

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

ITEM	STATUS	WHY INACTIVE
1	N/A	Crossed out before approval
2	N/A	Crossed out before approval
3	Active (T)	
4	Active (T)	
5	N/A	Crossed out before approval
6	N/A	Crossed out before approval
7	N/A	Crossed out before approval
8	Active (T)	
9	Active (T)	
10	N/A	Crossed out before approval
11	N/A	Crossed out before approval
12	N/A	Crossed out before approval
13	N/A	Crossed out before approval
14	N/A	Crossed out before approval
15	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
16	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
17	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
18	N/A	Crossed out before approval
19	N/A	Crossed out before approval
20	Active (T)	
21	N/A	Crossed out before approval
22	N/A	Crossed out before approval
23	N/A	Crossed out before approval

24	N/A	Crossed out before approval
25	N/A	Crossed out before approval
26	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
27	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
28	N/A	Crossed out before approval
29	N/A	Crossed out before approval
30	N/A	Crossed out before approval
31	N/A	Crossed out before approval
32	Active (T)	
33	Active (T)	
34	Active (T)	
35	N/A	Crossed out before approval
36	Active (T)	
37	N/A	Crossed out before approval
38	Active (T)	
39	N/A	Crossed out before approval
40	N/A	Crossed out before approval
41	N/A	Crossed out before approval
42	N/A	Crossed out before approval
43	N/A	Crossed out before approval
44	N/A	Crossed out before approval
45	Active (T)	
46	N/A	Crossed out before approval
47	Active (T)	
48	N/A	Crossed out before approval
49	Inactive (T)	GRS 5.1 item 020 (DAA-GRS-2016-0016-0002)

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only) JOB NUMBER N1-A2-00-14	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 3-22-2000	
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	DATE 7-31-01	ARCHIVIST OF THE UNITED STATES 

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE <i>22 May 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i>	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>49. Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p>		

cc: Agency, NR, numw 8/8/01

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>703 PETROLEUM MANAGEMENT Prescribing Directive AR 703-1--Coal and Petroleum Products Supply and Management Activities Description: These records concern policies and procedures related to management of petroleum, petroleum products, related materiel, and associated equipment. Included are procurement, storage, distribution, transportation, issue, control, utilization, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess products.</p> <p>FN: 703-1a FN: 70-12a</p> <p>Title: General petroleum management 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 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 papers, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature; and other information relating to petroleum management which cannot logically be filed with the detailed record series listed below. (Does not include instruction files--see file number 25-30q.) Matters relating to petroleum management that are received for information only, on which no action is required. This includes 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 papers gathered for preparation of an action. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-167-31 and NN-165-192	WITHDRAWN
2	<p>FN: 703-1a FN: 70-12a</p> <p>Title: Petroleum supply reports Privacy Act: Not applicable Description: Petroleum supply program reports reflecting consumption, requirements, stock status, conservation data, and similar information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-166-204	WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION			JOB NUMBER	PAGE 3 OF 3
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3	<p><i>FN: 703-1b Use FN: 70-12b</i></p> <p>Title: Petroleum product analysis reports</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents created incident to testing petroleum products for acceptability in connection with new procurement, or the analyses required of petroleum units having custody of Army storage facilities. A copy of petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the procurement file to which it relates, for disposition with the related procurement file.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> <hr/> <p><i>FN: 703-1c Use FN: 70-12c</i></p> <p>Title: Solid fuel controls</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to the receipt, storage, and use of solid fuels. Included are copies of annual and supplemental requisitions received from installations and activities, copies of contracts, shipping notices, receiving reports, analysis reports, reports of burning tests, rejection reports, similar documents, and related papers.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-166-204		
4		NN-166-204		

710

INVENTORY MANAGEMENT

Prescribing Directives

AR 710-1--Centralized Inventory Management of the Army Supply System

AR 710-2--Supply Policy Below the Wholesale Level

DA Pam 710-2-series--Using Unit Supply System

Description: These records concern control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and for maintaining inventory data on the quantity, location, and condition of supplies and equipment due-in, on-hand, and due-out. They make it possible to determine quantities of materiel available or required for issue and to facilitate distribution and management of materiel.

