority: II-NNA-1002 |
| Privacy Act: AO055-355DALO |

### Table B-23
**File category 55: Transportation and travel—Continued**

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Destroy after 3 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN: 55-355PERm</td>
<td></td>
</tr>
<tr>
<td>Title: Transportation request reports</td>
<td></td>
</tr>
<tr>
<td>Authority: II-NNA-985</td>
<td></td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
</tr>
<tr>
<td>Description: Reports made to higher headquarters that show transportation requests issued.</td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 2 years.</td>
<td></td>
</tr>
</tbody>
</table>

| FN: 55-355PERn |
| Title: Meal tickets |
| Authority: NC1-AU-77-165 |
| Privacy Act: Not applicable. |
| Description: Copies of issued and canceled meal tickets with information relating to their issue. |
| Disposition: Destroy after 3 years. |

| FN: 55-355PERo |
| Title: Local transportation authorizations |
| Authority: II-NNA-1489 |
| Privacy Act: AO055-355aDALO |
| Description: Information pertaining to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus. |
| Disposition: Destroy on turn-in or replacement of pass. |

| FN: 55-355PERp |
| Title: Transportation request registers |
| Authority: II-NNA-1002 |
| Privacy Act: AO055-355DALO |
| Description: Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished. |
| Disposition: Destroy after 3 years. |

| FN: 55-355PERq |
| Title: Theater priority lists |
| Authority: II-NNA-3581 |
| Privacy Act: AO055-355DALO |
| Description: Information relating to the scheduling of dependents for movement to and from an overseas command. Included are theater priority lists and changes. |
| Disposition: Destroy on completion of processing of all dependents included on the priority lists. |

| FN: 55-355PERr |
| Title: Processing of Overseas Replacement (POR) files (Reascinded; use FN 55-46a.) |
| Authority: Not applicable. |
| Privacy Act: Not applicable. |
| Description: Not applicable. |
| Disposition: Not applicable. |
Table B-23  
File category 55: Transportation and travel—Continued

**FN: 55-355PERv**  
Title: Passenger Standing Routing Orders  
Authority: N1--AU-79--45  
Privacy Act: Not applicable.  
Description: Information relating to passengers' Standing Routing Orders (SROs) issued by an area command for repetitive movements of passengers within CONUS, and similar information.  
Disposition: Destroy 1 year after orders are changed.

**FN: 55-355RALa**  
Title: Railway engineering and operational data  
Authority: NCI--AU-79--45  
Privacy Act: Not applicable.  
Description: Basic engineering and operating data on railroads of the United States and foreign countries. Included are data on tracks, charts, gauges, clearance diagrams, bridge capacities, equipment lists, traffic information, and information on line haul and tonnage capacities for the countries indicated.  
Disposition:  
a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.  
b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

**FN: 55-355RALb**  
Title: Switching accounts  
Authority: NCI--AU-79--45  
Privacy Act: Not applicable.  
Description: Information relating to carriers' claims and adjustments used in handling and settling passenger switching accounts and copies of orders.  
Disposition: Destroy after 6 years.

**FN: 55-355RALc**  
Title: Carloading rules and regulations  
Authority: NCI--AU-79--45  
Privacy Act: Not applicable.  
Description: Information used in conducting loading and impact tests in formulating carloading rules and regulations for DOD material. Included are blueprints, photos, and loading and securement specifications.  
Disposition: Destroy 1 year after related equipment becomes obsolete.

**FN: 55-355RALd**  
Title: Car control processing files  
Authority: NN--166--204  
Privacy Act: Not applicable.  
Description: Information used for expediting receipt and shipment of supplies; reflecting cars enroute, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence. Excluded are the car record books described below.  
Disposition: Destroy after 6 months.

**FN: 55-355RALe**  
Title: Car record books  
Authority: NN--166--204  
Privacy Act: Not applicable.  
Description: Books and registers showing each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills.  
Disposition: Destroy after 3 years.

**FN: 55-355RALf**  
Title: Car seal record books  
Authority: NN--166--204  
Privacy Act: Not applicable.  
Description: Books containing accountable office record of the receipt and disposition of car seals which are maintained to facilitate monthly inspection as to whether seals were properly used.  
Disposition: Destroy 1 year after date of last entry.

**FN: 55-355RALg**  
Title: Railway equipment reports  
Authority: NN--166--204  
Privacy Act: Not applicable.  
Description: Information relating to general average claims against cargo transport by the Military Sea Transport Service, accumulated in connection with determination of the amount of cargo involved, cost, amount of damage, and expense incurred in preservation.  
Disposition: Office having Army-wide staff responsibility: Destroy after 10 years.

**FN: 55-355SEAb**  
Title: Government vessel pier files  
Authority: NCI--AU-77--85  
Privacy Act: Not applicable.  
Description: Reports on Government-operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.  
Disposition: Destroy after 3 years.

**FN: 55-355SEAc**  
Title: Commercial vessel pier files  
Authority: NCI--AU-77--43  
Privacy Act: Not applicable.  
Description: Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.  
Disposition: Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed before settlement of the claim or completion of the investigation or litigation.

**FN: 55-355SEAd**  
Title: Port overseas requisitions  
Authority: NN--166--204  
Privacy Act: Not applicable.  
Description: Information relating to the receipt of, or request for supplies for overseas commands, and to the follow-up and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related information.  
Disposition: Destroy 2 years after completion of all supply action.
Table B–23
File category 55: Transportation and travel—Continued

<table>
<thead>
<tr>
<th>FN: 55–355SEAa</th>
<th>Title: Port extract requisitions</th>
<th>Authority: II–NNA–1194</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor’s shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355SEAf</th>
<th>Title: Secondary port overseas extract requisitions</th>
<th>Authority: NN–166–204</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Extract copies of requisitions and contracts, notices of cancellations, delayed Item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy 6 months after completion of related shipment.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355SEAg</th>
<th>Title: Port due-in information</th>
<th>Authority: NN–166–204</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355SEAh</th>
<th>Title: Port controls</th>
<th>Authority: NC1–AU–77–52</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 10 years.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355SEAI</th>
<th>Title: Port studies</th>
<th>Authority: NC1–AU–79–45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Office having Army-wide responsibility: Destroy when no longer needed for reference.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355TTTa</th>
<th>Title: Tariffs and tenders</th>
<th>Authority: NC1–AU–83–16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of DOD materiel. Included are proposals, study data, tariff and tender information, and similar information.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Table B–23
File category 55: Transportation and travel—Continued

| Disposition: |
| a. HQ MTMC: Destroy 10 years after cancellation or termination. |
| b. Other offices: Destroy on cancellation or termination. |

<table>
<thead>
<tr>
<th>FN: 55–355TTTb</th>
<th>Title: Transit privilege negotiations</th>
<th>Authority: II–NNA–221</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy 6 years after withdrawal or cancellation of transit privileges.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355TTTc</th>
<th>Title: Transit privilege applications</th>
<th>Authority: NN–166–204</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Applications and related information concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers’ agents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy 2 years after close or completion of case.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355TTTd</th>
<th>Title: Transit inventory audit and tonnage reports</th>
<th>Authority: NC1–AU–79–22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy after 2 years.</td>
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<tr>
<th>FN: 55–355TTTe</th>
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<td>Privacy Act: Not applicable.</td>
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<tr>
<td>Description: Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.</td>
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</tr>
<tr>
<td>Disposition: Destroy after 3 years.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–355TTTf</th>
<th>Title: Personal property rate tariffs/tenders</th>
<th>Authority: NC1–AU–79–22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Rate tariff or tenders submitted by carriers to installations and activity transportation officers that apply to the installation or activity to which submitted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Destroy 10 years after cancellation or termination.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–357a (Not Used.)</th>
<th>Title: Not applicable.</th>
<th>Authority: Not applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Not applicable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FN: 55–357b</th>
<th>Title: Terminal facilities files</th>
<th>Authority: II–NNA–19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act: Not applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposition: Office having Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B-20. File category 56: Surface transportation

a. Prescribing directive. AR 56-9, Watercraft.
b. Description. These files relate to administration, registration, operation, and management of motor vehicles and motor pools, hiring of motor vehicles, inventory control and reporting, maintenance cost reporting, safety inspection of privately owned vehicles, transportation of dependent school children, utilization of highways and operation and control of Army railroads and rail equipment. Also includes organization, functions, operations, and services of Army water terminals and other port activities. See table B-24.

