# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*(See instructions on reverse)*

TO: National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

1. FROM (Agency or establishment)
U.S. Army

2. MAJOR SUBDIVISION
U.S. Total Army Personnel Command

3. MINOR SUBDIVISION
Records Management Program Division

| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE |
|---|---|
| Kandy Light | (703)806-3556 |

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-AU-00-31

DATE RECEIVED
3-22-2000

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

| DATE | ARCHIVIST OF THE UNITED STATES |
|---|---|
| 4-15-02 | John W. Carlin |

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 22 Mar 00 | HOWARD N. GREENHALGH | Director, Records Management Division |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| 198. | The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.<br><br>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination. | | |

cc Agency NR NWMW

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**600**
**PERSONNEL--GENERAL**
**Prescribing Directives**
AR 600-8--Military Personnel Management
AR 600-8-1--Army Casualty and Memorial Affairs and Line of Duty Investigations
AR 600-8-2--Suspension of Favorable Personnel Actions (Flags)
AR 600-8-3--Unit Postal Operations
AR 600-8-6--Personnel Accounting and Strength Reporting
AR 600-8-7--Retirement Services Program
**Description:** These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a 600-series number, information on civilian personnel within an office is identified with a 690-series number.

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1. **FN:** 600
**Title:** General personnel correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
WITHDRAWN
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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2. **FN:** 600i
**Title:** Military personnel auxiliary files
**Authority:** NN-166-204
**Privacy Act:** A0001bTAPC
**Description:** Documents maintained by Headquarters, Department of the Army, action offices, which concern the military service of the individual. Included in the file for each individual are forms, letters, and related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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3. **FN:** 600m3 NARA approval not needed.
**Title:** Environmental Support Group (ESG) battalion tracking study
**Authority:** N1-AU-88-04 Proposal equivalent to previously approved authority.
**Privacy Act:** A0001bTAPC
**Description:** All paper records and input data tapes other than the hard copy battalion tracking records without corresponding ADP tapes: Study tracks daily location of U.S. Army battalions, down to the company level, in Vietnam. Study supports Center for Disease Control (CDC) requirements to research, abstract, and maintain in automated format for CDC information from military records relating to potential exposure of U.S. Army personnel to herbicide spray.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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4. **FN:** 600n3 NARA approval not needed.
**Title:** Environmental Support Group (ESG) Vietnam experience/Agent Orange study
**Authority:** NN-AU-88-04 Proposal equivalent to previously approved authority.
**Privacy Act:** A0001bTAPC
**Description:** Input data tapes and paper records, output data and reports: Study tracks location of 23,000 U.S. Army military personnel in Vietnam. Study supports requirements by Congress and CDC to research, abstract, and maintain information for CDC from U.S. military records.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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5. **FN:** 600-8a NARA approval not needed.
**Title:** Individual personnel changes Proposal equivalent to previously approved authority.
**Authority:** NC1-AU-80-41
**Privacy Act:** A0600-8bTAPC and A0600-8bUSAREUR
**Description:** Documents prepared for reporting a change to and updating the data processing activity file. Included are punched cards, DA Forms 3815, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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6. **FN:** 600-8b NARA approval not needed.
**Title:** Personnel information system reports Proposal equivalent to previously approved authority.
**Authority:** NC1-AU-80-41
**Privacy Act:** A0600-8bTAPC, A0600-8ARPC and A0600-8bUSAREUR
**Description:** Computer generated reports pertaining to strength accounting, organizational and personnel recordkeeping, information exchange with other automated systems, command and staff reporting designed for use by the functional manager, personnel manager, and data analysts (but not including the Personnel Strength Zero Balance Report, SIDPERS C-27).
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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7. ~~**FN:** 600-8e~~
~~**Title:** Transmittal letters~~
~~**Authority:** GRS 23, Item 4b~~
~~**Privacy Act:** Not applicable~~
~~**Description:** Information used as control instruments in the transmission to USAFAC and acknowledgment of receipt by USAFAC of original vouchers, substantiating JUMPS pay documents and schedules, allotment forms, and other information that supports, substantiates, or otherwise affects a person's pay.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

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8. **FN:** 600-8-1k
**Title:** Personal effects cases
**Authority:** II-NNA-977
**Privacy Act:** A0600-8-1cTAPC
**Description:** Documents relating to the receipt, inventory, and disposition of the personal effects of an individual and of Government property which was in his or her possession, and of lost or unclaimed baggage of an individual or groups of individuals. Included are inventories of effects, certificates of removal of prohibited items from baggage, lists of miscellaneous collections, tally sheets, shipping lists, indexes, and related information.
**Disposition:** Code KE6. Event: disposition of effects. However, when connected with casualties from armed conflict, destroy 2 years after cessation of the conflict, or destroy 2 years after disposition of effects, whichever is later. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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9. **FN:** 600-8-2b
**Title:** Flagging system management
**Authority:** N1-AU-89-17
**Privacy Act:** A0600-8bTAPC
**Description:** Documents accumulated in a separate restricted access area of the flagged records work center pertaining to the management of the flagging system. Included are SIDPERS reports AAC-C03, Weekly Report of AWOL's By Name, and AAC-C95, Suspension of Favorable Personnel Actions Roster, DA Forms 3813, SIDPERS Control Data - Personnel/Organization Change, copies of DA Form 268, and related documents.
**Disposition:** Code KE6. Event: completion of reviews and actions. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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10. ~~**FN:** 600-8-3a~~
~~**Title:** Postal personnel designations~~
~~**Authority:** NC1-AU-77-166~~
~~**Privacy Act:** A0065TAPC~~

WITHDRAWN

**Description:** Information designating military postal clerks, custodians of postal effects (COPEs), unit mail clerks, and official mail control officers. Included are copies of designating and relieving special orders, oaths of office and appointment affidavits, and related information.
**Disposition:** Code KE6. Event: termination of designation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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11. **FN:** 600-8-3b
**Title:** Postal losses and shortages
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information relating to the recording, reporting, and investigation of losses and shortages of postage stamps, stamped paper, and funds derived from their sale, losses or shortages of money order forms or funds, and losses or destruction of mail, including delay, accident, occurrence, or depreciation (theft and/or rifling) involving mail. Included are radio reports containing facts surrounding the loss or shortage, investigation progress reports, final investigation reports, records or postal claims, records of lost or rifled mail, and related information.
**Disposition:** Code KE6. Event: completion of the investigation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

WITHDRAWN

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12. **FN:** 600-8-3c
**Title:** Postal activity inspections and audits
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information relating to the inspection and audit of military post offices, unit mail rooms, and other locations preparing official mail. Included are reports, inspection checklists, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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13. **FN:** 600-8-3e
**Title:** Postal directories
**Authority:** NC1-AU-77-173
**Privacy Act:** A0065TAPC and A0001DAPE
**Description:** Information used in maintaining a locator system to facilitate the delivery of mail to individuals.
**Disposition:** Code KE6. Event: departure of the individual. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

WITHDRAWN

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14. **FN:** 600-8-3f
**Title:** Standing delivery orders
**Authority:** NN-166-204

WITHDRAWN

**Privacy Act:** A0065TAPC
**Description:** Information used by individuals to authorize representatives to pick up their mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.
**Disposition:** Code KE6. Event: termination of designation or issuance of revised standing delivery order. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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15. **FN:** 600-8-3g
**Title:** Post office accountable mail receipts
**Authority:** NC1-AU-79-63 WITHDRAWN
**Privacy Act:** Not applicable
**Description:** Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail. Included are DD Form 434 (Record of Accountable Mail), POD Form 3883 (Firm Delivery Book Record Registered, Certified, and Numbered Insured), and POD Form 3877 (Firm Mailing Book).
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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16. **FN:** 600-8-3i
**Title:** Unit mail clerk's receipts
**Authority:** NN-166-204 WITHDRAWN
**Privacy Act:** A0065TAPC
**Description:** Information used by unit mail clerks to receipt for funds for money orders, stamps, and stamp paper when it is impracticable for individuals personally to make purchases. Included are unit mail clerk's receipts for funds and purchase record forms.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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17. **FN:** 600-8-3k
**Title:** Mail distribution schemes
**Authority:** NC1-AU-78-97 WITHDRAWN
**Privacy Act:** Not applicable
**Description:** Mail distribution schemes and data listing Army post offices which serve units and organizations.
**Disposition:** Code KE6. Event: superseded, obsolete, or receipt of revised distributing data. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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18. **FN:** 600-8-3m
**Title:** Mail routing guides
**Authority:** NN-166-204 WITHDRAWN
**Privacy Act:** Not applicable
**Description:** Information prepared to facilitate mail delivery, reduce routing errors, and to aid in training new routing clerks. Included are cards, manuals, indexes, and similar information used as mail routing guides.

**Disposition:** Code KE6. Event: superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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19. **FN:** 600-8-3p
**Title:** Delivery service controls WITHDRAWN
**Authority:** GRS 12, Item 6a
**Privacy Act:** Not applicable
**Description:** Records of receipt and routing of items delivered to unit mailrooms by private delivery companies.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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20. **FN:** 600-8-3q
**Title:** Postal activity reports WITHDRAWN
**Authority:** NC1-AU-83-56
**Privacy Act:** Not applicable
**Description:** Reports containing data on postal activity. Included are reports pertaining to the Military Automated Mail Accounting System, Postal Activity Reporting System, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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21. **FN:** 600-8-3s
**Title:** APO establishment files WITHDRAWN
**Authority:** NC1-AU-78-98
**Privacy Act:** Not applicable
**Description:** Information reflecting the establishment, opening, relocation, reclassification, discontinuance, and closing of Army post offices (APOs) and APO units. Included are requests for such action containing justification data and other information, notification of opening APOs, statements regarding APOs held in reserve, and related information.
**Disposition:** Code KE6. Event: discontinuance of the APO or APO unit. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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22. **FN:** 600-8-3t
**Title:** Postal service authorizations WITHDRAWN
**Authority:** NN-172-19
**Privacy Act:** A0065TAPC
**Description:** Information relating to authorization for nonentitled individuals or organizations to use Army postal services. Included are requests for authorization, approvals, disapprovals, and related information.
**Disposition:** Destroy 1 year Code KE6. Event: disapproval or termination of authorization, as applicable. Keep in CFA until event occurs and then until no longer

needed for conducting business, but not more than 6 years after the event, then destroy.

