

Information Management: Records Management
Army Records Information Management System

For the Commander:

DENNIS E. ROGERS
Brigadier General, US Army
Deputy Commanding General and Chief of Staff

Official:

ROGER H. BALABAN
Chief Information Officer

History. This publication is a new United States Army Accessions Command pamphlet.

Summary. This pamphlet provides procedural, technical, and administrative guidance on

recordkeeping requirements for Army regulations prescribing the creation and maintenance of records.

Applicability. This pamphlet applies to the United States Army Accessions Command and all subordinate elements which include the United States Army Recruiting Command, United States Army Cadet Command, and the United States Army Training Center - Fort Jackson.

Proponent and exception authority. The proponent of this pamphlet is the Chief Information Officer. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation.

Proponents may delegate the approval authority, in writing, to a division chief within proponent agency in the grade of GS-14.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is available on the USAAC Homepage at <http://www.usaac.army.mil>.

Contents (Listed by paragraph number)

Chapter 1

Introduction

- Purpose • 1-1
- References • 1-2
- Explanation of abbreviations • 1-3
- Responsibilities • 1-4
- Tasks • 1-5
- Appointment memorandum • 1-6
- ARIMS registration • 1-7

Chapter 2

Electronic Records

- Disposition • 2-1
- Labeling • 2-2

Chapter 3

Filing Procedures

- File types • 3-1
- Disposition codes • 3-2
- Establish files • 3-3
- Dummy folders • 3-4
- Hanging file folders • 3-5
- Cards, listings, and indexes • 3-6
- Cross-referencing • 3-7
- Folder capacity • 3-8
- Records preparation • 3-9
- Filing in binders • 3-10
- Award records • 3-11
- ORL • 3-12

Chapter 4

Labeling

- Disposition instructions • 4-1
- General correspondence files • 4-2
- Label positions • 4-3

Chapter 5

Publications

- Unclassified publications • 5-1
- Classified publications • 5-2

Chapter 6

Files Transfer

- Responsibilities • 6-1
- Records preparation • 6-2

Appendixes

- A. References
- B. Records Lists
- C. Record Labels

Glossary

Chapter 1

Introduction

1-1. Purpose

This pamphlet provides procedural, technical, and administrative guidance unique to managing and maintaining records per AR 25-400-2. This pamphlet provides additional information and clarification of filing issues experienced with the Army Records Information Management System (ARIMS). It also provides some sample records lists for United States Army Accessions Command (USAAC) units.

1-2. References

For required publications and referenced forms see appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this pamphlet are explained in the glossary.

1-4. Responsibilities

a. Headquarters, United States Army Accessions Command (HQ USAAC) will be responsible for managing the records program for the United States Army Recruiting Command (USAREC), United States Army Cadet Command (USACC), United States Army Training

Center - Fort Jackson (USATC-Fort Jackson), HQ USAAC staff elements, and the United States Army Accessions Support Brigade (ASB). HQ USAAC will appoint in writing a records administrator (RA). A copy of each appointment memorandum (and changes as they occur) will be furnished to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725, and the US Army Records Management and Declassification Agency, Casey Building, Room 102, 7701 Telegraph Road, Alexandria, VA 22315-3680.

b. HQ USAAC will be responsible for managing the records program for Headquarters, United States Army Recruiting Command (HQ USAREC) staff elements, recruiting brigades (Rctg Bdes), medical recruiting battalions (MRBs), and recruiting battalions (Rctg Bns). Each Rctg Bde, MRB, and Rctg Bn will appoint in writing a records manager (RM). A copy of each appointment memorandum (and changes as they occur) will be furnished to HQ USAAC, ATTN: ATAL-IIA.

c. Headquarters, United States Army Cadet Command (HQ USACC) will be responsible for managing the records program for HQ USACC staff elements, cadet command regions, cadet command brigades, and cadet command battalions. HQ USACC, each region, brigade, and battalion will appoint in writing an RM. A copy of each appointment memorandum (and changes as they occur) will be furnished to HQ USAAC, ATTN: ATAL-IIA.

d. Headquarters, United States Army Training Center - Fort Jackson (HQ USATC-Fort Jackson) will be responsible for managing the records program for HQ USATC-Fort Jackson staff elements. HQ USATC-Fort Jackson will appoint in writing an RM. A copy of each appointment memorandum (and changes as they occur) will be furnished to HQ USAAC, ATTN: ATAL-IIA.

e. Headquarters, United States Army Accessions Support Brigade (HQ ASB) will be responsible for managing the records program for HQ ASB staff elements, United States Army Mission Support Battalion (MSB), United States Army Parachute Team (USAPT), and the United States Army Marksmanship Unit (USAMU). HQ ASB will appoint in writing an RM. MSB, USAPT, and USAMU will each appoint in writing a records coordinator (RC). A copy of each appointment memorandum (and changes as they occur) will be furnished to HQ USAAC, ATTN: ATAL-IIA.

1-5. Tasks

Designated records management personnel will:

a. Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records. This includes paper, film, and electronic records.

b. Ensure records eligible for transfer to a records holding area (RHA) are properly arranged and transferred on a timely basis in accordance with the disposition schedule. Place extra emphasis on transferring records according to schedule. This is critical for the RHA manager to meet time lines for annual transfer to Federal records centers (FRCs). In addition, timely and complete transfers are critical to serving the Soldier, especially in the areas of orders

and awards.

c. Ensure each recordkeeping office maintains a current approved list of record numbers (RNs). Use the ARIMS function to create an electronic office records list (ORL) for this purpose. The appropriate RA or RM must review and approve completed ORLs. To ensure records lists are kept current, ORLs will be updated and reviewed on an annual basis. This is normally accomplished within 30 days of the start of the calendar year (CY).

d. Ensure records training needs are identified and reported to the appropriate RA or RM. As a minimum, all personnel engaged in filing should attend a training session in the maintenance, use, and disposition of records.

1-6. Appointment memorandum

A sample memorandum for appointing records personnel is at figure 1-1.

1-7. ARIMS registration

a. Go to www.arims.army.mil. Read the disclaimer. Click on "PROCEED TO ARIMS. ARMY.MIL HOMEPAGE" to view the ARIMS Homepage.

b. To understand the functions of the ARIMS site, download the ARIMS User's Guide and review it before registering.

c. In order to register as a user in ARIMS, you must have an active Army Knowledge Online (AKO) account. Individuals (such as Army contractors) not authorized an AKO account but required to create and maintain Army records may be sponsored for an account. See the ARIMS User's Guide or go out to the AKO Web site (www.us.army.mil) for further information.

d. To register, a user must know his or her unit identification code, major Army command (for all USAAC elements it is TRADOC), RHA, and office symbol. A new user must also determine what his or her role will be - action officer, RC, RM, or RA. Generally, users will be classified as action officers. If an individual is responsible for more than just his or her own records area and requests a higher classification, the unit RM or RA must approve it. ARIMS administration will contact the appropriate RM or RA for approval if an individual requests a role other than action officer during registration. RMs or RAs may also submit a request through the ARIMS help desk feature to upgrade a user.

e. Register by selecting the LOGIN/REGISTRATION command from the main menu on the ARIMS Homepage and completing the instructions.

OFFICE SYMBOL

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (date), (name, title, agency, directorate, division, telephone number, e-mail address) is appointed the (agency name) records coordinator (records manager or records administrator - insert whichever applies).
2. Authority: AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005, paragraph 8-2g.
3. Purpose: Records coordinator (records manager or records administrator) will manage, oversee, direct, and evaluate the records management program for the (agency name) to which he or she is assigned. He or she is responsible for providing guidance and clarification necessary to carry out the provisions of the Army-wide records management program.
4. Period: Indefinite.
5. Cancellation: Authority is retained to cancel or withdraw delegation at any time. Delegation is canceled upon the resignation, retirement, change of duties, or change of position of the individual specified above.
6. This duty appointment supersedes all previous (agency name) records coordinator (records manager or records administrator) duty appointments.

SIGNATURE BLOCK

DISTRIBUTION:

(List who this memo is going to)

CF:

Individual Concerned
USARMDA

Figure 1-1. Sample duty appointment

Chapter 2 Electronic Records

2-1. Disposition

Maintain and dispose of electronic records using the applicable ARIMS RN for equivalent information in paper form per AR 25-400-2, chapter 3. Establish routine backup procedures to ensure records integrity and avoid possible loss of valuable information. Cross-reference records maintained solely by electronic media to the main files area.

2-2. Labeling

a. Floppy disks used for routine word processing, database, spreadsheet, or slideshow applications are nonrecord material and need not be controlled under ARIMS. The record in this case is the paper copy that is printed from the floppy disk; the disk is only a medium used for creating and manipulating the information until it can be printed out and used.

b. When floppy disks are used to maintain the official record copy, follow the labeling procedures provided in AR 25-400-2. Do not use floppy disks to store official records with a retention schedule of more than 2 years.

c. Label binders containing computer-generated reports and information by using the applicable ARIMS RN.

Chapter 3 Filing Procedures

3-1. File types

a. Housekeeping files are those that each office accumulates and maintains as a result of the day-to-day administration of an office and its personnel. They are identified by the number 1 followed by a letter of the alphabet. Arrange housekeeping files either in a separate drawer or preceding mission files. Do not confuse housekeeping files with the mission files under the series 1, Administration.

b. Mission files are exactly as the name implies; they relate to the mission or function of the office. These RNs are organized according to the Army publication series (see table 3-1).

3-2. Disposition codes

a. Under ARIMS, there are two basic types of records: K for keep and T for transfer (trf). Keep files are retained for 6 years or less. Keep files are short-term records that are retained and destroyed in the current files area (CFA). Transfer files are generally long-term records that are kept for more than 6 years and need to be transferred to either an RHA or FRC or are of a sensitive enough nature to require storage at an RHA until they are destroyed. When space permits, units may retain records with a records retention standard of 2 to 6 years and 3 months at their respective offices. These records should be stored in an appropriate place apart from the current records area (i.e., file drawer, file cabinet).

b. Keep disposition instructions that incorpo-

rate a retention period (K2) indicate that those records must be kept that long before being destroyed. In this example, the file would be closed out or cutoff (COFF) at the end of the current year and destroyed 2 years later - COFF 31 Dec 06, dest Jan 09.

c. Keep disposition instructions that incorporate the letter E and a number (i.e., KE2) indicate that an event has to occur before an action is taken and then the records will be retained for that number of years before they are destroyed. In this example, there are two possible files for the current year - an Active file until the event occurs and an Inactive file after the event occurs - Place in inactive file (PIF) on separation or trf of individual (Active) and COFF 31 Dec 06, dest Jan 09 (Inactive). The record stays in the Active file until the event occurs and is then moved to the Inactive file for the retention period.

d. Keep disposition instructions that incorporate the letter N either singly (i.e., KN) or with the letter E (i.e., KEN) indicate there is no specific time period for those records. In this case, KN files will be retained until no longer needed for conducting business not to exceed 6 years and KEN files will be retained until an event occurs and then until no longer needed for conducting business not to exceed 6 years.

e. Transfer disposition instructions that incorporate a retention period (i.e., T7) indicate that those records must be kept that long before being destroyed. But, unlike keep records, these files will be transferred to either an RHA or FRC to be stored until the destruction date. In this example, the file would be closed out or COFF at the end of the current year, transferred, and destroyed 7 years later - COFF 31 Dec 06, trf RHA Jan 09, dest Jan 14.

f. Transfer disposition instructions that incorporate the letter E and a number (i.e., TE7) indicate that an event has to occur before an action is taken and then the records will be transferred to be destroyed by either an RHA or FRC. In this example, there are two possible files for the current year - an Active file until the event occurs and an Inactive file after the event occurs - PIF when no longer needed for current operations (Active) and COFF 31 Dec 06, trf RHA Jan 09, dest Jan 14 (Inactive). The record stays in the Active file until the event occurs and is then moved to the Inactive file until it is transferred. For records that will be sent on from an RHA to an FRC (in this case, the Washington National Records Center (WNRC)), the same rules apply as above except for the addition of an instruction to retire the file to the FRC - COFF 31 Dec 06, trf RHA Jan 09, ret WNRC Jan 10, dest Jan 32. Apply this disposition for records to be destroyed after 10 years or more.

NOTE: In the examples above, the records were retained in the CFA for 2 years before transferring to an RHA. There is no requirement for records to be held for a specific time period in the CFA after being closed out. Good business practices have shown that individual requests for information on transfer records

could happen up to 2 years after an action is complete.

g. Transfer instructions that incorporate the letter P (i.e., TP) indicate that these are permanent records. These files will be transferred to an RHA or FRC when no longer needed for conducting business.

h. Transfer instructions that incorporate the letters E and P (i.e., TEP) indicate that these are permanent records that will be transferred to an RHA or FRC after an event occurs and the records are no longer needed for conducting business.

3-3. Establish files

Files inspections reveal that many units establish numerous file folders at the beginning of the year and some of those folders remain empty through the year. Do not establish file folders until the need arises except for those that the user is confident will be used during the year.

3-4. Dummy folders

Use a dummy folder when two or more folders are required under one file number. Subsequent folder labels behind the dummy folder need only show the file number, disposition code, title of the contents, and the year of accumulation when appropriate. File dividers may be used in lieu of taping or stapling an empty file folder together as a dummy. Do not use a dummy folder or file guide with full label instructions when there is only one file folder for the year.

3-5. Hanging file folders

When using hanging file folders, label in the same manner as manila file folders. Use the hanging file folders in place of dummy folders and file guides. Ensure these are taped shut to preclude filing within. Do not insert file guides and manila folders within hanging folders; this is a waste of filing supplies.

3-6. Cards, listings, and indexes

When cards, listings, indexes, or other documents are created solely to facilitate or control work, file these under the appropriate general correspondence RN as nonaction documents. For example, a personnel action center clerk creates a 3 x 5-inch card for each person recommended for an award to ensure timely actions during the award process and to maintain statistics. Identify the card file as 600, General Personnel Correspondence Files (Awards), nonaction documents. Cross-reference files per paragraph 3-7.

3-7. Cross-referencing

Maintain files in numerical order (housekeeping followed by mission) within file cabinets. However, in some instances, the size of the record (e.g., computer printouts such as SIDPERS reports under RN 600-8b); volume of records (e.g., RN 350-1j2, Individual Training Files); storage medium (e.g., electronic, optical disk, or microfilm versus paper); or mission may require maintenance of files outside of the normal numerical

sequence within a file cabinet. In such cases, establish a folder in the correct numerical position in the file cabinet, and insert a memorandum for record in the folder to indicate the exact location of the records. The only exception to cross-referencing is for RN 1jj, Reference Publications, which are normally filed in three-ring binders. Records maintained outside the CFA must also be labeled per ARIMS.

3-8. Folder capacity

Standard file folders are designed with a maximum capacity of 3/4 inch. Should the contents of a folder exceed this capacity, prepare additional folders per the dummy folder concept as explained in paragraph 3-4.