Table B-24
File category 56: Surface transportation

<table>
<thead>
<tr>
<th>FN</th>
<th>Title</th>
<th>Authority</th>
<th>Privacy Act</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>General surface transportation correspondence files</td>
<td>NN-167-31 and NN-165-192</td>
<td>Not applicable</td>
<td>Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility, program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to surface transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)</td>
</tr>
<tr>
<td>56-9a</td>
<td>Vessel records</td>
<td>II-NNA-1091</td>
<td>Not applicable</td>
<td>Information accumulated by the Marine Qualification Board to record the marine service of individual military and civilian employees of the Army. Included are DA Forms 3068-1 (Marine Service Record), requests for examinations, character and suitability statements, recommendations of commanding officers, physical qualification statements, experience qualifications and evaluations, and individual requests and replies regarding professional requirements for marine licensing, upgrading, and renewing, information indicating entitlements to sea pay, and similar information. Also included are registers used to record issuance of DA Form 3086 (Marine Service Book). Not included is the DA Form 3086 itself, which is a personal record retained by the individual.</td>
</tr>
<tr>
<td>56-9b</td>
<td>Vessel surveys</td>
<td>II-NNA-1091</td>
<td>Not applicable</td>
<td>Information relating to the state of preservation of vessels in storage, including information such as evidence of corrosion and other deterioration or condensation within equipment; defective painted surfaces; adequacy of protected films, wrappings, dyeing agents, and degumification; and precautions to be observed before placing vessel into service.</td>
</tr>
<tr>
<td>56-9c</td>
<td>Vessel logbooks</td>
<td>NN-166-204</td>
<td>Not applicable</td>
<td>Certificates from the American Bureau of Shipping declaring vessels to be seaworthy.</td>
</tr>
<tr>
<td>56-9d</td>
<td>Vessel assignments</td>
<td>NN-166-204</td>
<td>Not applicable</td>
<td>Information relating to the assignment, service testing, and operation of inland waterway and harbor craft under Army commands.</td>
</tr>
<tr>
<td>56-9e</td>
<td>Vessel clearances</td>
<td>NN-166-204</td>
<td>Not applicable</td>
<td>Information relating to the assignment, service testing, and operation of inland waterway and harbor craft under Army commands.</td>
</tr>
<tr>
<td>56-9f</td>
<td>Vessel operation reports</td>
<td>NN-166-204</td>
<td>Not applicable</td>
<td>Information relating to the state of preservation of vessels in storage, including information such as evidence of corrosion and other deterioration or condensation within equipment; defective painted surfaces; adequacy of protected films, wrappings, dyeing agents, and degumification; and precautions to be observed before placing vessel into service.</td>
</tr>
<tr>
<td>56-9g</td>
<td>Vessel blueprints and tracings</td>
<td>NN-166-204</td>
<td>Not applicable</td>
<td>Information relating to the state of preservation of vessels in storage, including information such as evidence of corrosion and other deterioration or condensation within equipment; defective painted surfaces; adequacy of protected films, wrappings, dyeing agents, and degumification; and precautions to be observed before placing vessel into service.</td>
</tr>
</tbody>
</table>

Disposition:
- Office having Army-wide responsibility: Destroy after 5 years.
- Do not retire.
- Registers: Destroy 40 years after last entry in the register. Do not retire.

Privacy Act: Not applicable.

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Table B-24
File category 56: Surface transportation—Continued

| FN: 56-9k | Title: Hull registration files |
| Authority: NC1–AU–80–52 |
| Privacy Act: Not applicable. |
| Description: Army inventories of the Marine fleet, consisting of information reflecting acquisition data for individual Army vessels, including builder, year constructed, contract, cost, current or former hull numbers, and design. Record may also include unit assignments during active use and method and means of disposition. |
| Disposition: Destroy after 5 years in CFA. Do not retire. |

| FN: 56-9m | Title: Crew lists |
| Authority: NN–166–204 |
| Privacy Act: AO0001bTAPC/OPM GOVT 1 |
| Description: Listings prepared at Army terminals that identify the individuals who make up the crew of a vessel. Disposition: Destroy 1 year after reassignment of crewmembers, or final disposition of the vessel, whichever is applicable. |

Table B-25
File category 58: Motor transportation

| FN: 58 | Title: General motor transportation correspondence files |
| Privacy Act: Not applicable. |
| Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature, and other information relating to motor transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.) |
| a. ACTION: Destroy after 2 years. |
| b. NONACTION: Destroy when no longer needed for current operations. |

| FN: 58-1a | Title: Dispatcher organizational control records |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Information reflecting the dispatch of equipment. Normal information includes names of users, time out, destination, equipment identification, and estimated time of return. |
| Disposition: Destroy after 1 month. |

| FN: 58-1b | Title: Equipment daily utilization files |
| Authority: NN–166–204 |

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Table B-25
File category 58: Motor transportation—Continued

| FN: 58–1c | Title: Administrative motor vehicle authorizations |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Requests for allowances of vehicles indicating requirements, justifications, approvals, and disapprovals. |
| Disposition: Destroy after 2 years. |

| FN: 58–1d | Title: Administrative motor vehicle requisitions |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Requisitions for vehicles and related information created in the supply and redistribution of vehicles. |
| Disposition: Destroy after 2 years. |

| FN: 58–1e | Title: Administrative transport management surveys and inspections |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Information showing results of management surveys and inspections of administrative vehicle operations. Included are survey and inspection reports. |
| Disposition: a. MACOMs: Destroy after 5 years. |
| b. Other offices: Destroy 1 year after next comparable survey or inspection. |

| FN: 58–1f | Title: Transportation services authorizations |
| Authority: NN–166–204 |
| Privacy Act: AO0055–355aDALO |
| Description: Information relating to the justification, authorization, cancellation, and review of the establishment of transportation services such as domicile-to-duty, group transportation, transportation of dependent school children, and the daily recurring dispatch of administrative vehicles. Included are requests, approvals, disapprovals, cancellations, and reviews. |
| Disposition: a. Office having Army-wide responsibility: Destroy 5 years after cancellation or supersession. |
| b. Other offices: Destroy 1 year after cancellation of service, or when superseded by a new authorization (except that routine requests will be destroyed after 1 month). |

| FN: 58–1g | Title: Administrative motor vehicles subordinate controls |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Cards, charts, graphs, and comparable information used to control location and other data relative to administrative vehicles. |
| Disposition: Destroy when superseded or obsolete. |

| FN: 58–1h | Title: Vehicle identification plates |
| Authority: NN–166–204 |
| Privacy Act: Not applicable. |
| Description: Information accumulated in connection with requesting, transferring, issuing, and disposing of U.S. or local identification plates or license plates. |
| b. Other offices: Destroy after 1 year. |
**B.22. File category 59: Air transportation**

a. **Prescribing directive.**

(1) AR 59–3, Air Transportation Movement of Cargo By Scheduled Military and Commercial Air Transportation — CONUS Out-bound.

(2) AR 59–8, Department of Defense (DOD) Common User Airlift.

(3) AR 59–10, DOD Use of Commercial Air Transportation Under the War Air Service Program (WASP).

(4) AR 59–21, MAC Transportation Authorization (MTA).

(5) AR 59–105, Air Terminals and Aerial Ports.

b. **Description.** These records concern air movement of persons, baggage, and cargo by Military Airlift Command or commercial airlift, air traffic facilities and activities, arrangements for air transportation, aerial terminals and ports. See table B–26.

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**Table B–26**

**File category 59: Air transportation**

<table>
<thead>
<tr>
<th>FN:</th>
<th>Title</th>
<th>Authority</th>
<th>Privacy Act</th>
<th>Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>General air transportation correspondence files</td>
<td>NN–167–31 and NN–165–192</td>
<td>No applicable</td>
<td>Information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to air transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)</td>
<td>Destroy 3 years after the last entry on the page or in the bound register.</td>
</tr>
</tbody>
</table>

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**Table B–25**

**File category 58: Motor transportation—Continued**

<table>
<thead>
<tr>
<th>FN:</th>
<th>Title</th>
<th>Authority</th>
<th>Privacy Act</th>
<th>Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>58–1s</td>
<td>Equipment operator permit registers</td>
<td>AO600–55DAMO</td>
<td>Not applicable</td>
<td>Registers or comparable information used to account for equipment operator permits used.</td>
<td>Destroy 3 years after the last entry on the page or in the bound register.</td>
</tr>
</tbody>
</table>

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Table B-26
File category 59: Air transportation—Continued

Description: Reports showing monthly, special, and annual airlift requirements and airlift space assignment and utilization. Included are airlift requirement reports, air space assignments, and MAC traffic movement reports.

Disposition:
- a. Office having Army-wide staff responsibility:
  (1) Consolidated or summary reports: Destroy after 6 years.
  (2) Feeder reports: Destroy after 1 year.
- b. Other offices: Destroy after 1 year.

FN: 59-98b
Title: Military Airlift Command coordinations
Authority: NN-173-207
Privacy Act: Not applicable.
Description: Information relating to channel sequence listings, proposed Aerial Port of Embarkation (APOE) and channel changes, APOE management levels, embargoes, APOE storage capabilities, special handling and restricted movement, fleet developments, and MAC user conferences. Included are minutes of conference meetings, memorandums, and related information.

Disposition: Destroy after 3 years.

FN: 59-10a
Title: Air cargo mail status reports
Authority: NN-173-207
Privacy Act: Not applicable.
Description: Reports reflecting the status of air cargo mail at APOE.

Disposition: Destroy after 1 year.

FN: 59-21a
Title: Transportation control movement documents (TCMD)
Authority: NN-173-207
Privacy Act: Not applicable.
Description: Information used to control movement, terminal handling, and tracing of air cargo shipments.

Disposition:
- a. Office having Army-wide staff responsibility: Consolidated TCMD listings: Destroy after 10 years except that input information may be destroyed when verified on listing.
- b. Other offices: Destroy after 1 year. Earlier disposal is authorized.

FN: 59-105a
Title: Port level files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Correspondence and related information generated as a result of analyses or inquiries stemming from MAC's airlift activity at a given port or ports.

Disposition:
- a. Office having Army-wide staff responsibility: Destroy after 3 years.
- b. Other offices: Destroy after 1 year.

B-23. File category 60: Exchange service

a. Prescribing directives
   (1) AR 60-10, Army and Air Force Exchange Service (AAFES) General Policies
   (2) AR 60-20, Army and Air Force Exchange Service (AAFES) Operating Policies

b. Description. These records concern establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army Exchange Service and exchanges at installations). See table B-27.

Table B-27
File category 60: Exchange service

FN: 60
Title: General exchange service correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:
- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to exchange service which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-90q.)
- b. NONACTION: Matters relating to exchange service that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:
- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 60-10a
Title: General exchange service policies
Authority: To be determined.
Privacy Act: Not applicable.
Description: Information accumulated at the installation level in exercising command oversight of the exchange system. Included is information on liaison with exchange manager, requirements for opening exchange facilities, requests for stockage items, enforcement of Army resale policies, advice to AAFES on tax and claim matters, provision of utilities to exchange activities, policy on issuance of identification information authorizing use of facilities, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation or its successor.