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23. **FN:** 600-8-3u WITHDRAWN
**Title:** Mail carrier irregularity files
**Authority:** GRS 12, Item 8
**Privacy Act:** Not applicable
**Description:** Information reflecting carrier's irregularities in the handling, documenting, or routing of mail. Included are copies of reports of irregular handling of mail and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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24. **FN:** 600-8-3v WITHDRAWN
**Title:** Unit locator
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information used by installation postal officers to maintain a current record of units at the installation and those inactivated, redesignated, or departed within the previous 2 years.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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25. **FN:** 600-8-3x WITHDRAWN
**Title:** Mail manifests
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information used to manifest mail shipments between postal activities.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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26. **FN:** 600-8-3y WITHDRAWN
**Title:** EFM processing files
**Authority:** NN-166[EN204
**Privacy Act:** Not applicable
**Description:** Information accumulated by Army postal activities from processing Expeditionary Force Messages (EFM) for delivery to the communications services. Included are forms reflecting exchange of EFM coupons between postal activities, records used to insure issuance of coupons in numerical sequence, receipts for coupons and funds, periodic counts or verification of funds, and related papers and similar information accumulated as a result of local procedures.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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27. **FN:** 600-8-3z WITHDRAWN
**Title:** Mail controls

**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information relating to the control of incoming and outgoing mail. Included are routine suspense slips, delivery receipts, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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28. **FN:** 600-8-3bb
**Title:** U.S. Postal Service accountable mail files
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Overseas military post offices: Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail by military postal activities. Included are POD Form 3883 (Firm Delivery Book Record--Registered, Certified, and Numbered Insured), POD Form 3805 (Window Registration Book), and POD Form 3877 (Firm Mailing Book). Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity. Note: On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance of an operating APO, forward files to the accountable postmaster.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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29. **FN:** 600-8-3cc
**Title:** Money order account files
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Overseas military post offices: Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, issue, and payment of money orders. Included are requisitions, invoices, issuance control forms, money order business reports and supporting information, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on discontinuance or disbandment of the postal activity. Note: On closing or discontinuance of APO financial units, forward financial unit files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance, forward COPE's consolidated files to the records holding area or oversea records center as appropriate, and destroy files maintained by or for APO financial units.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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30. **FN:** 600-8-3dd
**Title:** Postage stamp stock accounts WITHDRAWN
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Overseas military post office: Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, control, and sale of stamps, stamp paper, and metered postage. Included are fixed credit receipts, stamp stock requisitions, records of receipt and issue, destruction certificates, records of collection through postage meter machines, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity. Note: Fixed credit receipts will be delivered to the responsible individual when properly relieved of his or her fixed credit. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail address only APO, or on closing or discontinuance, forward files, including APO financial unit files, to the accountable postmaster.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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31. **FN:** 600-8-7a
**Title:** Retirement cases
**Authority:** NN-166-204
**Privacy Act:** AO608-25CFSC
**Description:** Documents related to providing information and assistance to personnel who have retired. Included are correspondence and related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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32. **FN:** 600-8-7b
**Title:** Retiree volunteer waivers of claims
**Authority:** NC1-AU-78-7 WITHDRAWN
**Privacy Act:** A0608-25CFSC
**Description:** These files accumulate in Retired Service Offices that sponsor a retiree volunteer program. The Retired Service Officer is required to maintain a file of signed waiver of claims documents as prescribed in AR 600-8-7. Functions and activities of these volunteers will be determined by appropriate commanders and may include preretirement counseling; assistant retirement officer position; employment, education, and training assistance; financial counseling; Army community service program; and other similar appropriate activities determined by commanders.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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33. **FN:** 600-8-7e
**Title:** Retirement services control cards

**Authority:** NN-166-204
**Privacy Act:** A0608-25CFSC
**Description:** Documents reflecting information on each individual being given pre-retirement counseling. Included are retirement services control cards and related documents.
**Disposition:** Code KE6. Event: departure from the installation or retirement of the individual. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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34. **FN:** 600-8-7f
**Title:** Survivor Benefit Plan (SBP) application/declination files
**Authority:** NN-166-204
**Privacy Act:** A0640-10aTAPC
**Description:** Documents accumulated in the processing of applications for (and declination of the Survivor Benefit Plan (SBP).
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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35. **FN:** 600-8-10a
**Title:** Leave of absence files
**Authority:** NN-166-204
**Privacy Act:** A0001bTAPC
**Description:** Copies of DA Form 31 used in requesting and granting leave for military personnel.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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36. **FN:** 600-8-10b
**Title:** Leave control logs
**Authority:** NN-166-204
**Privacy Act:** A0001bTAPC
**Description:** DA Form 4179-R, used to control absences from unit or activity, containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and similar information. Included are logs and similar documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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**600**
**PERSONNEL--GENERAL**
**Prescribing Directives**
AR 600-8-14--Identification Cards, Tags, and Badges
AR 600-8-24--Officer Transfers and Discharges
AR 600-8-101--Personnel Processing (In-and-Out and Mobilization Processing)
AR 600-8-104--Military Personnel Information Management/Records
AR 600-8-105--Military Orders
AR 600-9--The Army Weight Control Program
AR 600-20--Army Command Policy
AR 600-25--Salutes, Honors, and Visits of Courtesy
AR 600-37--Unfavorable Information
AR 600-38--Meal Card Management System
AR 600-46--Attitude and Opinion Survey Program
AR 600-50--Standards of Conduct for Department of the Army Personnel
AR 600-55--Motor Vehicle Driver Selection, Testing, and Licensing
AR 600-61--The Personnel Management Assistance System
AR 600-75--Exceptional Family Member Program
AR 600-85--Alcohol and Drug Abuse Prevention and Control Program
AR 600-105--Aviation Service of Rated Army Officers
AR 600-200--Enlisted Personnel Management System
AR 600-290--Passports and Visas
DA Pam 600-8-series--Military Personnel Management and Administrative Procedures
DA Pam 600-19--Quality of Life Minimum Standards
**Description:** These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a 600-series number, information on civilian personnel within an office is identified with a 690-series number.

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37. **FN:** 600-8-14b
**Title:** Military identification card applications
**Authority:** NN-166-204
**Privacy Act:** A0600-8-14DAPE
**Description:** Documents reflecting applications for military identification cards. Included are duplicate copies of DA Forms 428 and similar documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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38. **FN:** 600-8-14c1
**Title:** Identification card registers
**Authority:** NN-166-204
**Privacy Act:** A0600-8-14DAPE
**Description:** Documents used for maintaining accountability for military identification or privilege identification cards. Included are registers and similar documents.

K6b. Event is expiration or turn-in of ID.

event occurs, and then until

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

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39. **FN:** 600-8-14c2
**Title:** Identification card registers - Bound volumes KE6. Event is expiration or term-in of ID.
**Authority:** NN-166-204
**Privacy Act:** A0600-8-14DAPE
**Description:** Documents used for maintaining accountability for military identification or privilege identification cards. Included are registers and similar documents.
**Disposition:** Code KE6. Event: ~~date of last entry~~. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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40. **FN:** 600-8-14d
**Title:** Identification card requisition documents
**Authority:** NN-170-4
**Privacy Act:** Not applicable
**Description:** Documents used to requisition, request, or draw down stocks of blank identification cards submitted by an end-use activity.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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41. **FN:** 600-8-14f
**Title:** Civilian identification card applications
**Authority:** NN-170-4
**Privacy Act:** A0600-8-14DAPE
**Description:** Information showing application for civilian identification cards. Included are DA Forms 428 and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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42. **FN:** 600-8-14g
**Title:** Civilian identification card accountability KE6. Event is expiration or term-in of ID.
**Authority:** NN-170-4
**Privacy Act:** A0600-8-14DAPE
**Description:** Information used to maintain accountability for civilian identification cards. Included are registers and similar information.
**Disposition:** Code KE6. Event: ~~after the last card number entered has been accounted for.~~ Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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43. **FN:** 600-8-14j
**Title:** Abuse of privilege files
**Authority:** NN-166-204
**Privacy Act:** A0210-60SAFM and A0600-8-1bTAPC

**Description:** Information relating to abuse of privileges, including (but not limited to) unauthorized resale of commodities, shoplifting, unauthorized access to activities, and misuse of privilege. Included are warning letters, temporary suspension of privileges letters, and related information and documentation. Note: Forward to gaining organization on transfer.
**Disposition:** Code KE6. Event: reinstatement of privileges or separation Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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44. **FN:** 600-8-19e
**Title:** Reductions in grade
**Authority:** NN-166-204
**Privacy Act:** A0600-200TAPC
**Description:** Documents related to disapproving recommendations for reduction in grade of enlisted personnel. Included are disapproved requests and similar or related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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45. **FN:** 600-8-22a
**Title:** Decoration and award issuances
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Documents related to providing information about awards given to individuals. Included are announcements, lists, cards, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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46. **FN:** 600-8-22c
**Title:** Award ceremonies
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information relating to ceremonies arranged for the presentation of awards. Included are requests for troop support, diagrams, citations, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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47. **FN:** 600-8-22j
**Title:** Special achievement awards
**Authority:** NN-171-138
**Privacy Act:** A0672-5-1TAPC and A0600-8-22j
**Description:** Information reflecting the recommendation, review and approval or disapproval of awards for achievements such as research and development and ROTC (excluding awards under AR 672-20) to posts, camps, stations, service schools,

individuals, and groups. Included are requests, certificates, citations, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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48. ~~**FN:** 600-8-24a~~
~~**Title:** Individual retirement cases (officer)~~ WITHDRAWN
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0608-25CFSC~~
~~**Description:** Documents related to processing of, and providing information and assistance to, officers and warrant officers planning to retire from active duty. Included are correspondence and related information.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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49. **FN:** 600-8-101a
**Title:** Departure clearances
**Authority:** NN-166-204
**Privacy Act:** A0210-10TAPC
**Description:** Information concerning clearance procedures for departing soldiers. Included are clearance certificates, checklists, and related information.
Note: If it is convenient to do so, the retained (installation) copy of departure clearance documentation may be included in the military personnel assignment file under file no. 614-200b.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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50. **FN:** 600-8-104a
**Title:** Informational personnel files
**Authority:** NN-166-204
**Privacy Act:** A0640ARPC and A0001bTAPC
**Description:** Documents accumulated at various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of documents filed in the MPRJ; transmitting documents and documents reflecting duty assignments and appointments; changes in personnel data, leave authorizations, branch transfers and details; authorization for separate rations, quarters, or the wearing of civilian clothing; and related information.
**Disposition:** Code KE6. Event: transfer or separation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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51. **FN:** 600-8-104f
**Title:** Out-processing files
**Authority:** NN-166-204
**Privacy Act:** Not applicable

