

ARMY REGULATION

AR 340-18-12

OFFICE MANAGEMENT

**MAINTENANCE AND DISPOSITION
OF TRANSPORTATION FUNCTIONAL FILES**

Effective 1 January 1970



HEADQUARTERS, DEPARTMENT OF THE ARMY

AUGUST 1969

TAGO 5543A

3/4/75

CHANGE }
No. 9 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 March 1979

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF TRANSPORTATION FUNCTIONAL FILES

Effective 1 April 1979

This change rescinds file number 1203-18 and adds file numbers 1203-34 and 1203-35.

Users of this regulation will not implement interim changes unless the change document has been authenticated by The Adjutant General. (Interim changes expire 1 year after publication date.) If a formal printed change is not received by the time the interim change expires, users will destroy the interim change.

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages
9 thru 12

Insert pages
9 through 12

3. File this change in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for Maintenance Disposition of Transportation Functional Files—C.

CHANGE }
 No. 8 }

HEADQUARTERS
 DEPARTMENT OF THE ARMY
 WASHINGTON, DC, 15 August 1977

OFFICE MANAGEMENT

**MAINTENANCE AND DISPOSITION OF TRANSPORTA-
 TION FUNCTIONAL FILES**

Effective 1 January 1978

This change modifies and clarifies the description of file numbers 1203-20, 1203-21, 1203-22, 1203-23, 1203-24, and 1203-25, and changes the disposition instructions for file number 1203-18.

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages
 9 and 10

Insert pages
 9 and 10

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Transportation Functional Files—C.

Posted
1 Oct 75 - CP.

AR 340-18-12
C 6

CHANGE
No. 6

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1975

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRANSPORTATION FUNCTIONAL FILES

Effective 1 January 1976

This change modifies and clarifies the description and disposition of File Number 1201-08.

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages

5 and 6.....

Insert pages

5 and 6

3. File this change sheet in front of the publication for reference purpose.

The proponent agency of this regulation is the Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

FRED C. WEYAND
*General, United States Army
Chief of Staff*

Official:
PAUL T. SMITH
*Major General, United States Army
The Adjutant General*

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Transportation Functional Files—C (Qty rqr block no. 283).

CHANGE }
No. 5 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 30 September 1974

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRANSPORTATION FUNCTIONAL FILES

Effective 1 January 1975

This change provides current instructions related to Military Traffic Management Command (MTMC) that replaces the former Military Traffic Management System (MTMTS).

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages

~~1 and 2~~
~~5 through 8~~
~~11 and 12~~
~~15 and 16~~
~~A-1 through A-4~~
~~Authentication~~

Insert pages

1 and 2
5 through 8
11 and 12
15 and 16
None
Authentication

3. File this change sheet in front of the publication for reference purpose.

The proponent agency of this regulation is the Adjutant General's Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Vice Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Transportation Functional Files—C (Qty Rqr Block No. 283).

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 26 July 1973

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRANSPORTATION FUNCTIONAL FILES

Effective 1 January 1974

This change revises disposition instructions for file number 1203-16 and 1203-18; reduces the retention periods for file numbers 1203-02, 1203-05, 1203-07, 1203-12, 1204-21, 1205-13, 1205-22, 1205-23, and 1205-26; and revises subfunctional file category 1208, Air Transportation Files.

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | ----- | <i>Insert pages</i> |
|---------------------|-------|---------------------|
| 7 through 10..... | ----- | 7 through 10 |
| 13 through 18.... | ----- | 13 through 18 |
| 21 and 22.. | | 21 and 22 |
| Authentication | | Authentication |

3. File this change sheet in front of the publication for reference purpose.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) Washington, DC 20314.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Transportation Functional Files: C (Qty Rqr Block No. 283).

CHANGE

No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 21 July 1972

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF TRANSPORTATION
FUNCTIONAL FILES

Effective 1 January 1973

This change revises the disposition of file numbers 1202-06 and 1202-10; and rescinds file numbers 1204-27, 1205-07, 1205-10, and 1205-11.

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|---------------------|---------------------|
| 5 through 8..... | 5 through 8 |
| 13 through 18..... | 13 through 18 |

3. File this change sheet in front of publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P), TAGO BLDG, Falls Church, VA 22041.

By Order of the Secretary of the Army:

BRUCE PALMER, JR.
General, United States Army
Acting Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

Distribution:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Transportation and Travel: C (qty rqr block No. 118).

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 6 August 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF TRANSPORTATION
FUNCTIONAL FILES

Effective 1 January 1972

This change revises the disposition of file numbers 1203-03, 1204-20, 1207-03, 1207-06, 1207-07, and 1207-08; and adds file number 1204-31.

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|---------------------|---------------------|
| 9 and 10..... | 9 and 10 |
| 13 through 16..... | 13 through 15 |
| 21 and 22..... | 21 and 22 |
| Authentication..... | Authentication |

3. File this change in front of publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P), TAGO BUILDING FALLS CHURCH VA 22041.

By the Order of the Secretary of the Army:

Official:

VERNE L. BOWERS,
Major General, United States Army,
The Adjutant General.

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Distribution:

Active Army, ARNG and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Transportation and Travel—C (qty rqr block No. 118).

CHANGE

No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 16 February 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
TRANSPORTATION FUNCTIONAL FILES

Effective 1 April 1971

This change revises the disposition of Bill of Lading Files, File Number 1203-12, when the files reflect acceptance of Foreign Military Sales/Supply Support Arrangement/Military Grant Aid materiel; and revises the description and disposition of parcel post files, file Number 1203-29.

AR 340-18-12, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages 9 through 12 and insert new pages 9 through 12.
3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGAR-P, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

Distribution:

Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Transportation and Travel—C (qty rqr block No. 118).

