

Headquarters
US Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
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Fort Knox Circular 25-04-1

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Information Management

THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS)

Applicability. This circular applies to all US Army Armor Center and Fort Knox (USAARMC) activities and in particular to units within the 16th Cavalry Regiment, 1st Armor Training Brigade, Law Enforcement Command, 46th AG Battalion (Reception), and Noncommissioned Officer (NCO) Academy.

Suggested improvements. The proponent of this circular is the Directorate of Information Management (DOIM), USAARMC and Fort Knox. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAARMC and Fort Knox (ATZK-IMS).

1. **Background.** AR 25-400-2 was revised 18 March 2003, which implemented the Army Records Information Management System (ARIMS), an electronic recordkeeping system. However, analysis and testing of the system indicated technical problems that require resolution and the requirement for additional personnel at the Records Holding Area (RHA) level before implementation. The Garrison Commander directed that we accept no new missions without the resources. Since Fort Knox has not been resourced for the additional personnel, ARIMS will not be implemented at this time, and Fort Knox will continue to maintain files under the Modern Army Recordkeeping System (MARKS) (AR 25-400-2, 1 October 2001).

2. **Purpose.** This circular prescribes policy and guidance unique to managing and maintaining records per AR 25-400-2, 1 October 2001, The Modern Army Recordkeeping System (MARKS) available at <http://www.knox.army.mil/garrison/doim/marks.htm>. This circular provides additional information, changes to file numbers (FNs), and clarification of particular filing problems experienced with MARKS. It provides a model files plan for each section within the units, and proper labeling for each of those FN's for the year 2005.

3. **Policy.**

a. The Deputy Chief of Staff for Personnel, US Army Human Resources Command, Army Records Management and Declassification Agency (RMDA) is the HQDA staff agency responsible for records management programs and policy with oversight of the Director of Information Systems for Command, Control, Communications, and Computers (DISC4).

b. Use AR 25-400-2 (1 Oct 01), Appendix B thereto, located at <http://www.knox.army.mil/garrison/doim/marks.htm>, and this circular for selecting FN's and proper filing procedures.

c. The commander of a unit or officer in charge of an activity is responsible for its records; however, another individual is usually charged with managing the records program within the unit or activity. **Designate a Records Management Coordinator at brigade, regiment, command, and directorate level to serve as a point of contact (POC) for all files maintenance and disposition matters. (See appendix E for sample appointment memorandum.) Forward a copy of the appointment memorandum to the installation Records Manager, this headquarters (ATZK-IMS).** Appointment of Assistant Records Management Coordinators is encouraged within each activity down to battalion/squadron level, separate units, and down to division level in directorates when deemed necessary due to size and office location.

d. All units/activities will ensure that Records Management Coordinator appointments are kept current and inform the installation Records Manager of personnel departing the position and provide replacement appointment orders expeditiously.

e. **The designated Records Management Coordinator will:**

(1) Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records. This includes paper, film, and electronic records.

(2) Ensure records eligible for transfer to the installation RHA are properly labeled, arranged, and transferred on a timely basis per the MARKS disposition schedule. Past experience has shown that many units/activities are deficient in this area. Place extra emphasis on transferring records according to schedule. This is critical for the installation RHA Manager to meet timelines for annual transfer to the Federal Records Centers (FRCs). In addition, timely and complete transfers are critical to serving the Soldier.

(3) Ensure each recordkeeping office maintains a current approved list of FNs in use. Use FK (Fort Knox) Form 124-E (List of File Numbers) for this purpose. After the brigade, regiment, command, or directorate Records Management Coordinator reviews FK Form 124-E and is satisfied that it is correct, initial and forward two copies of each files list to this headquarters (ATZK-IMS or ATZK-IMS-R, as appropriate), for approval by the installation Records Manager. To ensure files are kept current, the **List of File Numbers will be submitted annually within 30 days of the start of the fiscal year (FY) or calendar year (CY)**, as applicable. The form is available for download in FormFlow (.fro) and portable document format (.pdf) at <http://www.knox.army.mil/garrison/doim/forms.htm>.

(4) Ensure files training needs are identified and reported to the installation Records Manager. As a minimum, all personnel engaged in filing must attend a training session in the maintenance, use, and disposition of records.

f. The installation Records Manager will notify activity Records Management Coordinators via e-mail of significant recordkeeping changes. Upon receipt of e-mail, Records Management Coordinators will disseminate information to all Records Custodians within their activity. To ensure your unit/activity receives this information, it is imperative that Records Management Coordinator appointment orders be kept up to date.

g. Policy Changes Affecting MARKS as a Result of ARIMS.

(1) Units/organizations will retain all records with dispositions of 6 years or less in the current files area (CFA). If space does not permit retention in the CFA, request an exception to policy from the installation Records Manager (ATZK-IMS) to transfer records to the installation RHA for retention until disposition date.

(2) Records with retention period of more than 6 years will continue to be transferred to the RHA after 2 years in the CFA or earlier per disposition instruction (i.e., FN 600-8-105c, Permanent Order Record Sets).

4. Appendix A addresses areas of MARKS that require additional guidance, changes to FNs, and provides clarification and further explanation to aid in the maintenance, use, and disposition of records per MARKS.

5. Appendix B contains model files plans designed to aid unit personnel. Use these plans as a guide for establishing files under MARKS, in conjunction with AR 25-400-2. Units are neither limited to only those FNs shown in the plans, nor do they have to establish each file if not required to support their mission.

6. Appendix C provides samples of file labels to set up 2005 files for each FN listed in appendix B, and the "general correspondence" FNs for each series listed in appendix B.

7. Appendix D provides a sample Cross Reference Sheet.

8. Appendix E provides a sample appointment memorandum for Records Management Coordinators.

9. Appendix F contains the inspection checklists for Records Management programs to include MARKS, Privacy Act, and Freedom of Information Act. Use these checklists to maintain a proactive Records Management program and to prepare for installation program inspections.