**Description:** Documents used to control and account for MPRJs during processing for transfer or separation. Included are logs, registers, and sign-out sheets.
**Disposition:** Code KE6. Event: date of last entry on log or register. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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52. **FN:** 600-20a
**Title:** EO reports WITHDRAWN
**Authority:** GRS 1, Item 25f
**Privacy Act:** Not applicable
**Description:** Information reflecting activities and conditions related to equal opportunity (EO) for military personnel. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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53. **FN:** 600-20c
**Title:** EO complaint cases WITHDRAWN
**Authority:** GRS 1, Item 25a
**Privacy Act:** A0690-600SAMR
**Description:** Information reflecting complaints of personnel concerning EO. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.
**Disposition:** Code KE6. Event: final resolution of case. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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54. **FN:** 600-20d
**Title:** Command medical care counseling WITHDRAWN
**Authority:** GRS 23, Item 1
**Privacy Act:** A0001b.TAPC
**Description:** Information reflecting counseling related to command directed medical care, isolation, quarantine, detention, mental disorders, physical, dental, or radiological examinations, and medical board proceedings. Not included are documents pertaining to individual health care which will be filed in appropriate medical records.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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55. **FN:** 600-20e
**Title:** Pregnancy and family care counseling WITHDRAWN
**Authority:** GRS 23, Item 1 and NN-166-204
**Privacy Act:** A0001b.TAPC
**Description:** Information reflecting counseling related to dual service parents and single parents (AD and USAR) regarding their duty assignments and responsibilities for

~~family members. Included are DA Forms 5304-R, family care plans, and related information. Also includes retained copy of SIDPERS AAC-C43 report. Note. If individual is transferred on post, send to gaining organization.~~
**Disposition:** Code KE6. Event: transfer or ~~separation. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

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56. **FN:** 600-20f
**Title:** Accommodation of religious practices
**Authority:** N1-AU-91-13
**Privacy Act:** A0640TAPC
**Description:** Information related to accommodation of religious worship, medical, dietary, and apparel practices. Included are requests for accommodation of religious practices, extra copies of approvals, disapprovals, statements acknowledging understanding of policy, and similar information. NOTE: File original approvals in Military Personnel Records Jacket (MPRJ).
**Disposition:** Code KE6. Event: separation, discharge, or retirement. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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57. **FN:** 600-25a
**Title:** Funeral support reports KE6. Event is next report.
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Annual reports compiled to reflect funeral support rendered at the installation level. Included are reports indicating number of requests for funeral support received, number of honors provided, personnel costs and dollar costs, impact assessments on accomplishment of installation primary mission, and related information.
**Disposition:** Code ~~K6~~. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years, then destroy.

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58. **FN:** 600-25b
**Title:** U.S. visitor files
**Authority:** NN-166-204
**Privacy Act:** A0001aTAPC
**Description:** Information accumulated in controlling, administering, and facilitating visits of U.S. personnel to Army installations. Included are requests to visit, information on social and billeting arrangements made and honors rendered, meetings and demonstrations scheduled and conducted, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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59. **FN:** 600-29b
**Title:** COMBINED FEDERAL CAMPAIGN ORGANIZATIONAL FILES
**Authority:** N1-AU-97-29

**Privacy Act:** Not applicable
**Description:** Information pertaining to the designations and duties of the campaign executive committee and chairpersons. Also includes designations of chairpersons for administration, communications, logistical, training, finance, coordinators and keyworkers.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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60. ~~**FN:** 600-29c~~
~~**Title:** Combined federal campaign report files~~
~~**Authority:** N1-AU-97-29~~
~~**Privacy Act:** Not applicable~~
~~**Description:** Information pertaining to reports and financial assessment of the campaign. Includes weekly or regularly scheduled progress and final reports. Also includes documents reflecting issuance, and turn in of forms for collecting cash donations and pledged contributions through payroll withholding.~~
~~**Disposition:** Code KE6. Event: audit or when 1 year old, whichever is sooner. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

NARA approval not needed. Proposal equivalent to previously approved authority.

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61. **FN:** 600-38a1
**Title:** Meal card management files
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Active Army: Meal Card Control Registers and control logs: Documents used in the receipt, issue, and control of meal cards. Included are DA Forms 4809-R (Meal Card Control Registers) meal card control logs, notifications of lost or stolen meal cards, and similar information.
**Disposition:** Code KE6. Event: filled or otherwise rendered inactive. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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62. **FN:** 600-38a2
**Title:** Meal card management files
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Active Army records other than Meal Card Control Registers and control logs and all records for Reserve Units: Documents used in the receipt, issue, and control of meal cards. Included are DA Forms 4809-R (Meal Card Control Registers) meal card control logs, notifications of lost or stolen meal cards, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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63. **FN:** 600-47a
**Title:** Defense related employment reports
**Authority:** NN-172-206

**Privacy Act:** OPM/GOVT1 and A0001DAPE
**Description:** Information related to recording and reporting Defense related employment of former and retired military officers, certain civilian employees as defined in AR 600-47, and former civilian officers and employees of defense contractors presently employed by the U.S. Army. Included are DOD and Defense related employment reports, DD Form 1787 (Report of DOD and Defense Related Employment), listings of present or former employees of defense contractors, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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64. **FN:** 600-50b
**Title:** Employment and financial interest statements
**Authority:** GRS 1, Item 24
**Privacy Act:** OGE/GOVT-1
**Description:** Information showing Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under AR 600-50. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related information. Note: Information needed in an on-going investigation will not be destroyed until completion of the investigation.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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65. **FN:** 600-50c1 Rescinded, use FN: 27-1u.
**Title:** Ethics in Government financial disclosure statements
**Authority:** NC1-AU-79-76
**Privacy Act:** OGE/GOVT-1
**Description:** Records on individuals filing per section 201b, PL 95-521 and not subsequently confirmed by the U.S. Senate: Information pertaining to individual DA employees required to file under the Ethics in Government Act of 1978, Public Law 95-521. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel); SF 278A (Financial Disclosure Statement); official position description; disqualification statements, if applicable; and similar information.
**Disposition:** Code KE6. Event: nominee ceased being under Senate consideration for appointment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

WITHDRAWN

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66. **FN:** 600-50c Rescinded, use FN: 27-1u
**Title:** Ethics in Government financial disclosure statements
**Authority:** NC1-AU-79-76
**Privacy Act:** OGE/GOVT-1
**Description:** Records on confirmed individuals: Information pertaining to individual DA employees required to file under the Ethics in Government Act of 1978, Public Law 95-521. Each file is maintained by employee name and includes SF 278 (Financial

WITHDRAWN

~~Disclosure~~ Statement for Executive Branch Personnel); SF 278A (Financial Disclosure Statement); ~~official~~ position description; disqualification statements, if applicable; and similar information. Note: ~~Information~~ needed in an on-going investigation will not be destroyed until completion of the investigation.
**Disposition:** Code K6. Keep in CFA until no longer needed ~~for~~ conducting business, but not longer than 6 years, then destroy.

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67. **FN:** 600-55b
**Title:** Equipment operation permits
**Authority:** NN-166-204
**Privacy Act:** A0600-55DAMO
**Description:** Documents used to authorize individuals to operate Government equipment.
**Disposition:** Code KE6. Event: date of ~~issue~~ expiration or when revoked by proper authority, whichever occurs first. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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68. **FN:** 600-55c
**Title:** Equipment operator permit registers
**Authority:** NN-166-204
**Privacy Act:** A0600-55DAMO
**Description:** Registers or comparable documents used to account for equipment operator permits used.
**Disposition:** Code KE6. Event: date of last entry on the page or in the bound book. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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69. **FN:** 600-61a
**Title:** Personnel management assistance visits
**Authority:** NC1-AU-80-41
**Privacy Act:** Not applicable
**Description:** Documents relating to having and reporting on personnel management assistance (PERMAS) visits. Included are notifications of assistance, worksheets, draft reports, final reports, and related documents.
**Disposition:** Code KE6. Event: next PERMAS visit. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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70. **FN:** 600-63a
**Title:** Army health promotion files
**Authority:** N1-AU-94-1
**Privacy Act:** Not applicable
**Description:** Documents related to activities designed to promote, improve, or protect physical, emotional, or spiritual health. Includes correspondence, flyers, printed material, presentations, briefings, films, tapes, and similar material pertaining to antitobacco, physical conditioning, weight control, nutrition, stress management, alcohol

and drug abuse prevention and control, hypertension, suicide prevention, spiritual fitness, and oral health.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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71. **FN:** 600-85c
**Title:** Alcohol and Drug Intervention Council (ADIC) meetings
**Authority:** NN-172-187
**Privacy Act:** Not applicable
**Description:** Information related to periodic meetings of interservice command or installation Alcohol and Drug Intervention Councils. Included are notices, agenda, minutes and reports of meetings, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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72. ~~**FN:** 600-85e~~
~~**Title:** Alcohol and drug abuse sample prescreening/testing report files~~
~~**Authority:** N1-AU-97-19~~ WITHDRAWN
~~**Privacy Act:** A0600-85DAPE~~
~~**Description:** Copies of DD Form 2624 Specimen Custody Document -- drug testing and related documents, pertaining to urinalysis sample prescreening/testing.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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73. ~~**FN:** 600-290a~~
~~**Title:** Passport files~~ Rescinded. WITHDRAWN
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0055-355bDALO~~
~~**Description:** Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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**601**
**PERSONNEL PROCUREMENT**
**Prescribing Directives**
AR 601-25--Delay in Reporting for and Exemption from Active Duty, Initial and Active Duty Training, and Reserve Forces Duty
AR 601-50--Appointment of Temporary Officers in the Army of the United States Upon Mobilization
AR 601-100--Appointment of Commissioned and Warrant Officers in the Regular Army
AR 601-141--U.S. Army Health Professions Scholarship Program
AR 601-208--Recruiting/Reenlistment Advertising Program
AR 601-210--Regular Army and Army Reserve Enlistment Program
AR 601-222--Armed Services Institutional Vocational Testing Program
AR 601-270--Military Entrance Processing Stations (MEPS)
AR 601-280--Total Army Retention Program
**Description:** These records concern appointment of officer personnel, enlistment and re-enlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army.

