

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 23 July 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
CIVILIAN PERSONNEL FUNCTIONAL FILES

Effective 1 January 1972

This change revises description and disposition of file numbers 807-01, 807-07, and 811-02; revises disposition of file numbers 807-05 and 811-07; rescinds file numbers 807-06 and adds 807-08 Civilian service emblem control files and subfunctional files category 814 Labor--Management Relations Files.

AR 340-18-8, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
11 and 12.....	11 and 12.1
17 and 18.....	17 and 18
21.....	21 and 22
Authentication.....	Authentication

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) TAGO BLDG FALLS CHURCH VA 22041.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:
VERNE L. BOWERS,
*Major General, United States Army,
The Adjutant General.*

Distribution:
Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Civilian Personnel-C (qty rqr block No. 496).

CHANGE }
No. 3 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 25 July 1973

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
CIVILIAN PERSONNEL FUNCTIONAL FILES

Effective 1 January 1974

This change revises disposition of file number 805-03, revises description and disposition of file numbers 805-04, 807-01 and adds 807-09 adverse action files, and 808-05 NAF chronological journal files.

AR 340-18-8, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
9 through 14.....	-- 9 through 14.1
Authentication.....	Authentication

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) WASH DC 20314.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Civilian Personnel Functional Files: C (Qty Rqr Block No. 263).

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 7 October 1974

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF CIVILIAN
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1975

This change modifies the definition of subfunctional category 803, rescinds subfunctional category 806, and reduces the retention period for file numbers 807-02 and 807-07.

AR 340-18-8, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
1 and 2	1 and 2
7 and 8	7 and 8
11 and 12	11 and 12
Authentication	Authentication

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Vice Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Civilian Personnel Functional Files—C (Qty Rqr Block No. 263).

CHANGE }
No. 6 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 September 1979

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF CIVILIAN
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1980

This change revises disposition instructions for file numbers 802-01, 802-02, 803-02, 803-06, 807-02, 807-09, 810-01, 810-02, 810-03, 810-05, 810-06 and 810-11, and provides for general updating.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 340-18-8, 14 August 1969 is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
5 thru 8	5 through 8
11 through 14	11 through 14
15 and 16	15 and 16

3. File this change sheet in front of the publication for reference purposes.

7 October 1974

C 4, AR 340-18-8
*AR 340-18-8

ARMY REGULATION }
No. 340-18-8 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 14 August 1969

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF CIVILIAN
PERSONNEL FUNCTIONAL FILES

Effective 1 January 1970

Local supplementation of this regulation is prohibited except upon approval of the Adjutant General.

1. Applicability. ★*a.* This regulation is applicable to all Department of the Army elements except Active Army TOE units below division level, Army Reserve elements, ROTC elements, Army National Guard units, and TDA units conducting basic combat training or advanced individual training.

b. Offices responsible for civilian personnel functions will use this regulation to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices will be governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of the office.

2. Related regulations. AR 340-18-1 contains basic procedures to be used with The Army Functional Files System and the file numbers, descriptions, and retention periods for Office Housekeeping Files. File numbers, descriptions, and retention periods for files relating to major categories of records documenting mission functions are contained in Army Regulations 340-18-2 through 340-18-15 which are distributed only to the organizations performing the functions concerned.

★**3. Scope.** Under The Army Functional Files System, files relating to the major functional category of civilian personnel have been assigned the basic file number 800. This regulation contains file numbers, descriptions, and retention periods for files relating to planning, directing, and administering civilian personnel programs for the US Army. Files pertaining to civilian personnel paid from nonappropriated funds are included as well as those paid from appropriated funds. Included are files relating to civilian personnel inspections, positions and pay management, employment services, individual employees, training, career management, grievance and welfare, deferments, and reductions-in-force. Awards files for civilians are described in AR 340-18-6. Files resulting from Army operated functions of the United States Civil Service Commission Interagency Board of Examiners systems are not covered by this regulation and will be disposed of in accordance with instructions issued by the Civil Service Commission. Common mission files are described in this regula-

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-9, AR 340-18-10, AR 340-18-11, AR 340-18-12, AR 340-18-13, AR 340-18-14, and AR 340-18-15, all dated 14 August 1969, supersedes AR 345-210, 31 October 1962 including all changes.

TAGO 172A

tion under file number 801-01 through 801-08. Other mission files are grouped into the 12 subfunctional categories as follows:

<i>Subfunctional category file number</i>	<i>Subfunctional category file title</i>	<i>Page number</i>
802	Civilian personnel program files.....	6
803	Civilian personnel position and pay files.....	7
804	Employment services files.....	9
805	Employment application files.....	10
806	Equal employment opportunity files Rescinded.....	11
807	Individual civilian personnel files.....	12
★808	Civilian personnel actions files.....	14
★809	Civilian personnel identification files.....	14. 1
★810	Civilian personnel training files.....	15
★811	Promotion, placement, and career management files.....	18
812	Civilian personnel welfare and grievance files.....	20
813	Civilian personnel reduction-in-force files.....	21
★814	Labor-management relations files.....	22

