

NI-AU-02-12P

710

INVENTORY MANAGEMENT

Prescribing Directives

WITHDRAWN

4/5/02

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

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

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

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

FN: 710

Title: General inventory management correspondence files

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

Privacy Act: Not applicable

Description: ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature, and other information relating to inventory management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no 25-30q)

Current Hard Copy Disposition: Destroy after 2 years.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

Description: NONACTION: Matters relating to inventory management that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Current Hard Copy Disposition: Destroy when no longer needed for conducting business

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN: 710-1a

Title: Major item forecasting files

Authority: II-NN-3347

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy 3 years after supersession of specific documents, or 2 years after obsolescence, discontinuance, or removal of the item, whichever is first.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN: 710-1b

Title. Equipment management surveys

Authority: NC1-AU-77-63

Privacy Act: Not applicable

Description: Documents accumulating because conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar information.

Current Hard Copy Disposition: Destroy on completion of next survey.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements. Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing. Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN: 710-1c

Title: Administrative and management financial inventory accounts

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition

a. Offices of the Army Staff and major command headquarters. Destroy after 3 years.

b Other offices Destroy after 2 years.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN. 710-1d

Title: Basic item files

Authority: N1-AU-00-14

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy when no longer needed for conducting business after obsolescence, discontinuance, or removal of the supply item.

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FN: 710-1e

Title: Quantitative material requirement summaries

Authority: N1-AU-00-14

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy when no longer needed for conducting business.

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FN 710-1f

Title. Secondary item and repair part forecasting

Authority: II-NN-3347

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Privacy Act: Not applicable

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

Current Hard Copy Disposition: Withdraw and destroy during the next review after the documents have been retained for a period of 3 years, or 1 year after obsolescence, discontinuance, or removal of the supply item, whichever is first.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements. Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN: 710-1g

Title: Supply control study folders

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Dispose of as indicated for above file numbers

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN: 710-1h

Title. ADP supply control historical studies

Authority: II-NN-3847

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Dispose of in accordance with standards for file numbers 710-1d through 710-1f for files containing like data.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN: 710-2a

Title: Property book and supporting documents

Authority: II-NN-1002

Privacy Act: Not applicable

Description. Documents reflecting description, receipt, and turn-in of property for which the property book officer (PBO) is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book.

Current Hard Copy Disposition:

a Destroy after 2 years, except that:

(1) Open document numbers in the supporting document file will be transferred to the current fiscal or calendar year document file.

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(2) DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years.)

b. Upon receipt of notice that an organization or unit is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that the property books have been reduced to a zero balance and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions Destroy 2 years after property has been accounted for.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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FN: 710-2b

Title: Document registers

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition Destroy after 2 years, except that open document numbers will be extracted into current fiscal or calendar year document register (first entries of new register) in original document number sequence.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

Note At the end of the year (fiscal or calendar depending on how the

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record is maintained), the register becomes inactive and a new register is started. The old register is held in the current files area for 1 year. During that year, any open transactions which are completed are closed out (posted) on the old, inactive register. At the end of the 1 year period, all open numbers (if any still exist) are transferred to the new document register. The old inactive register is held for 1 additional year and then destroyed.

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FN: 710-2c

Title: Hand receipts

Authority: NN-166-204

Privacy Act: A0710-2BDALO

Description: Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. Does not include hand receipts signed by individual soldiers at the unit supply level. File these under file no. 710-2g.

Current Hard Copy Disposition: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Individuals may request and receive the canceled hand receipt for their own retention. In such case, the canceled hand receipt becomes the individual's personal property and ceases to be an official Army record.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2d

Title: Property record inspection and inventory reports

Authority: N1-AU-00-14

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy when no longer needed for conducting business after

completion of next comparable inspection or inventory.

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FN: 710-2e

Title: Property officer designations

Authority: N1-AU-00-14

Privacy Act: A0710-2aDALO

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

Current Hard Copy Disposition: Destroy when no longer needed for conducting business after termination of appointment.

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FN: 710-2f

Title: Personal property accounting files - Organizational property

Authority: N1-AU-00-14

Privacy Act: Not applicable

Description: Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventories of personal property, related forms, and similar information. NOTE: This file governs the organizational property of soldiers (Army-owned and controlled), as directed by AR 710-2. (OMA funds)

Current Hard Copy Disposition: Destroy when no longer needed for conducting business.

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FN: 710-2g

Title: Soldier issue files

Authority: NC1-AU-81-68

Privacy Act: A0710-2dDALO

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

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DA Form 3645.