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74. **FN:** 601
**Title:** General personnel procurement correspondence files
**Authority:** NN-167-31 and NN-165-192 WITHDRAWN
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel procurement which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel procurement that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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75. **FN:** 601c
**Title:** Military personnel procurement quotas
**Authority:** NC-AU-75-19
**Privacy Act:** Not applicable
**Description:** Documents reflecting the establishment and assignment of quotas or allocations for induction, enlistment, appointment, officer candidate courses, ROTC, USMA, or similar source of actual or potential military personnel. Included are estimated quota requirements, assigned quotas, and similar documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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76. **FN:** 601-25a
**Title:** Delay board proceedings WITHDRAWN
**Authority:** N1-AU-94-8
**Privacy Act:** A0640ARPC
**Description:** Documents relating to delay in orders to active duty of Army Reserve personnel. Included are applications for delay or renewal thereof, copies of orders appointing delay and appeal boards, board proceedings, and related documents.

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

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77. **FN:** 601-50a
**Title:** Inquiry and eligibility files WITHDRAWN
**Authority:** NN-166-204
**Privacy Act:** A0601-100TAPC
**Description:** Documents related to verifying the eligibility of individuals for appointment as temporary officers in the Army of the United States upon mobilization. Included are letters, reports, designations, and similar documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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78. **FN:** 601-100a
**Title:** Appointment applications WITHDRAWN
**Authority:** NC1-AU-80-41
**Privacy Act:** A0601-100TAPC
**Description:** Documents reflecting the application of the individual, the consideration, and acceptance or rejection thereof. Included are applications, requests for waivers, recommendations, evaluation reports, rating sheets, test papers, interview sheets, notifications, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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79. **FN:** 601-100c
**Title:** Appointment lists
**Authority:** NN-166-204
**Privacy Act:** A0601-100TAPC
**Description:** Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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80. **FN:** 601-100d
**Title:** Inquiry and eligibility files WITHDRAWN
**Authority:** NN-166-204
**Privacy Act:** A0601-100TAPC
**Description:** Documents related to verifying the eligibility of individuals for appointment as commissioned and warrant officers in the Regular Army. Included are letters, reports, designations, and similar documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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81. **FN:** 601-141a
**Title:** Health professional registrant files
**Authority:** NC1-AU-81-62
**Privacy Act:** A0601-141DASG
**Description:** Documents related to the processing of doctors of medicine, osteopathy, dentistry, veterinary medicine, and other allied specialists who are liable for military training and service under the Selective Service Act. These include those accepting Reserve commissions and those who refuse or are not qualified for appointment. Included are reports of medical examination and history, qualification determination reports, correspondence on classification, physical status, availability for active duty, and similar matters. Note: Return files on individuals found not qualified for appointment during mobilization to Selective Service Region or its local office.
**Disposition:** Code KE6. Event is when registrant reaches maximum draft age, ordered to active duty or accepted a commission in Army Reserve. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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82. **FN:** 601-208b
**Title:** Recruiting advertising media
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Documents relating to the creation and production of specific radio and television advertising programs used in recruiting campaigns. Included are copies of posters, still pictures, motion pictures, and related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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83. **FN:** 601-210b
**Title:** Recruiting enlistee files
**Authority:** NN-166-204
**Privacy Act:** A0601-210DAPE
**Description:** Recruiting prospect cards reflecting recruiting prospects who have been enlisted.
**Disposition:** Code KE6. Event is expiration term of service (ETS) of initial enlistment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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84. **FN:** 601-210c
**Title:** Terminated recruiting prospect files
**Authority:** NN-166-204
**Privacy Act:** A0601-210DAPE
**Description:** Recruiting prospect cards reflecting individuals who have not been enlisted and are no longer considered prospects for enlistment.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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85. **FN:** 601-210i
**Title:** Recruiting Station Management Files
**Authority:** NN-166-204
**Privacy Act:** Not Applicable
**Description:** Documents used to facilitate, control, or supervise the performance of a specific function, process, or action of recruiting prospects as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunctions, process, or action with which they are used. Included are feeder reports, working papers and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action, DEP logs, processing logs, station workplans, and the planning guide.
**Disposition:** Code KE6. Event is completion of action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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86. **FN:** 601-222a
**Title:** Test material accountability
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Documents accumulated from accounting for each test booklet and scoring key. Included are test booklet and scoring key ledger sheets, reports of investigation concerning loss, and related information.
**Disposition:** Code KE6. Event is when booklets or scoring keys listed thereon have been destroyed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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87. ~~**FN:** 601-222b~~
**Title:** Test score ~~transmittals~~

WITHDRAWN

**Authority:** NN-166-204
**Privacy Act:** A0601-222USMEPCOM
**Description:** Documents used in transmitting test scores to custodians of personnel records, to selection and evaluation boards, and other agencies authorized to receive test scores. Included are copies of correspondence and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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88. **FN:** 601-222c
**Title:** Test material destruction files
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Documents reflecting destruction of such testing materials as test manuals, test booklets, scoring keys, answer sheets, and similar items. Included are destruction certificates and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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89. **FN:** 601-222d
**Title:** Qualification test answers
**Authority:** NC-AU-75-39
**Privacy Act:** A0601-210aUSAREC
**Description:** Documents relating to mental qualification tests administered to applicants for enlistment and registrants. Included are scored answer sheets or booklets pertaining to the Armed Forces Qualification Test, Armed Forces women's selection test, terminal screening, non-language qualification test, Army Qualification Battery, Women's Army Classification Battery, and similar tests. Note: Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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90. **FN:** 601-222f
**Title:** Test material inventories
**Authority:** N1-AU-86-11
**Privacy Act:** Not applicable
**Description:** Documents resulting from daily inventories and examinations of test booklets and scoring keys in current use and other periodic inventories taken of all accountable test materials. Included are daily inventory sheets, periodic inventory papers, and related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

NARA approval gained under N1-AU-00-11.

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91. **FN:** 601-222g
**Title:** Test material stock controls
**Authority:** NC-AU-75-37
**Privacy Act:** Not applicable
**Description:** Documents reflecting the balance of test booklets and scoring keys on hand. Included are forms used for test booklet and scoring key running inventories.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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92. **FN:** 601-280b
**Title:** Bar to Reenlistment files
**Authority:** NN-166-204
**Privacy Act:** A0601-280aTAPC
**Description:** Documents related to evaluating a service member for possible denial of reenlistment. Included are DA Form 4126-R (Bar to Reenlistment) evaluations, recommendations, commanders'

NARA approval not needed. Instructions only.

certifications, suspensions of bars to reenlistment, reviews, documentation of withdrawal of bar to reenlistment, and similar information.

**Disposition:**

a. Approved certificate to bar reenlistment and approved recommendation to withdraw bar to reenlistment: File in "permanent" section of MPRJ per AR 601-280 and AR 640-10.

b. Bar to reenlistment certificates for which total withdrawal has been approved: Remove from MPRJ and destroy.

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**602**
**MAN-MATERIEL SYSTEMS**
**Prescribing Directive**
AR 602-1--Human Factors Engineering Program
AR 602-2--Manpower and Personnel Integration (MANPRINT) in the Materiel Acquisition Process
**Description:** These records concern policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering, computer assisted instruction, devices for personnel testing, interviewing, and training, automated physical examinations, and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention.

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93. **FN:** 602
**Title:** General man-materiel systems correspondence files
**Authority:** NN-167-31 and NN-165-192 WITHDRAWN
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to man-materiel systems which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to man-materiel systems that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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94. **FN:** 602-1b
**Title:** Agency work programs
**Authority:** NN-164-25
**Privacy Act:** Not applicable
**Description:** Information reflecting statements of human factors research tasks which have been approved for execution. They are accumulated by agencies sponsoring or conducting human factors research. Included are agency work programs and communications directly related to the work program.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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95. **FN:** 602-1c
**Title:** Study report distribution
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information relating to the distribution of human factors study reports. Included are distribution lists, requests for reports, and transmittal letters.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**608**
**PERSONAL AFFAIRS**
**Prescribing Directives**
AR 608-1--Army Community Service Program
AR 608-2--Servicemen's Group Life Insurance (SGLI), Veteran's Group Life Insurance (VGLI); United States Government Life Insurance (USGLI) and National Service Life Insurance (NSLI)
AR 608-4--Control and Registration of War Trophies and War Trophy Firearms
AR 608-8--Mortgage Insurance for Service Members
AR 608-10--Child Development Services
AR 608-15--The Army Savings Program
AR 608-18--The Army Family Advocacy Program
AR 608-20--Voting by Personnel of the Armed Forces
AR 608-25--Retirement Services Program
AR 608-75--Exceptional Family Member Program
AR 608-99--Family Support, Child Custody, and Paternity
**Description:** These records relate to matters of personal concern to the service member, his or her dependents, and the community, such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific series.

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**FN:** 608
96. **Title:** General personal affairs correspondence files WITHDRAWN
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personal affairs which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.)
Matters relating to personal affairs that are received for information only, on which no action is required. This includes cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**FN:** 608a
97. **Title:** Personal affairs cases WITHDRAWN
**Authority:** NN-166-204
**Privacy Act:** A0608-10CFSC, A0608aCFSC, A0608TAPC, and A0608bCFSC
**Description:** Documents related to answering personal affairs inquiries in specific cases, investigating specific requests, providing general information based on prior policies or determinations, or routing cases to proper channels. Included are documents reflecting matters such as election of contingency options, social security, savings, bonds, insurance, taxes, family assistance, survivor assistance, naturalization and citizenship, marriage, voting, and other civil duties and responsibilities.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**FN:** 608b
98. **Title:** Personal affairs reports
**Authority:** NN-166-204
**Privacy Act:** Not applicable

**Description:** Documents reflecting the status of a personal affairs program or phases of the program. Included are letters, forms, and related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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99. **FN:** 608c2
**Title:** Savings program reports
**Authority:** N1-AU-86-13
**Privacy Act:** Not applicable
**Description:** Information on reports and awards made in connection with the Army Savings Program and savings bonds. Included are reports, applications for awards, statistical data, approval and presentation letters, and related information.
**Disposition:** Reports other than summary reports kept by USAFAC: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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100. **FN:** 608-1a1
**Title:** Army Community Service (ACS) program
**Authority:** NN-166-204
**Privacy Act:** A0608bCFSC
**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--
Program facility reports, and USDA and Title XX agreement and management files.
**Disposition:** Code ~~K6~~. Keep in CFA until event occurs, and then until no longer needed for conducting business, but not longer than 6 years, then destroy.

