

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <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 <i>NI-A 2-01-12</i>	DATE RECEIVED <i>3-22-2000</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>4-3-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 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 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</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 GRS OR SUPERSEDED JOB CITATION	10.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)
<i>66</i>	<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: center;"><i>cc: Agency, NR, NIUMW</i></p>		

27

**LEGAL SERVICES**

Prescribing Directives

AR 27-1--Judge Advocate Legal Service

AR 27-3--Legal Assistance

AR 27-10--Military Justice

AR 27-20--Claims

AR 27-40--Litigation

AR 27-50--Status of Forces Policies, Procedures, and Information

AR 27-60--Patents, Inventions, and Copyrights

AR 27-70--Department of Defense Foreign Tax Relief Program

**Description:** These records concern judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs, international, foreign, procurement, and contract law, legal assistance for military personnel and their dependents, policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army, trials by courts-martial, including pretrial, trial, and post trial procedures, nonjudicial punishment, investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

~~FN: 27~~

~~Title: General legal services 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 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 legal services which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See file no. 25-30q.) Matters relating to legal 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.~~

~~FN: 27-1c~~

~~Title: Surety powers of attorney~~

~~Authority: NN-166-204~~

WITHDRAWN

~~Privacy Act: Not applicable~~

~~**Description:** Information showing the appointment of persons as attorneys-in-fact by surety companies, authorizing them to execute surety obligations.~~

~~**Disposition:** Code KE6. Event: termination of power of attorney. 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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FN: 27-1d

3 **Title:** Appearance as counsel in civil court files

**Authority:** NN-166-204

**Privacy Act:** AO027-40dDAJA

**Description:** Information on the appearance of military personnel and DA civilian employees as counsel before civil courts, administrative tribunals, regulatory bodies, or Government agencies. Included are the--

a. Requests with supporting or related information, letters, and other information indicating coordination involved.

b. Action taken on the requests.

Note: File the above information in the litigation file when the appearance concerns litigation involving or of interest to the Army.

**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: 27-1n~~

4 **Title:** Law library vouchers

**Authority:** NN-166-204

WITHDRAWN

**Privacy Act:** Not applicable

**Description:** Vouchers, support papers, and voucher registers and inventory balance record of books.

~~**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: 27-1r

5 **Title:** JAG legal education program

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

**Privacy Act:** AO640-10cTAPC

**Description:** Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's Funded Legal Education Program. Included are applications, 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.

*Replaced by items 5a and 5b,  
per email from Kandy Light, 11/30/01.*

-RN

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FN: 27-10a2

6 **Title:** Summary courts-martial

**Authority:** NN-166-204

5a  
**FN:** 27-1r1

**Title:** JAG legal education program (accepted students)

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

**Privacy Act:** A0600-8-104cNGB

**Description:** Records of students who completed the schooling or withdrew from the program: Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.

**Disposition:** Code KE6. Event: completion of schooling 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.

5b  
**FN:** 27-1r2

**Title:** JAG legal education program (rejected students)

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

**Privacy Act:** A0600-8-104cNGB

**Description:** Records of individuals rejected from the program: Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.

**Disposition:** Code TE1. Event: rejection of individual. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA. The RHA will destroy the record 1 year after the event.

**Privacy Act:** A0027-10bDAJA

**Description:** Office of summary court-martial convening authority and Table of Organization and Equipment (TOE) units: These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence. For disposition of copies of records of trial by summary courts-martial with notations of action taken by supervisory authority, see chapter 2, AR 27-10. For disposition of copies kept in unit files according to RCM 1305(e), MCM 1984, see AR 640-10 (Field 201 files, temporary information).

**Disposition:** Code KE6. Event: notice of final action by the supervisory authority. 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: 27-10b2

**Title:** Court-martial locators

**Authority:** N1-AU-89-05

**Privacy Act:** A0027-10aDAJA

**Description:** Other than OTJAG: Information used to control cases that are to be tried or have been tried by summary, special, and general courts-martial. Included are index cards, registers, coding sheets and similar information.

