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such action and require such reports in connection with the disposition of records as may be necessary for proper supervision of this activity.

27. Headquarters, Department of the Army agencies (excluding administrative and technical services), and office, Chief, Army Field Forces.—*a.* Records administrators will be designated for the following offices:

(1) Office of the Secretary of the Army, to include the offices of the Secretary, the Under Secretary, and the Assistant Secretaries, and other offices or boards that are immediately under the Secretary of the Army.

(2) Office of the Chief of Staff, United States Army, to include the Office of the Chief of Staff and the General and Special Staff Divisions, United States Army.

(3) Office, Chief, Army Field Forces.

b. Records administrators designated for the offices indicated above will be responsible for the following functions:

(1) Survey and evaluation of files of their respective activities.

(2) Development of records disposition schedules to control the destruction and retirement of noncurrent files.

(3) Supervision of the elimination of nonrecord material and records authorized for disposal prior to retirement of remaining noncurrent files.

(4) Submission of records disposition schedules to The Adjutant General for review and approval and for necessary action on records requiring approval of the Archivist of the United States and the Congress prior to destruction as specified in paragraph 44.

(5) Reporting progress to The Adjutant General as specified in paragraphs 58 through 63.

c. Records officers may be designated in administrative subdivisions as required to accomplish the proper disposition of noncurrent files.

d. Two copies of all directives relating to records administration will be forwarded immediately upon issuance to The Adjutant General, Attention: AGCM-M.

28. Administrative and technical services and major commands.—*a.* The head of each administrative and technical service and the commanding general of each major command are responsible for all records administration activities within their command or jurisdiction, except as otherwise indicated in paragraph 30.

b. A records administrator will be designated by the head or commander thereof for the office of each administrative and technical service, the headquarters of each zone of interior major command,

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and each oversea command. These records administrators will be responsible for the following functions relating to the disposition of files:

(1) Staff supervision of the entire program within the activity or command concerned, including the issuance of instructions necessary to the accomplishment of the program.
(2) Supervising the preparation of records disposition schedules to control the retirement or destruction of files.
(3) Training and inspecting the work of records administrators and records officers designated at subordinate commands, installations, and units. (See par. 29.)
(4) Development and publication of such uniform standards governing the retirement of particular types of files of active units and installations as may be deemed essential.
(5) Review of disposal recommendations originating within the command and the initiation of such additional action as may be necessary to prepare for submission to The Adjutant General additional general disposal standards not already approved.
(6) When necessary, the implementation of disposal standards published in these regulations by necessary clarification, in terms of specific documents, in order to accomplish proper disposal and by the development of lists of specific documents and papers falling within the approved categories of nonrecord material defined in paragraph 93.
(7) Facilitating at all times the close liaison essential between installations, offices, and activities, and records depositories, in executing an orderly program of records retirement.
(8) Development of standing operating procedures for the disposition of files of discontinued installations and of installations changing status.
(9) Reporting progress as specified in paragraphs 58 through 63.
(10) Supervision of the operations of such records depositories as may be assigned to the activity or command concerned.

c. Two copies of all directives relating to records administration will be forwarded immediately upon issuance to The Adjutant General, Attention: AGCM–M.

29. Headquarters below major command headquarters, including class I and II installations.—*a.* A records officer will be designated at each headquarters in the zone of interior below that of a major command headquarters, down to and including companies and similar organizations, and at such headquarters, installations, or units overseas as may be directed by the commanders of oversea commands.

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b. Subject to supervision through usual command channels, these records officers are charged with responsibility for the management and disposition of all files created and maintained at the installation or unit, as prescribed by AR 15–15, and in this respect they will be responsible specifically for—

(1) Maintaining and keeping current the installation's records disposition schedule and installing filing procedures to make it effective.

(2) Prompt disposal of nonessential, nonrecord material and records authorized for immediate disposal in block on becoming noncurrent.

(3) Effecting the proper retirement of records as specified in subsequent portions of these regulations.

(4) Periodic inspection of files, preferably semiannually, to insure compliance with disposition instructions.

(5) Liaison with records depositories to facilitate the use of files transferred thereto.

(6) Proper arrangement and packing of files as specified in paragraphs 70 through 75.

(7) Preparing lists and other data as directed by higher headquarters prior to change of status of the installation. Whenever possible, the following information will be furnished to the Kansas City Records Center or oversea records depot to which the noncurrent files of the installation are transferred: organization charts showing the relationship of the offices in which files were accumulated to other offices in the headquarters or installation and to include all changes in organizational structure and distribution of functions which may have been made, and a listing showing the disposition made of files transferred to records depositories or transferred with an operating function to an active installation. Chronological listings of changes in organizational status will include, so far as possible, the dates of activation, inactivation, redesignations, or comparable information, and the authority therefor.

(8) Making recommendations to the next higher headquarters for the scheduled disposal of files other than nonrecord material.

(9) Assisting commanding officers of T/O & E units stationed at the installation in making proper disposition of their noncurrent files.

(10) Reporting progress as required by higher authority.

(11) Such additional duties as may be required by higher authority.

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30. Command responsibilities for records administration.—*a. Class I activities at class II installations.*—The disposition of records accumulated by class I activities at class II installations is the responsibility of the commander having jurisdiction over the installation.

b. Class II activities at class I installations.—The disposition of records accumulated by class II activities at class I installations is the responsibility of the commander having control of the class II activity.

c. Class II activities at class II installations.—The disposition of records accumulated by a class II activity at a class II installation is the responsibility of the commander having jurisdiction over the class II activity, except for supply sections at general depots. In the latter case, the disposition of records is the responsibility of the commander having jurisdiction over the installation.

d. Army Field Force activities at class I installations.—The disposition of records accumulated from Army Field Force activities at any installation is the responsibility of the commander having jurisdiction over the installation.

e. Class II installations other than administrative and technical service installations.—Army commanders are responsible for all records administration activities at class II installations within their respective areas that are not under the jurisdiction of the head of an administrative or technical service.

31. Inspection responsibilities for records administration at field installations.—Army commanders, as part of their responsibilities for inspector general activities, are charged with the inspection of records administration activities at class I and II installations within their respective areas in order to assure that Department of the Army directives are fully executed by responsible agencies.

CHAPTER 2

RECORDS DISPOSITION PROCEDURES

SECTION I. EVALUATION OF RECORDS

32. General.—The evaluation of files in terms of their possible utility to the Army and to the Federal Government is an essential preliminary to instituting procedures for the disposition of records. While the volume of permanent records created in any given year is far smaller than the total annual accumulation, it is imperative that this nucleus of records of enduring value be identified and preserved.

33. Evaluation standards.—Records worthy of preservation as a part of the permanent archives of each Federal agency, as stated by the Archivist of the United States, are those reflecting—

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a. Organization and administrative history of the agency.

b. The policies it followed and the reasons for their adoption.

c. Its working methods.

d. Its specific individual transactions, including personnel service, so far as they established a legal status of any kind or as they may be presumed to have a general and continuing interest.

e. The general social, economic, or other conditions with which the agency dealt.

34. Identification of records of permanent value.—*a.* Records which establish a legal status, such as those relating to personnel, Government-owned real estate, criminal investigations, or contractual obligations (including both the procurement and sale of property) are generally readily identifiable. It is less easy, particularly in field installations and units, to identify the materials which may be of value under the broad categories specified in paragraph 33 *a*, *b*, *c*, and *e*. Field installations and units normally will have few such records, since policies are generally determined at major headquarters or Headquarters, Department of the Army, and the activities of field installations and units are reflected in correspondence and reports forwarded to those headquarters.

b. However, when relatively broad discretion in policy and procedural matters is exercised at such headquarters as Army headquarters, zone of interior, and particularly in oversea headquarters which exercise broad discretion in command matters, the general files and the files of staff sections will contain correspondence, directives, staff studies, reports, and other materials not forwarded to the Headquarters, Department of the Army, which warrant permanent preservation as a record of the activities of the command. These files should be preserved with their own separate identity in the arrangement in which they were maintained in the command. The advice of historical officers appointed at installations, in units of the Army, and at higher headquarters will be utilized in evaluating records for permanent preservation.

c. Where doctrine and policies affecting organization, training, personnel, and matériel are likely to be developed, for example at schools, training centers, research centers, proving grounds, and arsenals, both general files and staff section files will contain records of permanent value. As an illustration, documents of particular interest for the period of World War II were found under the following general subject headings in decimal files: Reports (normally 319.1), telephone calls (normally 311.3), inspections and investigations (333), conferences (337), strength (320.2), schools (352), training (353), and maneuvers (354.2). When the decision or policy is important, all

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types of papers which document the decision or policy are important, including such normally nonessential papers as routing slips when containing informational comments, directives, or other notations.

d. Historical officers have occasionally found that office files of convenience or important reading files at higher headquarters, together with policy books or comparable reference and policy material, are especially valuable for historical purposes. Policy books are compilations of basic directives from higher authority or outside agencies, and office orders created within the agency itself, which reflect policy and procedural decisions.

SECTION II. RECORDS DISPOSITION SCHEDULES

35. General.—Records disposition schedules are the primary operational media for the control and disposition of files. Schedules will be based upon approved disposition policies and will contain continuing instructions for the retirement and destruction of files. Records administrators and records officers will utilize schedules as a means of administrative control to obtain compliance with approved policies.

36. Records disposition schedule form.—To expedite the preparation of records disposition schedules, the use of DA AGO Form R–5112 (Records Disposition Schedule), is prescribed. This form, which will be reproduced locally on 8- by 10½-inch paper as required, is illustrated in figure 1. Each reproduction will bear the title, number, and date of the form. The use of an alternative form is not authorized without the written approval of The Adjutant General.

37. Preparation of schedules.—Records disposition schedules will be prepared by records administrators and records officers for each office, headquarters, installation, and organization, in the zone of interior and overseas. Schedules will cover all files, and disposition instructions contained in chapters 5 through 18 will be fully utilized by the headquarters, installations, and units indicated in paragraph 90*a*. Other headquarters, as described in paragraph 90*b*, will utilize the disposition instructions in chapters 5 through 18 only when specifically authorized to do so by The Adjutant General.

38. Identification and contents of schedules.—*a. Identification of schedules.*—Separate sheets of the records disposition schedules will be prepared for each administrative unit of the headquarters, installation, or organization which maintains files, properly identifying the unit and its location in the heading of the schedule. Files will be numbered consecutively.

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RECORDS DISPOSITION SCHEDULE		For (Installation)		Date Prepared or Revised	Approved By
Office	Unit		Subunit		Location
Identification Of Files 1		Volume On Hand (Linear Feet) 2	Disposition Authority 3	Disposition Instructions 4	

DA AGO Form 8 Feb 1949 R-5112

Replaces WD AGO Form R-5112, 7 Aug 46, which is obsolete

FIGURE 1.—DA AGO Form R-5112.

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b. Contents of schedules.—Records disposition schedules will contain the following minimum information:

(1) Identification of the headquarters, installation, or organization accumulating the files, and appropriate administrative subdivision thereof.
(2) Location of the files of the administrative unit.
(3) Date of preparation or revision.
(4) Identification of each class or type of file. (See par. 39.)
(5) Volume, expressed in linear feet. (See par. 40.)
(6) Citation of disposition authority for both permanent or temporary files. (See par. 41.)
(7) Disposition instructions. (See par. 42.)

39. Identification of files (col. 1 of schedule).—*a. General.*—All files accumulated, both record and nonrecord, will be listed on records disposition schedules. Each file which can be described and disposed of as a unit will be listed as one item, regardless of quantity. Folder-by-folder or paper-by-paper listing will be avoided.

b. Schedules of Headquarters, Department of the Army agencies, oversea commands, and Office, Chief, Army Field Forces.

(1) A precise description of each class or type of file will be entered in column 1. It is essential that this description be sufficiently clear and definite to avoid subsequent confusion as to the coverage intended. Individual documents, papers, or folders will not be identified unless they are filed separately as an individual file.

(2) The description of each file, except as indicated below, will be composed of three elements: the designation or name of the file; a brief statement of the specific operation or process from which the file is created; and finally, a listing of several representative documents found in the file. For example, in certain offices at headquarters of the technical services, files were accumulated in connection with the processing of supply shortage reports. For purposes of identification, these files might logically be designated on a records disposition schedule as "Shortage report files." An adequate indication of the operation or process would be: "Documents which relate to the processing of requests from a supply depot for determination of source of supply of an item, resulting in reports to the depot indicating the source of supply or other supply action to be taken, or resulting in a request to a central procurement office for procurement action, and notification by the central procurement office indicating procurement offices on which to requisition." Typical examples of the types of documents

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in the files might be stated as—"Shortage report, advice of availability, advice of shortage, purchase availability report."

(3) (*a*) Subject or decimal files will be identified on records disposition schedules as one type of file and in the following manner: "Subject files." In addition, the identification of the file will include a statement of the administrative unit the file serves. If the file serves only the immediate administrative office, as for example a branch or division, that fact will be indicated in the following manner: "Branch subject files" or "Division subject files." An alternative method of indicating the administrative unit the file serves can be expressed by indicating in parentheses the name of unit, as for example: "Subject files (Supply Control Branch)" or "Subject files (Supply Division)."

(*b*) If the file serves the entire headquarters or agency, that fact will be indicated in the following manner: "Headquarters subject files," or "Central subject files (Office of the Chief Signal Officer)."

(*c*) When segments of a subject or decimal file have a disposition different from that of the file as a whole, those segments will be identified as subitems of the "Subject files" and described as indicated in (2) above. For example, if depot stock status reports were filed in a subject file and those reports had a different disposition from the file as a whole, the reports will be entered as a subitem under the subject file. The remainder of the subject files will likewise be described as a subitem in the following manner: "Branch subject files (except subitems indicated below)."

(4) Nonrecord materials described in paragraph 93 will be identified as prescribed in that paragraph. Additional data on the nature of a nonrecord file may be entered in column 1 if necessary. Entries for items composed of duplicates or extra copies, as indicated in paragraph 93, will state in parentheses the location of the record copy. For example, if the record copies of reports are filed in the supply division of a headquarters, that fact will be indicated in the following manner: "Record copies filed in Supply Division."

c. Schedules of Army Headquarters, field installations, and units.

(1) Files identified in chapters 5 through 18 will be entered in column 1 by the file designation or name used in those chapters. The full description of the file given in the text

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will not be entered in the schedule. For example, the property accounts file of a quartermaster supply officer would be entered as "Station stock record accounts file," which is the nomenclature used in paragraph 309*b* (4). The complete description of the file, i. e., the stock record cards, and the different types of vouchers or supporting papers thereto should not be entered on the schedule, since such an entry would constitute a repetition in part or completely of the description in paragraph 309*b* (4).

(2) Files identified only in the tables in chapters 5 through 18, and not in the text (note pars. 191, 220 to 223, 252, and 290, and the numbered items in tables XIII, XVIII, XXIII, and XXXIV) will be entered in column 1 in the same manner as in the tables.

(3) Subject or decimal files and nonrecord materials not identified in chapters 5 through 18 will be identified in column 1 in the same manner as prescribed in *b* (3) above.

(4) Any other type of file will be identified and described as indicated in *b* (2) above.

(5) When disposal of a file is authorized except for certain types of documents therein, the entry in column 1 will so indicate. For example, if a port extract requisition file contains documents relating to lend-lease, reciprocal aid, or civilian supply transactions (see par. 311*c*), the entry in column 1 will read—

1. Port extract requisition files (these files contain documents relating to lend-lease, reciprocal aid, or civilian supply transactions).

Or,

1. Port extract requisition files (these files contain documents relating to lend-lease, reciprocal aid, or civilian supply transactions).
2. Port extract requisition files (these files do not contain documents relating to lend-lease, reciprocal aid, or civilian supply transactions).

40. Volume of files (col. 2 of schedule).—Volume will be indicated in terms of linear feet as defined in paragraph 62. (See also par. 44*b* (2)).

41. Disposition authority (col. 3 of schedule).—*a. Schedules of Headquarters, Department of the Army agencies, oversea commands, and Office, Chief, Army Field Forces.*

(1) This column will contain the reference to letter from The Adjutant General for record items authorized for disposal.

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For nonrecord items, specific reference will be made to the appropriate subparagraph of paragraph 93.

(2) When no disposal instructions have been issued by The Adjutant General, the word "none" will be entered in this column, and if such files are believed to have insufficient value to warrant permanent or long-time retention, a recommendation for establishment of an approved disposal standard will be submitted at the time the schedule is forwarded to The Adjutant General for review. The recommended disposal standard will be entered in parentheses in column 4 with the phrase "To be obtained" after the recommended time period.

b. Schedules of Army Headquarters, field installations, and units.

(1) This column will contain the reference to the specific paragraph or subparagraph in part II, these regulations, that may be applicable. For files identified only in the tables in chapters 5 through 18, the reference in column 3 will be to the number of the item in the table in addition to the specific paragraph or subparagraph reference. For example, "Lost and Rifled Mail Record (WD AGO Form 979)" will have the following reference: "Paragraph 290 and table XXXIV, item 2."

(2) For nonrecord items not identified in chapters 5 through 18, specific reference will be made to the appropriate subparagraph of paragraph 93.

(3) When disposition instructions are not listed in part II of these regulations, the word "none" will be entered in this column. If the files are considered to have insufficient value to warrant permanent or long-time retention, a recommended disposal standard will be entered in parentheses in column 4 with the phrase "To be obtained" added after the recommended time period.

42. Disposition instructions (col. 4 of schedule).—*a. General.*—Entries in this column will indicate appropriate retirement or disposal standards, and in addition will specify briefly the action necessary to accomplish retirement or destruction. Files that accumulate slowly will ordinarily be screened for disposable material at least annually, although this does not preclude more frequent screening. Special attention will be given to "cut-off" procedures for large files that accumulate rapidly.

b. Permanent files.—The instructions for permanent files will indicate the period of time the particular type of file is to be held in the

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operating office prior to retirement to the appropriate records depository.

c. Temporary files.—The instructions for files of temporary value will state the period of time that must elapse prior to destruction or other disposal. When it is unnecessary that files of temporary value be held in operating offices during the entire period of retention, the instructions will indicate when retirement to the appropriate records depository will be effected in addition to indicating when disposal will be accomplished. The period of time after which files will be destroyed or retired may be stated as follows: as a fixed period (for example, "1 year"); as an indefinite period which terminates with a specific event (for example, "when the employee is separated from the service," or "2 years after audit and clearance"); or, as an alternative period of time (for example, "1 year, or on discontinuance of installation").

d. Exceptions.—When a disposal standard is conditioned by an exception, that exception will be indicated in column 4 as follows: for offices and headquarters not authorized to use the disposition instructions in chapters 5 through 18, as indicated in paragraph 90*b*, a statement of the exception will be inserted in parentheses after the disposal standard; for headquarters, installations, and organizations authorized to use the disposition instructions in chapters 5 through 18, as indicated in paragraph 90*a*, a specific reference to the paragraph or subparagraph in those chapters which indicates the exception will be inserted in parentheses after the disposal standard.

43. Approval of schedules.—Schedules will be approved by the officer in charge of the administrative unit that accumulated the files.

44. Submission of schedules.—*a. Review and approval of schedules.*

(1) One copy of each records disposition schedule, or revision thereof, prepared for each Headquarters, Department of the Army agency, headquarters of oversea commands, Office, Chief, Army Field Forces, and Army headquarters, zone of interior, will be submitted to The Adjutant General for review and approval.

(2) Each installation or unit records disposition schedule will be submitted for review and approval of the head of the appropriate administrative or technical service or Army commander. After approval, one copy will be forwarded to the Kansas City Records Center or appropriate oversea records depot. Based on the review of installation or unit schedules, records administrators of the reviewing command will be responsible for initiating recommendations to The Adjutant General for the addition of disposition instructions for files

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not already included in chapters 5 through 18. Each recommendation will include a full identification for each file in the manner specified in paragraph 39*b* (2); indication of the type of installation or organization and the administrative unit and subunit accumulating the files; a specific disposal or retirement time period for each type of file; reference to pertinent directives or publications relating to the process or operation that results in the creation of the files; and representative samples of each file for which a disposal standard is recommended. Based on a review of such recommendations, The Adjutant General will incorporate additional disposal standards in these regulations. Retirement of files, however, will not be delayed pending such action.

b. Periodic review of schedules.

(1) Records disposition schedules will be reviewed annually by records administrators and records officers immediately prior to the end of each fiscal year, and will be revised as necessary. Pages of the revised schedules will be properly identified and forwarded to the next higher command headquarters for review as directed by the commander thereof. Revised pages requiring the review of The Adjutant General will be forwarded with the annual records disposition report. This does not preclude more frequent review of schedules if such review is considered necessary.

(2) Schedules will not be revised every year merely to adjust the figure for volume entered in column 2. After the figure for volume, the year or date should be indicated in parentheses. As annual or more frequent review of the schedules is made, the current figure should be entered under the preceding figure, and the year or date of review shown in parentheses.

SECTION III. METHODS FOR DISPOSAL OF FILES

45. Regulations of National Archives Council.—In accordance with the regulations quoted below, issued by the National Archives Council as required by section 2, Public Law 115—Seventy-eighth Congress, and approved by the President, records covered by an approved disposal standard will be—

(1) Sold as waste paper, provided that, unless the said records shall have been treated in such a manner as to destroy their record content, any contract for sale of them will prohibit their resale as records or documents. [See par. 47 for the disposal of classified material.]

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(2) Destroyed, if they cannot advantageously be sold or if, in the opinion of a responsible officer, destruction is necessary to avoid disclosure of information that might be prejudicial to the interests of the Government or of individuals, or
(3) Transferred, with the approval of the Archivist of the United States and without cost to the United States Government, to any government, organization, institution, corporation, or person that has made application for them.

46. Transfer of records authorized for disposal.—Prior to the destruction of records authorized for disposal, records administrators and records officers will consider whether such records may have historical or sentimental value to any organization or individual as authorized in the regulations of the National Archives Council. If so, they will notify The Adjutant General, through channels, describing the records and giving the name of the organization having custody of the files.

47. Disposal of classified files.—All files bearing a higher classification than "Restricted," when authorized for disposal in these regulations, will be destroyed in the manner prescribed by AR 380–5, subject to the provisions of paragraphs 45 and 46. However, AR 380–5 in itself does not constitute authority for the disposal of classified documents but prescribes only the methods by which such documents are to be destroyed.