K26. Event is supersession or obsolescence.

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101. ~~**FN:** 608-1a2~~
~~**Title:** Army Community Service (ACS) program~~
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0608bCFSC~~
~~**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--~~
~~ACS registration cards.~~
~~**Disposition:** Code KE6. Event is transfer, separation, or retirement of individual. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

NARA approval not needed. Proposal equivalent to previously approved authority.

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102. ~~**FN:** 608-1a3~~
~~**Title:** Army Community Service (ACS) program~~
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0608bCFSC~~
~~**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing~~

NARA approval not needed. Instructions only.

information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--

Lending closet property files.

**Disposition:** Use descriptions and dispositions for 710-series records.

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103. **FN:** 608-1a4
**Title:** Army Community Service (ACS) program
**Authority:** NN-166-204
**Privacy Act:** A0608bCFSC

DARA approval not needed. Proposal equivalent to previously approved authority

**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--

Installation fact sheets.

Summary listing of facilities for the handicapped.

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

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104. **FN:** 608-1a5
**Title:** Army Community Service (ACS) program
**Authority:** NN-166-204
**Privacy Act:** A0608bCFSC

KE6. Event is supersession or obsolescence.

**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--

ACS program reports and summaries.

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

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105. **FN:** 608-1a6
**Title:** Army Community Service (ACS) program
**Authority:** NN-166-204
**Privacy Act:** A0608bCFSC

DARA approval not needed. No change from previously approved authority.

**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation;

counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--

Volunteer service records.

**Disposition:** Return to volunteer upon transfer or separation.

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106. **FN:** 608-1a7

NARA approval not needed. No change from previously approved authority.

**Title:** Army Community Service (ACS) program
**Authority:** NN-166-204
**Privacy Act:** A0608bCFSC
**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--

Volunteer time cards.

**Disposition:** Return to volunteer after entry on permanent service record.

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107. **FN:** 608-1a8

NARA approval not needed. Proposal equivalent to previously approved authority.

**Title:** Army Community Service (ACS) program
**Authority:** NN-166-204
**Privacy Act:** A0608bCFSC
**Description:** Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponency); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are--

Volunteer agreements.

**Disposition:** Code KE6. Event is completion of new agreement or termination of volunteer status. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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108. **FN:** 608-1b

WITHDRAWN

**Title:** ACS case management and intake files
**Authority:** NN-166-204
**Privacy Act:** A0608bCFSC
**Description:** All personal affairs case files, such as budget counseling, family,and individual counseling files.
**Disposition:** Code KE6. Event is case closure. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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109. **FN:** 608-4b

WITHDRAWN

**Title:** Trophy confiscations
**Authority:** II-NN-3358
**Privacy Act:** Not applicable
**Description:** Information relating to the confiscation of war trophies shipped by military personnel, such as certificates of authorization for retention and return of trophy to the United States Bureau of Customs or military authorities, property turn-in slips, and related information.

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

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110. **FN:** 608-10a3
**Title:** Child Development Services
**Authority:** N1-AU-87-14
**Privacy Act:** A0608-10CFSC
**Description:** Data or information required for the operation and assessment of all programs within the Army Child Development Services (CDS) Program. Included are:
Child records (except as indicated in b. below).
Annual CDS program or facility reports.
USDA Child Food Program reports.
All other records.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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111. **FN:** 608-20a
**Title:** Soldier voting files
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Documents relating to soldier voting procedures. Included are reports, items for bulletins, correspondence, and related documents.
**Disposition:** Code KE6. Event is election. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

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112. **FN:** 608-75a
**Title:** Exceptional Family Member Program Management
**Authority:** N1-AU-93-5
**Privacy Act:** Not applicable
**Description:** Information reflecting implementation and status of the Exceptional Family Member (EFM) Program. Included are reports lessons learned, and other information relating to the coordination and evaluation of medical, educational, community support, housing, and personnel-type services.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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113. **FN:** 608-75b
**Title:** Exceptional Family Member Statistics
**Authority:** N1-AU-93-5
**Privacy Act:** Not applicable
**Description:** Information reflecting statistics related to the EFM Program Included are compilations and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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114. **FN:** 608-75c
**Title:** Exceptional Family Member Case Records
**Authority:** N1-AU-93-5
**Privacy Act:** A0040-66bDASG
**Description:** Information relating to providing special educational and medical needs for eligible family members enrolled in the EFM Program. They accumulate at MTFs throughout the Army. Included are copies screening questionnaires, coding summaries, individual education programs, specialty evaluations, medical assessment summaries, annual evaluations, and related information. Note: Forward to gaining installation's MTF upon transfer of sponsor and family member.
**Disposition:** Code KE6. Event is when treatment is completed or that participation is terminated. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

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115. **FN:** 608-99a
**Title:** Inquiries
**Authority:** N1-AU-97-21
**Privacy Act:** A0608TAPC
**Description:** Information in response to inquiries made by individuals who are not legal assistance clients nor legal assistance attorneys on the issues of family support, child custody, and paternity. Information that is client-specific would necessarily involve legal assistance services and is governed by AR 27-3. This file does not include FOIA requests
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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116. **FN:** ~~609-99b~~ 608-99b
**Title:** Operations
**Authority:** N1-AU-97-21
**Privacy Act:** Not applicable
**Description:** Information on the general issues of family support, child custody, and paternity and on procedures designed to implement those policies. (This does not include policy files. See FNs 25-30i or 25-30q.)
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**611**
**PERSONNEL SELECTION AND CLASSIFICATION**
**Prescribing Directives**
AR 611-1--Military Occupational Classification Structure Development and Implementation
AR 611-3--Army Occupational Survey Program (AOSP)
AR 611-75--Selection, Qualifications, Rating and Disrating of Marine Divers
AR 611-110--Selection and Training of Army Aviation Officers
AR 611-201--Enlisted Career Management Fields and Military Occupational Specialties
**Description:** These records concern methods and procedures for identifying skills and abilities of military personnel, testing, and awarding military occupational specialties for use in assignment to related duties and jobs.

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117. **FN:** 611
**Title:** General personnel selection and classification correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
WITHDRAWN
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to personnel selection and classification which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel selection and classification that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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118. **FN:** 611-1a
**Title:** MOS information
**Authority:** NC-AU-75-32
**Privacy Act:** Not applicable
**Description:** Office performing Army-wide responsibility: Documents used in developing and maintaining commissioned officers, warrant officers, and enlisted MOS structures that identify and describe military positions for Army-wide use, and establishing personnel qualifications to facilitate the selection, training, distribution, assignment, management, and professional development and use of personnel. Included are studies involving research, classification, job analysis, job evaluation, and

similar data needed to design and improve existing occupational and personnel management methods, techniques, and systems.
**Disposition:** Code KE6. Event: cancellation of the related MOS. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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119. **FN:** 611-1b
**Title:** Military occupational specialty files
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Office responsible for recommending new or revised MOS: Information related to developing, refining, and recommending new or revised MOS for personnel required to support new or changed Army field systems. The MOS recommendations provide the basis for implementation of new MOS, revisions to existing MOS, and deletion of existing MOS resulting from organizational and doctrinal changes, and new or modified equipment or weapons systems.
**Disposition:** Code KE6. Event: DA approval or disapproval. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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120. **FN:** 611-110a1
**Title:** Flight training applications
**Authority:** ~~NC1-AU-80-41~~ NC1-AU-81-69
**Privacy Act:** Not applicable
**Description:** Other than TAPC: Information related to selecting Army officers, USMA cadets, ROTC cadets, and officer candidates for training leading to the award of an aeronautical rating of Army aviator. Included are applications, preference statements, assignment orders or instructions, selection documents, and related information.
**Disposition:** Code KE6. Event: transfer or separation of the individual. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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121. **FN:** 611-110a2
**Title:** Flight training applications
**Authority:** ~~NC1-AU-80-41~~ NC1-AU-81-69
**Privacy Act:** Not applicable
**Description:** TAPC: Information related to selecting Army officers, USMA cadets, ROTC cadets, and officer candidates for training leading to the award of an aeronautical rating of Army aviator. Included are applications, preference statements, assignment orders or instructions, selection documents, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**612**
**PERSONNEL PROCESSING**
**Prescribing Directive**
AR 612-201--Processing Procedures at U.S. Army Reception Battalions (RCS MILPC-MCRI)
**Description:** These records concern processing of military personnel upon entry into the service, in a training or temporarily unassigned status, upon assignment oversea and return, and for separation from the service.

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122. **FN:** 612
**Title:** General personnel processing correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel processing which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel processing that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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123. **FN:** 612-201a
**Title:** Personnel processing activities reports
**Authority:** NC1-AU-81-11
**Privacy Act:** Not applicable
**Description:** Documents providing data for planning purposes, for reporting progress, and for evaluation of personnel processing procedures at personnel processing activities. Included are letters, forms, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**614**
**ASSIGNMENTS, DETAILS AND TRANSFERS**
**Prescribing Directives**
AR 614-30--Oversea Service
AR 614-100--Officers Assignment Policies, Details and Transfers
AR 614-115--(C)Military Intelligence Officer Excepted Career Program(U)
AR 614-120--Interservice Transfer of Army Commissioned Officers on the Active Duty List
AR 614-162--Selection, Training, and Assignment of In-Service Officer Volunteers to Special Forces Organizations
AR 614-200--Selection of Enlisted Soldiers for Training and Assignment
**Description:** These records concern length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the military services involving Army personnel and uniformed members of the other services.