**Disposition:** Code KE6. Event: completion of the 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.

FN: 27-10g

**Title:** Deliveries to civil authorities

**Authority:** NN-165-470

**Privacy Act:** A0027-1DAJA

**Description:** Information on the delivery of members of the Armed Forces accused of crimes to civil authorities for trial. Included are copies of requests, indictments, presentments, information or warrants, agreements to return members to military control, denials with reasons, and related information.

**Disposition:** Code KE6. Event: final disposition of the matter. 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 is not needed because proposed disposition is equivalent to previously approved authority, and consistent w. MARKS re-design. -RN*

FN: 27-10j

**Title:** Witness appearances

**Authority:** NN-166-204

**Privacy Act:** A0027-10cDAJA

**Description:** Information on requests for military personnel and DA civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting information, letters, electronically transmitted messages, personnel action forms, and other information indicating action taken on the requests.

**Disposition:** Code KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years then destroy.

*changes per Nandy Light emails of 11/21/01 and 11/30/01. -RN*

*event occurs and then until*

*after the event,*

*Code KE6. Event: appearance of witness.*

7

8

9

*military courts and investigations*

~~FN: 27-20d~~

~~Title: Claim journals and indices~~

~~Authority: NC1-AU-83-43~~

~~Privacy Act: A0027-20aDAJA~~

~~Description: Information used for recording pertinent information on each event on an actual or possible claim, and cross-indexes of incidents entered in the claims journal.~~

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

WITHDRAWN

10

~~FN: 27-20e~~

~~Title: Claim reports~~

~~Authority: NC1-AU-83-41~~

~~Privacy Act: A0027-20aDAJA~~

~~Description: Information containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are: copies of reports kept by reporting offices, report consolidations and summaries prepared or kept by OTJAG, information directly related to the reports.~~

~~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 because proposed disposition is equivalent to previously approved authority and consistent with MARKS redesign, per Kandy Light 11/21/01 email. -RN*

11

FN: 27-60ii2

Title: Intellectual property clause deviations

Authority: NC1-AU-79-53

Privacy Act: Not applicable

Description: Requesting offices: Information on requests for, and approval or disapproval of, deviation from standard procurement contract clauses. These clauses pertain to inventions, patents, copyrights, trademarks, data, or similar intellectual property required by regulation to be included in the contract. Included are information used to support and justify such requests (for example, memorandums of the facts respecting the proposed contract and prospective contractor, and of precedent and policy pertinent to the particular case). Information gathered by contracting officers administering contracts will be filed with the related contract. Note: information filed with related contracts will be destroyed with the related contract.

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

12

~~FN: 27-60ss~~

~~Title: Unsolicited proposals~~

~~Authority: NN-164-30~~

~~Privacy Act: A0027-60aDAJA~~

~~Description: Office of record established pursuant to the provisions of AR 27-60: Information relating to the receipt and administration of the evaluation of unsolicited disclosures, data, suggestions, ideas, plans, sketches, drawings, information, discoveries, models, samples, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or~~

WITHDRAWN

13

~~submitted by military personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, proposals resulting from qualitative requirements information or similar problem statements, memorandums of understanding, communications with submitters, evaluations, 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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**FN:** 27-70b

**Title:** DOD Foreign Tax Relief Program report files

**Authority:** N1-AU-91-4

**Privacy Act:** Not applicable

**Description:** Annual reports required under the DOD Foreign Tax Relief Program (RCS: DDGC(A)1199). Includes a summary of significant activities during the preceding year of the administration of the program furnished by commanders of the unified commands to the General Counsel of the DOD.

**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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190

**MILITARY POLICE**

**Prescribing Directives**

AR 190-5--Motor Vehicle Traffic Supervision

AR 190-8--Enemy Prisoners of War Administration, Employment, and Compensation

AR 190-9--Military Absentee and Deserter Apprehension Program

AR 190-11--Physical Security of Arms, Ammunition, and Explosives

AR 190-12--Military Police Working Dogs

AR 190-13--The Army Physical Security Program

AR 190-14--Carrying of Firearms and Use of Force for Law

AR 190-22--Searches, Seizures, and Disposition of Property

AR 190-24--Armed Forces Disciplinary Control Boards And Off-Installation Military Enforcement