3-9. Records preparation

a. Remove extraneous materials such as routing and transmittal slips, post-it notes, cover sheets, etc., which are not a vital part of the record before filing. Tabs are not considered extraneous materials.

b. Staple records instead of using paper clips. Paper clips tend to hang on other documents and are pulled off. For records too bulky for staples, use black metal clam clips or two-hole prong fasteners.

3-10. Filing in binders

Do not interfile documents within the same binder that are more appropriately filed under different RNs. File these records under each appropriate individual RN as part of the office's official files. This requirement will preclude the establishment of subject binders for Safety, Security, Equal Opportunity, Alcohol and Drug, etc., because these subject binders result in interfiling of records having different RNs.

3-11. Award records

a. In the processing of a military award request, two sets of records are created - military

award cases and permanent order record sets.

(1) Military award cases (600-8-22b2) consist of individual records that include a copy of the final DA Form 638 (Recommendation for Award), a copy of the award certificate, and any other documentation a user wants to retain with that record. This record is created if your organization is the approval or disapproval authority for the award. An award approved or disapproved by your organization becomes a 25-year record and will eventually be transferred to an RHA and on to an FRC. Copies of awards approved at another level of command, even if the action was initiated by your office, are 2-year files (600-8-22b3) and are kept and destroyed in the CFA.

(2) Permanent order record sets (600-8-105c) consist of the original copies of completed DA Forms 638. The original signed and numbered or disapproved DA Form 638 is the only award document in this file. This is a permanent record and will be transferred to an RHA to be retired to an FRC. An orders log listing the appropriate order numbers will be included in this file when it is sent to the RHA. A consolidated orders log will be maintained by each command with authority to issue orders. To ensure that order numbers are not skipped or duplicated, one office within each orders-issuing activity should centrally manage and control the orders log. Order numbers are generated according to AR 600-8-105. Orders are numbered consecutively for each CY, using the Julian date followed by the number of the order issued the same day. For example, the fifth order issued by one organization on 1 January is numbered 1-5, and the first order issued on 31 December is numbered 365-1. The consolidated orders log will reflect any breaks in the numbering system. For example, if no orders were published on 3 January, the orders log will reflect that "Permanent orders 3-1 through 3-50 were not used."

b. A copy of the DA Form 638 and the original award certificate are given to the award recipient.

3-12. ORL

a. Use of the ARIMS ORL. ORLs will be prepared by all USAAC elements for all records, fiscal year (FY) and CY. Recruiting station record lists will be incorporated into the appropriate recruiting company (Rctg Co) ORL. Individual ORLs will be electronically reviewed and approved annually by the appropriate RA or RM.

b. Approval authority.

(1) USAAC. The approval authority for HQ USAAC staff ORLs is the USAAC RA. The ASB RM is the approval authority for the ASB staff, MSB, USAPT, and the USAMU.

(2) USAREC. The USAAC RA will approve ORLs for HQ USAREC staff. Rctg Bde RMs will approve ORLs for their respective Rctg Bde staff. MRB RMs will approve ORLs for their respective MRB staff and health care recruiting teams (HCRTs). Rctg Bn RMs will approve ORLs for their respective Rctg Bn staff and assigned Rctg Cos.

(3) USACC. The USACC RM will approve ORLs for HQ USACC staff. Region RMs will approve ORLs for their respective staff. Brigade RMs will approve ORLs for their respective staff and each assigned battalion.

(4) USATC-Fort Jackson. The USATC-Fort Jackson RM will approve ORLs for HQ USATC-Fort Jackson staff.

c. ORLs will be prepared not later than the end of November each year for all records. Both CY and FY records will be listed, if appropriate. The appropriate RA or RM will review, correct, and approve ORLs within 30 days of the start of the CY.

d. Sample record lists for developing an ORL are presented in appendix B.

**Table 3-1
Publication series**

Series	Series Title	Series	Series Title
1	Administration	40	Medical Services
5	Management	50	Nuclear and Chemical Weapons and Materiel
10	Organization and Functions	55	Transportation and Travel
11	Army Programs	56	Surface Transportation
12	Security Assistance and International Logistics	58	Motor Transportation
15	Boards, Commissions, and Committees	59	Air Transportation
20	Assistance, Inspections, Investigations, and Followup	60	Exchange Service
25	Information Management	66	Courier Service
27	Legal Services	70	Research, Development, and Acquisition
28	Welfare, Recreation, and Morale	71	Force Development
30	Food Program	73	Test and Evaluation
32	Clothing and Textile Materiel	75	Explosives
34	Standardization	95	Aviation
36	Audit	105	Communications - Electronics (Being converted to 25-10 through 25-29)
37	Financial Administration		

Table 3-1
Publication series--continued

Series	Series Title	Series	Series Title
115	Climatic, Hydrological, and Topographic Services	601	Personnel Procurement
130	Army National Guard	602	Soldier - Materiel Systems
135	Army National Guard of the United States and Army Reserve	604	Personnel Security Clearance
140	Army Reserve	608	Personal Affairs
145	Reserve Officers' Training Corps	611	Personnel Selection and Classification
165	Religious Activities	612	Personnel Processing
190	Military Police	614	Assignments, Details, and Transfers
195	Criminal Investigation	616	Personnel Utilization
200	Environmental Quality	621	Education
210	Installations	623	Personnel Evaluation
215	Morale, Welfare, and Recreation	624	Promotions
220	Field Organizations	630	Personnel Absences
230	Nonappropriated Funds and Related Activities	635	Personnel Separations
235	Industrialized Activities and Labor Relations	638	Deceased Personnel
290	Cemeteries	640	Personnel Records and Identification of Individuals
310	Military Publications (Being converted to 25-30 through 25-49)	670	Uniform and Insignia
		672	Decorations, Awards, and Honors
325	Statistics	680	Personnel Information Systems
335	Management Information Control (being converted to 25-1 through 25-9)	690	Civilian Personnel
		700	Logistics
340	Office Management (Being converted to 25-50 through 25-69)	701	Logistics Plans
		702	Product Assurance
350	Training	703	Petroleum Management
351	Schools (Being converted to 350)	708	Cataloging of Supplies and Equipment
352	Dependents' Educations	710	Inventory Management
360	Army Public Affairs	711	Supply Chain Integration
380	Security	715	Procurement
381	Military Intelligence	725	Requisition and Issue of Supplies and Equipment
385	Safety	735	Property Accountability
405	Real Estate	740	Storage and Supply Activities
415	Construction	742	Inspection of Supplies and Equipment
420	Facilities Engineering	746	Marking, Packing, and Shipment of Supplies and Equipment
500	Emergency Employment of Army and Other Resources	750	Maintenance of Supplies and Equipment
525	Military Operations	755	Disposal of Supplies and Equipment
530	Operations and Signal Security	840	Heraldic Activities
550	Foreign Countries and Nationals	870	Historical Activities
570	Manpower and Equipment Control	920	Civilian Marksmanship
600	Personnel - General	930	Service Organizations

Chapter 4
Labeling

4-1. Disposition instructions

ARIMS has the capability to automatically create labels from an ORL. Follow the guidance provided on the ARIMS Web Site. If more specific label information is desired to show precisely when a record should be removed, transferred, or destroyed, follow the instructions below. Appendix C contains label examples of specific label dispositions for the more common RNs used within USAAC.

NOTE: Standard abbreviations may be used on all record folders, labels, and ORLs.

a. Straight time disposition. Show the specific COFF and destruction dates (i.e., COFF

31 Dec 06, dest Jan 08). Show the specific COFF, transfer, and destruction dates (i.e., COFF 31 Dec 06, trf RHA Jan 08, dest Jan 09).

b. Straight event disposition. Show the event instructions (i.e., Dest when no longer needed for conducting business not to exceed 6 years). Records in this category need to be reviewed annually to determine if they need to be removed and destroyed.

c. Combination time and event disposition. This disposition generally calls for active and inactive files. The record remains an active file until the event occurs (i.e., PIF when individual separates or transfers). When the event occurs, the file becomes inactive and begins a time disposition (i.e., COFF 31 Dec 06, Dest Jan 08). Active records do not change or move

at the end of a year but inactive records are COFF and follow their individual disposition instructions.

d. Combination event and event disposition. This disposition generally calls for an event to occur followed by a second event. The record remains in an active status until the first event occurs (i.e., PIF when individual separates or transfers). When that event occurs the record is moved into an inactive status and begins the second event (i.e., Dest when no longer needed for conducting business not to exceed 6 years). Again, active records do not change or move at the end of the year. Inactive records in this category will need to be reviewed annually to determine if they should be removed and destroyed.

e. Disposal. Experience has shown that records with active and inactive dispositions are somewhat confusing. RMs attempt to screen files on a periodic basis and destroy files on the anniversary date of the specific record. With a file disposition of "Destroy 1 year after completion of action," the active file would be "PIF after completion of action" and the inactive file would be "COFF 31 Dec 06, dest Jan 08." The record moves from the active file to the inactive file when the event occurs. The inactive file be-

comes a block of records for 2006. The entire inactive file is closed out at the end of the year. The block of records is destroyed all at one time in January 2008. The individual records should not be screened for individual disposal throughout the year.

4-2. General correspondence files

Each record category has a general correspondence RN. General correspondence RNs are used when there is no specific RN for an item.

They have two distinct disposition instructions as explained in the following:

a. Disposition for action documents (your office originated the correspondence, prepared a reply, or filled out a form) is "Destroy after 2 years." The file label requires a year of accumulation, and a specific COFF and disposition date as this is a time file. Sample file label is shown in figure 4-1:

600	General personnel correspondence files (Action) (06)
(KEN)	COFF 31 Dec 06, dest Jan 09

Figure 4-1. Sample label for general correspondence RN - action documents

b. Disposition for nonaction documents (your office took no action but you are retaining for information only) is "Destroy when no longer needed for current operations, but not longer than 6 years." These files should be reviewed

at least annually and purged of all correspondence that is obsolete, superseded, or no longer needed. The file label requires a year of accumulation since this is a time-event file; the folder may be disposed of anytime after the event oc-

curs but no later than 6 years from the time the event occurs. Sample file label is shown in figure 4-2:

600	General personnel correspondence files (Nonaction) (06)
(KEN)	Dest WNLN for current opns, not later than Jan 13

Figure 4-2. Sample label for general correspondence RN - nonaction documents

4-3. Label positions

When using lateral filing equipment, place the label in either the first or third position, whichever provides the best access to identify the folders. The requirement to place file labels on folders in three positions to indicate final disposition of the records is no longer valid.

Chapter 5 Publications

5-1. Unclassified publications

When publications are available in electronic format, there is no requirement to maintain the publication in paper format as well. With the implementation of the Army's Less Paper Policy for

Departmental Administrative Publications and Forms in AR 25-30 and the increasing cost of printing, users should move toward using the electronic version of publications when available. E-publications may be viewed or downloaded from the Army Publishing Directorate Web Site at www.apd.army.mil. Publications that are not available electronically or if the user maintains the paper version of a publication, the following applies:

a. Publications are separated and filed by type (i.e., regulations together, pamphlets together, field manuals together, technical manuals together, etc.). File these publications numerically; when letters are added to the publications number, file them numerically - alphabetically.

cally.

b. Because of the mission or other requirements in some organizations and offices, it may be desirable to file publications functionally rather than by type of publication. If so, file all publications on a given subject together.

c. Most printed Department of the Army publications have prepunched holes for filing in three-ring binders.

d. Label each binder. Examples are shown in figure 5-1. Show disposition instructions on the lead binder only (the first binder on the left of a row of binders).

e. Do not use permanent marking materials on the spine or cover of the binder. Such markings make reuse of the binder difficult if the con-

1jj Ref Pubs ARs 25-50 thru 340-21 Dest when supsd, obs, or NLN for reference Book 1	1jj Ref Pubs ARs 600-8 thru 600-37 Book 2	1jj Ref Pubs ARs 600-38 thru 870-5 Book 3
---	---	---

Figure 5-1. Sample label entries for binders

tents change. Preferred method is to use metal slip-on binder label holders, if available, or attach labels to the spine of the binder with transparent tape. Avoid using gummed labels since these are difficult to remove when relabeling is necessary.

5-2. Classified publications

Store classified publications in security containers that meet the requirements of AR 380-5. Place the publications in binders or in a separate file folder for each. If folders are used, label the visible edge of the folder per ARIMS and show the publication number. If placed in binders, the outside of the binder must carry the publication number, and the highest security marking of the documents contained within. Prepare a memorandum for record and insert in the proper place in the unclassified files to show where the publication is located and that it is classified.

Chapter 6 Files Transfer

6-1. Responsibilities

USAAC elements will ensure that records eligible for transfer to an RHA (i.e., permanent records and records with a disposition over 6 years and 3 months) are transferred in a timely manner by forwarding them through HQ USAAC, ATTN: ATAL-IIA, to the Fort Knox RHA during the first 2 months (Jan and Feb) of each year as follows:

a. USAAC. The USAAC RA will be responsible for HQ USAAC staff. ASB RM will be responsible for ASB staff, MSB, USAPT, and USAMU.

b. USAREC. The USAAC RA will be responsible for HQ USAREC staff. Rctg Bde RMs will be responsible for Rctg Bde staff. MRB RMs will be responsible for MRB staff and each assigned HCRT. Rctg Bn RMs will be responsible for Rctg Bn staff and each Rctg Co.

c. USACC. The USACC RM will be responsible for HQ USACC staff. Region RMs will be responsible for region staff. Brigade RMs will be responsible for brigade staff and battalions.

d. USATC-Fort Jackson. The USATC-Fort Jackson RM will be responsible for HQ USATC-Fort Jackson staff.

6-2. Records preparation

USAAC elements will ensure that records eligible for transfer to an RHA are properly arranged, packed, and recorded on SF 135 (Records Transmittal and Receipt) and SF 135-A (Records Transmittal and Receipt (Continuation)). Timely and complete transfers are critical to serving the Soldier, especially in the areas of orders and awards.

a. To prepare files for transfer, records officials must:

(1) Collect and consolidate records requiring transfer from their organization.

(2) Prepare the records for retirement. Ensure records are complete and in order (alpha-

betically or numerically). Arrange the files so they run from A to Z or 1 to 999, depending on the type of record. Place the records in order in appropriately marked file folders. Most organizations will not have enough records to fill a box. In this case, mail the folders in a large envelope.

(3) List all files in numeric sequence by file number on SF 135. Also, if necessary, use SF 135-A. Each file folder and box must be accounted for.

(4) If any records in a series have been lost or inadvertently destroyed, annotate this on the SF 135.

(5) Forward a copy of the SF 135 to HQ USAAC, ATTN: ATAL-IIA, for acceptance before transferring the records.

b. Files will be accepted through the end of February of each year after approval of the SF 135.

c. The following records need to be retired annually to an RHA. This is not a comprehensive list but rather the most common records maintained throughout the command.