30 September 1974

C 5, AR 340-18-12

*AR 340-18-12

ARMY REGULATION

No. 340-18-12

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 14 August 1969

OFFICE MANAGEMENT

**MAINTENANCE AND DISPOSITION OF
TRANSPORTATION FUNCTIONAL
FILES**

Effective 1 January 1970

Local supplementation of this regulation is prohibited except upon approval of the Adjutant General

★1. **Applicability.** *a.* This regulation is applicable to all Department of the Army elements except Active Army TOE units below division level, Army Reserve elements, ROTC elements, Army National Guard Units, and TDA units conducting Basic Combat Training or Advanced Individual Training.

b. Offices responsible for transportation functions will use this regulation to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices are governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of the office.

2. **Related regulations.** AR 340-18-1 contains basic procedures to be used with the Army Functional Files System and the file numbers, descriptions, and retention periods for Office Housekeeping Files. File numbers, descriptions, and retention periods for files relating to major categories of records documenting mission functions are contained in Army Regulations 340-18-2 through 340-18-15 which are distributed only to the organizations performing the functions concerned.

★3. **Scope.** Under the Army Functional Files System, files relating to the major functional category of Transportation have been assigned the basic file number 1200. This regulation contains file numbers, descriptions, and retention periods for files relating to general traffic management, the management of administrative motor vehicles, and the movement of personnel and supplies by air, water, rail or other land transportation. Specifically they relate to the direction, control, and supervision of transportation functions; arrangements with carriers for transportation; the routing, expediting and control of troop movements and supply shipments; the use of bills of lading, transportation requests and meal tickets; and the obtaining of travel accommodations and reservations. Common mission files are described in this regulation under file

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, AR 340-18-9, AR 340-18-10, AR 340-18-11, AR 340-18-13, AR 340-18-14, and AR 340-18-15, all dated 14 August 1969, supersedes AR 345-210, 31 October 1962, including all changes.

TAGO 174A

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numbers 1201-01 through 1201-08. Other mission files are grouped into 7 subfunctional categories, as follows:

| <i>Subfunctional category file No.</i> | <i>Subfunctional category file title</i> | <i>Page No.</i> |
|--|--|-----------------|
| 1202 | Traffic management files..... | 6 |
| 1203 | Freight movement files..... | 8 |
| 1204 | Terminal and water transportation files..... | 12 |
| 1205 | Personnel movement and travel files..... | 16 |
| 1206 | Highway systems files..... | 20 |
| 1207 | Administrative motor vehicle management files..... | 21 |
| 1208 | Air Transportation files..... | 22 |

1201 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document the performance of its assigned transportation activities. However, all the common mission files seldom will accumulate in a single office.

2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example 1201-01 Transportation Instruction Files; 1201-02 Terminal Administrative Files; 1201-07 Highway Systems Reference Paper Files.

offices of major subcommands

QM
1201-01-17
1/12/83

File No.

Description

Disposition

1201-01

Instruction files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, memorandums, circulars, pamphlets, and bulletins; SOP or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.

A. Offices of HQ Department of the Army, offices of major and intermediate commands, headquarters, and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR 310-25): Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.
B. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

offer in 5-year blocks
after 20-25 years

1201-02

Administrative files. Documents relating to the overall or general routine administration of transportation activities, but exclusive of specific files described in this regulation. These files include, but are not limited to—

Destroy after 2 years or on discontinuance, whichever is first. However, Documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.

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

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

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

e. Documents relating generally to the application of ADPS and PCM operations within the functional area relating to transportation.

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

14 August 1969

| File No. | Description | Disposition |
|----------|--|---|
| 1201-03 | <p>Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other nonfederal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.</p> | <p>Office requesting support and office providing support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.</p> <p>Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.</p> |
| 1201-04 | <p>Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.</p> | <p>Destroy on supersession or obsolescence.</p> <p><i>AC(1) Elements of HQ DA, major commands, and major subcommands: Permanent.</i></p> |
| 1201-05 | <p>Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, inter-department, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.</p> | <p>A Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent Cut off when no longer needed for current operations. <i>after 20 years after C/DCR.</i></p> <p>B Offices of other committee members: Destroy when no longer needed for current operations.</p> <p><i>A(2) Elements at other command levels: Destroy 10 years after committee is dissolved.</i></p> |
| 1201-06 | <p>Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.</p> | <p>Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.</p> <p>Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.</p> |
| 1201-07 | <p>Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should</p> | |

*N. J-81-5, item 4
NCL-AU-78-64, item 1;
posted by
RAW,
4/29/81*

12 September 1975

C 6, AR 340-18-12

| File No. | Description | Disposition |
|----------|--|---|
| | bear a title relating them to the functions, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents: | |
| | <i>a.</i> Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record. | Cut off on completion of the communication study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized. |
| | <i>b.</i> Cards, listings, indexes, and similar documents used for facilitating and controlling work. | Destroy when no longer needed to facilitate or control work. |
| | <i>c.</i> Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files. | Destroy when superseded, obsolete, or no longer needed for reference. |
| | <i>d.</i> Documents received for general information purposes that require no action and are not required for documentation of specific functions. | Destroy after 1 year. Earlier destruction is authorized. |
| | <i>e.</i> Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary. | Destroy after 1 year. Earlier destruction is authorized. |
| | <i>f.</i> Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element. | Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized. |
| 1201-08 | ★ Unidentified files. Documents relating to the performance of mission activities not described in this regulation. | Retain in CFA until file number is added to this regulation. ¶ |
| | <i>Note.</i> Use of this temporary file number requires prior approval of the organization's records management officer. | |