48. Disposal of nonrecord materials.—Nonrecord material, including photographic material, will be destroyed or sold as determined by the salvage officer.

49. Accidental loss or destruction of records.—In all cases of loss or destruction of records by fire or similar causes and by emergency disposal as prescribed in AR 15–15, the commander will submit immediately through channels a report of their loss or destruction to The Adjutant General (ATTN: Commanding Officer, Records Administration Center, AGO, St. Louis 20, Mo.). This report will state when, where, and under what circumstances the records were lost or destroyed, and will include as complete a description of the records as is possible to compile.

Section IV. RETIREMENT OF FILES

50. Retirement standard.—*a. General.*—The policy of the Department of the Army is to retire all files on an orderly and systematic basis. To effect this policy, the following principle, except as indicated in paragraph 54, is established: All files hereafter will be cut off every 2 years, held three additional years, packed and prepared for shipment in accordance with paragraphs 72 through 75, and then retired to the appropriate records depository.

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b. Cut-off technique.—The technique wherein files are cut off is a process which permits retirement or destruction of files in complete blocks. Under this procedure, a file is terminated regularly at the end of specified periods of time, such as 1 month, 3 months, 1 year, 2 years, etc., and a new file established. Current files will be maintained in such a manner as to facilitate cut-off of files, utilizing in this connection the instructions provided in paragraph 9, TM 12–258.

51. Cut-off and retirement procedures.—*a. General.*—To effect the policy announced in paragraph 50, procedures are established below, except as otherwise indicated in paragraph 54, to assure the systematic retirement of all files.

b. Files created during calendar year 1945 and earlier.—All files created during the calendar year 1945, or earlier, will be cut off as of 31 December 1945 and retired in a block at the earliest practicable date and in no case later than 31 March 1949 in the zone of interior, and 30 June 1949 in oversea commands.

c. Files created during calendar years 1946 through 1948.—Files created during the calendar years 1946 through 1948 will be treated as one block and retired in January 1952.

d. Files created after 31 December 1948.—All files created after 31 December 1948 will be cut off every 2 years, at the end of an even-numbered calendar year, held three additional years, and then retired in 2-year blocks to the appropriate records depository. The first 2-year cut-off will be effected as of 31 December 1950, and new files will be established as of 1 January 1951. Any new files created within the 2-year interval between cut-off dates, as a result of the activation of a unit or for any other reason, will be cut off initially at the end of the next even-numbered calendar year, held three additional years, and retired.

e. Files of units organically part of a higher command.—Units which are organically a part of a higher command and have no distinctive designation of their own, such as lettered companies and staff sections, will forward their files, at the time of retirement, to the headquarters of the higher command in order that all records of the parent unit can be retired in one block.

f. Retirement of files to zone of interior by oversea records depots.

(1) *Files created during calendar year 1945, or earlier.*—All files created during the calendar year 1945, or earlier, that are retired to oversea records depots in accordance with *b* above or which are already in the custody of the records depots, will be transferred in a block at the earliest practicable date, and in no case later than 30 September 1949, to the Organi-

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zation Records Branch, Records Administration Center, AGO, 4300 Goodfellow Boulevard, St. Louis 20, Mo.

(2) *Files created during calendar years 1946 through 1948.*—Files created during the calendar years 1946 through 1948, that are retired to oversea records depots in accordance with *c* above, will be processed and transferred to Organization Records Branch, AGO, as soon as possible after 1 January 1952.

(3) *Files created after 31 December 1948.*—Files retired to oversea records depots, in accordance with the procedures specified in *d* above will be processed immediately on receipt and transferred to Organization Records Branch, AGO. Files retired to oversea records depots in accordance with instructions issued by the commander of an oversea command, as authorized in paragraph 54*a* (2), will be transferred to the Organization Records Branch, AGO, as follows:

(*a*) Files cut off at the end of each calendar year will be held in the records depot for 4 years after the cut-off date and then transferred to the Organization Records Branch, AGO.

(*b*) Files cut off at the end of every even-numbered calendar year and retired in 2-year blocks will be held in the records depot for 3 years after the cut-off date and then transferred to the Organization Records Branch, AGO.

g. Files of headquarters, commands, installations, and units changing status.

(1) *Reorganized or redesignated headquarters, commands, installations and units.*

(*a*) When any unit, installation, headquarters, or subdivision of a headquarters or command is redesignated, reorganized, consolidated, or transferred to another unit, installation, headquarters, or command, the files will be cut off as of the date of change in status and clearly identified as the files of the former unit, installation, headquarters, or command.

(*b*) Files which are thus cut off will be retained by or transferred to the successor unit, installation, headquarters, or command, and retired to the appropriate records depository with that block of records of the successor unit that is cut off initially at the end of the next even-numbered calendar year as specified in *d* above.

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(*c*) The files of redesignated, reorganized, consolidated, or transferred units, installations, headquarters, or commands will not be merged or interfiled with the records of any other unit or higher echelon, but will be so maintained as to preserve the administrative origin of the files.

(2) *Discontinued installations and inactivated units.*

(*a*) The files of discontinued installations and inactivated units, including units reduced to zero strength, will be retired promptly to the appropriate records depository, except when otherwise specified in paragraph 54*b*, and in the case of unit fund files of units reduced to zero strength. Unit fund files of units reduced to zero strength will be turned in with the funds to which they relate to the post adjutant for storage.

(*b*) Any order inactivating or discontinuing a unit or installation, or reducing a unit to zero strength, in the zone of interior, will include a statement specifying that the records will be retired to the Kansas City Records Center, 601 Hardesty Avenue, Kansas City 1, Mo., or in the case of T/O&E units, to the Organization Records Branch, AGO. Any order inactivating or discontinuing a unit or installation outside the zone of interior will designate the appropriate oversea records depot to which the records will be retired as provided in appendix I.

52. Cut-off and retirement of indexes.—Index and other locator media will be cut off and retired with the files to which they pertain.

53. Cases completed subsequent to cut-off date.—A case initiated prior to the cut-off date, but on which action is completed after the cut-off date, will be filed under the date of the initiating paper and in the file that has been cut off.

54. Exceptions to normal cut-off and retirement procedures.—*a. General cut-off and retirement procedures.*

(1) Earlier cut-off of files at intervals of 1 month, 3 months, 6 months, or 1 year is permitted if required by Department of the Army procedures, or if necessary to facilitate the disposal locally of such files after those time periods. However, prior to the retirement of blocks of files cut off at less than 2-year intervals, such files will be assembled in a group at the end of the next even numbered calendar year and held three additional years.

(2) The heads of Headquarters, Department of the Army agencies, for offices at their headquarters, and oversea commanders are authorized to establish procedures for the cut-

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off of files after 1 year or the retirement of files earlier than specified in paragraph 51*c* and *d* when, in the judgment of the head of such agency or oversea commander, earlier cut-off and retirement is considered desirable. However, heads of Headquarters, Department of the Army agencies, will notify The Adjutant General of deviations from the normal cut-off and retirement procedures established in paragraph 51 and the reasons therefor.

(3) The provisions of AR 380–5 will be followed when classified files are retired to records depositories.

(4) Prior to retirement, all files for which the time periods for disposal have lapsed under the standards established in part II and all nonrecord materials as defined in paragraph 93 will be destroyed. When commanders are alerted for the inactivation of units or the discontinuance of installations, immediate steps will be taken to insure that all files are properly processed and packed prior to retirement.

b. Specific cut-off and retirement procedures.—Certain specific files will be cut off and retired or retained indefinitely by a unit, or at an installation or headquarters, in accordance with disposition instructions contained in chapters 5 through 18 or the following instructions:

File	*Disposition instructions*
Army Graves Registration program files.	Retire in accordance with instructions issued by the Quartermaster General.
Disbursing officers' money accounts.	Paragraph 36, TM 14–500.
Individual death record files	Paragraph 16.1, AR 30–1820.
Investigation file (Army Headquarters).	Chapter 6, TM 30–218.
Photographic records	Retire in accordance with instructions issued by the Chief Signal Officer.
Research and development project files.	Retire on completion of project.
Reserve Officers' Training Corps files required for institutional purposes.	Paragraph 36*b*, AR 145–10.
Retained accounts of mobile field units.	Paragraph 26, TM 14–506.
Syphilis registers	Paragraph 24*c*(4), AR 40–210.
Vehicles records (organizational equipment file).	Paragraph 34*c*, AR 700–105.

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c. Authority for additional exceptions.—Requests for exceptions to the provisions of these regulations, other than as indicated in this paragraph, will be submitted through normal command channels to The Adjutant General, and will be permitted only on his written authority. All requests for exceptions will include a complete description of the file or files, inclusive dates, and the approximate volume involved.

55. Retirement control.—All records disposition schedules prepared as directed in paragraph 37 will be adjusted to conform to the retirement standards prescribed in this section by 30 June 1949, and forwarded for review to the appropriate headquarters specified in paragraph 44.

56. Interagency transfer of files.—*a. General.*—By direction of the President (E. O. 9784; WD Bul. 31, 1946), no transfers of records from one Federal agency to another will be made without the prior approval of the Director, Bureau of the Budget, unless otherwise required by statute or Executive order.

(1) Temporary loan of records for official use, and retirement of records to the National Archives, are not "transfers of records" within the meaning of the above directive, and the provisions of current instructions or regulations pertinent thereto will continue to apply.

(2) Transfers of records which contain classified information, disclosure of which would endanger the national interest or the lives of individuals, are prohibited, unless made in connection with a termination or transfer of functions of an Army agency. In case of termination or transfer of functions of an Army agency, a report, describing the records and the nature of the classified information will be submitted to The Adjutant General for determination, in coordination with the Intelligence Division, General Staff, United States Army.

b. Procedure.

(1) Recommendations concerning transfers of records to another Federal agency will be submitted through channels to The Adjutant General and will include full particulars as to the background and purpose of the proposed transfer; a summary description covering the nature and volume of the records

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involved; and certification by the head of the office having custody of the records that no classified information of the nature indicated in *a* (2) above is contained therein.

(2) Requests for the transfers of records indicated above will be submitted to the Director, Bureau of the Budget, only by The Adjutant General.

57. Intraagency transfers.—Transfer of noncurrent records to custodians other than records depositories set forth in appendix I, is prohibited. When the transfer of functions from one command to another requires the transfer of current records, the order directing the transfer of functions will so state.

Section V. REPORTING PROCEDURES

58. Report preparation.—An Annual Records Disposition Report, Reports Control Symbol AG–21 (R1), covering records disposal and retirement activities during the fiscal year will be prepared each year as of 30 June by the agencies specified below.

59. Report submission.—The report will be forwarded to reach The Adjutant General not later than 31 July by zone of interior agencies and 31 August by oversea agencies.

60. Preparing agencies.—*a. Zone of interior agencies.*

(1) Office of the Administrative Assistant, Office, Secretary of the Army, for all agencies of the Secretary of the Army area.
(2) Army Comptroller, Office, Chief of Staff, for each agency of the Chief of Staff area.
(3) Each administrative and technical service.
(4) Office, Chief, Army Field Forces.
(5) Each army, zone of interior, and Military District of Washington.

b. Oversea commands.

(1) United States Army, Europe.
(2) Far East Command.
(3) United States Army, Pacific.
(4) United States Army, Alaska.
(5) United States Army, Caribbean.

61. Report form.—The report will be prepared in letter form as illustrated in figure 2.

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SUBJECT: Annual Records Disposition Report, Reports Control Symbol AG–21 (R1)

TO: The Adjutant General
ATTN: AGAW–E

1. In accordance with paragraphs 58 to 63, SR 345–920–1, the following is reported for the 12-month period ending 30 June 19—.

2. The following quantities are on hand at the end of the period or disposed of during the period. All entries are in linear feet of files.

a. On hand at end of reporting period–Total _____
(1) Headquarters offices _____
(2) Field installations _____
b. Destroyed during preceding 12 months–Total _____
(1) Headquarters offices _____
(2) Field installations _____
c. Retired to records depositories during preceding 12 months–Total _____
(1) Headquarters offices _____
(2) Field installations _____

3. The following directives pertaining to records administration were issued by this office during the reporting period.

Series and Number	Subject	Date

For the _____:

Signed:

FIGURE 2.—Annual records disposition report.

62. Data reported.—*a. Paragraph 2, Annual Records Disposition Report.*—All paper and photographic files, both record and nonrecord, except noncurrent record holdings of records depositories, will be reported. The unit of measure will be expressed in linear feet, i. e., measured from front to back of file drawer container, for standard letter and legal-size documents. Quantities of card records, maps, or other undersize or oversize materials will be converted into the equivalent of linear feet for standard letter and legal size documents by computing the cubic feet of volume and using the ratio of 1 cubic foot to 1 linear foot. Standard file drawers, when filled to normal servicing capacity, will be reported as 1½ linear feet. Records shipping and storage boxes (foot lockers), when filled to normal servicing capacity, will be reported as 2½ linear feet.

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b. Paragraph 3, Annual Records Disposition Report.—Directives pertaining to records administration issued by the reporting office during the report period will be listed showing the type of publication (e. g., circular, letter, memorandum), the number of the directive, the subject or section of the directive dealing with records administration, and the date of the directive.

63. Instructions for preparation.—Each zone of interior agency listed in paragraph 60 will report data for its headquarters and all installations or activities under its command, except as otherwise indicated in this paragraph. Office, Chief, Army Field Forces, will include data for that headquarters only. Reports from armies, zone of interior, will include statistics for files of all activities at class I installations, other than class II or United States Air Force activities, and will include statistics for files of class II installations not under the jurisdiction of the head of an administrative or technical service. Heads of administrative and technical services will include data for class II activities under their respective jurisdictions which are located at class I or II installations of other agencies, except for supply sections at general depots. In the latter case, the Quartermaster General will include data for all activities at a general depot in his report. Oversea commanders will include data for all installations and units of their commands. Separate entries will be shown for headquarters offices and for the total of the field installations and activities.

CHAPTER 3

RECORDS DEPOSITORIES

SECTION I. OBJECTIVES

64. General.—Records depositories are established for the receipt, processing, housing, and administration of noncurrent files of the Army and those of the United States Air Force which are retired thereto. These depositories are designed to relieve commanders and heads of units, installations, and headquarters offices of the custodial responsibility for and the paper work incident to the administration of noncurrent files, thereby increasing efficiency in servicing current files. Likewise, it is intended to secure the preservation of valuable records and make them available at all times, and to keep mobile units free of unnecessary impedimenta.

65. Facilities of records depositories.—Records depositories provide adequate facilities to which noncurrent files can be retired on a continuing basis and in a systematic manner, and in which the bulk of noncurrent files can be reduced to the minimum required for long-time

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or permanent retention by the elimination of valueless files or by microfilming. Personnel of these depositories provide service on and facilitate use of retained records by furnishing files or documents or supplying information from files, and, when necessary, make administrative determinations and complete administrative action in cases not requiring decision of higher authority.

SECTION II. TYPES AND PURPOSES

66. General.—*a.* All noncurrent files of the Army, as specified in the preceding chapter, will be retired to appropriate records depositories.

b. The three types of depositories established to receive noncurrent records are—

(1) Special records depositories to receive specialized types of files.
(2) A records center to receive all files in the zone of interior other than those retired to special records depositories.
(3) Oversea records depots to receive noncurrent files in oversea commands, and to process and ship such files to the Organization Records Branch, AGO.

c. The location and addresses of records depositories are contained in appendix I.

67. Special records depositories.—*a.* Special records depositories have been established in the zone of interior for the receipt of specialized classes of noncurrent files which, for technical or administrative reasons, require centralized facilities. The preponderance of these specialized files retired to The Adjutant General are located at the Records Administration Center, St. Louis, Mo. The various categories of specialized files and the depositories to which those files are retired are described below.

b. Departments of the Army and the Air Force headquarters files.

(1) The Adjutant General is responsible for the custody and administration of noncurrent files of headquarters, Departments of the Army and of the Air Force, except certain types thereof specifically excepted, including integral elements of such headquarters located outside the geographical limits of the Military District of Washington and the Office, Chief, Army Field Forces. The Adjutant General will be advised of additions, deletions, or change of name or location of integral elements of such headquarters located outside the geographical limits of the Military District of Washington.

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The Adjutant General will prepare, and periodically revise, the list of such offices and will distribute the list to the appropriate headquarters and records depositories for their information and guidance. A similar list is prepared by the Air Adjutant General and distributed to the affected Air Force headquarters.

(2) The files of the above headquarters and offices will be retired when noncurrent to the Departmental Records Branch, AGO (see appendix I for location), on the basis of approved records disposition schedules. Files of headquarters, Department of the Air Force, are retired to Departmental Records Branch, AGO, in accordance with policy established by the Chief of Staff, United States Air Force.

(3) The Departmental Records Branch, AGO, is the depository for the following additional noncurrent files:

(*a*) Files of the Office, Chief, Army Field Forces.

(*b*) The centralized Army historical files as specified in paragraph 106, and Air Force historical files.

c. Joint, combined, and captured files.

(1) *Joint records.*

(*a*) *Files of field commands conducting joint operations.*—The Adjutant General is responsible for the custody and administration of noncurrent files which have been accumulated in an Army headquarters conducting joint operations. The files of such headquarters will be retired when noncurrent to the appropriate oversea records depot for subsequent shipment to Organization Records Branch, AGO, or direct to Organization Records Branch under the condition contained in paragraph 69*b*.

(*b*) *Files of joint committees designated by interdepartmental action.*—The disposition of files of joint committees or subcommittees designated by interdepartmental action and not functioning as subordinate agencies of the Joint Chiefs of Staff will be determined by negotiations between the departments concerned. The files of the Joint Chiefs of Staff and of committees or subcommittees designated by the Joint Chiefs of Staff are not governed by any of the above provisions, since such files are to remain in the custody of the Joint Chiefs of Staff.

(2) *Combined records.*—The Adjutant General is responsible for the custody and administration of noncurrent files of the combined headquarters of the Supreme Headquarters, Allied

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Expeditionary Forces, Allied Force Headquarters, and Southeast Asia Command, and the files of such other combined headquarters as subsequently may be allocated to the Army. These files are allocated to the Departmental Records Branch, AGO, when noncurrent.

(3) *Captured records.*—The Adjutant General is responsible for the administration of noncurrent captured records in the possession of the Army when retired to him for custody, and the Departmental Records Branch, AGO, is the depository for such records.

d. Oversea commands files and T/O&E unit files.

(1) The Adjutant General is responsible for the custody and administration of noncurrent files of all headquarters organizations, installations, and units in oversea commands, and of all noncurrent files of T/O&E units and headquarters of the former defense commands within the continental United States.

(2) Noncurrent T/O&E unit files in the zone of interior and files in custody of oversea records depots will be retired to the Organization Records Branch, Records Administration Center, AGO (see appendix I for location), except as may otherwise be directed by The Adjutant General.

e. Individual civilian personnel files.

(1) The Adjutant General is responsible for the custody and administration of individual files of separated civilian personnel and certain other files relating to civilian personnel as identified in chapter 9.

(2) These files will be retired to the Civilian Personnel Records Branch, Records Administration Center, AGO, in accordance with instructions in chapter 9.

(3) The Civilian Personnel Records Branch, AGO, is the depository for the following noncurrent files:

(*a*) Records of former civilian employees of the Army and the Air Force.

(*b*) Files of the Civilian Conservation Corps and other discontinued projects of the Army.

(*c*) Civilian pay-roll records of inactivated Army and Air Force installations and noncurrent civilian pay roll files.

f. Individual military personnel files.

(1) The Adjutant General is responsible for the custody and administration of individual files of separated military personnel, certain miscellaneous personnel files, and clinical files of patients released from military hospitals.

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(2) These files, except for the files of retired Regular Army officers, officers currently in a Reserve status, and AUS officers not completely separated from service, will be centralized in the Demobilized Personnel Records Branch, Records Administration Center, AGO, in accordance with the instructions in section II, chapter 10, and paragraph 247.

(3) The Demobilized Personnel Records Branch, AGO, is the depository for the following noncurrent files:

(*a*) Records of enlisted personnel discharged since 1 November 1912.

(*b*) Records of officers discharged or deceased since 1 July 1917, including the records of emergency officers and nurses of World War I.

(*c*) Original morning reports and rosters forwarded to The Adjutant General under current operating procedures.

(*d*) Medical cards forwarded as a part of the report of sick and wounded to the Surgeon General under current operating procedures.

(*e*) Daily sick reports, outpatient index files, and dental registers, retired under the provisions of paragraphs 246*e*, 247*f*, and 250, respectively.

(*f*) Clinical files of military personnel, civilian personnel, and other civilians retired in accordance with instructions in paragraph 247*b*.

g. Major procurement contract files.

(1) The Adjutant General is responsible for the administration of noncurrent industrial cost-audit files, contract files of major procurement offices and statutory renegotiation files, when retired to him for custody.

(2) These files will be centralized when noncurrent in the Contract Records Branch, Records Administration Center, AGO, in accordance with the instructions in paragraphs 112*d* and 301.

h. Disbursement accounts files.

(1) The Chief of Finance is responsible for the custody and administration of certain files of disbursing officers as identified in paragraph 111.

(2) These files will be retired to the Retained Accounts Division, Army Finance Center, OCF (see appendix I for location), in accordance with instructions in TM 14–500.

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i. Photographic files.

(1) The Chief Signal Officer is responsible for the custody and administration of certain noncurrent photograhpic records.

(2) Army still photographic files are centralized when noncurrent in the Army Pictorial Service Division, Office of the Chief Signal Officer (see appendix I for location), in accordance with instructions issued by the Chief Signal Officer.

(3) Army motion picture photographic files are centralized when noncurrent in the Signal Corps Photographic Center (see appendix I for location), in accordance with instructions issued by the Chief Signal Officer.

j. Medical publications files.

(1) The Surgeon General is responsible for the custody and administration of certain types of medical publications as defined in paragraphs 254 and 255.

(2) These files will be retired to the Army Medical Library (see appendix I for location) in accordance with the instructions in paragraphs 254 and 255.