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FOR THE COMMANDER:



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Appendix A
Clarifications/Explanations

A-1. Housekeeping and Mission Files. Housekeeping files are those that each office accumulates and maintains as a result of the day-to-day administration of an office and its personnel. They are identified by the number "1" followed by a letter(s) of the alphabet. Mission files are exactly as the name implies; they relate to the mission or function of the office. Arrange "housekeeping" files either in a separate drawer or preceding all mission files. Do not confuse housekeeping files with the mission files under the series 1, Administration.

A-2. Placement of MARKS File Number (FN) on Correspondence. The MARKS FN will be placed on correspondence at the time of creation next to the office symbol on official memoranda correspondence.

A-3. "General Correspondence" Files. Each "general correspondence" FN has a disposition of "Destroy 2 years after cutoff on action documents or when no longer needed for conducting business for nonaction documents, whichever applies."

a. The first part of the disposition is for ACTION documents (your office originated the correspondence, prepared a reply, filled out a form, or responded to a tasking via e-mail or phone call); disposition instruction is "Destroy 2 years after cutoff." Since this is a "time" file, the file label requires a year of accumulation, and a specific cutoff and disposition date. Sample file label is shown in figure A-1 below:

600 General Personnel Correspondence Files (05) COFF 31 Dec 05, DEST Jan 08
--

Figure A-1. Sample Label for "General Correspondence" FN - ACTION Documents

b. The second part of the disposition is for NONACTION documents (your office took no action, but you are retaining for information only); disposition is "Destroy when no longer needed for conducting business." These files should be reviewed at least annually and purged of all correspondence that is obsolete, superseded, or no longer needed. The file label does not require a year of accumulation since this is an "event" file; the folder always remains in the current year block of files. Sample file label is shown in figure A-2 below:

600 General Personnel Correspondence Files (NONACTION DOCUMENTS) DEST when NLN for conducting business
--

Figure A-2. Sample Label for "General Correspondence" FN - NONACTION Documents

A-4. Setting Up Files for the New Year. Files inspections reveal that many units establish numerous file folders at the beginning of the year and the folder remains empty throughout the year. Do not establish file folders until the need arises except for those that the Record Custodian is confident will be used during the year.

A-5. File Label Positions. When using lateral filing equipment, place the label in either the first or third position, whichever provides the best access to identify the folders. The requirement to place file labels on folders in three positions to indicate final disposition of the records is no longer valid.

A-6. "Dummy" Folders. Use a "dummy" folder when two or more folders are required under one file number. Subsequent folder labels behind the "dummy" need only show the file number, the title of the contents, and the year of accumulation (when appropriate). File dividers may be used in lieu of taping an empty file folder together as a "dummy." Do not use a "dummy" folder or file guide with full label instructions when there is only one file folder for the year.

A-7. Use of Hanging File Folders. When using hanging file folders, label in the same manner as manila file folders, and tape "dummy folders" shut. Use the hanging file folders in place of file guides, and ensure these are also taped shut to preclude any filing within. Do not insert file guides and manila folders within the hanging folder as this is a waste of filing supplies. **NOTE: The only exception to this policy is for those records that require transfer to the installation RHA and FRCs. Since records boxes only accommodate manila folders and standard file guides, the RHA and FRC can only accept records filed with standard supplies.**

A-8. Cross-referencing Files. Maintain files in numerical order (housekeeping followed by mission) within file cabinets. However, in some instances, the size of the record (e.g., computer printouts); volume of records; storage medium (e.g., electronic, CD-ROM, optical disk, or microfilm); or mission may require maintenance of files outside of the normal numerical sequence within a file cabinet. In such cases, establish a folder in the correct numerical position in the file cabinet, and insert a Cross-Reference sheet in the folder to indicate the exact location of the records (see appendix D for sample). The only exception is: cross-referencing is not required for FN 1jj, Reference Publications, which are normally filed in three-ring binders. Records maintained outside the CFA must also be labeled per MARKS.

A-9. File Folder Capacity. Standard file folders are designed with a maximum capacity of 3/4 inch. Should the contents of a folder exceed this capacity, prepare additional folders per the "dummy" folder concept as explained in paragraph A-6 above.

A-10. Fastening Records. Staple records instead of using paper clips. Paper clips tend to hang on other documents and are pulled off. For records too bulky for staples, use black metal clips, clam clips, or two-hole prong fasteners.

A-11. Preparing Papers for File. Remove extraneous materials such as Optional Forms 41, routing slips, "Post-it" notes, cover sheets, etc., which are not a vital part of the record, before filing. Tabs are not considered extraneous materials.

A-12. Electronic Records. Maintain and dispose of electronic records using the applicable MARKS FN for equivalent information in paper form per chapter 3, AR 25-400-2 (1 Oct 01). Establish routine backup procedures to ensure records integrity and avoid possible loss of valuable information. Cross-reference records maintained solely by electronic medium to the main files area and identify these records on the FK Form 124-E.

A-13. Labeling Floppy Disks, CD-ROMs, and Computer-generated Records.

a. Floppy disks used for routine word processing, database, spreadsheet, or slideshow applications are nonrecord material and need not be controlled under MARKS. The record in this case is the paper copy that is printed out from the disk; the disk is only a medium used for creating and manipulating the information until it can be printed out and used.

b. When floppy disks/CD-ROMs are used to maintain the official record copy, follow the labeling procedures provided in paragraph 3-11b(1) of AR 25-400-2. Do not use floppy disks to store official records with a retention schedule of more than 2 years.

c. Label binders containing computer-generated reports and information by using the applicable subjective MARKS file number.