1202 TRAFFIC MANAGEMENT FILES

These files relate to the direction, control, and supervision of functions incident to the effective and economical use of transportation services.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 1202-01 | <p>Traffic engineering survey and study files. Documents relating to transportation engineering studies and traffic surveys which normally cover all aspects of transportation and traffic relating to an installation. The surveys and studies are performed by traffic engineering teams. Included are requests for surveys, survey reports, and related papers.</p> <p><i>Note.</i> Studies and surveys accomplished as part of the installation site selection or master planning should be filed with related site selection or master planning files.</p> | <p>Office performing study or survey: Destroy when no longer needed in connection with future operations.</p> <p>Installations or activities surveyed: Permanent. Cut off when superseded by a current survey or when all recommendations have been implemented or disapproved.</p> |
| 1202-02 | <p>Transporting research and study files. Documents relating to transportation research and study projects which cover various aspects of traffic management improvement, simplification, and adaptation to computer systems. Included are requests for initiation of projects, project reports, and related papers.</p> | <p>Office responsible for project studies: Destroy after 3 years or 3 years after completion of the related study, as applicable.</p> |
| 1202-03 | <p>Materiel transportability files. Documents relating to transportability of oversize or cumbersome materiel subject to shock limitations and having other characteristics which make transportation difficult or hazardous. These documents reflect liaison with other technical agencies during the planning, developing, and initial production stages to insure consideration of transportability characteristics of materiel. Included are proposals, concurrences, photographs, charts, reports, publications, specifications, sketches, and similar or related documents.</p> | <p>Office performing Army-wide staff responsibility: Destroy 1 year after material is removed from supply channels.</p> <p>Other offices: Destroy after 2 years, on supersession or obsolescence, or on discontinuance, whichever is first.</p> |
| 1202-04 | <p>Transportation reporting files. Reports reflecting tonnage shipped, shipments made, personnel moved, and similar data. Included are reports, consolidated reports, and related papers.</p> | <p>HQ MTMC: Consolidated reports; Permanent. Feeder reports; Destroy on extraction of data.</p> <p>Other offices: Consolidated reports; Destroy after 2 years or on discontinuance, whichever is first. Feeder reports; Destroy on extraction of data, after 1 year, or on discontinuance, whichever is first.</p> |
| 1202-05 | <p>Railway engineering and operational data files. 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.</p> | <p>Destroy when superseded, obsolete, or no longer required for reference.</p> |
| 1202-06 | <p>Switching account files. Documents relating to carriers' claims and adjustments and used in handling and settling passenger switching accounts. Included are copies of orders and related papers.</p> | <p>Destroy after 6 years.</p> |

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30 September 1974

C 5, AR 340-18-12

| File No. | Description | Disposition |
|----------|--|---|
| 202-07 | Damaged or improper shipment statistical study files. Documents relating to studies showing types of deficiencies in packaging, marking, and loading and used to disseminate data on patterns and trends to other agencies. Included are studies and related papers. | Destroy after 5 years. |
| 1202-08 | Carloading rule and regulation files. Documents used in conducting loading and impact tests and in formulating carloading rules and regulations for DOD materiel. Included are blueprints, photos, loading and securement specifications, and related papers. | Destroy 1 year after related equipment becomes obsolete or on discontinuance, whichever is first. |
| 1202-09 | Tariff and tender files. Documents 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 documents, and related papers. | <p>DCI-AU-29-22 <i>JW 11/1/79</i></p> <p>★Headquarters, MTMC: Files relating to transactions prior to 1 November 1956; destroy 10 years after cancellation or termination. Files relating to transactions after 31 October 1956: Permanent <i>Destroy 10 years after cancellation or termination.</i></p> <p>Other Offices: Destroy on cancellation or termination.</p> |
| 1202-10 | Transit privilege negotiation files. Documents reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges. | Destroy 6 years after withdrawal or cancellation of transit privileges. |
| 1202-11 | Transit privilege application files. Applications and related papers concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers' agents. | Destroy 2 years after close or completion of case or on discontinuance, whichever is first. |
| 1202-12 | Transit utilization reporting files. Documents 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, estimated savings, and related papers. | Destroy after 2 years or on discontinuance, whichever is first. |
| 1202-13 | Transit inventory audit and tonnage reporting files. Documents used in the control of routing to achieve maximum transit utilizations. Included are semi-annual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand. | Destroy after 3 years. |
| 1202-14 | Explosive safety control files. Documents used in determining whether prospective carriers' facilities and equipment meet overall safety standards and policies of DOD. Included are certifications of carriers, copies of inspection reports, notifications and reports of accidents, reports of broken seals, reports of investigation of carriers' operations, and related papers. | Destroy on discontinuance of service of the carrier. |
| 1202-15 | Statistical tabulation files. Statistical data pertaining to domestic freight movements and cargo shipped overseas for use in preparing statistical reports as required. These statistics are tabulated from B/L punchcards, ocean manifests, and other documents containing similar data. | <p>Basic data tabulated from punchcards: Destroy after 6 years.</p> <p>Supplemental data compiled from B/L punchcards and other sources for special studies or reports: Destroy after 2 years or on discontinuance whichever is first.</p> |

1203 FREIGHT MOVEMENT FILES

These files relate to the control, administration, and operations involved in moving freight primarily by rail and highway transport.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 1203-01 | Transportation control number index files. Documents used in locating other necessary related documentation to answer inquiries which cite the transportation control number on the Transportation Control Movement Documents. Included are cards or copies of Transportation Control and Movement Documents filed by transportation control number. | Destroy when the related index files are destroyed. |
| 1203-02 | Routing order files. Documents which are 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 correspondence about routing. | Destroy after 3 years. |
| 1203-03 | Domestic shipment control files. Documents accumulated as a result of preparing and transmitting required reports in connection with proposed domestic movements and controlling nuclear shipments. | Destroy on arrival of shipment, after 1 year, or on discontinuance, whichever is first. |
| 1203-04 | Freight forwarder agreement files. Documents relating to rate negotiations with freight forwarders. Included are signed copies of freight forwarder agreements and related correspondence. | Destroy 6 years after cancellation of agreement. |
| 1203-05 | Freight account files. Documents relating to inquiries concerning carrier charges for transportation services performed; claims against carriers for losses, damages, and shortages relative to shipments; investigations, reviews and recommendations pertaining to the settlement of disputed carriers' bills for freight services; and similar matters. | Destroy after 3 years, except that documents relating to unsettled claims or investigations will not be destroyed until settlement is accomplished. |
| 1203-06 | Car control processing files. Documents used for the actual operation of expediting receipt and shipment of supplies, reflecting cars en route, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence; but exclusive of car record books as described below. | Destroy after 6 months. |
| 1203-07 | Car record book files. Books and registers reflecting each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills. | Destroy after 3 years. |
| 1203-08 | Car seal record book files. Books containing accountable office records of the receipt and disposition of car seals and maintained to facilitate monthly inspection as to whether seals were properly expended. | Destroy 1 year after date of last entry, or on discontinuance, whichever is first. |
| 1203-09 | Highway operation files. Documents which reflect liaison activities of Army installations and activities with local transportation companies and associations. Included are maps and graphs; road, bridge, and equipment surveys; and bus data. | Destroy after 3 years or on discontinuance, whichever is first. |