FN: 60-20a
Title: Exchange service operating policies
Authority: To be determined.
Privacy Act: Not applicable.
Description: Information accumulated at the installation level in overseeing actual exchange operations (as opposed to the policy oversight of FN 60-10a above). Included is information relating to activities and patronage, sales operations and procurement, theater operations, taxes, fiscal management, administration policies, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation or its successor.

FN: 60-20b
Title: Ration control systems
Authority: NC1-AU-86-23
Privacy Act: A0060-20DAMO
Description: Information accumulated in overseas commands to comply with Joint Services blackmarket monitoring control policy and to maintain records of controlled items purchased at retail sales facilities. Included are applications, ration control plates, authorizations, registers, sales slips, and similar information.

Disposition: Destroy when no longer needed for current operations or when no longer needed to meet host country laws and regulations.
B-24. File category 65: Postal service  
   a. Prescribing directive. Postal matters are now prescribed by—  
      (1) AR 600-8-3, Unit Postal Operations.  
      (2) DOD Postal Manual 4525.6-M, Volume II, Mail Handling  
         and Delivery Procedures for Mail Rooms and Postal Service  
         Centers.  
   b. Description. None. This category is rescinded. Files will be es-  
      tablished as shown in table B-28.

Table B-28  
File category 65: Postal service—rescinded FNs—Continued

FN: 65r  
Title: Foreign postal agreements.  
Use: FN 600-8-3r

FN: 65s  
Title: APO establishment files  
Use: FN 600-8-3s

FN: 65t  
Title: Postal service authorizations  
Use: FN 600-8-3t

FN: 65u  
Title: Mail carrier irregularity files  
Use: FN 600-8-3u

FN: 65v  
Title: Unit locator  
Use: FN 600-8-3v

FN: 65w  
Title: Not applicable  
Use: Not applicable

FN: 65x  
Title: Mail manifests  
Use: FN 600-8-3x

FN: 65y  
Title: EFM processing files  
Use: FN 600-8-3y

FN: 65z  
Title: Mail controls  
Use: FN 600-8-3z

FN: 65aa  
Title: Accountable equipment files  
Use: FN 600-8-3aa

FN: 65bb  
Title: U.S. Postal Service accountable mail files  
Use: FN 600-8-3bb

FN: 65cc  
Title: Money order account files  
Use: 600-8-3cc

FN: 65dd  
Title: Postage stamp stock accounts  
Use: 600-8-3dd

B-25. File category 66: Courier service  
   b. Description. These files relate to procedures and instructions  
      pertaining to transmission of material requiring protected handling  
      by military courier. These includes organization of the Armed  
      Forces Courier Service, responsibilities of couriers, material author-  
      ized for transmission, transportation systems, and forms and  
      records required. See table B-29.

Table B-29  
File category 66: Courier service

FN: 66  
Title: General courier service correspondence files  
Authority: NN-167-51 and NN-165-192  
Privacy Act: Not applicable.  
Description:  
a. ACTION: Routine comments on regulations, directives, or other  
publications prepared by another office with chief responsibility;
program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to
doices in charge of these functions; routine or general requests for
information and replies; informal reports with related information,
general recommendations and suggestions with all types of
transmittals; other transactions of a general, routine, and administrative
nature; and other information relating to courier service which cannot
logically be filed with the detailed record series listed below. (This does
not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to courier service that are received for
information only, on which no action is required. These include cards,
lists, indexes, or other items which are created solely to facilitate or
control work; extra copies of actions maintained by action officers,
duplicate copies of actions accumulated by supervisory offices
(establish and keep only when necessary), and notes, drafts, feeder
reports, and similar working information gathered for preparation of an
action.
Disposition:
a. ACTION: Destroy after 2 years.
b. NONACTION: Destroy when no longer needed for current
operations.

FN: 66-5a
Title: Station establishment files
Authority: NC1-AU-78-96
Privacy Act: Not applicable.
Description: Information relating to the establishment or
disestablishment of courier stations.
Disposition: Headquarters, Armed Forces Courier Service: Destroy in
CFA 10 years after disestablishment of a station.

FN: 66-5b
Title: Designated courier files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to designation of Armed Forces
Courier Service (ARFCOS) couriers. Included are forms designating
couriers, reports of refusal to act as designated courier, and related
information.
Disposition: Headquarters, ARFCOS, and courier stations: Destroy after
6 years.

FN: 66-5c
Title: Authorization records
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting recipients authorized to receive
ARFCOS materials.
Disposition: Destroy 1 year after supersession or cancellation.

FN: 66-5d
Title: Card and key accountability files
Authority: NN-163-54
Privacy Act: Not applicable.
Description: Information reflecting accountability for ARFCOS
identification cards and rotary lock keys. Included are receipts signed
by courier officers, commanding officers, and officers in charge of
courier station for the station's allotment of cards and keys.
Disposition: Headquarters, ARFCOS, and courier stations: Destroy on
receipt of a new or adjusted receipt, or on return of card or key.

FN: 66-5e
Title: Identification cards
Authority: GRS 11, Item 4a
Privacy Act: AO190-13CFSC
Description: Identification cards for ARFCOS couriers and courier
assistants.
Disposition:
a. Courier Stations: Destroy card upon expiration or revocation and
forward letter of destruction to the Director, ARFCOS, Alexandria, VA
22331.
b. Headquarters, ARFCOS: Destroy letter upon completion of
accounting action.
Table B-29
File category 66: Courier service—Continued

Privacy Act: Not applicable.
Description: Information relating to the loss or possible compromise of ARFCOS material, violations concerning the use of ARFCOS, irregularity reports, and general operational problems. Included are reports, recommendations, and related information.
Disposition: Headquarters ARFCOS: Destroy after 3 years in CFA.

FN: 66-5p
Title: Supplies and equipment requests
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information used in requisitioning ARFCOS supplies and equipment.
Disposition: Courier stations: Destroy after 1 year.

FN: 66-5q
Title: Pouch labels
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information used to label pouches transported by ARFCOS.
Disposition: Courier stations: Destroy when they have served their purpose.

B-26. File category 70: Research, development, and acquisition

a. Prescribing directives.
(1) AR 70-1, Systems Acquisition Policy and Procedures.
(2) AR 70-2, Materiel Status Recording.
(3) AR 70-9, Army Research Information Systems and Report.
(4) AR 70-10, Test and Evaluation During Development and Acquisition of Material.
(5) AR 7-14, Publication and Reprints of Articles in Professional Journals.
(6) AR 70-16, Department of the Army System Coordinator (DASC) System.
(7) AR 70-17, System/Program/Project/Product Management.
(8) AR 70-25, Use of Volunteers as Subjects of Research.
(9) AR 70-28, Assigning Popular Names to Major Items of Equipment.
(10) AR 70-31, Standards for Technical Reporting.
(11) AR 70-33, Mutual Weapons Development Data Exchange Program (MWDDEP) and Defense Development Exchange Program (DDEP).
(12) AR 70-35, Advanced Planning Information for Research and Development.
(13) AR 70-37, Configuration Management.
(14) AR 70-41, Cooperation with Allies and Other Nations in Research and Development of Defense Equipment.
(15) AR 70-44, DOD Engineering for Transportability.
(16) AR 70-58, International Professional (Scientists and Engineers) Exchange Program.
(17) AR 70-61, Type Classification of Army Materiel.
(18) AR 70-66, United States-Canadian Defense Development Sharing Program.

b. Description. These records concern policies, procedures, and standards for research, development, and acquisition. Included production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, material, methods, and utilization of human resources can be devised and introduced into the Army inventory, studies to establish technical adequacy and qualitative characteristics of materiel, exchange of and access to technical and scientific information, collaboration on changes and modifications of development items based on results of studies and tests, policies and procedures for materiel acquisition system management. See table B-30.

Table B-30
File category 70: Research, development, and acquisition

FN: 70
Title: General research, development, and acquisition correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:
a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations, and suggestions with all types of transmittals, transactions of a general, routine, and administrative nature; and other information relating to research, development, and acquisition which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)
b. NONACTION: Matters relating to research, development, and acquisition that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
Disposition:
a. ACTION: Destroy after 2 years.
b. NONACTION: Destroy when no longer needed for current operations.

FN: 70-1a
Title: New equipment training program development files
Authority: NCI-AU-80–18
Privacy Act: Not applicable.
Description: Information accumulated in developing new equipment training concepts, policies, procedures, and directives. Included are new equipment training plans, personnel requirements information, mission orders, contract data requirements lists, materiel fielding plans, inspection and receiving reports, programs of instruction, lesson plans, training statements of work, training and equipment specifications, coordinating actions, and related information.
Disposition:
a. Office developing the training program: Destroy 2 years after training responsibilities are transferred to an Army, civilian, or other U.S. Government affiliated school, or decision is made to discontinue the training.
b. Other offices: Destroy after 2 years.

FN: 70-1b
Title: Combat/training development requirements
Authority: NCI-AU–77–174
Privacy Act: Not applicable.
Description: Information reflecting requirements for studies, material, war games, field experiments, troop tests, international standardization actions, doctrinal media, tables of organization and equipment, and other combat development actions, dates required, and action agency. Included are policy and procedural memorandums and directives, program documents, revisions thereto, coordinating actions, and related information.
Disposition:
a. Office responsible for preparation of program: Destroy after 20 years.
b. Other offices: Destroy after 2 years, or on supersession or obsolescence, whichever is first.

FN: 70-1c
Title: Combat/training development annual reviews
Authority: NCI-AU–77–174
Privacy Act: Not applicable.
Description: Information summarizing actions taken on review of material requirement documents, status of and comments on studies, results of field experiments and troop tests and similar combat development activities. Included are copies of published annual reviews and contributions and communications relating to them.
Table B-30
File category 70: Research, development, and acquisition—Continued

Disposition:
a. Office responsible for preparation and issue: Destroy after 20 years.
b. Other offices: Destroy after 2 years.