68. Kansas City records center.—The Kansas City Records Center has been established for the receipt of noncurrent files of all class I and II installations, other than the specialized classes of files referred to in paragraph 67. This records center (see appendix I for location), which functions under the supervision of the commanding officer, Records Administration Center, AGO, is an intermediate depository through which noncurrent files are processed and administered pending either destruction or eventual transfer to a permanent depository.

69. Oversea records depots.—*a.* Records depots will be established in each oversea command, as directed by the army commander thereof, to receive and process the noncurrent files of all elements of the command, and to ship such files at periodic intervals to the Organization Records Branch, Records Administration Center, AGO. An oversea records depot will receive the noncurrent files of any activity located in the command but not under the jurisdiction of the commanding general thereof when requested by the head of such activity.

(1) Prior to any major movement within an oversea command, and at such other times as may be directed by the Army commander, T/O&E units will clear their files of papers authorized for destruction and other noncurrent files not needed for future action, pack the latter in accordance with the provisions of paragraph 71, and ship them to the ap-

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propriate oversea records depot. The files not needed for future action will normally include the cut-off portion of the files (see par. 50), which have been retained for a minimum period of 6 months after the annual cut-off. For example, an organization preparing for a major movement within a command between 1 January and 30 June of any year will retain the previous year's records; whereas an organization preparing for a major move on or after 1 July of a year will retain only those records accumulated since 1 January of the same year.

(2) Upon readjustment and redeployment movements or inactivation or disbandment overseas, provisions of current readjustment regulations will be followed.

b. In oversea commands with no records depots, noncurrent files will be retired direct to Organization Records Branch, Records Administration Center, AGO.

SECTION III. PACKING AND SHIPPING PROCEDURES

70. Standard boxes for shipment and storage of records.—*a; General.*

(1) In order to facilitate storage and use of records in the containers in which they are shipped, the standard boxes described below are prescribed for the shipment of files to records depositories, except that military and civilian personnel records forwarded to The Adjutant General in accordance with current regulations need not be shipped in such containers.

(2) A quantity of wooden locker boxes (see fig. 3) suitable for records shipment and storage has been allocated to The Adjutant General for use by all installations within the zone of interior. These boxes are stored at certain general depots.

(3) Boxes described in *b* below will not be constructed for the shipment and storage of records of units and installations located in the zone of interior while a supply of locker boxes allocated for this purpose exists. The procedure for requisitioning locker boxes for records shipment and storage purposes is contained in paragraph 71*f*. Boxes will be requisitioned only for current needs and not for anticipated future requirements.

(4) Locker boxes utilized for shipment and storage of records are exempt from property accountability. Accountability will terminate on transfer of the boxes to the records ad-

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ministrators or records depositories, and will be reestablished only on return to a supply agency as surplus to the needs of the records administration program.

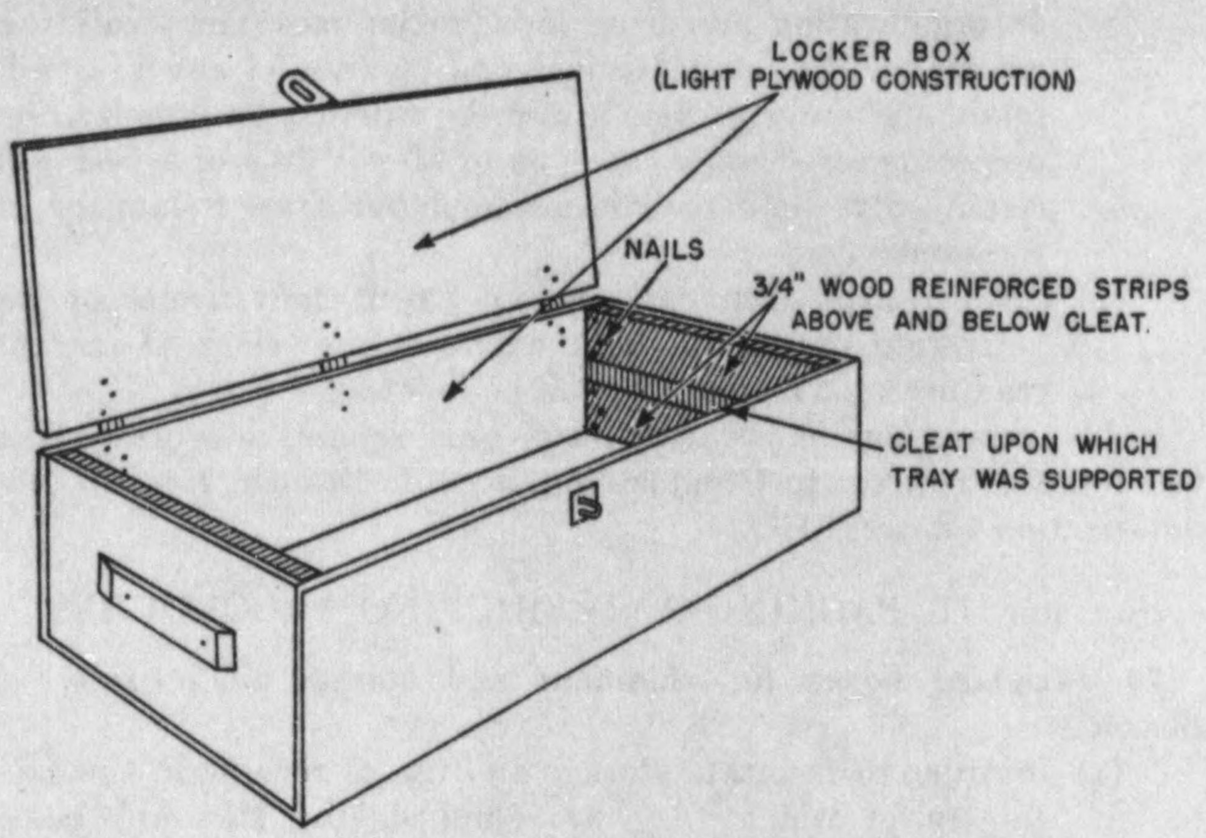

FIGURE 3.—Light plywood locker box showing required addition of reinforcing strips prior to records shipment.

(5) Locker boxes which are of light plywood construction will be reinforced by the use of ¾-inch wooden strips prior to the shipment of the records. The strips will be nailed to the inner surface of each end of the box, one strip above and one below the cleat upon which the locker box tray was supported. (See fig. 3).

b. Standard record box requirements.—In order to meet requirements for a standard records shipping and storage box when locker boxes described above are not available, the use of a standardized nailed wooden box is prescribed. The box will conform to the specifications outlined in appendix II.

71. Packing procedures.—*a. General arrangement.*

(1) The file folders containing the records will be placed upright in the box, in filing order, with folders facing the left end of the

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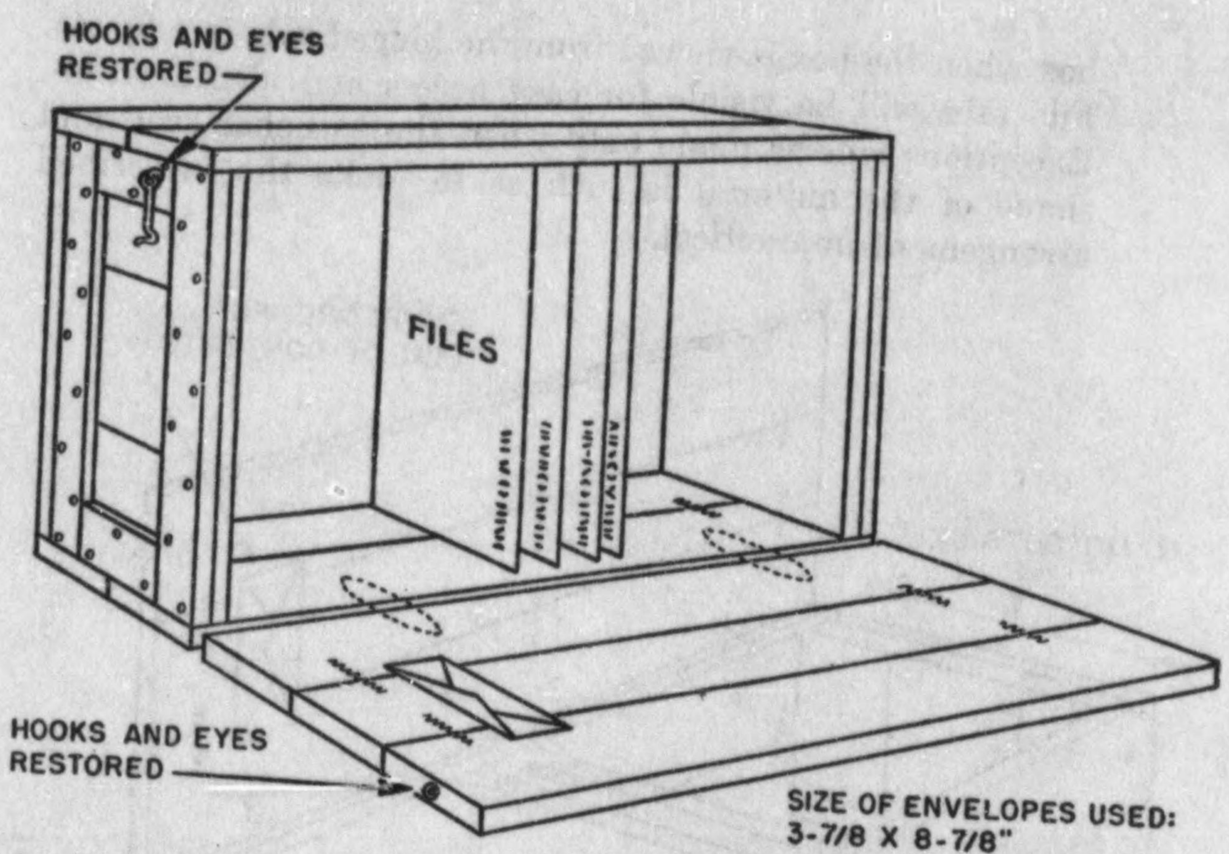

FIGURE 5.—Records shipping and storage box—Racking position in records depository.

b. Arrangement of installation files.—Files of large headquarters, offices, and installations will be packed for shipment in general classes, within which the filing sequence existing at the time records were in current files will be preserved. The files of installation offices will be boxed in the following sequence to the extent practicable:

(1) Adjutant.
(2) Personnel Division.
(3) Inspector General.
(4) Judge Advocate.
(5) Security and Intelligence Division.
(6) Military Training Division.
(7) Surgeon.
(8) Fiscal Division.
(9) Chemical.
(10) Engineer.
(11) Ordnance.
(12) Quartermaster.
(13) Signal.
(14) Supply Division.
(15) Transportation.

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box when the box is viewed from the hinged side (see fig. 4). File tabs will be visible for easy access and identification. Exceptions will be made only when the peculiar size and shape of the material is such as to make the prescribed arrangement impractical.

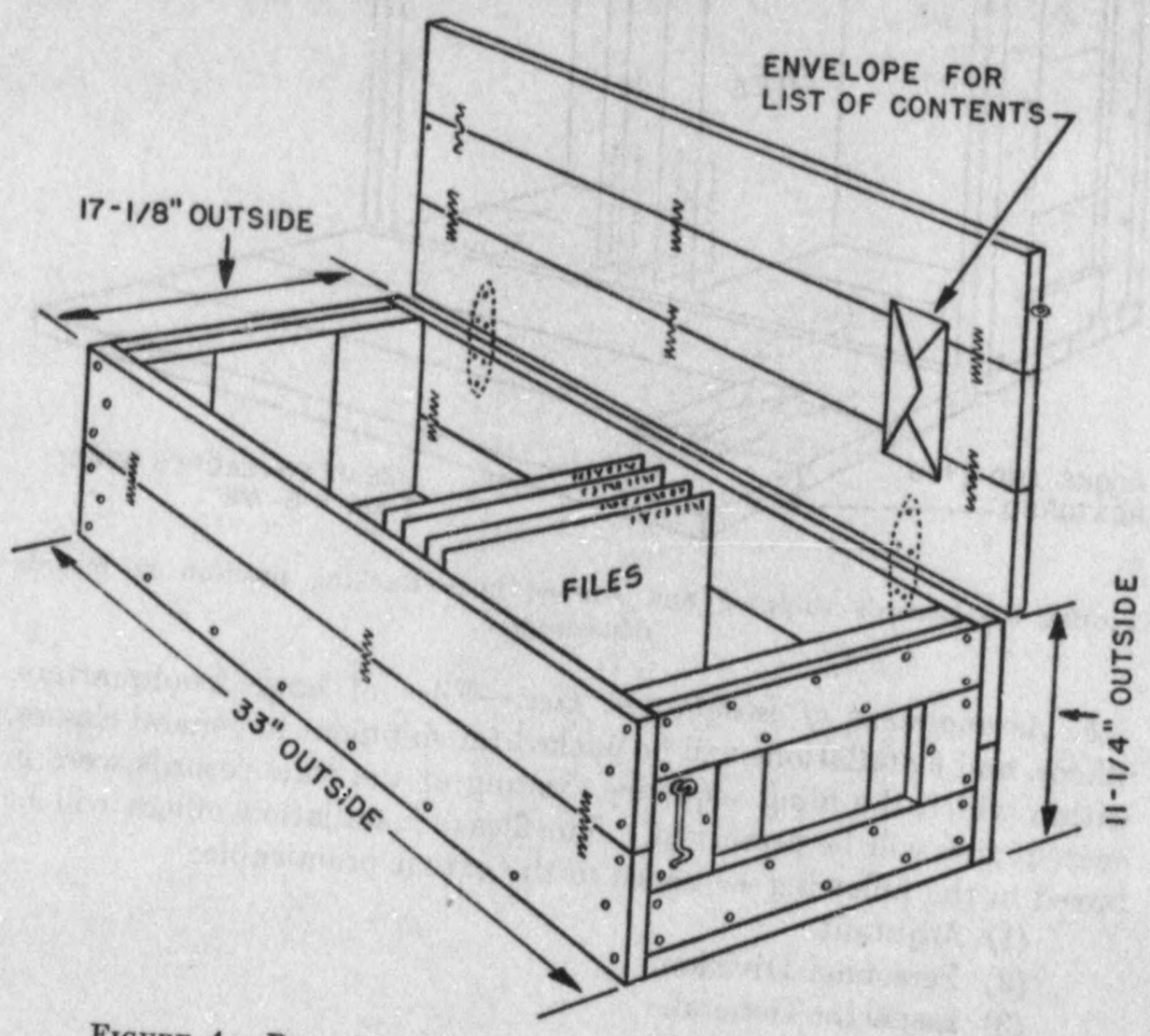

FIGURE 4.—Records shipping and storage box—packing position.

(2) Boxes will be filled with only one row of folders arranged as indicated in figure 4 so that personnel at the records depository will be able readily to inspect, check, process, rack, search, and service the records without having to provide additional boxes (see fig. 5). All spaces between the files and the sides, ends, or cover of the box will be tightly packed with crumpled or wadded paper or other suitable packing material to avoid movement of contents during shipment. Excelsior will not be used as packing material. Additional file material or surplus file folders will not be used as packing material.

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c. Arrangement of unit files.—Unit files will be arranged in the following order prior to shipment:

(1) Decimal file or correspondence file (correspondence book and documents, if any).
(2) Extracts of service record.
(3) Morning reports.
(4) Duty rosters.
(5) Guard reports.
(6) Pay rolls.
(7) Council book, vouchers, and allied papers.
(8) Miscellaneous.
(9) Orders file (record set issued by unit the files of which are being retired) arranged by year and numerically within each year, except as indicated in (*f*) below.
  (*a*) General orders.
  (*b*) Special orders.
  (*c*) General courts-martial orders.
  (*d*) Special courts-martial orders.
  (*e*) Numbered memoranda, bulletins, circulars, general letters, etc.
  (*f*) Other memoranda, bulletins, circulars, general letters, etc. (arranged by date).
(10) Histories.
(11) Journals, message files, and other combat records, not forwarded in accordance with AR 345–105.

d. Numbering and stenciling of boxes.

(1) Boxes will be numbered in sequence starting with No. 1, clearly marked to identify the activity, office of origin, and general character of contents.

Examples

Box 1 of 60 boxes	Box 5 of 60 boxes
AAA Training Center	AAA Training Center
Camp Stewart, Ga.	Camp Stewart, Ga.
AG Decimal Files–1944.	Orders–1944.

(2) When packed in separate offices of an installation, boxes will be temporarily numbered to insure that filing sequence is not disturbed. When the boxes are ready for shipment, they will be assembled and permanently numbered in over-all sequence, each box in relation to the entire shipment, that is, "Box 12 of 115 boxes," "Box 37 of 115 boxes."

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(3) Stenciling will be placed on the lid so that it can be read when box is viewed from the hinged side.

e. List of contents for shipment of records.

(1) A list of the contents will be prepared in triplicate for each box of records to be shipped. NME Form 111 (List of Contents for Shipment of Records) will be used in preparing the lists for records to be retired to the Organization Records Branch, AGO, or to the Kansas City Records Center. This form may be obtained through normal publication supply channels. The use of this form is optional for preparing lists of contents for records to be retired to other than the above depositories. The originals of all lists for a specific shipment will be fastened together to form a consolidated list for all boxes in the shipment and, together with one advance copy of the Army shipping document, will be forwarded immediately to the records depository which is to receive the shipment. This consolidated list and the advance copy of the Army shipping document will be forwarded under a covering letter indicating anticipated date of shipment (see par. 71*f* for instructions on shipment of files). The duplicate copy of the list of contents of each box will be placed in an envelope affixed to the inside of the cover of the box to which it pertains (see fig. 7). The triplicate copy of NME Form 111 will be retained by the preparing unit or installation. It is imperative that the box numbers as indicated on the packing list correspond with the numbering of the boxes in the shipment. All personnel who prepare records for shipment will exercise great care to assure complete and correct unit designations on the list of contents. Unauthorized abbreviations and short titles of organizations and installations to which the records pertain will not be used.

(2) NME Form 111 will identify adequately the contents of the boxes but should not be a paper-by-paper inventory. The following are illustrative of an adequate identification:

Box 1 of 60 boxes
AAA Training Center
Camp Stewart, Ga.
AG Decimal Files
1944—000.3, Religion, to 070,
Inventions.

Box 5 of 60 boxes
AAA Training Center
Camp Stewart, Ga.
Orders—1944.

(3) Noncurrent property records shipped to records depositories for storage will include the following information or the NME Form 111 or in the letter of transmittal:

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(*a*) Date of last audit of accounts.
(*b*) Statement as to which accounts, if any, involve contract property accounts (par. 301*d* (2) (*d*)), lend-lease, reciprocal aid, or civilian supply transactions (par. 308*d* (3)), interrelated military property accounts with lend-lease, reciprocal aid, or civilian supply (par 308*d* (3)).
(*c*) The above data are required in order properly to identify the property records that can be destroyed in accordance with paragraph 308*d*, or those which must be retained.

(4) The following documents and data, in addition to NME Form 111, will be furnished with the advance copy of the Army shipping document to the records depository that is to receive the shipment:
(*a*) Organization charts showing the relationship of the offices in which files were accumulated to other offices in the headquarters or installation, to include all major changes in organizational structure and distribution of functions which may have been made.
(*b*) Data on the unit or installation as to dates and places of activation, inactivation, redesignation, reorganization, and transfer of functions, including the authorities therefor (e. g., general orders by issuing headquarters, number and date).
(*c*) A listing showing the disposition made of files retired to other records depositories or transferred with an operating function to an active installation.

f. Shipping.
(1) Boxes will be shipped on an Army shipping document, which under the heading "Description of articles" will indicate the name of the organization, installation, or activity that accumulated the files. Example: "Records of AAA Training Center, Camp Stewart, Ga."
(2) In preparing boxes for shipment, they will be reinforced with two flat, steel metal straps not less than ⅝ by .020 inches which will be applied over top, sides, and bottom approximately 7¾ inches from each end of the box. (See fig. 6.)
(3) Each box will be stenciled clearly, indicating gross weight and cubic contents.
(4) When files are transported by water, the box will be lined before packing with a prefabricated bag of water proof-barrier material conforming to Ordnance Department Tentative Specification AXS–1246, type L–2 or M, and constructed as described in SB 38–2.

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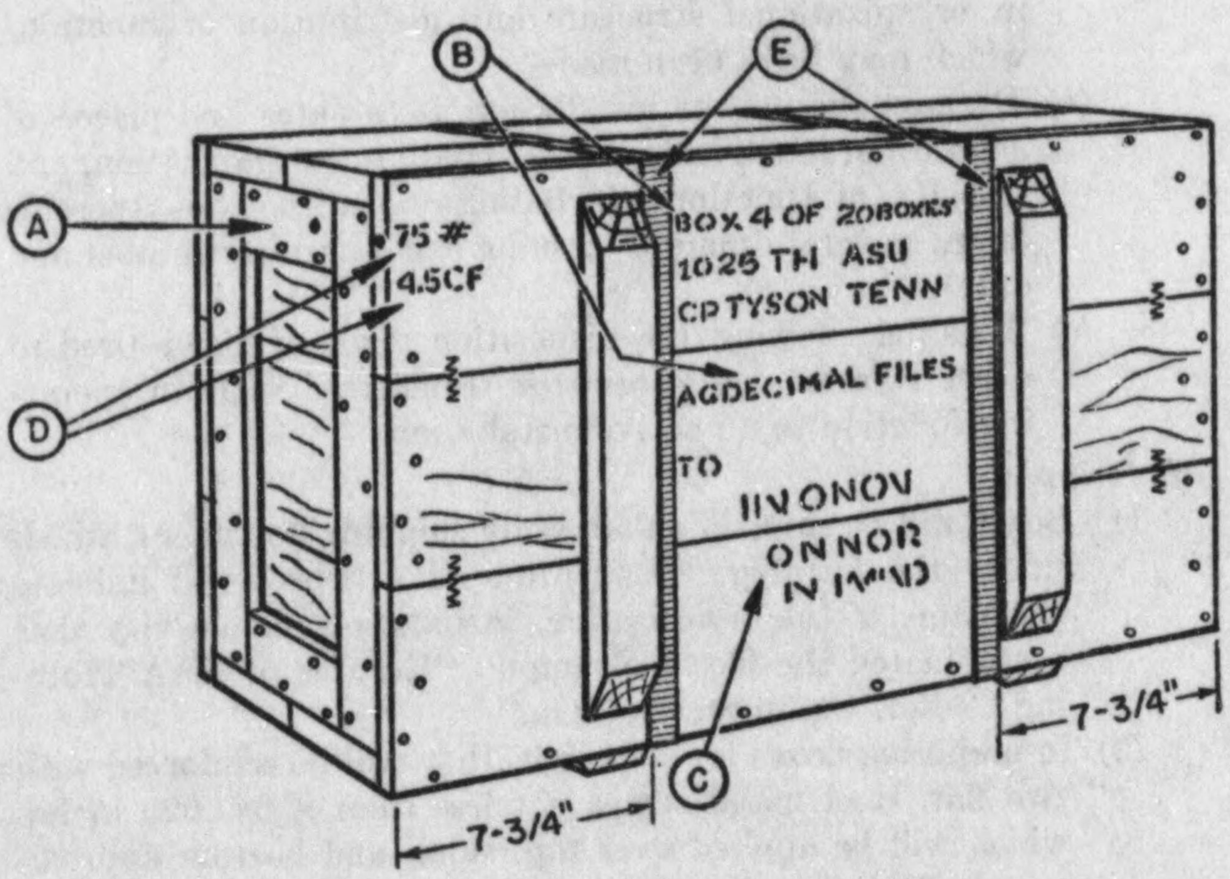
(5) Before records are shipped from a unit or installation, implementing instructions will be requested from the appropriate records depository, except in the instances noted below. The request will indicate volume of files to be retired, unit or installation to which the files pertain, number of boxes required for shipping, and a brief description of each file series, with inclusive dates for each series. Instructions furnished by records depositories will include the authorized date of shipment.