5. **FN: 710**

Title: General inventory management correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable

Description: 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 papers, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to inventory management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30g) Matters relating to inventory management 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 papers gathered for preparation of an action.

WITHDRAWN

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

6. **FN: 710-1a**

Title: Major item forecasting files

Authority: II-NN-3347

Privacy Act: Not applicable

Description: Documents created in forecasting and computing the gross quantitative requirements for individual major and selected items of materiel. Included are materiel planning studies, distribution planning studies, and other studies on the item; analyses of replacement and consumption rates, readiness status, asset, data, and comparable information on the item; rebuild and overhaul schedules; analyses of DA planning documents which provide guidance in computing the requirements for the item; and similar information.

WITHDRAWN

Disposition: Code KE6. Event is supersession of specific documents, obsolescence, discontinuance, or removal of the item. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

7. **FN: 710-1c**

Title: Administrative and management financial inventory accounts

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to the administration and management of financial inventory accounting systems at elements in a command. Included are consolidated reports, supply management reports, source material, posting media, and related information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

8. FN: 710-1d

Title: Basic item files

Authority: II-NN-3347

Privacy Act: Not applicable

Description: Documents which possess continuing value so long as the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature descriptions, stock numbering actions, limited selection family actions, catalog and supply data, specifications data, statements of agreement, excess declaration notices, documents providing similar data, and related papers.

Disposition: Code KE6. Event is obsolescence, discontinuance, or removal of the supply item. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

9. FN: 710-1e

Title: Quantitative material requirement summaries

Authority: II-NN-2076

Privacy Act: Not applicable

Description: Documents relating to the preparation of summaries which reflect, in consolidated form, the level of procurement, production, and rebuilding of material items necessary to satisfy quantitative material requirements. Included are copies of the published summaries, communications relating to them, and related papers.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

10. FN: 710-1f

Title: Secondary item and repair part forecasting

Authority: II-NN-3347

Privacy Act: Not applicable

Description: Documents created in forecasting the quantity of an individual secondary item or repair part required to meet anticipated demands on the supply system and in determining the most economical and effective time for the procurement. Included are supply control study forms, procurement directive data, requisitions, supply control analyses, consolidated requirement sheets, procurement documents, stock level change sheets, data on deliveries against contracts, status reports and availability reports; repair, fabrication, and set assembly data; shipping instructions, overhaul directives, cancellation notices, demands and issues; worksheets, documents providing similar data, and related papers.

WITHDRAWN

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

11. FN: 710-1g

Title: Supply control study folders

Authority: NN-166-204

Privacy Act: Not applicable

Description: This file number will be used when all documents described under FN 710-1a through FN 710-1f are maintained in a single folder.

WITHDRAWN

Disposition: Code KE6. Event is supersession of specific documents, obsolescence, discontinuance, or removal of the item. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

12. FN: 710-1h

Title: ADP supply control historical studies

Authority: II-NN-3347

Privacy Act: Not applicable

WITHDRAWN

Description: Punched cards and tabulations created in computing quantitative requirements and processing related supply management data with automatic data processing equipment. These files contain data comparable to that described under FN 710-1a through FN 710-1f. Standard cutoff procedures will be applied in effecting disposition of these files whenever possible.

Disposition: Code K6. Event is obsolescence, discontinuance, or removal of the supply item. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

13. FN: 710-2a1

Title: Property book and supporting documents

Authority: II-NN-1002

WITHDRAWN

Privacy Act: Not applicable

Description: Documents reflecting description, receipt, and turn-in of property for which the property book officer (PBO) is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book. Note: Open document numbers in the supporting document file will be transferred to the current fiscal or calendar year document file.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

14. FN: 710-2b

Title: Document registers

WITHDRAWN

Authority: NN-166-204

Privacy Act: Not applicable

Description: Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are nonexpendable and expendable or durable registers for supply actions and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

15. FN: 710-2d

Title: Property record inspection and inventory reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on inspections and inventories (including annual, change of PBO, cyclic) of property and property records. Included are reports, replies, and related information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code K6. Event is completion of not comparable inspection or inventory.