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- Motor carrier ... documents maintained by Army installations and ... are 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, related correspondence, and similar documents. *Destroy 1 year after discontinuance of service.*
- 1203-11 Motor carriers' explosive safety files. Documents relating to precautions recommended and taken by carriers in connection with transporting individual shipments of explosives and other dangerous articles. *Destroy after 1 year or on discontinuance, whichever is first.*
- 1203-12 Bill of lading files. Documents relating to inbound and outbound shipments. Included are — property received and property shipped bills of lading, freight bills, shipping documents, shipment planning worksheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading cross-reference sheets, and similar and related documents. *Destroy after 3 years, except that files which reflect acceptance of Foreign Military Sales/Supply Support Arrangement/Military Assistance Grant Aid materiel 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.*
- 1203-13 Prepaid outbound salvage bill of lading files. Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment. *Destroy after 1 year or on discontinuance, whichever is first.*
- 1203-14 Prepaid inbound bill of lading files. Documents relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading, cross-reference sheets, similar documents, and related correspondence. *Destroy after 2 years or on discontinuance, whichever is first.*
- 1203-15 Oversea freight operation files. Documents accumulated in overseas transportation offices in connection with the movement of supplies and materiel by Government-owned transportation facilities as distinguished from similar documents reflecting movement by commercial carriers. Included are freight warrants, waybills, and similar and related documents. *Destroy after 2 years or on discontinuance, whichever is first.*
- 1203-16 Transit privilege bill of lading files. Documents accumulated as a result of specific transit operations, such as transit certificates, bills of lading, transit freight bills, tonnage credits, prepaid freight bills recorded for transit, and related documents. *Destroy 3 years after expiration of transit privilege, except that files which reflect acceptance of Foreign Military Sales/Supply Support Arrangement/Military Assistance Grant Aid materiel 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 2 years after expiration of the transit privilege and destroyed 10 years after retirement.*
- 1203-17 Bill of lading register files. 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, consignor, and similar information. *Destroy in accordance with instructions for bill of lading recorded therein.*
- *1203-18 Household Shipment bill of lading files. Rescinded. Use FN 1203-34 or 1203-35 as applicable.
- 1203-19 Household shipment contract files. Documents relating to receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement. Included are contracts, purchase orders, service orders, delivery orders, *9. Contracts for \$2,500 or less relating to transactions prior to 1 Nov 1956; Destroy after 7 years after final payment.*

10,000

9. Contracts for \$2,500 or less relating to transactions prior to 1 Nov 1956; Destroy after 7 years after final payment.

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receipts, travel orders, requests for shipment, inventories, payment and collection vouchers, and related documents.

~~Contracts for \$2,500 or less relating to transactions after 31 Oct 1966. Permanent. Domestic. 10,000~~

b. ~~Contracts for more than \$2,500 relating to transactions prior to 1 Nov 1966. Destroy after 6 years 3 mos after final payment~~
 Contracts for more than \$2,500 relating to transactions after 31 Oct 1966: Permanent. Domestic.

1203-20 Personal Property claims reimbursement files. Documents accumulated by offices responsible for determining the validity of claims for reimbursement for personal property shipments when charges are paid by the individual.

Office responsible for making determination: Destroy after 3 years. per GRS 7

1203-21 Carrier performance files. Documents reflecting carrier's qualifications and performance in moving personal property shipments. Included are letters of intent, brochures, inspection reports, complaint reports, commendations, quality control information, suspension and revocation of suspension notices, and similar or related documents.

Destroy when superseded or obsolete or when no longer approved as a carrier, whichever is first.

Destroy 10 yrs after cancellation or termination
 NCI-A4-79-22

1203-22 Personal property rate tariff/tender files. Rate tariff/tender submitted by carriers to installation and activity transportation officers which are applicable to the installation or activity to which submitted. Included are rate tariff/tenders and other directly related documents.

~~Files relating to transactions prior to 1 Nov 1966. Destroy when superseded or obsolete.~~

Files relating to transactions after 31 Oct 1966. Permanent. Domestic.

1203-23 Personal property traffic distribution record files. Documents used to assure equitable distribution of business among approved carriers. Included are traffic distribution records and related documents.

Destroy 1 year after preparation of new record or after removal as approved carrier.

1203-24 Personal property B/L public files. Documents reflecting bills of lading issued for movement of personal property shipments. Files are maintained for the benefit of carriers.

Destroy after 1 year or on discontinuance, whichever is first.

1203-25 Personal property reporting files. Reports and related documents reflecting volume of personal property shipped and other data relative to shipment of personal property.

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

1203-26 Bill of lading review files. Documents concerning the violation of Army regulations and tariffs in processing bills of lading.

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

1203-27 Privately-owned vehicle shipment files. Documents relating to the shipment of privately-owned vehicles. Included are turn-in slips, copies of shipping documents, service orders, affidavits pertaining to encumbrances, acceptance reports, receipts for funds, and related documents.