AR 190-30--Military Police Investigations

AR 190-40--Serious Incident Report

AR 190-45--Military Police Law Enforcement Reporting

AR 190-47--The U.S. Army Correctional System

AR 190-51--Security of Army Property at Unit and Installation Level

AR 190-53--Interception of Wire and Oral Communications for Law Enforcement Purposes

AR 190-57--Civilian Internees--Administration, Employment, and Compensation

AR 190-59--Chemical Agent Security Program

**Description:** These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.

~~FN: 190~~

~~**Title:** General military police 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 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; and other transactions of a general, routine, and administrative nature; and other information relating to military police 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 military police 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.~~

FN: 190-5a

**Title:** Law enforcement

**Authority:** NN-166-204

**Privacy Act:** A0190-45DAMO

**Description:** Information on traffic enforcement activities, minor offenses, and uniform violation notices referred to U.S. District Courts. Included are traffic law enforcement surveys, accident reports, traffic violation reports, notices, and summons and violation notices (DD Form 1805). This description does not include information on traffic accidents that is sent to and held by claims officers.

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

FN: 190-5b1

15

16

17

**Title:** Vehicle registration and driver records

**Authority:** NC1-AU-84-31

**Privacy Act:** A0190-5DAMO

**Description:** Information gathered on POV registration and driver record files. Included are driver records consisting of:

- a. Information on chargeable motor vehicle accidents, moving violations, suspension and revocation actions, and point assessments involving military and civilian personnel and their dependents.
- b. Other personnel privileged to operate motor vehicles on Army installations. Note: Forward to next duty station on transfer of military member, Government or nonappropriated fund civilian employee, or employee of Government contractor.

**Disposition:** Code KE6. Event is one year after termination of suspension or revocation of driving privileges. Keep in CFA until event occurs and then no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

*change per Kandy Light email of 12/4/01. -RN*

one year after

18

~~FN: 190-5d2~~

~~**Title:** Special agent accreditations~~

~~**Authority:** NC-AU-75-17~~

~~**Privacy Act:** A0190-30DAMO~~

~~**Description:** Information on the accreditation, nonparticipation, or withdrawal of accreditation of persons as criminal investigators. Included are applications, recommendations, approvals, disapprovals, and related information.~~

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

WITHDRAWN

19

FN: 190-5f

**Title:** Missing vehicle register cards

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Cards showing the description of missing or stolen military or civilian vehicles and related information.

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

20

~~FN: 190-6a~~

~~**Title:** Financial privacy requests~~

~~**Authority:** N1-AU-94-19~~

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

~~**Description:** This file contains statistical reports and associated correspondence concerning legal request to financial institutions for financial records under the access procedures of customer consent, search warrant, judicial subpoena, formal written request, emergency access, and foreign intelligence and foreign counterintelligence activities.~~

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

WITHDRAWN

21

FN: 190-6b

**Title:** Financial privacy reports

**Authority:** N1-AU-94-19

**Privacy Act:** Not applicable

**Description:** Consolidated reporting information concerning requests for financial information from financial institutions. This report is provided under the provisions of AR 190-6 by Army law enforcement activities during the performance of Army investigations or inquiries. This annual report is required by the Right to Financial Privacy Act of 1978 (RCS DD-COMP(A) 1538) and is submitted on DD Form 2563.

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

FN: 190-6c

22

**Title:** Financial privacy records (backup material)  
**Authority:** N1-AU-94-19  
**Privacy Act:** Not applicable  
**Description:** Backup copies of Financial Privacy Requests and Reports in various formats.  
**Disposition:** Office having army wide responsibility: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 190-9a  
**Title:** Absentee cases  
**Authority:** NN-166-204  
**Privacy Act:** A0190-9DAMO

*Code KEG. Event: arrest or apprehension of person, or completion or closure of case. Keep in CFA until event occurs and then*

**Description:** Case files containing records of persons absent without leave (AWOL personnel, escaped military prisoners (U.S. Army personnel), and deserters). The files contain information which pertains to the return or apprehension of absentees. Included are reports on absentees wanted by the Armed Forces, the return of absentees, the apprehension of absentees, correspondence on the description of absentees, leads for apprehension, and statistical data for deserters and AWOLs.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. In time of war, when the person is not arrested or apprehended, retain until determined that the person died or was discharged without arrest or apprehension.