FN: 70-1d
Title: Combat/training development quarterly reviews.
Authority: NC1-AU-77-174
Privacy Act: Not applicable.
Description: Information to guide and inform combat development agencies of major actions, current trends, and problems. Included are copies of published reviews, requests for information on validity of material requirements, and contributions and communications relating to them.
Disposition:
a. Office responsible for preparation and issue: Destroy after 20 years.
b. Other offices: Destroy after 2 years.

FN: 70-1e
Title: Materiel development objectives
Authority: NC1-AU-77-174
Privacy Act: Not applicable.
Description: Information relating to preparation, coordination, approval, and issue of statements of requirements for materiel requiring exploratory or advanced development to determine its feasibility sufficiently to establish qualitative material requirements (QMRs). Included are recommended qualitative material development objectives (QMDOs) and advance development objectives (ADOs), coordinating actions, approvals or disapprovals, and copies of the published QMDOs or ADOs and communications relating to them.
Disposition:
a. HQ, TRADOC office responsible for submitting the QMDO or ADO to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.

FN: 70-1f
Title: Materiel requirements
Authority: NC1-AU-77-174
Privacy Act: Not applicable.
Description: Information relating to preparation and coordination of statements reflecting requirements for materiel of proven feasibility needed to meet operational and organizational objectives of the Army. Included are recommendations for new ROC, QMR and materiel need (MN), coordinating actions, copies of published requirements and related information.
Disposition:
a. HQ, TRADOC or other combat developer office responsible for preparing and submitting requirement to HQDA and HQDA office having approval authority: Permanent.
b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.

FN: 70-1g
Title: Small development requirements
Authority: NC1-AU-77-174
Privacy Act: Not applicable.
Description: Information relating to preparation and coordination of statements of requirement for development of training devices, major innovations or improvements to existing equipment, and components or parts intended for two or more types of equipment. Small development requirements (SDRs) are used to state requirements for items of proven feasibility which do not warrant establishment of a qualitative material requirement. Included are recommendations for SDRs, coordinating actions pertaining to them, and copies of published SDRs.
Disposition:
a. HQ, TRADOC office responsible for submitting SDR to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.

Table B-30
File category 70: Research, development, and acquisition—Continued

FN: 70-1h
Title: Combat/training development objectives and requirements priorities
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to establishing priorities on combat development objectives and requirements including changes to them. Included are published lists of recommended priorities and related information.
Disposition:
a. Office responsible for preparation: Destroy after 2 years.
b. Other offices: Destroy after 1 year.

FN: 70-1i
Title: Material monitoring files
Authority: NC-AU-75-19
Privacy Act: Not applicable.
Description: Information accumulated in reviewing, commenting on, and submitting SDRs. Included are coordinating actions, communications relating to the requirements or proposals, and copies of the requirements or proposals.
Disposition: Destroy 2 years after completion or termination of the related project.

FN: 70-1j
Title: Non-Army materiel comments
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information accumulated in reviewing, commenting on, and establishing the Army position on statements of materiel requirements or material development proposals of the Air Force, Navy, Marine Corps, or other non-Army organizations, but exclusive of comments on materiel proposed for international standardization. Included are coordinating actions, communications relating to the requirements or proposals, and copies of the requirements or proposals.
Disposition: Destroy after 2 years.

FN: 70-1k
Title: Joint research development objectives and joint operational requirements
Authority: NC1-AU-77-121
Privacy Act: Not applicable.
Description: Information relating to joint objectives and requirements. Included are coordination actions which provide HQDA position on such joint documentation to include comments for approval, disapproval, or revision, and copies of published joint documents.
Disposition: Destroy 2 years after completion or termination of program or project.

FN: 70-1m
Title: RD supervisory files
Authority: NC-AU-75-19
Privacy Act: Not applicable.
Description: Information relating to overall administration of research, development, test, and evaluation activities which due to their general nature cannot logically be filed with information relating to a specific project or task.
Disposition:
a. Offices having Army-wide responsibility, offices of developing agencies at the Army Staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.
b. Offices at headquarters of intermediate commands responsible for supervision of the Research and Development (RD) function: Permanent.
c. Offices involved in research, development, test or evaluation at installations and laboratories: Destroy after 5 years.
Table B-30
File category 70: Research, development, and acquisition—Continued

| FN: 70-1n |
| Title: RD project controls |
| Authority: NC1-AU-75-19 |
| Privacy Act: Not applicable. |
| Description: Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analyses of specific RD projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title. |
| Disposition: Destroy after 2 years. |

Table B-30
File category 70: Research, development, and acquisition—Continued

| FN: 70-11 |
| Title: RD project reports |
| Authority: NC1-AU-75-19 |
| Privacy Act: Not applicable. |
| Description: Reports prepared by developing agencies containing information about individual research, development, test, and evaluation projects and project tasks, including the identification, time phasing, resource requirements, objectives, and other information about the project or task. Included are research and development plans and similar reports. |
| Disposition: Destroy when no longer needed for current operations. |

Table B-30
File category 70: Research, development, and acquisition—Continued

| FN: 70-1p |
| Title: RD specifications and drawings |
| Authority: NC1-AU-75-19 |
| Privacy Act: Not applicable. |
| Description: Preliminary, experimental, and final specifications and drawings created in connection with research and development projects. Arrange by drawing or specification number, by project, or item nomenclature. |
| Disposition: Destroy if supersession or obsolescence. |

| FN: 70-1r |
| Title: RD item cases |
| Authority: NN-164-25 |
| Privacy Act: Not applicable. |
| Description: Information created in connection with a specific project, task, or subtask as described in FN 70-1s through FN 70-1r. It is impractical or undesirable to file the segments of the item case file separately. |
| Disposition: Destroy 6 years after completion or termination of the project, task, or subtask. |

| FN: 70-1s |
| Title: Authorizations |
| Authority: NN-164-25 |
| Privacy Act: Not applicable. |
Table B-30
File category 70: Research, development, and acquisition—Continued

FN: 70-12
Title: RD item meetings
Authority: NN–164–25
Privacy Act: Not applicable.
Description: Minutes of meetings, conference reports, trip reports, reports of consultations, and similar information pertaining to the project, task, or subtask.
Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1aa
Title: RD item films
Authority: NN–164–25
Privacy Act: Not applicable.
Description: Motion picture films exposed and printed during research, development, test, and evaluation of a project, task, or subtask. Included are negatives having been forwarded to the Army Pictorial Center in accordance with AR 108–2.
Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1bb
Title: RD item photographs
Authority: NN–164–25
Privacy Act: Not applicable.
Description: Copies of photographs and color transparencies relating to a routine project, task, or subtask or for which the permanent negatives have been forwarded to the U.S. Army Photographic Agency in accordance with AR 108–2.
Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1cc
Title: RD item training files
Authority: NN–164–25
Privacy Act: Not applicable.
Description: Information relating to the preparation and coordination of science and technology objectives, or comparable information. Included are requirement documents, project number, security classification guide, in-process review results, type classification actions, and similar information.
Disposition: Destroy when no longer needed for current operations.

FN: 70-1dd
Title: RD item maintenance files
Authority: NN–164–25
Privacy Act: Not applicable.
Description: Information relating to the development of a maintenance support plan or maintenance package for the RD item. Included are draft maintenance allocations charts, lubrication orders, technical manuals, and spare parts lists.
Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1ee
Title: RD item completion notices
Authority: NN–164–25
Privacy Act: Not applicable.
Description: Information reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local document indicating that all research and development on the particular item has ceased.
Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1ff
Title: Other RD items
Authority: NN–164–25
Privacy Act: Not applicable.
Description: Other information as determined by the project, task, or subtask offices as being necessary for inclusion in the item files.
Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1gg
Title: International materiel evaluations
Authority: NC1–AU–84–13
Privacy Act: Not applicable.
Description: Information regarding the evaluation and acquisition of materiel already developed by allies and friendly nations which meets operational needs of the U.S. Army.
Disposition: a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current programs and cut off at the end of that year.
   b. Other offices: Destroy when no longer needed for current operations.

FN: 70-10a
Title: Combat/training development objectives
Authority: NC1–AU–77–174
Privacy Act: Not applicable.
Description: Information relating to the preparation and coordination of science and technology objectives, or comparable information. Included are requirement documents, project number, security classification guide, in-process review results, type classification actions, and similar information.
   b. Other offices: Destroy when no longer needed for current programs.

FN: 70-10b
Title: Test and experimentation CDOG changes
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Information accumulated from transmitting consolidated approved troop test and field experimentation projects to DA for publication in the combat developments objective guide (CDOG). Included are transmittal letters, documents containing a summary and objectives for each approved project, and communications relating to their submission.
Disposition: a. Office responsible for the submission: Destroy after 2 years.
   b. Other offices: Destroy after 2 years.

FN: 70-10c
Title: Troop tests
Authority: NC1–AU–78–52
Table B-30
File category 70: Research, development, and acquisition—Continued

Privacy Act: Not applicable.
Description: Information relating to planning, direction, and conduct of individual troop tests of new organizational and operational concepts and doctrine. Included are test directives and plans, coordinating actions, invitations to observers, observer reports, final test reports, and communications relating to the tests.
Disposition:
- b. Office at major command headquarters responsible for direction and administration of troop tests and offices of proposing agencies: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

FN: 70-10d
Title: Troop test final evaluations
Authority: NC1-AU-78-52
Privacy Act: Not applicable.
Description: Information relating to review, coordination, and final evaluation of reports of troop tests, including coordination at Army Staff level of conclusions resulting from tests which differ from concepts previously approved by DA.
Disposition:
- a. Office responsible for Army staff coordination of the final report and office responsible for final evaluation and submission to HQDA: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10e
Title: Field experimentation programs
Authority: NC1-AU-78-52
Privacy Act: Not applicable.
Description: Information relating to preparation, review, and approval of the program governing field experimentation with operational and organizational concepts, doctrine, and techniques. Included are recommendations for major and minor experiments, coordinating actions, and copies of the published experimentation programs.
Disposition:
- b. Other offices: Destroy 2 years after end of the target fiscal year.