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

| File No. | Description | Disposition |
|----------|---|---|
| 1203-28 | Shipment discrepancy reporting files. Documents used to report discrepancies in shipments as over, short, astray, loss of, or damage to military freight; improper loading, blocking, or bracing; improper handling by carrier; tender or use of carrier's inadequate equipment or facilities; misdirected shipments; documentation errors; nonobservance of carrier tariff requirements or military regulations; and other transportation discrepancies. Included are discrepancy in shipment report and related papers. | Destroy after 2 years or on discontinuance whichever is first, except that documents relating to unsettled claims or investigations will not be destroyed until settlement. |
| 1203-29 | Parcel post shipment files. Documents identifying items shipped via parcel post. Included are item release-receipt documents and other documents containing similar data. | Destroy after ^A 1 year, except that files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid materiel will be retired after 2 years and destroyed 10 years after retirement. |
| 1203-30 | Bill of lading statistical files. Memorandum copies of bills of lading and related documents used by Headquarters and field offices of the MTMC for review in detecting technical and procedural errors and in preparation of statistical data and reports. | Destroy after 1 year. Cut off at end of each month. Earlier disposal is authorized. ^B |
| 1203-31 | Bill of lading audit files. Documents 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 and related correspondence. | Destroy after 1 year. Cut off at end of each month. Earlier disposal is authorized. |
| 1203-32 | Freight rate litigation files. Data developed for use in proposed litigation before 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, correspondence reflecting negotiations with carriers, and similar and related papers. | Permanent. Cut off when superseded, obsolete, or no longer required for current operations. Destroy 10 yrs after supersession or obsolescence NCI-AQ-79-22 |
| 1203-33 | Freight rate negotiation files. Documents relating to negotiations with carriers or carriers' associations on transportation rates, freight classifications, and similar matters. | Permanent. Cut off when superseded, obsolete, or no longer ^{needed} required for current operations, mission requirements. Destroy after 7 years. [NCI-AU-82-3, signed 3-11-82; Bw Bj] |
| ★1203-34 | Domestic household shipment bill of lading files. Documents 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 documents. | Destroy after 3 years. |
| 1203-35 | International household shipment bill of lading files. Documents 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 documents. | Destroy 6 years after close of the account. |

1 March 1979

1204 TERMINAL AND WATER TRANSPORTATION FILES

These files relate to the control, administration, and operation of terminal and water transportation activities and to the administration, control, and operation of Army vessels.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|--|
| 1204-01 | Terminal and port historical files. Documents reflecting historical data pertinent to the organization and operation of terminals and ports, including transshipment operations; methods of loading, securing, and discharging cargo; capabilities; and similar data. Included are record sets of organization charts; cargo reflect total tonnage handled and type of cargo handled; charts and graphs reflecting shipment and receipts scheduled; master loading plans; stowage plans; records of committees working out plans; and similar documents. | Pertinent field offices: Permanent. Other offices: Destroy when superseded, obsolete, or no longer required for reference. |
| 1204-02 | Terminal and port planning files. Documents relating to overall plans and procedures of terminal and port activities and facilities. Included are charts and graphs used for planning purpose; directives or agreements between theater commanders with respect to supply policy; and similar documents. | Permanent. |
| 1204-03 | Terminal facilities file. Documents maintained to aid in making routing determinations. They reflect facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, photographs showing loading and unloading processes, and similar data. | Office performing Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first. |
| 1204-04 | Cargo analysis files. Summary and statistical data regarding cargo shipped and factor data used for planning purposes in projecting cargo movements and requirements. | Offices performing Army-wide staff responsibility; Destroy after 10 years. |
| 1204-05 | Cargo movement data files. Reports of programmed cargo movement and actual loadings by type of cargo. | Destroy after 1 year or on discontinuance, whichever is first. |
| 1204-06 | General average claim files. Documents 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 thereof, amount damage, and expense incurred in preservation. | Office performing Army-wide staff responsibility; Destroy after 10 years. |
| 1204-07 | Vessel assignment files. Documents relating to the assignment, service testing, and operation of inland waterway and harbor craft under Army commands. | Office performing Army-wide staff responsibility; Destroy after 5 years. |
| 1204-08 | Ship operation reporting files. Reports reflecting the use and operating costs of vessels but exclusive of those records which reflect the history of the vessel. At DA staff level, these files are used as a basis for budgeting, funding, increasing the fleet, disposing of vessels, and similar actions. | Destroy after 5 years. |

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| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 1204-09 | Marine casualty record card files. Cards containing information extracted from reports of investigation and radios pertaining to casualties involving Army and commercial vessels and injury to stevedores or crewmembers, showing vessels involved, where damage occurred, amount involved, and similar data. | Office performing Army-wide staff responsibility: Destroy after 5 years. |
| 1204-10 | Amphibious vehicles plans and specification files. Correspondence, specifications plans, and other technical data pertaining to design, construction, service, testing, and operations of amphibious vehicles. | Office performing Army-wide staff responsibility: Destroy 5 years after supersession or obsolescence. |
| 1204-11 | Port car reporting files. Documents accumulated by terminals and ports which reflects the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situations checkers, freight car, similar reports, and related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 1204-12 | Cargo and passenger invoice recapitulation files. Documents created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulation, related documents, and comparable reports. | Destroy after 3 years or on discontinuance, whichever is first. |
| 1204-13 | Cargo transporter reporting files. Documents relating to the preparation and transmission of required reports in connection with cargo transporters. | Joint Container Control Agency and Activities: Destroy after 2 years. Other offices: Destroy after 3 months. |
| 1204-14 | CONEX lease agreement files. Documents relating to the lease of CONEX transporters to American (US) commercial firms for use in shipping cargo to the United States. Included are leases and related correspondence, including correspondence pertinent to unusual charges, such as charges for lost or damaged transporters. | Joint Container Control Agency: Destroy 3 years after termination of lease. Other offices: Destroy after 2 years or on discontinuance, whichever is first. |
| 1204-15 | CONEX lease agreement list files. Documents relating to lists prepared by the Joint Container Control Agency reflecting American (US) commercial firms who have entered into approved leasing agreements and including names and addresses of authorized oversea representatives of each firm. | Joint Container Control Agency: Destroy 1 year after superseded by a revised list. Other offices: Destroy when superseded by a revised list. |
| 1204-16 | CONEX receipt and billing files. Documents relating to the procedures for maintaining data on current location of all transporters. These documents also provide data for use in collecting rental charges by the Finance and Accounts Office, US Army. Included are receipts issued when transporters are transferred to lessees, receipts issued when transporters are returned to the US, coded machine runs, and related documents. | Joint Container Control Agency: Destroy receipts after 1 year and remaining files after 3 years. Other offices: Destroy after 1 year. |
| 1204-17 | ★ Pet and mascot shipment files. Rescinded. | |
| 1204-18 | Port of entry customs files. Documents accumulated at ports of entry which relate 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, Custom Entry, or similar Customs Forms; related correspondence; and other documents pertaining to the entry of materiel through customs. | Destroy after 5 years. |
| 1204-19 | Government vessel pier files. Documents relating to the loading and unloading of Government-operated vessels. Included are loading and unloading reports, cargo reports, hatch tallies, derrick reports, lighter reports, lift reports, and similar documents. | Destroy after 3 years or on discontinuance, whichever is first. |