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124. **FN:** 614
**Title:** General assignments, details, and transfers correspondence files
**Authority:** NN-167-31 and NN-165-192 WITHDRAWN
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to assignments, details and transfers which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to assignments, details, and transfers that are received for information only, on which no action is required. This include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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125. **FN:** 614a
**Title:** Military personnel distribution controls
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Documents related to determining and effecting the actual distribution or redistribution of personnel. Included are notifications of allocations and levies, reports or

rosters of personnel available, requirements (requisitions), distribution instructions, short shipments, and related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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126. **FN:** 614-30a2
**Title:** Military personnel overseas assignments
**Authority:** NN-166-204
**Privacy Act:** A0614-30DAPE
**Description:** TAPC: Documents related to assigning or reassigning specific officers, warrant officers, and enlisted personnel to overseas duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays, or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related documents. Note: This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under 210-10a.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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127. **FN:** 614-100a2
**Title:** Officer/Warrant Officer assignments
**Authority:** NC1-AU-81-69
**Privacy Act:** A0001bTAPC and A0614-30DAPE
**Description:** TAPC: Documents related to assigning or reassigning specific officers and warrant officers to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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128. ~~**FN:** 614-100b~~
~~**Title:** Officer personnel assignment accessory files~~
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0640-10aTAPC~~
~~**Description:** Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related information.~~
~~**Disposition:** Code KE6. Event: superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

NARA approval not needed. Proposal equivalent to previously approved authority.

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129. **FN:** 614-100c
**Title:** Branch transfer requests
**Authority:** NN-166-204
**Privacy Act:** A0640-10aTAPC

**Description:** Information relating to processing specific cases involving branch transfers. Included are requests, recommendations, coordination, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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130. **FN:** 614-100d
**Title:** Branch detail requests
**Authority:** NN-166-204
**Privacy Act:** 640-10aTAPC
**Description:** Documents relating to processing specific cases involving branch details. Included are requests, applications, recommendations, coordination papers, and related documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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131. **FN:** 614-120a2
**Title:** Interservice transfer files
**Authority:** NN-166-204
**Privacy Act:** A0640-10aTAPC
**Description:** TAPC: Information related to interservice transfer of Army commissioned officers. Included are requisitions, nominations, applications, and preference statements of individuals; assignment orders or instructions; deferments, delays, or restrictions; terminations or extensions thereof; and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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132. ~~**FN:** 614-162a2~~
~~**Title:** Special Forces volunteer applications~~ Rescinded. WITHDRAWN
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0640-10aTAPC~~
~~**Description:** TAPC: Information related to assigning officers to Special Forces organizations. Included are nominations, applications and preference statements of individuals, assignment orders, deferments, delays or restrictions, terminations or extensions thereof, and related information.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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133. **FN:** 614-200b2
**Title:** Enlisted assignments
**Authority:** NC1-AU-81-69
**Privacy Act:** A0640-10aTAPC
**Description:** TAPC: Documents related to assigning or reassigning specific enlisted persons to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or

instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information. Note: This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under 210-10a.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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NARA approval not needed. Proposal equivalent to previously approved authority.

134. ~~**FN:** 614-200c~~
~~**Title:** Enlisted personnel assignment accessory files~~
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0640-10aTAPC~~
~~**Description:** Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related documents.~~
~~**Disposition:** Code KE6. Event: superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

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**621**
**EDUCATION**
**Prescribing Directives**
AR 621-1--Training of Military Personnel at Civilian Institutions
AR 621-5--Army Continuing Education System (ACES)
**Description:** These records concern the Army program to improve the general educational level of military personnel and to provide for nonmilitary opportunities, services, and scholarships, fellowships, and grants offered by civilian institutions. Training received in military schools (351 series), and dependents' education (352-series) is excluded.

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135. **FN:** 621
**Title:** General education correspondence files WITHDRAWN
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to education which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to education that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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136. **FN:** 621-1a
**Title:** Degree completion files
**Authority:** NC1-AU-80-10
**Privacy Act:** A0621-1DAPE
**Description:** Information on the admission of Army students to civilian educational institutions to pursue degree programs. Included are requests for admission, statements and notices of acceptance, and related information.
**Disposition:** Code KE6. Event: completion of schooling, rejection of the individual, or withdrawal of the student. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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137. **FN:** 621-1c

**Title:** Civilian school admissions
**Authority:** NN-166-204
**Privacy Act:** A0621-1DASG
**Description:** Documents on the admission of Army students to civilian educational institutions. Included are requests for admission, statements and notices of acceptance, and related information.
**Disposition:** Code KE6. Event: completion of schooling, rejection of the individual, or withdrawal of the student. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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138. **FN:** 621-5a
**Title:** Educational development programs
**Authority:** NN-166-204
**Privacy Act:** A0621-1DAPE
**Description:** Documents about administering the Army Continuing Education System (ACES). Included are program planning documents, documents relating to ACES subprograms, services and materials provided by the Defense Activity for Nontraditional Educational Support, communications with institutions and associations, enrollment applications, inventories of test materials, notifications of possible compromise of test materials and resulting investigations, and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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139. **FN:** 621-5c2
**Title:** ACES reports
**Authority:** NC1-AU-80-10
**Privacy Act:** Not applicable
**Description:** Offices having Army-wide responsibility: Reports other than the consolidated report: Documents on the types of courses, enrollments, funds expended, and other information pertaining to ACES. Included are recurring reports, extracted statistical and narrative data, and similar information.
**Disposition:** Code ~~K6~~. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

KE6. Event is rept report.

event occurs, then until

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**623**
**PERSONNEL EVALUATION**
**Prescribing Directives**
AR 623-1--Academic Evaluation Reporting System
AR 623-105--Officer Evaluation Reporting System
AR 623-205--Enlisted Evaluation Reporting System
**Description:** These records concern measuring the performance of military personnel in their duty assignments or as students through the use of evaluation reports, academic reports, and similar rating systems.

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140. **FN:** 623
**Title:** General personnel evaluation correspondence files WITHDRAWN
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel evaluation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.)
**Disposition:** Destroy after 2 years.
**Description:** NONACTION: Matters relating to personnel evaluation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**630**
**PERSONNEL ABSENCES**
**Prescribing Directives**
AR 630-5--Leave and Passes (Rescinded by AR 600-8-10.)
AR 630-10--Absence Without Leave and Desertion
**Description:** These records concern leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; absences from regular duty or post with a pass; authorized administrative absence; or holiday.

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141. **FN:** 630
**Title:** General personnel absences correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel absences which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel absences that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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**635**
**PERSONNEL SEPARATIONS**
**Prescribing Directives**
AR 635-5--Separation Documents
AR 635-40--Physical Evaluation for Retention, Retirement or Separation
AR 635-200--Enlisted Personnel
**Description:** These records concern separation of military personnel from the service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons therefor; and physical evaluation of individuals for retention, separation, or retirement.

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142. **FN:** 635
**Title:** General personnel separations correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel separations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel separations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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143. **FN:** 635-5a1
**Title:** Separation files
**Authority:** NN-166-204
**Privacy Act:** A0635-5/TAPC
**Description:** Copy Number 8: Copies of DD Form 214 (Certificate of Release or Discharge from Active Duty) not otherwise distributed by the Separation Transfer Activity. Included are copies of the form and related documents. The record copy is included in the service member's OMPF.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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144. **FN:** 635-5a2
**Title:** Separation files

**Authority:** NN-166-204
**Privacy Act:** A0635-5/TAPC
**Description:** Other than the record copy and copy number 8: Copies of DD Form 214 (Certificate of Release or Discharge from Active Duty) not otherwise distributed by the Separation Transfer Activity. Included are copies of the form and related documents. The record copy is included in the service member's OMPF.
**Disposition:** Code KE6. Event: conclusion of processing of the individual. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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145. ~~**FN:** 635-40a~~
~~**Title:** Temporary disability retirement lists~~ WITHDRAWN
~~**Authority:** NN-166-204~~
~~**Privacy Act:** A0635-40TAPC~~
~~**Description:** Information relating to military personnel who have been placed on the TDRL and are examined at intervals pending final disposition. Information is maintained at Headquarters, Department of the Army. Included for each individual are medical board recommendations for retention or discharge, correspondence, and related information.~~
~~**Disposition:** Code KE6. Event: after member is found physically fit, is separated, or is retired. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.~~

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146. **FN:** 635-200b
**Title:** Individual retirement cases (enlisted)
**Authority:** NN-166-204
**Privacy Act:** A0608-25CFSC
**Description:** Documents related to the processing of, and providing information and assistance to, enlisted personnel planning to retire. Included are correspondence and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**638**
**DECEASED PERSONNEL**
**Prescribing Directives**
AR 638-30--Graves Registration Organization and Functions in Support of Major Military Operations
AR 638-2--Care and Disposition of Remains and Disposition of Personal Effects
**Description:** These records concern responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of decreased personnel for whom the Army is responsible. This includes disposition of personal effects of deceased personnel.

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147. **FN:** 638
**Title:** General deceased personnel correspondence files WITHDRAWN
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to deceased personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to deceased personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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148. **FN:** 638-30b1 Rescinded. WITHDRAWN
**Title:** Cemetery visitors registers
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** National cemeteries: Registers kept at national or oversea military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.
**Disposition:** Destroy 3 months after Code KE6. Event: date of last entry. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

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149. **FN:** 638-30b2 Rescinded. WITHDRAWN
**Title:** Cemetery visitors registers

**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Temporary oversea cemeteries: Registers kept at national or oversea military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.
**Disposition:** Code KE6. Event: closing of cemetery. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.
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**672**
**DECORATIONS, AWARDS, AND HONORS**
**Prescribing Directives**
AR 672-5-1--Military Awards (Rescinded by AR 600-8-22.)
AR 672-12--The Expert Infantryman Badge
AR 672-20--Incentive Awards
AR 672-74--Army Accident Prevention Awards
**Description:** These records concern the design, eligibility, presentation, and wearing of medals, decorations, badges and tabs, unit awards and streamers, and special awards and honors for outstanding service or accomplishment. Included are the Army Incentive Awards Program; the supply, manufacture, and sale of decorations and appurtenances; honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesy.