*change per Kandr Light email of 11/21/01. -RN*

23

*after the event*

24

FN: 190-12b  
**Title:** Sentry dog facility inspections  
**Authority:** II-NNA-1003  
**Privacy Act:** Not applicable  
**Description:** Inspection checklist used during inspection of sentry dog facilities.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

25

FN: 190-13a  
**Title:** Guard reports  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Retained copies of the Guard Report which is prepared daily and submitted to the installation commander or authorized representative.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

26

~~FN: 190-13b  
**Title:** Gate guard files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information on measures taken to guard Government facilities and military prisoners (U.S. Army personnel). Included are: assignment sheets, gun registers, registers showing movement of personnel or vehicles into or out of Government facilities, package passes, routine or negative reports, related information.  
**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

WITHDRAWN

27

FN: 190-13c1  
**Title:** Crime prevention surveys  
**Authority:** NN-170-20  
**Privacy Act:** Not applicable  
**Description:** Information on surveys of Government-owned and leased facilities conducted to minimize or eliminate the opportunity or desire to commit or engage in criminal activities, including survey reports, recommendations, evaluations, and related information.

change per Kandy.  
Light email of 11/21/01. -RN

after  
the  
event,

event occurs and then until

**Disposition:** Government-owned facilities: Code KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Code KE6. Event: completion of the next survey of the same facility or inactivation of the facility, whichever is sooner.

28

**FN:** 190-13e

**Title:** Security identification applications

**Authority:** NN-170-4

**Privacy Act:** A0600-8-14DAPE

**Description:** Information on the issue of security identification cards or badges. Included are applications and related information.

**Disposition:** Code KE6. Event is turn-in of card or badge. 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.

29

**FN:** 190-13g

**Title:** Physical security plans and programs

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information on physical security and plant protection plans and programs. Included are waivers, exceptions, and related information.

**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.

30

**FN:** 190-14b

**Title:** Registrations and permits

**Authority:** NN-166-204

**Privacy Act:** A0190-14DAMO

**Description:** Information on the registration of restricted property and privately owned weapons. Information on the issuance of hunting, fishing, and trapping permits.

**Disposition:** Code KE6. Event is expiration or revocation. 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.

31

**FN:** 190-22b

**Title:** Prisoner or detained person receipts

**Authority:** NC1-AU-78-84

**Privacy Act:** Not applicable

**Description:** Information showing the receipt of prisoners or detained persons.

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

32

~~**FN:** 190-24c~~

~~**Title:** Patrol reports~~

~~**Authority:** NN-166-204~~

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

~~**Description:** Military police patrol report files and guard service control files. Included are reports of patrols who keep order in towns, on trains and at transportation terminals, guard check sheets, door slip summaries, routine and negative reports, round reports, service reports on interruptions and tests, punch clock dial sheets, 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

33

**FN:** 190-30a

**Title:** Security identification accountability

**Authority:** NN-170-4

**Privacy Act:** A0381-20DAMI & A0190-13CFSC

**Description:** Information used to keep an account of identification cards and badges. Included are registers and related information.

**Disposition:** Code KE6. Event is after last card or badge number entered has been accounted for. 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.

~~FN: 190-30d~~

~~Title: MP investigator considerations~~

~~Authority: NC-AU-75-40~~

WITHDRAWN

~~Privacy Act: A0190-30DAMO~~

~~Description: Information on personnel considered and nonselected as military police (MP) investigators and the temporary or permanent withdrawal of credentials and related information. Included are requests, name checks, background checks, appeals, rebuttals, and related information.~~

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

FN: 190-40a

Title: Serious incident reports

Authority: ~~NC-AU-77-142~~ NC-AU-75-21

Privacy Act: A0190-40DAMO

Description: Reports of serious incidents which may embarrass or be of concern to DA or DOD. Included are initial, supplemental, terminal, and special interest follow-up reports, and related information.

Disposition: Code KE6. Event is completion or receipt of final report. 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.

FN: 190-45f

Title: Provisional passes

Authority: NN-166-204

Privacy Act: A0001bTAPC

Description: Retained copies of passes issued to personnel for use during travel to their units.

