

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 These items, unless subsequently superseded, may be used by the agency to disposition records.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 They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling.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	Active (T)	
3	Active (T)	
4	N/A	Crossed out before approval
5	Active (T)	
6	Active (T)	
7	Active (T)	
8	Active (T)	
9	Active (T)	
10	Active (T)	
11	Active (T)	
12	Active (T)	
13	Active (T)	
14	Active (T)	
15	Active (T)	
16	Active (T)	
17	Active (T)	
18	Active (T)	
19	Active (T)	
20	Active (T)	
21	Active (T)	
22	Active (T)	
23	Active (T)	
24	Active (T)	
25	Active (T)	
26	Active (T)	

27	Active (T)	
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29	Active (T)	
30	Active (T)	
31	Active (T)	
32	Active (T)	
33	Active (T)	
34	Active (T)	
35	Active (T)	
36	Active (T)	
37	Active (T)	
38	N/A	Crossed out before approval
39	Active (T)	
40	N/A	Crossed out before approval
41	Active (T)	
42	N/A	Crossed out before approval
43	Active (T)	
44	Active (T)	
45	Active (T)	
46	Active (T)	
47	Active (T)	
48	N/A	Crossed out before approval
49	Active (T)	
50	Active (T)	
51	Active (T)	
52	N/A	Crossed out before approval
53	N/A	Crossed out before approval
54	N/A	Crossed out before approval
55	Active (T)	
56	N/A	Crossed out before approval
57	N/A	Crossed out before approval
	Active (T)	
	Active (T)	
	Active (T)	
	Active (T)	
	Active (T)	
	Active (T)	
	Active (T)	
	Active (T)	
	N/A	Crossed out before approval
	N/A	Crossed out before approval
	Active (T)	

69	Active (T)	
70	Active (T)	
71	N/A	Crossed out before approval
72	Active (T)	
73	Active (T)	
74	Active (T)	
75	N/A	Crossed out before approval
76	Active (T)	
77	Active (T)	
78	N/A	Crossed out before approval
79	N/A	Crossed out before approval
80	Active (T)	
81	Active (T)	
82	Active (T)	
83	N/A	Crossed out before approval
84	N/A	Crossed out before approval
85	N/A	Crossed out before approval
86	Active (T)	
87	N/A	Crossed out before approval
88	Active (T)	
89	Active (T)	
90	N/A	Crossed out before approval
91	N/A	Crossed out before approval
92	N/A	Crossed out before approval
93	Active (T)	
94	Active (T)	
95	N/A	Crossed out before approval
96	N/A	Crossed out before approval
97	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
98	Active (T)	
99	Active (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001) or use GRS 1.1.01 (DAA-GRS-2016-0013-0001) if they include financial transactions
100	N/A	Crossed out before approval
101	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
102	Inactive (T)	GRS 5.4.010 (DAA-GRS-2016-0011-0001)
103	N/A	Crossed out before approval
104	Active (T)	
105	Active (T)	
106	Active (T)	
107	N/A	Crossed out before approval
108	Active (T)	

109	Active (T)	
110	Active (T)	
111	Active (T)	
112	Active (T)	
113	Active (T)	
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115	Active (T)	
116	Active (T)	
117	Active (T)	
118	Active (T)	
119	N/A	Crossed out before approval
120	N/A	Crossed out before approval
121	Active (T)	
122	Active (T)	
123	N/A	Crossed out before approval
124	N/A	Crossed out before approval
125	Active (T)	
126	N/A	Crossed out before approval
127	N/A	Crossed out before approval
128	N/A	Crossed out before approval
129	N/A	Crossed out before approval
130	N/A	Crossed out before approval
131	Active (T)	
132	Active (T)	
133	Active (T)	
134	Active (T)	
135	Active (T)	
136	Active (T)	
137	Active (T)	
138	N/A	Crossed out before approval
139	N/A	Crossed out before approval
	Inactive (T)	GRS 5.1 item 020 (DAA-GRS-2016-0016-0002)

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER 71-A2-00-36	
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED 3-22-00	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		NOTIFICATION TO AGENCY 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 4-5-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 40 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
140.	<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>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> <p style="text-align: center; margin-top: 20px;"><i>CC Agency NR NAWMWA</i></p>		

700

LOGISTICS

Prescribing Directives

AR 700-4--Logistic Assistance Program

AR 700-15--Packaging of Materiel

AR 700-16--Obtaining, Storing, and Retrieving Container Design Data

AR 700-19--U.S. Army Munitions Reporting Systems

AR 700-22--Worldwide Ammunition Reporting System (WARS) (RCS: CSGLD-1322(R1)(MIN))

AR 700-36--Overseas Laboratories for Support of Quality Surveillance on Petroleum Products

AR 700-47--Defense Standardization and Specification Program

AR 700-65--Nuclear Weapons and Nuclear Weapons Materiel

AR 700-84--Issue and Sale of Personal Clothing

AR 700-90--Army Industrial Preparedness Program

AR 700-127--Integrated Logistic Support

AR 700-131--Loan of Army Materiel

AR 700-138--Army Logistics Readiness and Sustainability

AR 700-142--Materiel Release, Fielding, and Transfer

DA PAM 700-23--Replacement of Industrial Plant Equipment in the Production Base Support Program

Description: These records concern logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Records pertaining to a specific logistical function are placed in the appropriate 700 series.

Note: Personal clothing records, prescribed by AR 700-84, are included within file number 710-2g, Soldier Issue Files, for the convenience of organizations maintaining such records.

FN: 700

Title: General logistics 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; other transactions of a general, routine, and administrative nature; and other information relating to logistics 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 logistics 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.

WITHDRAWN

2. FN: 700-4a

Title: Customer supply assistance reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports of visits made by Army supply assistance personnel relative to supply assistance provided installations and activities.

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

3. FN: 700-15a

Title: Packaging and handling deficiency reports

Authority: II-NNA-1462

Privacy Act: Not applicable

Description: Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of deficiencies, reports of corrective action, and similar information.

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

4. **FN: 700-16a**

Title: Ammunition demilitarization and renovation work orders

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents pertaining to the demilitarization and renovation of ammunition. Included are work orders, issue slips, turn-in slips, renovation work sheets, cost and production records, expenditure orders, and related papers.

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

WITHDRAWN

5. **FN: 700-16c**

Title: Depot surveillance files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Depot surveillance record or cards maintained as a cumulative record covering the entire period of storage of a lot of ammunition at an installation.

Disposition: Code KE6. Event is after the ammunition is shipped or other disposition is made. 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.

6. **FN: 700-18a**

Title: Provisioning army Systems Documentation

Authority: N1-AU-94-7

Privacy Act: Not applicable

Description: Information pertaining to basic principles, objectives, and policies, assigned responsibilities for provisioning Army systems and end items, guidance for budgeting, planning, imaging, scheduling, executing and evaluating provisioning programs within the framework of the Acquisition Process and integrated logistic support techniques. Instructions for acquiring and using provisioning technical documentation and supplemental provision technical documentation. Data on equipment provided to support the stated system availability or readiness objectives.