4. Selected Documents for Reactivations. When an installation is discontinued, records which are eligible for disposal will be destroyed immediately. However, documents which may be of assistance in the event of reactivation of the installation, will be forwarded to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, or transferred to the oversea records center, whichever is appropriate. Those forwarded to records centers will be destroyed after 10 years if not requested. They may consist of, but are not limited to:

a. Inventories of employee names, last addresses, positions occupied, grades and performance appraisals.

b. Master job descriptions, organization and function charts, and evaluation statements.

c. Listing of and commentary concerning private citizens, local employers, civic organizations who assisted or resisted locality wage surveys, recruiting, housing and transportation arrangements, and similar documents.

d. Listing of sensitive positions.

e. Skills files.

f. Materials reflecting labor market shortages.

g. Local policy and procedure publications.

h. Listing of personnel separated for cause.

i. Physical location of civilian personnel office on the installation together with identification of office equipment and furniture with rough layout of floor plan.

j. Listing of engineered jobs reflecting local recruiting difficulties.

k. Identity of schools and other good or poor recruiting sources.

l. Listing of employees on the reemployment priority list and the name and location of the installation(s) to which official personnel folders for such employees are being transferred.

801 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document the performance of its assigned civilian personnel activities. However, all the common mission files seldom will accumulate in a single office.

2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example: 801-01 General Employment Instruction Files; 801-02 Civilian Personnel Training Administrative Files; 801-07 Civilian Personnel Action Reference Paper Files.

offices of major subcommands

File Number	Description	Disposition
801-01	Instruction files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies interpretation, and publish record copies of instructions, such as regulation, supplements, memorandums, circulars, pamphlets, and bulletins; SOPs or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.	<p>A. Offices of HQ Department of the Army, offices of major and immediate command headquarters, and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR (310-25): Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.</p> <p>B. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.</p>
801-02	Administrative files. Documents relating to the overall or general routine administration of civilian personnel activities, but exclusive of specific files described in this regulation. These files include, but are not limited to: <ul style="list-style-type: none"> a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files. b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project. c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions. d. Extracts of IG, GAO, AAA, or comparable reports of inspection, surveys, or audits that pertain to the operation of the mission or function. e. Documents relating generally to the application of ADPS and PCM operations within the functional area relating to civilian personnel. f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions. 	<p>Destroy after 2 years or on discontinuance, whichever is first. However, Documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>

gm
201 NCM 4-82-1
1/12/83

Offer in 5 year blocks after 20-25 years

14 August 1969

File Number	Description	Disposition
801-03	<p>Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other non-federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.</p>	<p>Office requesting support and office providing support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.</p> <p>Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.</p>
801-04	<p>Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.</p>	<p>Destroy on supersession or obsolescence.</p>
801-05	<p>Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.</p>	<p>Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent Cut off when no longer needed for current operations. ^{after 20 years} _{after cut off}</p> <p>Offices of other committee members: Destroy when no longer needed for current operations.</p>
801-06	<p>Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.</p>	<p>Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.</p> <p>Office Visted: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.</p>
801-07	<p>Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, sub-</p>	

A (1) Elements of HQDA, major commands, and major subcommands: Permanent.

A (2) Elements at other command levels; Destroy 10 years after committee is dissolved.

*[Inv. AV-81-5, item 4
NCI-AV-78-64, item 1;
Posted by
RAW, 4/29/81]*

File No.	Description	Disposition
	<p>function, process, or action they are used with. Reference paper files consist of the following types of documents:</p> <p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.</p> <p>b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.</p> <p>c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.</p> <p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p> <p>e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.</p> <p>f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.</p>	<p>Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.</p> <p>Destroy when no longer needed to facilitate or control work.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Destroy after 1 year. Earlier destruction is authorized.</p> <p>Destroy after 1 year. Earlier destruction is authorized.</p> <p>Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.</p>
801-08	<p>Unidentified files. Documents relating to the performance of mission activities not described in this regulation.</p> <p><i>Note.</i> Use of this temporary file number requires prior approval of the organization's records management officer.</p>	<p>Retain in CFA until file number is added to the regulation.</p>

802 CIVILIAN PERSONNEL PROGRAM FILES

These files relate to statistical reporting and inspections of civilian personnel activities.

NAF-AU-79-26

File No.	Description	Disposition
802-01	Civilian personnel program reporting files. Documents which provide data concerning various aspects of civilian personnel management activities. Included are statistical and narrative reports; consolidations, summaries, extracts of reports, and similar or related documents.	*Office performing Army-wide responsibility: Consolidated and summarized reports: Permanent. Other documents: Destroy after 5 years. Other offices: Destroy after 5 years, except feeder reports will be destroyed after 1 year.
802-02	Civilian personnel inspection files. Documents reflecting inspections conducted by the Director of Civilian Personnel, DCSPER; Bureau of Inspections, US Civil Service Commission; and other authorized agencies. Included are reports of inspection, reports of corrective action taken, reclamation, and similar or related documents.	Office performing Army-wide responsibility: Destroy after 5 years. Other offices: Destroy 1 year after next comparable inspection. Note. Retain reports containing job evaluation determinations with effect of grade level standards until superseded.
802-03	NAF personnel reporting files. Documents accumulated by nonappropriated fund activities used to furnish Government agencies with information on labor statistics, employment compensation, and similar information. Included are letters, forms, and similar or related documents.	Destroy after 5 years.