(*a*) No implementing instructions are necessary for the shipment of certain military and civilian personnel and medical files as specified in paragraphs 128, 183, 184, 185, 246*e*, 247*b*, 247*f*, and 250.

(*b*) T/O & E unit records in the zone of interior will be shipped without implementing instructions when the quantity does not exceed 150 boxes.



A. Remove hooks and eyes and place them inside the box prior to shipment.
B. Number and stencil boxes.
   (1) Number boxes in sequence starting with No. 1; clearly mark to identify the activity, office of origin, and general character of the contents.
   (2) Number boxes consecutively. This is accomplished after all boxes are packed.
   (3) Mark boxes so that markings can be read on the lid when reading from the hinged side of the box.
C. Clearly indicate the name and address of the records depository to which the files are being shipped.
D. Indicate gross weight and cubic contents.
E. Strapping of box for shipment: two flat steel straps.

FIGURE 6.—Records shipping and storage box—Preparation for shipment.

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(c) No implementing instructions are necessary for the shipment of records to Organization Records Branch, AGO, from oversea records depositories. However, five copies of a listing of unit records shipped to the United States will be furnished The Adjutant General, Attention: AGAW–E.

g. Packing and transmitting small quantities of files.

(1) In packing and transmitting quantities of files insufficient to warrant the use of records boxes, the folders will be wrapped securely, using heavy envelopes or wrapping paper, and well-sealed or firmly tied. The mailing address of the appropriate records depository will be clearly indicated, preferably by use of waterproof ink or typewritten mailing sticker.

(2) The most economical means of shipment which provides reasonably prompt delivery will be utilized; generally freight shipments will suffice. However, full advantage will be taken of postal regulations permitting shipment of records within the continental United States and to or from APO's by parcel post under Government frank. When time elements are such as to require rapid transportation and the volume involved is too large for shipment by parcel post, shipment will be made by express. For instructions governing the shipment of classified files, see AR 380–5.

72. Packing and shipping files of oversea commands and T/O&E units.—*a. General.*—Prior to movement overseas from the zone of interior, and at such other times as may be directed by the Secretary of the Army or by commanding generals of major commands, T/O&E units will clear their files of papers authorized for disposal and other noncurrent files not needed for future action as prescribed in paragraph 69*a*, pack the latter in accordance with paragraph 71, and ship them direct to Organization Records Branch, AGO.

b. Trophies and property.—Trophies and other unit property will not be packed and shipped as records, but will be handled in accordance with current readjustment regulations.

c. Office supplies and publications.—Whenever a unit is inactivated or disbanded in the continental United States, its field manuals, technical manuals, graphic training aids, catalogs, books, blank forms, stationery, and other office equipment and supplies will be turned in locally for disposition as prescribed by the commander of the installation at which inactivation or disbandment takes place, with a view to reissue or salvage.

d. Inspection of records.—Commanding officers of T/O&E units will see that records are inspected prior to shipment to assure that instructions relative thereto have been followed.

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73. Packing and shipping disbursing officers' accounts.—Disbursing officers' accounts will be arranged, packed, and shipped in accordance with instructions in paragraph 36, TM 14–500.

74. Packing and shipping noncurrent clinical files.—*a. Arrangement of files.*—At the time of retirement, noncurrent clinical records will be packed in one alphabetical series to include clinical files for both military and civilian personnel, except as indicated in paragraph 247*b* (3).

b. Files container.—The container used for shipment will depend upon the volume of records accumulated. In general, the quantity transferable each month will be relatively small. In many instances, a single standard records shipping and storage box will accommodate the records; and in others, embracing only a few files, a heavy envelope will suffice.

c. Marking of boxes.—All boxes included in the shipment from the hospital to Demobilized Personnel Records Branch, AGO (see appendix I for location), will be numbered consecutively, identifying both the total number of boxes in the shipment and the correct filing sequence of each box. For example, "Box 2 of 12," "Box 5 of 12," etc. In addition, the following will be clearly indicated on each box:

(1) The hospital to which the records pertain.
(2) Gross weight and cubic contents.
(3) Period covered by the files.
(4) The alphabetical segment of the records contained therein, such as "Jackson, Allen E, to Masters, John F."

d. List of contents for shipment of records.—A generalized list of the contents of each box will be prepared in triplicate. The original will be forwarded to Demobilized Personnel Records Branch, AGO; the duplicate copy will be placed in an envelope affixed to the inside of the box cover; the triplicate copy will be retained in the hospital files. This listing will show only the name of the hospital to which the records pertain, the box number, and the alphabetical segment of the records contained in the box.

e. Shipment of small quantities.—In packing and transmitting small quantities insufficient to warrant the use of records boxes, care will be exercised to wrap the folders securely, using heavy envelopes or wrapping paper, well sealed or firmly tied. The mailing address of Demobilized Personnel Records Branch, AGO, will be clearly indicated. preferably by use of waterproof ink or typewritten mailing sticker. Contents will be identified as "Clinical files," together with the period covered thereby and the name and address of the transmitting hospital clearly shown. The most economical means of shipment which provides prompt delivery will be utilized.

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75. Packing and shipping consolidated individual contract files.—*a. Packing.*—Prior to shipment to Contract Records Branch, AGO, files will be brought together and packed in sequence, utilizing standard records shipping and storage boxes prescribed in paragraph 70.

(1) When two or more installations of the same command are involved in the administration of a contract and have created files on that particular contract, the various files considered necessary to make a complete record will be brought together prior to shipment.

(2) Files which are inadvertently omitted from any shipment will be sent immediately upon discovery, accompanied by a forwarding letter of identification.

b. Packing lists.—Packing lists will be prepared in triplicate for each box of records to be shipped, and will identify the first and last file in each box. If files being listed are in numerical sequence and there are any files omitted, such omissions will be indicated. For example, W–199–QM–3982 through W–199–QM–4326, except Nos. 4116 and 4134. If omissions are sufficiently numerous, the listing of numbers in the box is authorized. The originals of the packing lists will be attached to the advance copy of the Army shipping document, which will be dispatched to the Chief, Contract Records Branch, AGO, as advance notice of shipment. The first carbon of the packing list will be placed in an envelope which will be fastened to the inside of the lid of the box to which it relates. When procurement files are in alphabetical sequence, the packing list will give the contractor's name and number of each procurement.

c. Identification of containers.—Containers will be packed and identified as specified in paragraph 71, except that the sequence of box numbers will be continued from one shipment to the next. For example, if boxes 1 to 20 make up the first shipment from an installation, the second shipment from that installation will begin with box 21, regardless of the lapse of time between shipments.

d. Shipment.—Prior to shipment, shipping instructions will be requested from the Chief, Contract Records Branch, AGO. Files will be shipped only after receipt of specific shipping instructions from the chief of that branch.

SECTION IV. LOAN OF AND ACCESS TO TRANSFERRED FILES

76. General.—*a. Availability of files.*—Files transferred to records depositories will be available for authorized administrative purposes or approved research projects under procedures designed to effect the economical and efficient use of the files, to safeguard them from loss or damage, and to comply with security regulations.

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b. General restrictions.—Reference to or use of transferred files will be subject to the general restrictions applicable to all Department of the Army and Department of the Air Force records as follows:

(1) Except in the discharge of his proper official duties, no person in the military service or employed by the Department of the Army will furnish copies of official papers or give any information which can be used as a basis of a claim against the United States. (See par. 13, AR 25–20.)

(2) Restrictions governing the use of records or divulging of information from records which may be detrimental to the military security of the United States are prescribed by AR 380–5 and AR 380–10.

(3) Statutory prohibitions against the wilful and unlawful spoliation, mutilation, or destruction of public records and papers follow:

(*a*) Whoever shall wilfully and unlawfully conceal, remove, mutilate, obliterate, or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or, with intent to conceal, remove, obliterate, destroy or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk, or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than $2,000, or imprisoned not more than 3 years, or both. *See Sec. 128, act of 4 March 1909 (35 Stat. 1111; 18 U. S. C. 234; M. L. 1939, sec. 852).*

(*b*) Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in section 234 of this title, shall wilfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than $2,000, or imprisoned not more than 3 years, or both; and shall moreover forfeit his office, and be forever afterward disqualified from holding any office under the Government of the United States. *See Sec. 129, act of 4 March 1909 (35 Stat. 1112; 18 U. S. C. 235; M. L. 1939, sec. 853).*

(4) Public Law 115, Seventy-eighth Congress, restricts the disposal of Federal records, by transfer or otherwise, to those records deemed by the Archivist of the United States and by Congress to be of insufficient value to warrant continued preservation by the Federal Government. Transfer of

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records from the custody of the Federal Government to any government, organization, institution, corporation, or person, except with the approval of the Archivist of the United States, constitutes an illegal removal of records from Federal custody.

(5) Provisions governing the furnishing of official documents on subpoenas or orders by civil tribunals and requests from individuals, firms, corporations, or governmental agencies on matters relating to litigation are prescribed in section III, AR 410–5.

c. Maintenance of master policy files.—Commanding officers of all records depositories will maintain a complete set of the master policies established by AGO Form 01182 (War Department AGO Policy or Precedent). The provisions contained in these master policies will be strictly observed in permitting access to files or the release of information therefrom.

77. Official use of transferred files.—*a. Withdrawal of files.*—Subject to pertinent provisions of paragraph 76 and to the restrictions set forth below, transferred files may be withdrawn at any time by the agency that created the files, successor agencies, or by a higher headquarters thereof. The records depository will furnish typewritten or photographic copies of specific documents when the need therefor is shown. Requests for the loan of files solely for the purpose of answering inquiries will be held to a minimum. Whenever possible, such inquiries will be transmitted to the records depository for direct reply. Likewise, transferred files will be withdrawn for administrative action by the agency that created the files, successor agency, or by higher headquarters thereof only if the action cannot be accomplished appropriately at the records depository.

b. Requests for withdrawal of files.—The commanding officer of the records depository will approve requests for the withdrawal of transferred files by authorized borrowers upon his determination that—

(1) Withdrawal will not subject the files to abnormal risk of loss or damage.

(2) Transaction of other business of a higher priority will not be impeded thereby.

(3) Appropriate action cannot be accomplished at the records depository.

c. Adequate identifying data.—Requests for information which are sent to records depositories will contain adequate identifying data for searching the files. Inquiries concerning military personnel will include references to the individual's organization, Army serial number

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when available, and any other pertinent data which will assist in identifying the individual.

d. Permanent removal of files.—The permanent removal from files or rearrangement within files of papers obtained on a loan basis from any records depository is prohibited, except upon the written approval of the commanding officer or head of the depository.

e. Return of borrowed files.—The return to the records depository of the identical papers borrowed therefrom is a responsibility of the head of the office or agency to which the records are initially forwarded. When original papers are withdrawn from borrowed files for use in litigation or for other purposes, and photostatic copies are temporarily substituted therefor to expedite return of the file to the records depository, responsibility for the return of the original documents remains with the head of the borrowing office or agency until all papers borrowed are returned. Such temporary substitutions will be reported in detail to the records depository by the borrowing agency.

f. Reloan of borrowed files.—Files withdrawn from the records depository ordinarily will not be reloaned by the initial borrower. However, if it is necessary to furnish papers from borrowed files to other agencies or offices, prompt notification will be made by the initial borrower to the head of the records depository, with a statement of the reasons for the withdrawal, description of papers withdrawn, and estimated date of their return.

78. Special provisions relating to personnel records.—*a. General.*—The information contained in individual personnel files is considered confidential to the individual and to the Government and any requests for information from or access to such records not covered by current directives will be referred to The Adjutant General for decision.

b. Loan of military personnel files.—Individual personnel files of separated military personnel in the custody of the Demobilized Personnel Records Branch, Records Administration Center, AGO, will be loaned only in accordance with the provisions of Memorandum 15–15–3.

c. Transfer of civilian personnel files.—Individual personnel files of separated civilian employees which are in the custody of the Civilian Personnel Records Branch, Records Administration Center, AGO, will be furnished on request to Department of the Army installations or other agencies of the Federal Government in accordance with the provisions of Civilian Personnel Regulations R1.

79. Special provisions relating to loyalty files.—In accordance with the Presidential directive of 13 March 1948, published in section II, JAAF Bulletin 6, 1948, all loyalty files will be maintained in confidence and will not be transmitted or disclosed, except as required in the

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conduct of business. Any subpoena or demand or request for information or files of this character, received from sources other than those persons in the Executive Branch of the Government who are entitled thereto by reason of their official duties, will be refused and the subpoena, demand, or other request referred through channels to The Adjutant General for transmittal to the Office of the President.

80. Special provisions relating to release of information from medical records.—*a. Policy.*—The following policy will govern the release of information from medical records of members and former members of the Army and the Air Force. Such information will be released, only under confidential classification, by those offices which are designated by the Secretary of the Army. Except when the Department of the Army is required by law to supply information from medical records, a complete transcript of medical records may be given only to the following and in the manner indicated:

(1) The Department of the Army and the Department of the Air Force.
(2) The Department of the Navy (Navy, Marine Corps, and Coast Guard).
(3) The Veterans Administration.
(4) Selective Service (in the case of registrants only).
(5) Federal or State hospitals, or penal institutions when the member or former member is a patient or inmate therein.
(6) Registered civilian physicians, on request of the individual or his legal representative, when required in connection with the treatment of the member or former member of the armed services.
(7) The member or former member himself on request, except information contained in the medical record which would prove injurious to his physical or mental health. *See Public Law 681, Seventy-seventh Congress.*
(8) The next of kin on request of the individual, or legal representative, when under the provisions of Public Law 681 the information may not be disclosed to the veteran himself; and direct to the next of kin, or legal representative, when the member or former member has been adjudged insane or is dead.
(9) Duly accredited representatives of the National Academy of Sciences National Research Council, when engaged in cooperative studies undertaken at the specific request or with the consent of the Surgeon General, United States Army, the Surgeon General, United States Navy, the Air

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Surgeon, United States Air Force, or the Chief Medical Director, Veterans' Administration.

b. Release of medical information to other agencies.—In addition to the above, authorized representatives of the Department of Justice, the Treasury Department, and the Post Office Department may, on request, be given pertinent information from medical records for use in connection with investigations conducted by these departments. Each such request shall be considered on its merits and the information released should be the minimum necessary in connection with the investigation being conducted.

c. Release of information on health and welfare of army.—Nothing in this statement of policy is intended to preclude the release of appropriate information concerning the current health and welfare of the individuals in the armed services, or vital statistical data, including proof of death, concerning such personnel, nor to preclude compliance with court orders calling for the production of medical records in connection with litigation or criminal prosecutions.

81. Loan of clinical files to Army and Air Force for official use.—*a. General.*—When clinical records of an individual who has been hospitalized are desired by an Army or Air Force agency and it is known or reasonable to believe that 8 months have elapsed since the patient was released from the hospital in which last treated or that such hospital has been discontinued, disbanded, inactivated, placed on a standby status, or reduced to dispensary status, request for clinical records will be directed to the Chief, Demobilized Personnel Records Branch, AGO. When it is known that 8 months have not elapsed and the hospital is still active, requests will be forwarded direct to the commanding officer of the military hospital still having custody thereof.

b. Request form.—WD AGO Form 284 (Request for Clinical Records) will be used in requisitioning clinical records. This form will be prepared in triplicate and the original and duplicate copy transmitted in accordance with the applicable provisions of *a* above. The triplicate copy will be retained at the requesting installation and will be destroyed upon receipt of the desired records.

c. Preparation of WD AGO Form 284.

(1) Entries will be typewritten and extreme care will be taken to assure the correctness of the individual's name and Army serial number. Errors therein may result in negative reports or unnecessary delay in the transmittal of the desired records.

(2) *Item 1.*—Name of individual—last name, first name, and middle initial will be given.

(3) *Item 2.*—Carefully check Army serial number for accuracy.

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(4) *Item 3.*—If the individual has had other Army serial numbers as, for example, an officer who has had enlisted service or service as a warrant officer in addition to his officer status, show all such other Army serial numbers.

(5) *Item 4.*—Date that the form is transmitted by the requesting installation.

(6) *Item 5.*—Indicate the name of the hospital, or installation requesting the records and the post office address at which located. If for any reason the desired records are to be forwarded to other than the installation named in item 5, item 7 will be completed, showing the name and location of the installation to which the records are to be sent.

(7) *Item 6.*—Indicate the name and address of the installation from which the clinical records are being requested, which will be Demobilized Personnel Records Branch, AGO, in all cases, except when requested from a hospital as indicated in *a* above, in which event request will be directed to the hospital concerned.

(8) *Item 9.*—All of the individual's clinical records on file will be automatically furnished on each request. For purposes of additional identification, the requesting installation may use this part of the form to identify previous hospitalization which is considered to be of primary interest.

d. Forwarding procedure.

(1) Clinical records will be forwarded without delay to the activity indicated in the request form. When necessary, air mail will be used if more expeditious than regular mail. The use of telegraphic requests for records will be kept to a minimum.

(2) If Demobilized Personnel Records Branch, AGO, or the military hospital receiving the request form has the desired clinical records, copies of the request will be disposed of as follows:

(*a*) Item 8A will be checked, date action taken inserted, and the original attached to the records being transmitted.

(*b*) The copy will be retained in file in the Demobilized Personnel Records Branch, AGO, in lieu of the transmitted records. The reverse side of the copy will be utilized as needed to indicate the place and date of hospitalization of the individual whose clinical records are being transmitted.

(*c*) When the request is submitted to a hospital, the retained copy of the request form will be placed in the inactive file described in paragraph 247*b* (4) in lieu of the transmitted

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clinical record and will be forwarded to Demobilized Personnel Records Branch, AGO, with the future retirement of inactive clinical files.

(*d*) Military hospitals in the future will maintain charge-out data on the retained clinical record index.

(3) If Demobilized Personnel Records Branch, AGO, or the military hospital receiving the request does not have clinical records on the individual in question and their location is not known, copies of the request will be disposed of as follows:

(*a*) Item 8B will be checked, date inserted, and the original returned to the requesting agency.

(*b*) The copy will be retained in Demobilized Personnel Records Branch, AGO, or the military hospital in a temporary file and destroyed after 6 months.

(4) If Demobilized Personnel Records Branch, AGO, or the military hospital receiving the request has previously forwarded the requested clinical records to another hospital, the following action will be taken:

(*a*) Item 8C will be checked, date entered, and the place to which the records were transmitted will be entered and both the original and copy of WD AGO Form 284 will be forwarded thereto for compliance with the basic request.

(*b*) At the same time, an additional copy of the form including the data in (*a*) above will be prepared and returned to the requesting installation as evidence of action taken, together with any available records.

e. Use of WD AGO Form 284.

(1) The form prescribed herein will be used in requisitioning clinical records pertinent to certificate of disability for discharge, pension claims initiated at separation points, and Army Retiring Board proceedings, respectively.

(2) The provisions of these regulations do not affect the procedures established or the forms prescribed for use by separation points in making requests on the Personnel Bureau, Office of The Adjutant General, for all available medical records. Such procedures, developed to expedite the transmission of medical records for use by Veterans Administration regional offices in adjudicating pension claims made by enlisted and officer personnel being discharged or released from active duty at separation points, are published in TM 12–235 and TM 12–236.

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(3) The provisions of these regulations do not affect procedures applicable to the handling of requests for medical records initiated by the Veterans Administration upon its VA Form 3101 (Request for Army Information) and transmitted to The Adjutant General. The present procedure of coordination among the several custodial branches of The Adjutant General's Office continues unchanged.

f. Disposition by requisitioning hospital of clinical files which have served their purpose.—A clinical file requisitioned from Demobilized Personnel Records Branch, AGO, by a hospital for use in connection with the treatment of a patient will be returned to Demobilized Personnel Records Branch when it has served its purpose, or to the Veterans Administration if required under procedures prescribed in TM 12–235 and TM 12–236.

82. Special provisions relating to reports of inspectors general.—Copies of reports of inspectors general will not be furnished to any agency or activity outside the Department of the Army without the express approval of the Secretary of the Army in each instance. In the event any such request is received, it will be referred to The Adjutant General for appropriate action.