A-14. Filing Unclassified Publications. When publications are available in electronic format (E-pubs), there is no requirement to maintain the publication in paper format as well. With the 1 July 1999, implementation of HQDA's "Less Paper Policy" and the increasing cost of printing, users should preferably use the electronic version of publications when available. E-pubs may be viewed or downloaded from the US Army Publishing Directorate's web site at <http://www.apd.army.mil/>. For publications that are not available electronically or if the user maintains the paper version, the following apply:

a. Generally, publications are separated and filed by type--all Army regulations together, all pamphlets, all field manuals, and all technical manuals. File these publications numerically; when letters are added to the publications number, file them numerically-alphabetically.

b. Because of the mission or other requirements in some organizations and offices, it may be desirable to file publications functionally rather than by type of publication. If so, file all publications on a given subject together.

c. Most pre-printed DA publications have pre-punched holes for filing in three-ring binders.

d. Label each binder. Examples are shown in figure A-3 below. Show disposition instructions on the lead binder only (the first binder on the left of a row of binders).

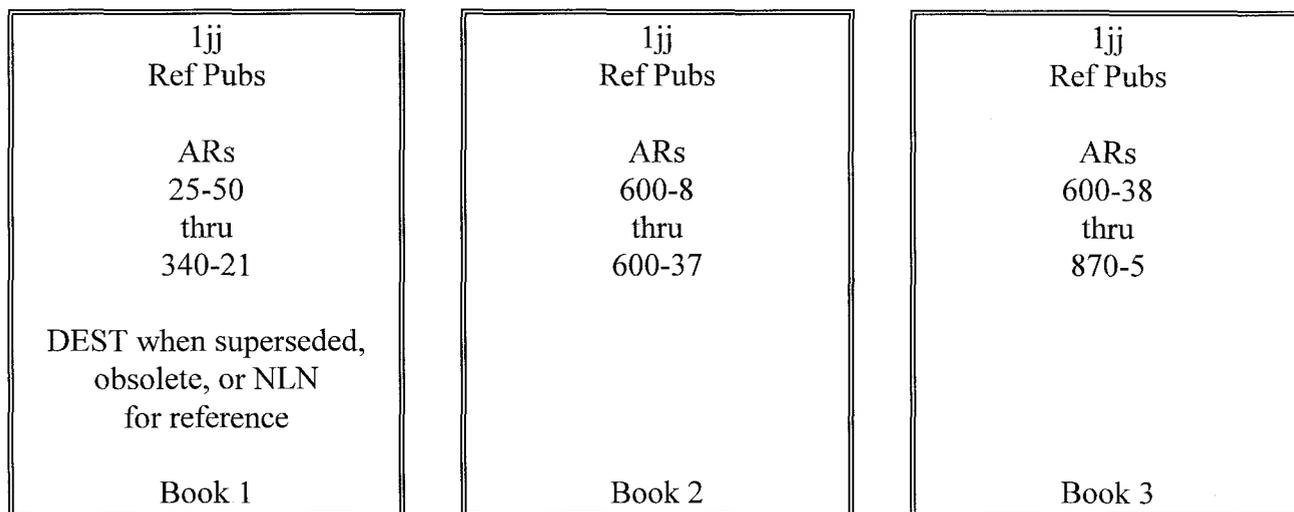


Figure A-3. Sample Label Entries for Binders

e. Do not use permanent marking materials on the spine or cover of the binder. Such markings make reuse of the binder difficult if the contents change. As preferred methods, use metal slip-on binder label holders, if available, or attach labels to the spine of the binder with transparent tape. Avoid using gummed labels since these are difficult to remove when relabeling is necessary.

A-15. Filing Classified Publications. Store classified publications in security containers that meet the requirements of AR 380-5. Place the publications in binders, or in a separate file folder for each. If folders are used, label the visible edge of the folder per MARKS and show the publication number. If placed in binders, the outside of the binder must carry the publication number, and the highest security marking of the documents contained within. Prepare Cross-reference sheet (see appendix D) and insert in the proper place in the unclassified files to show where the publication is located, and that it is classified.

A-16. Filing Changes/Supplements. File changes/supplements to Army regulations in front of the basic regulation to which they pertain after posting per DA Pam 25-40, appendix E. After new pages of a loose-leaf change are inserted, the change instruction sheet is filed in front of the updated basic. The latest change or change sheet is always placed on top.

A-17. Filing Documents in Binders. Do not interfile documents within the same binder that are more appropriately filed under different FNs. File these records under each appropriate individual FN as part of the office's official files. This requirement will preclude the establishment of "subject binders" for Safety, Security, Equal Opportunity, Alcohol and Drug, etc., because these subject binders result in interfiling of records having different FNs.

A-18. FN 1g, Office Record Transmittals. This file contains copies of SF 135s (Records Transmittal and Receipt) for unit/activity records transferred to the installation RHA. Disposition is "Destroy when no longer needed for administrative or reference purposes." Units/activities should maintain the SF 135s until each record category has reached its disposition date—if there are any records transferred on an SF 135 that have a "Permanent" disposition, the unit/activity should also retain the SF 135 permanently or until deactivation/discontinuance of the unit/activity.

A-19. FN 1x, Office Civilian Personnel Time and Attendance Files.

a. The Directorate of Resource Management's Customer Service Representative (DRM CSR) maintains the original timesheets used by the office timekeeper to input time into the Defense Civilian Pay System under disposition "a" of FN 1x, which is a 6-year file. This includes supporting documentation for court, military, law enforcement, and blood donor leave.

b. Office timekeepers will maintain time and attendance records per disposition "b" of FN 1x. However, to alleviate administrative burden on office timekeepers, exception has been granted to maintain copies of the timesheets, SF 71s, and other backup documentation in a single file under the 3-year disposition in the CFA, whether initialed or not initialed by the employee, in lieu of separating per dispositions "b(1) and (2)" of FN 1x. (Memo, ATZK-IM, HQ USAARMC, 28 August 2002, subject: SAB.)