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

7. **FN: 700-22a** *Rescinded. Use FN: 700-19a*

Title: Storage reporting files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar information.

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

8. **FN: 700-22b** *Rescinded. Use FN: 700-19b*

Title: Ammunition, guided missile, and rocket status reporting files

Authority: NC1-AU-77-49

Privacy Act: Not applicable

Description: Reports submitted by field installations and activities to furnish data for budget estimates, distribution planning, and procurement scheduling relative to ammunition, guided missiles, and large rockets.

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

9. ~~FN: 700-22f~~ *Rescinded. Use FN: 700-19f*

Title: Ordnance stock subsidiary controls

Authority: II-NNA-1462

Privacy Act: Not applicable

Description: Lot and stock record cards, and credit, debit, and adjustment vouchers maintained by stock control divisions as subsidiary accounts to control ammunition stock control accounts (Ammunition Field Service Account). Lot and stock record cards will be continued in effect until filled or final entry is made thereon.

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

10. **FN:** 700-36a

Title: Petroleum product analysis reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents created incident to the testing of petroleum products as they pertain to the acceptability of such products in connection with new procurement or the analyses required of petroleum units in custody of Army storage facilities. A copy of the 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.

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

11. **FN:** 700-47b1 : *Departmental Standardization Office*

Title: Materiel standardization plans

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents related to the development of formal plans for standardization of FCS classes of materiel or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to them.

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

13. **FN:** 700-47c

Title: Standardization document formulations

Authority: NC1-AU-77-75

Privacy Act: Not applicable

Description: Documents relating to the preparation, coordination, approval, maintenance, revision, and cancellation of Federal and military standards, specifications, and standardization handbooks and documents relating to the adoption of industry standardization documents when the Army is assigned responsibility for completing the action. Included are project initiation letters or assignments, reports of preliminary conferences, draft standardization documents and comments on them, necessary drawings, notices, agenda, and minutes of meetings, study project reports, coordinating actions, and copies of the published standardization documents with communications relating to them.

Disposition: Code KE6. Event is publication of the standardization document. 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: 700-47b2**Title:** Material standardization plans: Preparing Assignee Activity**Authority:** NN-166-204**Privacy Act:** Not applicable

Description: Documents related to the development of formal plans for standardization of FCS classes of material or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to them.

Disposition: Code KE6. Event is completion or cancellation of all projects scheduled in the plan. 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.

14. FN: 700-47d

Title: Standardization document collaborations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to Army participation in the formulation, revision, or cancellation of specifications, standards, standardization plans, and handbooks prepared by other military departments or Federal agencies, or in the adoption of industry standardization documents by other military departments and Federal agencies. Included are copies of proposed standardization documents and comments on them, notices, agenda, and minutes of meetings, and related documents.

Disposition: Code KE6. Event is publication of the standardization document. 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.

15. FN: 700-47g

Title: Item standardization deviations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents created in maintaining items standardization through approving, disapproving, or commenting on proposed procurement of nonstandard items but not documents belonging in procurement transaction files. Included are requests and justifications for procurement of nonstandard or nonpreferred items, requests for authority to procure technical equipment without advertising, decisions, recommendations, agenda, minutes, and other papers of the advisory committee on procurement without advertising of technical equipment and components, approvals, disapprovals, and appeals, coordinating actions, and related papers.

Disposition: Code KE6. Event is cancellation or expiration of the standardization deviation. 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.

16. FN: 700-47h

Title: Standardization reports

Authority: NN-164-204

Privacy Act: Not applicable

Description: Documents reflecting information on standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Included are consolidated and feeder 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.

17. FN: 700-47i

Title: Standardization program recommendations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to Army participation in the formulation of the materiel standardization program. Included are recommendations for standardizations plans with supporting data, lists of areas exempt from requirements for standardization, recommendations to exclude certain classes of items from the program, schedule change recommendations, and related papers.

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

18. FN: 700-84a

Title: Personal property accounts

Authority: NN-166-204

Privacy Act: A0710-2cDALO

Change in disposition made w/ concurrence of Army POC Hardy Light. 9/20/00 mty. TT

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

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. ~~Code KE6. Event is final disposition of property. 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.~~

19. FN: 700-84b

Title: ROTC commutation of uniforms

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents on commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents.

Disposition: Code KE6. Event is after the school year end in which commutation of uniforms for a class will no longer continue. 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. (The active period is 4 years for institutions drawing commutation for basic and advanced students. It is 2 years for institutions drawing commutation for advanced students only.)

20. FN: 700-84c

Title: Clothing sale price lists

Authority: NN-166-204

Privacy Act: Not applicable

Description: Lists and supplements reflecting current prices for clothing store items.

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

21. FN: 700-84d

Title: Clothing cash and charge sales

Authority: NN-166-204

Privacy Act: Not applicable

Description: Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tape, cash register detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.

Change in disposition made w/ concurrence of Army POC Hardy Light. 9/20/00 mty. TT

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. ~~Code KE6. Event is 2 years or after audit, whichever is first, 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.~~

22. FN: 700-84e

Title: Clothing issue/sales stores establishment files

Authority: N1-AU-89-11

Privacy Act: Not applicable

Description: Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of Army Military Clothing Sales Stores (AMCSS) and Clothing Initial Issue Points (CIIPS). Included are recommendations for establishment, change of capacity, or discontinuance of such facilities, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Change in disposition made w/ concurrence of Army POC Hardy Light.

Disposition: Code KE6. Event is discontinuance of the related facility. 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.

or disapproval, whichever is applicable.

23. FN: 700-84f

Title: Clothing issue/sales stores reporting files

Authority: N1-AU-89-11

Privacy Act: Not applicable

Description: Documents constituting a part of the reporting system on clothing issue point and sales store operations. Included are Summary of Operations-Army Clothing Sales Stores and Clothing Initial Issue Points reports and related information.

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

24. **FN:** 700-84g
Title: Clothing issue/sales stores program files
Authority: N1-AU-89-11
Privacy Act: Not applicable

Description: Documents resulting from actions taken to evaluate and improve the overall clothing issue and sales stores program. Included are staff studies, survey and test reports, coordination actions, correspondence, and related documents.

Disposition: Code KE6. Event is completion of next comparable study or survey. 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 in disposition
made w/ consummation
of Army POC study
light. & refactoring.
rr*

or when no longer needed for reference purposes.

25. **FN:** 700-90b
Title: Production record reports
Authority: II-NNA-2325
Privacy Act: Not applicable

Description: Documents relating to production control of items on the Department of Defense Consolidated List of Principal Military Items. Included are production records, schedules and estimates, documents containing similar data, and related papers concerned with scheduling, dispatch, follow-up, and control of production items.

