

Request for Records Disposition Authority

(See instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
Department of the Army

2 Major Subdivision
Office of the Administrative Assistant to the Secretary of the Army

3 Minor Subdivision
Records Management and Declassification Agency

4 Name of Person with whom to confer
Shirley Kinson-Jones

5 Telephone (include area code)
703-428-6411

Job Number
N1-AU-11-31

Date Received
10/1/11

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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
07-17-2012

Archivist of the United States
Paul M. Wall

6 Agency Certification **AC**

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 4 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 has been requested

Signature of Agency Representative: *Richard A. Wojewoda* Title: **Richard A. Wojewoda, Chief, Records Management Division** Date (mm/dd/yyyy): **1 SEP 2011**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p style="text-align: center;">THE ARMY CORRECTIONS SYSTEM AR 190-47</p> <p>RN 190-47a3 Title Confinement Population and operational - ACS Facilities and Other designated facilities Authority TBD PA NA 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 TE25 Event is 2 years after the end of the current calendar year occurs Keep until event occurs and then until no longer needed for current operations, then return to the AEA/RHA The AEA/RHA delete the record 25 years after the event NOTE Relevant historical information can be garnered by the corrections community from these reports, briefings and statical data</p>	N1-AU-01-12	
2	<p>RN 190-47b Title Individual correctional treatment files - Authority TBD PA A0190-47DAPM Description Documents relating to the administration of individual military prisoners in ACS correctional facilities Included are court-martial orders, release orders, confinement orders, pre-trial agreement, fingerprint card crime record check, medical examiner reports, in and out processing list, record of DNA processing, Sexual Offender Registration requirements for identification and processing, classification reports, restored to duty findings, prisoner appointment passes, reports and recommendations relative to disciplinary actions, observation</p>	NN-166-204	

Item 2 (cont)

reports and domicile entries, clothing and equipment issue records (unit copy), forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, request for interview, and a copy of prisoner's enlisted record brief
Disposition TE50 Event is 2 years after the expiration of sentence(s) occurs Keep until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA
The RHA/AEA destroy the record 50 years after the event
MSR/Parole release event will apply after the expiration of sentence has occurred
Transfer of a prisoner from one confinement facility to another will not be construed as release from confinement When the prisoner is transferred to another such facility, forward file to the receiving confinement facility

Item 3

Record Number. 190-47e

Title: Prisoner visitors registers

Authority NN-166-204

PA A0001aAHRC

Description: Documents reflecting all prisoner visitors. Included are registers and similar or related documents

Disposition TE50 Event is 2 years after the expiration of sentence(s) occurs Keep until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA
The RHA/AEA will destroy the record 50 years after the event

NOTE. These files are individually maintained digitally as part of the CTF 190-48b file.

Item 4

RN 190-47f

Title Prisoner employment files

Authority N1-AU-01-12

PA A0190-47DAPM

Description Documents used by confinement officers to record work or non-work assignments of prisoners Included are registers, cards, and similar or related documents.

Disposition TE50 Event is 2 years after the expiration of sentence(s) occur Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will destroy the record 50 years after the event

NOTE The files are individually maintained digitally as a part of the CTF 190-47b file

Item 5

RN 190-47g1

Title Prisoner status reports and rosters – Prisoner daily strength reports and other files

Authority N1-AU-04-3

PA: A0190-47DAPM

Description Reports of the status of military prisoners in confinement facilities submitted to or by organization or post commanders or their appropriate staff offices for expediting military justice, justifying confinement, administrative reasons, or statistical purposes. These files include daily strength reports, reports of escaped prisoners, reports of prisoners returned from escape, and roster of prisoners.

Disposition TE25. Event is 2 years after the end of the current calendar year occurs. Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy the record 25 after the event.

NOTE The files contain relevant historical information can be garnered by the corrections community about prisoners and organization/unit affiliation.

Item 6

RN 190-47h1

Title Prisoner personal property and personal deposit fund – Prisoner cash account record and personal property list

Authority N1-AU-04-3

PA 0190-47DAPM

Description Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other disposition of such funds and property. They include individual and summary receipt vouchers, statement of prisoners accounts, petty cash vouchers, summary disbursement vouchers, record of prisoners personal deposit funds, request for withdrawal and notification of expenditure of prisoners personal funds, prisoners cash account records and personal property list, personal property transmittal slip request slip for withdrawal of personal property, personal property permit, request and receipt for health and comfort supplies, activity reports, custodian certificates, checkbooks, including canceled checks and check stubs, bank statements, and similar or related documents.

Disposition TE50. Event is 2 years after the expiration of sentence(s) occurs. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy the record 50 years after the event.

Item 7

RN 190-47j

Title: Prisoner admissions

Authority NC-AU-75-34

PA A0190-47DAPM

Description Documents reflecting the admission of prisoners. Included are registry books and letters acknowledging receipt of prisoners and records and similar or related documents.

Disposition TE25. Event is 2 years after the expiration of sentence(s) occurs . Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy the record 25 years after the event.

Item 8

RN 190-47k

Title Reference cards

Authority: NN-166-204

PA A0190-47DAPM

Description Documents reflecting data on each prisoner confined. Included are cards and similar or related documents.

Disposition TE50. Event is 2 years after the expiration of sentence(s) occurs. Keep until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy the record 50 years after the event.

Item 9

RN. 190-47s1

Title Prisoner mail files – Prisoner mail records

Authority: NN-166-204

PA A0190-47DAPM

Description Documents accumulated by postal sections. Included are prisoners mail record, prisoner 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 TE50. Event is 2 years after the expiration of sentence(s) occurs . Keep in until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy the record 50 years after the event.

Item 10

RN: 190-47s2

Title Prisoner mail files – checklist for rejected letters and publication record and other files

Authority NN-166-204

PA A0190-47DAPM

Description Documents accumulated by postal sections. Included are prisoners mail record, prisoner 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 TE50. Event is 2 years after the expiration of sentence(s) occurs . Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy the record 50 years after the event.

NOTE Retire record with CTF (190-47b) The integrity and completeness of records should be maintained regarding the handling of prisoner mail.

Item 11

RN. 190-47t

Title Prisoner appointment passes

Authority N1-AU-01-12

PA A0190-47DAPM

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 TE50 Event is 2 years after the expiration of sentence(s) occurs Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy the record 50 years after the event

Proponent POC is Ms Sylvia Mitchell

USA Provost Marshal General

(703) 428-7714