(1) Military award cases.

(a) Military award cases are filed in alphabetical order. Each file folder should have the RN (600-8-22b2), disposition code (T25), title (Military award cases), year of accumulation (06), a description of the contents (if necessary), and the disposition instructions on a label affixed to the folder. If there is more than one folder, a dummy folder or guide card with the complete record information may be placed in front of the folders. Each subsequent folder will have the RN, disposition code, title with a brief description of the contents, and year. The Privacy Act number is A0600-8-22AHRC. The documents in the folders are arranged in alphabetical order so there should only be enough folders to accommodate the records. The files should not be sent forward separated by month or character of the alphabet. If the records have been maintained in separate folders on a quarterly or monthly basis they must be combined alphabetically prior to shipping for transferring to an RHA. Each folder should be filled not to exceed 3/4 of an inch. Do not send any empty folders.

(b) Label information should look like this:

600-8-22b2 Military award cases - Approval
(T25) and disapproval authority:
Approved peacetime awards
and disapproved awards (06)
PA Sys: A0600-8-22AHRC
COFF 31 Dec 06, trf RHA Jan
09, ret WNRC Jan 10, dest Jan
32

(c) Individual military award cases are comprised of a copy of the completed DA Form 638, a copy of the completed award certificate, and any supporting documentation the user elects to retain. All the documents per individual should be appropriately stapled to protect the integrity of information.

(2) Personnel-type orders.

(a) The personnel-type orders documents are arranged numerically, by order number, from the first order to the last. Each file folder should have the RN (600-8-105a1), disposition code (T56), title (Personnel-type orders), year of accumulation (06), a description of the contents (if necessary), and the disposition instructions on a label affixed to the folder. A dummy folder or guide card may also be used if there are multiple folders. Each subsequent folder must contain the RN, disposition code, title with a brief description of the contents, and year. There is no Privacy Act number for this RN. If the records have been maintained in separate folders on a quarterly or monthly basis they must be combined numerically prior to shipping for transfer to an RHA. Again, only use as many folders as necessary to accommodate the documents, staying within the 3/4-inch limit, to send forward. Do not send empty folders.

(b) Label information should look like this:

600-8-105a1 Personnel-type orders - Ap-
(T56) proving or issuing authority (DEP
Loss) (06)
COFF 31 Dec 06, trf RHA Jan
09, ret WNRC Jan 10, dest Jan
63

(c) One type of order that fits into the personnel-type orders category is the DEP loss order created at a Rctg Bn.

(3) Permanent order record sets.

(a) Permanent order record sets are arranged numerically from the first order to the last. Each file folder should have the RN (600-8-105c), disposition code (TP), title (Permanent order record sets), year of accumulation (06), a description of the contents (if necessary), and the disposition instructions on a label affixed to the folder. A dummy folder or guide card may also be used if there are multiple folders. Each subsequent folder must contain the RN, disposition code, title with a brief description of the contents, and year. There is no Privacy Act number for this RN. If the records have been maintained in separate folders on a quarterly or monthly basis they must be combined numerically prior to shipping for transfer to an RHA. Again, only use as many folders as necessary to accommodate the documents, staying within the 3/4-inch limit, to send forward. Do not send empty folders.

(b) Label information should look like this:

600-8-105c Permanent order record sets
(TP) (AAM) (06)
COFF 31 Dec 06, trf RHA Jan
09, ret WNRC Jan 31, Perma-
nent

(c) An example of a permanent order is an approved DA Form 638. The original DA Form 638 is retained as a single document without any attachments. The form will be signed and contain the appropriate order number.

Appendix A
References

Section I
Required Publications

AR 25-30

The Army Publishing Program. (Cited in para 5-1.)

AR 25-400-2

The Army Records Information Management System (ARIMS). (Cited in paras 1-1, 2-1, and 2-2b.)

AR 380-5

Department of the Army Information Security Program. (Cited in para 5-2.)

AR 600-8-105

Military Orders. (Cited in para 3-11a(2).)

Section II
Referenced Forms

DA Form 638

Recommendation for Award.

SF 135

Records Transmittal and Receipt.

SF 135-A

Records Transmittal and Receipt (Continuation).

**Appendix B
Records Lists**

guides for establishing files under ARIMS. Units are not limited to the RNs shown nor do they have to establish a file for each RN if their mission does not require it.

Tables B-1 through B-12 contain sample records lists for use by USAAC units. Use these lists as

**Table B-1
Sample records list for advertising and public affairs**

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1g	KEN	Office record transmittals	
1o	K1	Office financial files	
1p2	KEN	Office service and supply files - Other information	
1q	KEN	Office property records	
1w	KN	Office general personnel files	A0001SAIS
1bb	KEN	Office job descriptions	
1jj	KEN	Reference publications	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-1m2	KN	Conferences - Participants' files	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
37g	K2	Commitment documents	
37-2-10m	T5	Other finance and fiscal reporting files	
37-49a1	K5	Budget formulation and presentation files - Annual reports	
37-49a2	K3	Budget formulation and presentation files - Other than end of fiscal year reports	
360	KEN	General Army information correspondence files	
360-5b3	K5	News media and releases - Offices other than office having Army-wide responsibility or offices in a combat environment, or designated as combat support elements, and offices having Army-wide responsibility	
360-5d	K2	Public inquiries	A0025-55SAIS
360-5e	KE2	Biographies	A0360-5SAPA
360-61a	K5	Army-community relations	
360-61c2	K2	Public appearance schedule reports - Reporting offices	A0360-5SAPA
360-81a2	K2	Command information reports - Offices other than offices having Army-wide responsibility and requiring the report	
360-81b	K2	Information publication distribution files	A0360SAIS
360-81c3	KN	Newspaper files - Reference sets	
600-8-22d2	K2	Award publicity - Offices other than office having Army-wide responsibility	
600-25c3	KEN	Ceremonies - Offices other than office having Army-wide responsibility	A0600-25MDW
601-208a2	K2	Recruiting publicity campaigns - Offices other than offices having Army-wide responsibility	
601-208b	KN	Recruiting advertising media	
601-210d	KEN	Recruiting centers of influence	A0601-210DAPE
608a	K2	Personal affairs cases	A0608-10CFSC, A0608aCFSC, A0608AHRC, A0608bCFSC

Table B-1

Sample records list for advertising and public affairs--continued

RN	Disposition Code	Record Title	Privacy Act Number
690	KEN	General civilian personnel correspondence files	
690-12b2	K2	EEO reports - Offices other than office with Army-wide responsibility	
690-400a2	K2	Civilian training programs - Offices other than operating personnel offices	
710-2c	KEN	Hand receipts	A0710-2bDALO
715f	KN	Procurement action reports	
715h	KE2	Contracting officer designations	
715j1	KE3	Small purchases and modifications - Other than environmental issues	

Table B-2

Sample records list for budget

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1f	KN	Office organization files	
1q	KEN	Office property records	
1mm	KEN	Reading files	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-1b4	K1	Program and budget guidance - Offices other than Offices of the DA Staff responsible for preparation, approval, and issue or operating agencies	
1-1c	TE6.25	Annual funding program files	
1-1d1	TP	Operating agency 5-year programming files - Offices responsible for preparation and issue	
1-1e3	TP	Operating budgets - Other preparing offices: Final published COBs	
1-1e4	K3	Operating budgets - Other preparing offices - Records other than final published COBs	
1-1e5	KEN	Operating budgets - Other offices	
1-1i2	K2	DA budget estimates - Office other than Offices responsible for preparation, consolidation, and approval	
1-1k2	KE2	Program and budget inputs - submitting offices other than offices of the DA Staff	
1-1m2	KN	Conferences - Participants' files	
1-1r	TE6.25	Budget execution files	
1-201a	KN	Inspection, survey, and staff visit coordination files - Office performing survey	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
1-201d	KEN	Staff visits - Office conducting visit	
37	KEN	General financial administration correspondence files	
37a	KEN	Individual Travel Charge Card Program Administration	GSA/GOVT-3
37g	K2	Commitment documents	
37y	TE6.25	Defense Travel System (DTS), DTS-Archive	A0037-1MTMC
37z	T6.25	Government Credit Card Certifying/Billing Officer's Accounts Files	

Table B-2

Sample records list for budget--continued

RN	Disposition Code	Record Title	Privacy Act Number
37aa	KEN	Certifying/accountable officials appointments	
37-49a1	K5	Budget formulation and presentation files - Annual reports	
37-49a2	K3	Budget formulation and presentation files - Other than end of fiscal year reports	
55-355NONh	KEN	Transportation officer appointments	A0001bAHRC, OPM/GOVT1
55-355PERk	T3	Government transportation requests	A0055-355aDALO
55-355PERm	K3	Transportation request registers	A0055-355bDALO
55-355PERn	KN	Transportation request reports	
55-355PERq	KN	Local transportation authorizations	A0055-355aDALO
601b2	K5	Military personnel procurement plans - Offices other than office having Army-wide responsibility	
715j1	KE3	Small purchases and modifications - Other than environmental issues	

Table B-3

Sample records list for command group

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1p2	KEN	Office service and supply files - Other information	
1x3	KEN	Civilian personnel time and attendance files - SF 71 or equivalent: If timecard has not been initialed by employee	T7335DFAS
1z	KEN	Office personnel locator	A0001DAPE
1aa1	T	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	OPM/GOVT-1, OPM/GOVT-2
1aa2	T	Office supervisory or manager employee records - Employee transferred	OPM/GOVT-1, OPM/GOVT-2
1aa3	T	Office supervisory or manager employee records - Employee is separated	OPM/GOVT-1, OPM/GOVT-2
1aa4	KEN	Office supervisory or manager employee records - Current employee	OPM/GOVT-1, OPM/GOVT-2
1bb	KEN	Office job descriptions	
1hh	T6.25	Office temporary duty travel	T7333DFAS
1jj	KEN	Reference publications	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-1m2	KN	Conferences - Participants' files	
1-201a	KN	Inspection, survey, and staff visit coordination files - Office performing survey	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
1-201d	KEN	Staff visits - Office conducting visit	
5-4a2	T10	Management improvement projects - Offices other than HQDA, MACOM, and SUBMACOM	
11-2a3	KEN	Management Control Program - Other than office with Army-wide responsibility: Management control evaluations (MCE)	

Table B-3

Sample records list for command group--continued

RN	Disposition Code	Record Title	Privacy Act Number
11-2a4	K3	Management Control Program - Other than office with Army-wide responsibility: Documents other than management control evaluations	
37	KEN	General financial administration correspondence files	
105	KEN	General communications-electronics correspondence files	
310	KEN	General military publications correspondence files	
570-4a1	KEN	Manpower surveys - Schedules	
570-4a2	KEN	Manpower surveys - Surveys and supporting documentation, except schedules	
570-4j2	KN	Manpower reports - Offices of the Army Staff: Other than year-end reports	
672-20b	KE2	Incentive award cases	A0690-200DAPE
690	KEN	General civilian personnel correspondence files	
690-12b2	K2	EEO reports - Offices other than office with Army-wide responsibility	
690-400a2	K2	Civilian training programs - Offices other than operating personnel offices	
690-400k	KEN	Records of training	OPM/GOVT-1
870-5a	TP	MTOE Organizational History Files	

Table B-4

Sample records list for education services specialist

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1c	KEN	Office inspections and surveys	
1f	KN	Office organization files	
1p2	KEN	Office service and supply files - Other information	
1hh	T6.25	Office temporary duty travel	T7333DFAS
1jj	KEN	Reference publications	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-1m2	KN	Conferences - Participants' files	
1-20e	K2	Congressional correspondence	A0001-20SALL
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
5-4a2	T10	Management improvement projects - Offices other than HQDA, MACOM, and SUBMACOM	
10	KEN	General organization and functions correspondence files	
10-5a1	K6	Organization plans - Offices responsible only for the intra-Army review, comment, or contribution of information	
25	KEN	General information management correspondence files	
145	KEN	General Reserve Officers Training Corps (ROTC) correspondence files	
350	KEN	General training correspondence files	
350-1d2	K2	Training operations - TOE units and other offices	
350-1q2	K2	School reports - Schools and other offices	A0351DAPE
351	KEN	General schools correspondence files	
351-9a2	KEN	School visits - Offices other than school or training center making the visit	

Table B-4

Sample records list for education services specialist--continued

RN	Disposition Code	Record Title	Privacy Act Number
360	KEN	General Army information correspondence files	
600-25c3	KEN	Ceremonies - Offices other than office having Army-wide responsibility	A0600-25MDW
601	KEN	General personnel procurement correspondence files	
601-208a2	K2	Recruiting publicity campaigns - Offices other than offices having Army-wide responsibility	
601-208b	KN	Recruiting advertising media	
601-210d	KEN	Recruiting centers of influence	A0601-210DAPE
601-210g	T7	Inquiry and eligibility for enlistment files	A0601-210aUSAREC
601-222d	KN	Qualification test answers	A0601-210aUSAREC
601-222e3	K2	Test development	
621	KEN	General education correspondence files	
621-1c	KEN	Civilian school admissions	A0621-1DASG
621-5a2	K2	Educational development programs - Offices other than offices with Army-wide responsibility or MACOMS	A0621-1DAPE
690	KEN	General civilian personnel correspondence files	
690-400a2	K2	Civilian training programs - Offices other than operating personnel offices	
710-2c	KEN	Hand receipts	A0710-2bDALO

Table B-5

Sample records list for family support

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-1m2	KN	Conferences - Participants' files	
37	KEN	General financial administration correspondence files	
37-2-10m	T5	Other finance and fiscal reporting files	
40	KEN	General medical services correspondence files	
40-3j1	T5	Emergency medical treatment vouchers - Other vouchers	A0040DASG
40-3j2	T10	Emergency medical treatment vouchers - Incomplete or disapproved	A0040DASG
40-3p	T3	Medical reviews	A0040-3aDASG
40-3q	T5	Medical boards	A0040-3bDASG
40-3r	T2	Physical evaluation boards	A0040-3bDASG
40-330b	TE3	Medical service accounts	A0040DASG
215	KEN	General morale, welfare, and recreation correspondence files	
215-1d	TE3	NAF accounts	T7290(DFAS)
215-1d	TE3	NAF accounts (bound books, ledgers, and journals)	T7290(DFAS)
600-19a	K6	Quality of life administrative files	
608-1a1	KEN	Army Community Service (ACS) program - Program facility reports, and USDA and Title XX agreement and management files above; and similar documents and information	A0608bCFSC