FN: 70-10f
Title: Field experiment controls
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information used in authorizing, controlling, and assisting in conduct of field experimentation on organizational and operational concepts and doctrine. Included are proposals for field experiments, general and specific program directives, training texts for organizing and training experimental organizations, outline and detailed plans for the experiment, arrangements for incorporating minor experiments into plans for major experiments, approvals and coordinating actions, and copies of the final reports.
Disposition:
- a. Office responsible for staff supervision and control of the experiments and offices of concepts and doctrine field agencies responsible for furnishing advice and assistance: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 70-10g
Title: Field experiment cases
Authority: NC1-AU-78-52
Privacy Act: Not applicable.
Description: Information reflecting the continuing history of a field experiment from the initiation and planning phase, through conduct and reporting, to termination or completion. Included are experiment directives, feasibility studies on proposed experiments, outline plans with basic evaluation plans, detailed and training plans, and texts used for organizing and training experimental units, communications with supporting and advising agencies, and maps, photographs, and other information experiment leaders consider necessary to document the case file.

FN: 70-10h
Title: Field experiment final evaluations
Authority: NC1-AU-78-52
Privacy Act: Not applicable.
Description: Information relating to the review, coordination, and final evaluation of reports of field experiments on organizational and operational concepts. Included are final reports of field experiments and other reports required by the experiment directives, documents containing evaluations and official positions on the reports, and coordinating actions on the final reports.
Disposition:
- a. Office responsible for coordination of the experiment report at the Army Staff, and office at major command headquarters responsible for final evaluation: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10i
Title: War gaming files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information accumulated from subjecting organizational concepts to operations research analysis under prescribed rules of play representing actual conditions and using planning factors as realistic as possible. Included are completed specialized war game forms, documents containing rules, plans, and methods for each war game played, special texts and technical information, war game and contractor analysis reports, and communications providing assistance and advice for the war games.
Disposition:
- a. Office responsible for conducting the war game: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 70-10j
Title: War game final evaluations
Authority: NC1-AU-78-54
Privacy Act: Not applicable.
Description: Information relating to the review, coordination, evaluation, and preparation of the official position on the results of war games. Included are analysis and evaluation of the war games, official position papers, and coordinating actions.
Disposition:
- a. Office responsible for establishing the official position and office responsible for coordinating the results of war games at the Army Staff: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10k
Title: War game handbooks
Authority: NC1-AU-78-54
Privacy Act: Not applicable.
Description: Information relating to preparation, review, and issuance of books prescribing rules, methods, techniques, and procedures which may or must be used in war gaming. Included are coordinating actions on proposed war game handbooks, copies of the published handbooks, and communications relating to them.
Disposition:
- b. Other offices: Destroy after 2 years, on supersession, or obsolescence, as applicable.

FN: 70-10m
Title: Test and experiment comments
Authority: NC-AU-75-19
Privacy Act: Not applicable.
Description: Information related to reviewing and commenting on plans for, results of, or the methods used in organizational and operational war games, field experiments, and tests conducted by organizations outside the Army combat development system. These
<table>
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<th>Table B-30</th>
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<tr>
<td>File category 70: Research, development, and acquisition—Continued</td>
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</table>

Files consist of test, experiment, and war game reports, coordinating actions, and similar information.

**Disposition:**
- a. Office responsible for preparation of the Army comment or establishment of the Army position: Permanent.
- b. Other offices: Destroy after 2 years.

<table>
<thead>
<tr>
<th>FN: 70–10n</th>
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<tbody>
<tr>
<td>Title: Test schedules</td>
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<tr>
<td>Authority: NC–AU–78–107</td>
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<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information created in the development of coordinated, integrated, command-wide testing schedules. Included are reports or minutes of test scheduling conferences, test program documents, coordinating actions, and similar information.</td>
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<td>Disposition: Destroy after 2 years.</td>
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<th>FN: 70–10p</th>
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<tbody>
<tr>
<td>Title: Installation test schedules</td>
</tr>
<tr>
<td>Authority: NN–164–25</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information relating to the management, administration, and control of tests of research and development and other items which are conducted by subordinate testing organizations. Included are engineering, service, and other test directives, plans, and reports, and correspondence relating to the testing.</td>
</tr>
<tr>
<td>Disposition: Offices of test directors at intermediate command headquarters, and offices of system test managers: Destroy 5 years after completion of the last scheduled test of the item.</td>
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<th>FN: 70–10q</th>
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<tbody>
<tr>
<td>Title: Testing element controls</td>
</tr>
<tr>
<td>Authority: NN–166–204</td>
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<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information used by testing organizations to authorize, schedule, and control the testing and evaluation of individual items. Included are copies of project orders, copies of operating schedules, critical events feeder reports, and similar information.</td>
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<tr>
<td>Disposition: Destroy 2 years after completion of related test.</td>
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<th>FN: 70–10r</th>
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</thead>
<tbody>
<tr>
<td>Title: Item tests</td>
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<tr>
<td>Authority: NN–166–204</td>
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<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information relating to the testing and evaluation of research and development items (and in some cases production items) to make sure that design, technical, and military characteristics and requirements are met and to provide design agencies with information for contract administration. Included are research, environmental, engineering, service, and other test directives; plans; preliminary and final reports; firing reports; related correspondence; and comparable test data.</td>
</tr>
<tr>
<td>Disposition:</td>
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</tbody>
</table>
- a. Testing organizations: Destroy 5 years after approval of final test report.
- b. Testing element of testing organization: Destroy when no longer needed for conduct of testing. |

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<thead>
<tr>
<th>FN: 70–14a</th>
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<tbody>
<tr>
<td>Title: Scientific and professional articles</td>
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<tr>
<td>Authority: NC–AU–75–8</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.</td>
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<td>Disposition: Destroy after 5 years.</td>
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<tr>
<th>FN: 70–16a</th>
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<tbody>
<tr>
<td>Title: RD project controls</td>
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<tr>
<td>Authority: N1–AU–87–1</td>
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<td>Privacy Act: Not applicable.</td>
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<tr>
<td>File category 70: Research, development, and acquisition—Continued</td>
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</tbody>
</table>

Description: Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project apraisals, recommendations for project initiation or cancellation, review and analysis of specific research and development projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature or title.

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<th>FN: 70–17a</th>
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<tbody>
<tr>
<td>Title: Project management plans</td>
</tr>
<tr>
<td>Authority: N1–AU–87–3</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Information reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and to inform higher authority of the system's status. Included are project management master plans, superseded and obsolete parts of the plans, reports used to keep the plan current, and similar information.</td>
</tr>
<tr>
<td>Disposition:</td>
</tr>
</tbody>
</table>
- a. Office of the project manager: Permanent. PIF on removal of the item or system from project management control and cut off at the end of that year.
- b. Other Offices: Destroy on supersession, obsolescence, or when no longer needed for reference. |

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<tr>
<th>FN: 70–17b</th>
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<tbody>
<tr>
<td>Title: Project manager controls</td>
</tr>
<tr>
<td>Authority: NN–164–25</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: This information reflects control of research, development, procurement, production, storage, and issue of those weapon and equipment systems which are selected for special management because of urgent operational needs, high unit or total cost, technical complexity, or unusual political implications. This information, as such, is accumulated only by offices of those project managers who rely on other Army installations or commands to contract for and directly supervise the technical and engineering aspects of the system. Information accumulated by offices of project managers who are responsible for the direct technical administration of the engineering aspects of a particular system should be filed under the appropriate functional file, for example, research and development item case file, industrial engineering case file, and contract file, since information which may be required for future historical, legal, or administrative purposes may not be documented elsewhere.</td>
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<tr>
<td>Disposition: Destroy 6 years after removal of the item or system from Project Management Control.</td>
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<th>FN: 70–17c</th>
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<tbody>
<tr>
<td>Title: Project registers</td>
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<tr>
<td>Authority: NC–AU–78–126</td>
</tr>
<tr>
<td>Privacy Act: Not applicable.</td>
</tr>
<tr>
<td>Description: Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.</td>
</tr>
<tr>
<td>Disposition:</td>
</tr>
</tbody>
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Table B-30
File category 70: Research, development, and acquisition—Continued

| a. Offices of the Army staff and headquarters at major and intermediate commands: Permanent. PIF on supersession, even if register is filed, or on completion of the project, whichever is applicable, and cut off at the end of that year. |
| b. Other offices: Destroy when no longer needed for current operations. |

**FN:** 70-17d
**Title:** Commodity management controls
**Authority:** NN-194-2
**Privacy Act:** Not applicable.
**Description:** Commodity plans for selected items and related information reflecting the development, procurement, production, storage, issue, maintenance, and disposition of individual items of equipment controlled and reported on by commodity managers. Included are copies of GMRs, research and development project cards, technical characteristics, minutes of technical committee meetings, funding information documents, contracts and other procurement information, basis-of-issue documents, correspondence, and other information containing historical data on the particular item.
**Disposition:** Destroy when final disposition of the item. However, folders pertaining to completed phases, such as research and development, industrial engineering, and procurement may be withdrawn and destroyed on completion of the phase.

**FN:** 70-25a
**Title:** Research medical volunteer registry
**Authority:** NC1-AU-85-52
**Privacy Act:** A70-25DASG
**Description:** Information contained in a registry pertaining to personal demographic data on individuals participating in medical research. Included are name, SSN, sex, date of birth, and similar information.
**Disposition:** After 65 years.

**FN:** 70-28a
**Title:** Equipment names
**Authority:** NC1-AU-84-36
**Privacy Act:** Not applicable.
**Description:** Information relating to development items of equipment. Included are correspondence containing proposed names, coordinating actions on the proposed names, approvals, and similar information.
**Disposition:**
- a. Approval authority: Permanent.
- b. Office proposing equipment name: Destroy when system is no longer operational.