Change made
w/ continuation of
Army POC
light 6/12/01

16. FN: 710-2e

Title: Property officer designations

Authority: II-NNA-1781

Privacy Act: A0710-2aDALO

Description: Documents reflecting designation of property officers. Included are letters, disposition forms, or other media reflecting appointment and revocation.

Disposition: Code KE6. Event is termination of appointment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

17. FN: 710-2f

Title: Personal property accounting files

Authority: II-NNA-971

Privacy Act: Not applicable

Description: Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventories of personal property, related forms, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

18. FN: 710-2g2

Title: Soldier issue files

Authority: NC1-AU-81-68

Privacy Act: A0710-2dDALO

Description: Documents reflecting accountability for items issued to individual soldiers. Records are maintained at the unit level in single, by-name folder for each member. Records are maintained at the central issue facility in single, by-name folder for each member by designated unit. Included are hand receipts for bedding, linen, footlockers, and similar items issued by the unit supply room, records of personal clothing, such as DA Form 3078, and records of organizational clothing and equipment, such as DA Form 3645.

WITHDRAWN

Disposition: Personal clothing: Installation Clothing Initial Issue Point: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

19. FN: 710-2h FN: 710-2h1

Title: Property loss, theft, and recovery reports cases

Authority: NN-166-204

Privacy Act: Not applicable

Description: Weapons inventories and reports relating to the loss, theft, and recovery of firearms, ammunition, and related items.

changes made
w/ concurrence of
Army POC Randy Lig
a/8/00 meeting

WITHDRAWN

Disposition: Weapons inventories: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

20. FN: 710-2k

Title: Account authorizations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to establishment of monetary credit authorizations for parent accounts and subaccounts drawing supplies from a self-service supply center.

WITHDRAWN

Disposition: Code KE6. Event is posting authorization to customer's ledger and customer's ledger card. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

21. FN: 710-2p

Title: Principal accounts

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents constituting principal accounting data for self-service supply centers. Included are inventory receipts journal, sales and sales return journal, inventory adjustments journal, returns journal, general journal, general ledger, voucher register, customer's ledger card, and similar information.

WITHDRAWN

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

22. FN: 710-2q

Title: Subordinate accounts

Authority: NN-166-204

Privacy Act: Not applicable

WITHDRAWN

Description: Documents constituting subordinate accounting files for self-service supply centers. Included are general ledger subsidiary accounts, such as monetary allowance, customer accounts, inventory by departments, sales by departments, inventory and accounting adjustments, returns, cost of sales by departments, receipts, collections from nonappropriated funds, transfers to finance and accounting offices, sales tapes, credit tapes, inventories, price adjustments, turn-in slips, reports of survey, issue slips, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

23. FN: 710-2r

Title: Miscellaneous stock control files

Authority: NN-166-204

WITHDRAWN

20. FN: 710-2h2

Title: Property loss, theft, and recovery cases

Authority: NN-166-204

Privacy Act: Not applicable

Description: Weapons inventories and reports relating to the loss, theft, and recovery of firearms, ammunition, and related items. ^{1 year after}

Disposition: Weapons reports: Code KE6. Event is recovery of item or 5 years, whichever is earlier. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Addition of item at
request of Army PDC
Kandy Light 9/8/00 meeting

- Change made
w/ concurrence
at PDC
6/12/01
e-mail

Privacy Act: Not applicable

Description: Documents used to control stock in self-service supply centers. Included are want slips, merchandise unit control books, restricted item slips, and related information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

25. FN: 710-2s

Title: Reporting files

Authority: NN-166-204

WITHDRAWN

Privacy Act: Not applicable

Description: Reports relating to self-service supply center operations. Included are statements of operations, statements of customer accounts, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