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

26. **FN:** 700-90c
Title: Industrial mobilization reports
Authority: NN-166-204
Privacy Act: Not applicable

Description: Reports and directly related documents reflecting progress and status of industrial mobilization and production and procurement planning.

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

27. **FN:** 700-90d
Title: Industrial mobilization facilities
Authority: II-NNA-2147
Privacy Act: Not applicable

Description: Documents relating to individual facilities (commercial concerns on plants) and specific items of supply that are used in determining past and future production capabilities or related uses allied to mobilization planning. Included are facility allocations, procurement and production planning schedules, current procurement and production schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related papers.

Disposition: Code KE6. Event is the removal of related facility from list of prospective supply sources, or removal of related supply item from list of designated commodities.. 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.

28. **FN:** 700-90e1
Title: Production equipment histories
Authority: NC1-AU-77-69
Privacy Act: Not applicable

Description: Documents used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related papers. These files will accompany the equipment on transfer within the Army or on transfer to another military department.

Disposition: Office having Army-wide responsibility: Code KE6. Event is final disposition of equipment. 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.

29. FN: 700-90f1

Title: Industrial defense surveys

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents on surveys of installations listed in the Key Facilities List, which contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to ensure uninterrupted operations of key facilities essential to mobilization. Included are--

- a. Copies of industrial defense surveys.
- b. Letters and reports.
- c. Narrative descriptions.
- d. Related documents.

Disposition: Offices having DA staff responsibility: Code KE6. Event is completion of review and analysis, or removal from Key Facilities List, 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 in disposition made w/ concurrence of Army POC Kordy Light 9/20/00 mtg. TT

or 1 year, whichever is first.

30. FN: 700-90f2

Title: Industrial defense surveys

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents on surveys of installations listed in the Key Facilities List, which contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to ensure uninterrupted operations of key facilities essential to mobilization. Included are--

- a. Copies of industrial defense surveys.
- b. Letters and reports.
- c. Narrative descriptions.
- d. Related documents.

Disposition: Preparing offices: Initial survey: Code K6. ~~Keep in CFA until no longer needed for Code KE6. Event is conducting business, but not longer than 6 years, then destroy.~~ removal from Key Facilities List or 5 years, whichever is first. 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 in disposition made w/ concurrence of Army POC Kordy Light. 9/20/00 mtg. TT

31. FN: 700-90f3

Title: Industrial defense surveys

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents on surveys of installations listed in the Key Facilities List, which contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to ensure uninterrupted operations of key facilities essential to mobilization. Included are--

- a. Copies of industrial defense surveys.
- b. Letters and reports.
- c. Narrative descriptions.
- d. Related documents.

Disposition: Narrative descriptions, photographs, maps, and similar descriptive material essential to conduct future surveys: Code KE6. Event is supersession or obsolescence. 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 in disposition made w/ concurrence of Army POC Kordy Light 9/20/00 mtg. TT

or no longer required

32. FN: 700-90f4

Title: Industrial defense surveys

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents on surveys of installations listed in the Key Facilities List, which contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to ensure uninterrupted operations of key facilities essential to mobilization.

Included are--

- a. Copies of industrial defense surveys.
- b. Letters and reports.
- c. Narrative descriptions.
- d. Related documents.

Change in disposition made w/ concurrence of Army POC Randy Light 9/20/02 only. TT

Disposition: Annual surveys and letter reports: ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ *Code KE6. Event is removal from Key Facilities List or 2 years, whichever is first, 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:** 700-90g

Title: Industrial defense operations

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents on the operation of the industrial defense program by offices assigned that responsibility. Included are survey schedules, periodic reports, facilities lists, and general related information.

Change in disposition made w/ concurrence of Army POC Randy Light. 1/29/02 e-mail TT

Disposition: ~~Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~ *Code KE6. Event is supersession or obsolescence. 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.*

34. **FN:** 700-90h3

Title: Key Facilities Lists

Authority: NC1-AU-79-14

Privacy Act: Not applicable

Description: Documents listing the facilities recommended and approved for inclusion in the Key Facilities List. Included are published lists, DD Forms 451 (Industrial Facilities Protection Program Change Lists), and related information.

Disposition: DD Forms 451: Code KE6. Event is removal from the list. 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.

35. **FN:** 700-131a

Title: Equipment loans

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents reflecting loan of equipment, tools, or material to, or from, other Government agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.

Disposition: Code KE6. Event is turn-in or other satisfactory accounting for items involved. 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.

36. **FN:** 700-138e

Title: Unit Equipment Status and Servicability Report (UESSR)

Authority: N1-AU-97-10

Privacy Act: Not applicable

Description: Information relating to Mission Capable (MC), Fully Mission Capable (FMC), Partially Mission Capable (PMC), Non Mission Capable Supply (NMCS), and Non Mission Capable Maintenance (NMCM) for all reportable equipment by individual Army organization or unit. Includes monthly Unit Equipment Status and Servicability Reports (UESSRs) and related correspondence.

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

37. FN: 700-138f

Title: Selected Command Unit Review Report (SCUR)

Authority: N1-AU-97-10

Privacy Act: Not applicable

Description: Information relating to Selected Command Unit Review Report (SCUR). Includes SCUR for active Army units, Reserve Component units, Army Materiel Command or Major Support Command (AMC MSC) and related correspondence.

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

38. FN: 700-138g

Title: Equipment Historical Availability Trend (EHAT) reports

Authority: To be determined

Privacy Act: Not applicable

Description: Information relating to Equipment Historical Availability Trend (EHAT) reports and related correspondence.

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

WITHDRAWN

Withdrawn for
submitted on
separate SF 115.

TT

39. FN: 700-138h

Title: Total Logistics Readiness and Sustainability reports (TLRS)

Authority: N1-AU-97-10

Privacy Act: Not applicable

Description: Information relating to total Army logistics readiness and sustainability. Included are reports generated as a result of assessing the capability of the logistics system to sustain deployed forces engaged in simulated combat.

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

40. FN: 700-138i

Title: Readiness Integrated Data Base (RIDB)

Authority: To be determined

Privacy Act: Not applicable

Description: Information relating to Readiness Integrated Data Base (RIDB) automation and development.

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

WITHDRAWN

Withdrawn for
submitted on separate
SF 115. TT

41. FN: 700-142a

Title: Materiel fielding files

Authority: N1-AU-90-4

Privacy Act: Not applicable

Description: Information relating to materiel releases for issue, materiel fielding, and transfer of designated displaced systems. Included are materiel fielding memorandums of notification, materiel fielding plans, mission support plans, materiel fielding agreements, and related information.

Disposition: Code KE6. Event is completion of materiel fielding or transfer. 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.