Current Hard Copy Disposition:

a. Hand receipts: Destroy upon return or other complete accounting for items involved.

b. Personal clothing:

(1) Installation Clothing Initial Issue Point: Destroy after 2 years.

(2) Unit: Active Army: Destroy after 6 months provided inventory has been made without discrepancy. Reserve Components: Destroy upon posting to DA Form 4886 and subsequent Command Supply Discipline Program (CSDP) inspection. Transfer DA Form 4886 with MPRJ on separation. Destroy DA Form 3078 and DA Form 2765-1 after 2 years (see file no. 710-2b)

c. Organizational clothing and individual equipment (OCIE):

(1) Issue point: Send one copy to the custodian of the soldiers personnel records and keep one copy on file for 12 months after transfer of soldier

(2) Unit: Send with soldier to issue point upon transfer or separation.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2h

Title: Property loss, theft, and recovery reports

Authority: NN-166-204 and N1-AU-00-14

Privacy Act: Not applicable

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

Current Hard Copy Disposition:

a. Weapons inventories that do not reflect discrepancies: Destroy after 2 years.

b. Weapons inventories that reflect discrepancies: Destroy after 4 years.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

c. Loss, theft, and recovery reports: Destroy when no longer needed for conducting business, 1 year after recovery of item or after 5 years, whichever is first.

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FN: 710-2i

Title: Access controls (Rescinded; use FN 1v)  
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FN: 710-2j

Title: Equipment management surveys (Rescinded, use 710-1b)  
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FN: 710-2k

Title: Account authorizations

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy 1 year after posting authorization to customer's ledger and customer's ledger card.

Electronic systems that replace temporary hard copy records. Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2m

Title: Receipting authorities

Authority: NC1-AU-84-28

Privacy Act: NOT applicable

Description: DA Forms 1687 (Notice of Delegation of Authority-Receipt for Supplies) or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Support Activity (SSA) or Self-Service Supply Center (SSSC).

Current Hard Copy Disposition: Destroy on preparation of new authorization.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2n (Not used)  
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FN: 710-2p

Title: Principal accounts

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy after 2 years, except that customer's ledger cards will be destroyed 2 years after filled and balances are brought forward to new card.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2q

Title: Subordinate accounts

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2r

Title: Miscellaneous stock control files

Authority: NN-166-204

Privacy Act: Not applicable

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

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Current Hard Copy Disposition: Destroy after 3 months, except that merchandise unit control books will be destroyed after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements. Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing. Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2s

Title: Reporting files

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements. Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2t

Title: Unit supply reports

Authority: N1-AU-00-14

Privacy Act: Not applicable

Description: Reports prepared by unit supply officers for submission to

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higher headquarters relating to the maintenance and receipt of unit supply items. Included are equipment status reports and reports on supply levels, critically short items, and other matters which affect the maintenance and receipt of supply items, and similar information.

Current Hard Copy Disposition: Destroy when no longer needed for conducting business.

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FN: 710-2u

Title: Administrative adjustment reports

Authority: N1-AU-00-14

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy when no longer needed for conducting business after completion of next physical inventory.

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FN: 710-2v

Title: Army headquarters requisitions

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2w

Title: Supply operation reports

Authority: NC1-AU-77-74

Privacy Act: Not applicable

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

Current Hard Copy Disposition:

a. Office having Army-wide responsibility:

(1) Consolidated, summary, or composite reports: Destroy after 6 years.

(2) Feeder reports: Destroy on extraction of necessary data.

b. Other offices of the Army staff and major command headquarters: Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2x

Title: Unit packing certificates

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy after 6 months.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2y

Title: Unit supply inspections

Authority: NN-166-204

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2z

Title: Unit training film issues and turn-ins

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to requests to film libraries for training films and filmstrips. Included are notifications of action taken on the requests and the return of training films and filmstrips to film libraries, issue slips, turn-in slips, and related papers.

Current Hard Copy Disposition: Destroy on turn-in of the film.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2aa

Title: Unit training equipment issues and turn-ins

Authority: NN-166-204

Privacy Act: Not applicable

Description: Documents relating to requests to station supply agencies for training equipment. Included are notifications of action taken on the request and the return of the equipment, issue slips, turn-in slips, and related information.

Current Hard Copy Disposition: Destroy on turn-in of the equipment.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2bb

Title: Supply status and control

Authority: NN-166-204

Privacy Act: Not applicable

Description: Punch cards maintained to indicate authorized allowances, operating allowances, and stock balances for TOE units and control cards pertaining to stock record accounts.