A-20. FN 1hh, Office Temporary Duty Travel Files. Since implementation of the Defense Travel System (DTS), this file must be maintained on a fiscal year basis for the full disposition period of 6 years, 3 months. Exception has been granted to maintain these files in the CFA for the full retention period (per e-mail, 5 May 04, installation Records Manager, subject: Exception to Maintain FN 1hh, TDY Files in CFA).

A-21. FN 1ii, Office Military Personnel Files. The disposition has changed from "Destroy 1 year after transfer or separation of the individual" to "Destroy when no longer needed for conducting business after transfer or separation of individual." Treat the new disposition as an "event" file, and continue to maintain the INACTIVE records for 1 year after the end of the year that the individual transfers or separates. See sample file labels/guides on page C-3 of appendix C. INACTIVE files may be maintained in a separate drawer but must be cross-referenced from the main file drawer.

A-22. FN 1mm, Reading Files. Do not establish the reading file below brigade, regiment, command, or directorate level. It tends to become a "catch-all" file at lower echelons and abused by filing clerks that do not take the time to file subjectively.

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A-23. FN 5-10c, Reduction and Realignment Documentation. The Garrison Commander's Office is responsible for submitting Base Realignment and Closure (BRAC) documentation for approval and maintains the records for 10 years after completion or cancellation of related reduction or realignment. Offices responsible for review, comment, or contribution of information to the Garrison Commander's input will maintain those records as a 5-year file.

A-24. FN 11-27c, Energy Conservation Reports. FN 11-27c, Energy Conservation Reports, is no longer suitable for records maintained in the units. The Directorate of Base Operations Support is the office of record for energy reports, and is the only office authorized to use FN 11-27c, which has an 11-year disposition. Units will use FN 11, General Army Programs Correspondence Files, to maintain information pertaining to annual energy consumption, energy reports, etc.

A-25. FN 25-30hh, Publications and Form Requisitions (DA Forms 17) and FN 25-30ii, Initial Distribution Requisitions (DA Form 12 Series). These file numbers are used by the DOIM Forms Stockroom only. Use FN 1p, Office Service and Supply Files, to maintain the DA Forms 17 and 12-series in the units/directorates.

A-26. FN 25-30kk, Internal Distribution Schemes. Use this FN to file FK Form 5001-E (Internal Distribution Card) which shows the unit's internal distribution of publications received through the pinpoint distribution system.

A-27. FN 37z, Government Credit Card Certifying/Billing Officer's Account Files. The Certifying Officer for government credit card purchases will use this FN to maintain records in support of certifications for payment of government credit card transactions to include supporting documentation, monthly statements of account, purchase logs, purchase card receipts, and copies of monthly billing statements. Cardholders will continue to maintain their supporting records under FN 715j, Small Purchases and Modifications (see paragraph A-36).

A-28. FN 190-45d, Loss, Theft, and Recovery of Firearms Files. Disposition reads: "Destroy in CFA 1 year after recovery, or after 5 years, whichever is first." To simplify files maintenance and labeling procedures, establish this file for the longest retention period—5 years—and destroy in CFA.

A-29. FN 500-3a, Emergency Plans. Disposition for maintenance of Emergency Plans below the HQDA level has been reinstated under FN 500-3a. Disposition is "Destroy when no longer needed for conducting business."

A-30. FN 600, General Personnel Correspondence Files. Use this FN to file "sponsorship" memorandums originated by your office, Soldier/Noncommissioned Officer of the Quarter/Year, Drill Sergeant of the Year, and Sergeant Audie Murphy Induction correspondence.

A-31. FN 600-8-3e, Postal Directories. Due to specific instructions in DoD 4525.6-M, DoD Postal Manual, 15 August 2002, this file must be maintained alphabetically by last name in one file, regardless of status. The Directory Card (DA Form 3955) is coded for destruction 1 year after departure for permanent party personnel (e.g., Soldier departing in October 2004, card is coded for destruction in November 2005) and 6 months after departure for trainees, students, and other personnel assigned 6 months or less (e.g., individual departing in September 2004, card is coded for destruction in April 2005). Because the Directory Cards are maintained in one file, an INACTIVE file is not established; and this file cannot be maintained per the MARKS disposition schedule since the file must be screened the first week of each month and all expired cards removed and destroyed at that time. See appendix C for proper labeling. (Exception to MARKS granted USAARMC and Fort Knox per memo, USTAPC RMD, TAPC-PDR, 8 May 1997, subject: Postal Directories, File Number 600-8-3e.)

A-32. FN 600-8-22b2 and -22b3, Military Award Cases. Brigade commanders are the approving authority for the Army Commendation Medal (ARCOM), and battalion commanders for the Army Achievement Medal (AAM). The retention period for Military Award Cases at the approval level is 25 years (use FN 600-8-22b2). Therefore, military award case files must be transferred to the installation RHA for further retirement to the Washington National Records Center where they are held for the remainder of the 25-year retention period. For officials recommending the award, but not having approval authority, retain a copy of the award for 2 years (use FN 600-8-22b3). Sample file labels for records maintained at the approval/disapproval level and retained copies of awards kept by the recommending official are listed in appendix C. Arrange these files alphabetically by last name.

A-33. FN 600-8-104a, Informational Personnel Files.

a. Establish this file "by name." Do not maintain below Personnel Administration Center (PAC) level. For supervisors of military personnel, use FN 1ii, Office Military Personnel Files.

b. The disposition has changed to "Destroy when no longer needed for conducting business after transfer or separation of individual." Treat the new disposition as an "event" file, and continue to maintain the INACTIVE records for 1 year after the end of the year that the individual transfers or separates. See sample file labels/guides on page C-14 of appendix C. INACTIVE files may be maintained in a separate drawer but must be cross-referenced from the main file drawer.