26. FN: 710-2t

Title: Unit supply reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports prepared by unit supply officers for submission to higher headquarters relating to the maintenance and receipt of unit supply items. Included are equipment status reports and reports on supply levels, critically short items, and other matters which affect the maintenance and receipt of supply items, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

27. FN: 710-2u

Title: Administrative adjustment reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Approving authority copies of reports used to adjust inventory discrepancies disclosed because of physical inventories. Included are administrative adjustment reports, inventory count cards, copies of reports of survey, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. (Code K6. Event is completion of next physical inventory. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.)

Change made w/
concurrent at Army POC
Kathy light
6/12/01 e-mail

28. FN: 710-2v

Title: Army headquarters requisitions

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents accumulated at Army headquarters in connection with the process of approval and transmittal to supply agencies of requisitions for supplies, including requisitions from Army installations, National Guard, ROTC organizations, shipping orders, and correspondence relating to the filling of the requisitions.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

29. FN: 710-2w

Title: Supply operation reports

Authority: NC1-AU-77-74

WITHDRAWN

Privacy Act: Not applicable

Description: Reports and directly related documents pertaining to supply operations and accumulated by major commands and Army staff offices.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

30. FN: 710-2x

Title: Unit packing certificates

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents which certify that proper crating and packing of organizational equipment has been accomplished prior to the movement of a unit to a new station.

WITHDRAWN

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

31. FN: 710-2y

Title: Unit supply inspections

Authority: NN-166-204

Privacy Act: Not applicable

WITHDRAWN

Description: Inspection reports of units outfitted prior to movement oversea. Included are showdown inspection reports, final inspection reports, and related papers.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

32. FN: 710-2cc1

Title: Authorized supply codes

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to the assignment of authorized organization supply codes to each unit, organization, or activity authorized to maintain property on an organization or installation property book. Included are registers or related papers.

Disposition: Registers: Code KE6. Event is cancellation of all supply codes listed on the sheet or in the bound register. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

33. FN: 710-2cc2

Title: Authorized supply codes

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to the assignment of authorized organization supply codes to each unit, organization, or activity authorized to maintain property on an organization or installation property book. Included are registers or related papers.

Disposition: Files other than registers: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

34. FN: 710-2dd

Title: Nonaccountable property files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to the receipt and issue of military property which is not recorded on an accountable stock record account of the station or on a memorandum receipt account of the station, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.

Disposition: Code KE6. Event is turn in of equipment, after proper settlement of responsibility, or consolidation whichever is applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Change made
w/ concurrence of Army
POC: Kandy Light
6/12/01
e-mail

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
35.	<p>738 MAINTENANCE MANAGEMENT Prescribing Directives DA Pam 738-750-The Army Maintenance Management System (TAMMS) DA Pam 738-751--Functional Users Manual for The Army Maintenance Management System, Aviation (TAMMS-A) Description: These records concern the management of maintenance actions for Army equipment. The records described below were formerly prescribed by TM 38-750, TAMMS, and were identified in the previous edition of MARKS with file numbers 750-1c through 750-1k.</p> <p><u>FN: 738</u> Title: General maintenance management 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 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 papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to maintenance management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to maintenance management 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 papers gathered for preparation of an action. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-167-31 and NN-165-192	WITHDRAWN	
36.	<p><u>FN: 738-750b</u> Title: Maintenance request registers Privacy Act: Not applicable Description: Documents used to record and control maintenance work. These documents are usually in the form of registers. Disposition: Code KE6. Event is last entry. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	NN-166-204		
37.	<p><u>FN: 738-750g</u> Title: Shop property accounts Privacy Act: Not applicable Description: Documents accumulating in tool rooms, parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct</p>	NN-166-204	WITHDRAWN	