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SEENCI-AU-77-167
Disposition

| File No. | Description | Disposition |
|----------|--|---|
| 1204-20 | Commercial vessel pier files. Documents relating to the loading, and unloading of commercially operated vessels. Included are loading and unloading reports, cargo reports, hatch tallies, derrick reports, lighter reports, lift reports, and comparable documents. | Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed prior to settlement of the claim or completion of the investigation or litigation. |
| 1204-21 | Ocean manifest files. Documents reflecting detailed listings, by type, of entire cargo loaded into vessels and data necessary to identify such cargo. | Office responsible for ocean shipping: Destroy after 3 years. Offices engaged in advance planning, diversion, or control of shipments: Destroy after 1 year or on discontinuance, whichever is first. |
| 1204-22 | Foreign aid program reporting files. Weekly reports submitted by Army terminals reflecting materiel on hand, en route to ports, and shipped from ports under foreign aid programs. | Offices preparing reports: Destroy after 6 months. Offices receiving report: Summary on consolidated reports: Destroy after 5 years. Feeder reports: Destroy after 1 year or on discontinuance, whichever is first. |
| 1204-23 | Shippers' export declaration files. Shippers' export declarations which are required on Mutual Assistance Program cargo shipped by the Department of the Army on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to such matters. | Destroy after 1 year or on discontinuance, whichever is first. |
| 1204-24 | Vessel record files. DA Forms 55-series as may be necessary to furnish a complete description of a boat (self-propelled vessels under 1,000 gross tons, and all non-self-propelled vessels), photographs of harbor boats, US Coast Guard certificates, correspondence, and other documents of an historical nature which might be of value to the command to which a vessel is assigned for operation. | Destroy 2 years after final disposition of the vessel. If the vessel is transferred, the files will be transferred with the vessel. |
| 1204-25 | Ship blueprint and tracing files. Blueprints and tracings of repairs and alterations to vessels and their equipment. | Destroy 6 years after last entry in the book. If the vessel is transferred, the files will be transferred with the vessel. |
| 1204-26 | Vessel logbook files. Deck and engine logbooks of harbor craft containing accounts of activities aboard the vessel. | Destroy after 6 years. |
| 1204-27 | Engine logbook files. Rescinded. | Use file number 1204-26. |

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| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 1204-28 | Ship care and preservation files. Documents relating to the state of preservation of vessels in storage, including information such as evidence of corrosion and other deterioration; condensation within equipment; defective painted surfaces; adequacy of protective films, wrappings, drying agents and dehumidification; precautions to be observed before placing vessel into service, and similar information. | Destroy on final disposition of vessel. |
| 1204-29 | Vessel survey files. Certificates from the American Bureau of Shipping declaring vessel seaworthy. | Destroy 5 years after issuance of new certificate. |
| 1204-30 | Vessel clearance files. Letters clearing vessels to enter foreign countries. | Destroy after 1 year or on discontinuance, whichever is first. |
| 1204-31 | Sailing order files. Orders directing a vessel's mission, time of departure, destination, and other instructions related to the operation of the vessel. | Destroy after 2 years. |

30 September 1974

1205 PERSONNEL MOVEMENT AND TRAVEL FILES

These files relate to the control, administration, and operations involved in the movement of military, civilian, and dependent personnel.

| File No. | Description | |
|----------|--|---|
| 1205-01 | Passenger agreement files. Agreements negotiated between the Department of Defense and commercial air, bus, and rail carriers. Included are copies of the agreements and related documents. | <p>NCI-AD-79-22 Destroy 10 years after cancellation or supersession. *Headquarters MTMO: Permanent Cutoff on cancellation or supersession. Other offices: Destroy 1 year after cancellation or supersession. <i>11/31/74</i></p> |
| 1205-02 | Personnel movement data files. Documents reflecting overall policies and procedures relating to the general control and administration of personnel transportation by the Army, but exclusive of specific files described herein. | Offices performing Army-wide staff responsibility: Permanent. |
| 1205-03 | Personnel transportation plan files. Documents relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, disapprovals, and related documents. | <p>Disapproved plans and related documents: Destroy 2 years after disapproval. Approved plans and related documents: Destroy 1 year after supersession or discontinuance of the plan, or on discontinuance, whichever is first.</p> |
| 1205-04 | Troop movement files. Documents relating to group movements of personnel and/or impedimenta by rail, bus, and air common carriers. Included are documents pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers, and similar or related documents. | Destroy after 10 years, except that documents relating to an unsettled claim will be retained until settlement of claim. |
| 1205-05 | Unit movement data files. Received reports reflecting units alerted for oversea movement, listing shipment number and unit designation, strength, home station, port assigned, estimated time of departure, destination, and estimated time of arrival. | Office performing Army-wide staff responsibility: Destroy after 3 years. |
| 1205-06 | Passenger recapitulation and statistical files. Recapitulations on passengers to oversea destinations and passengers arriving in the US; and statistical data concerning space requirements and costs of transportation of personnel moving overseas. | Destroy after 2 years. |
| 1205-07 | Passenger recapitulation files. Rescinded. | Use file number 1205-06. |
| 1205-08 | Loading manifest files. Loading manifests of personnel involved in parachute jumps or glider flights and related documents. | Destroy after 2 years or on discontinuance, whichever is first. |
| 1205-09 | Passenger manifest files. Documents listing passengers (including remains of deceased personnel) and their destinations. | Destroy after 1 year or on discontinuance, whichever is first. |
| 1205-10 | Patient evacuation manifest files. Rescinded. | Use file number 1205-09. |
| 1205-11 | Deceased personnel passenger list files. Rescinded. | Use file number 1205-09. |
| 1205-12 | Crew list files. Listings prepared at Army terminals which identify the individuals who comprise the crew of a vessel. | Destroy 1 year after reassignment or final disposition of the vessel, whichever is first. |
| 1205-13 | Passenger account files. Documents relating to accounts of carriers pertaining to claims, adjustments, and other matters which accumulate in the handling, adjusting, and settling of passenger bills; carriers' claims; and carriers' accounts. | Destroy after 3 years. |