**FN:** 70-31a
**Title:** Technical report records
**Authority:** N1-AU-86-60
**Privacy Act:** Not applicable.
**Description:** These files consist of one copy of each preliminary, progress, or final research and development technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.
**Disposition:** Office responsible for preparation or issue or requiring preparation by contractor: Permanent. Cut off annually and retire with next regular transfer or retirement.

**FN:** 70-31b
**Title:** Technical references
**Authority:** NC-AU-75-19
**Privacy Act:** Not applicable.
**Description:** Copies of documents maintained to provide reference for an entire research and development agency, command, installation, or activity. They include one copy of each technical report or publication issued by the organization or received from its contractors and one copy of these reports of interest which are received from other sources.

**Table B-30**
File category 70: Research, development, and acquisition—Continued

| Disposition: Destroy on supersession, or when no longer needed for reference. |

**FN:** 70-33a
**Title:** MWDDEP and DDEP files
**Authority:** NC1-AU-84-16
**Privacy Act:** Not applicable.
**Description:** Information relating to the Army's participation in the Mutual Weapons Development Data Exchange Program (MWDDEP) and the Defense Development Exchange Program (DDEP). Included are master agreements, data exchange annex (DEA) proposals, coordinations, and approvals, visit coordinations and approvals, reports, correspondence, similar information.
**Disposition:**
- a. Office having Army-wide responsibility: Permanent. Cutoff on termination of DEA.
- b. Other offices. Destroy 2 years after termination of DEA.

**FN:** 70-35a
**Title:** Unfunded study files
**Authority:** NC1-AU-85-73
**Privacy Act:** Not applicable.
**Description:** Information related to studies conducted and funded by civilian concerns as a part of their defense oriented research and development programs. Included are study assistance requests or applications, coordinating actions, policy agreements governing the release of information, copies of studies and evaluations thereto, and similar information.
**Disposition:**
- a. Sponsoring developing agencies or commands:
  - (1) Final reports: Permanent.
  - (2) All other files: Destroy 5 years after completion of study.
- b. Technical monitoring office: Destroy 5 years after completion of study.
- c. Monitoring office: Destroy 2 years after completion of study.

**FN:** 70-35b
**Title:** Problem statements
**Authority:** NN-167-37
**Privacy Act:** Not applicable.
**Description:** Information on individual research and development problems and needs provided to industrial, academic, and nonprofit research concerns. The information enables the concerns to determine how they can most effectively seek participation in the Army research and development program, to prepare and submit unsolicited proposals directed toward solving the stated needs, and to orient their research and development programs toward maintaining the capability for response to definite requirements for research or hardware development. Included are completed qualitative requirements information (QRI) forms or comparable problem statements, coordinating actions, communications from qualified concerns indicating whether or not they can assist in fulfilling the stated needs, and related information (but not unsolicited proposals, or reports equivalent thereto, resulting from the QRI or problem statement).
**Disposition:** Destroy 2 years after revision, cancellation, or expiration of the QRI or problem statement.

**FN:** 70-35c
**Title:** Information-to-industry briefings
**Authority:** NN-167-37
**Privacy Act:** Not applicable.
**Description:** Information created in briefing representatives of industrial, academic, and nonprofit research concerns on current research and development problems and anticipated requirements. Included are briefing invitations and announcements, registration documents, listings of attendees, agendas, minutes of briefings or copies of presentations given, and similar information.
**Disposition:** Destroy after 5 years.

**FN:** 70-35d
**Title:** APCP registrations
**Authority:** NN-167-37
**Privacy Act:** Not applicable.
### Table B-30
**File category 70: Research, development, and acquisition—Continued**

**Description:** Information accumulated in qualifying and registering industrial, academic, and research concerns for participation in the Army Potential Contractor Program (APCP) or comparable program. Included are application forms and brochures reflecting qualifications of the concerns, evaluations of qualifications, copies of policy agreements for release of APCP information, confirmatory approvals, and similar information.

**Disposition:** Destroy 1 year after registration terminates.

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**FN: 70-37a**
**Title:** Configuration Management

**Authority:** N1-AU-90-18

**Privacy Act:** Not applicable.

**Description:** Documentation used for defining the engineering approved design and baseline management of Army materiel, including software, in terms of specifications, drawings and associated records, and documentation proposing and controlling changes to, or departures from, that approved design using engineering change proposals (ECPs), requests for waiver (RFWs), and related correspondence.

**Disposition:**
- a. Requesting office: Destroy after 5 years.
- b. Approving office: Destroy 2 years after materiel has been exhausted from the system.

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**FN: 70-41a**
**Title:** Cooperative RD files

**Authority:** NC1-AU-84-15

**Privacy Act:** Not applicable.

**Description:** Information initiating cooperative research and development efforts (Memorandums of Understanding, MOUs) among allies and other foreign countries to increase international standardization, simplify international logistics, and improve the use of scientific and technical resources. Included is information involved in the negotiation, staffing, and approval of MOUs and similar information.

**Disposition:**
- b. Other offices: Destroy after 3 years.

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**FN: 70-41b**
**Title:** Foreign scientific information

**Authority:** N1-AU-86-2

**Privacy Act:** Not applicable.

**Description:** Information relating to relationships with foreign nations respecting the exchange and collection of scientific information. Included is information relating to plans for cooperation, discussions, visits with foreign government officials, and information concerning comparable relationships.

**Disposition:** Permanent.

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**FN: 70-44a**
**Title:** Transportability criteria files

**Authority:** To be determined

**Privacy Act:** Not applicable.

**Description:** Information accumulated by the transportability agent participating in each materiel development command program or project. Included is information on transportation constraints, special permit requirements, environmental standards, tiedown procedures, and comparable information relating to transportability criteria in all required modes.

**Disposition:** Retain in CFA until disposition instructions are published in this regulation.

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**FN: 70-45a**
**Title:** Scientific and raw data

**Authority:** NN-166-204

**Privacy Act:** Not applicable.

**Description:** Information maintained and used by scientific and engineering personnel for research, development, and test of an item, a group of items, or within a field of scientific inquiry. Included are scientific notes, drafts of technical reports and articles, telemetering, oscilloscopes, and time and motion films and recordings, types, punched cards, round recordings, and similar rough or raw data which is not made a part of the official research and development item case file.

**Disposition:** Destroy on incorporation or summarization of the data in a technical report or paper, on completion of the project, task, or subtask, or when no longer needed for research within the field of inquiry.

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**FN: 70-55a**
**Title:** RD supervisory files (Rescinded; use FN 70-1m.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN: 70-55b**
**Title:** Laboratory notebooks (Rescinded; use FN 27-60tt.)

**Authority:** Not applicable.

**Privacy Act:** Not applicable.

**Description:** Not applicable.

**Disposition:** Not applicable.

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**FN: 70-58a**
**Title:** International Professional (Scientist and Engineers) Exchange Program files

**Authority:** NC1-AU-84-17

**Privacy Act:** Not applicable.

**Description:** Information relating to the exchange of foreign and U.S. professional personnel for RDTE assignments. Included are assignment coordinations, resumes, performance evaluations, and similar information.

**Disposition:**
- a. Office having Army-wide responsibility:
  - (1) Records relating to overall policies and procedures, including overall aspects of specific country programs: Permanent.
  - b. Other offices: Destroy after 5 years.

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**FN: 70-61a**
**Title:** RD project items

**Authority:** NC1-AU-81-9

**Privacy Act:** Not applicable.

**Description:** Case or item files consisting of information relating to the establishment, revision, or termination of projects, the assignment of type designators (model numbers), type classification, and comparable matters. Arrange by project or item number, by nomenclature, or by chronology.

**Disposition:** Office of the committee chairman or secretariat, whichever is designated as the office of record:
- a. Chairman or secretariat at the Army staff: Permanent. Retire 2 years after completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action.
- b. Chairman or secretariat at headquarters of major and intermediate commands: Permanent. PIF on completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action and cut off at the end of that year. Retire after 2 years in the CFA and 3 years in the RHA.

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**FN: 70-66a**
**Title:** Development sharing program files

**Authority:** NC1-AU-84-17

**Privacy Act:** Not applicable.

**Description:** Information accumulated from the U.S. Army implementation of the United States-Canadian Defense Development Sharing Program (DDSP). Included are correspondence or other documents exchanging information about projected development projects, proposals to participate in developmental projects, and similar information.

**Disposition:**
- a. Office having Army-wide responsibility: Permanent. PIF on termination of project and cut off at the end of that year.
- b. Other offices: Destroy 2 years after termination of project.
Table B-30
File category 70: Research, development, and acquisition—Continued

FN: 70–74a
Title: Independent research program reviews
Authority: NN–165–17
Privacy Act: Not applicable.
Description: Information relating to the review of industrial research and development programs, supported in part by RDTE funds allowed for general overhead to assure that the Army does not conduct, contract for, or indicate a potential need for duplicate research. Included are company brochures summarizing the results of research efforts, retrieved copies of technical evaluations, coordinating actions, final evaluations, and similar information.
Disposition:
a. Offices at headquarters of developing agencies: Destroy after 6 years.
b. Other offices:
   (1) Brochures: Destroy when no longer needed for reference.
   (2) Other information: Destroy after 2 years.

B–27. File category 71: Force development
a. Prescribing directive.
   (1) AR 71–2, Basis of Issue Plans (BOIP), Qualitative and Quantitative Personnel Requirements Information (QQPRI).
   (2) AR 71–3, User Testing.
   (3) AR 71–13, The Department of the Army Equipment Authorization and Usage Program.
b. Description. These records concern development and formulation of new or revised doctrine, organizations, materiel objectives and requirements and their integration into the Army, requirements for a projected force structure, establishment of qualitative operational requirements for new equipment, and modernization and replacement of existing equipment. See table B–31.