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

FN: 190-47a3

Title: Confinement population and operational reports

Authority: NC-174-098

Privacy Act: Not applicable

Description: Documents providing statistical data on the number of prisoners confined in Army confinement facilities and data on operations of Army confinement facilities. Included are basic reports, consolidated and special reports, statistical compilations or tabulations, letters, forms, and similar documents.

Disposition: United States Disciplinary Barracks (USDBs) and other confinement facilities: Code K6. - Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

~~FN: 190-47c~~

~~Title: Disciplinary books~~

~~Authority: NC1-AU-77-84~~ ← [incorrect authority]

WITHDRAWN

~~Privacy Act: Not applicable~~

~~Description: Documents used by confinement officers for recording, in sequence of occurrence, all breaches of discipline and the action taken. 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.~~

FN: 190-47d

Title: Confinement facility blotters

Authority: NN-166-204

Privacy Act: A0190-47DAMO

WITHDRAWN

~~**Description:** Documents used by confinement officers to provide a log of significant events or actions, such as headcounts, bed checks, roll calls, staff visits and inspections, fires, escapes, riots, disorders, suicides, and similar incidents. Included are blotters, log-books, 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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**FN:** 190-47e

**Title:** Prisoner visitor registers

**Authority:** NN-166-204

**Privacy Act:** A0001aTAPC

**Description:** Documents reflecting all prisoners' visitors. Included are registers and similar or related documents.

**Disposition:** Code KE6. Event is last entry on the form or 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.

WITHDRAWN

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**FN:** 190-47f

**Title:** Prisoner employment files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents used by confinement officers to record work or nonwork assignments of prisoners. Included are registers, cards, 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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**FN:** 190-47i

**Title:** Progress evaluations

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents relating to prisoners restored to duty. Included are semiannual progress reports and similar or related documents.

**Disposition:** Offices requiring report: Code KE6. Event is receipt of final evaluation. 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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**FN:** 190-47r

**Title:** Transportation receipts

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents used in lieu of railroad or other transportation tickets which are delivered to the carrier. Included are receipts 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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**FN:** 190-47s2

**Title:** Prisoner mail files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents accumulated by postal sections. Included are prisoners' mail record, inmate's receipt voucher, summary receipt, incoming package record, individual stamp account, individual stamp expenditure, checklist for rejected letters, publication record, cumulative individual postage stamp record, and related or similar documents.

**Disposition:** Checklist for rejected letters, publication record and other files: 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:** 190-47t

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**Title:** Prisoner appointment passes

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents used to authorize and control movement of individual prisoners to locations for interviews, visits, examinations, and other authorized movements without a guard escort. Included are passes 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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**FN:** 190-47u

**Title:** Official count files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents used to record actual counts of prisoners. Included are registers, logbooks, 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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**FN:** 190-47v2

**Title:** Individual correctional treatment files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents accumulated by U.S. Disciplinary Barracks on individuals in confinement, consisting of some semipermanent and some temporary papers as defined below. The correctional treatment file is maintained in a separate file folder apart from the Military Personnel Records Jacket. Temporary documents are those pertaining to--

- (1) General prisoners' individual clothing and equipment record.
- (2) Requests for withdrawal of personal property or funds agreement of employer.
- (3) Chaplain's report.
- (4) Education and rehabilitation report.
- (5) Letter of transmittal of records and acknowledgment of receipts.
- (6) Letter to employer, letter of warning.
- (7) Notice to prisoner of change of status.
- (8) Notification to next-of-kin of escape.
- (9) Present adjustment report.
- (10) Report of arrival of parolee.
- (11) Request for statement of account and for other records and status letters.
- (12) Work and assignment progress reports.

**Disposition:** Code KE6. Event is release from confinement or expiration of parole. 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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**FN:** 190-47w2

**Title:** Individual prisoner personnel files

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents accumulated by the office performing Armywide staff supervision over individuals confined in U.S. disciplinary barracks or Federal prisons. Included are papers relating to the sentence, status, clemency, other actions pertaining to the confinement, and related documents.