Table B-5

Sample records list for family support--continued

RN	Disposition Code	Record Title	Privacy Act Number
608-1a2	KEN	Army Community Service (ACS) program - ACS registration cards	A0608bCFSC
608-1a3	KEN	Army Community Service (ACS) program - Lending closet property files	A0608bCFSC
608-1a4	KEN	Army Community Service (ACS) program - Installation fact sheets and Summary listing of facilities for the handicapped	A0608bCFSC
608-1a5	KEN	Army Community Service (ACS) program - ACS program reports and summaries	A0608bCFSC
608-1a6	KEN	Army Community Service (ACS) program - Volunteer service records	A0608bCFSC
608-1a7	KEN	Army Community Service (ACS) program - Volunteer timecards	A0608bCFSC
608-1a8	KEN	Army Community Service (ACS) program - Volunteer agreements	A0608bCFSC

Table B-6

Sample records list for information management

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1f	KN	Office organization files	
1o	K1	Office financial files	
1p2	KEN	Office service and supply files - Other information	
1bb	KEN	Office job descriptions	
1hh	T6.25	Office temporary duty travel	T7333DFAS
1oo	KEN	Policies and precedents	
1-201a	KN	Inspection, survey, and staff visit coordination files - Office performing survey	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
1-201d	KEN	Staff visits - Office conducting visit	
5b2	KE3	Agreements - Understandings and agreements not involving transfer of personnel spaces and materiel	
25	KEN	General information management correspondence files	
25d	U	Public Key Infrastructure (PKI) Certificates	K270-01(DISA)
25e	T5	Certification of Sanitization/Destruction of DoD Computer Hard Drives	
25-1d	KEN	Information manager designations/appointments	OPM/GOVT1
25-1e1	KEN	Capability request for IMA resources - Approved requirements	
25-1e2	KN	Capability request for IMA resources - Disapproved requirements	
25-1i	K6	Records Management Program	
25-1t	KN	Telephone circuit usage reports	
25-1w1	KEN	Telephone service administration - Work orders and related information	
25-1w2	KEN	Telephone service administration - Contracts and related information	
25-1aaa	U	Video teleconferencing	
25-1eee	KN	Automation inventory files	
25-1ppp3	KEN	Life Cycle Management of Information Management Systems - Nontactical: Office of Major command and subcommand headquarters: Records relating to CONUS facilities or installations	

Table B-6

Sample records list for information management--continued

RN	Disposition Code	Record Title	Privacy Act Number
25-1ppp5	KEN	Life Cycle Management of Information Management Systems - Nontactical: Office of Major command and subcommand headquarters: Records relating to disapproved requirements in CONUS and OCONUS	
25-2j	KEN	Password user identification and equipment identification	A0025-2SAIS
25-30zz	KN	Office copier files	
25-50a	KEN	Delegation of signature authority	
380-5a	KEN	Security briefings and debriefings	A0380-67DAMI
715j1	KE3	Small purchases and modifications - other than environmental issues	

Table B-7

Sample records list for operations

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1c	KEN	Office inspections and surveys	
1e	KEN	Housekeeping instructions	
1g	KEN	Office record transmittals	
1j	KEN	Reference publications	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-1m2	KN	Conferences - Participants' files	
600-8-105a1	T56	Personnel-type orders - Approving or issuing authority	
601a4	K2	Military personnel procurement statistics - Reporting agencies	
601c	KN	Military personnel procurement quotas - Establishing office	
601-210e	TE2	Recruiter Impropriety (RI) investigations	A0601-210bUSAREC
601-210f	T3	Enlistment contracts	A0601-210DAPE
601-210g	T7	Inquiry and eligibility for enlistment files	A0601-210aUSAREC
601-210i	KEN	Recruiting Station Management Files	

Table B-8

Sample records list for Rctg Co

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1f	KN	Office organization files	
1n1	K2	Office mail controls - Accountable mail receipts	
1n2	K.25	Office mail controls - Documents other than accountable mail receipts	
1p2	KEN	Office service and supply files - Other information	
1q	KEN	Office property records	
1v1	KEN	Access controls - Appointment documents, access rosters, and local control procedures	
1v2	K.25	Access controls - Key and lock control	
1v3	KEN	Access controls - Forms used to record entry into vaults or containers	

Table B-8
Sample records list for Rctg Co--continued

RN	Disposition Code	Record Title	Privacy Act Number
1v4	K1	Access controls - Other information	
1w	KN	Office general personnel files	A0001SAIS
1z	KEN	Office personnel locator	A0001DAPE
1hh	T6.25	Office temporary duty travel	T7333DFAS
1jj	KEN	Reference publications	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
25	KEN	General information management correspondence files	
25-30n	KN	Accountable form receipts and issues	
25-30nn1	KEN	Training media files - Lesson plans	
25-30nn2	K1	Training media files - records other than lesson plans	
25-30ss	KN	Combat/training development technical references	
25-51a	K2	Official indicia costs	
37	KEN	General financial administration correspondence files	
58	KEN	General motor transportation correspondence files	
58-1b	KEN	Equipment daily utilization files	
340	KEN	General office management correspondence	
350	KEN	General training correspondence files	
350-1j2	KN	Individual training files - CTT	OPM/GOVT1, A0600-8-104AHRC
350-1j3	KEN	Individual training files - Other records than CTT	OPM/GOVT1, A0600-8-104AHRC
350-1q2	K2	School reports - Schools and other offices	A0351DAPE
360	KEN	General Army information correspondence files	
360-61a	K5	Army-community relations	
380	KEN	General security correspondence files	
385	KEN	General safety correspondence files	
405-10j2	KE2	Recruiting facilities - Offices other than HQ USACE	
600	KEN	General personnel correspondence files	
600-8-3a	KE2	Postal personnel designations	A0065AHRC
600-8-10a	KEN	Leave of absence files	A0001bAHRC
600-8-10b	KEN	Leave control logs	A0001bAHRC
600-8-19a	T2	Promotion eligibility rosters	A0600-8-104bAHRC
600-8-104a	KEN	Informational personnel files	A0600-8-104AHRC, A0001bAHRC
600-9a	KEN	Weight controls	A0600-8-104AHRC
600-20a2	K2	EO reports - TOE units and other offices	
600-85a2	K2	Alcohol and drug abuse management files - Other offices and TOE units	
601	KEN	General personnel procurement correspondence files	
601a4	K2	Military personnel procurement statistics - Reporting agencies	
601b2	K5	Military personnel procurement plans - Offices other than office having Army-wide responsibility	
601c	KN	Military personnel procurement quotas - Establishing offices	
601-100a	K1	Appointment applications	A0601-100AHRC
601-208a2	K2	Recruiting publicity campaigns - Offices other than offices having Army-wide responsibility	

Table B-8
Sample records list for Rctg Co--continued

RN	Disposition Code	Record Title	Privacy Act Number
601-208b	KN	Recruiting advertising media	
601-210i	KEN	Recruiting Station Management Files	
601-222a	KEN	Test material accountability	
601-222c	KN	Test material destruction files	
601-222d	KN	Qualification test answers	A0601-210aUSAREC
601-270a	KN	Examination/enlistment files	A0601-270USMEPCOM
601-280a	KEN	Reenlistment eligibility	A0601-280bAHRC, A0635-5AHRC
608	KEN	General personal affairs correspondence files	
612	KEN	General personnel processing correspondence files	
612-201a	KN	Personnel processing activities reports	
614-200a	T1	Eligibility determinations	A0600-8-104AHRC
614-200b1	TE1	Enlisted assignments - other than AHRC offices	A0600-8-104AHRC
635	KEN	General personnel separations correspondence files	
672	KEN	General decorations, awards, and honors correspondence files	
710-2c	KEN	Hand receipts	A0710-2bDALO
738	KEN	General maintenance management correspondence files	

Table B-9
Sample records list for G-1 or S-1

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1c	KEN	Office inspections and surveys	
1f	KN	Office organization files	
1g	KEN	Office record transmittals	
1p1	KEN	Office service and supply files - DA Form 12-series	
1p2	KEN	Office service and supply files - Other information	
1z	KEN	Office personnel locator	A0001DAPE
1bb	KEN	Office job descriptions	
1ff	KEN	Office standards of conduct files	A0001bAHRC, OPM/GOVT-1
1hh	T6.25	Office temporary duty travel	T7333DFAS
1jj	KEN	Reference publications	
1mm	KEN	Reading files	
1oo	KEN	Policies and precedents	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
1-201d	KEN	Staff visits - Office conducting visit	
25	KEN	General information management correspondence files	
25-30hh	KE1	Publication and form requisitions	
25-30jj	KEN	Publication stock record cards	
25-50a	KEN	Delegation of signature authority	
25-51a	K2	Official indicia costs	
25-51b	KEN	Postage meter licenses	
25-400-2a	TE6	Record disposition files	
25-400-2e	KN	Office file numbers (approvals)	
27-10f	T	Nonjudicial punishments	A0027-1DAJA
37	KEN	General financial administration correspondence files	
190-40a	KEN	Serious incident reports	A0190-40DAMO
220-1a3	K2	Readiness reports - TOE units and other offices	

Table B-9
Sample records list for G-1 or S-1--continued

RN	Disposition Code	Record Title	Privacy Act Number
385	KEN	General safety correspondence files	
570-4e2	K3	Manpower force documentation - Offices other than office having Army-wide responsibility	
600	KEN	General personnel correspondence files	
600-8b	KEN	Personnel information system reports	A0600-8-23AHRC
600-8c2	KEN	Personnel strength zero balance reports - Offices other than Personnel Automation Section	A0600-8-23AHRC
600-8e1	KN	Transmittal letters - JUMPS active Army	
600-8-1e	U	Emergency data	A0600-8-1aAHRC
600-8-2a1	TE1	Personnel action suspense reports - DA Form 268	A0600-8-104AHRC
600-8-2a2	KE.25	Personnel action suspense reports - Information other than DA Form 268	A0600-8-104AHRC
600-8-2b	KEN	Flagging system management	A0600-8-23AHRC
600-8-3a	KE2	Postal personnel designations	A0065AHRC
600-8-3b2	KE1	Postal losses and shortages - TOE units and other offices	
600-8-3g	K1	Post office accountable mail receipts	
600-8-4a	T5	Line of duty files	A0600-8-1bAHRC
600-8-6a	K.5	Military personnel registers	
600-8-6b3	KN	Army strength reports - TOE units and other offices	A0680-31bAHRC, A0600-8aDAPE
600-8-10a	KEN	Leave of absence files	A0001bAHRC
600-8-10b	KEN	Leave control logs	A0001bAHRC
600-8-19a	T2	Promotion eligibility rosters	A0600-8-104bAHRC
600-8-19b2	K5	Enlisted selection board reporting files - Other office and TOE units	A0600-8-104bAHRC
600-8-19c	T1	Promotion eligibility determinations	A0600-8-104bAHRC
600-8-19d	TE1	Enlisted promotions	A0600-8-104bAHRC
600-8-22b2	T25	Military award cases - Approval and disapproval authority: Approved peacetime awards and disapproved awards	A0600-8-22AHRC
600-8-22b3	K2	Military award cases - Offices other than approval and disapproval authority	A0600-8-22AHRC
600-8-22f	T10	Decoration and award statistics	
600-8-22h	KEN	Proficiency awards	A0600-8-22AHRC
600-8-101a	KN	Departure clearances	A0600-8-101AHRC
600-8-104a	KEN	Informational personnel files	A0600-8-104AHRC, A0001bAHRC
600-8-105a1	T56	Personnel-type orders - Approving or issuing authority	
600-8-105c	TP	Permanent order record sets	
600-9a	KEN	Weight controls	A0600-8-104AHRC
600-20a2	K2	EO reports - TOE units and other offices	
600-85a2	K2	Alcohol and drug abuse management files - Other offices and TOE units	
600-85b3	KN	Alcohol and drug abuse statistics - Other offices and TOE units	
600-85e1	T3	Alcohol and drug abuse testing report files - Positive results	A0600-85DAPE
600-85e2	T1	Alcohol and drug abuse testing report files - Negative results	A0600-85DAPE
623	KEN	General personnel evaluation correspondence files	
870-5a	TP	MTOE Organizational History Files	

Table B-10

Sample records list for G-4 or S-4

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1f	KN	Office organization files	
1o	K1	Office financial files	
1p2	KEN	Office service and supply files - Other information	
1v1	KEN	Access controls - Appointment documents, access rosters, and local control procedures	
1v2	K.25	Access controls - Key and lock control registers	
1v3	KEN	Access controls - Forms used to record entry into vaults or containers	
1v4	K1	Access controls - Other information	
1z	KEN	Office personnel locator	A0001DAPE
1jj	KEN	Reference publications	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
5b2	KE3	Agreements - Understandings and agreements not involving transfer of personnel spaces and materiel	
11-2a3	KEN	Management Control Program - Other than office with Army-wide responsibility: Management control evaluations (MCE)	
11-2a4	K3	Management Control Program - Other than office with Army-wide responsibility: Documents other than management control evaluations	
25	KEN	General information management correspondence files	
30-22g	KN	Ration requests - Brigade or higher	
30-22h	KN	Ration request, issue, delivery, and account status files	
37g	K2	Commitment documents	
55	KEN	General transportation and travel correspondence files	
55-355FRTi	K2	Prepaid inbound bills of lading	T7332(DFAS)
55-355PERq	KN	Local transportation authorizations	A0055-355aDALO
58	KEN	General motor transportation correspondence files	
58-1b	KEN	Equipment daily utilization files	
58-1c	KN	Administrative motor vehicle authorizations	
58-1d	KEN	Administrative motor vehicle requisitions	
58-1e	KEN	Administrative transport management surveys and inspections - MACOMs	
58-1i	KE3	Administrative motor service cost and performance reports	
58-1q	KEN	Vehicle titles	
71-32g	KEN	Equipment tables	
210-50c	KEN	Leased Bachelor Housing	
210-50h	KEN	Family housing leasing files	A0210-50DAIM
210-50u	KN	Unaccompanied personnel housing (UPH) and guest housing (GH) files	A0210-50DAIM
385	KEN	General safety correspondence files	
385-10c	KN	Safety awareness files	
385-10f4	K5	Accident and incident cases - Offices other than USASC or USACE and reports in 385-10f2 & 3	A0385-10/40ASO
385-40a2	K5	Accident experiences - Offices other than office having Army-wide responsibility	
405	KEN	General real estate correspondence files	