83. Special provisions relating to contract records and statutory renegotiation files.—*a. Agencies authorized to borrow files.*—The loan of files by the Contract Records Branch, AGO, relating to an individual purchasing or contracting transaction will be made to the following agencies only:

(1) Command, installation, or higher authority in the same chain of command from which the files were retired.
(2) Offices of Headquarters, Department of the Army.
(3) Offices of Headquarters, Department of the Air Force.
(4) General Accounting Office.
(5) An accredited representative of the Department of Justice or a United States Attorney's office for use in a legal controversy to which the United States is a party.

b. Loan of files.—The agencies specified in *a* above are authorized to borrow files from Contract Records Branch, AGO, for specified periods of time without intervening follow-up action to effect the return of the files under the following conditions:

(1) Period of time for which the files are desired will be specified when the loan is requested.
(2) Loans will not be authorized for a period to exceed 1 year.
(3) Files that have been loaned will not be forwarded by the borrowing agency or installation to another agency or

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installation without informing Contract Records Branch, AGO, of such action.

c. Other requests for contract files.—All other requests for the loan of purchasing and contracting records, or for information from or copies of such records, will be cleared with the command or office in which the files originated for approval or disapproval. When there is a question as to the legality of complying with the request, the matter will be referred through The Adjutant General to the Judge Advocate General for his recommendation.

d. Request for renegotiation files.—Only personnel of the agencies specified in section 6, chapter II, Renegotiation Regulations, will be authorized, under the conditions therein stated, to examine statutory renegotiation files.

e. Requests for information.—Information such as that required to clear General Accounting Office exceptions may be requested and will be furnished. Files or reproductions thereof will not be requested unless further administrative action is necessary, and then only if the action cannot be accomplished in the Contract Records Branch. Facilities are available to personnel authorized by the head of the agency concerned to examine the records in the custody of the branch.

f. Information necessary to answer requests.—Inquiries relating to contract cases will contain all available information concerning the records, with the following minimum requirements: contract or purchase order number, contractor's name, and designation of administering and/or forwarding installations. Inquiries relating to statutory renegotiation cases will contain all available information concerning the files with the following minimum requirements: contractor's name, designation of fiscal year or years involved, designation of department or service administering case, and designation of forwarding installation.

84. Special provisions relating to transportation records.—Carriers and their accredited representatives who have entered into traffic weight agreements with the Department of the Army will be granted access to pertinent records upon presentation of credentials, in accordance with the provisions of the blanket traffic weight agreement with carriers quoted as follows:

> It is understood and agreed between the parties hereto that the authorized representative of the carriers shall be allowed to inspect the true and original records necessary to verify the weights and descriptions of the commodities certified in the shipping orders or bills of lading, *provided* nothing herein contained shall authorize the carriers or representatives of the carriers to examine, see, or demand the disclosure of any secret or any confidential papers, material, or information.

85. Special provisions relating to requests from reactivated units or installations, other than organized reserve and National Guard

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Units.—*a. Conditions of loan.*—Requests from reactivated units or installations for the withdrawal of specified records for current administrative purposes will be approved under the conditions listed below:

(1) Loans will be made initially for a 3-month period, with the privilege of renewal.

(2) All loans will be subject to recall by the records depository when such action is necessary.

(3) Loans will not be made for the purpose of effecting action which can be accomplished at the records depository.

b. Types of files loaned.—Files withdrawn under the above conditions will be limited to those records and reports which—

(1) Constitute an identifiable "case file."

(2) Can be readily segregated by date, such as retained rosters and pay rolls.

(3) Cover a period of not more than 12 months. Such records will be withdrawn in blocks, each covering a period of 3 to 6 months, until the entire period of 12 months has been covered. Each succeeding withdrawal will be contingent upon the return of prior withdrawals.

c. Loan of correspondence files.—Correspondence filed under the decimal system will not be withdrawn in bulk unless the volume is small and the date coverage not more than 12 months. Such correspondence cannot be segregated readily on a date basis. Specific documents contained in correspondence files may be withdrawn on temporary loan.

86. Special provisions relating to requests from Organized Reserve Corps units and National Guard units.—*a. Availability of files and Information.*—Records and historical information will be made available under the conditions specified below to Reserve units and to the senior Army instructor of the State National Guard, or the unit instructor through the senior Army instructor, for research, publicity, morale, training, and instructional purposes.

(1) *Historical data cards.*

(a) *Reserve units.*—Upon activation of a Reserve unit, The Adjutant General will forward to the appropriate Army headquarters, at the time pertinent orders are issued, a photostatic copy of the official historical data card for the unit, together with similar cards on all predecessor units. The Army commander will in turn make this information available to the unit commander. This procedure will normally fulfill all requirements for historical data concerning a unit when needed for publicity and morale purposes.

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(b) *National Guard units.*—Copies of official historical data cards have been furnished the State adjutants general through the Chief of the National Guard Bureau. These cards will normally fulfill all requirements for historical data needed for publicity and morale purposes. Copies of the cards pertaining to particular National Guard units will be obtained from the State adjutant general.

(2) *Noncurrent historical records.*—Combat operations records, narrative reports after action, official unit histories, and similar operational records in the custody of The Adjutant General, and filed with the records of the units or headquarters in which created, will be made available by the Chief, Organization Records Branch, AGO, to Organized Reserve units and to the senior Army instructor of National Guard units, or the unit instructor, on a short term loan basis for 30 days when required for research, training, and instructional purposes. Requests for loan of such records will comply with the conditions outlined in *b* below.

b. Submission and approval of requests.

(1) All requests from Reserve units should originate with or be approved by the senior Army instructor and processed through the appropriate Army commander. All requests from National Guard units should originate with or be approved by the senior Army instructor for the State and processed through the State adjutant general. Such requests will be forwarded to the Commanding Officer, Records Administration Center, AGO, ATTENTION: Chief, Organization Records Branch.

(2) Requests for loan of documents will be as specific as possible as to the unit or headquarters of creation or issuance, date, subject, and title and any other information which will aid in identifying the desired records.

(3) General requests for assembling or preparation of data for lectures on complex operations or campaigns will not be made.

(4) Requests involving compilation of rosters or lists of names of former members of a unit with addresses cannot be complied with. Properly accredited Reserve and National Guard representatives, however, may use pertinent unit records at Records Administration Center, AGO, to compile unit rosters.

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(5) It is not considered feasible or desirable to loan large blocks of records at any one time. Only those records which can be returned in 30 days will be requested.

(6) Requests for loan of records other than operation records described above, such as decimal files, 201 files, morning reports, pay rolls, fund records, property records, and files of orders and memoranda will not be made. Information desired from such records not involving extended compilations will be furnished by the Commanding Officer, Records Administration Center, AGO, on request.

(7) Senior Army instructors will review all requests for documents to insure compliance with the conditions of the loan and to determine the need for and appropriateness of the contemplated use of the records.

c. Conditions of loan.

(1) Records will be loaned as available on a short-term basis for 30 days. In the absence of cogent reasons to the contrary, requests for extension of loan will not be favorably considered.

(2) Loan will be made to the interested senior Army instructor who will be responsible for the proper use and safe return of the records.

(3) Requests will be limited to the records of the requesting unit or predecessor unit thereof, except that the senior Army instructor may request records of any unit or its predecessor units under his training supervision.

(4) Records will not be reloaned, nor will access to the records or the information contained therein be made available to unauthorized third parties, except that the instructor may allow officers under his training supervision to study the records. However, the instructor retains responsibility for safeguarding and the proper use of loaned records.

(5) All records and information therein will be safeguarded and dissemination thereof governed by the provisions of AR 380–5 and AR 380–10.

d. Records on file in Washington, D. C.—Certain combat operation reports and histories prepared and submitted in accordance with AR 345–105 are maintained by The Adjutant General in Washington, D. C. Normally, such records cannot be loaned to field activities because of demands therefor within Headquarters, Department of the Army. However, if specific documents in this category cannot be supplied on loan from the Records Administration Center, AGO, the request will be forwarded to The Adjutant General, Washington

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25, D. C., Attention: Chief, Departmental Records Branch, for consideration and appropriate action.

e. Reproduction of records.—When practicable, under existing limitations of funds and facilities, photographic copies of reports and documents will be furnished in special cases by the Commanding Officer, Records Administration Center, AGO, or the Chief, Departmental Records Branch, AGO, as appropriate, provided it is clearly evident that the records are required on a continuing basis for recruiting, morale, training, or instructional purposes, and that reproduction will not violate security provisions of AR 380–5.

f. Unofficial unit histories.

(1) The Departmental Records Branch, AGO, has accumulated relatively complete data on unofficial unit histories, i. e., histories either published or projected for publication by units and not financed from appropriated funds. Such data as are available concerning these histories, including price and source from which copies can be obtained, will be furnished on request by The Adjutant General, Attention: Chief, Departmental Records Branch.

(2) Extensive research in unit records incident to preparation of a narrative unit history, when authorized by the unit commander or other competent authority, can best be performed at the Records Administration Center, AGO, St. Louis, Mo., or the Departmental Records Branch, AGO, Washington 25, D. C., where facilities for extended use of the records are available.

87. Unofficial research use of transferred files.—*a. Policy.*—Research in noncurrent files in records depositories by authorized individuals, under the conditions and procedures specified below, is to be encouraged and facilitated. Space and facilities will be furnished at the records depository to authorized researchers. No withdrawals of records from records depositories will be made for the purpose of unofficial research. When properly cleared as indicated in *b* below, certain civilians (such as social scientists, historians, journalists, and other writers, including writers of unofficial unit histories) will be permitted to examine unclassified records in records depositories, exclusive of personnel records covered in paragraph 78. Certain classified records may be made available for background purposes of unofficial research under special restrictions specified in *e* below.

b. Use of interview record.—All applications for permission to examine records will be submitted on DA AGO Form R–5472 (Interview Record of Applicant Requesting Permission to Use Official Files) (fig. 7), to the Chief, Public Information Division, Office,

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INTERVIEW RECORD OF APPLICANT REQUESTING PERMISSION TO USE OFFICIAL FILES	
The individual named herein is authorized to use the records indicated as provided for by SR345-920-1 and other current directives and subject to procedures established at the records depository to which application is presented.	
1. Last name - First name - Middle initial	
2. Temporary address	3. Permanent address
4. Occupation or position	5. Employer
6. Other institution, organization, or agency with which applicant is associated for purposes of this research	
7. Indicate in what capacity	
8. Subject of inquiry	
9. Records to be used	
10. Anticipated duration of inquiry	11. Date this authorization expires
12. Is publication contemplated? ☐ Yes ☐ No	14. Form of publication ☐ Book ☐ Magazine article ☐ Newspaper article ☐ Other form of dissemination (Specify)
13. Name of publication	
15. CERTIFICATION I certify that the above information is correct to the best of my knowledge. _____ Signature of applicant	
16. Comments and report of interviewer	

APPROVAL		COORDINATION	
17. Approving office		20. Staff office	
18. Date	19. Signature and title	21. Date	22. Signature and title

DA AGO FORM 1 Sep 1948 R-5472 Replaces WD AGO Form R-5472, 1 Dec 46, which is obsolete

FIGURE 7.—DA AGO Form R-5472.

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Chief of Staff, United States Army. The application will indicate—

(1) Purpose of investigation.

(2) Subject to be investigated and, when possible, individual documents to be consulted.

(3) Whether publication or dissemination is intended and, if so, the form or media of publication or dissemination.

(4) For a former officer or enlisted man designated to prepare an unofficial unit history, grade and serial number and, in addition, a signed statement from his former commanding officer authorizing him to prepare such a history.

c. Clearance of applicants.—Clearance of applicants will be for a specified time and will be applicable to a clearly defined research project. Upon approval of an application for permission to examine records, the Chief, Public Information Division, Office, Chief of Staff, United States Army, will inform the appropriate records depository of such approval in writing, citing the following:

(1) Name of individual authorized to examine the records.

(2) Description of the subject to be investigated.

(3) Length of time for which access to records is authorized.

d. Conditions on access to files.—Access to records for unofficial research purposes will be subject to the following conditions:

(1) Files will be charged specifically to individuals and will be used only in a reference area to be designated by the head of the records depository.

(2) Records will be returned to file at the end of the day.

(3) Papers will not be defaced, damaged, or detached from a file by the investigator.

(4) Arrangement of files for photographic purposes will be the responsibility of appropriate personnel of the records depository.

(5) Papers, brief cases, and packages of the investigator will be subject to inspection.

e. Reproduction of files.—Reproduction of records by photographic means will not be undertaken by the Department of the Army for unofficial purposes. However, under appropriate supervision, individuals will be permitted to perform such reproduction of unclassified records at their own expense.

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PART II
RETIREMENT AND DISPOSAL OF FILES

CHAPTER 4
GENERAL DISPOSITION INSTRUCTIONS

88. General.—Part II constitutes the basic authority for the disposition of noncurrent files accumulated by field activities of the Army. Chapters 5 through 18 indicate the files of long-time or permanent value which are retired to records depositories, files which may require special handling, and disposal instructions for files of relatively short-time value.

89. Arrangement.—*a.* The files listed in part II are grouped by chapters according to the functions or services to which the files relate.

b. Within each chapter the descriptions of files are grouped in sections or paragraphs which reflect appropriate subdivisions of the functions or services. For example, chapter 6, on budgetary and fiscal services, is subdivided as follows:

(1) Budget files.
(2) Accounting services files.
(3) Disbursement and collection services files.
(4) Auditing services files.
(5) Adjustment files.

c. At the end of each section or chapter, a table provides in summary form a recapitulation of the disposition instructions for the particular type files.

90. Applicability.—*a.* Instructions contained in subsequent chapters are applicable to files accumulated at all installations, offices, and intermediate headquarters below Headquarters, Department of the Army, except the Office, Chief, Army Field Forces, and oversea command headquarters directly under the Department of the Army.

b. Except as specifically indicated in subsequent chapters or as specifically authorized by The Adjutant General, the instructions are not applicable to files in Headquarters, Department of the Army, agencies, oversea command headquarters directly under the Department of the Army, and Office, Chief, Army Field Forces. Procedures for the disposition of the files of such headquarters are contained in section II, chapter 2.

c. Disposal authority, when applicable, extends to files of the types described which are now accumulating or which have accumulated since 1920. All files accumulated prior to 1920 which are still in existence will be reported to The Adjutant General, who will secure

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from the Archivist of the United States appropriate instructions as to their disposition.

91. Identification of files.—*a.* Files are identified primarily in terms of activities or subactivities thereunder, and secondarily by specific operations or procedures. The designation of the files may or may not conform to local usage or filing practices. Disposition instructions will apply, however, for all documents included within the definition of a file as described, regardless of local practices in designating such files.

b. The term "general files" when used in subsequent chapters will be construed to include all general administrative and correspondence files of the activity with which the file is identified, except for specific files described separately under any functional category in these regulations.

c. Disposition of files described separately rather than as "general files" will be governed by the disposition instructions relating thereto, regardless of the filing location of the material. Many of the files described, for example, may be filed in a general decimal file of an installation or unit rather than in the office that had responsibility for the activity or in the office that created the files. Disposition instructions will be construed as applicable to the types of files described, whether filed under the decimal or any other filing system.

92. Disposition procedures.—*a.* The establishment of procedures to place disposition instructions into effect is mandatory, except for disposal standards applicable to files accumulated by oversea commands. Exceptions to an established disposal standard or to any disposition instructions contained in these regulations will be permitted only by the written authority of The Adjutant General. Procedures to place approved disposal standards into effect in oversea commands will be established so far as practicable. However, when destruction of a particular class of files is contingent on an administrative action required in the zone of interior, but not required in an oversea command, the oversea commander will report such files to The Adjutant General, recommending an appropriate disposal standard.

b. Disposition instructions apply to those documents retained by installations and headquarters and not to documents which are required to be forwarded to the Headquarters, Department of the Army, or other Government agencies in accordance with current operating procedures.

c. The disposal standards summarized in tables within each section or chapter will be used only after the description of files identified in those tables and the exceptions to the standards have been carefully reviewed. Attention is specifically directed to the fact that the tables

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merely designate or identify the files for which disposal is authorized and do not, except as otherwise indicated in the text, define the documents included within that file designation.

d. All files accumulated by the Army are not identified in subsequent chapters. Files not covered by instructions will not be destroyed, but will be retired when noncurrent to the appropriate records depository in accordance with instructions in chapter 3. If such files are considered to be of temporary value, recommendations required in paragraph 44*a* will also be prepared and forwarded through channels to The Adjutant General. From time to time, appropriate instructions as to the disposition of files so reported will be incorporated in these regulations. Retirement of files, however, will not be delayed pending the issuance of such instructions.

e. The designation of a file as "permanent" does not in every instance signify that it is intended to retain such files indefinitely. Whenever it is the view of responsible officials that files designated in these regulations as of permanent value do not possess such value, appropriate recommendation for the disposai of such files will be made through channels to The Adjutant General in accordance with the procedures prescribed in paragraph 44*a*.

93. Nonrecord materials.—*a.* Nonrecord materials will be described on records disposition schedules and responsible officials will examine such schedules frequently to insure that all nonrecord materials are entered thereon and destroyed when no longer needed.

b. The destruction of nonrecord classified material will be governed by the provisions of paragraphs 33 and 66, AR 380–5.

c. The only accepted categories of nonrecord materials are as follows:

(1) Surplus copies of Army publications, other than publications identified in paragraph 94*a* and *b*. Examples of such publications are Army Regulations, technical manuals, field manuals, technical bulletins, supply bulletins, tables of organization and equipment, and tables of allowances; published or processed orders, circulars, memoranda, directives, and other processed documents; processed excess stock reports, reports of excess equipment, and similar reports; and installation, or organization daily bulietins, daily information sheets, and similar issuances. On records disposition schedules, this category of nonrecord materials will be identified as "reference publications files."

(2) Publications of other Government agencies, commercial firms, or private institutions, including catalogs, trade journals, and similar publications, unless forming a part of a

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case upon which action has been taken. On records disposition schedules, this category of nonrecord materials will likewise be identified as "reference publications files."

(3) Extra copies of papers preserved only for convenience of reference, but exclusive of extra copies of unit histories, historical studies, and historical reports prepared under the Army and Air Force Historical Programs. On records disposition schedules, this category of nonrecord materials will be identified as "convenience files."

(4)(*a*) Papers of transitory value such as routine requests for information and publications, tracer letters, letters of transmittal, and letters directing the correction of records and reports which, after receipt or preparation or when action has been completed, can be discarded immediately or at the end of a brief suspense period (30 to 90 days) as being without record value and not needed for the conduct of future operations. On records disposition schedules, this category of nonrecord materials will be identified as "transitory files."

(*b*) As far as practicable, papers of this character will be maintained separately from record material and will be destroyed within the 90-day period. When papers of transitory value have been filed with record material and have been held in excess of the 90-day period, they will be identified clearly in terms of subject content on records disposition schedules and will not be destroyed until such schedules are approved in accordance with procedures established in section II, chapter 2.

(5) Library and museum material acquired solely for purposes of reference or exhibition. On records disposition schedules, this category of nonrecord materials will be identified as "library materials or museum materials."

(6) Papers or cards used to facilitate or control work in progress, such as—

(*a*) Job control cards, status cards, work sheets, or work processing sheets; routing slips, unless bearing notations,

(*b*) Personal work papers, cards, and rough drafts,

(*c*) Statistical tabulation aids such as machine-punched cards. On records disposition schedules, this category of nonrecord materials will be identified as "working papers."

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(7) Copies of technical materials such as motion pictures, sound recordings, still photographs, maps, etc., if one or more copies identical both in content and in form of recording or reproduction are retained for purposes of record. On records disposition schedules this category of nonrecord materials will be identified as "convenience files." In addition, the type of technical material will be identified in parentheses; for example: "(sound recordings)."

(8) Spoiled or damaged film and similar film defined by the Chief Signal Officer as nonrecord. On records disposition schedules, this category of nonrecord materials will be identified as "spoiled or damaged film files."

(9) Reproduction materials such as stencils, master dittos, multilith plates, photostat negatives, and process negative files (offset printing), provided one copy of the reproduced document is in file. On records disposition schedules, this category of nonrecord materials will be identified as "reproduction materials."

94. Disposition of publications.—*a. Record sets.*—A record set of each series of directives, publications, posters, and graphic training aids (exclusive of motion picture slides and film strips) will be maintained by the issuing office or headquarters. The record set of such issuances will be complete; that is, it will include obsolete or rescinded directives or publications as well as those currently operative. In particular, the record set of orders, circulars, memoranda, and similar directives issued by regimental or lower tactical units and installations, is the only record set in existence and its preservation is of the utmost importance for future administrative action as well as for historical purposes. Responsible officers will insure that record sets are complete at the time of retirement to the appropriate records depository.

b. Publications in case files.—Directives upon which action is taken by a receiving headquarters become an integral part of the case file and will have the same disposition as that file.

c. Publications returned to supply channels.—Surplus copies of publications, other than obsolete publications, will be returned to supply channels when the quantities thereof and the character of the material (for example, graphic training aids, technical manuals, field manuals, and catalogs) warrant such action, in the judgment of the responsible supply officer.

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CHAPTER 5

MANAGEMENT FILES

95. General.—The files accumulated from management activities relate to the over-all direction and control of administrative processes, and include files which result from command directives, organizational planning, personnel and facilities control, procedural and form standardization, progress analysis, inspection and investigation, reports control, records management, and activities of the historical program.

96. Directive files.—These files constitute record sets of all authenticated orders, bulletins, circulars, and memoranda issued by the headquarters of any command, unit or installation, and normally maintained in a serial-numbered sequence, including both current and obsolete directives. Directive files are records of permanent value and the maintenance of one separate and complete file of both current and superseded directives is of the utmost importance for future administrative action as well as for historical purposes. Commanders will take appropriate action to insure that the retained record set is complete and that it is retired to the appropriate records depository with and at the same time as other records of the headquarters of the command, unit, or installation.

97. Organization planning files.—These documents relate to the establishment of and changes in organization, functions, and relationships such as organization and function charts, minutes of staff conference meetings, and staff studies. Organization planning files are permanent records and will be retired when noncurrent to the appropriate records depository.

98. Personnel control files.—*a. Personnel control background data files.*—These documents are used in connection with techniques for keeping personnel strength and work loads in balance, such as work measurement sheets, manpower surveys, personnel yardsticks, charts of grades and ratings, and personnel work load reports. These are permanent records and will be retired when noncurrent to the appropriate records depository.

b. Personnel control report files.—These reports contain data pertaining to the strength of civilian and military personnel at Army installations, personnel allotments for specified types of activities, strength by occupational specialty, and similar data relating to personnel strength at installations, such as monthly report of zone of interior personnel, monthly report of civilian personnel outside the continental United States, and monthly report of civilian personnel

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strength. Personnel control report files are permanent records and will be retired when noncurrent to the appropriate records depository.