Current Hard Copy Disposition: Destroy when statistical data is extracted.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements. Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2cc

Title: Authorized supply codes

Authority: N1-AU-00-14

Privacy Act: Not applicable

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

Current Hard Copy Disposition:

a. Registers: Destroy when no longer needed for conducting business after cancellation of all supply codes listed on the sheet or in the bound register.

b. Other files: Destroy when no longer needed for conducting business.

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FN: 710-2dd

Title: Nonaccountable property files

Authority: N1-AU-00-14

Privacy Act: Not applicable

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

Current Hard Copy Disposition: Destroy after 2 years or on turn-in of equipment, after proper settlement of responsibility, or consolidation whichever is applicable.

WITHDRAWN

FN: 710-2ee

Title: ARDEC's Ammunition Accountability System Master File

Authority: N1-AU-00-32

Privacy Act: Not applicable

Description: Information collected and processed by a government system designed to provide an audit trail of ammunition utilized for research and development purposes, from 1986 to present. System is used at the U.S. Army, Research, Development and Engineering Center (ARDEC). Items listed in this database standard and non-standard prototypes of ammunition ranging from: 5.56mm through 155mm and different propellant samples, bulk explosives, mines, pyrotechnics, and non-lethal cartridges and projectiles. Data used in this system is acquired from: DD Form 250, Material Inspection and Receiving Report; DA Form 581, Request for Issue and Turn-In Of Ammunition; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 1149C, Requisition and Invoice/Shipping Document. It includes information such as ammunition stock number, ammunition classification, location, price, type, weight, size, issue, turn-in, unit price, unit of issue, status, part number, security code and date of last inspection, next inspection, last action and last inventory.

Current Disposition: Delete individual record when ammunition is expended.

Electronic copies created using electronic mail and word processing. Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

NOTE: Use FN 25-1kkk, for source/input records, FN 25-1lll for system administrative reports, FN 25-1mmm for system documentation and specifications, and FN 25-1nnn for backups.

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FN: 710-2ff

Title: ARDEC's Ammunition Accountability System (AMMO System) Outputs and Reports

Authority: N1-AU-00-32

Privacy Act: Not applicable

Description: Outputs generated by the AMMO system are reports which monitor the status of ammunition used for research and development purposes. System reports consist of: Inventory verification reports by building, total net explosive weight (N.E.W.) report and daily or monthly audit reports to track new and altered records within six months. Semi-annual reports consists of: the current status of on-hand ammunition; all items in excess account for review to destroy or ship away; all deleted catalog records with no actions for a year (maintaining a zero balance quantity); and ammunition available by Energetic Materiel Control Number (EMCN) stored at an inter-service agreement (ISA) building. Reports are

WITHDRAWN

produced in electronic and hardcopy format.

Current Disposition: Destroy when no longer needed for conducting business.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 710-2gg

Title: Central Issue Facility (CIF) master file

Authority: N1-AU-01-17

Privacy Act: A0710-2dDALO

Description: Information concerning the receipt, storage, issue, exchange, and turn-in of authorized Organizational Clothing and Individual Equipment (OCIE) at Army installations. The CIF is an Army-wide system that automates the document register for accountability of OCIE.

Current Hard Copy Disposition: Destroy individual record when the equipment or clothing is turned in, as applicable.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

NOTE: Use FN 25-1mmm, Automated System Documentation and Specifications files, and FN 25-1nnn for Backup of Files.

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FN: 710-2hh

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.

Current Hard Copy Disposition: Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements. Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing. Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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738

**MAINTENANCE MANAGEMENT**

**Prescribing Directives**

DA Pam ~~738-750~~--The Army Maintenance Management System (TAMMS)

DA Pam ~~738-751~~--Functional Users Manual for The Army Maintenance Management System, Aviation (TAMMS-A)

**Description:** These records concern the management of maintenance actions for Army equipment. The records described below were formerly prescribed by TM 38-750, TAMMS, and were identified in the previous edition of MARKS with file numbers 750-1c through 750-1k.

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**FN:** 738

**Title:** General maintenance management correspondence files

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

**Privacy Act:** Not applicable

**Description:** ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to maintenance management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.)

**Current Hard Copy Disposition:** Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

WITHDRAWN

**Description:** NONACTION: Matters relating to maintenance management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

**Current Hard Copy Disposition:** Destroy when no longer needed for conducting business.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-750a

**Title:** Maintenance requests

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents used to request maintenance services, to report completion of modification work orders (MWOs), to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for recording two or all three of these functions. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.

**Current Hard Copy Disposition:** Dispose of as provided by DA Pam 738-750.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded,

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obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-750b

**Title:** Maintenance request registers

**Authority:** N1-AU-00-14

**Privacy Act:** Not applicable

**Description:** Documents used to record and control maintenance work. These documents are usually in the form of registers.