SF 115 in
process

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 2 OF 4
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>702 PRODUCT ASSURANCE Prescribing Directives AR 702-3--Army Material Systems Reliability, Availability, and Maintainability AR 702-4--Contract Quality Assurance Program AR 702-4-1--Defense In-Plant Quality Assurance Program AR 702-9--Post-Production Testing of Army Materiel AR 702-16--Chemical Materiel Stockpile Reliability Program (CMSRP) Description: These records concern policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycle, including material reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of product (or system) effectiveness.</p>		
42.	<p>FN: 702 Title: General product assurance 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 product assurance 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 product assurance 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), 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>	<p>NN-167-31 and NN-165-192</p>	<p>WITHDRAWN</p>

(12)

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 3 OF 4
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
43.	<p>FN: 702-3c</p> <p>Title: Materiel drawings</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents depicting the design or working order of parts, components, assemblies, and items of materiel. Included are arrangement, assembly, book form, source control, interface, correlation detail, detail assembly, installation, kit, matched set, multisheet, tube bend, electronic, electrical, undimensioned drawings and diagrams or microfilm images thereof, comparable drawings, associated parts lists, indexes, data lists, coordination letters, and similar papers.</p> <p>Notes: a. The activity whose code number appears on the drawing normally is responsible for maintaining the record copy. The record copies are generally maintained in drawing number sequence.</p> <p>b. This file number is not applicable to preliminary and experimental drawings created and maintained by research and development activities. These drawings are described in the sections dealing with research and development records.</p> <p>Disposition: Code KE6. Event is after the depicted item is no longer in the supply system or supported under the Military Assistance Program. 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> <p>-----</p>	NN-166-145	
44.	<p>FN: 702-4a</p> <p>Title: Manufacturing controls</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to scheduling, dispatch, follow-up, and control of items to be manufactured. Included are work orders, job orders, turn-in slips, estimate sheets, production reports, and related papers.</p> <p>Disposition: Code KE6. Event is completion of related work. 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> <p>-----</p>	NN-166-204	
45.	<p>FN: 702-4b</p> <p>Title: Manufacturing method projects</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to the improvement, modification, and modernization of manufacturing processes and procedures. Included are drawings, photographs, job orders, routing sheets, reports of revised processes and procedures, and related papers.</p> <p>Disposition: Code KE6. Event is completion of individual project. 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>	II-NNA-2325	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 4 OF 4
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
46.	<p>FN: 702-4d</p> <p>Title: Manufacturing quality controls</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents maintained for detection, prevention, and control of manufacturing defects. Included are in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.</p> <p>Disposition: Code KE6. Event is completion of final production order for the related component. 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> <p>-----</p>	NN-166-204	
47.	<p>FN: 702-4-1d</p> <p>Title: Print distribution files</p> <p>Privacy Act: Not applicable</p> <p>Description: Cards or comparable documents utilized to control and facilitate the issuance of drawings and changes or revisions thereto utilized in manufacturing operations.</p> <p>Disposition: Code KE6. Event is after related drawings are superseded or the components to which they relate become obsolete. 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	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 2 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	708 CATALOGING OF SUPPLIES AND EQUIPMENT Prescribing Directive AR 708-1--Cataloging and Supply Management Data Description: These records concern policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in the Department of the Army and the Department of Defense. -----		
48.	FN: 708 Title: General cataloging of supplies and equipment 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 cataloging of supplies and equipment 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 cataloging of supplies and equipment 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. -----	NN-167-31 and NN-165-192	WITHDRAWN
49.	FN: 708-1c Title: Cataloging activity reports Privacy Act: Not applicable Description: Documents used to report recurring official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required. Included are cataloging activity 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.	NCI-AU-77-44	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 3 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
50.	<p>FN: 708-1d Title: Supply item identification files Privacy Act: Not applicable Description: Documents relating to proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and national stock number, name and description transmittal forms, reference drawings or illustration sketches, coordinating or collaborating actions, cancellation requests, and similar documents pertaining to the proposed item identifications. Disposition: Code KE6. Event is completion of action on the particular transaction. 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> <p>-----</p>	NN-166-204	
51.	<p>FN: 708-1e Title: Item identification collaborations Privacy Act: Not applicable Description: Documents created by activities participating in the supply catalog system by commenting on original item identifications or on proposals for revision, transfer, or cancellation of existing item identifications. Included are proposals and retained copies of comments on them. 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	

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PROCUREMENT

Prescribing Directives

AR 715-5--Department of Defense Priorities and Allocations Manual

AR 715-11--Army Procurement Management Review Program

AR 715-31--Army Competition Advocacy Program

Description: The procurement records described below are generally prescribed by the FAR and the DOD Supplement thereto; however, for consistency of numbering within MARKS, they are identified here with the related 715-series publications on procurement. These records concern procurement of materiel and services through purchase or contract from sources outside the Army. This includes such functions as priorities and allocations, procurement, inspection, and quality control, high dollar parts, small business procedures, and open-end contract information.

52. **FN: 715**

Title: General procurement 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 procurement 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 procurement 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.

WITHDRAWN

53. **FN: 715d**

Title: Procurement registers

Authority: ~~II-NNA-2957~~ *GRS 23*

Privacy Act: Not applicable

Description: Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.

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

WITHDRAWN

54. **FN: 715e**

Title: Procurement directives

Authority: ~~NC1-AU-77-124~~ *GRS 23*

Privacy Act: Not applicable

Description: Documents used in initiating procurement or production action. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders lists, written bids, summaries or proposals, abstracts of bids, cost analyses reports, and similar information.

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

WITHDRAWN

55. **FN: 715f**

Title: Procurement action reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to the reporting system designed to provide statistics about placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information. Note: All the above reports (except consolidated reports and summaries) will be filed and disposed of with the related contracts.

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

56. ~~FN: 715g~~

~~Title: Procurement inspections~~

~~Authority: GRS 3, Item 4c~~

~~Privacy Act: Not applicable~~

~~Description: Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, GAO, and supervisory offices, documents indicating corrective action taken, and similar information.~~

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

WITHDRAWN

57. ~~FN: 715h~~

~~Title: Contracting officer designations~~

~~Authority: GRS 3, Item 2~~

~~Privacy Act: Under development~~

~~Description: Documents reflecting the designation and rescission of contracting officers and contracting officers' representatives, which include the specific procurement authorities delegated. Original copies of the designation will be filed in the official contract file.~~

~~Disposition: Code KE6. Event is rescission or termination. 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.~~

WITHDRAWN

58. FN: 715m

Title: Military guide specifications

Authority: NN-166-204

Privacy Act: Not applicable

Description: Specifications and related correspondence used as guides for military construction contract specifications. These records are prescribed by Part 36, FAR and Part 36, DOD FAR Supplement.