Table B-31
File category 71: Force development

FN: 71
Title: General force development correspondence files
Privacy Act: Not applicable.
Description:
a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility, program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to force development which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30c.)
b. NONACTION: Matters relating to force development that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
Disposition:
a. ACTION: Destroy after 2 years.
b. NONACTION: Destroy when no longer needed for current operations.

Table B-31
File category 71: Force development—Continued

FN: 71–2a
Title: BOIP and QQPRI files
Authority: NC1–AU–77–107
Privacy Act: Not applicable.
Description: Information interrelated to TOEs, TDA, CTAs, JTAs, and automatic data processing (ADP) in which a new item of equipment will be placed, the number of items to be included in each organization element, and other equipment and personnel required to operate and support the new items being introduced into the Army system. Included are communications concerning the basis of issue plans (BOIP) and the qualitative and quantitative personnel requirements information (QQPRI), recommendations, comments, approvals, adjustments, and disapprovals, and related information.
Disposition:
a. Office responsible for approval: Permanent. Retire after two Consolidated TOE Updates (CTUs).
b. Office responsible for developing and recommending approval: Destroy 3 years after applied to TOE.
c. Other offices: Destroy 2 years after applied to TOE.

FN: 71–2b
Title: Doctrinal/training media status reports
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Information related to status reports on approved projects included in the doctrinal and training media program.
Disposition:
a. Offices of MACOM headquarters responsible for submission of the report to HQDA: Destroy after 5 years.
b. Reporting offices and other offices below the Army Staff: Destroy after 2 years.

FN: 71–2c
Title: TOE development files (Rescinded; use FN 71–31c.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 71–3a
Title: Combat/training development study schedules
Authority: NC1–AU–77–174
Privacy Act: Not applicable.
Description: Information relating to the development, coordination, and approval of combat development studies. Included are recommendations for changes to studies relating to combat development objectives and materiel requirements contained in Catalog of Approved Requirements Documents (CARDS), recommendations for new studies, coordinating actions or study proposals, draft programs, and copies of published schedules.
Disposition:
a. Office responsible for preparation of schedule: Destroy after 20 years.
b. Office recommending study project: Destroy after 5 years.
c. Other offices: Destroy after 2 years.

FN: 71–3b
Title: Troop test schedules
Authority: NC1–AU–78–52
Privacy Act: Not applicable.
Description: Information relating to preparation of a schedule reflecting approved tests to evaluate organizational and operational concepts, doctrine, techniques, and procedures or to further test equipment for its impact on these areas. Included are troop test project requirement proposals, coordinating actions, copies of published troop test programs, and communications relating to them.
Disposition:
a. Office responsible for final approval and office responsible for preparation and issue: Permanent.
b. Other offices: Destroy after 2 years.

FN: 71–3c
Title: Operational tests
Authority: NC1–AU–77–23
Privacy Act: Not applicable.

Table B-31
File category 71: Force development—Continued

Description: Information reflecting the planning, execution, reporting, and evaluation of operational tests, force development tests, and experimentation systems. Included are directives, test plans, reports, reference documents, test database records, evaluation reports, and related information.

Disposition:
(a) Office having Army-wide responsibility:
(1) Original documents converted to microform: Destroy after verification that the microforms meet prescribed quality standards and that the microform is an adequate substitute for the original documents.
(2) Microforms:
(a) One silver halide microform set and one diazo or vesicular set: Permanent. Retire along with the related indexes, lists, and finding media.
(b) Other microform copies: Destroy when no longer needed for current operations.
(3) Indexes, lists and other finding media: Permanent. Retire along with the appropriate microform sets.
(b) Other offices: Destroy upon completion of final test report.

FN: 71–3d
Title: Test and experiment raw data
Authority: NC1–AU–81–17
Privacy Act: Not applicable.
Description: Raw data accumulated in conducting troop tests and field experiments and maintained and used by test directors to generate reduced data. Included are raw data in its collected form, such as data forms, questionnaires, magnetic tapes (including printouts of tapes), films, and similar media.
Disposition: Destroy after 1 year, or when no longer needed for research within the field of inquiry, whichever is later.

FN: 71–13a
Title: Material allowances
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Documents reflecting allowances of materiel required by and authorized for Army units to accomplish both war and peacetime missions. They are used in computing quantitative requirements for materiel and supplies. Included are authorization documents, such as CTA, MTOE, TDA and operational projects; communications pertaining to the authorization documents; and copies of strategic, contingency, operational, and other plans which provide a basis for computing quantitative requirements.
Disposition: a. Offices responsible for final approval: Destroy 3 years after supersession or obsolescence of the basic allowance document.
(b) Other offices: Destroy 1 year after supersession or obsolescence of the basic allowance document.

 FN: 71–13b
Title: Equipment tables
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Tables or lists which govern the issue of equipment and supplies to units and organizations. Included are tables of organization, tables of equipment, and tables of allowances.
Disposition: Destroy on supersession or obsolescence.

FN: 71–13c
Title: Supply or equipment authorizations
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorizations.
Disposition: Destroy when incorporated in a numbered publication or on rescission, whichever is first.

FN: 71–13d
Title: TOE manpower authorization criteria files
Authority: NC1–AU–78–35
Privacy Act: Not applicable.
Description: Information relating to developing, refining, recommending, and approving of TOE manpower authorization criteria (MACRIT). The approved MACRIT provides factors and formulas for computing the numbers of direct workers required to perform a specified TOE work activity effectively.
Disposition:
(a) Office responsible for approving the MACRIT: Permanent. Cut off after 3 years or when cyclic revision is approved.
(b) Office responsible for developing MACRIT: Destroy after 3 years or when cyclic revision is approved.
(c) Other offices: Destroy after publication in AR 570–2.

FN: 71–31a
Title: Equipment tables (Rescinded; use FN 71–13b.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 71–31b
Title: TOE manpower authorization criteria (Rescinded; use FN 71–13d.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

B-28. File category 75: Explosives

a. Prescribing directives.
(1) AR 75–1, Malfunctions Involving Ammunition and Explosives (RCS CGSLD–1961(MIN)).
(2) AR 75–15, Responsibilities and Procedures for Explosive Ordnance Disposal.

b. Description. These records concern responsibilities and procedures in connection with use, safety, and disposition of explosives, and explosive ordnance disposal (EOD) activities. See table B–32.

Table B-32
File category 75: Explosives

FN: 75
Title: General explosives correspondence files
Privacy Act: Not applicable.
Description:
(a) ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility, program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature, and other information relating to explosives which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25–30q.)
(b) NONACTION: Matters relating to explosives that are received for information only, on which no action is required. These include cards,
Table B-32
File category 75: Explosives—Continued

listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:
(a) ACTION: Destroy after 2 years.
(b) NONACTION: Destroy when no longer needed for current operations.

FN: 75-1a
Title: Ammunition and explosives malfunction
Authority: N1-AU-87-15
Privacy Act: Not applicable.
Description: Information on the reporting of malfunctions of ammunition and explosives. Included are investigations, reports, forms, notifications of defects, suspension actions, and similar information.

Disposition: Destroy after 6 years.

FN: 75-15a
Title: ordnance incident reports
Authority: II-NNA-1039
Privacy Act: Not applicable.
Description: Reports on incident notification, requests for assistance, action taken concerning explosive ordnance that constitutes a potential hazard to operations, installations, personnel, or materiel, and assistance provided to civil authorities on disposal of nonmilitary commercial-type explosives, chemicals, or other dangerous articles. Included are reconnaissance reports, explosive ordnance incident reports, supporting documents, and related information.

Disposition:
(a) EOD control detachments: Destroy 6 years after close of FY involved.
(b) Other offices: Destroy 2 years after close of FY involved.

FN: 75-15b
Title: EOD activity reports
Authority: NN-172-194
Privacy Act: Not applicable.
Description: Reports reflecting summaries of EOD activities and workload status used in planning, programing, and revising EOD activities. Included are activity reports and related information.

Disposition:
(a) EOD staff offices: Destroy 6 years after close of FY involved.
(b) Other offices: Destroy 2 years after close of FY involved.

B-29. File category 95: Aviation
a. Prescribing directives.
(1) AR 95-1, Flight Regulations.
(2) AR 95-2, Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigation Aids.
(4) AR 95-10, U.S. Military Notices to Airmen (NOTAM) Systems.
(5) AR 95-87, Aircraft Hurricane Evacuation.

b. Description. These records concern Army flight regulations and operations, military aircraft identification and security control, Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records, investigation of flight violations, flight information and navigational aids, airfields and heliports, techniques, procedures, and personal qualifications involved in flight training. See table B-33. Records pertaining to aircraft and aircraft material as items of equipment or supply are placed in the applicable 700 series, records on aircraft accident reporting are in the 385 series (table B-31), and records on aircraft are in the 385 series. Rescinded file numbers in the 95 series are listed in table B-34.

Table B-33
File category 95: Aviation

FN: 95
Title: General aviation correspondence files
Authority: NN-167-31 and NN-165-192
Privacy Act: Not applicable.
Description:
(a) ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports; cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to aviation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30p.)
(b) NONACTION: Matters relating to aviation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:
(a) ACTION: Destroy after 2 years.
(b) NONACTION: Destroy when no longer needed for current operations.

FN: 95-1a
Title: Individual flight records (IFFR)
Authority: NC1-AU-82-15
Privacy Act: AO095-1TRADOC
Description: Information created by boards convened to evaluate professional qualifications of personnel recommended for designation as Army aviators or to evaluate personnel for flying deficiencies or other disqualifying conditions. Included are applications for instrument certificate, instrument examiner's flight examination records, annual written examination administrative records, and related information.

Disposition: Destroy after 2 years.