**Disposition:** Temporary records: Code KE6. Event is release, expiration of parole, or final review of Appellate Review Authority. 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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**FN:** 190-47x

**Title:** Disciplinary status

**Authority:** NN-166-204

**Privacy Act:** A0190-47DAMO

**Description:** Documents relating to the status and disposition of cases involving disciplinary or possible disciplinary action, admonition, or reprimand of military personnel. Included are cards, rosters, 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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**FN:** 190-47y

**Title:** Physical inspections

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Documents relating to general and special inspections of enlisted personnel of an organization. Included are reports 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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195

**CRIMINAL INVESTIGATION**

**Prescribing Directives**

AR 195-2--Criminal Investigation Activities

AR 195-3--Acceptance, Accreditation, and Release of U.S. Army Criminal Investigation Command Personnel

AR 195-4--Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities

AR 195-5--Evidence Procedures

AR 195-6--Department of the Army Polygraph Activities

**Description:** These records concern functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. This includes matters pertaining to evidence, polygraphs, special funds, selection and identification of investigators, and other matters appropriate to criminal investigation activities.

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~~FN: 195~~

~~Title: General criminal investigation 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 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 criminal investigation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30g.) Matters relating to criminal investigation 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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FN: 195-2a

**Title:** Criminal investigation status report

**Authority:** NC1-AU-78-4

**Privacy Act:** A0195-2bUSACIDC

**Description:** Information gathered in Headquarters, U.S. Army Criminal Investigation Command (HQ, USACIDC) which provides information on the status of criminal

investigations. Included are reports, action officers' activity summaries, letters, messages, notes, reports of investigation containing witness statements, subject statements, agent statements, documents evidence, action log (numerical sequence), and related information. Note: Selected information containing data of current operational value will be reviewed yearly for continued retention not to exceed 20 years. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

~~FN: 195-2c~~

~~Title: U.S. Army Criminal Investigation Laboratory reports~~

~~Authority: NC1-AU-79-2~~

~~Privacy Act: A0195-2bUSACIDC~~

WITHDRAWN

~~Description: Retained copies at U.S. Army Criminal Investigation Laboratory of laboratory reports, findings, ballistics tests, chemical analyses, forms, and indexes prepared in conducting test of material which may be used as evidence or exhibits in criminal investigations.~~

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

FN: 195-2d2

Title: Criminal investigative case or complaint log

Authority: NC1-AU-77-126

Privacy Act: A0195-2bUSACIDC

Description: Logs which show information necessary to facilitate and control criminal investigative actions.

Disposition: Code KE6. Event: final action on all entries. 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.

Other than Crime Records Center, HQ, USAACIDC:

change per 10/18/01 email from Kandy Light.

-RN

FN: 195-2e

Title: CID investigative activities reports

Authority: NC1-AU-79-44

Privacy Act: Not applicable

Description: Information containing statistical and analytical data on Reports Investigation, Crime Prevention Surveys, Criminal Information Reports, laboratory examinations, and other CID investigation activities. Included are CID Form 41 (Summary Report on CID Activities), CID Form 49 (Monthly Report of USACIL Activities), recurring reports and studies, and related ADP registers.

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

FN: 195-2f

Title: Photographic identification

Authority: NC1-AU-78-83

Privacy Act: A0195-2bUSACIDC

**Description:** Photographs of persons who are suspects or subjects of criminal investigations. Included are separate control logs and ledgers providing identifying data on the person and photograph and related information. Note: selected photographs and related information will be kept and reviewed yearly for continued retention.

**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:** 195-2g4

**Title:** Source files

**Authority:** NC1-AU-81-4

**Privacy Act:** A0195-2bUSACIDC

**Description:** USACIDC Region Headquarters and subordinate USACIDC elements: Sources files and cross index cards for all other than Level I Drug Suppression Team Information. Other subordinate USACIDC elements: Master source files, informant files and cross index cards. Information relating to sources used in the conduct of investigations. Included are CID Form 20 (Informant Data Cards), CID Form 28 (Agent Activity Summaries), cross index cards, and related information.

