

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER 71-A2-00-34	DATE RECEIVED 3-22-00
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	DATE 8-28-01	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 ^{this page and} the attached **14** 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 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
44.	<p>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.</p> <p>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.</p> <p style="text-align: right;"><i>cc: NR, nwmwa 8/3/01</i></p>		

34

STANDARDIZATION

Prescribing Directives

AR 34-1--International Rationalization, Standardization and Interoperability

AR 34-2--Rationalization, Standardization, and Interoperability Policy

Description: These records concern standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to make items interchangeable. In addition, they pertain to standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development.

~~FN: 34~~

~~**Title:** General standardization 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 standardization 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 standardization 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.~~

WITHDRAWN

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

2. FN: 34-1c2

Title: International equipment reciprocal use files

Authority: NC1-AU-84-19

Privacy Act: Not applicable

Description: Office responsible for authorizing equipment use: Records other than test reports and other records relating to the testing and evaluation of equipment: Information relating to arrangements and actions taken in the international exchange or use of equipment for test and evaluation. Included are requests for equipment use, test project agreements, requests for extension of use time, test reports, and similar information.

Disposition: Code KE6. Event: termination of agreement. 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.

105

COMMUNICATIONS-ELECTRONICS

Prescribing Directives

AR 105-3--Reporting Beacons, Intrusion, Jamming, and Interference of Electromagnetic Systems

AR 105-6--Standardized Telecommunications Program

AR 105-64--U.S. Army Communications Electronics Operation Instructions Program

Description: These records concern policy, direction, planning, testing, and operation of communications and electronics systems, such as radio, telephone, teletypewriter, and radar.

3. ~~FN: 105~~

~~**Title:** General communications-electronics correspondence files~~

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

~~**Privacy Act:** Not applicable~~

~~**Description:** ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget 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 communications-electronics 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 communications-electronics 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.~~

4. FN: 105-6a

Title: Cable and wire forecast reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports containing forecasts of cable, wire, and related installation material requirements for locally approved nontactical telecommunications projects.

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

420

FACILITIES ENGINEERING

Prescribing Directives

AR 420-10--Management of Installation Directorates of Engineering and Housing

AR 420-17--Real Property and Research Management

AR 420-22--Preventive Maintenance and Self-Help Programs

AR 420-41--Utilities Contracts

AR 420-46--Water and Sewage

AR 420-49--Heating, Energy Selection and Fuel Storage, Distribution, and Dispensing Systems

AR 420-54--Air Conditioning, Evaporative Cooling, Dehumidification, and Mechanical Ventilation

AR 420-70--Buildings and Structures

AR 420-72--Surfaced Areas, Railroads, and Associated Structures AR 420-74--Natural Resources: Land, Forest, and Wildlife Management

AR 420-76--Pest Management

AR 420-81--Custodial Services

AR 420-90--Fire Prevention and Protection

DA Pam 420-6--Resources Management System

Description: These records concern maintenance and repair of real property, operation of utilities plants and systems, fire prevention and protection, minor construction (addition, expansion, alteration, conversion, or replacement of existing real property facilities), management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services such as custodial, entomology, refuse collection and disposal, snow removal, and ice alleviation.

5.

FN: 420

Title: General facilities engineering 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 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 facilities engineering 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 facilities engineering 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.~~

6. FN: 420-6a

Title: Job order registers

Authority: ~~NC1-AU-85-40~~ NN-166-204

Privacy Act: Not applicable

Description: Information used in the control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling and completion, description, and cost.

Change in authority made w/ concurrence of Army PDC Kandy Light. e-mail dated 11/14/00

WITHDRAWN

~~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.~~

7. FN: 420-10c

Title: Facilities engineering project estimates

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Facility engineers: Information on preparing, reviewing, and approving projects for maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by facility engineers, requests for approval of projects, and information reflecting approval of projects.

Disposition: Code KE6. Event: completion or disapproval of project. 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.

8. FN: 420-10d

Title: Construction inspection reports

Authority: NN-166-204

Privacy Act: Not applicable

Description: Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.