99. Facilities control files.—These documents relate to the more effective utilization of installation facilities. They are permanent records and will be retired when noncurrent to the appropriate records depository.

100. Procedural standardization files.—These files pertain to the simplification and standardization of work methods and procedures such as form distribution charts, procedural flow charts, process charts analyses, and work distribution analyses. These files are permanent records and will be retired when noncurrent to the appropriate records depository.

101. Forms standardization files.—These records relate to the supervision and control over the essentiality, design, simplification, consolidation, and standardization of printed or duplicated forms. They will be destroyed after 2 years.

102. Progress analysis files.—These documents relate to the analysis of the progress and performance of installation or command operations. Progress analysis files are permanent records and will be retired when noncurrent to the appropriate records depository.

103. Inspection and investigation files.—*a. Inspection files.*—These files contain documents accumulated in the course of annual general or special inspections made by inspectors general, such as retained copies of annual general inspection reports, special inspection reports, money accountability inspection reports, reports of inspection of National Guard activities, including the USP and DO, armory inspections, Federal recognition inspections, inventory and inspection reports of animals, subsidiary working papers to inspection reports, and correspondence relating to inspections. Inspection files will be destroyed after 2 years.

b. Investigation files.—These documents are accumulated from the investigation of complaints and allegations of dishonesty or misconduct, or irregularities reported upon by inspectors general. These files are permanent records and will be retired when noncurrent to the appropriate records depository.

c. Inspection clearance certificate files.—These contain certificates prepared by a unit after inspection thereof, prior to departure, to insure that all directives have been complied with in connection with sanitation, policing, property, and all other responsibilities incumbent on the unit prior to movement, including clearance certificates of unit property, certificates of clearance from accountability of station property, departure certificates, unauthorized personnel, vehicles and

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cargo certificates, and comparable certificates and papers related thereto. These files will be destroyed after 1 year.

104. Reports control files.—These are files accumulated in connection with the system for the supervision and control over reporting in the Army.

a. Reports control general files.—These files consist of correspondence and other papers relating to general administration of the reports control system within an Army area or at an installation, exclusive of documents which relate to the preparation and submission of specific reports as defined in *b* and *c* below. They will be destroyed after 2 years.

b. Army headquarters reports control case files.—These documents are maintained as case files by Army headquarters, zone of interior, as a control over the preparation or submission of specific reports, including copies of requiring directives, instructions on preparation of reports, application for the approval of reports, and correspondence or memoranda relating to specific reports. These files are permanent records and will be retired when noncurrent to the appropriate records depository.

c. Installation reports control case files.—These contain documents maintained as case files by installations as a control over the preparation or submission of specific reports, such as copies of requiring directives, instructions on preparation of reports, applications for the approval of reports, and correspondence or memoranda relating to specific reports. They will be destroyed upon discontinuance of report or activity.

105. Records management files.—*a. General.*—These files are accumulated in connection with the records administration program of the Army and relate to the management and improvement of filing procedures and practices, and to the procedures for controlling the disposal, retirement, preservation, and microfilming of files.

b. Records management general files.—These files contain correspondence and other papers relating to all aspects of the administration of records management activities, such as correspondence on filing techniques, records disposition reports, records offices progress reports, records shipment authorizations, records receipts, daily tally sheets, and correspondence on records disposition, but exclusive of documents defined in *c* and *d* below. These files will be destroyed after 2 years.

c. Records depositories basic control files.—These documents are maintained as the basic record at records depositories of the receipt,

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location, and destruction or transfer of noncurrent record holdings, such as receiving registers, ledger account of record holdings, and shipment and series data cards. These files will be maintained at the records depository as the permanent accounting record for the receipt and disposition of noncurrent files received by such installations.

d. Records disposition schedules files.—These files are composed of the basic records for controlling the scheduled retirement, disposal, microfilming, or other disposition of the files of an installation or headquarters, including records disposition schedules and correspondence or memoranda relating to revisions of schedules. These files will be destroyed upon supersession of the schedule.

106. Historical program files.—*a. Definition.*—These are documents accumulated by historical offices and officers under the historical program of the Army and consist of retained copies of historical studies and reports; administrative or correspondence files of the historical office or officer; records collected or maintained as source material, such as transcripts of interviews; journals or diaries kept by the historical office or officer; maps, charts, and statistical or other compilations prepared by the historical office or officer; special collections of policy directives and correspondence of exceptional importance; clippings and photographs; and extra copies of unit histories, historical studies, and historical reports.

b. Files disposition.

(1) Records retained by historical offices and officers under the Army historical program are permanent records and will be retired to the appropriate records depository. Extra copies of unit histories, historical studies, and historical reports are likewise permanent documents and will be retired with other files of historical offices and officers.

(2) Historical manuscripts prepared in Headquarters, Department of the Army, agencies; headquarters of armies in the zone of interior; and oversea command headquarters will be centralized in the Historical Records Section, Departmental Records Branch, AGO, after review and approval by the Historical Division, Special Staff, United States Army.

107. Historical photographic files.—These files cover events of historical importance, war theater activities and campaigns, ceremonies, tactical training operations and maneuvers, and include photographs of interest because of unusual treatment, studies of terrain, color photography, and night views. The disposition of photographic records will be as prescribed in paragraph 278*j*.

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TABLE I

MANAGEMENT FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
96	Directive files	Permanent	
97	Organization planning files	do	
98*a*	Personnel control background data files.	do	
98*b*	Personnel control report files.	do	
99	Facilities control files	do	
100	Procedural standardization files.	do	
101	Forms standardization files	Temporary	2 years.
102	Progress analysis files	Permanent	
103*a*	Inspection files	Temporary	2 years.
103*b*	Investigation files	Permanent	
103*c*	Inspection clearance certificate files.	Temporary	1 year.
104*a*	Reports control general files	do	2 years.
104*b*	Army headquarters reports control case files.	Permanent	
104*c*	Installation reports control case files.	Temporary	Upon discontinuance of report or activity.
105*b*	Records management general files.	do	2 years.
105*c*	Records depositories basic control files.	Permanent	
105*d*	Records disposition schedules files.	Temporary	Upon supersession of schedules.
106	Historical program files	Permanent	

CHAPTER 6

BUDGETARY AND FISCAL SERVICES FILES

108. General.—The files described in this chapter are accumulated in offices of fiscal directors, finance officers, regional auditors of the Army Audit Agency, or in offices engaged in the functions normally performed by such officials. The files relate to—

a. The preparation and defense of budgets and control over expenditure programs;

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b. The operation of the accounting system and reporting practices to assure control over funds;

c. The disbursement of obligations and collection of funds due;

d. The maintenance of auditing controls over military property accounts, contract property accounts, and sales accounts; and

e. The review of matters involving pecuniary or other responsibility for the absence or condition of military property.

109. Budget files.—*a. Budgetary services general files.*—These consist of correspondence and other papers which relate to the general administration of budgetary services, such as correspondence and memoranda concerning budgetary practices and reports on the status of funds, but exclusive of budget estimates files described below. These files will be destroyed after 2 years.

b. Army headquarters budget estimates files.—These are documents relating to the preparation and submission of specific budget estimates and justifications, and to budgetary adjustments, which accumulate at Army headquarters. They are permanent records and will be retired to the appropriate records depository when noncurrent.

c. Installation budget estimates files.—These documents are accumulated by installations and relate to the preparation and submission of specific budget estimates and justifications and to budgetary adjustments such as quarterly budget estimates and correspondence on specific budget estimates. They will be destroyed 2 years after expiration of fiscal year for which appropriation is available for obligation.

110. Accounting services files.—*a. Accounting services general files.*—These files consist of correspondence and other papers which relate to the general administration of the accounting system for appropriated funds, but exclusive of allotment files described below. These files will be destroyed after 2 years.

b. Allotment files.—These documents relate to the distribution by allotment and suballotment of appropriated funds and to adjustments thereto, such as allotment ledgers, posting media, allotment reports, and correspondence on specific allotments or suballotments. Destroy 4 years after the fiscal year for which allotments or similar instruments are available for obligation.

111. Disbursement and collection services files.—*a. General.*—These files relate to the system for the disbursement of obligations

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and the collection of funds due, such as the processing of vouchers and supporting papers to disbursing officers for payment.

b. Disbursement accounts files.—The disposition of files accumulated from disbursing activities is governed by the provisions of TM 14–500.

c. Collection voucher files.—These files consist of retained copies of documents that have been transmitted to disbursing officers which are accumulated by sales officers and other officials authorized to accept amounts due the United States from individuals or organizations, such as WD AGO Form 10–87 (Report of Deposits); WD AGO Form 14–15 (Soldiers Deposits—Collection Voucher); WD Form 322 (Report of Collections for Authorized Sales of Services and Supplies); WD Form 325 (Account of Sales of Public Property at Public Auction or on Sealed Proposals); and Standard Form 1044 (Schedule of Collections). They will be destroyed 2 years after audit and clearance.

d. Reimbursement files.—These consist of vouchers accumulated by certifying officers for the payment or transfer of funds to other Government agencies or civilian institutions or individuals for services performed for the Army. Reimbursement files will be destroyed after 5 years.

112. Auditing services files.—*a. Auditing services general files.*—These consist of correspondence and other papers which relate to the general administration of auditing services, but exclusive of the specific transaction files defined below. They will be destroyed after 2 years.

b. Property auditors' files.

(1) *Definitions.*—These files are maintained by regional auditors of the Army Audit Agency or by offices engaged in the functions normally performed by such officials, which are placed in the custody of auditors for use in the audits of property and sales accounts, including auditors' working papers, copies of reports of audit, copies of certificates of audit, shipping documents, receiving reports, and other vouchers furnished to auditors.

(2) *Disposal standards.*

(*a*) Copies of reports of audit and allied working papers, certificates of audit and auditors' copies of vouchers, and documents related to deficiencies reported on the certificate of audit, when such documents have a direct relationship to the information contained in the certificates of audit, will be destroyed 2 years after issuance of superseding certificate of audit indicating clearance.

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(*b*) Auditors' copies of vouchers and other papers which have no bearing on information contained in the certificate of audit will be destroyed upon completion of the audit.

c. Property audit control files.—These are composed of documents maintained as a record of all audits performed within a given jurisdiction, including data as to accounts audited, period of audit, names of accountable officers, number of stock cards involved, fact of clearance or existing discrepancies, and other information required for statistical purposes. Property audit control files will be destroyed 3 years after issuance of a clearance.

d. Industrial cost audit files.—These are documents which pertain to the audit of fixed price, cost reimbursement, and cost-plus-a-fixed-fee contracts for supplies, services, and research and development, such as audit reports, working papers, status reports, reports of surveys, statements of contractors' accounting policies and procedures, copies of vouchers and supporting documents, voucher registers, and WD Form 70 (Contractor's Partial Proposal for Settlement of Terminated Cost-Plus-A-Fixed-Fee Contract) registers. These are permanent records and will be retired to the Contract Records Branch, AGO, in accordance with instructions issued by the Chief, Army Audit Agency.

113. Adjustment files.—*a. Report of survey files.*—These consist of documents maintained at installations and Army headquarters for purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property and for determination of the question of pecuniary or other responsibility for the absence or condition of articles, and action taken thereon, such as reports of survey, boards of officers' proceedings, and correspondence concerning reports of survey. These files will be destroyed after 3 years, except for files relating to lend-lease, reciprocal aid, and civilian supply transactions. The excepted files will be retired when noncurrent to the appropriate records depository.

b. Charges collection files.—These are case files accumulated in connection with the collection of pecuniary charges against individuals as a result of reports of survey or other adjustment procedures and which have been approved by the Chief of Finance. They will be destroyed 2 years after final action thereon.

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TABLE II

BUDGETARY AND FISCAL SERVICES FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
109*a*	Budgetary services general files.	Temporary	2 years.
109*b*	Army headquarters budget estimates files.	Permanent	
109*c*	Installation budget estimates files.	Temporary	2 years after expiration of fiscal year for which appropriation is available for obligation.
110*a*	Accounting services general files.	do	2 years.
110*b*	Allotment files	do	4 years after fiscal year for which allotments or similar instruments are available for obligation.
111*c*	Collection voucher files	do	2 years after audit and clearance.
111*d*	Reimbursement files	do	5 years.
112*a*	Auditing services general files.	do	2 years.
112*b*	Property auditors' files—		
	Documents bearing direct relationship to information on certificate of audit.	do	2 years after issuance of superseding certificate of audit indicating clearance.
	Documents with no relationship to information on certificate of audit.	do	Upon completion of audit.
112*c*	Property audit control files	do	3 years after issuance of clearance.
112*d*	Industrial cost audit files	Permanent	
113*a*	Report of survey files	Temporary	3 years, except as indicated in paragraph 113*a*.
113*b*	Charges collection files	do	2 years after final action thereon.

CHAPTER 7

INFORMATIONAL SERVICES FILES

114. General.—The files described in this chapter are accumulated in offices of public information officers, or in offices engaged in the functions normally performed by such officials. The documents in these files relate to the collection, preparation, and dissemination of

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information to the public through the media of the press, periodicals, radio, public addresses, displays, and similar media.

115. Informational services general files.—These files consist of correspondence and other papers which relate to the general administration of public relations activities, such as correspondence on news releases, statistical reports of releases and radio programs, data sheets and background materials on release of information, but exclusive of documents described in subsequent paragraphs of this chapter. They will be destroyed after 2 years.

116. Informational services publication files.—These records consist of printed or processed materials which are the media for the dissemination of information to the public, such as written and pictorial releases, radio scripts, and speeches. They will be destroyed after 2 years.

117. News photographic files.—These files consist of photographs of combat operations, equipment, base activities, human interest material, and comparable photographs of nation-wide interest. They are permanent records, and disposition of these files will be in accordance with instructions in paragraph 278*j*.

118. Army-Navy "E" and "Star" award files.—These files consist of nominations, supplemental nominations data, efficiency ratings, and related papers. These files will be destroyed after 1 year, except for case files relating to nominations that have been disapproved by the head of a technical service. The latter are permanent records and will be retired to the appropriate records depository when noncurrent.

TABLE III

INFORMATIONAL SERVICES FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
115	Informational services general files.	Temporary	2 years.
116	Informational services publications files.	do	2 years.
117	News photographic files	Permanent	
118	Army-Navy "E" and "Star" award files.		
	A. Approved case files	Temporary	1 year.
	B. Disapproved case files.	Permanent	

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CHAPTER 8

LEGAL ADMINISTRATION FILES

119. General.—The files described in this chapter are those accumulated in offices of judge advocates or legal offices. The documents in these files relate to claims administration, legal assistance service, court-martial matters, and legal matters concerning the confinement of personnel.

120. Claims files.—*a. Claims case files*—These consist of documents accumulated in connection with individual cases involving actual or potential claims by or against the Government, and relating to such matters as auto accidents, registered mail, real estate destroyed by Government vehicles or by acts of military personnel, and personal claims relating to lost property, such as investigation reports, reports of claims officers, and correspondence concerning individual claims cases. Claims case files are permanent records and will be retired when noncurrent to the appropriate records depository.

b. Claims case card index files—These are locator devices for claims case files. These files will be retired to the appropriate records depository with the case files to which they relate.

c. Claims report files—These documents are accumulated in connection with reporting the progress of claims cases, such as reports of cases, progress reports of cases, and correspondence concerning reports on progress of cases. They will be destroyed after 2 years.

121. Line of duty files.—These consist of documents accumulated by legal officers or judge advocates in connection with investigations to determine whether injury, sickness, or death was incurred in line of duty, and the facts in connection therewith, such as WD AGO Form 51 (Report of Investigation), WD AGO Form 37 (Report of Proceedings of Board of Officers), and corespondence in connection with investigations, but exclusive of retained organizational files. These files will be destroyed after 2 years.

122. Legal assistance files.—*a. Legal assistance general files.*—These files consist of correspondence and other papers relating to the general administration of the system for furnishing legal advice and assistance to military personnel and their dependents, but exclusive of documents relating to individuals and filed in legal assistance case files. They will be destroyed after 2 years.

b. Legal assistance case files.

(1) *Permanent documents in legal assistance case files.*—Original or executed copies of wills, powers of attorney, deeds, mortgages, and other legal instruments, while not of primary interest to the Army, may be of personal value to the in-

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dividual on whose behalf they were prepared, received, or held by the legal assistance officer. The disposition of such documents will be in a manner consistent with attorney and client relationship and in accordance with pertinent Army directives, provided the case files pertaining to persons consulting a legal assistance office will be treated as "confidential and privileged" in a legal sense. Papers which the legal assistance officer considers important or valuable to the individual and which have served the purpose for which the legal assistance officer obtained custody will be delivered to such individual or to others at his direction, or if this is not possible they will be disposed of as the legal assistance officer may deem proper in particular instances. A record of the disposition of such papers will be placed in each case file. Case files retired to records depositories will be marked "Privileged personal case files," and the contents of the files will not be revealed to anyone except on the authorization of the judge advocate of the Army or other equivalent command.

(2) *Temporary documents in legal assistance case files.*—These files consist of documents exclusive of those described above pertaining to the personal affairs of military personnel or their dependents, such as correspondence and memoranda, opinions of legal assistance officers, and copies of legal instruments prepared or received in legal assistance offices. They will be destroyed 2 years after completion of the case.

123. Courts-martial files.—*a. Summary courts-martial files.*—These consist of individual case files of the formal record of summary courts martial, including the summary courts-martial record, attachments thereto, and reports of action taken. They will be destroyed 1 year after reviewing authority's action, except for files relating to the trial of civilians. The latter are permanent records and will be retired when noncurrent to the appropriate records depository.

b. Special courts-martial files.—These are individual case files of the formal record of special courts martial, including the special courts-martial record, attachments thereto, and reports of action taken. They will be destroyed 1 year after reviewing authority's action, except for files relating to the trials of civilians and files maintained by officers exercising immediate general courts-martial jurisdiction over the command as provided in paragraph 87*c*, Manual for Courts-Martial. The excepted files are permanent records and will be retired when noncurrent to the appropriate records depository.

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c. Courts-martial card index files.—These are locator devices or controls to courts-martial cases which are to be tried or which have been tried by summary, special, or general courts martial. These files will be destroyed after 3 years, or upon inactivation.

d. Courts-martial registers.—These are registers to courts-martial cases which are to be tried or which have been tried by summary, special, or general courts martial. Courts-martial registers will be destroyed after 3 years, or upon inactivation.

124. Prisoners report files.—These are reports furnished judge advocates or legal officers for determination of the legality of the confinement of military prisoners. They will be destroyed after 1 year.

TABLE IV

LEGAL ADMINISTRATION FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of files	Status	Disposal standard
120*a*	Claims case files	Permanent	
120*b*	Claims case card index files	do	
120*c*	Claims report files	Temporary	2 years.
121	Line of duty files	do	Do.
122*a*	Legal assistance general files.	do	Do.
	Legal assistance case files—		
122*b* (1)	Permanent documents as defined in paragraph 122*b* (1).	Permanent	
122*b* (2)	Temporary documents as defined in paragraph 122*b* (2).	Temporary	2 years after completion of case, except as indicated in paragraph 122*b* (2).
123*a*	Summary courts-martial files.	do	1 year after reviewing authority's action, except as indicated in paragraph 123*a*.
123*b*	Special courts-martial files	do	1 year after reviewing authority's action, except as indicated in paragraph 123*b*.
123*c*	Courts-martial card index files.	do	3 years, or upon inactivation.
123*d*	Courts-martial registers	do	Do.
124	Prisoners report files	do	1 year.

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CHAPTER 9
CIVILIAN PERSONNEL ADMINISTRATION FILES

SECTION I. GENERAL

125. Records location and content.—*a.* The files described in this chapter are accumulated under operating procedures for civilian personnel offices. The documents in these files relate to general personnel management, personnel placement and processing, personnel classification and wage administration, employee relations, employee training, awards for civilian service, personnel pay and leave administration, and employee travel. Civilian personnel files, other than those for which specific retirement instructions are contained herein, will be retired when noncurrent to the appropriate records depository.

b. Instructions for the disposition of files relating to intelligence, medical, and safety activities when relating to civilian personnel are contained in chapters dealing with the disposition of files accumulated from security and intelligence activities and medical administration.

SECTION II. PERSONNEL MANAGEMENT FILES

126. Personnel management general files.—These files consist of correspondence and other papers relating to general personnel management such as the determination of personnel requirements and authorization of personnel, the control of individual positions and personnel actions to assure that authorizations are not exceeded, and reporting on civilian personnel strength, except specific operating files as defined below. Personnel management general files will be destroyed after 5 years.

127. Personnel authorization files.—These documents relate to personnel authorizations and changes thereto, such as personnel allotment tables and manning tables. They will be destroyed 6 months after supersession.

128. Official personnel folders (201) files.—These files consist of official personnel folders containing papers which completely document the service of an employee. Each file consists of two sections, the one section consisting of permanent documents and the other section of temporary documents. Detailed listings of permanent and temporary documents are contained in Civilian Personnel Regulations R1.

a. Disposition of official personnel folders (201) files.

(1) *Intradepartmental transfers.*—When an employee is transferred to another installation or office in the Department of the Army, the personnel office of the releasing installation will

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forward the employee's official personnel folder to the receiving installation within 3 days after receipt of the Standard Form 50 (Notification of Personnel Action) which effects the transfer. Temporary records placed on the left side of the folder will not be destroyed in the case of such transfers.

(2) *Interagency transfers.*—On transfer of an employee to another governmental agency, the releasing station will forward the official personnel folder to the receiving agency within 3 days after receipt of the Notification of Personnel Action by which the transfer is effected. The temporary records on the left side of the official personnel folder will be withdrawn and destroyed, except in case of transfer between the Departments of the Army and the Air Force.

(3) *Separation other than by interagency transfers.*—Upon separation of a Department of the Army employee for reasons other than transfer to another Federal agency, the personnel office processing the separation will forward the employee's folder within 15 days of date of separation to the Civilian Personnel Records Branch, AGO. Folders of employees who are involuntarily separated and indicate an intention to appeal their separation for any reason, or to appeal their final efficiency rating, may be retained in the personnel office for 60 days after the separation or until the appeal is resolved. If, in the case of separation of temporary employees, there is a probability that they will be reemployed within a short period of time, the folder may be retained for a period of 60 days.