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150. **FN:** 672
**Title:** General decorations, awards, and honors correspondence files WITHDRAWN
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to decorations, awards, and honors which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to decorations, awards, and honors that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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151. **FN:** 672-20a
**Title:** Incentive awards reports WITHDRAWN
**Authority:** GRS 1, Item 13 and NN-166-204
**Privacy Act:** Not applicable
**Description:** Information used to provide statistical information on participation, approvals, savings, and other aspects of the incentive awards program. Included are retained copies of reports, report corrections, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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152. **FN:** 672-20b
**Title:** Incentive award cases
**Authority:** GRS 1, Item 12a(1)
**Privacy Act:** A0690-200TAPC
**Description:** Information relating to submitting, evaluating, and approving or disapproving each incentive awards case. Included are approved and rejected award nominations specified in AR 672-20.
**Disposition:** Code KE6. Event: final action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.

WITHDRAWN

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153. **FN:** 672-20e
**Title:** Local incentive awards committee meetings
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information reflecting actions taken by local incentive award committees. Included are minutes of meetings and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**680**
**PERSONNEL INFORMATION SYSTEMS**
**Prescribing Directives**
AR 680-1--Unit Strength Accounting and Reporting
AR 680-31--Military Personnel Asset Inventory and Information Reconciliation
**Description:** These records concern functions and procedures pertaining to personnel accounting and reporting of data concerning military and civilian personnel. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel.

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154. **FN:** 680 Rescinded, use FN: 600.
**Title:** General personnel information systems correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable WITHDRAWN
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to personnel information systems which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See file number 25-30q.) Matters relating to personnel information systems that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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155. **FN:** 680-1a Rescinded, use FN: 600-8-6a.
**Title:** Military personnel registers
**Authority:** NN-166-204
**Privacy Act:** Not Applicable WITHDRAWN
**Description:** Documents used to record absences from military installations or activities on other than leave, containing signatures; time of departure or arrival; name, grade, rank of individual; destination and address while absent; length of absence; and similar information. Included are registers and similar documents.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**690**
**CIVILIAN PERSONNEL**
**Prescribing Directives**
ER 690-1-711--Labor-Management Relations
AR 690-12--Equal Employment Opportunity and Affirmative Action
AR 690-200--General Personnel Provisions
AR 690-300--Employment (Civilian Personnel)
AR 690-400--Employee Performance and Utilization
AR 690-500--Position Classification, Pay and Allowances
AR 690-600--Equal Employment Opportunity Discrimination Complaints
AR 690-700--Personnel Relations and Services
AR 690-800--Insurance and Annuities
AR 690-890--Federal Employees Health Benefits
AR 690-900--Employment (Civilian Personnel)
AR 690-950--Career Management
**Description:** These records concern the administration of the civilian personnel program. Note: Most of the records contained in the 690 Civilian Personnel Series are prescribed by the Federal Personnel Manual (FPM). These FPM regulations are now being converted to Army Regulations. This conversion is under the direction of the Deputy Chief of Staff for Personnel (DCSPER), Headquarters, Department of the Army.
a. As the different chapters of the FPM are converted, they are placed into an "overall" series of ARs. For example, when chapter 274 of the FPM is revised, it will be placed in AR 690-200, if the FPM chapter were 710, the AR number would be 700, chapter 840, 800, and so forth.
b. Given this numbering structure, we have departed from several of the basic MARKS concepts to make the filing of civilian personnel records easier.
c. The general correspondence category will be retained; however, for ease of filing there will be a general correspondence category for each of the major categories within the 690-series (for example, 690-200, -300, -400, and so on).
d. Another change from the basic MARKS concept is that at the beginning of each series, 690-200, -300, and so forth will be a listing of the FPM chapters that fall under that specific AR number. These two changes will simplify filing in this unique category of records.
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166. **FN:** 690
**Title:** General civilian personnel correspondence files
**Authority:** NN-167-31 and NN-165-192 WITHDRAWN
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to civilian personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
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157. **FN:** 690d
**Title:** Employee evaluation records
**Authority:** II-NNA-1175
**Privacy Act:** A0690-200TAPC

**Description:** Information used as a "tickler" file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record) and similar information.
**Disposition:** Code KE6. Event is separation of employee. Keep in CFA until events occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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158. **FN:** 690-1-711a2
**Title:** Labor relation administration files
**Authority:** NC1-AU-78-113
**Privacy Act:** Not applicable
**Description:** Correspondence and other information accumulating from administration of the Contract Work Hours Standard Act, Davis-Bacon Act, Copeland Act, or other acts governing labor matters.
**Disposition:** Offices at Army Staff: Copies of wage rate decisions made by Department of Labor: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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159. ~~**FN:** 690-12a~~
~~**Title:** EEO program~~ WITHDRAWN
~~**Authority:** GRS 1, Item 25h~~
~~**Privacy Act:** Not applicable~~
~~**Description:** Information pertaining to the EEO programs such as Federal Womens Program, Hispanic Employment Program, Black Employment Program, FEORP, AAP, affirmative employment plan, accomplishments, upward mobility, and sexual harassment. Included are documents reflecting program evaluation, goals, committees meetings, and similar information.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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160. ~~**FN:** 690-12b~~
~~**Title:** EEO reports~~ WITHDRAWN
~~**Authority:** GRS 1, Item 25f~~
~~**Privacy Act:** Not applicable~~
~~**Description:** Information reflecting activities and conditions related to equal employment opportunity for civilian employees. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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161. ~~**FN:** 690-200~~
~~**Title:** General personnel management correspondence files~~ WITHDRAWN
~~**Authority:** NN-167-31 and NN-165-192~~
~~**Privacy Act:** Not applicable~~
~~**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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162. **FN:** 690-200d
**Title:** Civilian personnel inspections
**Authority:** NC1-AU-78-51
**Privacy Act:** OPM/GOVT-2
**Description:** Information on inspections conducted by Director of Civilian Personnel, ODCSPER, HQDA; Bureau of Inspections, OPM; and other authorized officials. Included are reports of inspection, reports of corrective action taken, reclamas, and similar information. Note: Retain reports containing job evaluation determinations with effect on grade level standards until superseded.
**Disposition:** Code ~~K6~~. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

K2b. Event is next inspection.

event occurs and then until

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163. ~~**FN:** 690-200f~~
~~**Title:** Chronological journals~~
~~**Authority:** GRS 1, Item 14a~~
~~**Privacy Act:** OPM/GOVT-1~~
~~**Description:** Information used for preparing reports, reviewing actions previously processed, and preparing for OPM and DA inspections. Included are SF 50 (Notification of Personnel Action) (copy 5), and similar information.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

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164. **FN:** 690-200g2
**Title:** Civilian personnel program reports
**Authority:** NC1-AU-79-26
**Privacy Act:** Not applicable
**Description:** Information which provides data concerning various aspects of civilian personnel management activities. Included are statistical and narrative reports, consolidations, summaries and extracts of reports, and similar information.
**Disposition:** Information other than consolidated and summarized reports: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**690-300**
**CIVILIAN PERSONNEL EMPLOYMENT**
**Prescribing Directives**
AR 690-300--Employment (Civilian Personnel)
**Description:** Records in the 690-300 series contain information prescribed by the following chapters in the FPM: 300, 301, 302, 304, 305, 306, 307, 308, 309, 310, 311, 312, 315, 316, 330, 331, 332, 333, 334, 335, 337, 338, 339, 351, 352, 353, 361, and 362.

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165. ~~**FN:** 690-300~~
~~**Title:** General civilian personnel employment correspondence files~~
~~**Authority:** NN-167-31 and NN-165-192~~
~~**Privacy Act:** A0690-200TAPC (Note: find out what goes in here that requires a PA Sysno and create a separate file for it.)~~
~~**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian personnel employment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to civilian personnel employment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.~~

WITHDRAWN

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

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166. **FN:** 690-300c
**Title:** Rosters
**Authority:** GRS 1, Item 32
**Privacy Act:** OPM/GOVT-5
**Description:** Information which provides an index to applications of qualified eligibles, governs the order of selection of applications for appointment, provides a basis for determining subsequent recruiting needs, provides a reference to determine actions taken on specific applications, and provides a reference to the Qualifications Standards file. Included are DA Form 236 (Roster of Qualified Civilian Applicants) and similar information. Note: Retain rosters having direct bearing on an appointment in question until the question is settled.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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167. **FN:** 690-300d
**Title:** Active applications
**Authority:** GRS 1, Item 15
**Privacy Act:** OPM/GOVT-5
**Description:** Information on persons who can be considered for appointment. Included are applications and related information. Note: Retain applications having direct bearing on an appointment in question until the question is settled.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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168. **FN:** 690-300e
**Title:** Inactive applications
**Authority:** GRS 1, Item 15
**Privacy Act:** OPM/GOVT-5
**Description:** Information on applicants for Federal employment rated as not qualified for consideration for appointment, applicants for whom there are adequate civil service registers, applicants who decline or will not be available for appointment for an indefinite period of time, and applicants for whom employment determinations preclude selection. Included are applications and related information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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169. **FN:** 690-300k
**Title:** Individual overseas employment referrals
**Authority:** NN-168-121
**Privacy Act:** OPM/GOVT-5
**Description:** Information on persons registered in the Oversea Employment Referral Program. Included in each folder are the application, name, skills, grade levels, and locations for which registered, offers received and action taken, correspondence with registrant, date dropped from system and reasons, and similar information.
**Disposition:** Code KE6. Event is when person is dropped from the system. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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170. **FN:** 690-300r
**Title:** Separated career employee files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** OPM CENTRAL-1
**Description:** Information on the separated career employee program as authorized by Civilian Personnel Regulation 330. Included are displacement orders issued by regional offices of Office of Personnel Management, DA Forms 1194-R (Noncareer Indefinite Employee Position Record), and similar