803 CIVILIAN PERSONNEL POSITION AND PAY FILES

These files relate to pay rates and other monetary benefits for civilian employees, including the determination of job classification for pay purposes. These files accumulate in civilian personnel offices. Civilian personnel pay and accounting files accumulate in finance and accounting offices and are described in subfunctional category 306, AR 340-18-3.

File No.	Description	Disposition
803-01	Job number log files. Documents reflecting a continuing list of numbers assigned and others identifying data pertaining to evaluated jobs. Included are registers, logbooks, and similar or related documents.	Destroy on discontinuance of installation, or when a new numbering system is prescribed.
803-02	Master job description files. Documents used in analyzing a specific position to determine whether the position matches an existing job. Included are DA Forms 374 (Job Description) and similar or related documents.	★Record copy: Destroy 5 years after position is abolished or description superseded, unless there is likelihood the job will be re-established. ★Other copies: Destroy when position is abolished or description superseded.
803-03	★ Civilian position structure files. Documents reflecting the civilian position structure of each organizational segment. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar or related documents.	Destroy when superseded or obsolete.
803-04	Job standard files. Documents which provide guidance in evaluation of jobs and consist of Civil Service Commission and Department of the Army classification and qualification standards. Included are job evaluation decisions, post-audit reports by Civil Service Commission and higher headquarters which have the effect of standards, and similar or related documents.	Destroy on supersession.
803-05	Job standard development files. Documents relating to the development of classification or qualification standards. Included are tentative drafts of standards, correspondence, project schedules, materials, and similar or related documents.	Review at least once a year after publication of final standards and destroy all papers which have been superseded or are no longer applicable.
803-06	Differential and allowance files. Documents which provide oversea civilian personnel offices with a means of documenting an employee's eligibility for foreign post differential and foreign quarters and post allowance. Included are Standard Forms 1190 (Foreign Allowances Application, Grant, and Report) and similar or related documents.	★Destroy 3 years after end of fiscal year in which all allowances granted have been terminated.
803-07	Wage rate files. Documents relating to the determination and application of base rate schedules for wage grade jobs. Included are tentative and revised schedules of full scale wage surveys, and requests for changes to surveys, and requests for changes to survey schedules; minutes of meetings; comments, recommendations, and justifications; collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives, and shift differentials; data summaries; wage schedules; notifications of wage schedule applications; and similar or related documents.	Department of Defense Wage Fixing Authority: <u>Permanent</u> . Cutoff on completion of succeeding full scale survey. B Locality wage survey boards: Destroy on completion of succeeding full scale survey. C Other offices: Destroy when superseded or obsolete.

OFFER WHEN 20 YEARS OLD
NCI-AU-78-51

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
803-08	NAF position record card files. Documents used by nonappropriated fund activities for controlling all occupied and vacant positions. Included are plain cards, ruled cards, punched cards, or card forms, and similar and related documents.	Destroy on discontinuance of position.
803-09	NAF organization chart files. Documents indicating positions, grades, and personnel of each organizational segment. Included are charts, tables, and similar or related documents.	Destroy when superseded or obsolete.
803-10	NAF ladder diagram files. Documents reflecting salary grades and corresponding job titles based on average monthly sales volume. Included are ladder diagrams and similar or related documents.	Destroy when canceled or superseded.
803-11	NAF job description files. Documents used for analysis, evaluation, or development of specific jobs; or to indicate jobs utilized. Included are master job descriptions, extra copies of job descriptions, job standards, and similar or related documents.	Destroy when canceled or superseded.
803-12	NAF personnel authorization files. Documents authorizing commission rates of pay, per annum rates of pay, overtime, and deviations from established personnel policy and procedure. Included are letters, electrically transmitted messages, and similar or related documents.	Destroy when superseded or obsolete.
803-13	NAF wage and salary schedule files. Documents reflecting wages or salary for a specified grade. Included are schedules or tables, and similar or related documents.	Destroy when canceled or superseded.

804 EMPLOYMENT SERVICES FILES

These files relate to selecting and retaining employees for the US Army.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
804-01	Civil Service eligibility certificate files. Documents providing a record of requests to the Civil Service Commission for certification of eligibles and reports of action taken on certificates of eligibles. Included are Standard Forms 39 (Request for Certification) (Copy 3), CSC Forms 1844 (Certificate for Eligibles) (Copy 2) CSC Forms 2934c (Statement of Reasons for Passing Over a Preference Eligible and Selecting a Nonpreference Eligible) and similar or related documents.	Destroy in CFA after 2 years.
804-02	Reemployment files. Documents reflecting persons separated by reduction-in-force or for military service, or having other restoration or reemployment rights. Included are DD Forms 234 (Interview and Evaluation Record), skills listings, and similar or related documents.	Destroy 1 year after employee restoration or reemployment rights have expired. <i>Note.</i> Return to employee evaluation record file (file number 811-03) if employee is reemployed.
804-03	Special deferment files. Documents pertaining to each request for deferment or action in support of deferment. Included are DD Forms 97 (Summary of Occupational Deferment Actions) and similar or related documents.	Destroy 1 year after transfer or separation of individual or on termination of deferment.