Table B-10

Sample records list for G-4 or S-4--continued

RN	Disposition Code	Record Title	Privacy Act Number
405-10j2	KE2	Recruiting facilities - Offices other than HQ USACE	
600-8-22a	KN	Decoration and award issuances	
600-55c	KEN	Equipment operator permit registers	A0600-55DAMO
700	KEN	General logistics correspondence files	
700-4a	KN	Customer supply assistance reports	
700-84a	KEN	Personal property accounts - (Clothing bag items)	A0710-2cDALO
700-84c	KN	Clothing sale price lists	
710	KEN	General inventory management correspondence files	
710-1b	KEN	Equipment management surveys	
710-2a	TE2	Property book and supporting documents	
710-2a	TE1	Property book and supporting documents (DA Forms 3643)	
710-2a	TE2	Property book and supporting documents (DA Forms 3644)	
710-2b	T3	Document registers - Office conducting inspection	
710-2c	KEN	Hand receipts	A0710-2bDALO
710-2d	KEN	Property record inspection and inventory reports	
710-2e	KEN	Property officer designations	A0710-2aDALO
710-2f	KN	Personal property accounting files (Organizational property)	
710-2g1	KEN	Soldier issue files - Hand receipts	A0710-2dDALO
710-2g3	KE.5	Soldier issue files - Personal clothing: Unit: Active Army	A0710-2dDALO
710-2m	KEN	Receipting authorities	
710-2t	KN	Unit supply reports	
710-2u	KEN	Administrative adjustment reports	
710-2dd	KEN	Nonaccountable property files	
715	KEN	General procurement correspondence files	
715h	KE2	Contracting officer designations	
715j1	KE3	Small purchases and modifications - Other than environmental issues	
725	KEN	General requisition and issue of supplies and equipment correspondence files	
725-50b1	KEN	Requisition suspense and status files	
725-50b2	K.5	Requisition suspense and status files - Offices other than stockroom	
725-50c	KN	Station supply reports	
725-50d	KEN	Priority requisitions	
735	KEN	General property accountability correspondence files	
735-5r1	TE5	Financial Liability Investigation of Property Loss files - Files involving pecuniary liability	A0027-1DAJA
735-5r2	KN	Financial Liability Investigation of Property Loss files - Other than pecuniary liability files	A0027-1DAJA
735-5t1	KEN	Relief from responsibility (liability admitted) files - DD Form 1131	A0027-1DAJA
735-5t2	KEN	Relief from responsibility (liability admitted) files - DD Form 362	A0027-1DAJA
738	KEN	General maintenance management correspondence files	
750	KEN	General maintenance of supplies and equipment correspondence files	
750-8a	KEN	Maintenance requests	
750-8b	KEN	Maintenance request registers	

Table B-11

Sample records list for support services specialist

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1hh	T6.25	Office temporary duty travel	T7333DFAS
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
1-201d	KEN	Staff visits - Office conducting visit	
5b2	KE3	Agreements - Understandings and agreements not involving transfer of personnel spaces and materiel	
25	KEN	General information management correspondence files	
25-1w1	KEN	Telephone service administration - Work orders and related information	
25-1w2	KEN	Telephone service administration - Contracts and related information	
210-50c	KEN	Leased Bachelor Housing	
210-50h	KEN	Family housing leasing files	A0210-50DAIM
210-50u	KN	Unaccompanied personnel housing (UPH) and guest housing (GH) files	A0210-50DAIM
405	KEN	General real estate correspondence files	
405-10j2	KE2	Recruiting facilities - Offices other than HQ USACE	
750	KEN	General maintenance of supplies and equipment correspondence files	
750-8a	KEN	Maintenance requests	
750-8b	KEN	Maintenance request registers	

Table B-12

Sample records list for training

RN	Disposition Code	Record Title	Privacy Act Number
1a	KEN	Office records list	
1b	KN	Office general management	
1c	KEN	Office inspections and surveys	
1p2	KEN	Office service and supply files - Other information	
1q	KEN	Office property records	
1hh	T6.25	Office temporary duty travel	T7333DFAS
1jj	KEN	Reference publications	
1mm	KEN	Reading files	
1nn	KN	Office message references	
1oo	KEN	Policies and precedents	
1	KEN	General administration correspondence files	
1-1m2	KN	Conferences - Participants' files	
1-201a	KN	Inspection, survey, and staff visit coordination files - Office performing survey	
1-201c	KEN	Command inspection program (SUBMACOM and below) - Office performing inspection	
1-201d	KEN	Staff visits - Office conducting visit	

Table B-12**Sample records list for training--continued**

RN	Disposition Code	Record Title	Privacy Act Number
350	KEN	General training correspondence files	
350-1a2	KN	Training inspections - TOE units and other offices	
350-1d2	K2	Training operations - TOE units and other offices	
350-1g	T2	Unit tests	
350-1j2	KN	Individual training files - CTT	OPM/GOVT1, A0600-8-104AHRC
350-1j3	KEN	Individual training files - Other records than CTT	OPM/GOVT1, A0600-8-104AHRC
600-9a	KEN	Weight controls	A0600-8-104AHRC
601	KEN	General personnel procurement correspondence files	

Appendix C
Record Labels

The following are examples of specific label dispositions for the more common RNs used within USAAC.

1a (KEN)	Office records list (Active) PIF when supsd or obs	1p2 (KEN)	Office service and supply files - Other information (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
1a (KEN)	Office records list (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	1q (KEN)	Office property records (Active) PIF when supsd, obs, or property turned in
1b (KN)	Office general management (06) Dest WNLN for conducting business, not later than Jan 13	1q (KEN)	Office property records (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
1c (KEN)	Office inspections and surveys (Active) PIF after next comparable survey or inspection	1v1 (KEN)	Access controls - Appointment documents, access rosters, and local control procedures (Active) PIF when supsd
1c (KEN)	Office inspections and surveys (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	1v1 (KEN)	Access controls - Appointment documents, access rosters, and local control procedures (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
1e (KEN)	Housekeeping instructions (Active) PIF when supsd or obs	1v2 (K.25)	Access controls - Key and lock control registers (Active) PIF when page is filled
1e (KEN)	Housekeeping instructions (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	1v2 (K.25)	Access controls - Key and lock control registers (Inactive) (Jan-Mar) (06) COFF 31 Mar 06, dest Jul 06
1f (KN)	Office organization files (06) Dest WNLN for conducting business, not later than Jan 13	1v2 (K.25)	Access controls - Key and lock control registers (Inactive) (Apr-Jun) (06) COFF 30 Jun 06, dest Oct 06
1g (KEN)	Office record transmittals (Active) PIF WNLN for admin or ref purposes	1v2 (K.25)	Access controls - Key and lock control registers (Inactive) (Jul-Sep) (06) COFF 30 Sep 06, dest Jan 07
1g (KEN)	Office record transmittals (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	1v2 (K.25)	Access controls - Key and lock control registers (Inactive) (Oct-Dec) (06) COFF 31 Dec 06, dest Apr 07
1n1 (K2)	Office mail controls - Accountable mail receipts (06) COFF 31 Dec 06, dest Jan 09	1v3 (KEN)	Access controls - Forms used to record entry into vaults or containers (Active) PIF on first entry on new form
1n2 (K.25)	Office mail controls - Documents other than accountable mail receipts (Jan-Mar) (06) COFF 31 Mar 06, dest Jul 06	1v3 (KEN)	Access controls - Forms used to record entry into vaults or containers (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13, except forms involved in an investigation will be kept until investigation complete
1n2 (K.25)	Office mail controls - Documents other than accountable mail receipts (Apr-Jun) (06) COFF 30 Jun 06, dest Oct 06	1v4 (K1)	Access controls - Other information (06) COFF 31 Dec 06, dest Jan 08
1n2 (K.25)	Office mail controls - Documents other than accountable mail receipts (Jul-Sep) (06) COFF 30 Sep 06, dest Jan 07	1w (KN)	Office general personnel files (06) PA Sys: A0001SAIS Dest WNLN for conducting business, not later than Jan 13
1n2 (K.25)	Office mail controls - Documents other than accountable mail receipts (Oct-Dec) (06) COFF 31 Dec 06, dest Apr 07	1x3 (KEN)	Civilian personnel time and attendance files - SF 71 or equivalent: If timecard has not been initialed by employee (Active) (06) PA Sys: T7335DFAS PIF after GAO audit or Jan 09, whichever is sooner
1o (K1)	Office financial files (06) COFF 31 Dec 06, dest Jan 08		
1p1 (KEN)	Office service and supply files - DA Form 12-series (Active) PIF when supsd or obs		
1p1 (KEN)	Office service and supply files - DA Form 12-series (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13		
1p2 (KEN)	Office service and supply files - Other information (Active) PIF upon completion of action or WNLN for current opns		

1x3 (KEN)	Civilian personnel time and attendance files - SF 71 or equivalent: If timecard has not been initialed by employee (Inactive) (06) PA Sys: T7335DFAS Dest WNLN for conducting business, not later than Jan 13	1mm (KEN)	Reading files (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
1z (KEN)	Office personnel locator (Active) PA Sys: A0001DAPE PIF when supsd, obs, or person sep or trf	1nn (KN)	Office message references (06) Dest WNLN for conducting business, not later than Jan 13
1z (KEN)	Office personnel locator (Inactive) (06) PA Sys: A0001DAPE Dest WNLN for conducting business, not later than Jan 13	1oo (KEN)	Policies and precedents (Active) PIF each document when supsd or obs. PIF entire file on discontinuance of organizational element to which it relates
1aa1 (T)	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights PA Sys: OPM/GOVT-1, OPM/GOVT-2 Place in Separation for Military Service File (1cc1 or 1cc2) when individual separates	1oo (KEN)	Policies and precedents (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
1aa2 (T)	Office supervisory or manager employee records - Employee transferred PA Sys: OPM/GOVT-1, OPM/GOVT-2 Send to gaining official when individual trf within same authority on installation	1 (KEN)	General administration correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
1aa3 (T)	Office supervisory or manager employee records - Employee is separated PA Sys: OPM/GOVT-1, OPM/GOVT-2 Give file to individual when sep or trf to installation with different authority, except DD Form 1435 will be sent to gaining authority	1 (KEN)	General administration correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
1aa4 (KEN)	Office supervisory or manager employee records - Current employee PA Sys: OPM/GOVT-1, OPM/GOVT-2 Review at end of year, dest documents that are suspd or no longer applicable	1-1b4 (K1)	Program and budget guidance - Offices other than Offices of the DA Staff responsible for preparation, approval, and issue or operating agencies (06) COFF 30 Sep 06, dest Oct 07
1bb (KEN)	Office job descriptions (Active) PIF when position abolished, job description supsd, or no longer needed for ref	1-1c (TE6.25)	Annual funding program files (06) COFF 30 Sep 06, dest Jan 13
1bb (KEN)	Office job descriptions (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	1-1d1 (TP)	Operating agency 5-year programming files - Offices responsible for preparation and issue (Active) PIF WNLN for conducting business
1ff (KEN)	Office standards of conduct files (Active) (06) PA Sys: A0001bAHRC; OPM/GOVT-1 PIF after next periodic application of procedure, or Jan 08 if procedure obs	1-1d1 (TP)	Operating agency 5-year programming files - Offices responsible for preparation and issue (Inactive) (06) COFF 31 Dec 06, trf RHA Jan 09, ret WNRC Jan 37, Permanent
1ff (KEN)	Office standards of conduct files (Inactive) (06) PA Sys: A0001bAHRC; OPM/GOVT-1 Dest WNLN for conducting business, not later than Jan 13	1-1e3 (TP)	Operating budgets - Other preparing offices: Final published COBs (Active) PIF WNLN for conducting business
1hh (T6.25)	Office temporary duty travel (06) PA Sys: T7333DFAS COFF 30 Sep 06, dest Jan 13	1-1e3 (TP)	Operating budgets - Other preparing offices: Final published COBs (Inactive) (06) COFF 31 Dec 06, trf RHA Jan 09, ret WNRC Jan 37, Permanent
1jj (KEN)	Reference publications (Active) Dest when suspd, obs, or no longer needed for ref, except accountable publications will be returned to supply channels	1-1e4 (K3)	Operating budgets - Other preparing offices - Records other than final published COBs (06) COFF 30 Sep 06, dest Oct 09
1jj (KEN)	Reference publications (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	1-1e5 (KEN)	Operating budgets - Other offices (Active) (06) PIF 30 Sep 06
1mm (KEN)	Reading files (Active) (06) PIF Jan 08 or WNLN for ref, whichever is sooner	1-1e5 (KEN)	Operating budgets - Other offices (Inactive) (06) Dest WNLN for conducting business, not later than Oct 12
		1-1i2 (K2)	DA budget estimates - Office other than offices responsible for preparation, consolidation, and approval (06) COFF 31 Dec 06, dest Jan 09
		1-1k2 (KE2)	Program and budget inputs - Submitting offices other than offices of DA Staff (06) COFF 30 Sep 06, dest Oct 08
		1-1m2 (KN)	Conferences - Participants' files (06) Dest WNLN for conducting business, not later than Jan 13

1-1r (TE6.25)	Budget execution files (06) COFF 30 Sep 06, dest Jan 13	25 (KEN)	General information management correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
1-20e (K2)	Congressional correspondence (06) PA Sys: A0001-20SALL COFF 31 Dec 06, dest Jan 09	25 (KEN)	General information management correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
1-201a (KN)	Inspection, survey, and staff visit coordination files - Office performing survey (06) Dest WNLN for conducting business, not later than Jan 13	25d (U)	Public Key Infrastructure (PKI) Certificates PA Sys: K270-01(DISA) Retain in CFA until disposition instructions are published
1-201c (KEN)	Command inspection program (SUBMACOM and below) - Office performing inspection (Active) PIF after next comparable survey or inspection	25e (T5)	Certification of Sanitization/Destruction of DoD Computer Hard Drives (06) COFF 31 Dec 06, dest Jan 12
1-201c (KEN)	Command inspection program (SUBMACOM and below) - Office performing inspection (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	25-1d (KEN)	Information manager designations/appointments (Active) PA Sys: OPM/GOVT1 PIF after termination of designation or appointment
1-201d (KEN)	Staff visits - Office conducting visit (Active) PIF after completion of next comparable visit	25-1d (KEN)	Information manager designations/appointments (Inactive) (06) PA Sys: OPM/GOVT1 Dest WNLN for conducting business, not later than Jan 13
1-201d (KEN)	Staff visits - Office conducting visit (Inactive) (06) COFF 31 Dec 06, dest Jan 13		
5b2 (KE3)	Agreements - Understandings and agreements not involving transfer of personnel spaces and materiel (Active) PIF after supersession, cancellation, or termination of agreement	25-1e1 (KEN)	Capability request for IMA resources - Approved requirements (Active) PIF after disposal of resource or termination of service
5b2 (KE3)	Agreements - Understandings and agreements not involving transfer of personnel spaces and materiel (Inactive) (06) COFF 31 Dec 06, dest Jan 10	25-1e1 (KEN)	Capability request for IMA resources - Approved requirements (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
5-4a2 (T10)	Management improvement projects - Offices other than HQDA, MACOM, and SUBMACOM (Active) PIF WNLN for conducting business	25-1e2 (KN)	Capability request for IMA resources - Disapproved requirements (06) Dest WNLN for conducting business, not later than Jan 13
5-4a2 (T10)	Management improvement projects - Offices other than HQDA, MACOM, and SUBMACOM (Inactive) (06) COFF 31 Dec 06, trf RHA Jan 08, dest Jan 17	25-1i (K6)	Records Management Program (06) COFF 31 Dec 06, dest Jan 13
10 (KEN)	General organization and functions correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	25-1t (KN)	Telephone circuit usage reports (06) Dest WNLN for conducting business, not later than Jan 13
10 (KEN)	General organization and functions correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	25-1w1 (KEN)	Telephone service administration - Work orders and related information (Active) PIF after completion of work or final payment
10-5a1 (K6)	Organization plans - Offices responsible only for the intra-Army review, comment, or contribution of information (06) COFF 31 Dec 06, dest Jan 13	25-1w1 (KEN)	Telephone service administration - Work orders and related information (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
11-2a3 (KEN)	Management Control Program - Other than office with Army-wide responsibility: Management control evaluations (MCE) (Active) PIF on receipt of next MCE	25-1w2 (KEN)	Telephone service administration - Contracts and related information (Active) PIF after termination
11-2a3 (KEN)	Management Control Program - Other than office with Army-wide responsibility: Management control evaluations (MCE) (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	25-1w2 (KEN)	Telephone service administration - Contracts and related information (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
11-2a4 (K3)	Management Control Program - Other than office with Army-wide responsibility: Documents other than management control evaluations (06) COFF 30 Sep 06, dest Oct 09	25-1aaa (U)	Video teleconferencing Retain in CFA until disposition instructions are published
		25-1eee (KN)	Automation inventory files (06) Dest WNLN for conducting business, not later than Jan 13