(4) *Disposal of temporary documents.*—Prior to the transfer of the official personnel folders to another Federal agency (except in case of transfer between the Departments of the Army and the Air Force) or transmission to the Civilian Personnel Records Branch, AGO, all temporary documents on the left side of the official personnel folder will be removed and destroyed. In reviewing folders, responsible officials will assure themselves that the complete official service record is preserved. Temporary documents will be retained to support periods of service which cannot be verified by records of permanent value. In such cases, these temporary documents will be placed on the right side of the folder and thus become permanent records. Correspondence or other papers not specifically identified in Civilian Personnel Regulations R1 will likewise be retained with permanent records on the right side of the folder.

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b. Individual medical and individual intelligence files.—Disposition instructions for individual medical files and individual intelligence files are provided in paragraphs 249*b* and 280*b*.

129. Position record files.—These files constitute a position control of all authorizations made to administrative units, for both filled and vacant positions, and consist of WD Forms 75 (Position Record Card). These cards will be destroyed on reclassification or cancellation of the position.

130. Service record card files.—These files constitute the current record of all employees at a headquarters or installation, as well as of all present or former employees not currently on duty, and are comprised of WD Forms 76 or 76A (Service Record Card). These cards will be destroyed 6 years after transfer or separation of employee, or upon discontinuance of the installation, whichever is sooner, except in instances in which it cannot be determined within the installation that the official personnel folders have been previously forwarded to the Civilian Personnel Records Branch, AGO, to another Army or Air Force installation, or to another Federal agency. When this determination cannot be made, service record cards will be forwarded to the Civilian Personnel Records Branch, AGO. That branch will retain as permanent records all cards of persons for whom there is no other record of service and will destroy the remainder.

131. Employee record card files.—These files are media used in operating offices for the recording of data concerning service, training, efficiency, and other comments for direct supervisory purposes, and consist of WD Forms 80 or 80A (Employee Record Card). These cards will be destroyed upon transfer or separation of the employee if the position is canceled, or upon discontinuance of the installation, whichever is sooner.

132. Competitive levels monthly report files.—These files, maintained in competitive level order, are used as a basis for determining the need for new levels and/or that a newly established position is properly within a previously established level, and consist of WD AGO Forms 517 (Monthly Summary Report of Competitive Levels). They will be destroyed after 1 year, or upon discontinuance of the installation, whichever is sooner.

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TABLE V

PERSONNEL MANAGEMENT FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
126	Personnel management general files.	Temporary	5 years.
127	Personnel authorization files	do	6 months after supersession.
128	Official personnel folders (201) files.		
	A. Permanent documents as defined in paragraph 128.	Permanent	
	B. Temporary documents as defined in paragraph 128.	Temporary	Upon transfer to another Federal agency, except as indicated in paragraph 128.
129	Position record files	do	Upon reclassification or cancellation of position.
130	Service record card files	do	6 years after transfer or separation of employee, or upon discontinuance of installation, whichever is sooner, except as indicated in paragraph 130.
131	Employee record card files	do	Upon transfer or separation of employee if the position is canceled, or upon discontinuance of the installation, whichever is sooner.
132	Competitive levels monthly report files.	do	1 year, or upon discontinuance of installation, whichever is sooner.

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SECTION III. PERSONNEL PLACEMENT AND PROCESSING FILES

133. Placement and processing general files.—These files consist of correspondence and other papers which relate to the general administration of the processing of recruitment, in-service placement, transfers, and separation of civilian personnel, such as correspondence concerning recruitment processes and reports on placements, transfers, and separations. They will be destroyed after 2 years.

134. Placement interview worksheet files.—These files are maintained as a tool for the interviewer in handling subsequent placement problems and actions on individual employees, and consist of WD Forms 77 (Placement Interview Work Sheet). These worksheets will be destroyed upon transfer or separation of employee, or upon discontinuance of the installation, whichever is sooner.

135. Employee summary worksheet files.—These files consist of WD AGO Forms 218 (Employee Summary Worksheet) and consolidate information formerly contained in WD Form 77 (Placement Interview Worksheet); WD Form 81 (Counseling Interview Record); and WD Form 88 (Record of Training), so far as the last record is used as a training file. They will be destroyed 1 year after transfer or separation of employee, or upon discontinuance of the installation, whichever is sooner.

136. Individual occupational qualification list files.—These documents are used as a guide to indicate skills or qualifications of individuals in addition to skills or qualifications required in their current positions, such as occupational qualification lists and qualification registers. They will be destroyed when superseded, or upon discontinuance of the installation, whichever is sooner.

137. Civil Service certificate files.—These files are requests to the United States Civil Service Commission for group certification of eligibles, and the action taken on certificates of eligibles, and consist of Standard Forms 39 (Request for Certification) and CSC Form 1844 (Certificate of Eligibles). These files will be destroyed after 10 years.

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138. Personnel record request files.—These files consist of WD Forms 90 (Request for War Department Civilian Employee Personnel Record). They will be destroyed on receipt of the record requested.

139. Rejected employment applications files.—These files consist of applications for employment other than applications received from the Civil Service Commission, including documents accumulated about persons processed for employment, but who for any reason failed to report for duty. They will be destroyed after 1 year, or upon discontinuance of the installation, whichever is sooner.

140. Medical examination certificates files.—These files are copies of certificates of medical examination on new employees who have physical handicaps of a type that require reporting to the Civil Service Commission, and consist of Standard Form 78 (Certificate of Medical Examination) or earlier forms which served the same purpose. Certificates of medical examination will be forwarded to the appropriate Civil Service Commission regional office at the close of each calendar month. Upon discontinuance of the installation, any Standard Forms 78 on hand will be forwarded to the appropriate Civil Service Commission regional office.

141. Appointee availability inquiry files.—These are letters or telegrams of inquiry and related papers concerning the availability of appointees. They will be destroyed after all Applications for Federal Employment (Standard Forms 57 or 60), examination papers, replies, and vouchers of individuals not selected are returned to the Civil Service Commission.

142. Reduction-in-force card files.—These card files are used for purposes of reduction in force and preparation of reports, and consist of WD Form 13 (Reduction in Force Card). They will be destroyed upon expiration of employee's monitoring rights.

143. Retention register files.—These retention registers are prepared prior to a reduction in force from the individual Reduction in Force Cards (WD Form 13) for each competitive level affected by this reduction and are maintained by order of retention groups, including only employees in the retention groups affected. These are permanent records and will be retired to the appropriate records depository when noncurrent.

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TABLE VI

PERSONNEL PLACEMENT AND PROCESSING FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
133	Placement and processing general files.	Temporary	2 years.
134	Placement interview worksheet files.	do	Upon transfer or separation of employee, or upon discontinuance of installation, whichever is sooner.
135	Employee summary worksheet files.	do	1 year after transfer or separation of employee, or upon discontinuance of installation, whichever is sooner.
136	Individual occupational qualification list files.	do	When superseded, or upon discontinuance of installation, whichever is sooner.
137	Civil Service certificate files	do	10 years.
138	Personnel record request files.	do	Upon receipt of record.
139	Rejected employment applications files.	do	1 year, or upon discontinuance of installation, whichever is sooner.
140	Medical examination certificates files.	Permanent	
141	Appointee availability inquiry files.	Temporary	After all applications (SF 57 or 60), examination papers, replies, and vouchers of individuals not selected are returned to the Civil Service Commission.
142	Reduction in force card files	do	Upon expiration of employee's monitoring rights.
143	Retention register files	Permanent	

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SECTION IV. CLASSIFICATION AND WAGE ADMINISTRATION FILES

144. Report of survey findings files.—These files consist of documents relating to survey reports and reports of misallocations of both graded and ungraded employees. These files are permanent records and will be retired when noncurrent to the appropriate records depository.

145. Wage administration files.—These are documents relating to determination of wage rates, such as locality wage rates, internal alinements (ladder diagrams), differential rate approvals, and wage administration reports. Wage administration files are permanent records and will be retired when noncurrent to the appropriate records depository.

146. Organization files.—These are files of WD Form 74 (Position Description) and of position organization charts. They are permanent files and will be retired when noncurrent to the appropriate records depository.

TABLE VII

CLASSIFICATION AND WAGE ADMINISTRATION FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
144	Report of survey findings files.	Permanent	
145	Wage administration files	do	
146	Organization files	do	

SECTION V. EMPLOYEE RELATIONS FILES

147. Employee relations general files.—These files consist of correspondence and other papers related to the general administration of an employee relations program, including activities concerned with the counseling of employees, processing of employee's grievances, and the performance of employee services, such as recreational activities, health programs, educational programs, and housing accommodations, including separations and exit interview reports, recreational statistical or narrative reports, reports of group hospitalization collections, and group hospitalization receipt slips, but excluding the specific transaction files of employee relations described below. Employee relations general files will be destroyed after 2 years, or upon discontinuance of the installation, whichever is sooner.

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148. Counseling interview record files.—These files are maintained as a basic record of employee interviews and problems and consist of WD Forms 81 (Counseling Interview Record). They will be destroyed 2 years after transfer or separation of employee, or upon discontinuance of the installation, whichever is sooner.

149. Counselor's summary record files.—These files are records of interviews by type and problem and consist of WD Forms 82 (Counselor's Summary Record). They will be destroyed after 2 years, or upon discontinuance of installation, whichever is sooner.

150. Employee recreational activity card files.—These card files are used as guides to the recreational activities of civilian employees and consist of employee recreational activity cards. These cards will be destroyed upon transfer or separation of employee.

TABLE VIII

EMPLOYEE RELATIONS FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
147	Employee relations general files.	Temporary	2 years, or upon discontinuance of installation, whichever is sooner.
148	Counseling interview record files.	do	2 years after transfer or separation of employee, or upon discontinuance of installation, whichever is sooner.
149	Counselor's summary record files.	do	2 years, or upon discontinuance of installation, whichever is sooner.
150	Employee recreational activity card files.	do	Upon transfer or separation of employee.

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SECTION VI. EMPLOYEE TRAINING FILES

151. Employee training general files.—These files consist of correspondence and other papers relating to the general administration of an employee training program, such as statistical and narrative reports of orientation, in-service or preservice training, correspondence on employee training, but exclusive of the individual training record files described below. Employee training general files will be destroyed after 2 years or upon discontinuance of the installation, whichever is sooner.

152. Training course records files.—These files constitute the basic records of employee attendance and progress in specific training courses, are maintained as a chronological record of employee training, and consist of WD Forms 86 (Training Course Record). They will be destroyed after 2 years, or upon discontinuance of the installation, whichever is sooner.

153. Training record files.—These files constitute the progress of employees in training courses maintained independently of the copies filed in the official personnel folders files, consisting of WD Forms 88 (Record of Training). They will be destroyed upon separation of the employee or discontinuance of the installation, whichever is sooner.

154. Test examination files.—These are examination papers prepared under the employee training program from which individual results and grades are transcribed to individual test card files identified below. They will be destroyed after 5 years or upon discontinuance of the installation, whichever is sooner.

155. Individual test card files.—These card files contain information as to tests taken and the grades received. They will be destroyed 1 year after transfer or separation of employee or upon discontinuance of the installation, whichever is sooner.

156. Daily test files.—These records are daily testing logs and reports maintained in connection with civilian testing programs. They will be destroyed after 1 year or upon establishment of norms, completion of necessary research, or discontinuance of the installation, whichever is sooner.

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TABLE IX

EMPLOYEE TRAINING FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
151	Employee training general files.	Temporary	2 years, or upon discontinuance of installation, whichever is sooner.
152	Training course records files	do	Do.
153	Training record files	do	On separation of employee, or upon discontinuance of installation, whichever is sooner.
154	Test examination files	do	5 years, or upon discontinuance of installation, whichever is sooner.
155	Individual test card files	do	1 year after transfer or separation of employee, or upon discontinuance of installation, whichever is sooner.
156	Daily test files	do	1 year, or upon establishment of norms, completion of necessary research or discontinuance of installation, whichever is sooner.

SECTION VII. CIVILIAN SERVICE AWARDS FILES

157. Civilian service awards general files.—These records consist of correspondence and other papers relating to the general administration of a system of awards to civilian employees for suggestions for improving administration and operation in the Department of the Army, such as summary reports on suggestions and awards, consolidated reports of civilian suggestions and on monetary and nonmonetary rewards, and minutes of committee meetings on civilian suggestions, but exclusive of the files identified below. Civilian service awards general files will be destroyed after 2 years or upon discontinuance of the installation, whichever is sooner.

158. Individual employee suggestion files.—These files relate to specific suggestions made by employees to improve administration and operation and include both approved or rejected suggestions and

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actions taken thereon, and include WD Forms 89 (Employee Suggestion Blank), statements of acknowledgment, and correspondence relating to the evaluation, approval, and issue of awards. They will be destroyed 5 years after final action on the suggestion or upon discontinuance of the installation, whichever is sooner.

159. Employee suggestion register files.—These are controls or registers to employee suggestions received. They will be destroyed after 5 years or upon discontinuance of the installation, whichever is sooner.

160. Civilian service emblems requisition files.—These are requisitions maintained by the issuing office for civilian service emblems. They will be destroyed upon receipt of material requisitioned.

161. Civilian service emblems control files.—These are controls or registers maintained for the purpose of recording the eligibility or award of civilian service emblems. They will be destroyed upon transfer or separation of employee or upon discontinuance of the installation, whichever is sooner.

TABLE X

CIVILIAN SERVICE AWARDS FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
157	Civilian service awards general files.	Temporary	2 years, or upon discontinuance of installation, whichever is sooner.
158	Individual employee suggestion files.	do	5 years after final action on suggestion, or upon discontinuance of installation, whichever is sooner.
159	Employee suggestion register files.	do	5 years, or upon discontinuance of installation, whichever is sooner.
160	Civilian service emblems requisition files.	do	Upon receipt of material requisitioned.
161	Civilian service emblems control files.	do	Upon transfer or separation of employee, or upon discontinuance of installation, whichever is sooner.

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SECTION VIII. PAY AND LEAVE ADMINISTRATION FILES

162. General.—*a. Records location and content.*—The files described in this section are records accumulated since 1 January 1947 by certifying officers under current personnel pay and leave administration procedures, including all pay and leave account records of civilian employees which lead to or have resulted in the payment of appropriated funds to civilian employees. Disposition instructions for civilian personnel records accumulated prior to 1 January 1947 are contained in Civilian Personnel Regulations P24 (formerly CPR 226).

b. General Accounting Office audit.—The destruction of files relating to pay and leave, in many instances, is contingent on audit by the General Accounting Office, including the clearance of exceptions. The General Accounting Office has agreed to issue completion of audit letters to installations when the audit for a year has been completed. When a certifying officer does not have information concerning completion of audit for any period, such information may be obtained from Civilian Pay Roll Administration Division, Army Finance Center, Office, Chief of Finance, Building 204, St. Louis 20, Missouri.

163. Individual earnings records files.—*a. Description.*—These records are permanent records and consist of WD Forms 43 (Individual Earnings Record), which constitute the primary documents maintained by certifying officers on the pay of civilian employees in support of pay roll vouchers.

b. Dispositions.

(1) *Active installations.*—These records, when site-audited, will be forwarded to Civilian Personnel Records Branch, AGO, within 90 days following receipt of audit clearance for the year, together with related completion of audit letter and originals of the summary controls, bond controls, and recapitulations, unless the latter records were retained by the auditor. These records, when unaudited, will be forwarded during the period 1 to 15 April of each year, together with supporting summary controls, recapitulation of summary controls, and bond controls, to the Civilian Pay Roll Administration Division, Army Finance Center, Office, Chief of Finance, Building 204, St. Louis 20, Missouri.

(2) *Inactive installations.*—When the payments reflected on the WD Forms 43 for the year have been completely site-audited, as evidenced by completion of audit letter from the General Accounting Office, these records, together with all other pay roll records except the retirement control and recapitulation, WD AGO Form 103 (Civil Service Retirement Control) will

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be forwarded to Civilian Personnel Records Branch, AGO. When the payments for the current year have not been completely site-audited, all pay roll records except the WD Forms 43, summary control, bond control, and retirement control will be forwarded to the Civilian Personnel Records Branch, AGO. The WD Forms 43 and summary and bond controls (along with the recapitulations) will be forwarded to the Civilian Pay Roll Administration Division, Army Finance Center, Office, Chief of Finance, St. Louis 20, Missouri.

164. Individual earnings records summary control files.—These files consist of WD Forms 61 (Individual Earning Record—Summary Control), which is the media whereby the accuracy of the totals of the payments posted for an accounting period on the individual earnings records are verified with the vouchers for each pay roll for the same period. They are permanent records and will be transmitted concurrently with the individual earnings records files as prescribed in paragraph 163.

165. Savings bonds control files.—These files consist of WD Forms 62 (War Savings Bonds Control), which is the media whereby the accuracy of the amounts of bonds authorized to be issued on bond issuance schedules and the bond balance are verified. They are permanent records and will be transmitted concurrently with the individual earnings records files as prescribed in paragraph 163.

166. Exception, claims, and indebtedness files.—These records include Standard Form 1100 (Notice of Exception); CSC Form 3037 (Request for Recovery of Debt Due the United States); CSC Form 4974 (Certificate of Settlement of Claims) and similar documents. These files are permanent records and all such files hereafter established or completed will be made a part of the official personnel folders of the individuals concerned. Documents of this type maintained in separate files in the certifying officer's office will be withdrawn and filed in official personnel folders. If, as a result of separations or transfers, official personnel folders are not on file at the installation, the documents referred to above will be forwarded to the Civilian Personnel Records Branch, AGO.

167. Pay tables files.—These files are record sets of pay tables supplementing the official Government salary tables. Record sets of pay tables will be retained permanently by civilian personnel offices.

168. Pay roll certification control document files.—These files consist of pay roll certification controls and basic documents filed therewith, arranged chronologically in a pay roll period order, and include Standard Form 1044 (Schedule of Collections); Standard Form 1046 (Schedule

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of Transfers—Special Deposits); Standard Form 1049 (Public Voucher for Refunds); WD Form 44 (Pay Roll for Personal Services (Civilian Employees)) (copy returned by the disbursing officer); WD Form 58a (Pay Roll Change Slip) (original copy); WD Form 60 (Pay Roll Certification Control); WD Form 63 (Pay Roll Adjustment Schedule) (copy returned by the disbursing officer); Standard Form 50 (Notification of Personnel Action); WD AGO Form 14–104 (Transfer Adjustment Voucher); WD AGO Form 29–5 (War Savings Bond, Class A Pay Reservation Application—Civilian Employees); WD AGO Form 29–6 (Authorization of Class B Allotment for Purchase of War Savings Bonds); WD AGO Form 30–5 (War Savings Bond—Changes in or Cancellation of Class A Pay Reservation—Civilian Employees); TD Form W–4, Employee's Withholding Exemption Certificate); TD Form 1737 (Bond Issuance Schedule—United States War Savings Bonds—Series E), and TD Form 1737a (Continuation sheet); authorization for cash awards for civilian employee suggestions; and all other basic documents. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain, except that documents which involve or relate to any payment in connection with which a General Accounting Office exception has been raised or which relate to an unsettled claim will not be destroyed until clearance of the exception has been granted by the General Accounting Office or until settlement of the outstanding claim has been effected.

169. Pay roll working files.—These files include correspondence and working papers relating to pay roll matters, such as pay roll discrepancies, report of balances, recapitulations of pay roll data, control ledgers, work or proof sheets, pay information requests, and similar correspondence and work papers. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain, except that documents which involve or relate to any payment in connection with which a General Accounting Office exception has been raised or which relate to an unsettled claim will not be destroyed until clearance of the exception has been granted by the General Accounting Office or until settlement of the outstanding claim has been effected.

170. Withholding tax files.—These are reports made by certifying officers to employees of total earnings and tax withholdings and to the Bureau of Internal Revenue of the total income tax deductions withheld for each quarter, including related documents, and contain TD Form W–1 (Return of Income Tax Withheld on Wages); TD Form W–2 (Withholding Statement) (if retained); TD Form W–3 (Reconciliation of Quarterly Returns of Income Tax Withheld on Wages);

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TD Form 410–B (Depository Receipt for Withheld Taxes); TD Form 1 (Receipt for Payment of Taxes); similar receipts and related papers. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain, except that documents which involve or relate to any payment in connection with which a General Accounting Office exception has been raised or which relate to an unsettled claim will not be destroyed until clearance of the exception has been granted by the General Accounting Office or until settlement of the outstanding claim has been effected.

171. Leave and time report files.—These files consist of time and leave records and subsidiary work papers, including overtime and night differential pay authorizations, and contain Standard Forms 70 and 70a (time and attendance reports) and 1137 (Leave Record); sign-in and sign-out sheets; job cards on which leave data were maintained; requests for leave, including certification for sick leave; and other time and leave work sheets. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain, except that documents which involve or relate to any payment in connection with which a General Accounting Office exception has been raised or which relate to an unsettled claim will not be destroyed until clearance of the exception has been granted by the General Accounting Office or until settlement of the outstanding claim has been effected.

172. Job card files.—These are job cards prepared by manufacturing arsenals, depots, and similar installations. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain, except that documents which involve or relate to any payment in connection with which a General Accounting Office exception has been raised or which relate to an unsettled claim will not be destroyed until clearance of the exception has been granted by the General Accounting Office or until settlement of the outstanding claim has been effected.

173. Retirement, deductions withheld files.—These are alphabetical files of retained copies of WD Form 51 (Report of Civil Service Retirement Deductions Withheld). They will be destroyed after verification with CSC Form 2806 (Individual Retirement Record).

174. Retirement control files.—These files contain retirement controls and records of released CSC Forms 2806 (Individual Retirement Record) and include WD AGO Form 107 (Report of Transfer of Retirement Record Cards); WD AGO Form 103 (Civil Service Retirement Control); and CSC Form 2807 (Register of Separations and

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Transfers). These are permanent records and will be held at the installation.

175. Savings bonds receipt files.—These files include only receipts for savings bonds, which in some cases are administratively required by certifying officers. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain, except that documents which involve or relate to any payment in connection with which a General Accounting Office exception has been raised or which relate to an unsettled claim will not be destroyed until clearance of the exception has been granted by the General Accounting Office or until settlement of the outstanding claim has been effected.