A-34. FN 600-8-105c, Permanent Order Record Sets. This file contains a copy of each permanent order issued. Do not charge out or post these orders (record sets). Arrange these files in numerical sequence (Julian date-order number issued on that date), e.g., Order No. 002-001 through 100-010. If an orders log is used, maintain under this FN also. Cutoff this file annually and transfer to the installation RHA with the next regular shipment, e.g., orders accumulated during 2005, will be cutoff on 31 December 2005, and transferred to the installation RHA in

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January 2006. Account for missing, lost, or erroneously destroyed orders by annotating on the SF 135 (Records Transmittal and Receipt). See appendix C for proper labeling.

A-35. FN 710-2h, Property Loss, Theft, and Recovery Reports. Disposition “c. Loss, theft, and recovery reports” reads “Destroy when no longer needed for conducting business, 1 year after recovery of item or after 5 years, whichever is first.” To simplify files maintenance and labeling procedures, establish this file for the longest retention period—5 years and retain in the CFA.

A-36. FN 715j, Small Purchases and Modifications.

a. Maintain records created as a result of use of US Government credit cards under this FN. The file establishes an audit trail for each transaction made. The cardholder must maintain all copies of the charge slips and vendor invoice or cash register receipt (or delivery ticket) with their statement of account. The retention period for this file is 3 years after final payment or 3 years after acceptance of goods or services if notice of payment is not furnished by the servicing Finance and Accounting Office. When disposition date occurs, destroy by shredding to preclude fraudulent use of charge card.

b. For records maintained by the Certifying Officer for government credit cards, use FN 37z (see paragraph A-27).

A-37. FN 725-50b, Requisition Suspense and Status Files. This file is for use in unit supply rooms to file copies of requisitions for supplies and equipment. All other areas will use FN 1p, Office Service and Supply Files.

Appendix B
Model Files Plans

B-1. Tables B1-B11 contain model files plans designed for use by units in 16th Cavalry Regiment, 1st Armor Training Brigade, 46th AG Battalion (Reception), Law Enforcement Command, and NCO Academy. Use these plans as a guide for establishing files under MARKS. Units are neither limited to only those FNs shown, nor do they have to establish each file if their mission does not require it. "General Correspondence" FNs are not listed in the plans; however, this does not preclude their use.

B-2. Records which require transfer to the installation RHA are indicated by an "X" in the appropriate column.

B-3. Records subject to the Privacy Act (PA) are indicated by the appropriate PA Systems Notice Number. These numbers are found in Appendix B to AR 25-400-2 under the file title, where applicable.

B-4. Address questions and/or recommended additions/deletions to these plans to the Installation Records Manager, phone 4-7325.

Table B-1. Sample Files Plan for S-1/PAC

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1d	Duty Reports		
1e	Housekeeping Instructions		
1f	Office Organization Files		
1g	Office Record Transmittals		
1n	Office Mail Controls		
1o	Office Financial Files		
1p	Office Service and Supply Files		
1q	Office Property Records		
1t	Office Space Assignments		
1v	Access Controls		
1w	Office General Personnel Files		A0001SAIS
1x	Office Civilian Personnel Time and Attendance Files		T7335DFAS
1z	Office Personnel Locator		A0001DAPE
1aa	Office Supervisory or Manager Employee Records		OPM/GOVT-1 & OPM/GOVT-2
1bb	Office Job Descriptions		
1ee	Duty Rosters		
1ff	Office Standards of Conduct Files		A0001bAHRC; OPM/GOVT-1
1hh	Office Temporary Duty Travel		T7333DFAS
1ii	Office Military Personnel Files		A0001bAHRC
1jj	Reference Publications		
1kk	Technical Material References		
1mm	Reading Files		
1nn	Office Message References		
1oo	Policies and Precedents		
1-20e	Congressional Correspondence		A0001-20SALL
1-201a	Inspection, Survey, and Staff Visit Coordination Files		
1-201c	Command Inspection Program		
11-2a	Management Control Program		
25-1e	Capability Request for Information Mission Area (IMA) Resources		
25-30c	Numerical Files (External)		

Table B-1. Sample Files Plan for S-1/PAC (Cont.)

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
25-30kk	Internal Distribution Schemes		
25-30zz	Office Copier Files		
25-55a	FOIA Requests, Access, & Denials		A0025-55SAIS
25-55b	FOIA Administrative Files		
215-1d	NAF Accounts		T7290DFAS
215-1bb	Recreation and Entertainment Cases		A0215-2bCFSC
220-1b	Personnel Readiness Files		A0001bAHRC
385-10c	Safety Awareness Files		
600-8b	Personnel Information System Reports		A0600-8-23AHRC
600-8c	Personnel Strength Zero Balance Reports		A0600-8-23AHRC
600-8e	Transmittal Letters		
600-8-2b	Flagging System Management		A0600-8-23AHRC
600-8-6a	Military Personnel Registers		
600-8-6b	Army Strength Reports		A0680-31bAHRC; A0600-8aDAPE
600-8-10a	Leave of Absence Files		A0001bAHRC
600-8-10b	Leave Control Logs		A0001bAHRC
600-8-19a	Promotion Eligibility Rosters		A0600-8-104bAHRC
600-8-19b2	Enlisted Selection Board Reporting Files		A0600-8-104bAHRC
600-8-22b2	Military Award Cases - Approvals/ Disapprovals	X	A0600-8-22AHRC
600-8-22b3	Military Award Cases - Recommending		A0600-8-22AHRC
600-8-22c	Award Ceremonies		
600-8-22e2	Unit Award Cases		
600-8-101a	Departure Clearances		A0600-8-101AHRC
600-8-104a	Information Personnel Files		A0600-8-104AHRC; A0001bAHRC
600-8-104e	Qualification Record Extracts		A0600-8-104AHRC
600-8-105a3	Personnel-type Orders		
600-8-105c	Permanent Order Record Sets	X	
600-20a	EO Reports		
600-20c	EO Complaint Cases		A0690-600SAMR
600-20e	Pregnancy and Family Care Counseling		A0001bAHRC
600-38a	Meal Card Management Files		
600-85a	Alcohol and Drug Abuse Management Files		
600-85b	Alcohol and Drug Abuse Statistics		
630-10a	AWOL Statistical Reports		
635-200c	General Counseling Statements		A0001bAHRC
870-5a	MTOE Organizational History Files		