WITHDRAWN

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

9. FN: 420-17a

Title: Installation facility services

Authority: NN-166-204

Privacy Act: Not applicable

Description: These files include information on the conduct of fire protection activities, conduct of rodent and insect control programs, janitorial services and refuse collection, and the operation of facilities engineering shops. Typical information are fire drill reports, insect and rodent control reports, refuse and salvage collection reports, and

NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARKS redesign language. TT

~~related correspondence. Excluded are specific information defined under file prevention and protection files (AR 420-90.)~~

~~**Disposition:** Code KE6. Event: after 2 years or on discontinuance of the installation. 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.~~

/0. **FN: 420-17d**

Title: Utilities operations

Authority: NC1-AU-82-18

Privacy Act: Not applicable

Description: Information accumulated at installations relating to operation of plants and systems (for example, water, sewer, electric, gas, heating, boiler, ice manufacturing, cold storage refrigeration, air-conditioning, fuel storage and distribution). Included are service economy reports, reports of consumption, and laboratory test reports.

Disposition: Code KE6. Event: after 2 years or in accordance with State laws, whichever is longest. 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.

// **FN: 420-17e**

Title: Facilities engineering service and work orders

Authority: NN-166-204

Privacy Act: Not applicable

Description: Originals and copies of service orders, work orders, and related information kept by the facility engineer activity that is authorized to perform repair, maintenance, minor construction, and operational work.

Disposition: Code KE6. Event: completion of work. 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

/2. **FN: 420-17f**

Title: Facilities engineering stock record accounts

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information kept by a facility engineer which reflects by items the receipt, storage, maintenance, and disposition of real property, installed property, and facilities engineering stock. These files include voucher registers, stock record cards, or any equivalent forms, vouchers supporting postings to real property cards, such as copies of leases, transfer and acceptance of military real property form, work orders, notices of cancellation of leases, and reports of survey, vouchers supporting postings to installed property cards, such as transfers of new construction forms, copies of leases, requisitions on storekeepers, inventory adjustment reports, work orders, notices of cancellation of lease, reports of survey, and project turn-in slips, and vouchers supporting postings to stock cards for facilities engineering stock such as shipping information, purchase orders, inventory adjustment reports, requisitions on storekeepers, reports of survey, and property turn-in slips. Cards will be continued in effect until filled or until reduced to a zero balance.

WITHDRAWN

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

13. FN: 420-17g
Title: Job order registers
Authority: NN-166-204

Privacy Act: Not applicable

Description: Information used in control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling, and completion, descriptions, costs, and similar information.

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.

WITHDRAWN

14. FN: 420-17h
Title: Real property inventories
Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Reports, change reports, and related information which show status, cost, capacity, condition, present use, maintenance, and management of real property.

Disposition: Code KE6. Event: supersession by a new installation inventory, or on final disposal of property. 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.

15. FN: 420-17j1
Title: Integrated Facilities Systems (IFS) input files

Authority: GRS 20, Item 10

Privacy Act: Not applicable

Description: Information (data transcriptions) used to list input into the automated system. These forms include assets accounting, uniques, and real property management inputs such as installation headers, training suitability data, disposal data cards, property and building information schedules, cards for drawing numbers and complexes, utilities, facilities, and fire protection, tenant data, functional group and error message records, equipment updates, economic indicators, inspection results, and similar forms.

Disposition: Code KE6. Event: input into system. 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

16. FN: 420-17j2
Title: Integrated Facilities Systems (IFS) input files

Authority: GRS 20, Item 10

Privacy Act: Not applicable

Description: Information (data transcriptions) used to list input into the automated system. These forms include facilities engineering management system inputs, such as

WITHDRAWN

issues and turn-ins, work requests and orders, design estimates, contract data, service orders, labor and equipment utilization, resources, fuel and sales inputs, and similar forms.

Disposition: Code KE6. Event: completion of project. 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.

17. FN: 420-17k

Title: IFS printed output forms

Authority: GRS 20, Item 3

Privacy Act: Not applicable

Description: Printed output Facilities Engineering Management System (FEMS) and Assets Accounting reports produced by the automated system, including transaction lists, error lists, special projects, interface transactions, material reports, design status, contract status, master and shop schedules, service orders and backlogs, standing operations orders, facility descriptions for buildings and other than buildings, space utilization, missing essential data elements, facility disposal, building information schedule, installation inventory of military real property, and similar reports.