805 EMPLOYMENT APPLICATION FILES

These files relate to considering, rating, and processing applications for employment by the US Army and its nonappropriated fund activities.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
805-01	Roster files. Documents providing an index to applications of qualified eligibles; governing the order of selection of applicants for appointment; and providing a basis for determining subsequent recruiting needs, a reference to determine action taken on specific applications, and a reference to the Qualifications Standards file. Included are DA Forms 236 (Roster of Qualified Civilian Applicants) and similar or related documents.	Destroy after CSC inspection.
805-02	Qualification standard files. Documents used in rating applications for appointments and approving noncompetitive actions. Included are index to standards; CSC Handbook X-118, CSC Departmental Circular 588 (supp. 4); examination announcements; special standards, such as promotion and training agreements; and similar or related documents.	Destroy when qualification standard is superseded. (Superseded standards may be retained until CSC inspection covering period during which the standard was applicable.)
805-03	Active application files. Documents pertaining to individuals who can be considered for appointment. Included are applications and related documents.	★ Destroy in CFA after 2 years or on receipt of of CSC inspection report, whichever is first. <i>Note.</i> In all cases retain applications having direct bearing on appointment in question until question is settled.
★805-04	Inactive application files. Documents pertaining to applicants for federal employment rated as not qualified for consideration for appointment, applicants for whom there are adequate civil service registers, applicants who decline or will not be available for appointment for an indefinite period of time, and applicants for whom employment determinations preclude selection. Included are applications and related documents.	Destroy in CFA after 2 years or on receipt of CSC inspection report, whichever is first.
805-05	NAF employment application files. Documents pertaining to individuals seeking employment in the activities financed by nonappropriated funds. Included are applications and related documents.	Destroy after 1 year.

NNM

1 September

C 6, AR 340-18-8

806 EQUAL EMPLOYMENT OPPORTUNITY FILES

Rescinded. Use subfunctional category 614, AR 340-18-6.

1 September 1979

807 INDIVIDUAL CIVILIAN PERSONNEL FILES

These files relate to documenting the service of each individual employee of the US Army, its nonappropriated fund activity employees, and its consultants.

File Number	Description	Disposition
807-01	<p>Official personnel folder files. Documents which reflect qualifications, efficiency, promotions, awards, certificates of clearance and/or security determination under EO 10450, and similar information on a civil service employee. Included are individual personnel folders.</p> <p><i>Note.</i> For purposes of this definition, the material discussed in Book V, Table 8, See 3, FPM Supplement 206-31 (records containing information of a privileged nature not deemed appropriate for inclusion in the employee's official personnel folder during employment) is considered a part of this file although it is maintained separately under the personal supervision of the civilian personnel officer.</p>	<p>Transfer of employee: Transfer folder to new employing office.</p> <p>Separation of employee: Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 30 days after separation unless retention is indicated by subparagraph S6-7, Appendix A, FPM Supplement 296-31. NPRC (CIV) will destroy 75 years after date of birth or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.</p>
807-02	<p>Employee service record files. Documents reflecting the service of civil service employees. Included are Standard Forms 7, and similar or related documents.</p>	<p>★Destroy 3 years after separation of employee or in accordance with foreign country's requirements, whichever is later. [NC1-AU-81-63, 8/19/81; BWS]</p>
807-03	Not used.	
807-04	<p>Expert and consultant data files. Documents reflecting the names, designations, rates of compensation, duties, and number of days service of experts and consultants. Included are extra copies of personnel actions, descriptions of services to be performed, and similar or related documents.</p>	Destroy 2 years after separation of employee.
807-05	<p>NAF official personnel folder files. Documents which reflect qualifications, efficiency, promotion, awards and similar information on an employee paid from nonappropriated funds. Included are official personnel folders.</p> <p><i>Note.</i> The words "Nonappropriated Fund employee" will appear on each folder label.</p>	<p>Retire to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 30 days after separation, except as follows:</p> <p>Off-duty US military personnel. Destroy 2 years after termination of employment.</p> <p>Non-US citizens residing outside of CONUS, Alaska, Hawaii but working within CONUS, Alaska and Hawaii. Destroy 3 years after separation.</p> <p>Direct hire non-US citizens in foreign areas. Destroy 3 years after separation.</p> <p>Indirect hire non-US citizens in foreign areas. Destroy 3 years after separation. (<i>Exception:</i> If US-host government agreements require longer retention, the major oversea commander will issue supplementary instructions to provide for appropriate extension of retention period.)</p>
807-06	NAF employee service record files. Rescinded.	
807-07	<p>NAF employment record files. Documents reflecting basic data on individual employees such as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438.</p>	Place in inactive file after transfer or separation of employee. Destroy in CFA 5 years after cutoff.