25-1ppp3 (KEN)	Life Cycle Management of Information Management Systems - Nontactical: Office of Major command and subcommand headquarters: Records relating to CONUS facilities or installations (Active) PIF when equipment is removed or replaced, or facility or installation discontinued	25-30zz (KN)	Office copier files (06) Dest WNLN for conducting business, not later than Jan 13
25-1ppp3 (KEN)	Life Cycle Management of Information Management Systems - Nontactical: Office of Major command and subcommand headquarters: Records relating to CONUS facilities or installations (Inactive) (06) Dest WNLN for conducting business, no later than Jan 13	25-50a (KEN)	Delegation of signature authority (Active) PIF upon retirement, change of duties, or change of position of individual for which specific authorization or responsibility has been delegated
25-1ppp5 (KEN)	Life Cycle Management of Information Management Systems - Nontactical: Office of Major command and subcommand headquarters: Records relating to disapproved requirements in CONUS and OCONUS (Active) PIF after disapproval of requirements	25-50a (KEN)	Delegation of signature authority (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
25-1ppp5 (KEN)	Life Cycle Management of Information Management Systems - Nontactical: Office of Major command and subcommand headquarters: Records relating to disapproved requirements in CONUS and OCONUS (Active) PIF after disapproval of requirements	25-51a (K2)	Official indicia costs (06) COFF 31 Dec 06, dest Jan 09
25-1ppp5 (KEN)	Life Cycle Management of Information Management Systems - Nontactical: Office of Major command and subcommand headquarters: Records relating to disapproved requirements in CONUS and OCONUS (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	25-51b (KEN)	Postage meter licenses (Active) PIF after disapproval or cancellation of license
25-2j (KEN)	Password user identification and equipment identification (Active) PA Sys: A0025-2SAIS PIF upon supersession	25-51b (KEN)	Postage meter licenses (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
25-2j (KEN)	Password user identification and equipment identification (Inactive) (06) PA Sys: A0025-2SAIS Dest WNLN for conducting business, not later than Jan 13	25-400-2a (TE6)	Record disposition files (Active) PIF after all records listed thereon have been dest or records have been trf to the National Archives
25-30n (KN)	Accountable form receipts and issues (06) Dest WNLN for conducting business, not later than Jan 13	25-400-2a (TE6)	Record disposition files (Inactive) (06) COFF 31 Dec 06, dest Jan 13
25-30hh (KE1)	Publication and form requisitions (Active) PIF after completion of job	25-400-2e (KN)	Office file numbers (approvals) (06) Dest WNLN for conducting business, not later than Jan 13
25-30hh (KE1)	Publication and form requisitions (Inactive) (06) COFF 31 Dec 06, dest Jan 08	27-10f (T)	Nonjudicial punishments PA Sys: A0027-1DAJA Dispose of according to AR 27-10
25-30jj (KEN)	Publication stock record cards (Active) PIF when card is filled, or on supersession, rescission, or obsolescence of form or publication	30-22g (KN)	Ration requests - Brigade or higher (06) Dest WNLN for conducting business, not later than Jan 13
25-30jj (KEN)	Publication stock record cards (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	30-22h (KN)	Ration request, issue, delivery, and account status files (06) Dest WNLN for conducting business, not later than Jan 13
25-30nn1 (KEN)	Training media files - Lesson plans (Active) PIF when supsd or obs	37 (KEN)	General financial administration correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
25-30nn1 (KEN)	Training media files - Lesson plans (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	37 (KEN)	General financial administration correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
25-30nn2 (K1)	Training media files - records other than lesson plans (06) COFF 31 Dec 06, dest Jan 08	37a (KEN)	Individual Travel Charge Card Program Administration (Active) PA Sys: GSA/GOVT-3 PIF when card no longer authorized or individual trf or sep
25-30ss (KN)	Combat/training development technical references (06) Dest WNLN for conducting business, not later than Jan 13	37a (KEN)	Individual Travel Charge Card Program Administration (Inactive) (06) PA Sys: GSA/GOVT-3 Dest WNLN for conducting business, not later than Oct 12
		37g (K2)	Commitment documents (06) COFF 30 Sep 06, dest Oct 08
		37y (TE6.25)	Defense Travel System (DTS), DTS-Archive (Active) PA Sys: A0037-1MTMC PIF after final payment to traveler and/or travel service vendor

37y (TE6.25)	Defense Travel System (DTS), DTS-Archive (Inactive) (06) PA Sys: A0037-1MTMC COFF 30 Sep 06, dest Jan 13	55 (KEN)	General transportation and travel correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
37z (T6.25)	Government Credit Card Certifying/Billing Officer's Accounts Files (06) COFF 30 Sep 06, dest Jan 13	55 (KEN)	General transportation and travel correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
37aa (KEN)	Certifying/accountable officials appointments (Active) PIF after rescission or termination of appointment	55-355FRTi (K2)	Prepaid inbound bills of lading (06) PA Sys: T7332(DFAS) COFF 31 Dec 06, dest Jan 09
37aa (KEN)	Certifying/accountable officials appointments (Inactive) (06) Dest WNLN for conducting business, not later than Oct 12	55-355NONh (KEN)	Transportation officer appointments (Active) PA Sys: A0001bAHRC; OPM/GOVT1 PIF after appointment terminated
37-2-10m (T5)	Other finance and fiscal reporting files (Active) PIF WNLN for conducting business	55-355NONh (KEN)	Transportation officer appointments (Inactive) (06) PA Sys: A0001bAHRC and OPM/GOVT1 Dest WNLN for conducting business, no later than Jan 13
37-2-10m (T5)	Other finance and fiscal reporting files (Inactive) (06) COFF 30 Sep 06, dest Oct 11		
37-49a1 (K5)	Budget formulation and presentation files - Annual reports (06) COFF 30 Sep 06, dest Oct 11	55-355PERk (T3)	Government transportation requests (06) PA Sys: A0055-355aDALO COFF 31 Dec 06, dest Jan 10
37-49a2 (K3)	Budget formulation and presentation files - Other than end of fiscal year reports (06) COFF 30 Sep 06, dest Oct 09	55-355PERm (K3)	Transportation request registers (06) PA Sys: A0055-355bDALO COFF 31 Dec 06, dest Jan 10
40 (KEN)	General medical services correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	55-355PERn (KN)	Transportation request reports (06) Dest WNLN for conducting business, not later than Jan 13
40 (KEN)	General medical services correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	55-355PERq (KN)	Local transportation authorizations (06) PA Sys: A0055-355aDALO Dest WNLN for conducting business, not later than Jan 13
40-3j1 (T5)	Emergency medical treatment vouchers - Other vouchers (06) PA Sys: A0040DASG COFF 31 Dec 06, dest Jan 12	58 (KEN)	General motor transportation correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
40-3j2 (T10)	Emergency medical treatment vouchers - Incomplete or disapproved (06) PA Sys: A0040DASG COFF 31 Dec 06, trf RHA Jan 09, dest Jan 17	58 (KEN)	General motor transportation correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
40-3p (T3)	Medical reviews (06) PA Sys: A0040-3aDASG COFF 31 Dec 06, dest Jan 10	58-1b (KEN)	Equipment daily utilization files (Active) PIF after req trf of information to other records
40-3q (T5)	Medical boards (06) PA Sys: A0040-3bDASG COFF 31 Dec 06, dest Jan 12	58-1b (KEN)	Equipment daily utilization files (Inactive) (06) Dest WNLN for conducting business, no later than Jan 13, unless required for accident investigation or State gas tax purposes
40-3r (T2)	Physical evaluation boards (06) PA Sys: A0040-3bDASG COFF 31 Dec 06, dest Jan 09	58-1c (KN)	Administrative motor vehicle authorizations (06) Dest WNLN for conducting business, not later than Jan 13
40-330b (TE3)	Medical service accounts (Active) PA Sys: A0040DASG PIF after completion of collection action or inclusion in uncollectible accounts report	58-1d (KEN)	Administrative motor vehicle requisitions (Active) PIF after completion or cancellation of requisition
40-330b (TE3)	Medical service accounts (Inactive) (06) PA Sys: A0040DASG COFF 31 Dec 06, dest Jan 10	58-1d (KEN)	Administrative motor vehicle requisitions (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
		58-1e (KEN)	Administrative transport management surveys and inspections - MACOMs (Active) PIF after next comparable survey or inspection

58-1e (KEN)	Administrative transport management surveys and inspections - MACOMs (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	210-50u (KN)	Unaccompanied personnel housing (UPH) and guest housing (GH) files (06) PA Sys: A0210-50DAIM Dest WNLN for conducting business, not later than Jan 13
58-1i (KE3)	Administrative motor service cost and performance reports (Active) PIF after discontinuance of ledger	215 (KEN)	General morale, welfare, and recreation correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
58-1i (KE3)	Administrative motor service cost and performance reports (Inactive) (06) COFF 31 Dec 06, dest Jan 10	215 (KEN)	General morale, welfare, and recreation correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
58-1q (KEN)	Vehicle titles (Active) PIF on sale, salvage, or other final disposition of related vehicle	215-1d (TE3)	NAF accounts (Active) PA Sys: T7290(DFAS) PIF after completion of next comparable audit
58-1q (KEN)	Vehicle titles (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	215-1d (TE3)	NAF accounts (Inactive) (06) PA Sys: T7290(DFAS) COFF 31 Dec 06, dest Jan 10
71-32g (KEN)	Equipment tables (Active) PIF when supsd or obs	215-1d (TE3)	NAF accounts (bound books, ledgers, and journals) (Active) PA Sys: T7290(DFAS) PIF after date of last entry therein
71-32g (KEN)	Equipment tables (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	215-1d (TE3)	NAF accounts (bound books, ledgers, and journals) (Inactive) (06) PA Sys: T7290(DFAS) COFF 31 Dec 06, dest Jan 10
105 (KEN)	General communications-electronics correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	220-1a3 (K2)	Readiness reports - TOE units and other offices (06) COFF 31 Dec 06, dest Jan 09
105 (KEN)	General communications-electronics correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	310 (KEN)	General military publications correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
145 (KEN)	General Reserve Officers Training Corps (ROTC) correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	310 (KEN)	General military publications correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
145 (KEN)	General Reserve Officers Training Corps (ROTC) correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	340 (KEN)	General office management correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
190-40a (KEN)	Serious incident reports (Active) PA Sys: A0190-40DAMO PIF after completion or receipt of final report	340 (KEN)	General office management correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
190-40a (KEN)	Serious incident reports (Inactive) (06) PA Sys: A0190-40DAMO Dest WNLN for conducting business, not later than Jan 13	350 (KEN)	General training correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
210-50c (KEN)	Leased Bachelor Housing (Active) PIF after termination of lease	350 (KEN)	General training correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
210-50c (KEN)	Leased Bachelor Housing (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	350-1a2 (KN)	Training inspections - TOE units and other offices (06) Dest WNLN for conducting business, not later than Jan 13
210-50h (KEN)	Family housing leasing files (Active) PA Sys: A0210-50DAIM PIF after lease terminates, is canceled, lapses, or any litigation is concluded	350-1d2 (K2)	Training operations - TOE units and other offices (06) COFF 31 Dec 06, dest Jan 09
210-50h (KEN)	Family housing leasing files (Inactive) (06) PA Sys: A0210-50DAIM Dest WNLN for conducting business, not later than Jan 13	350-1g (T2)	Unit tests (Active) PIF WNLN for conducting business
		350-1g (T2)	Unit tests (Inactive) (06) COFF 31 Dec 06, dest Jan 09