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

WITHDRAWN

18. FN: 420-17m

Title: IFS master file tapes

Authority: GRS 20, Item 10

Privacy Act: Not applicable

Description: Master file tapes and disc packs used in IFS processing. These routine master file tapes include unique, labor and equipment master, FEMS master job, task code master, installation management and planning, recurring and deficiency dollar, standard financial system (STANFINS) interface table, history, and similar or related master file tapes.

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

WITHDRAWN

19. FN: 420-22a

Title: Ground maintenance files

Authority: NC1-AU-81-37

Privacy Act: Not applicable

Description: Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.

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

WITHDRAWN

20. FN: 420-41a

Title: Utility contract reviews

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information on the review of contracts for the purchase and sale of utilities services. Included are confirmed copies and other copies of the contracts or supplemental agreements, recommendations relating to contracts, and information reflecting approval or proposed revision of contracts and the necessity for continued sale.

Disposition: Code KE6. Event: termination of contract. 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.

21. FN: 420-41b

Title: Contract reviews

Authority: NN-166-204

Privacy Act: Not applicable

Description: Copies of contracts and modifications and copies of related records of negotiation furnished to higher echelon offices for review purposes. This excludes utilities contract review files.

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

22. FN: 420-41c

Title: Other agencies contracts

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information pertaining to the sale of power by marketing agencies from CE hydroelectric projects. Included are copies of contracts administered by marketing agencies and agreements.

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

23. FN: 420-46a

Title: Utilities maintenance files

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Information on the maintenance of utilities equipment and systems such as water and sewage, electrical refrigeration and air-conditioning, boilers and warm air furnaces, steam distribution, gas and oil storage, and other utility systems. These records will be kept at the installation and will remain with the buildings and grounds when transferred from the jurisdiction of the Army.

Disposition: Code KE6. Event: salvage, replacement, or dismantling of related plant or system. 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.

24. FN: 420-54a

Title: Air-conditioning policy exceptions

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to Department of the Army approval for exceptions to stated policy on installation, use, replacement, and alteration of air-conditioning systems or individual air-conditioning units. Included are proposals, justifications, requests, approvals, disapprovals, sketches, engineering analyses, and related information.

Disposition: Code KE6. Event: salvage, replacement, or dismantling of related plant or system. 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.

25. FN: 420-70a

Title: Truss/structural framing inspections

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to inspection records conducted by a qualified engineer on trusses, roof framing, and other structural members to show building number, date of inspection, inspector, findings, and corrective action completed.

Disposition: Code KE6. Event: next inspection. 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.

26. FN: 420-70b

Title: Roof inspections

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to roofing inspections maintained by building number and similiar information maintained to show roofing conditions.

Disposition: Code KE6. Event: next inspection. 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.

27. FN: 420-70c

Title: Paint records

Authority: NN-166-204

Privacy Act: Not applicable

Description: Information relating to the surface preparation, the type of paint used, and any other information that would show performance of the paint.

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

28. FN: 420-72a

Title: Traffic engineering surveys and studies

Authority: NC1-AU-85-30

Privacy Act: Not applicable

Description: Office performing study or survey: Information that accumulates in the planning and execution of engineering surveys and studies pertaining to installation

NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping with NARKS redesign language. TT

~~traffic. Studies and surveys completed as part of the installation site selection or master planning must be filed with related site selection or master planning files.~~

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

29. **FN:** 420-72b
Title: Transportation research and studies
Authority: NN-166-204
Privacy Act: Not applicable

Description: Office responsible for project studies: Information relating to transportation research and study projects that cover various aspects of traffic management improvement, simplification, and adaptation to computer systems. Included are requests for initiation of projects and project reports.

Disposition: Code KE6. Event: after 3 years or completion of the related study, 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.

3 years after

Change approved in consultation with Army PDC Kady light. 9/8/00 meeting

30. **FN:** 420-74a
Title: Resources conservation programs, goals, and schedules
Authority: NN-166-204
Privacy Act: Not applicable

Description: Information relating to setting goals for the Army Resources Conservation Program and to time-phased schedules for accomplishment of approved goals. Included are schedules, goals, recommendations, comments, approvals, disapprovals, changes, and related information.

Disposition: Code KE6. Event: superseded. 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.