Contingent
3 year
after
cutoff
9/11/81

808 CIVILIAN PERSONNEL ACTION FILES

These files relate to processing personnel actions pertaining to civilian employees of the US Army.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
808-01	Locator files. Documents reflecting the organizational segment to which the employee is assigned. Included are flexoline strips, plain cards, ruled cards, punched cards, and similar or related documents.	Destroy on transfer or separation of employee. Earlier destruction is authorized.
808-02	Job description extra copy files. Documents used for distribution to employees and for filing in official personnel folders when personnel actions are processed. Included are extra copies of job descriptions.	Destroy when superseded or when job is abolished.
808-03	Chronological journal files. Documents used for preparing reports, review of actions previously processed, and Civil Service and Department of the Army inspections. Included are Standard Forms 50 (Notification of Personnel Action) (Copy 5) and similar or related documents.	Destroy after 2 years. Cut off at end of each month.
808-04	Group action request list files. Documents related to processing personnel and position actions resulting from job surveys. Included are DA Forms 279 (Group Action Request List) (Copy 1).	Destroy in CFA 4 years after supersession.
808-05	NAF chronological journal files. Documents used in preparing NAF reports, review of actions previously processed, and Department of the Army inspections. Included are DA Forms 3434, Notification of Personnel Action (Nonappropriated Funds Employees) (Copy 4), and similar or related documents.	Destroy after 2 years. Cut off at end of each month.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	<i>Note.</i> DA Forms 3438 are maintained by the office responsible for administration of NAF personnel program.	
807-08	Civilian service emblem control files. Documents reflecting eligibility for, or award of, civilian service emblems. Included are cards, printouts, and similar or related documents.	Destroy on transfer or separation of employee, or when no longer needed.
807-09	Adverse action files. Documents relating to a proposed adverse personnel action, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statement of witnesses, notice of decision, and similar or related documents. (Letters of reprimand are not included.)	★Destroy after 7 years unless employee appeals in which case transfer to file No. 812-03.

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809 CIVILIAN PERSONNEL IDENTIFICATION FILES

These files relate to providing civilian employees with identification cards.

<i>File Number</i>	<i>Description</i>	<i>Disposition</i>
809-01	Civilian identification card application files. Documents reflecting applications for civilian identification cards. Included are copies of DA Form 423 (Application for Identification Card) and similar or related documents.	Destroy after 4 years.
809-02	Civilian identification card accountability files. Documents used to maintain accountability for civilian identification cards. Included are registers and similar or related documents.	Destroy 4 years after the last card number entered has been accounted for.

810 CIVILIAN PERSONNEL TRAINING FILES

These files relate to training civilian employees of the U.S. Army and its nonappropriated fund activities by various methods of on-the-job and off-the-job training.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
810-01	<p>Training and promotion agreement files. Documents related to negotiating master training and promotion agreements with the Civil Service Commission in professional fields in which there is a current and continuing Army-wide shortage of available personnel. Included are requests for establishment of training programs not currently authorized by regulations, agreements, program approvals, and similar or related documents.</p>	<p>★Office responsible for negotiating the agreement: Destroy 10 years after supersession or obsolescence. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>
810-02	<p>Research and study fellowship files. Documents relating to the award of the Secretary of the Army's Research and Study Fellowships to enable outstanding career employees to make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar or related documents.</p> <p><i>Note.</i> Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate functional file.</p>	<p>★DA staff office performing final review: Destroy after 10 years. Reviewing offices of the DA staff and of major and intermediate commands: Destroy after 2 years, or on discontinuance, whichever is first.</p>
810-03	<p>Civilian training waiver files. Documents related to authorizing waivers to the criteria for selection and assignment of employees for training in non-Government facilities. Included are requests for waivers, recommendations, approvals, and similar or related documents.</p> <p><i>Note.</i> Operating personnel offices will use file number 810-09, contract training files.</p>	<p>★Offices responsible for authorizing the waiver: Destroy when 5 years old or 5 years after completion of a specific training program. Other offices: Destroy after 2 years.</p>
810-04	<p>Non-Government training contributions files. Documents relating to authorizations for civilian employees to accept contributions from non-Government organizations incident to training in non-Government facilities, or to accept payment for travel, subsistence, and other expenses incident to attendance at meetings. Included are requests for approval of acceptance, certifications as to the tax exempt status of the organization making the contribution, acceptance authorizations, and similar or related documents.</p>	<p>Destroy after 3 years or on discontinuance, whichever is first.</p>
810-05	<p>Foreign training approval files. Documents related to approving the use of facilities of foreign governments or international organizations for the training of civilian employees. Included are recommendations for use of foreign training facilities, approvals, and similar or related documents. Excluded are contractual documents and personnel assignment documents.</p>	<p>★Offices responsible for Department of the Army approval: Destroy 5 years after withdrawal of the facility for training purposes. Recommending offices: Destroy on determination that the services of the foreign facility are no longer required. Other offices: Destroy after 2 years.</p>
810-06	<p>Civilian training reporting files. Documents reflecting the status of civilian training in Government and non-Government facilities. Included are reports and related documents.</p>	<p>★Offices performing Army-wide responsibility: Destroy after 10 years.</p>