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

59. FN: 715s

Title: Contractors' insurance files

Authority: NC1-AU-77-59

Privacy Act: Not applicable

Description: Documents used in determining proper insurance required by statute for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, insurance policies, premium audits, approvals, disapprovals, and comments providing similar data.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. *Change in disposition made w/ concurrence at Army PDC Handy 1/29/02 email TT*

60. FN: 715w

Title: Contract reviews

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data.

Change in disposition
made w/ concurrence of Army
PDC Handy Light. 9/20/02 mtg.
TT

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 6 years or after completion of review, 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.

61. FN: 715z

Title: Contract termination reports

Authority: II-NNA-2067

Privacy Act: Not applicable

Description: Reports and directly related correspondence pertaining to the status of contract termination.

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

62. FN: 715aa

Title: Contract termination reviews

Authority: II-NNA-2194

Privacy Act: Not applicable

Description: Documents related to the review of contract terminations. Included are proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals, and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in paragraph 4.803, DOD FAR Supplement. Note: documents filed with the contract will be destroyed therewith.

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 6 years or after contract termination, 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 in disposition
made w/ concurrence
of Army PDC Handy
Light.
1/24/02
e-mail
TT

63. FN: 715ee

Title: Open-end contract information

Authority: NN-166-204

Privacy Act: Not applicable

Description: Army circulars and related documents reflecting information on existing open-end contracts for use by contracting officers in procurement of supplies and equipment.

Disposition: Code KE6. Event is expiration date. 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.

64. FN: 715gg

Title: Rejected bids

Authority: NN-166-204

Privacy Act: Not applicable

Description: Invitations for bids accumulated due to rejecting all bids responding to an invitation and a not issuing a new invitation.

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

65. FN: 715hh

Title: Procuring office customs entry files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to the entry and admission free of duty of material procured abroad or returned from abroad by the Army. Included are customs permits, forms, summary of value, similar documents, and related correspondence.

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

66. FN: 715jj

Title: Small business information

Authority: II-NNA-1451

Privacy Act: Not applicable

WITHDRAWN

Description: Documents relating to communications or discussions which provide small business concerns with information about Army requirements for suppliers on bidders' lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement, and other matters concerning the participation of small business concerns in the military procurement program. Included are inquiries from small business concerns, memorandums recording discussion with representatives of small business concerns, and similar documents.

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

67. FN: 715kk

Title: Small business program surveys : *Offices performing surveys*

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to surveys of field purchasing officers to analyze the effectiveness of the small business program to afford small business concerns an equal opportunity to compete for procurements. Included are data accumulated for making surveys, reports from procuring offices, survey reports, instructions or changes made because of the survey, and related papers.

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

WITHDRAWN

68. FN: 715nn

Title: Competency certificates

Authority: II-NNA-1451

Privacy Act: Not applicable

Description: Documents relating to the issuance or withdrawal of certificates of the competency, capacity and credit standing of small business concerns furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific and small business concerns, and similar documents.

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

69. FN: 715pp

Title: Small business reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents accumulated by small business advisers for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions.

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

70. FN: 715qq

Title: Contractor reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports received from contractors participating in the small business procurement program, related information, and summaries from the reports.

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

71. FN: 715tt

Title: Labor relations and EEO surveillance files

Authority: NN-165-75

Privacy Act: Not applicable

WITHDRAWN

~~**Description:** Documents relating to general surveillance procedures performed in administering the Army labor relations and industrial equal opportunity programs. Included are copies of contractors' payrolls, statements regarding compliance, and related documents.~~

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

72. FN: 715bbb1

Title: Individual item pricing files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items, for comparative pricing purposes, and for analyzing price trends. Included are ledger sheets, card records, and related papers.

Disposition: Documents used in establishing revised standard prices: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

73. FN: 715ccc

Title: Item pricing posting media

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents used as posting media to individual item pricing files. Included are copies of purchase orders, contracts, abstracts of bids, summaries of proposals, and similar documents.

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

74. FN: 715ddd

Title: Company pricing files

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents related to negotiating with commercial concerns as to future pricing methods for improved pricing on contracts and negotiating price adjustments required by contract clauses, such as price escalation and price redeterminations. Included are reports, pricing agreements, financial statements, production records, and similar documents.

Note: Files relating to a specific contract will be filed therewith.

Disposition: Code KE6. Event is establishment of a revised pricing agreement or when the commercial concern is no longer considered a prospective source of supply. 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.

75. FN: 715ggg

Title: Advance planning procurement files

Authority: NN-168-26

Privacy Act: Not applicable

Description: Documents relating to the release of advance planning information to industrial firms for their use in future planning and to aid in submitting bids for required material. Included are synopses of advance procurement planning information, lists of bidders, inquiries from industrial firms and answers thereto, reports, similar documents, and related papers.

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

WITHDRAWN

76. FN: 715jjj

Title: Interservice inspections

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to the performance of inspection services for other procuring activities.

Note: Interservice inspection files accumulated by Army procuring activities in performing inspection service for other departments will be retained in the custody of the inspecting activities in the absence of

files to the activity administering the contract. Conversely, inspection files created by other activities in performing inspection services on Army contracts will be retained by the activities performing the inspection service in the absence of any specific agreements or requests for transfer of such records to the Army procuring activities administering the contracts.

Disposition: Code KE6. Event is completion of inspection action on the related contract. 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.

77. **FN: 715kkk**

Title: Coordinated procurement program reports

Authority: NC1-AU-77-62

Privacy Act: Not applicable

Description: Document containing data relative to the Department of Defense coordinated procurement program, such as 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.

78. **FN: 715mmm**

Title: Canceled solicitations

Authority: ~~NN-166-204~~ *GRS 3*

Privacy Act: Not applicable

Description: Formal solicitations of offers to provide products or services which were canceled prior to award of a contract. Included are presolicitation documentation on the requirement, offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

Disposition: Code KE6. Event is cancellation. 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.

WITHDRAWN

79. **FN: 715nnn2**

Title: Vietnamese contract records

Authority: N1-AU-87-19

Privacy Act: Not Applicable

Description: Records accumulated by U.S. Forces in the Republic of Vietnam during the Southeast Asia War that pertain to contracts executed between the U.S. Government and Vietnamese contractors. Records include individual procurement transaction case files, contract review files, and other records documenting contractual relationships involving Vietnamese nationals.

Disposition: Code KE6. Event is cancellation. 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.

WITHDRAWN

Army requests withdrawn. This item should not have been included in this job. 4/20/00 mty rr

80. **FN: 715-5a**

Title: Controlled materials allocations

Authority: II-NNA-1933

Privacy Act: Not applicable

Description: Documents reflecting the distribution of controlled materials from the Department of Defense to the Deputy Chief of Staff for Logistics, and further allocations within the Army to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.