information. This does not include documents to be retained in the OPF. Note: See 690-200a for disposition instructions for the OPF.
**Disposition:** Code KE6. Event is completion of action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
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171. **FN:** 690-300u
**Title:** Announcement, notification, and publicity files
**Authority:** N1-AU-98-6
**Privacy Act:** Not applicable
**Description:** Included are position announcement, public notices of opportunity to compete, notices of scheduled examinations, and material reflecting all efforts made to reach the best sources of quality candidates.
**Disposition:** Code KE6. Event is termination of related register. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
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172. **FN:** 690-300w
**Title:** Recruitment and hiring mail and correspondence
**Authority:** NC1-AU-83-4
**Privacy Act:** OPM/GOVT-1
**Description:** Communications resulting from normal operations in an examining office. Included are notifications of ineligibility, letters denying transfer of eligibility, correspondence concerning accommodations for holding examinations, and correspondence relating to the shipment of examination information and test material. Note: Notifications of ineligibility may be returned to the applicant.
**Disposition:** Code K6. Keep in CFA tuntil no longer needed for conducting business, but not longer than 6 years, then destroy.
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173. **FN:** 690-300y
**Title:** Application record cards
**Authority:** NC1-AU-83-4
**Privacy Act:** Not applicable
**Description:** OPM Form 5000A or equivalent.
**Disposition:** Code KE6. Event is examination.. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
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174. **FN:** 690-300z
**Title:** Examination answer sheets
**Authority:** NC1-AU-83-4
**Privacy Act:** Not applicable
**Description:** Written test answer sheets for both eligibles and ineligibles.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
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175. **FN:** 690-300aa
**Title:** Lost or exposed test material cases
**Authority:** NC1-AU-83-4
**Privacy Act:** Not applicable
**Description:** Information describing the circumstances surrounding the loss or unauthorized exposure of examination material. Included are specifics about the nature, extent, and cause of loss, investigative reports, and corrective action required.
**Disposition:** Code KE6. Event is after case is closed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
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176. **FN:** 690-300bb
**Title:** Displaced Employee Program (DEP)
**Authority:** NC1-AU-83-4
**Privacy Act:** A0690-200TAPC

**Description:** Information and rosters reflecting application and registration of individuals eligible to participate in the DEP.
**Disposition:** Code KE6. Event is when an employee's DEP eligibility expires. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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177. **FN:** 690-300cc
**Title:** Special deferments
**Authority:** NN-166-204
**Privacy Act:** A0690-200TAPC
**Description:** Information on each request for deferment or action in support of deferment. Included are DD Form 97 (Summary of Occupational Deferment Actions) and similar information.
**Disposition:** Code KE6. Event is transfer or separation of person or on termination of deferment. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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**690-400**
**CIVILIAN EMPLOYEE PERFORMANCE AND UTILIZATION**
**Prescribing Directives**
AR 690-400--Employee Performance and Utilization
**Description:** Records in the 690-400 series contain information that is prescribed by the following chapters in the FPM: 410, 411, 412, 430, and 451.

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178. ~~**FN:** 690-400~~
~~**Title:** General civilian employee performance and utilization correspondence files~~
~~**Authority:** NN-167-31 and NN-165-192~~ WITHDRAWN
~~**Privacy Act:** Not applicable~~
~~**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian employee performance and utilization which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to civilian employee performance and utilization that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

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179. ~~**FN:** 690-400a~~
~~**Title:** Civilian training programs~~ WITHDRAWN
~~**Authority:** NN-166-204 and GRS 1, Item 29a(1)~~
~~**Privacy Act:** Not applicable~~
~~**Description:** Information on establishing, managing, and evaluating local training programs for civilian employees. Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, and similar information.~~
~~**Disposition:** Code KE6. Event is completion of specific training program. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

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180. ~~**FN:** 690-400d~~

**Title:** Installation training
**Authority:** GRS 1, Item 29b
**Privacy Act:** OPM/GOVT-1 and A0690-400CE
**Description:** Information showing attendance and progress of employees in specific courses involving on-the-job or off-the-job training. Included are completed forms reflecting training attendance, ratings, training time tables, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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181. **FN:** 690-400g
**Title:** Civilian training waivers WITHDRAWN
**Authority:** GRS 1, Item 29b
**Privacy Act:** A0690-200TAPC
**Description:** Information authorizing waivers to selection and assignment criteria for employee training in non-Government facilities. Included are requests for waivers, recommendations, approvals, and similar information.
Note: Operating personnel offices will use file number 690-400j.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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182. **FN:** 690-400h
**Title:** Non-Government training contributions WITHDRAWN
**Authority:** NN-166-204
**Privacy Act:** Not applicable
**Description:** Information on authorizing civilian employees to accept contributions from non-Government organizations incident to training in non-Government facilities and to accept payment for travel, subsistence, and other expenses incident to attendance at meetings. Included are requests for approval of acceptance, certifications on tax exempt status of the contributing organization, acceptance authorizations, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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183. **FN:** 690-400i1
**Title:** Foreign training approvals
**Authority:** NC1-AU-78-94
**Privacy Act:** Not applicable
**Description:** Information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees. Included are recommendations for use of such facilities, approvals, and similar information.
Note: Excluded are contractual information and personnel assignment information.
**Disposition:** Office responsible for DA approval: Code KE6. Event is withdrawal of the facility for training purposes. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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184. **FN:** 690-400j
**Title:** Non-Government training
**Authority:** II-NN-3557
**Privacy Act:** A0690-200TAPC
**Description:** Information showing contract training of civilian employees in non-Government facilities. Included are requests for training approval, justifications, obligated service agreements, recommendations for waivers, approvals, and similar information.
**Disposition:** Code KE6. Event is completion of training or upon expiration of obligated service agreement. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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**POSITION CLASSIFICATION, PAY AND ALLOWANCES**

**690-500**
**Prescribing Directives**
AR 690-500--Position Classification, Pay and Allowances
**Description:** Records in the 690-500 series contain information that is prescribed by the following chapters in the FPM: 511, 512, 530, 531, 532, 534, 536, 539, 540, 550, 571, and 591.

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185. **FN:** 690-500
**Title:** General position classification, pay and allowances correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to position classification, pay, and allowances which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to position classification, pay, and allowances that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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186. **FN:** 690-500a
**Title:** Master job descriptions
**Authority:** GRS 1, Item 7b
**Privacy Act:** Not applicable
**Description:** Information used in analyzing a specific position to determine whether the position matches an existing job. Included are DA Forms 374 (Job Description) and similar information.
**Disposition:** Record copy: Code KE6. Event is after position is abolished or description superseded, unless there is a likelihood the job will be reestablished. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN

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187. **FN:** 690-500f
**Title:** Group action request lists
**Authority:** NN-166-204
**Privacy Act:** OPM/GOVT-1
**Description:** Information relating to processing personnel and position actions resulting from job surveys. Included are DA Forms 279 (Group Action Request List) (copy 1).
**Disposition:** Code KE6. Event is supersession. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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188. **FN:** 690-500k
**Title:** Differential and allowances
**Authority:** NC1-AU-78-71
**Privacy Act:** Not applicable
**Description:** Information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances. Included are SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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**690-700**

**PERSONNEL RELATIONS AND SERVICES**
**Prescribing Directives**
AR 690-700--Personnel Relations and Services
**Description:** Records in the 690-700 series contain information that is prescribed by the following chapter in the FPM: 711, 713, 715, 720, 731, 732, 733, 735, 736, 751, 752, 754, 771, 772, and 792.
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189. **FN:** 690-700
**Title:** General personnel relations and services correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel relations and services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to personnel relations and services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
WITHDRAWN
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190. **FN:** 690-700c
**Title:** Basic labor relations
**Authority:** NN-171-131
**Privacy Act:** Not applicable
**Description:** Information relating to overall labor relations between Army elements and labor organizations. Included are petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, union complaints, and similar information.
**Disposition:** Code KE6. Event is termination of recognition. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
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191. **FN:** 690-700i
**Title:** Applicant race, sex, national origin, and disability status files
**Authority:** GRS 1, Item 25f
**Privacy Act:** OPM GOVT-7
**Description:** Information reflecting race, sex, national origin, and disability status. Included are OPM Form 1386, Standard Form 256, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
WITHDRAWN
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**690-800**
**INSURANCE AND ANNUITIES**
**Prescribing Directives**
AR 690-800--Insurance and Annuities
**Description:** Records in the 690-800 series contain information that is prescribed by the "800" series of chapters in the basic FPM.
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192. **FN:** 690-800
**Title:** General insurance and annuities correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
WITHDRAWN

**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to insurance and annuities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to insurance and annuities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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**690-890**
**CIVILIAN EMPLOYEE HEALTH BENEFITS**
**Prescribing Directives**
AR 690-890--Civilian Employee Health Benefits
**Description:** Records in the 690-890 series contain information that is prescribed by the "890" chapters in the FPM.

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**690-900**
**CIVILIAN PERSONNEL--GENERAL AND MISCELLANEOUS**
**Prescribing Directives**
AR 690-900--Civilian Personnel-General and Miscellaneous
**Description:** Records in the 690-900 series contain information that is prescribed by the following chapters in the FPM: 910, 920, 930, 931, 933, and 990.

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193. **FN:** 690-900
**Title:** General and miscellaneous civilian personnel correspondence files
**Authority:** NN-167-31 and NN-165-192
**Privacy Act:** Not applicable
**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to general and miscellaneous civilian personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to general and miscellaneous civilian personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

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194. **FN:** 690-900b
**Title:** Apprentice training examinations
**Authority:** NN-166-204
**Privacy Act:** OPM GOVT-1
**Description:** Information showing an apprentice's achievement in the training program.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

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195. ~~**FN:** 690-950a~~
~~**Title:** Career management referrals~~
~~**Authority:** NC1-AU-81-21~~
~~**Privacy Act:** OPM/GOVT-5~~
~~**Description:** Information showing placement and promotion actions under the Career Management Program. Included are DA Form 2302-2-R (Civilian Career Program Referral Record) and similar information.~~
~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

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196. **FN:** 690-950b
**Title:** Occupational inventories
**Authority:** II-NN-3557
**Privacy Act:** OPM/GOVT-5
**Description:** Information on persons registered in specific career fields showing qualifications, availability, appraisals, and other data. Included are forms, printouts, and similar information.
**Disposition:** Code KE6. Event is when person is no longer eligible for consideration. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

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197. **FN:** 690-950c
**Title:** Career intern input requirements
**Authority:** II-NN-3557
**Privacy Act:** Not applicable
**Description:** Information showing trainee input requirements in occupational fields. Included are letters, forms, printouts, and similar information.
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.