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| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 1205-14 | Travel request files. Documents pertaining to requests for orders placing military and civilian personnel on temporary duty, notices of arrival and departure, approval of issuance of temporary duty orders, placement of personnel on temporary duty, and similar matters. | Destroy after 2 years or on discontinuance, whichever is first. |
| 1205-15 | Conference travel files. Documents maintained for the purpose of planning, reviewing, and furnishing information in connection with travel of authorized personnel to attend meetings of technical, scientific, professional, and similar organizations. | Destroy after 3 years or on discontinuance, whichever is first. |
| 1205-16 | Passport files. Documents relating to passports and visas for military and civilian personnel, including dependents of military and civilian personnel. Included are requests for passports, transmittal letters, receipts for passports, control cards, and related documents. | US Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 will be destroyed after 1 year. Other offices: Destroy after 3 months. |
| 1205-17 | Passenger warrant files. Copies of used and canceled passenger warrants, transportation certificates, travel orders, similar documents serving the same purposes issued for travel of personnel in oversea areas, registers, and related correspondence. | Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation. |
| 1205-18 | Customs declaration files. Copies of certificates or other forms prepared for the purpose of enabling military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items. | Destroy after 6 months. |
| 1205-19 | Baggage inspection and clearance files. Documents relating to inspection, 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 US Army. Included are certificates of retention for captured materiel trophies; certificates of ownership or right to possess other items of materiel; certificates of retention and customs declaration; receipts for articles withdrawn by inspection officer; certificates of inspection officer for accompanied baggage; certificates of inspecting officer for accompanied baggage from noncontiguous territories of the United States; blanket declarations and summary sheets prepared by transport commanders; statements of authority to retain captured materiel trophies; comparable forms; and related documents. | Destroy after 2 years or on discontinuance, whichever is first, except that prior to destruction all documents that relate to the confiscation and disposal of war trophies by the US Bureau of Customs or military authorities will be withdrawn and disposed of in accordance with instructions contained in file number 1205-20. |
| 1205-20 | ★ Trophy confiscation files. Rescinded. | |
| 1205-21 | Transportation officer appointment files. Documents reflecting appointment of individuals to act as transportation officers, assistant transportation officers, or transportation agents. | Destroy 2 years after termination of appointment or on discontinuance, whichever is first. |
| 1205-22 | Government transportation request files. Copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations, travel orders, and other pertinent correspondence and related documents. | Destroy after 3 years. |
| 1205-23 | Transportation request register files. 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, accommodations furnished, and similar information. | Destroy after 3 years. |
| 1205-24 | Transportation request reporting files. Reports made to higher headquarters and related documents which reflect transportation requests issued. | Destroy after 2 years or on discontinuance whichever occurs first. |
| 1205-25 | Meal ticket files. Copies of used and canceled meal tickets with documents relating to the issue thereof. | Destroy after 5 years. |

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| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 1205-26 | Local transportation authorization files. Documents pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel. | Destroy after 3 years. |
| 1205-27 | Bus pass files. Documents relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus. | Destroy on turn-in or replacement of pass. |
| 1205-28 | Bus trip reporting files. Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers. | Destroy after 6 months. |
| 1205-29 | Theater priority list files. Documents relating to the scheduling of dependents for movement to and from an oversea command. Included are theater priority lists and changes thereto. | Destroy on completion of processing of all dependents included on the priority lists. |
| 1205-30 | Individual travel files. Documents pertaining to the processing of individual dependents prior to move- | Destroy after 2 years or on discontinuance, whichever is first. |

14 August 1969

AR 340-18-12

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|------------------------|
| | ment to and from authorized destinations. Included are requests for movement of dependents; letters notifying dependents of eligibility to travel to authorized destination and authorization to obtain passports; questionnaires and information sheets used for issuance of travel authorizations; port calls; travel authorizations; related correspondence; and indexes. | |
| 1205-31 | Alien dependent travel files. Documents relating to the travel of authorized alien dependents from oversea areas to the United States. Included are applications for transportation of dependents, notification of dependents that application for transportation was approved, dependents' travel orders, questionnaires, related correspondence, and indexes. | Destroy after 5 years. |

1206 HIGHWAY SYSTEMS FILES

These files relate to the control, administration, and operations involved in the transportability of materiel and the movement of personnel over public highways and the development and improvement of highway systems for use in national defense.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 1206-01 | Movement problem files. Correspondence regarding specific problem areas as it pertains to movement of oversize, overweight, or other special military movements over public highways. | Destroy after 10 years. |
| 1206-02 | Highway defense utilization files. Documents relating to special military movements over public highways, such as oversize or overweight shipments. | Destroy after 10 years. |
| 1206-03 | Authorized representative designation files. Correspondence regarding designation of individuals authorized to request and issue permits for movement of oversize, overweight, or other specialized shipments over public highways. | Office performing Army-wide staff responsibility: Destroy 2 years after publication of individual's name in directory. Office of authorized representative: Destroy on revocation or supersession of designation. |
| 1206-04 | Highway movement permit files. Documents 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; documents reflecting 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; nature of cargo; similar documents; and related correspondence. | Destroy 3 years after completion of move or on discontinuance, whichever is first. |
| 1206-05 | Highway legislation files. Copies of Congressional bills relating to highway matters on which the Department of the Army has presented testimony or expressed views, with related correspondence. | Office performing Army-wide staff responsibility: Permanent. Cut off on final Congressional action on related bill. |
| 1206-06 | Interstate highway system files. Correspondence, reports, and other papers relating to the selection and designation of routes of the national system of interstate highways. | Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 3 years. |
| 1206-07 | Road test research files. 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. | Office performing Army-wide staff responsibility: Permanent. |
| 1206-08 | Access road project files. Documents pertaining to access roads to installations and maneuver area roads important to National defense. | Office performing Army-wide staff responsibility: Permanent. Cut off on completion or final disapproval of the project. Other offices: Destroy 3 years after completion or disapproval of the project. |