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

81. **FN: 715-5b**

Title: Controlled materials allotment cases

Authority: II-NNA-1933

Privacy Act: Not applicable

Description: Documents reflecting allotments of controlled materials to contractors and producers. Included are requests, applications for allotments of controlled material and equipment, authorized

controlled material (ACM) orders, applications for production and construction material and equipment, authorized production schedules and revisions thereto, allotment increases or decreases, schedules of materials requirements, construction authorizations and allotments of controlled materials, allotment certificates for offshore construction, authorization letters for purchase of construction machinery, and similar documents.

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

82. **FN: 715-5c**

Title: Priority rating cases

Authority: II-NNA-1933

Privacy Act: Not applicable

Description: Documents used in establishing the priority use of controlled materials by contractors and producers. Included are requests for filing applications for priority ratings, applications for priority ratings for delivery of production and construction materials and equipment with supporting documents and recommendations, rating certificates and disapprovals of rating, requests for special priorities and assistance with related denials or approvals, and similar documents.

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

83. **FN: 715-5g**

Title: Controlled materials audits

Authority: II-NNA-1933

Privacy Act: Not applicable

Description: Reports of audit, interim reports of audit, audit checklists, and related documents.

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

WITHDRAWN

84. **FN: 715-5h**

Title: Representative samples

Authority: NC1-AU-77-78

Privacy Act: Not applicable

Description: Representative samples of files, maintained by Headquarters, Department of the Army offices, described under file numbers 715-5a, 715-5b, 715-5d, and 715-5e which are withdrawn from each annual block of files.

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

WITHDRAWN

85. **FN: 715-5i**

Title: Strategic and critical material requirement forecasting files

Authority: NC1-AU-77-70

Privacy Act: Not applicable

Description: Documents created in computing and reporting the quantities of strategic and critical materials needed to meet current or mobilization production schedules, or both, for end items. Included are computations, reports reflecting requirements, and related papers.

Disposition: Code KE6. Event is supersession or obsolescence. 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.

WITHDRAWN

86. **FN: 715-5m**

Title: National stockpile accounts

Authority: NN-164-198

Privacy Act: Not applicable

Description: Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the Army for General Services Administration, Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored; commodity type; and

vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers.

Disposition: Code KE6. Event is shipment of material. 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.

87. ~~FN: 715-5n~~

Title: National stockpile voucher registers

Authority: ~~NN-164-198~~ *GRS 23*

WITHDRAWN

Privacy Act: Not applicable

Description: Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the General Services Administration, Defense Materials Service.

Disposition: Code KE6. Event is after individual sheets or individual bound books are filled. 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.

88. ~~FN: 715-5p~~

Title: National stockpile reports

Authority: NN-164-198

Privacy Act: Not applicable

Description: Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the Army for the General Services Administration, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity.

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

89. ~~FN: 715-5q~~

Title: National stockpile shipping files

Authority: NC1-AU-77-47

Privacy Act: Not applicable

Description: Documents relating to the transportation of strategic and critical materials stored by the Army for the General Services Administration. Included are memorandum copies of bills of lading with supporting documents such as freight classification, export certificates or declarations, transit certificates such as GSA Form 278, TPU Form 12, demurrage car record books, and similar documents.

Disposition: Code KE6. Event is after all stored material of like kind and grade has been shipped out. 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.

90. ~~FN: 715-81a~~

Title: Competition Advocacy files

Authority: NC1-AU-85-63

WITHDRAWN

Privacy Act: Not applicable

Description: Information accumulated in carrying out a systematic program of competition advocacy to ensure competitive acquisition. Included are plans, documentation of exceptions to full competition, reviews and recommendations on lower echelon goals, reports on progress, and similar information.

Note: Excluded are formal directives governing operation of the program, which are instruction files (25-30g).

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

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 2 OF 4
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>725 REQUISITION AND ISSUE OF SUPPLIES AND EQUIPMENT Prescribing Directive AR 725-1--Special Authorization and Procedures for Issues, Sales and Loans AR 725-50--Requisitioning, Receipt, and Issue System Description: These records concern procedures pertaining to requisitioning and issue of items of supply and equipment. Includes special requisitioning and issue systems such as MILSTRIP.</p> <p>-----</p>		
91.	<p>FN: 725 Title: General requisition and issue of supplies and equipment 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 requisition and issue of supplies and equipment 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 requisition and issue of supplies and equipment 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> <p>-----</p>	NN-167-31 and NN-165-192	WITHDRAWN
92.	<p>FN: 725-1a Title: Small arms sales records Privacy Act: Not applicable Description: Documents relating to the sale of small arms, ammunition, targets, and related items to members of the National Rifle Association and to other authorized organizations. Included are requests, shipping documents, and weapons sales record cards. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> <p>-----</p>	NC1-AU-80-19	WITHDRAWN

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92.	FN: 725-1b1 Title: Surplus property donations Privacy Act: Not applicable Description: Documents reflecting the donation of obsolete combat materiel, books, manuscripts, works of art, drawing plans, and models not needed by the Department of Defense, to veterans organizations, educational museums operating under charters forbidding the accumulation of profit, state museums, and municipal corporations. Included are shipping orders, shipping documents, schedule of collections, and related papers. Disposition: Records reflecting donation of combat materiel: Code KE6. Event is when record is no longer needed to support annual verification of donor's use. 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.	NN-166-204	
94.	FN: 725-1b2 Title: Surplus property donations Privacy Act: Not applicable Description: Documents reflecting the donation of obsolete combat materiel, books, manuscripts, works of art, drawing plans, and models not needed by the Department of Defense, to veterans organizations, educational museums operating under charters forbidding the accumulation of profit, state museums, and municipal corporations. Included are shipping orders, shipping documents, schedule of collections, and related papers. Disposition: Documents other than records reflecting donation of combat material: Code KE6. Event is when account is settled or information is included in subsequent consolidated memorandum receipts.. 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.	NN-166-204	
95.	FN: 725-50a Title: Due-in document registers Privacy Act: Not applicable Description: Registers recording due-in shipments or notices of shipment. 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.	NN-166-204 GRS 23	WITHDRAWN
96.	FN: 725-50b Title: Requisition suspense and status files Privacy Act: Not applicable Description: Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions. Disposition: Code KE6. Event is completion of supply action or cancellation of requisition. 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.	GRS 3, Item 8a and b	WITHDRAWN

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97.	FN: 725-50c Title: Station supply reports Privacy Act: Not applicable Description: Reports concerning the status of supply, excess stock and the redistribution of stock (including station status stock report), and report on the status of equipment. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-166-204	
98.	FN: 725-50d Title: Priority requisitions Privacy Act: Not applicable Description: Requisition documents containing priority designators in the 1 through 8 category which are maintained in a separate file, as required by AR 710-2. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. <i>Code K6. Event is 1 year, or after the next annual general inspection, whichever is later. 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.</i>	NN-166-204	<i>Change in disposition made w/ concurrence of Army POC Randy Light. 9/26/00 mtg. TT</i>
99.	FN: 725-50h Title: Issue histories Privacy Act: Not applicable Description: Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	II-NNA-148	
100.	FN: 725-50i Title: Requisition registers Privacy Act: Not applicable Description: Registers maintained to record requisitions submitted for supplies to be furnished the Army by other Government agencies. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-166-204 GRS 23	WITHDRAWN
101.	FN: 725-50kl Title: Major item status reports Privacy Act: Not applicable Description: Documents accumulated in reporting major items to key depots or stock control points and consolidated reports prepared therefrom for submission to higher headquarters. Disposition: Destroy after 1 year, except stock record cards will be destroyed 1 year after filled or last entry thereon. <i>Stock record cards: Code K6. Event is filled or 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.</i>	NN-166-204	<i>Change in disposition - break out of item - made w/ concurrence of Army POC Randy Light. 9/26/00 mtg. TT</i>

102. FN: 725-50k2

Title: Major item status reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents accumulated in reporting major items to key depots or stock control points and consolidated reports prepared therefrom for submission to higher headquarters.