**Disposition:** Destroy when no longer needed for conducting business after last entry.

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**FN:** 738-750c

**Title:** Exchange tags

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents (normally tags) used as receipts for replacement parts or components.

**Current Hard Copy Disposition:** Destroy upon return or issue of related equipment.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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WITHDRAWN

**FN:** 738-750d

**Title:** Preventive maintenance schedules

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.

**Current Hard Copy Disposition:** Destroy upon transfer of required information to other records or on Current Hard Copy Disposition of the related equipment.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-750e

**Title:** Equipment inspection and maintenance worksheets

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment. (This does not include forms for inspecting and maintaining aircraft, DA Form 2408-13 or similar forms, for which see DA Pam 738-751.)

**Current Hard Copy Disposition:** Destroy after posting to related equipment logbook, entering the deficiencies on a new form, completion of next serviceability test or check, or historical inspection data purposes have been served.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet

recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-750f

**Title:** Historical records or logbooks

**Authority:** II-NNA-175

**Privacy Act:** Not applicable

**Description:** DA Pam 738-750 prescribes the use of equipment logbooks and maintenance historical files. This record begins at the time the manufacturer delivers the equipment and is identified with and travels with the item until it is dropped from the Army inventory. These historical maintenance documents provide commanders with up-to-date information concerning the readiness and condition of equipment. In addition, by checking the records accompanying the equipment, maintenance personnel are readily aware of the past maintenance accomplished and can quickly determine the next necessary maintenance. DA Pam 738-750 lists the various forms constituting the historical record, provides transfer and disposition instructions for the forms, outlines procedures to be followed in disposition or transfer of the documents related to equipment involved in Military Assistance Programs, and lists each type of equipment for which an historical file is to be created and maintained.

Note: This does not include aircraft maintenance records, for which see file no. 738-751a below.

**Current Hard Copy Disposition:** Dispose of in accordance with DA Pam 738-750.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-750g

**Title:** Shop property accounts

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents accumulating in tool rooms, parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct exchange cards, property issue and turn-in slips, and similar information reflecting the issue, turn-in, and usage of items, such as repair parts, kits, tools, and assemblies. These documents may also constitute a section of the accountable officer's stock record account or may be subsidiary to it. Stock record cards and direct exchange cards should be continued in use until filled or the final entry is made.

**Current Hard Copy Disposition:** Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-750h

**Title:** Equipment record cards

**Authority:** N1-AU-00-14

**Privacy Act:** Not applicable

**Description:** Documents maintained to provide a perpetual inventory of selected major or end items of equipment and to retain timely data for required equipment reports. Included are installation equipment inventory record cards, record of engineering equipment requiring repair parts, support cards, and similar forms. Engineer equipment requiring repair parts support records will be transferred as required by DA Pam 738-750.

**Disposition:** Destroy when no longer needed for conducting business after equipment is removed from agency control.

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**FN:** 738-750i

**Title:** Diagnostic medical and dental x-ray systems and specific components

**Authority:** NC1-AU-80-17

**Privacy Act:** Not applicable

**Description:** Information related to certified diagnostic x-ray systems and specific components assembled, installed, and reinstalled. Included are Form FD 2579 (Report of Assembly of a Diagnostic X-ray System), acceptance inspection report, compliance testing report, periodic verification, certification, and calibration records, records of periodic maintenance services, DA Form 2407 (Maintenance Request), manufacturer's compliance, maintenance, and calibration schedule, extract or copy of the radiation protection survey pertaining to the individual x-ray system, and similar information.

**Current Hard Copy Disposition:** Office performing maintenance, verification, certification, and calibration. Retain in CFA for life of the x-ray system. Destroy in CFA 5 years after transfer of the x-ray system to Defense Property Disposal Office for scrap. All information relating to the x-ray system will accompany equipment upon transfer.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-750j

**Title:** Calibration data cards

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Cards used to record each standard or item of test and measuring equipment requiring a calibration service and to record calibration accomplishment.

**Current Hard Copy Disposition:**

a. Master file: Forward to the appropriate commodity command on final disposition of

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related instrument.

**b. Other copies: Dispose of in accordance with DA Pam 738-750.**

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN: 738-750k**

**Title: Engine log or run-in data files**

**Authority: NN-166-204**

**Privacy Act: Not applicable**

**Description:** Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.

**Current Hard Copy Disposition:** Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN: 738-750m**

**Title: Shop locator records**

**Authority: NN-166-204**

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**Privacy Act:** Not applicable

**Description:** Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops or utilized as a check or inventory for such equipment. Reusable forms should be used until filled.