1206-09 ^{See} NCI-AV-16

1207 ADMINISTRATIVE MOTOR VEHICLE MANAGEMENT FILES

These files relate to the control and management of administrative vehicles and motor pools operated for such vehicles.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|--|
| 1207-01 | Administrative motor vehicle authorization files. Requests for allowances of vehicles indicating requirements, justifications, and approvals or disapprovals thereof. | Destroy after 2 years or on discontinuance, whichever is first. |
| 1207-02 | Administrative motor vehicle requisition files. Requisitions for vehicles and related papers created in the supply and redistribution of vehicles. | Destroy after 2 years or on discontinuance, whichever is first. |
| 1207-03 | Administrative transport management survey and inspection files. Documents reflecting results of management surveys and inspections of administrative vehicle operations. Included are survey reports, inspection reports, and related documents. | Major commands: Destroy after 5 years. Other offices: Destroy 1 year after next comparable survey or inspection, or on discontinuance, whichever is first. |
| 1207-04 | Administrative motor vehicle subordinate control files. Cards, charts, graphs, and comparable papers utilized to control location and other data relative to administrative vehicles. | Destroy when superseded or obsolete. |
| 1207-05 | Vehicle identification plate files. Documents accumulated in connection with requesting, transferring, issuing, and disposing of United States or local identification plates or license plates. | Offices responsible for issuing plates: Destroy 5 years after disposal of plates. Other offices: Destroy after 1 year or on discontinuance, whichever is first. |
| 1207-06 | Administrative motor service cost and performance reporting files. Reports reflecting cost and performance data relative to the operation of administrative vehicles. | HQDA and preparing agencies: Destroy after 5 years. Other offices: Destroy 1 year after preparation of next report. |
| 1207-07 | Transportation services authorization files. Documents 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, cancellations, reviews, and related documents. | Office performing DA staff responsibility: Destroy 5 years after cancellation or supersession. Other offices: Destroy 1 year after cancellation of service, or when superseded by a new authorization; except routine requests will be destroyed after 1 month. |
| 1207-08 | Operator's examination and qualification record files. Equipment operator qualification record, DA Form 348, and driver tests and examinations. | Operator qualification record: Permanent. Transfer with MPRJ or Civilian Personnel Folder, as applicable. Tests and examinations: Destroy after recording on applicable qualification record. |

1208 AIR TRANSPORTATION FILES

These files accumulate from the control and administration of the Air Transportation Program. They relate to air freight movement, airlift control and utilization, and comparable matters.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| ★1208-01 | Airlift clearance files. Documents relating to the clearance of air shipments into the Military Airlift Command system. Included are clearance requests, challenge actions and related documents. | Destroy after 1 year. |
| ★1208-02 | Airlift requirements and utilization reporting files. Reports reflecting monthly, special, and annual airlift requirements; and airlift space assignment and utilization. Included are airlift requirement reports, air space assignments, MAC traffic movement reports, and related documents. | Office performing Army wide staff responsibility: Consolidated or summary reports: Destroy after 6 years. Feeder reports: Destroy after 1 year. Other offices: Destroy after 1 year or on discontinuance, whichever is first. |
| ★1208-03 | Airlift utilization reporting files. Rescinded. Use file number 1208-02. | |
| ★1208-04 | Air transportation priority files. Rescinded. Use file numbers 1208-05 and 1208-06. | |
| ★1208-05 | Commercial air shipment files. Documents relating to the authorization and arrangement for commercial air shipments. Included are correspondence, reports, and related documents. | Destroy after 3 years or on discontinuance, whichever is first. |
| ★1208-06 | Military Airlift Command coordination files. Documents 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 movements, fleet developments and MAC user conferences. Included are minutes of conference meetings, memoranda and related documents. | Destroy after 3 years. |
| ★1208-07 | Transportation control movement document (TCMD) files. Documents used to control movement, terminal handling, and tracing of air cargo shipments. | Office performing Army wide staff responsibility: Consolidated TCMD listings: Destroy after 10 years except that input documents may be destroyed when verified on listing. Other offices: Destroy after 1 year. Earlier disposal is authorized. |
| ★1208-08 | Shipment control processing files. Documents used in the processing and expediting of air shipments. Included are shipment validations, reports of shipments, bills of lading, and tracer requests and responses. | Destroy after 1 year. Earlier disposal is authorized. |
| ★1208-09 | Air cargo-mail status reporting files. Reports reflecting the status of air cargo-mail at aerial ports of embarkation. Included are air cargo-mail status reports and related documents. | Destroy after 1 year. |
| ★1208-10 | Port level files. Correspondence and related documents generated as a result of analyses or inquiries stemming from MAC's airlift activity at given port or ports. | Office performing Army wide staff responsibility: Destroy after 3 years. Other offices: Destroy after 1 year. |
| ★1208-11 | Discrepancy reporting files. Documents used to report discrepancies in shipments such as improper marking, packing, preservation, stowage, handling, misdirected shipments; documentation errors; nonobservance of military regulations; and other discrepancy in shipment reports and related papers. | Destroy after 2 years except documents relating to unsettled claims or investigations will not be destroyed until settlement. |

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★The proponent agency of this regulation is the Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P), Washington, DC 20314.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

★DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Transportation Functional Files—C (Qty Rqr Block No. 283).