Table B-2. Sample Files Plan for S-1/Legal Clerk

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
15-6b	Investigative Case Files		A0027-1DAJA
27-10a2	Summary Courts-martial		A0027-10bDAJA
27-10c	Special Courts-martial		A0027-10bDAJA
27-10d	Special Courts-martial (BCD)		A0027-10bDAJA
27-10e	General Courts-martial		A0027-10bDAJA
27-10f	Nonjudicial Punishments		A0027-1DAJA
27-10h	Court-martial Statistics		
635-200a	Discharge Board Proceedings		A0635-200AHRC

Table B-3. Sample Files Plan for S-2

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1h	Information Access Files		A0380-67DAMI
1j1	Office Classified Document Register or Controls-General		
1j2	Office Classified Document Register or Controls-NATO	X	
1k	Office Temporary Internal Receipts		
1p	Office Service and Supply Files		
1q	Office Property Records		
1r	Office Classified Material Inventories		A0001DAMI
1v	Access Controls		
1gg	Office Security Awareness		
1jj	Reference Publications		
1kk	Technical Material References		
1nn	Office Message References		
1oo	Policies and Precedents		
25-30nn	Training Media Files		
220-1a	Readiness Reports		
350-1d	Training Operations		
350-28a	Emergency Tests and Exercises		
380-5a	Security Briefings and Debriefings		A0380-67DAMI
380-5b	Security Inspections and Surveys		
380-5k	Security Classification Files		
380-5n	Office Nonregistered Classified Document Destruction Certificates		
380-5dd	Activity Entry and Exit Inspection Program		
380-19f	Accreditation of Automated Systems Security Files		
380-19g	Personnel Security and Surety (PSSP) Files		A0380-19SAIS
380-19m	Password User Identification and Equipment Identification		A0380-19SAIS
380-67a	Security Clearance Information		A0380-67DAMI
381a	Intelligence Reports		
500-3a	Emergency Plans		

Table B-4. Sample Files Plan for S-3

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1kk	Technical Material References		
1nn	Office Message References		
1oo	Policies and Precedents		
5-12i	Radio Frequencies		
25-30nn	Training Media Files		
220-15a	Daily Journal, Staff Journal, and Tactical Operations Center (TOC) Logs		
350-1a	Training Inspections		
350-1d	Training Operations		
350-28a	Emergency Tests and Exercises		
351a	Individual Academic Records	X	A0351aTRADOC; A0351-1aTRADOC
351d	Consolidated Class Files		
385-10g	Target Practice Safety Files		
500-3a	Emergency Plans		
600-25c	Ceremonies		

Table B-5. Sample Files Plan for S-4

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1t	Office Space Assignments		
1v	Access Controls		
1jj	Reference Publications		
1nn	Office Message References		
1oo	Policies and Precedents		
71-32b	TDA, CTA, and TAADS Files		
71-32g	Equipment Tables		
420-90a	Fire Prevention Files		
600-8-1k	Personal Effects Cases		A0600-8-1cAHRC
700-19b	Ammunition Status Reporting Files		
710-2a	Property Book and Supporting Documents		
710-2b	Document Registers		
710-2c	Hand Receipts		A0710-2bDALO
710-2d	Property Record Inspection and Inventory Reports		
710-2h	Property Loss, Theft, and Recovery Reports		
710-2m	Receipting Authorities		
715h	Contracting Officer Designations		
715j	Small Purchases and Modifications		
725-50b	Requisition Suspense and Status Files		
735-5r	Report of Survey Files		A0027-1DAJA
735-5s	Report of Survey Control Register Files		
735-5t	Relief from Responsibility (Liability Admitted) Files		A0027-1DAJA

Table B-6. Sample Files Plan for Battalion Aid Station

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
40-66a	Health Records		A0040-66bDASG
500-3a	Emergency Plans		
600-85a	Alcohol and Drug Abuse Management Files		
600-85b	Alcohol and Drug Abuse Statistics		
710-2b	Document Registers		
710-2c	Hand Receipts		A0710-2bDALO
710-2m	Receipting Authorities		

Table B-7. Sample Files Plan for Dining Facility

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1w	Office General Personnel Files		A0001SAIS
1ii	Office Military Personnel Files		A0001bAHRC
1jj	Reference Publications		
1oo	Policies and Precedents		
25-30nn	Training Media Files		
30-22a	Cash Receipts		
30-22b	Menus Files		
30-22c	Dining Facility Reviews		
30-22d	Dining Facility Operations		
30-22h	Ration Request, Issue, Delivery and Account Status Files		
30-22m	Unsatisfactory Subsistence Files		
710-2m	Receipting Authorities		
738-750b	Maintenance Request Registers		
738-750d	Preventive Maintenance Schedules		

NOTE: Maintain all dining facility files on a fiscal-year (FY) basis versus calendar year.