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

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103.	<p>FN: 740</p> <p>Title: General storage and supply activities correspondence files</p> <p>Privacy Act: Not applicable</p> <p>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 storage and supply activities 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 storage and supply activities 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.</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-167-31 and NN-165-192	WITHDRAWN
104.	<p>FN: 740-1a</p> <p>Title: Depots supply operation reports</p> <p>Authority:</p> <p>Privacy Act: Not applicable</p> <p>Description: Reports relating to depot supply operations containing data accumulated from requisitions and receiving documents for use at the depot in controlling depot operations.</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	
105.	<p>FN: 740-1d</p> <p>Title: Daily humidity and temperature charts</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents, normally in the form of charts, which reflect daily ammunition magazine humidity and temperature readings.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KE6. Event is transfer of data to annual graph. 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	Change in disposition made w/ concurrence of Army PDE Hardy Light. 9/20/00 mte TT
106.	<p>FN: 740-1e</p> <p>Title: Atmospheric annual graphs</p> <p>Privacy Act: Not applicable</p> <p>Description: Annual graphs which reflect atmospheric data of ammunition magazines in connection with the storage of ammunition, ammunition components, and explosives.</p> <p>Disposition: Code KE6. Event is demolition of magazine. Keep in CFA until event occurs and then until no longer needed for conducting business, but not</p>	NCI-AU-77-147	

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	FN: 740-1e (Continued) longer than 6 years, then destroy.			
107.	FN: 740-1f Title: Storage registers Privacy Act: Not applicable Description: Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-166-204 GRS 23	WITHDRAWN	
108.	FN: 740-1g Title: Storage identification and inspection reports Privacy Act: Not applicable Description: Documents relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, to determine the suitability of storage methods and conditions and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable papers. (This description does not include files relating to the storage of ammunition.) Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. <i>Code KE6. Event is completion of next comparable inspection or test. 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.</i>	NN-166-204	<i>Change in disposition made w/ concurrence of Army PDC Keady 1/29/02 e-mail TT</i>	
109.	FN: 740-1h Title: Warehouse receipts Privacy Act: Not applicable Description: Car arrival reports, shipping documents, tallies, or comparable documents retained for car spotting, the assignment of labor and equipment, the unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses. Disposition: Code KE6. Event is receipt of shipment, or when they have served their intended purpose. 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.	NN-166-204		
110.	FN: 740-1i Title: Warehouse shipping files Authority: NN-166-204 Privacy Act: Not applicable Description: Army shipping documents, tallies, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for picking, packing, and loading stock for shipment. Disposition: Code KE6. Event is receipt of shipment, or when they have served their intended purpose. Keep in CFA until event occurs and then until	NN-166-204		

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	FN: 740-1i (Continued) no longer needed for conducting business, but not longer than 6 years after the event, then destroy.			
111.	FN: 740-1j Title: Labor pool and equipment operating files Privacy Act: Not applicable Description: Documents relating to the assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing such information as the date, shift, cars or trucks loaded or unloaded, and comparable documents. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-166-204		
112.	FN: 740-1k Title: Storage reports Privacy Act: Not applicable Description: Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar reports. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-166-204		
113.	FN: 740-1m Title: Depot stock availability reports Privacy Act: Not applicable Description: Reports prepared periodically listing stock availability balances. These are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously reported as due out. or 3 months, whichever is first. Disposition: Code KE6. Event is completion of next report, 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.	II-NN-2076	Change in disposition made w/ concurrence of Army POC Randy Light 9/20/00 mty. RT	
114.	FN: 740-1n Title: Depot stock status and transactions analysis reports Authority: NN-166-204 Privacy Act: Not applicable Description: Reports reflecting current balances on a depot's stock records or summarizing individual transactions. Included are depot stock status reports and depot transaction analysis reports. or 3 months, whichever is first. Disposition: Code KE6. Event is completion of next report, 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.	NN-166-204	Change in disposition made w/ concurrence of Army POC Randy Light 9/20/00 mty. RT	
115.	FN: 740-1p Title: Due-in documents Privacy Act: Not applicable	NN-166-204		

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	FN: 740-1p (Continued) Description: Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment, or for warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents. Such documents are excluded when filed with vouchers to the stock record account. Disposition: Code KE6. Event is receipt of shipment, or when they have served their intended purpose. 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.			
116.	FN: 740-1q Title: Model (service) stocks Privacy Act: Not applicable Description: Documents maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities which lack an organizational supply officer. Included are model stock lists and their revisions, property issue slips, and property turn-in slips. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-166-204		
117.	FN: 740-1s Title: Transportation unit controls Privacy Act: Not applicable Description: Documents constituting a system for control of the identification of separate shipments. Disposition: Code KE6. Event is last shipment. 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.	NN-166-204 NN-166-204		
118.	FN: 740-3a Title: Material handling equipment use files Privacy Act: Not applicable Description: Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports, and similar documents. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-172-194	WITHDRAWN	
119.	FN: 740-32a Title: Technical escort files Privacy Act: Not applicable Description: Information on each escort operation performed by U.S. Army technical escort teams for shipments of chemical agents, biological agents, radiological agents, and etiologial agents. Included are checklist and report forms, copies of incident reports, trip monitor cards, operational reports, requests for transportation, and related information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.			

