

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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| <p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> | <p>611-01 Individual deceased personnel files. Documents pertaining to the death, recovery or nonrecovery, identification or non-identification, preparation and disposition of remains, funeral arrangements, burial locations, military honors, headstones, graves reservations, contacts with next of kin, and similar matters pertaining to the care of the remains of decedents. Although predominantly related to military personnel, this description includes similar documents created as a result of the Army's handling of any phase of the disposition of remains of dependents, civilian employees, Veterans Administration beneficiaries, or other personnel.</p> <p>Office performing Army-wide staff responsibility: Permanent. Cutoff on completion of burial and headstone arrangements.</p> <p>Cemeteries: Destroy after 5 years.</p> <p>Other offices: Destroy 5 years after final disposition of remains, or 5 years after determination that remains are non-recoverable.</p> <p>Note. For records disposition purposes, oversea commands and intermediary channels will consider final disposition of remains as occurring when the remains leave their control.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>The Adjutant General Center</p> |
| <p>3. CURRENT VOLUME.</p> | <p>132 linear feet</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>30 linear feet</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Alphabetical (By Last Name)</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical or archival value</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>AR 638-40</p> |
| <p>8. RECORDS WILL BE OFFERED.</p> | <p>The permanent files described above will be offered to the National archives 20 years after creation.</p> |
| <p>9. ADDITIONAL REMARKS.</p> | |