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
810-07	Civilian training program files. Documents relating to the establishment, management, and evaluation of local training programs for civilian employees. Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registration with the Department of Labor, higher echelon approvals, and similar or related documents.	Other offices: Destroy after 5 years. Operating personnel offices: Destroy after 5 years, or 5 years after completion of a specific training program. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
810-08	Installation training files. Documents reflecting attendance and progress of employees in specific courses involving off-the-job and/or on-the-job training. Included are completed forms reflecting training attendance, rating, and training time table; and similar or related documents.	Destroy in CFA after 5 years.
810-09	Contract training files. Documents reflecting contract training of civilian employees in non-Government facilities. Included are requests for approval of the training, justification, obligated service agreements, recommendations for waivers, approvals, and similar or related documents.	Destroy in CFA 3 years after completion of training or upon expiration of obligated service agreement.
810-10	Record of training files. Documents reflecting information pertinent to individual trainee participation in off-the-job training courses, the second copy of completed record of training forms, and similar or related documents.	Review annually and destroy that portion pertaining to individuals who are no longer employed at the installation.
810-11	Civilian training material files. Documents used in the training of civilian personnel through short on-post training courses and instructional conferences. Included are minutes and agenda of instructional conferences, course outlines, handouts, instruction sheets, and similar or related documents.	★Offices preparing materials for Army-wide use: Destroy after 10 years. Cut off annually or when superseded or obsolete. Offices preparing materials for local use: Destroy 2 years after superseded or obsolete, or destroy on discontinuance, whichever is first.
810-12	Individual apprentice training files. Documents related to apprenticeship training. Included are apprenticeship applications, apprenticeship agreements, notices of authorization of training and subsistence allowance, Veterans Administration certificates of eligibility and entitlement, Veterans Administration notices of expiration of entitlement, daily progress records, monthly reports of progress, and similar or related documents.	Destroy 1 year after completion of the prescribed course of training or on discontinuance, whichever is first. However, when apprentice does not complete training, destroy 6 years after the individual drops out of training.
810-13	Apprentice training examination files. Documents reflecting an apprentice's achievement in the apprentice training program. Included are examinations and related documents.	Destroy after 1 year or on discontinuance, whichever is first.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
810-14	NAF training files. Documents reflecting group training of nonappropriated fund employees. Included are training schedules, attendance records, employee evaluation of specific courses, monthly summaries of training activities, and similar or related documents.	Destroy after 5 years.

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811 PROMOTION, PLACEMENT, AND CAREER MANAGEMENT FILES

These files relate to the promotion, placement, oversea employment, and career management of civilian employees.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
811-01	<p>Referral and selection files. Documents reflecting placement and promotion actions under the Merit Placement and, Promotion Program. Included are DA Forms 2600 (Referral and Selection Register) and similar or related documents.</p> <p><i>Note.</i> Maintain in chronological order by effective date of personnel action. File provides cross reference to chronological file of Standard Forms 50 for inspection purposes.</p>	<p>Destroy after 5 years. [NC1-AU-81-21, signed 8 July 81; 68]</p>
811-02	<p>Placement consideration files. Documents pertaining to employees considered to fill a vacancy but not selected and held for future consideration of employment. Included are requests for consideration, vouchers, results of interviews, qualification summaries, copies of notices of eligibility, "stopper lists," and similar or related documents.</p>	<p>Destroy after 5 years. [NC1-AU-81-21, signed 8 July 81; 68]</p>
811-03	<p>Employee evaluation record files. Documents reflecting qualifications, personal data, interviews, training data, and evaluations which are used as a "tickler" for followup interviews. Included are DD Forms 237 (Interview and Evaluation Record) and similar or related documents.</p>	<p>Destroy 1 year after separation of employee. Place in inactive file upon separation of employee. Cut off inactive file at end of each month.</p>
811-04	<p>Career management files. Documents related to formulating and directing a planned system for the progressive development of employees and to provide a source of input to meet continuing staffing requirements within designated career occupational fields. Included are coordinating actions, studies, interpretations, and published record copies of instructions; command-type letters; messages; technical newsletters; and similar or related documents.</p>	<p>Offices responsible for department-wide career fields: Permanent. Other offices: Destroy after 5 years.</p>
811-05	<p>Occupational inventory files. Documents reflecting qualifications, availability, appraisals, and other data on persons registered in specific career fields. Included are forms, printouts, and similar or related documents.</p>	<p>Destroy 2 years after individual is no longer eligible for consideration.</p>
811-06	<p>Civilian career referral files. Documents related to requesting and furnishing names of individuals from occupational inventory files or general information concerning career programs. Included are replies to requests and similar or related documents.</p>	<p>Destroy after 2 years.</p>
811-07	<p>Individual oversea employment referral files. Documents pertaining to individuals registered in the Oversea Employment Referral Program. Included in each folder are the application; name, skills, grade levels, and locations for which registered; offers received and action taken; correspondence with registrant; date dropped from system and reasons; and similar or related information.</p>	<p>Destroy 2 years after individual is dropped from system or destroy 2 years after discontinuance, whichever is first.</p>

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File No:
810-14

Description

Disposition

NAF training files. Documents reflecting group training of nonappropriated fund employees. Included are training schedules, attendance records, employee evaluation of specific courses, monthly summaries of training activities, and similar or related documents.