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	<p>746 MARKING, PACKING, AND SHIPMENT OF SUPPLIES AND EQUIPMENT Prescribing Directive AR 746-1--Packaging of Army Materiel for Shipment and Storage Description: These records concern painting and marking of Army materiel for identification. This includes preparing of materiel for shipment (cleaning, preserving, packing, packaging, and marking), loading, and escorting of shipments.</p> <p>-----</p> <p>FN: 746</p>			
120.	<p>Title: General marking, packing, and shipment of supplies and equipment 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 marking, packing, and shipment of supplies and equipment 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 marking, packing, and shipment of supplies and equipment 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> <p>-----</p>	NN-167-31 and NN-165-192	WITHDRAWN	
121.	<p>FN: 746-1a Title: Packaging and handling deficiency reports Privacy Act: Not applicable Description: Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	II-NNA-1462		

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122.	FN: 746-1d Title: Box and crate work orders Privacy Act: Not applicable Description: Box and crate shop work orders and supporting papers indicating all work performed by the activity and reflecting the status of work in process in terms of materials and workforce hours consumed and work accomplished. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	II-NNA-410	
123.	FN: 746-1e Title: Box and crate order and control registers Privacy Act: Not applicable Description: Documents used in connection with controlling operations, production scheduling, future production requirement, unit cost determinations, and similar matters. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	NN-166-204 GRS 23	WITHDRAWN

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	<p>750 MAINTENANCE OF SUPPLIES AND EQUIPMENT Prescribing Directive AR 750-1--Army Materiel Maintenance Policy and Retail Maintenance Operations Description: These records concern actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. Also includes activities and operations responsible for maintenance functions. Note: Under instructions in DA Pam 738-750, most record-keeping activities (except for aircraft) were transferred from TM 38-750, The Army Maintenance Management System (TAMMS). See 738-series in this pamphlet for maintenance numbers formerly identified as 750-1c, d, e, f, g, i, j, and k.</p>		
124.	<p>FN: 750 Title: General maintenance of supplies and equipment 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 of supplies and equipment 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 of supplies and equipment 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>	<p>NN 167-31 and NN-165-192</p>	<p>WITHDRAWN</p>

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125.	<p>FN: 750-1a1</p> <p>Title: Maintenance summary and management files</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality control, and similar information.</p> <p>Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.</p> <p>Disposition: Office having Army-wide responsibility: Consolidated reports and summaries affecting policy, precedent, and procedure: Code KE6. Event is supersession or obsolescence. 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>	NC1-AU-77-45	
126.	<p>FN: 750-1a2</p> <p>Title: Maintenance summary and management files</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality control, and similar information.</p> <p>Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.</p> <p>Disposition: Office having Army-wide responsibility: Other reports: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NC1-AU-77-45	<p>NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping w/ NARS re-design language.</p> <p>TT</p>

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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)
127.	<p>FN. 750-1a3</p> <p>Title: Maintenance summary and management files</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality control, and similar information.</p> <p>Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.</p> <p>Disposition: Office having Army-wide responsibility: Feeder reports: Code KE6. Event is extraction of data. 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>	NC1 AU 77 45	<p>NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARKS redesign language. TT</p>
128.	<p>FN: 750-1a4</p> <p>Title: Maintenance summary and management files</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality control, and similar information.</p> <p>Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.</p> <p>Disposition: Other offices: Consolidated reports and summaries: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NC1-AU-77-45	<p>WITHDRAWN</p> <p>Withdrawn at Army's request. TT</p>

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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)
129.	<p>FN: 750-1a5</p> <p>Title: Maintenance summary and management files</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality control, and similar information.</p> <p>Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.</p> <p>Disposition: Other offices: Feeder reports: Code KE6. Event is extraction of data. 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>	NC1-AU-77-45	<p>WITHDRAWN</p> <p><i>Withdrawn at Army's request.</i></p> <p><i>TT</i></p>
130.	<p>FN: 750-1a6</p> <p>Title: Maintenance summary and management files</p> <p>Privacy Act: Not applicable</p> <p>Description: Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality control, and similar information.</p> <p>Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.</p> <p>Disposition: Material Condition Status Reports (DA Form 2406): Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NC1-AU-77-45	<p>WITHDRAWN</p> <p><i>Withdrawn at Army's request.</i></p> <p><i>TT</i></p>

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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)
131.	<p>FN: 750-1b Title: Item maintenance engineering files: <i>Preparing office</i> Privacy Act: Not applicable Description: Documents created in maintenance engineering of development, reproduction, or standardization of items of materiel to determine maintenance support required; assure incorporation of ease of maintenance in design; improve maintenance operations on existing items; reduce maintenance; and prepare, coordinate, and issue technical manuals and bulletins, lubrication orders, and modification work orders. Included are contributions to and comments on maintenance specifications; support plans for development items; reports or minutes of maintenance evaluation review; reports, drawings, and similar papers resulting from investigating and correcting deficiencies or otherwise modifying the materiel; and draft copies of the published equipment publications and communications relating to them. Disposition: Code KE6. Event is publication of the related instruction, or on termination of the project when no such publication is issued. 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> <p>-----</p>	NN-165-10	
132.	<p>FN: 750-1h Title: Installed and spare engine reports Privacy Act: Not applicable 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. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> <p>-----</p>	NN-166-204	
133.	<p>FN: 750-1m Title: Maintenance technical assistance files Privacy Act: Not applicable Description: Reports and related papers accumulating from conduct of technical assistance programs which provide advice and assistance to improve organizational and field maintenance performance. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NC1-AU-77-46	

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134.	FN: 750-43b Title: TMDE Case Files Privacy Act: Not applicable Description: Equipment case files including technical requirements documentation, technical specifications, contract actions, equipment improvements reports, and similar information. Disposition: Code KE6. Event is obsolescence, discontinuance, or removal from inventory. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.	N1-AU-94-11	
135.	FN: 750-43d Title: TMDE Temperature and Humidity Files Privacy Act: Not applicable Description: Documents, normally in the form of charts, which reflect weekly laboratory temperature and humidity readings. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	N1-AU-94-11	
136.	FN: 750-43f Title: Calibration Techniques Privacy Act: Not applicable Description: Primary Standards Laboratory documents created to control the calibration method and use of measurement standards maintained by the laboratory. Disposition: Code KE6. Event is completion of 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.	N1-AU-94-11	
137.	FN: 750-43i Title: TMDE Calibration Cross Check Data Privacy Act: Not applicable Description: Documents used to record information arrives from cross checks performed on Area TMDE Support Team standards. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	N1-AU-94-11	

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	<p>755 UTILIZATION AND DISPOSAL OF SUPPLIES AND EQUIPMENT Prescribing Directive ER 755-2-1--Utilization and Disposal of Supplies and Equipment Description: These records concern reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.</p>		
138	<p>FN: 755 Title: General disposal of supplies and equipment 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 disposal of supplies and equipment 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 disposal of supplies and equipment 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>	<p>NN-167-31 and NN-165-192</p>	<p>WITHDRAWN</p>
139	<p>FN: 755-2-1a Title: Supply files (COE) Privacy Act: Not applicable Description: Files created in connection with the requisitioning, procurement (except for authorities to procure), storage and issue, warehousing and stock control, preservation and inspection, and disposition of materials and supplies, small business procedures, and related matters. Included are correspondence, reports of inspection, requisitions invitations to bid, SBA Form 70, and related papers. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	<p>NC1-AU-78-91</p>	<p>WITHDRAWN</p>