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	<p><u>FN: 738-750g (Continued)</u></p> <p>exchange cards, property issue and turn-in slips, and similar information reflecting the issue, turn-in, and usage of items, such as repair parts, kits, tools, and assemblies. These documents may also constitute a section of the accountable officer's stock record account or may be subsidiary to it. Stock record cards and direct exchange cards should be continued in use until filled or the final entry is made.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>			
38.	<p><u>FN: 738-750h</u></p> <p>Title: Equipment record cards</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents maintained to provide a perpetual inventory of selected major or end items of equipment and to retain timely data for required equipment reports. Included are installation equipment inventory record cards, record of engineering equipment requiring repair parts, support cards, and similar forms. Engineer equipment requiring repair parts support records will be transferred as required by DA Pam 738-750.</p> <p>Disposition: Code KE6. Event is after equipment is removed from agency control. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	NN-166-204		
39.	<p><u>FN: 738-750k</u></p> <p>Title: Engine log or run-in data files</p> <p>Privacy Act: Not applicable</p> <p>Description: Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-166-204		WITHDRAWN
40.	<p><u>FN: 738-751a3</u></p> <p>Title: Aircraft maintenance records</p> <p>Privacy Act: Not applicable</p> <p>Description: DA Pam 738-751 prescribes the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record. Note: Forward copies of aircraft records per DA Pam 738-751 to USAATCOM. All original aircraft records will be transferred with the aircraft.</p> <p>Disposition: Aircraft that are transferred for purposes other than local salvage: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	N1-AU-97-11		WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 4 OF 5
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
41.	<p>FN: 738-751a4</p> <p>Title: Aircraft maintenance records</p> <p>Privacy Act: Not applicable</p> <p>Description: DA Pam 738-751 prescribes the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record. Note: Maintain original records with aircraft until salvage is completed.</p> <p>Disposition: Aircraft used for local salvage of usable components: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	N1-AU-97-11	WITHDRAWN
42.	<p>FN: 738-751b</p> <p>Title: Maintenance requests</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents used to request maintenance services, to request the application of a MWO, to report accomplishment of a MWO, and to record maintenance performed. A single form is prescribed for use as an individual request and as a report of modification completion. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, supporting maintenance documentation at the Aviation Intermediate Maintenance (AVIM) unit level and similar information.</p> <p>Disposition: Code KE6. Event is completion of the modification or repair. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	N1-AU-97-11	WITHDRAWN
43.	<p>FN: 738-751c</p> <p>Title: Aircraft Maintenance request registers</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents used to record and control maintenance work. These documents are usually registers.</p> <p>Disposition: Code KE6. Event is last entry. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	NN-166-204	WITHDRAWN
44.	<p>FN: 738-751g</p> <p>Title: Aircraft Engine log or run-in data files</p> <p>Privacy Act: Not applicable</p> <p>Description: Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-166-204	WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION			JOB NUMBER	PAGE 5 OF 5
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
45.	<p>FN: 738-751h</p> <p>Title: Installed and spare engine reports</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing or rotary wing aircraft. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-166-204		
46.	<p>FN: 738-751i</p> <p>Title: Quality Deficiency Reports</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents used to report receipt of defective materiel, to submit quality deficiency reports, and file copies of quality deficiency reports maintained at the Aviation Unit Maintenance (AVUM) and AVIM level.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	N1-AU-97-11		WITHDRAWN
47.	<p>FN: 738-751j</p> <p>Title: Personnel Identifier (PID) files</p> <p>Privacy Act: To be determined</p> <p>Description: Unit PID records of personnel designated to perform aircraft maintenance, maintenance test flights, technical inspection and other duties assigned by the Commander requiring use of a PID.</p> <p>Disposition: Code KE6. Event is transfer or separation of the individual. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	N1-AU-97-11		
48.	<p>FN: 738-751k</p> <p>Title: Engine Component Operating hours Records</p> <p>Privacy Act: Not applicable</p> <p>Description: DA Forms 2408-19-3 prepared to report monthly engine readings.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	N1-AU-97-11		WITHDRAWN