Destroy after 5 years.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
811-08	Career trainee input requirement files. Documents reflecting trainee input requirements in occupational fields. Included are letters, forms, printouts, and similar or related documents.	Destroy after 2 years.
811-09	Occupational qualification list files. Documents reflecting employees' skills or special qualifications, when necessary as an integral part of an inservice placement program, in lieu of recording skills on Service Record Cards. Included are Occupational Qualification Lists and similar or related documents.	Destroy when superseded.
811-10	Separated career employee files. Documents relating to the separated career employee program as authorized by CPR 330. Included are displacement orders issued by regional offices of the US Civil Service Commission, DA Forms 1194-R (Noncareer Indefinite Employee Position Record), and similar or related documents.	Destroy 1 year after completion of action.
811-11	Not used.	
811-12	NAF employee interview files. Documents used to record counseling interviews and separation interviews. Included are plain cards, rules cards, punched cards, card forms, and similar or related documents.	Destroy 6 months after transfer or separation of employee.
★811-13	Repromotion eligibility files. Documents pertaining to employees demoted without personal cause and eligible for placement in former or higher grade. Included are list or cards recording names, titles, grades, and positions for which employees meet minimum qualification requirements.	Destroy when employee is placed in former or higher grade.

812 CIVILIAN PERSONNEL WELFARE AND GRIEVANCE FILES

These files pertain to civilian employee work schedules, services and facilities, and grievances.

File No.	Description	Disposition
NCI-A4-80-7	812-01 Hours of work files. Documents relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of civilian employees. Included are coordinating actions, studies, interpretations, and published record copies of instructions; letters; messages; and similar or related documents.	Office performing Army-wide staff responsibility: Destroy Destroy when no longer needed for reference. Other offices: Destroy 1 year after no longer effective. Jm 12/5/79
812-02	Employee service case files. Documents related to considering, approving or disapproving, establishing, or discontinuing specific employee services or facilities, such as food, medical and health services, transportation, housing, recreation, and shopping facilities. Included are studies, letters, orders, and similar or related documents.	Destroy 5 years after disapproval or discontinuance of service or facility.
812-03	Appeal and grievance case files. Documents reflecting actions taken on appeals and grievances submitted by civil service employees. Included in each case are employee grievance record; decisions delivered, including records of grievance committee; review decisions; and similar or related documents.	Destroy in CFA after 7 years unless appeals are pending. see NCI-A4-78-81
812-04	NAF grievance files. Documents related to settling Non-appropriated Fund employee grievances. Included are committee reports, proceedings, decisions, and similar or related documents.	Destroy 5 years after final decision or 5 years after any action on case after final decision, whichever is later.
★812-05	Appeal and grievance log files. Documents reflecting a continuing list of numbers assigned to control individual appeal and grievance case files. Included are registers, logbooks, cards, and similar or related documents.	Destroy when no longer needed to facilitate or control individual case files.

813 CIVILIAN PERSONNEL REDUCTION-IN-FORCE FILES

These files relate to the elimination through reduction-in-force of personnel from the civilian work force.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
813-01	Reduction-in-force card files. Documents reflecting reduction-in-force data, including name of employee, date, position, grade last performance rating, competitive level code, and similar information. Included are plain cards, ruled cards, punched cards, card forms, and similar or related documents.	Destroy on separation of employee. However, cards used as work cards for preparation of retention registers will be destroyed on completion of the activity for which they were established.
813-02	Competitive level log files. Documents reflecting competitive levels within areas serviced by the civilian personnel officer which are used as a basis for preparing retention registers. Included are cards, listings, and similar or related documents.	Destroy on discontinuance of installation.
813-03	Retention register files. Documents reflecting retention groups of employees according to tenure, length of service, performance ratings, and veterans preference. Included are registers and similar or related documents.	Destroy in CFA after 2 years, unless appeal are pending.

★814 LABOR—MANAGEMENT RELATIONS FILES

These files relate to employee—management cooperation to increase efficiency within the Department of the Army and to contribute to the well-being of employees.

File No.	Description	Disposition
814-01	Basic labor relations files. Documents relating to overall labor relations between Army elements and labor organizations. Included are petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, union complaints, and related or similar documents.	Destroy in CFA 2 years after termination or recognition. When recognition of a labor organization is terminated and then renewed before the 2 year retention period expires, bring documents forward to the current file.
814-02	Labor negotiation files. Documents relating to contract negotiations between Army elements and labor organizations. Included are labor organization proposals, counter proposals, minutes of meetings, transcripts, draft and approved agreements, supplements, and related or similar documents.	Office performing DA Staff responsibility: Permanent. Other offices: Destroy 1 year after termination of agreement. If negotiations are resumed before the year expires, agreements may be retained until approval of new agreement is obtained.

NCI-AV-78-51
PT 207041.

APPENDIX

CONVERSION TABLE

800 CIVILIAN PERSONNEL FILES

Asterisk (*) indicates revised descriptions and/or disposition instructions.

<i>Old File Number</i>	<i>File Title</i>	<i>New File Number</i>
801-01	Civilian personnel administration program files.	801-01 and 801-02, as applicable
801-02	Civilian personnel program reporting system files.	801-01
801-03	Civilian personnel program reporting files.	802-01
801-04	Civilian personnel inspection instruction files.	801-01
*801-05	Civilian personnel inspection files	802-02
801-06	Oversea service instruction files	801-01
801-07	Employment practice files	801-01
801-08	Employee-management relation files ...	801-01 and 801-02, as applicable
801-09	Civilian personnel program staff assistance files.	801-02
801-10	Civilian personnel program reference paper files.	801-07
802-01	Appointment system files	801-01
802-02	Recruitment and selection instruction files.	801-01
802-03	Civil Service certificate files	804-01
*802-04	Active application files	805-03
*802-05	Inactive application files	805-04
*802-06	Roster files	805-01
802-07	Qualification standard files	805-02
802-08	Reemployment files	804-02
802-09	Civilian executive Reserve program files	801-01 and 802-02, as applicable
802-10	Occupational deferment instruction files.	801-01
802-11	Special deferment files	804-03
802-12	Employee placement instruction files ...	801-01
*802-13	Promotion and placement qualification files.	811-02
*802-14	Promotion register and record files	811-01