350-1j2 (KEN)	Individual training files - CTT (06) PA Sys: OPM/GOVT1; A0600-8-104AHRC Dest WNLN for conducting business, not later than Jan 13	360-81a2 (K2)	Command information reports - Offices other than office having Army-wide responsibility and requiring report (06) COFF 31 Dec 06, dest Jan 09
350-1j3 (KEN)	Individual training files - Other records than CTT (Active) PA Sys: OPM/GOVT1; A0600-8-104AHRC PIF upon trf or sep	360-81b (K2)	Information publication distribution files (06) PA Sys: A0360SAIS COFF 31 Dec 06, dest Jan 09
350-1j3 (KEN)	Individual training files - Other records than CTT (Inactive) (06) PA Sys: OPM/GOVT1; A0600-8-104AHRC Fwd those specified by AR 600-8-104 with MPRJ, dest remainder WNLN for conducting business, not later than Jan 13	360-81c3 (KN)	Newspaper files - Reference sets (06) Dest WNLN for conducting business, not later than Jan 13
350-1q2 (K2)	School reports - Schools and other offices (06) PA Sys: A0351DAPE COFF 31 Dec 06, dest Jan 09	380 (KEN)	General security correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
351 (KEN)	General schools correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	380 (KEN)	General security correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
351 (KEN)	General schools correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	380-5a (KEN)	Security briefings and debriefings (Active) PA Sys: A0380-67DAMI PIF after trf or sep of person
351-9a2 (KEN)	School visits - Offices other than school or training center making the visit (Active) PIF after next comparable visit	380-5a (KEN)	Security briefings and debriefings (Inactive) (06) PA Sys: A0380-67DAMI Dest WNLN for conducting business, not later than Jan 13
351-9a2 (KEN)	School visits - Offices other than school or training center making the visit (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	385 (KEN)	General safety correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
360 (KEN)	General Army information correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	385 (KEN)	General safety correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
360 (KEN)	General Army information correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	385-10c (KN)	Safety awareness files (06) Dest WNLN for conducting business, not later than Jan 13
360-5b3 (K5)	News media and releases - Offices other than office having Army-wide responsibility or offices in a combat environment, or designated as combat support elements, and offices having Army-wide responsibility (06) COFF 31 Dec 06, dest Jan 12	385-10f4 (K5)	Accident and incident cases - Offices other than USASC or USACE and reports in 385-10f2 & 3 (06) PA Sys: A0385-10/40ASO COFF 30 Sep 06, dest Oct 11
360-5d (K2)	Public inquiries (06) PA Sys: A0025-55SAIS COFF 31 Dec 06, dest Jan 09	385-40a2 (K5)	Accident experiences - Offices other than office performing Army-wide responsibility (06) COFF 30 Sep 06, dest Oct 11
360-5e (KE2)	Biographies (Active) PA Sys: A0360-5SAPA PIF after ret, trf, sep, or death of person concerned, or on discontinuance	405 (KEN)	General real estate correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
360-5e (KE2)	Biographies (Inactive) (06) PA Sys: A0360-5SAPA COFF 31 Dec 06, dest Jan 09	405 (KEN)	General real estate correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
360-61a (K5)	Army community relations (06) COFF 31 Dec 06, dest Jan 12	405-10j2 (KE2)	Recruiting facilities - Offices other than HQ USACE (Active) PIF after termination of lease or disposal of property
360-61c2 (K2)	Public appearance schedule reports - Reporting offices (06) PA Sys: A0360-5SAPA COFF 31 Dec 06, dest Jan 09	405-10j2 (KE2)	Recruiting facilities - Offices other than HQ USACE (Inactive) (06) COFF 31 Dec 06, dest Jan 09
		570-4a1 (KEN)	Manpower surveys - Schedules (Active) PIF after next report
		570-4a1 (KEN)	Manpower surveys - Schedules (Inactive) (06) Dest WNLN for conducting business, not later than Oct 12
		570-4a2 (KEN)	Manpower Surveys - Surveys and supporting documentation, except schedules (Active) PIF upon implementation of next workforce survey or other staffing standards

570-4a2 (KEN)	Manpower surveys - Surveys and supporting documentation, except schedules (Inactive) (06) Dest WNLN for conducting business, not later than Oct 12	600-8-2a2 (KE.25)	Personnel action suspense reports - Information other than DA Form 268 (Inactive) (Jan-Mar) (06) PA Sys: A0600-8-104AHRC COFF 31 Mar 06, dest Jul 06
570-4e2 (K3)	Manpower force documentation - Offices other than office having Army-wide responsibility (06) COFF 30 Sep 06, dest Oct 09	600-8-2a2 (KE.25)	Personnel action suspense reports - Information other than DA Form 268 (Inactive) (Apr-Jun) (06) PA Sys: A0600-8-104AHRC COFF 30 Jun 06, dest Oct 06
570-4j2 (KN)	Manpower reports - Offices of the Army Staff: Other than year-end reports (06) Dest WNLN for conducting business, not later than Oct 12	600-8-2a2 (KE.25)	Personnel action suspense reports - Information other than DA Form 268 (Inactive) (Jul-Sep) (06) PA Sys: A0600-8-104AHRC COFF 30 Sep 06, dest Jan 07
600 (KEN)	General personnel correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	600-8-2a2 (KE.25)	Personnel action suspense reports - Information other than DA Form 268 (Inactive) (Oct-Dec) (06) PA Sys: A0600-8-104AHRC COFF 31 Dec 06, dest Apr 07
600 (KEN)	General personnel correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	600-8-2b (KEN)	Flagging system management (Active) PA Sys: A0600-8-23AHRC PIF after completion of reviews and actions
600-8b (KEN)	Personnel information system reports (Active) PA Sys: A0600-8-23AHRC PIF when requirements of DA Pam 600-8 met	600-8-2b (KEN)	Flagging system management (Inactive) (06) PA Sys: A0600-8-23AHRC Dest WNLN for conducting business, not later than Jan 13
600-8b (KEN)	Personnel information system reports (Inactive) (06) PA Sys: A0600-8-23AHRC Dest WNLN for conducting business, not later than Jan 13	600-8-3a (KE2)	Postal personnel designations (Active) PA Sys: A0065AHRC PIF after designation terminated
600-8c2 (KEN)	Personnel strength zero balance reports - Offices other than Personnel Automation Section (Active) (06) PA Sys: A0600-8-23AHRC PIF after receipt of next copy for units or after Jan 08 for Battalion S1 or equivalent	600-8-3a (KE2)	Postal personnel designations (Inactive) (06) PA Sys: A0065AHRC COFF 31 Dec 06, dest Jan 09
600-8c2 (KEN)	Personnel strength zero balance reports - Offices other than Personnel Automation Section (Inactive) (06) PA Sys: A0600-8-23AHRC Dest WNLN for conducting business, not later than Jan 13	600-8-3b2 (KE1)	Postal losses and shortages - TOE units and other offices (Active) PIF after completion of investigation
600-8e1 (K.25)	Transmittal letters - JUMPS active Army (Jan-Mar) (06) COFF 31 Mar 06, dest Jul 06	600-8-3b2 (KE1)	Postal losses and shortages - TOE units and other offices (Inactive) (06) COFF 31 Dec 06, dest Jan 08
600-8e1 (K.25)	Transmittal letters - JUMPS active Army (Apr-Jun) (06) COFF 30 Jun 06, dest Oct 06	600-8-3g (K1)	Post office accountable mail receipts (06) COFF 31 Dec 06, dest Jan 08
600-8e1 (K.25)	Transmittal letters - JUMPS active Army (Jul-Sep) (06) COFF 30 Sep 06, dest Jan 07	600-8-4a (T5)	Line of duty files (06) PA Sys: A0600-8-1bAHRC COFF 31 Dec 06, dest Jan 12
600-8e1 (K.25)	Transmittal letters - JUMPS active Army (Oct-Dec) (06) COFF 31 Dec 06, dest Apr 07	600-8-6a (K.5)	Military personnel registers (Jan-Jun) (06) COFF 30 Jun 06, dest Jan 07
600-8-1e (U)	Emergency data PA Sys: A0600-8-1aAHRC Retain in CFA until disposition instructions are published	600-8-6a (K.5)	Military personnel registers (Jul-Dec) (06) COFF 31 Dec 06, dest Jul 07
600-8-2a1 (TE1)	Personnel action suspense reports - DA Form 268 (Active) PA Sys: A0600-8-104AHRC PIF after close of case	600-8-6b3 (KN)	Army strength reports - TOE units and other offices (06) PA Sys: A0680-31bAHRC; A0600-8aDAPE Dest WNLN for conducting business, not later than Jan 13
600-8-2a1 (TE1)	Personnel action suspense reports - DA Form 268 (Inactive) (06) PA Sys: A0600-8-104AHRC COFF 31 Dec 06, dest Jan 08	600-8-10a (KEN)	Leave of absence files (Active) (06) PA Sys: A0001bAHRC PIF after GAO audit or Oct 09, whichever is sooner
600-8-2a2 (KE.25)	Personnel action suspense reports - Information other than DA Form 268 (Active) PA Sys: A0600-8-104AHRC PIF after close of case	600-8-10a (KEN)	Leave of absence files (Inactive) (06) PA Sys: A0001bAHRC Dest WNLN for conducting business, not later than Oct 12

600-8-10b (KEN)	Leave control logs (Active) (06) PA Sys: A0001bAHRC PIF after GAO audit or Oct 12, whichever is sooner	600-8-104a (KEN)	Informational personnel files (Inactive) (06) PA Sys: A0600-8-104AHRC; A0001bAHRC Dest WNLN for conducting business, not later than Jan 13
600-8-10b (KEN)	Leave control logs (Inactive) (06) PA Sys: A0001bAHRC Dest WNLN for conducting business, not later than Oct 12	600-8-105a1 (T56)	Personnel-type orders - Approving or issuing authority (06) COFF 31 Dec 06, trf RHA Jan 09, ret WNRC Jan 10, dest Jan 63
600-8-19a (T2)	Promotion eligibility rosters (06) PA Sys: A0600-8-104bAHRC COFF 31 Dec 06, dest Jan 09	600-8-105c (TP)	Permanent order record sets (06) COFF 31 Dec 06, trf RHA Jan 09, ret WNRC Jan 31, Permanent
600-8-19b2 (K5)	Enlisted selection board reporting files - Other office and TOE units (06) PA Sys: A0600-8-104bAHRC COFF 31 Dec 06, dest Jan 12	600-9a (KEN)	Weight controls (Active) PA Sys: A0600-8-104AHRC PIF upon trf, sep, or satisfactory completion of program
600-8-19c (T1)	Promotion eligibility determinations (06) PA Sys: A0600-8-104bAHRC COFF 31 Dec 06, dest Jan 08	600-9a (KEN)	Weight controls (Inactive) (06) PA Sys: A0600-8-104AHRC File in MPRJ
600-8-19d (TE1)	Enlisted promotions (Active) PA Sys: A0600-8-104bAHRC PIF after completion of action	600-19a (K6)	Quality of life administrative files (06) COFF 31 Dec 06, dest Jan 13
600-8-19d (TE1)	Enlisted promotions (Inactive) (06) PA Sys: A0600-8-104bAHRC COFF 31 Dec 06, dest Jan 08	600-20a2 (K2)	EO reports - TOE units and other offices (06) COFF 31 Dec 06, dest Jan 09
600-8-22a (KN)	Decoration and award issuances (06) Dest WNLN for conducting business, not later than Jan 13	600-25c3 (KEN)	Ceremonies - Offices other than office having Army-wide responsibility (Active) (06) PA Sys: A0600-25MDW PIF 31 Jan 09 or WNLN for current opns, whichever is later
600-8-22b2 (T25)	Military award cases - Approval and disapproval authority: Approved peacetime awards and disapproved awards (06) PA Sys: A0600-8-22AHRC COFF 31 Dec 06, trf RHA Jan 09, ret WNRC Jan 10, dest Jan 32	600-25c3 (KEN)	Ceremonies - Offices other than office having Army-wide responsibility (Inactive) (06) PA Sys: A0600-25MDW Dest WNLN for conducting business, not later than Jan 13
600-8-22b3 (K2)	Military award cases - Offices other than approval and disapproval authority (06) PA Sys: A0600-8-22AHRC COFF 31 Dec 06, dest Jan 09	600-55c (KEN)	Equipment operator permit registers (Active) PA Sys: A0600-55DAMO PIF after date of last entry on page or in bound book
600-8-22d2 (K2)	Award publicity - Offices other than office having Army- wide responsibility (06) COFF 31 Dec 06, dest Jan 09	600-55c (KEN)	Equipment operator permit registers (Inactive) (06) PA Sys: A0600-55DAMO Dest WNLN for conducting business, not later than Jan 13
600-8-22f (T10)	Decoration and award statistics (06) COFF 31 Dec 06, trf RHA Jan 09, dest Jan 17	600-85a2 (K2)	Alcohol and drug abuse management files - Other offices and TOE units (06) COFF 30 Sep 06, dest Oct 08
600-8-22h (KEN)	Proficiency awards (Active) PA Sys: A0600-8-22AHRC PIF on trf of individual	600-85b3 (KN)	Alcohol and drug abuse statistics - Other offices and TOE units (06) Dest WNLN for conducting business, not later than Oct 12
600-8-22h (KEN)	Proficiency awards (Inactive) (06) PA Sys: A0600-8-22AHRC Dest WNLN for conducting business, not later than Jan 13	600-85e1 (T3)	Alcohol and drug abuse testing report files - Positive results (06) PA Sys: A0600-85DAPE COFF 30 Sep 06, dest Oct 09
600-8-101a (KN)	Departure clearances (06) PA Sys: A0600-8-101AHRC Dest WNLN for conducting business, not later than Jan 13	600-85e2 (T1)	Alcohol and drug abuse testing report files - Negative results (06) PA Sys: A0600-85DAPE COFF 30 Sep 06, dest Oct 07
600-8-104a (KEN)	Informational personnel files (Active) PA Sys: A0600-8-104AHRC; A0001bAHRC PIF after trf or sep of individual	601 (KEN)	General personnel procurement correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09

601 (KEN)	General personnel procurement correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	601-222d (KN)	Qualification test answers (06) PA Sys: A0601-210aUSAREC Dest WNLN for conducting business, not later than Jan 13
601a4 (K2)	Military personnel procurement statistics - Reporting agencies (06) COFF 31 Dec 06, dest Jan 09	601-222e3 (K2)	Test development (06) COFF 31 Dec 06, dest Jan 09
601b2 (K5)	Military personnel procurement plans - Offices other than office having Army-wide responsibility (06) COFF 31 Dec 06, dest Jan 12	601-270a (KN)	Examination/enlistment files (06) PA Sys: A0601-270USMEPCOM Dest WNLN for conducting business, not later than Jan 13
601c (KN)	Military personnel procurement quotas - Establishing office (06) Dest WNLN for conducting business, not later than Jan 13	601-280a (KEN)	Reenlistment eligibility PA Sys: A0601-280bAHRC; A0635-5AHRC Fwd with MPRJ IAW AR 601-280 and AR 600-8-104; dest on reenlistment of individual
601-100a (K1)	Appointment applications (06) PA Sys: A0601-100AHRC COFF 31 Dec 06, dest Jan 08	608 (KEN)	General personal affairs correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
601-208a2 (K2)	Recruiting publicity campaigns - Offices other than offices having Army-wide responsibility (06) COFF 31 Dec 06, dest Jan 09	608 (KEN)	General personal affairs correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
601-208b (KN)	Recruiting advertising media (06) Dest WNLN for conducting business, not later than Jan 13	608a (K2)	Personal affairs cases (06) PA Sys: A0608-10CFSC; A0608aCFSC; A0608AHRC; A0608bCFSC COFF 31 Dec 06, dest Jan 09
601-210d (KEN)	Recruiting centers of influence (Active) PA Sys: A0601-210DAPE PIF when obs or no longer needed	608-1a1 (KEN)	Army Community Service (ACS) program - Program facility reports, and USDA and Title XX agreement and management files above; and similar documents and information (Active) PA Sys: A0608bCFSC PIF after supersession or obsolescence
601-210d (KEN)	Recruiting centers of influence (Inactive) (06) PA Sys: A0601-210DAPE Dest WNLN for conducting business, not later than Jan 13	608-1a1 (KEN)	Army Community Service (ACS) program - Program facility reports, and USDA and Title XX agreement and management files above; and similar documents and information (Inactive) (06) PA Sys: A0608bCFSC Dest WNLN for conducting business, not later than Jan 13
601-210e (TE2)	Recruiter Impropriety (RI) investigations (Active) PA Sys: A0601-210bUSAREC PIF after last action	608-1a2 (KEN)	Army Community Service (ACS) program - ACS registration cards (Active) PA Sys: A0608bCFSC PIF on individual trf, sep, or ret
601-210e (TE2)	Recruiter Impropriety (RI) investigations (Inactive) (06) PA Sys: A0601-210bUSAREC COFF 31 Dec 06, dest Jan 09	608-1a2 (KEN)	Army Community Service (ACS) program - ACS registration cards (Inactive) (06) PA Sys: A0608bCFSC Dest WNLN for conducting business, not later than Jan 13
601-210f (T3)	Enlistment contracts (06) PA Sys: A0601-210DAPE COFF 31 Dec 06, dest Jan 10	608-1a3 (KEN)	Army Community Service (ACS) program - Lending closet property files PA Sys: A0608bCFSC Dispose of according to 710-series records
601-210g (T7)	Inquiry and eligibility for enlistment files (06) PA Sys: A0601-210aUSAREC COFF 31 Dec 06, trf RHA Jan 09, dest Jan 14	608-1a4 (KEN)	Army Community Service (ACS) program - Installation fact sheets and Summary listing of facilities for the handicapped (Active) PA Sys: A0608bCFSC PIF when supsd or obs
601-210i (KEN)	Recruiting Station Management Files (Active) PIF after completion of action	608-1a4 (KEN)	Army Community Service (ACS) program - Installation fact sheets and Summary listing of facilities for the handicapped (Inactive) (06) PA Sys: A0608bCFSC Dest WNLN for conducting business, not later than Jan 13
601-210i (KEN)	Recruiting Station Management Files (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13		
601-222a (KEN)	Test material accountability (Active) PIF after all booklets or scoring keys listed thereon have been destroyed		
601-222a (KEN)	Test material accountability (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13		
601-222c (KN)	Test material destruction files (06) Dest WNLN for conducting business, not later than Jan 13		