FN: 95-1c
Title: Flight examinations
Authority: NN-166-204
Privacy Act: AO095-1TRADOC
Description: Information accumulated in connection with the annual examination of Army aviators. Included are applications for instrument certificate, instrument examiner's flight examination records, annual written examination administrative records, and related information.

Disposition: Destroy after 2 years.

FN: 95-1d
Title: Flight Information
Authority: NC1-AU-78-108
Privacy Act: Not applicable.
Description: Information relating to the monitoring, collecting, evaluating, editing, and disseminating of flight information to appropriate civilian and military agencies. Included are proposed instrument approach procedures, notice to airmen, reports of Army airfield flight information, notices or errors and changes in facilities and navigation aids, communications relating to flight information, copies of the published flight information, and related information.
Disposition:
a. Office having Army-wide responsibility: Destroy material pertaining or resulting in a flight information publication 5 years after supersession or obsolescence of publication.
b. Other offices and TOE units: Destroy after 2 years or on supersession or obsolescence.

FN: 95–1e
Title: Aircraft operations
Authority: NC1–AU–79–54
Privacy Act: Not applicable.
Description: Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs; schedules reflecting takeoff time, destination, passenger manifest, and similar data; requests for, and cancellation of flights; and related information.
Disposition: Destroy after 2 years.

FN: 95–1f
Title: Installation flight rules
Authority: NC1–AU–79–108
Privacy Act: Not applicable.
Description: Information relating to the preparation, review, issuance, and interpretation of local rules governing flight operation at each installation where Army aircraft are operated. Included are coordinating actions on proposed rules, copies of the published rules, communications relating to the rules, and related information.
Disposition:
a. Offices responsible for preparation and issuance of the rules: Destroy 5 years after supersession or obsolescence of the rules.
b. Other offices: Destroy after 2 years.

FN: 95–1g
Title: Aircraft clearances
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.
Disposition: Destroy after 6 months.

FN: 95–1h
Title: Aircraft flight logs
Authority: NN–163–51
Privacy Act: Not applicable.
Description: Information used in the navigation of aircraft and reflecting air traffic control clearance instructions, navigational data required for proper navigation and position reporting, and comparable data. (Logs required to reconstruct flight for investigative purposes will become a part of the investigative file to which they pertain.)
Disposition: Destroy after 1 year.

FN: 95–1i
Title: Flight record summaries
Authority: NC–AU–75–4
Privacy Act: AO095–1TRADOC
Description: Information reflecting flying hours, aircraft qualifications, and biographical data of aviators, flight surgeons, and aviation medical officers of all components. Included are microfilm copies of individual flight records and flight certificates.
Disposition: Destroy in CFA after 20 years.

FN: 95–1j
Title: Flight plans
Authority: NN–173–63
Privacy Act: Not applicable.
Description: Information reflecting flight destination, aviator, time of departure, and other data concerning the flight. Included are military flight plan, local flight clearance, and operations log.
Disposition: Destroy after 3 months.

FN: 95–1k
Title: Aviation policies
Authority: NN–166–204
Privacy Act: Not applicable.

Table B–33
File category 95: Aviation—Continued

Table B–33
File category 95: Aviation—Continued

Disposition:
b. Coordinating offices: Destroy after 2 years.

FN: 95–1m
Title: Flight orders
Authority: NN–167–36
Privacy Act: AO095–1TRADOC
Description: Information authorizing individual flights of Army aircraft and crews outside the local flight area. Included are flight orders and related information.
Disposition: Destroy after 2 years.

FN: 95–1n
Title: Individual Aircrew Training Folder (IATF)
Authority: N1–AU–86–53
Privacy Act: AO095–1TRADOC
Description: Training information established and maintained by the commander on individual aviation personnel assigned or attached to Army aviation units. Included are Aircrew Training Manual (ATM) base tasks and individual commander’s task list for primary, alternate, and additional aircraft; maneuver grade and comment slips; standardization and instrument flight evaluations; no-notice flight evaluations; maintenance test pilot evaluations; aviation standardization committee designations; unit trainer, instructor pilot, standardization instructor pilot, maintenance test flight evaluator, and instrument flight examiner designations; and similar information.
Disposition: Place with individual flight records folder (IFRF) and forward with MPRJ upon retirement, discharge, resignation, assignment to USA control group, or death.

FN: 95–2a
Title: Airfield traffic activity reports
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.
Disposition:
a. Office having Army-wide responsibility: Destroy after 6 years.
b. Other offices: Destroy after 2 years.

FN: 95–2b
Title: Navigational aids installations
Authority: NN–172–104
Privacy Act: Not applicable.
Description: Information relating to the establishment, relocation, realignment, and discontinuance of radio navigational aids and the subsequent establishment of instrument approach procedures for Army airfields. Included are studies, coordinating actions, maps and charts, requests for technical assistance in determining the most effective locations for the navigational aids, reports on ground and flight checks, requests for instrument approach procedure services, approvals, related information, and pertinent data necessary for the establishment and publication of the procedure.
Note: Files maintained by the U.S. Army Flight Information Office are covered by FN 95–1d, Flight information.

FN: 95–2c
Title: Aircraft operations
Authority: NC1–AU–79–54
Privacy Act: Not applicable.
Description: Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs, schedules reflecting takeoff time, destination, passenger manifest, and
similar data, requests for and cancellation of flights, and related information.

Disposition: Destroy after 2 years.

FN: 95-2d
Title: Controller training and proficiency records
Authority: NN-163-51
Privacy Act: A0095-37TRADOC-ATC
Description: DA Form 3479-R (Individual Air Traffic Control Training and Proficiency Record).
Disposition: Transfer with MPRJ or civilian personnel folder, as applicable.

FN: 95-2e
Title: Airspace utilization reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reporting data on activities conducted, locations and boundaries of the conducted activities; time, days, weeks, and months of use; altitudes used; appropriate remarks; and similar data relating to the use of assigned restricted area, warning area, and controlled firing area airspace. Included are restricted area utilization reports, warning area and controlled firing area utilization reports, and related information.
Disposition:
  a. Office having Army-wide responsibility: Destroy after 5 years.
  b. Other offices: Destroy after 2 years.

FN: 95-2f
Title: Airspace use agreements
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Agreements and related information pertaining to joint use and shared use of airspace among Army activities and among Army and other activities.
Disposition: Destroy 2 years after revocation, rescission, or expiration of the agreement.

FN: 95-2g
Title: Airfield traffic activity reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.
Disposition:
  a. Office having Army-wide responsibility: Destroy after 6 years.
  b. Other offices: Destroy after 2 years.

FN: 95-2h
Title: Aircraft clearances
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.
Disposition: Destroy after 6 months.

FN: 95-2i
Title: Aids and procedures checks
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting the scheduled recurring flight checks of navigation aids by the Federal Aviation Administration and annual reviews of instrument approach procedures by Army commands, which do not result in the relocation or discontinuance of navigational aids, or in changes to instrument approach procedures. Included are reports of flight checks, reports of annual reviews, and related information.
Disposition: Destroy after 2 years.

FN: 95-2j
Title: Rule-making airspace cases
Authority: NC1-AU-78-108
Privacy Act: Not applicable.

Table B-33
File category 95: Aviation—Continued

Description: Information relating to Army proposals for the assignment, alteration, or revocation of restricted area, control area extension, control zone, and prohibited area airspace which require rule-making action by the Federal Aviation Agency (FAA). Included are airspace proposals, coordinating actions, studies, maps, approvals, disapprovals, and related information.

Disposition:
  a. Office having Army-wide responsibility: Destroy 5 years after disapproval or publication as a rule.
  b. Other offices: Destroy on disapproval as a rule.

FN: 95-2k
Title: Rule-making airspace comments
Authority: NC1-AU-78-108
Privacy Act: Not applicable.
Description: Information relating to evaluations and comments on rule-making proposals concerning the assignment, alteration, or revocation of airspace, if proposals originated with other agencies and if they might conflict with Army airspace interests. Included are comments, maps and related technical justification data, and related information.
Disposition:
  a. Office responsible for submitting written data to the FAA: Destroy 5 years after disapproval or publication as a rule.
  b. Other offices: Destroy on disapproval or publication as a rule.

FN: 95-2l
Title: Warning and controlled firing area files
Authority: NC1-AU-78-108
Privacy Act: Not applicable.
Description: Information relating to the notification to the FAA of the establishment of controlled firing areas in which ordnance firing or demolition is conducted under controlled conditions so as to eliminate hazards to aircraft, and the establishment of warning areas where operations are conducted which are not compatible with normal flight operations and constitute a hazard to nonparticipating aircraft. Included are warning area and controlled firing area airspace proposal files, coordinating actions, studies, maps, approvals, disapprovals, and related information.
Disposition:
  a. Office having Army-wide responsibility: Destroy 5 years after discontinuance of the firing area.
  b. Other offices: Destroy on supersession or rescission.

FN: 95-2m
Title: Nonrule-making proposal comments
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information accumulated in reviewing and commenting on nonrule-making proposals submitted by other agencies in order to ensure that there is no conflict with Army airspace interests. Included are copies of the proposal, FAA circulars, Army comments on the proposal, maps and charts, and related information.
Disposition:
  a. Offices of intermediate commands and offices of Army airspace representatives: Destroy after 5 years.
  b. Other offices: Destroy after 2 years.

FN: 95-2n
Title: Proposed construction notices
Authority: NN-163-51
Privacy Act: Not applicable.
Description: Information relating to the notification to the FAA of the proposed construction or alteration of any Army structure which might conflict with Army airspace interests. Included are comments, maps and related technical justification data, and related information.
Disposition:
  a. Installations constructing the structures: Destroy on removal of the structure.
  b. Other offices: Destroy after 2 years.

FN: 95-2o
Title: Manmade obstruction evaluations
Authority: NN-166-204
Privacy Act: Not applicable.