<i>Old File Number</i>	<i>File Title</i>	<i>New File Number</i>
802-15	Employee evaluation record files	811-03
802-16	Civilian career management files	811-04
802-17	Occupational inventory files	811-05
802-18	Civilian career referral files	811-06
Added	Individual oversea employment referral files.	811-07
802-19	Career trainee input requirement files ..	811-08
802-20	Occupational qualification list files	811-09
802-21	Employee separation instruction files	801-01
802-22	Reduction-in-force instruction files	801-01
802-23	Reduction-in-force card files	813-01
802-24	Retention register files	813-03
802-25	Competitive level log files	813-02
*802-26	Area placement coordinator files	811-10
802-27	Retirement system files	801-01
802-28	Employee conduct instruction files	801-01
802-29	Disciplinary instruction files	801-01
802-30	Complaint and grievance instruction files.	801-01
802-31	Appeal and grievance case files	812-03
802-32	Employee performance appraisal instruction files.	801-01
802-33	Civilian leave instruction files	801-01
802-34	Hours of work files	812-01
802-35	Employee service instruction files	801-01
802-36	Employee service case files	812-02
802-37	Employment service staff assistance files ..	801-02
802-38	Employment service reference paper files.	801-07
803-01	Personnel action and record instruction files.	801-01
803-02	Official personnel folder files	807-01
803-03	Active service record card files	807-02
*803-04	Inactive service record files	807-03
803-04.1	Expert and consultant data files	807-04
803-05	Locator files	808-01
803-06	Extra copy job description files	808-02
803-07	Personnel control files	Rescinded. Coverage no longer required.
803-08	Personnel action report files	Rescinded. Coverage no longer required.
803-09	Chronological journal files	808-03
803-10	Group action request list files	808-04
Added	Civilian identification card application files.	809-01

<i>Old File Number</i>	<i>File Title</i>	<i>New File Number</i>
Added	Civilian identification card accountability files.	809-02
1006-01	Civilian training administrative files	801-02
1006-02	Civilian training instructions files	801-01
1006-03	Foreign training approval files	810-05
1006-04	Civilian training waivers files	810-03
1006-05	Operating office civilian training files	810-07
*1006-06	Training and promotion agreements files	810-01
1006-07	Civilian training reports files	810-06
1006-08	Civilian training materials files	810-11
1006-09	Research and study fellowship files	810-02
1006-10	Non-Government training contributions files.	810-04
1006-11	Installation training files	810-08
1006-12	Off-post training files	Rescinded. Use 810-08.
1006-13	Record of training files	810-10
*1006-14	Contract training files	810-09
1006-15	Individual apprentice training files	810-12
1006-16	Apprentice training examination files	810-13
1006-17	Civilian personnel training reference papers files.	801-07
803-11	Personnel action reference paper files	801-07
804-01	Pay and position instruction files	801-01
804-02	Monetary benefit files	Previously rescinded.
804-03	Job classification instruction files	Previously rescinded.
804-04	Wage rate files	803-07
804-05	Job number log files	803-01
804-06	Master job description files	803-02
804-07	Organization files	803-03
804-08	Job standard files	803-04
804-09	Job standard development files	803-05
804-10	Differential and allowance files	803-06
804-11	Salary and wage staff assistance files	801-02
804-12	Salary and wage reference paper files	801-07
805-01	Personnel instruction files	801-01
805-01.1	Personnel administrative files	801-02
*805-02	Official personnel folder files	807-05
805-03	Position record card files	803-08
805-04	Employee time card files	Rescinded. Use 314-21 or 315-15, as applicable.
805-05	Employment application files	805-05
805-06	Personnel authorization files	803-12
805-07	Organizational chart files	803-09
805-08	Officials register files	102-02

<i>Old File Number</i>	<i>File Title</i>	<i>New File Number</i>
805-09	Ladder diagram files	803-10
805-10	Wage and salary schedule files	803-13
805-11	Job description files	803-11
805-12	Employee service record card files	807-06
805-13	Personnel record card files	807-07
805-13.1	Employee interview record card files	811-12
805-13.2	Executive management employee files	811-11
805-13.3	Award and commendation files	605-05
805-14	Grievance files	812-04
805-15	Employment report files	802-03
805-16	Training administration files	810-14
805-17	Nonappropriated fund personnel refer- ence paper files.	801-07
806-01	Equal employment opportunity instruc- tion files.	801-01
806-02	Equal employment opportunity adminis- trative files.	801-02
806-03	Equal employment opportunity reporting files.	806-01
806-04	Equal employment opportunity survey files.	806-02
806-05	Equal employment opportunity complaint case files.	806-03
806-06	Equal employment opportunity reference paper files.	801-07

7 October 1974
14 August 1969

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★The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

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