608-1a5 (KEN)	Army Community Service (ACS) program - ACS program reports and summaries (Active) PA Sys: A0608bCFSC PIF when supsd or obs	621 (KEN)	General education correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
608-1a5 (KEN)	Army Community Service (ACS) program - ACS program reports and summaries (Inactive) (06) PA Sys: A0608bCFSC Dest WNLN for conducting business, not later than Jan 13	621 (KEN)	General education correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
608-1a6 (KEN)	Army Community Service (ACS) program - Volunteer service records (Active) PA Sys: A0608bCFSC PIF upon trf or sep	621-1c (KEN)	Civilian school admissions (Active) PA Sys: A0621-1DASG PIF after schooling completed, individual rejected, or student withdrawn
608-1a6 (KEN)	Army Community Service (ACS) program - Volunteer service records (Inactive) (06) PA Sys: A0608bCFSC Return to volunteer WNLN for conducting business, not later than Jan 13	621-1c (KEN)	Civilian school admissions (Inactive) (06) PA Sys: A0621-1DASG Dest WNLN for conducting business, not later than Jan 13
608-1a7 (KEN)	Army Community Service (ACS) program - Volunteer timecards (Active) PA Sys: A0608bCFSC PIF after entry on permanent service record	621-5a2 (K2)	Educational development programs - Offices other than offices with Army-wide responsibility or MACOMS (06) PA Sys: A0621-1DAPE COFF 31 Dec 06, dest Jan 09
608-1a7 (KEN)	Army Community Service (ACS) program - Volunteer timecards (Inactive) (06) PA Sys: A0608bCFSC Return to volunteer WNLN for conducting business, not later than Jan 13	623 (KEN)	General personnel evaluation correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
608-1a8 (KEN)	Army Community Service (ACS) program - Volunteer agreements (Active) PA Sys: A0608bCFSC PIF on completion of new agreement or termination of volunteer status	623 (KEN)	General personnel evaluation correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
608-1a8 (KEN)	Army Community Service (ACS) program - Volunteer agreements (Inactive) (06) PA Sys: A0608bCFSC Dest WNLN for conducting business, not later than Jan 13	635 (KEN)	General personnel separations correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
612 (KEN)	General personnel processing correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	635 (KEN)	General personnel separations correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
612 (KEN)	General personnel processing correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	672 (KEN)	General decorations, awards, and honors correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
612-201a (KN)	Personnel processing activities reports (06) Dest WNLN for conducting business, not later than Jan 13	672 (KEN)	General decorations, awards, and honors correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
614-200a (T1)	Eligibility determinations (06) PA Sys: A0600-8-104AHRC COFF 31 Dec 06, dest Jan 08	672-20b (KE2)	Incentive award cases (Active) PA Sys: A0690-200DAPE PIF after final action
614-200b1 (TE1)	Enlisted assignments - other than AHRC offices (Active) PA Sys: A0600-8-104AHRC PIF after trf or sep of individual	672-20b (KE2)	Incentive award cases (Inactive) (06) PA Sys: A0690-200DAPE COFF 31 Dec 06, dest Jan 09
614-200b1 (TE1)	Enlisted assignments - other than AHRC offices (Inactive) (06) PA Sys: A0600-8-104AHRC COFF 31 Dec 06, dest Jan 08	690 (KEN)	General civilian personnel correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
		690 (KEN)	General civilian personnel correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
		690-12b2 (K2)	EEO reports - Offices other than office with Army-wide responsibility (06) COFF 31 Dec 06, dest Jan 09
		690-400a2 (K2)	Civilian training programs - Offices other than operating personnel offices (06) COFF 31 Dec 06, dest Jan 09

690-400k (KEN)	Records of training (Active) (06) PA Sys: OPM/GOVT-1 PIF when supsd or obs, not later than Jan 13, whichever is first	710-2c (KEN)	Hand receipts (Inactive) (06) PA Sys: A0710-2bDALO Dest WNLN for conducting business, not later than Jan 13
690-400k (KEN)	Records of training (Inactive) (06) PA Sys: OPM/GOVT-1 Dest WNLN for conducting business, not later than Jan 13	710-2d (KEN)	Property record inspection and inventory reports (Active) PIF after completion of next comparable inspection or inventory
700 (KEN)	General logistics correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	710-2d (KEN)	Property record inspection and inventory reports (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
700 (KEN)	General logistics correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	710-2e (KEN)	Property officer designations (Active) PA Sys: A0710-2aDALO PIF after termination of appointment
700-4a (KN)	Customer supply assistance reports (06) Dest WNLN for conducting business, not later than Jan 13	710-2e (KEN)	Property officer designations (Inactive) (06) PA Sys: A0710-2aDALO Dest WNLN for conducting business, not later than Jan 13
700-84a (KEN)	Personal property accounts - (Clothing bag items) (Active) PA Sys: A0710-2cDALO PIF after final disposition of property	710-2f (KN)	Personal property accounting files (Organizational property) (06) Dest WNLN for conducting business, not later than Jan 13
700-84a (KEN)	Personal property accounts - (Clothing bag items) (Inactive) (06) PA Sys: A0710-2cDALO Dest WNLN for conducting business, not later than Jan 13	710-2g1 (KEN)	Soldier issue files - Hand receipts PA Sys: A0710-2dDALO Dest upon return or other complete accounting for items involved
700-84c (KN)	Clothing sale price lists (06) Dest WNLN for conducting business, not later than Jan 13	710-2g3 (KE.5)	Soldier issue files - Personal clothing: Unit: Active Army (Active) PA Sys: A0710-2dDALO PIF provided inventory made without discrepancy
710 (KEN)	General inventory management correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	710-2g3 (KE.5)	Soldier issue files - Personal clothing: Unit: Active Army (Inactive) (Jan-Jun) (06) PA Sys: A0710-2dDALO COFF 30 Jun 06, dest Jan 07
710 (KEN)	General inventory management correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	710-2g3 (KE.5)	Soldier issue files - Personal clothing: Unit: Active Army (Inactive) (Jul-Dec) (06) PA Sys: A0710-2dDALO COFF 31 Dec 06, dest Jul 07
710-1b (KEN)	Equipment management surveys (Active) PIF on completion of next survey	710-2m (KEN)	Receipting authorities (Active) PIF on preparation of new authorization
710-1b (KEN)	Equipment management surveys (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	710-2m (KEN)	Receipting authorities (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
710-2a (TE2)	Property book and supporting documents (Active) PIF when property turned in or destroyed	710-2t (KN)	Unit supply reports (06) Dest WNLN for conducting business, not later than Jan 13
710-2a (TE2)	Property book and supporting documents (Inactive) (06) COFF 30 Sep 06, dest Oct 08; except open document numbers will be trf to current FY or CY document file	710-2u (KEN)	Administrative adjustment reports (Active) PIF after completion of next physical inventory
710-2a (TE2)	Property book and supporting documents (DA Forms 3643) (Inactive) (06) COFF 30 Sep 06, dest Oct 08	710-2u (KEN)	Administrative adjustment reports (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
710-2a (TE2)	Property book and supporting documents (DA Forms 3644) (Inactive) (06) COFF 30 Sep 06, dest Oct 08	710-2dd (KEN)	Nonaccountable property files (Active) (06) PIF 31 Dec 08, on turn-in of equipment, after proper settlement of responsibility, or consolidation, whichever is applicable
710-2b (T3)	Document registers - Office conducting inspection (06) COFF 30 Sep 06, dest Oct 09; except open document numbers will be extracted into current FY or CY document register in original number sequence	710-2dd (KEN)	Nonaccountable property files (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
710-2c (KEN)	Hand receipts (Active) PA Sys: A0710-2bDALO PIF on turn-in or other complete accounting for property, or when supsd by new receipt or listing	715 (KEN)	General procurement correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09

715 (KEN)	General procurement correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	735-5r1 (TE5)	Financial Liability Investigation of Property Loss files - Files involving pecuniary liability (Inactive) (06) PA Sys: A0027-1DAJA COFF 30 Sep 06, dest Oct 11
715f (KN)	Procurement action reports (06) Dest WNLN for conducting business, not later than Jan 13	735-5r2 (KN)	Financial Liability Investigation of Property Loss files - other than pecuniary liability files (06) PA Sys: A0027-1DAJA Dest WNLN for conducting business, not later than Oct 12
715h (KE2)	Contracting officer designations (Active) PIF on rescission or termination	735-5t1 (KEN)	Relief from responsibility (liability admitted) files - DD Form 1131 (Active) PA Sys: A0027-1DAJA PIF after completion of collection action
715h (KE2)	Contracting officer designations (Inactive) (06) COFF 31 Dec 06, dest Jan 09	735-5t1 (KEN)	Relief from responsibility (liability admitted) files - DD Form 1131 (Inactive) (06) PA Sys: A0027-1DAJA Dest WNLN for conducting business, not later than Oct 12
715j1 (KE3)	Small purchases and modifications - Other than environmental issues (Active) PIF after final payment or acceptance of goods or services	735-5t2 (KEN)	Relief from responsibility (liability admitted) files - DD Form 362 (Active) PA Sys: A0027-1DAJA PIF after verification all amounts collected from Soldier's pay
715j1 (KE3)	Small purchases and modifications - Other than environmental issues (Inactive) (06) COFF 30 Sep 06, dest Oct 09	735-5t2 (KEN)	Relief from responsibility (liability admitted) files - DD Form 362 (Inactive) (06) PA Sys: A0027-1DAJA Dest WNLN for conducting business, not later than Jan 13
725 (KEN)	General requisition and issue of supplies and equipment correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09	738 (KEN)	General maintenance management correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
725 (KEN)	General requisition and issue of supplies and equipment correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13	738 (KEN)	General maintenance management correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
725-50b1 (KEN)	Requisition suspense and status files (Active) PIF after completion of supply action or cancellation of requisition	750 (KEN)	General maintenance of supplies and equipment correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09
725-50b1 (KEN)	Requisition suspense and status files (Inactive) (06) PIF Oct 08	750 (KEN)	General maintenance of supplies and equipment correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13
725-50b1 (KEN)	Requisition suspense and status files (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13	750-8a (KEN)	Maintenance requests (Active) PIF when requirements of DA Pam 750-8 and DA Pam 738-751 are met
725-50b2 (K.5)	Requisition suspense and status files - Offices other than stockroom (Oct-Mar) (06) COFF 31 Mar 06, dest Oct 06	750-8a (KEN)	Maintenance requests (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
725-50b2 (K.5)	Requisition suspense and status files - Offices other than stockroom (Apr-Sep) (06) COFF 30 Sep 06, dest Apr 07	750-8b (KEN)	Maintenance request registers (Active) PIF after last entry
725-50c (KN)	Station supply reports (06) Dest WNLN for conducting business, not later than Oct 12	750-8b (KEN)	Maintenance request registers (Inactive) (06) Dest WNLN for conducting business, not later than Jan 13
725-50d (KEN)	Priority requisitions (Active) (06) PIF Oct 07; or after next annual general inspection, whichever is later	870-5a (TP)	MTOE Organizational History Files Trf to HQDA (DAMH-FPO), Bldg 35, 103 Third Ave, Ft McNair, DC 20319-5058, when unit is discontinued, disbanded, inactivated, or reduced to zero strength
725-50d (KEN)	Priority requisitions (Inactive) (06) Dest WNLN for conducting business, not later than Oct 12		
735 (KEN)	General property accountability correspondence files (Action) (06) COFF 31 Dec 06, dest Jan 09		
735 (KEN)	General property accountability correspondence files (Nonaction) (06) Dest WNLN for current opns, not later than Jan 13		
735-5r1 (TE5)	Financial Liability Investigation of Property Loss files - Files involving pecuniary liability (Active) PA Sys: A0027-1DAJA PIF after completion of final action		

Glossary

AKO

Army Knowledge Online

ARIMS

Army Records Information Management System

ASB

United States Army Accessions Support Brigade

CFA

current files area

COFF

cutoff

CY

calendar year

dest

destroy

FRC

Federal records center

FY

fiscal year

HCRT

health care recruiting team

HQ ASB

Headquarters, United States Army Accessions Brigade

HQ USAAC

Headquarters, United States Army Accessions Command

HQ USACC

Headquarters, United States Army Cadet Command

HQ USAREC

Headquarters, United States Army Recruiting Command

HQ USATC-Fort Jackson

Headquarters, United States Army Training Center - Fort Jackson

MRB

medical recruiting battalion

MSB

United States Army Mission Support Battalion

ORL

office records list

PIF

place in inactive file

RA

records administrator

RC

records coordinator

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RHA

records holding area

RM

records manager

RN

record number

trf

transfer

USAAC

United States Army Accessions Command

USACC

United States Army Cadet Command

USAMU

United States Army Marksmanship Unit

USAPT

United States Army Parachute Team

USAREC

United States Army Recruiting Command

USATC-Fort Jackson

United States Army Training Center - Fort Jackson

WNRC

Washington National Records Center