**Disposition:** Code KE6. Event: termination of informant's service. 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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~~**FN:** 195-2h2~~

~~**Title:** Criminal intelligence reports and cross-index cards~~

~~**Authority:** NC1-AU-77-157~~

~~**Privacy Act:** A0380-13DAMO~~

~~**Description:** Region headquarters, Districts, field offices, other elements designated by the region commander: Information on any person, civilian or military, involved in or reporting possible criminal activity affecting the U.S. Army's interests, property, and personnel. This may include information on persons; action officer's activity summary; letters, messages, notes, or reports on investigations containing witness statements, subject statements, and technical investigation data; indices containing codes for the type of crime, and agencies, firms, DA, and DOD organizations which were the subjects of criminal investigations. Note: Deleted reports and corresponding cards containing information of current operational value may be reviewed yearly for continued retention.~~

~~**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 because prepared disposition is equivalent to previously approved authority and consistent w. NARA's redesign.*

*-RN*

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**FN:** 195-2i2

**Title:** Criminal Intelligence Bulletins (CIB)

**Authority:** NC1-AU-77-158

**Privacy Act:** Not applicable

**Description:** Region headquarters, Districts, field offices, and other elements designated by the region commander: A CIB is used to send out criminal intelligence to subordinate units within USACIDC. The CIB contains the review and analysis of criminal intelligence reports, reports of investigation, the crime prevention survey, and other

investigative information received. Note: Selected bulletins and corresponding information of current operational value may be reviewed yearly for continued retention.

**Disposition:** Code KE6. 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.

*Event: issuance of subsequent CIB or supersession or obsolescence, whichever is soonest.*

FN: 195-2k

**Title:** Essential elements of criminal intelligence (EECI)

**Authority:** NC1-AU-77-160

**Privacy Act:** Not applicable

**Description:** Specific items of information and development of information pertaining to criminal activities and crime prone areas. Note: HQ, USACIDC: Selected EECI containing information of current operational value may be kept longer, and thereafter reviewed yearly for continued retention

**Disposition:** Code KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

*changes per Kandy Light email of 11/21/01. -RN*

*event occurs and then until*

*Code KE6. Event: supersession or obsolescence.*

~~FN: 195-2m~~

~~**Title:** Criminal intelligence data~~

~~**Authority:** NC1-AU-77-161~~

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

~~**Description:** Information created by districts, field districts, and subordinate elements designated by the region commander containing raw data and significant data kept separately.~~

~~**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 because proposed disposition is equivalent to previously approved authority and consistent w. MARKS redesign. -RN*

FN: 195-4a

**Title:** CID fund files

**Authority:** NC1-AU-77-120

**Privacy Act:** A0195-4USACIDC

**Description:** Information on the expenditure of funds for expenses incurred in discharging assigned duties of criminal investigators not otherwise payable from DA funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, and CID clothing records.

**Disposition:** Code KE6. Event: inspection and clearance by Comptroller, USACIDC. 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: 195-5a

**Title:** Evidence ledgers and evidence custody files

**Authority:** NC1-AU-81-67

**Privacy Act:** Not applicable

**Description:** Information created by the U.S. Army Criminal Investigation Command and by Military Police worldwide. It consists of information showing the description, receipt, and disposition of physical property held as evidence for use in military or civil

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*after the event,*

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court proceedings. This information is used by criminal investigators or crime laboratories. Included are evidence vouchers, statements of destruction, ledgers, and related information. (USACIDC and MP field units will forward a copy of each related evidence custody document with all final reports to Crime Records Center. They will be kept with Criminal Investigation Case Files.)

**Disposition:** Code KE6. Event: all items of evidence have been disposed of. 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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**FN:** 195-6a

**Title:** Polygraph examinations

**Authority:** NN-166-204

**Privacy Act:** A0195-6USACIDC

**Description:** Copies of examination records (other than original copies attached to the original Crime Records Center copies of CID Reports of Investigation) and exhibit copies of polygraph examination reports.

**Disposition:** Code KE6. Event: investigation report has been closed or completed. 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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**FN:** 195-6b2

**Title:** Polygraph certifications

**Authority:** NC1-AU-77-127

**Privacy Act:** A0195-6USACIDC

**Description:** Disapproved certification and related information: Information on certification of polygraph examiners. Included are applications, recommendations, approvals, disapprovals, 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