31. ~~**FN:** 420-74b
Title: Timber disposal files
Authority: NN-166-204
Privacy Act: Not applicable~~

~~**Description:** Information on reviewing and authorizing the availability of timber for harvesting of woodlands on federally owned lands, including declarations of availability and authorizations for harvesting.~~

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

WITHDRAWN

32. **FN:** 420-74c1
Title: Wildlife management plans and implementations
Authority: NC-AU-75-19
Privacy Act: Not applicable

Description: Cooperative plan agreements: Information on the protection of fish and wildlife on military reservations, including protection of resources and vegetation that

provide a natural habitat for fish and wildlife, control of hunting and fishing, observance of game laws, and similar measures.

Disposition: Code KE6. Event: superseded. 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.

33. ~~FN: 420-74e2~~

~~Title: Wildlife management plans and implementations~~

~~Authority: NC-AU-75-19~~

~~Privacy Act: Not applicable~~

~~Description: Licensing documentation: Information on the protection of fish and wildlife on military reservations, including protection of resources and vegetation that provide a natural habitat for fish and wildlife, control of hunting and fishing, observance of game laws, and similar measures. (Note: Collection vouchers indicating funds generated by this program and transmitted to F&AO are identified under number 37-103a).~~

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

NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARKS redesign language. TT

34. ~~FN: 420-74g~~

~~Title: Reforestation reports~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Reports on reforestation of military reservations containing information about acres planted for reforestation and acres planted for windbreaks and shelter belts and similar information including the reports made by field installations, copies of consolidated reports sent to the Secretary of Defense, and correspondence concerning the reports.~~

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

WITHDRAWN

35. ~~FN: 420-74i~~

~~Title: Conservation awards~~

~~Authority: NC-AU-75-19~~

~~Privacy Act: Not applicable~~

~~Description: Information on DA Conservation Awards.~~

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

36. ~~FN: 420-74j~~

~~Title: Natural resources reports~~

~~Authority: NN-166-204~~

~~Privacy Act: Not applicable~~

~~Description: Reports on soil and water conservation, forest management, and fish and wildlife management.~~

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

WITHDRAWN

37. **FN: 420-74k**
Title: Real property maintenance supervisory files
Authority: NN-166-204
Privacy Act: Not applicable
Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARKS redesign language. TT

38. **FN: 420-74m**
Title: Land management files
Authority: NC1-AU-81-53
Privacy Act: Not applicable
Description: Information on preservation, development, improvement, and maintenance of real property on military reservations (including control of erosion, dust, and vegetative fire hazards), drainage establishment and maintenance of vegetative covers, control of weeds and noxious plants, and irrigation and supply of water for plant growth on military land.
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: 420-76a**
Title: Entomology services
Authority: NC1-AU-81-51
Privacy Act: Not applicable
Description: Information on the criteria, practices, and application of measures for insect and rodent control to protect personnel, material, buildings, and other facilities.
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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40. **FN: 420-81b**
Title: Custodial services
Authority: NC1-AU-78-113
Privacy Act: Not applicable
Description: Information on the criteria and procedures for performing cleaning, janitorial, and preventive maintenance and services at Army installations.
Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN

41. **FN: 420-81c**
Title: Installation maintenance progress and inspections
Authority: NN-166-204
Privacy Act: Not applicable

NARA approval not needed, as proposed disposition is equivalent to previously approved authority and in keeping w/ MARKS redesign language. TT

Description: Reports on the progress and inspection of maintenance and repair activity in connection with real and installed property. Included are progress, work, and inspection reports.

Disposition: Code KE6. Event: after 2 years or on discontinuance of the installation. 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.

42. FN: 420-90a

Title: Fire prevention files

Authority: NC1-AU-78-113

Privacy Act: Not applicable

Description: Information on the criteria, standards, practices, and application of fire prevention and protection practices and methods.

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

WITHDRAWN

43. FN: 420-90b1

Title: Installation fire prevention and protection files

Authority: NC-AU-75-19

Privacy Act: Not applicable

Description: Individual run reports and routine reports of equipment tests: These files include information on the automatic sprinkler and alarm system, water distribution system showing location of fire hydrants, pumps, valves, standpipe connection, and similar devices, sources of water supply, available facility fire fighting equipment, tables of running distances, pressure in water mains, fireflow and pump tests, liaison with civil or military organizations, and fire station log summaries.

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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