176. Savings bonds reports files.—These documents relate to the reporting system on bond sales and purchases, and include monthly report of bond deductions, report of bond purchases, bond participation report, and correspondence relating to reporting on bonds. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain.

177. Subsistence and quarters authorization files.—These documents relate to requests for, authorizations, and discontinuance of authorizations for subsistence and quarters for civilian personnel. They will be destroyed 2 years after receipt from the General Accounting Office of audit clearance for the year to which they pertain, except that authorized deviations from prescribed rates will be retained permanently and documents which involve or relate to any payment in connection with which a General Accounting Office exception has been raised or which relate to an unsettled claim will not be destroyed until clearance of the exception has been granted by the General Accounting Office or until settlement of the outstanding claim has been effected.

TABLE XI

PAY AND LEAVE ADMINISTRATION FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
163	Individual earnings records files.	Permanent	
164	Individual earnings records summary control files.	do	
165	Savings bonds control files	do	
166	Exception, claims, and indebtedness files.	do	
167	Pay tables files (record set)	do	

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TABLE XI—Continued

PAY AND LEAVE ADMINISTRATION FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS—Continued

Paragraph reference	Type of file	Status	Disposal standard
168	Pay roll certification control document files.	Temporary	2 years after receipt of audit clearance for year to which they pertain, except as indicated in paragraph 168.
169	Pay roll working files	do	2 years after receipt of audit clearance for year to which they pertain, except as indicated in paragraph 169.
170	Withholding tax files	do	2 years after receipt of audit clearance for year to which they pertain, except as indicated in paragraph 170.
171	Leave and time report files	do	2 years after receipt of audit clearance for year to which they pertain, except as indicated in paragraph 171.
172	Job card files	do	2 years after receipt of audit clearance for year to which they pertain, except as indicated in paragraph 172.
173	Retirement deductions withheld files.	do	After verification with CSC Form 2806 (Retirement Record Card).
174	Retirement control files	Permanent	
175	Savings bonds receipt files	Temporary	2 years after receipt of audit clearance for year to which they pertain, except as indicated in paragraph 175.
176	Savings bonds reports files	do	2 years after receipt of audit clearance for year to which they pertain.
177	Subsistence and quarters authorization files.	do	2 years after receipt of audit clearance for year to which they pertain, except as indicated in paragraph 177.

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SECTION IX. CIVILIAN PERSONNEL TRAVEL FILES

178. General.—The files described below are those accumulated by civilian personnel offices. The description and disposition of similar files accumulated by installation or unit transportation officers are contained in the chapter on disposition of files accumulated from transportation services.

179. Civilian personnel travel files.—These files consist of documents which relate to the travel of individual employees, or to the shipment of household goods of individual employees, such as travel requests, travel orders, and correspondence on civilian travel and shipment of household goods. They will be destroyed after 5 years, except that travel orders or related papers which served as a personnel action will not be destroyed but will be filed with the permanent documents in the official personnel folders (201) files.

180. Travel voucher files.—These files consist of triplicate copies of vouchers for pay and allowance, mileage, and per diem and reimbursement of expenses incident to official travel which are accumulated in pay roll offices. They will be destroyed after 3 months or upon discontinuance of the installation, whichever is sooner.

TABLE XII

CIVILIAN PERSONNEL TRAVEL FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
179	Civilian personnel travel files.	Temporary	5 years, except as indicated in paragraph 179.
180	Travel voucher files	do	3 months, or upon discontinuance of installation, whichever is sooner.

CHAPTER 10

MILITARY PERSONNEL ADMINISTRATION FILES

SECTION I. GENERAL

181. Records content and location.—The files described in this chapter relate to general personnel management, personnel services activities, the personal affairs program, chaplains' activities, the administration of military police activities, and the administration of general and garrison prisoners. The files are accumulated in military personnel divisions; in offices of adjutants, special service

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officers, troop information and education officers, personal affairs officers, chaplains, and provost marshals; in military police units; and in disciplinary barracks and post guardhouses.

SECTION II. PERSONNEL MANAGEMENT FILES

182. General.—The files accumulated from the administration and operation of personnel management relate to all processes incident to the procurement (recruiting and induction), reception, classification, assignment, reclassification, transfer, promotion, retirement, and separation of military personnel in all categories and components of the Army. The permanent records pertaining to military personnel consist of medical and other special types of records as described under appropriate headings elsewhere in these regulations; the various reports and papers, such as first copies of morning reports, roster copies of pay rolls, reports of investigation of injuries, and other documents, which are currently transmitted to and preserved by The Adjutant General; the service record, permanent papers in the field military 201 file, and other records which accompany the individual throughout his service and are forwarded to The Adjutant General at the time of discharge, separation, or release from active duty (see pars. 183 and 184). The disposition instructions in SR 140–5–1 will apply in effecting disposition of records accumulated on personnel of Reserve components.

183. Service record and allied papers.—*a.* The service record and allied papers, which are required by existing directives to accompany the enlisted man while on active duty, are transmitted to The Adjutant General upon discharge, retirement, desertion, death, dropped from the rolls as absent, and other applicable circumstances, with the exception of certain specific allied papers indicated in the list below.

(1) All forms (except WD AGO Form 29–6. (Authorization of Class B allotment for purchase of War Savings Bonds)) pertaining to allowances and allotments.
(2) All individual clothing and equipment records.
(3) WD AGO Form 8–117 (Record Copy—or old WD MD Form 81) (Immunization Register).
(4) WD AGO Form 41 (Designation or change of relative to be paid six months' gratuity in case of death).
(5) WD AGO Form 43 (Emergency Addressee and Personal Property Card).
(6) WD AGO Form 44 (Extract Copy of Morning Report).
(7) WD AGO Form 46 (Report of Return of Absentee to the United States Army).

b. Certain papers which accompany the service record as allied

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papers, listed below, are not forwarded to The Adjutant General but are destroyed upon discharge, retirement, desertion, or death.

c. Prior to the disposal of the forms pertaining to allowances and allotments, which are identified as temporary papers in the list below, a careful check will be made against the service record to verify that appropriate entries have been made therein.

184. Qualification records.—*a. Officer's qualification record.*—The Officer's, Warrant Officer's, and Flight Officer's Qualification Record (WD AGO Form 66) accompanies the officer while on active duty and will be disposed of as follows:

(1) *On final separation (except when in ORC).*

(*a*) Organization commanders responsible for final entries on the WD AGO Form 66 at the time an officer is relieved from active duty, retired, discharged, dismissed, dropped from the records, missing or missing in action, deceased, or otherwise separated from the service will, after a final entry has been recorded in item 28 and Report of Change (WD AGO Form 66A) prepared for custodians of other copies of the qualification record, forward the organizational copy of the qualification record to the Director, Personnel and Administration Division, General Staff, United States Army, Attention: Chief, Career Management Branch (indicate appropriate basic arm or service). When the organizational copy has been received and carefully checked against the Career Management Branch copy, it will be forwarded, together with a copy of the qualification record maintained by the Chief, Career Management Branch, Personnel and Administration Division, General Staff, United States Army, to The Adjutant General, Attention: AGP I–O, for filing in the officer's 201 file, *except in the case of officers commissioned in the Organized Reserve Corps as indicated in (2) below.* In those cases, action will be taken prior to forwarding to The Adjutant General as indicated above and there will be entered in pencil in item 28 of all copies a notation that the record was checked in Career Management Branch (e. g., "Checked by CMB (indicate appropriate arm or service) prior to filing in AGO"). When copies of qualification records of a number of officers are sent simultaneously to The Adjutant General by the Career Management Branch, each record will contain this entry in item 28. Forwarding of such records without individual notation and by covering letter alone is prohibited.

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(*b*) The custodian of the detail arm or service copy in Career Management Branch will, upon receipt of report of change indicating separation of an officer, make the appropriate final entry in item 28 and forward the copy of WD AGO Form 66 to the Chief of the Career Management Branch of basic arm or service who will check the record against the other copies and destroy the Career Management Branch copy of detail branch.

(2) *Officers commissioned in Organized Reserve Corps.*

(*a*) The qualification record of each officer commissioned in the Organized Reserve Corps, whether holding a commission in the Organized Reserve Corps while on active duty or accepting an appointment upon separation from the service, will be reviewed as indicated in (1) above in the Career Management Branch and forwarded as follows:

1. *For officers joining any component of Reserve Corps (other than Air Force Reserve).*—The organizational copy to the commanding general of the army, zone of interior, in which the officer's permanent home address is located.
2. *For officers joining Air Force Reserve.*—The organizational copy to the appropriate numbered air force of the Air Defense Command.

(*b*) The following information will be entered in item 28 of the organizational copy for other than Air Force Reserve officers immediately following the last entry: "To CMB ---------- (indicate appropriate arm or service) for notation and return to ---------- (indicate appropriate major command)." Prior to the submission of the organizational copy to the Career Management Branch, the custodian of the record will insure that the address in item 29 is the correct address for determination of the major command to which the organizational copy of WD AGO Form 66 will be forwarded upon completion of review in the Career Management Branch.

(3) *Completion of active duty training of officers commissioned in Organized Reserve Corps.*—Upon completion of active duty training, the qualification records of officers commissioned in the Organized Reserve Corps (other than Air Force Reserve) will be forwarded as follows: the organizational copy will be forwarded to the appropriate section of Career Management Branch for review and return to the major command from which the officer was ordered to active duty training. The custodian of the record, prior to the officer's

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relief from active duty traning, will enter the following notation immediately following the last entry in item 28: "To CMB _____ (indicate appropriate arm or service) for notation and return to _____ (indicate major command)."

b. Soldiers' qualification cards.—The Soldiers' Qualification Card (DA AGO Form 20) accompanies the individual throughout his service and is disposed of as follows:

(1) In the case of a man discharged, deceased, retired, AWOL, missing, missing in action, captured, or interned, the card will be transmitted to The Adjutant General, together with the service record and allied papers.

(2) For each man enlisted in the Enlisted Reserve Corps, the card will be forwarded at the time of discharge to the commanding general of the major command in whose area the reservist reports his permanent home address.

185. Field military 201 files.—*a. General.*—Two basic 201 files are maintained for each officer and enlisted man while on active duty. One is maintained by The Adjutant General and is known as "The Adjutant General 201 file;" the other, known as the "Field military 201 file," is the individual personnel file normally in the custody of the unit personnel section as organized under paragraph 10, AR 345–5.

b. Permanent documents.

(1) Papers in the field military 201 files which are preserved include, but are not confined to, the types listed below. Sound judgment must be exercised by the responsible officers in determining what is to be retained, and whether the field military 201 file is the proper place for filing. If in the exercise of this judgment reasonable doubt still exists as to the value of a paper, the paper will be retained.

FIELD MILITARY 201 FILES—PERMANENT DOCUMENTS

Type of document	*Description*
Orders	*For officers.*—All orders for temporary duty or detached service of greater than 30 days' duration, promotion, citations and awards, permanent change of station, assignment, detail to a special mission or duty, discharge, separation, and similar orders, except temporary documents defined in paragraph 185*c*.
	For enlisted men.—Orders for promotion and demotion, orders detailing or assigning an individual to a special mission or duty, and orders affecting discharge or separation, as well as all orders to which specific reference is not required to be entered in service records.

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FIELD MILITARY 201 FILES—PERMANENT DOCUMENTS—Con.

Type of document	*Description*
Medical	Reports, forms, and correspondence containing reference to medical treatment or to physical or mental condition. *Examples:* WD AGO Form 63 (Report of Physical Examination); original copies of WD AGO Form 38 (Report of Physical Examination of Enlisted Personnel Prior to Discharge, Release from Active Duty or Retirement).
Discharge and separation.	Papers relating to or leading up to and effecting discharge or separation from active duty. *Examples:* Requests, applications, and correspondence leading up to discharge or separation from active duty; inclosures submitted with the application and indorsements; finally disapproved applications for discharge or release from active duty.
Proceedings and investigations.	Proceedings of boards of officers and reports of investigating officers, except OCS board proceedings (unless required to be forwarded by specific directive governing selection of candidates), proceedings under AR 615–368 and AR 615–369 which did not result in an individual's discharge and which contain no information relative to his physical or mental condition, and elimination board proceedings.
Awards and citations	Recommendation for medals, citations, decorations, promotion of officers and enlisted men, including recommendations not favorably considered.
Commendations	Letters of commendation.
Reprimands	Letters of reprimand intended or imposed as punishment for a military offense. (*Enlisted personnel.*—Only reprimands intended or imposed as punishment for a military offense are incorporated in the 201 file as distinguished from administrative reprimands and transcripts of company punishment which are not included in the file. *Officers.*—Letters of reprimand will be disposed of in accordance with the provisions of par. 7, AR 600–185.)
Legal affairs	Correspondence and legal documents concerned with: Apprehension and conviction by civil authorities; paternity; illegitimacy; pregnancy; divorce; marriage to aliens; birth and marriage certificates; affidavits; powers of attorney; and last will and testament.
Reduction in grade and promotion.	Correspondence and other documents concerning the reduction in grade of enlisted personnel, and recommendations for promotions of enlisted personnel in those cases where orders announcing promotion were published subsequent to the transfer or death of the individual.

(2) Permanent papers maintained in the field military 201 file will be disposed of by—

(*a*) Forwarding the papers to the new station upon transfer of

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the individual. These papers are transmitted in the same manner as are officer's qualification records and enlisted service records.

(*b*) Forwarding the papers to The Adjutant General when the individual is discharged, deceased, retired, or otherwise separated from service or released from active duty, including instances when the individual is AWOL, missing, missing in action, captured, interned, or at the time specified by current directives for forwarding the service record or officers' qualification record and pertinent papers. When an individual's field military 201 file is forwarded to The Adjutant General, as specified herein, the permanent documents therein are incorporated in the permanent file maintained by The Adjutant General and are not available for return to the field.

(3) The term "transfer" as used herein includes any change in assignment while on extended active duty from one unit or installation to another which requires forwarding the individual's service record or qualification record and allied papers to the new unit or installation. The term also applies to the transfer of officers between elements of the same command and station when the new and old organizations or installations are not served by the same unit personnel section, even though the qualification record is not forwarded under paragraph 22, TM 12–425A.

(4) Papers of a permanent nature received or created outside the unit or installation having custody of the field military 201 file are transmitted upon completion of necessary action either to The Adjutant General, if so prescribed by existing directives, or to the unit or installation at which the field military 201 file is located.

(5) Papers on which final action has not been completed will be forwarded upon transfer of the individual to the new station for completion of action and disposition.

c. Temporary documents.—The papers listed below are temporary when found in the field military 201 file. These papers will be destroyed 1 year after the transfer of an individual, or immediately upon discharge, separation, or release of an individual from extended active duty, whichever event occurs first. Upon transfer of the individual, the temporary papers will be withdrawn and placed in an inactive file pending lapse of the time period before disposal is to be effected.

(1) WD AGO Form 71, also AGO Forms 0337; 0337–R; 0337–T; 0337–IR; and 736 (Oath of Office) (duplicate copies only).

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(2) WD AGO Form 115 (Charge Sheet (For Courts Martial) with related correspondence and papers).
(3) WD AGO Form 170 (Application for Appointment and Statement of Preferences for Reserve Officers).
(4) WD AGO Form 172 (Personal Report of Reserve Officers).
(5) WD AGO Form 178 (Classification Questionnaire of Reserve Officer).
(6) WD AGO Form 178–2 (Classification Questionnaire of Medical Department Officers).
(7) WD AGO Forms 302, 303, 304*a*, and 314 found with the personnel records of an individual.
(8) WD AAF Form 126 (Duty Assignment Card, Air Corps Enlisted Man).
(9) Officers' courts-martial orders, local duty assignments, local routine additional duty assignments, and appointments to boards and courts (orders detailing or assigning an officer to a special mission or duty will be retained).
(10) Enlisted men's order to travel as guard or attendant except where travel from or to foreign country is involved.
(11) Orders on living and rationing separately.
(12) Communications from military personnel and replies thereto relating to leave, furlough; passes; living and rationing separately; telephone in quarters; operation of automobile on post; credit at Army exchange; ration coupons; requirements or opportunities for commission, attendance at officers' candidate or other schools, transfer, and reassignments; and other subjects of a similar nature.
(13) Communications pertaining to pay, allotments, and allowances (after any required entries have been made in the service record or other records of the individual), including such matters as commencement or discontinuance dates of allotments; nondelivery of bonds or allotment checks; erroneous deductions or payments; statements why allotments are not desired; debits against individual for laundry, motion picture tickets, payment of reward, and transportation incidental to apprehension; assignment and termination of quarters; statements of nonindebtedness; travel allowance; and issue or return of meal tickets.
(14) Communications pertaining to transmission and receipt of records, and exchange of information to complete or correct records (after appropriate entries have been made in the records to be completed or corrected).
(15) Communications from nonmilitary sources, and replies thereto, pretaining to well-being of soldier, nonpayment of

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debts, addresses, furlough, reassignment to other duties or transfer, and matters of similar nature.

(16) Communications not included above which add nothing to an individual's permanent record, such as correspondence preliminary to issue or amendment of leave orders; reports of lost passes or identification cards; requests for amount of leave taken by officers; requests on individual to execute forms; reports of arrival and departure of officers; informal office memoranda; and military police delinquency reports of minor infractions of military discipline.

(17) Complaints and accusations that do not warrant investigation.

(18) WD AGO Form 204 (Notice of Change of Address).

(19) WD AGO Form 240 (Form for Interviewing and Ranking Applicants for Officer Candidate School) or similar forms used for this purpose.

(20) WD AGO Form 760 (Personal Data for Officer Candidate Applicants).

(21) WD AGO Form 775 (Officer Candidates General Fitness Rating).

(22) WD AGO Form 0850 (Personnel Qualifications Questionnaire).

(23) WD AGO Form 0850–1 (Personnel Qualifications Questionnaire–Duplicate).

(24) WD AGO Form 0856 (Position Descriptions Questionnaire).

(25) WD AGO Form 0857 (Officer Qualifications Record).

(26) WD AGO Form 8–145 (Old WD MD Form 130), (Spectacle Order Form).

(27) All orders on enlisted personnel to which a reference is made in the service record, except that one copy of the order detailing or assigning the individual to a special mission or duty, orders for promotion and demotion, and one copy of the order affecting discharge or separation will be retained.

(28) Clearance sheets.

(29) Personal affairs interview sheets or personal data cards.

(30) Work sheets or questionnaires for preparation of qualification cards, identification tags, statement of charges, and similar work sheets.

(31) Checklist for enlisted men prior to transfer.

(32) Oversea physical examination checklist.

(33) Questionnaires executed by officers on reporting.

(34) Officers' qualification code sheet.

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(35) Rating scales for OCS candidates.
(36) Card progress record (assignments, efficiency, and promotions of enlisted men).
(37) Military occupational questionnaires.
(38) Spectacle questionnaires.
(39) Transmittal slips and inter/intra office memos.
(40) Dental clearance sheets.
(41) Prescriptions for spectacles and arch supports.
(42) Proceedings of boards of officers to determine suitability for OCS, and related papers, unless required to be forwarded by specific directive governing selection of officer candidates.
(43) Cross reference sheets which refer to papers of temporary usefulness, such as letters transmitting records.
(44) Retained copies of correspondence pertaining to punishment under AW 104, the original and a copy of which has been disposed of under the provisions of paragraph 7, AR 600–185.
(45) Retained copies of nonpunitive correspondence pertaining to administrative admonitions or reprimands, imposed under paragraph 105, MCM, 1928.

186. Information 201 files.—*a. General.*—These files consist of any 201 files, except for The Adjutant General 201 files, the field military 201 files, 201 files of personnel for Reserve components maintained at headquarters of armies, zone of interior, headquarters of oversea commands, and at subordinate Reserve activities within such commands. Information 201 files are personnel files maintained at various command levels exercising general administrative jurisdiction or which are created as the result of routing communications through normal military channels.

b. Information 201 files, except for oversea command headquarters information 201 files.—Destroy information 201 files, except for the oversea command headquarters information 201 files after 1 year, or upon disbandment or inactivation of unit, or upon discontinuance of installation.

c. Oversea command headquarters information 201 files.—These files will be screened periodically in the oversea command, the permanent residue shipped to the appropriate oversea records depot, and subsequently retired to Organization Records Branch, AGO, for eventual consolidation with The Adjutant General 201 files.

187. Extracts from service records.—Extracts from Service Records (WD AGO Forms 25), or suitable index or locator cards, which are required to be maintained separately from 201 files are permanent records if dated subsequent to 30 June 1941.

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188. Locator card files.—Locator cards are permanent records only when extracts of service records have not been maintained, and in such cases will be retired when noncurrent to the appropriate records depository. Otherwise, locator cards will be destroyed 1 year after transfer of the individual. (See item 45, table XIII.)

189. Daily sick reports.—Daily Sick Reports (WD AGO Forms 5) are retired to the Demobilized Personnel Records Branch, Records Administration Center, AGO, 1 year after the last entry in each book. The reports of inactivated or disbanded organizations will be forwarded immediately upon inactivation or disbandment to the Demobilized Personnel Records Branch.

190. Organization pay roll files.—These files consist of pay rolls for regular monthly payments, supplemental and partial payments, and final payments to enlisted men, retained by the unit or unit personnel section, and include WD Form 366 (Pay Roll—Enlisted Men); WD Form 371 (Final Payment Roll); and other pay rolls. They will be destroyed after 8 years.

191. Other personnel management files.—Other documents or files relating to personnel management are listed in table XIII, which provides disposal standards for specific types of documents and files.

TABLE XIII

PERSONNEL MANAGEMENT FILES—RECAPITULATION OF DISPOSITION INSTRUCTIONS

Paragraph reference	Type of file	Status	Disposal standard
	Service record and allied papers:		
183*a*	A. Permanent documents as defined in paragraph 183*a*.	Permanent	
183*b*	B. Temporary documents as defined in paragraph 183*b*.	Temporary	Upon discharge, retirement, desertion, and death.
184*a*	Officer's qualification record	Permanent	
184*b*	Soldier's qualification cards	do	
	Field military 201 files—		
185*b*	A. Permanent documents as defined in paragraph 185*b*.	do	