**Current Hard Copy Disposition:** Destroy upon return or reissue of related equipment.

Electronic systems that replace temporary hard copy records. Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-751a

**Title:** Aircraft maintenance records

**Authority:** N1-AU-97-11

**Privacy Act:** Not applicable

**Description:** DA Pam 738-751 prescribes the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record.

**Current Hard Copy Disposition:**

a. Operational records in aviation units will be disposed of as provided in DA Pam 738-751.

b. Aircraft that are transferred to DRMO as excess for sale or donation, transferred to other government agencies, foreign military sales, the Military Assistance Program (MAP), or transferred to museums: Forward copies of aircraft records per DA Pam 738-751 to USAATCOM. Maintain copies at USAATCOM for six months, then destroy. All original aircraft records will be transferred with the aircraft.

c. Aircraft that are transferred for static display, destroyed (other than crash) and excess

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AH-1, AH-64 and OV-1 aircraft: Forward original aircraft records to USAATCOM per DA Pam 738-751. Maintain records at USAATCOM for two years, then destroy.

d. Aircraft used for local salvage of usable components: Maintain original records with aircraft until salvage is completed. At completion of salvage, forward original aircraft records to USAATCOM. Maintain records at USAATCOM for two years, then destroy.

e. Aircraft destroyed by crash: Forward original aircraft records to USAATCOM. Retire to WNRC after two years at USAATCOM. Destroy after 10 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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FN: 738-751b

Title: Maintenance requests

Authority: N1-AU-97-11

Privacy Act: Not applicable

**Description:** Documents used to request maintenance services, to request the application of a MWO, to report accomplishment of a MWO, and to record maintenance performed. A single form is prescribed for use as an individual request and as a report of modification completion. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, supporting maintenance documentation at the Aviation Intermediate Maintenance (AVIM) unit level and similar information.

**Current Hard Copy Disposition:** Destroy six months after the completion of the modification or repair.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

WITHDRAWN

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**FN:** 738-751c

**Title:** Aircraft Maintenance request registers

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents used to record and control maintenance work. These documents are usually registers.

**Current Hard Copy Disposition:** Destroy 6 months after last entry.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing. Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

WITHDRAWN

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**FN:** 738-751d

**Title:** Exchange tags

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents (normally tags) used as receipts for replacement of parts or components.

**Current Hard Copy Disposition:** Destroy upon return or issue of related equipment.

Electronic systems that replace temporary hard copy records Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded,

obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-751e

**Title:** Aircraft Preventive maintenance schedules

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned aviation ground support equipment. This schedule should be transferred with the related equipment when the equipment is transferred.

**Current Hard Copy Disposition:** Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-751f

**Title:** Aircraft Equipment inspection and maintenance worksheets

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of aviation ground support equipment.

WITHDRAWN

**Current Hard Copy Disposition:** Destroy after posting to related equipment logbook, entering the deficiencies on a new form, completion of next serviceability test or check, or historical inspection data purposes have been served.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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**FN:** 738-751g

**Title:** Aircraft Engine log or run-in data files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.

**Current Hard Copy Disposition:** Destroy after 2 years.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-751h

**Title:** Installed and spare engine reports

**Authority:** N1-AU-00-14

WITHDRAWN

**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:** Destroy when no longer needed for conducting business.

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**FN:** 738-751i

**Title:** Quality Deficiency Reports

**Authority:** N1-AU-97-11

**Privacy Act:** Not applicable

**Description:** Documents used to report receipt of defective materiel, to submit quality deficiency reports, and file copies of quality deficiency reports maintained at the Aviation Unit Maintenance (AVUM) and AVIM level.

**Current Hard Copy Disposition:** Destroy after one year.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**FN:** 738-751j

**Title:** Personnel Identifier (PID) files

**Authority:** N1-AU-00-14

**Privacy Act:** To be determined

**Description:** Unit PID records of personnel designated to perform aircraft maintenance, maintenance test flights, technical inspection and other duties assigned by the Commander requiring use of a PID.

**Disposition:** Destroy when no longer needed for conducting business after transfer or separation of the individual.

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**FN:** 738-751k

**Title:** Engine Component Operating hours Records

**Authority:** N1-AU-97-11

**Privacy Act:** Not applicable

**Description:** DA Forms 2408-19-3 prepared to report monthly engine readings.

**Current Hard Copy Disposition:** Destroy unit copy six months after preparation at user level. Destroy original at USAATCOM six months from date of form.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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WITHDRAWN