Table B-8. Sample Files Plan for Battalion Mailroom

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
600-8-3a	Postal Personnel Designations		A0065AHRC
600-8-3c	Postal Activity Inspections and Audits		
600-8-3d	Postal Directory Sources		A0065AHRC & A0001DAPE
600-8-3e	Postal Directories		A0065AHRC & A0001DAPE
600-8-3f	Standing Delivery Orders		A0065AHRC
600-8-3g	Post Office Accountable Mail Receipts		
600-8-3h	Mail Call and Hours of Collection Files		
600-8-3j	Postal Lockbox Assignments		A0065AHRC
600-8-3p	Delivery Service Controls		
600-8-3q	Postal Activity Reports		

Table B-9. Sample Files Plan for Battalion Maintenance

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
58-1a	Dispatcher Organizational Control Records		
58-1b	Equipment Daily Utilization Files		
385-10c	Safety Awareness Files		
738-750a	Maintenance Requests		
738-750b	Maintenance Request Registers		
738-750c	Exchange Tags		
738-750d	Preventive Maintenance Schedules		
738-750e	Equipment Inspection and Maintenance Worksheets		
738-750f	Historical Records or Logbooks		
738-750j	Calibration Data Cards		
750-1a	Maintenance Summary and Management Files		
750-1m	Maintenance Technical Assistance Files		

Table B-10. Sample Files Plan for Orderly Room/Training NCO at Company or Troop Level

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1d	Duty Reports		
1e	Housekeeping Instructions		
1f	Office Organization Files		
1h	Information Access Files		A0380-67DAMI
1o	Office Financial Files		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1y	Office Personnel Registers		A0001aAHRC
1z	Office Personnel Locator		A0001DAPE
1ee	Duty Rosters		
1ii	Office Military Personnel Files		A0001bAHRC
1jj	Reference Publications		
1kk	Technical Material References		
1oo	Policies and Precedents		
20-1d	Physical Inspections		
25-30nn	Training Media Files		
40-66b*	Dental Health Records		A0040-66bDASG
215-1aa	Recreation and Entertainment Details		A0215CFSC
350-1a	Training Inspections		
350-1j	Individual Training Files		A0600-8-104AHRC
500-3a	Emergency Plans		
600-8c	Personnel Strength Zero Balance Reports		A0600-8-23AHRC
600-8-22b3	Military Award Cases - Recommending		A0600-8-22AHRC
600-8-104e	Qualifications Record Extracts		A0600-8-104AHRC
600-9a	Weight Controls		A0600-8-104AHRC
600-20a	EO Reports		
600-85a	Alcohol and Drug Abuse Management Files		
600-85b	Alcohol and Drug Abuse Statistics		
635-200c	General Counseling Statements		A0001bAHRC

*Companies with trainees.

Table B-11. Sample Files Plan for Supply/Arms Rooms at Company or Troop Level

FILE NO.	TITLE	TRANSFER RHA	PA SYSTEM NOTICE NO.
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
71-32b	TDA, CTA, and TAADS Files		
71-32g	Equipment Tables		
190-14b	Registrations and Permits		A0190-14DAMO
190-45d	Loss, Theft, and Recovery of Firearms Files		
210-130a	Unit and Organizational Laundry Files		A0210-130DALO
600-8-1k	Personal Effects Cases		A0600-8-1cAHRC
700-19b	Ammunition Status Reporting Files		
700-84a	Personal Property Accounts – Clothing Bag Items		A0710-2cDALO
710-2c	Hand Receipts		A0710-2bDALO
710-2d	Property Record Inspection and Inventory Reports		
710-2g	Soldier Issue Files		A0710-2dDALO
710-2h	Property Loss, Theft, and Recovery Reports		
710-2m	Receipting Authorities		
715h	Contracting Officer Designations		
715j	Small Purchases and Modifications		
735-5t	Relief from Responsibility (Liability Admitted) Files		A0027-1DAJA
738-750a	Maintenance Requests		
738-750c	Exchange Tags		
738-750e	Equipment Inspection and Maintenance Worksheets		
738-750f	Historical Records or Logbooks		
738-750j	Calibration Data Cards		

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HOUSEKEEPING FILES

1a Office File Numbers
DEST when superseded or obsolete

1b Office General Management
DEST when NLN for conducting business

1c Office Inspections and Surveys
DEST after next comparable survey or inspection

1d Duty Reports (05)
(Jan - Jun)
COFF 30 Jun 05, DEST Jan 06

1d Duty Reports (05)
(Jul - Dec)
COFF 31 Dec 05, DEST Jul 06

1e Housekeeping Instructions
DEST when superseded or obsolete

1f Office Organization Files
DEST when NLN for conducting business

1g Office Record Transmittals
DEST when NLN for administrative
or reference purposes

1h Information Access Files
PA Sys A0380-67DAMI
ACTIVE. PIF after authorization expires

1h Information Access Files (05)
PA Sys A0380-67DAMI
INACTIVE. COFF 31 Dec 05, DEST Jan 08

1j1 Office Classified Document Register (05)
or Controls - General
COFF 31 Dec 05, DEST Jan 08

NATO records:

1j2 Office Classified Document Register (05)
or Controls - NATO
COFF 31 Dec 05, Trf RHA Jan 08, Ret to WNRC
Jan 09, DEST Jan 16

1k Office Temporary Internal Receipts
DEST on return of classified document

Accountable mail receipts:

1n Office Mail Controls (05)
COFF 31 Dec 05, DEST Jan 08

Other documents:

1n Office Mail Controls (05)
(Jan - Mar)
COFF 31 Mar 05, DEST Jul 05

1n Office Mail Controls (05)
(Apr - Jun)
COFF 30 Jun 05, DEST Oct 05

1n Office Mail Controls (05)
(Jul - Sep)
COFF 30 Sep 05, DEST Jan 06

1n Office Mail Controls (05)
(Oct - Dec)
COFF 31 Dec 05, DEST Apr 06

1o Office Financial Files (05)
COFF 31 Dec 05, DEST Jan 07

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DA Form 12 series:

1p Office Service and Supply Files
(DA Form 12 Series)
DEST when superseded or obsolete

Other information:

1p Office Service and Supply Files
DEST upon completion of action or when NLN for
conducting business

1q Office Property Records
DEST when superseded, obsolete, or when the
property is turned in

1r Office Classified Material Inventories
PA Sys A0001DAMI
DEST after next inventory

1t Office Space Assignments
DEST when superseded or obsolete

**Appointment documents, access rosters,
and local control procedures:**

1v Access Controls
DEST when superseded

Key and Lock Control Registers:

1v Access Controls
(Key and Lock Control Registers)
ACTIVE. PIF when page is filled

1v Key and Lock Control Registers (05)
(Jan - Mar)
INACTIVE. COFF 31 Mar 05, DEST Jul 05

1v Key and Lock Control Registers (05)
(Apr - Jun)

INACTIVE. COFF 30 Jun 05, DEST Oct 05

1v Key and Lock Control Registers (05)
(Jul - Sep)

INACTIVE. COFF 30 Sep 05, DEST Jan 06

1v Key and Lock Control Registers (05)
(Oct - Dec)

INACTIVE. COFF 31 Dec 05, DEST Apr 06

**Forms used to record entry into vaults
or containers:**

1v Access Controls
DEST upon completion of first entry on new form
(except forms involved in an investigation will be
kept until the investigation is complete)

Other information:

1v Access Controls (05)
(Other information)
COFF 31 Dec 05, DEST Jan 07

1w Office General Personnel Files
PA Sys A0001SAIS
DEST when NLN for conducting business

1x Office Civilian Personnel Time and (05)
Attendance Files
PA Sys T7335DFAS
COFF 31 Dec 05, DEST Jan 09

1y Office Personnel Registers
PA Sys A0001aAHRC
DEST when NLN for conducting business

1z Office Personnel Locator
PA Sys A0001DAPE
DEST when superseded, obsolete, or when
person is separated or transferred

1aa Office Supervisory or Manager Employee
Records
PA Sys OPM/GOVT-1 & OPM/GOVT-2
Forward to gaining supervisor on post (see AR 25-
400-2 for dispositions for other situations); review
at end of each year & DEST documents superseded
or no longer applicable

1bb Office Job Descriptions
DEST when position is abolished, job description is
superseded, or when NLN for reference

1ee Duty Rosters
DEST when NLN for conducting business

1ff Office Standards of Conduct Files
PA Sys A0001bAHRC & OPM/GOVT-1
DEST after next application of procedure

1gg Office Security Awareness
DEST after next periodic application

1hh Office Temporary Duty Travel (FY05)
PA Sys T7333DFAS
COFF 30 Sep 05, DEST Jan 2012

1ii JOHNSON, Roxanne L.

1ii HARRIS, Samuel K.

INACTIVE - 2004

1ii JONES, John R.

1ii DOE, Samantha K.

INACTIVE - 2005

1ii SMITH, Joe A.

1ii ADAMS, Alexis J.

1ii Office Military Personnel Files
PA Sys A0001bAHRC
DEST when NLN for conducting business after trf
or separation of individual

1jj Reference Publications
DEST when superseded, obsolete, or NLN for
reference

1kk Technical Material References
DEST when superseded, obsolete, or NLN for
reference

1mm Reading Files (05)
COFF 31 Dec 05, DEST Jan 07

1nn Office Message References
DEST when NLN for conducting business

1oo Policies and Precedents
DEST each document when superseded or obsolete

MISSION FILES

1 General Admin Correspondence Files (05)
COFF 31 Dec 05, DEST Jan 08

1 Gen Admin Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

1-20e Congressional Correspondence (05)
PA Sys A0001-20SALL
COFF 31 Dec 05, DEST Jan 08

1-201a Inspection, Survey, & Staff Visit
Coordination Files
DEST when NLN for conducting business

NOTE: Office being surveyed, use FN 1c.

1-201c Command Inspection Program
DEST when NLN for conducting business after
next comparable survey or inspection

5 General Management Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

5 General Management Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

***Correspondence relating to concurrence of the
Federal Communications Commission (FCC):***

5-12i Radio Frequencies (05)
(FCC Concurrence)
COFF 31 Dec 05, DEST Jan 07

Other information:

5-12i Radio Frequencies
DEST on supersession, cancellation, or
discontinuance of assignment or use

11 General Army Programs Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

11 General Army Programs Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

Management Control Evaluations (MCEs):

11-2a Management Control Program -- MCEs
DEST when no longer needed for conducting
business after receipt of next MCE

Documents other than MCEs:

11-2a Management Control Program (05)
COFF 31 Dec 05, DEST Jan 09

15 General Boards, Commissions, and (05)
Committees Correspondence Files
COFF 31 Dec 05, DEST Jan 08

15 General Boards, Commissions, and
Committees Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

15-6b Investigative Case Files
 PA Sys A0027-1DAJA
 ACTIVE. PIF on close of case and after completed investigation is accepted by appointing authority

15-6b Investigative Case Files (05)
 PA Sys A0027-1DAJA
 INACTIVE. COFF 31 Dec 05, DEST Jan 11

Significant cases:

15-6b Investigative Case Files (05)
 (Significant Cases)
 PA Sys A0027-1DAJA
 COFF 31 Dec 05, Trf to RHA Jan 08,
 Ret to WNRC Jan 09, PERM

20 General Assistance, Inspections, (05)
 Investigations, & Follow-up Corres Files
 COFF 31 Dec 05, DEST Jan 08

20 General Assistance, Inspections,
 Investigations, & Follow-up Corres Files
 (NONACTION DOCUMENTS)
 DEST when NLN for conducting business

20-1d Physical Inspections (05)
 COFF 31 Dec 05, DEST Jan 07

25 General Info Mgt Corres Files (05)
 COFF 31 Dec 05, DEST Jan 08

25 General Info Mgt Corres Files
 (NONACTION DOCUMENTS)
 DEST when NLN for conducting business

Approved requirements:

25-1e Capability Request for Information Mission
 Area (IMA) Resources
 (Approvals)
 DEST when NLN for conducting business after disposal of resource or termination of service

Disapproved requirements:

25-1e Capability Request for Information
 Mission Area (IMA) Resources
 (Disapprovals)
 DEST when NLN for conducting business

25-30c Numerical Files (External)
 ACTIVE. PIF on discontinuance of form

25-30c Numerical Files (External) (05)
 INACTIVE. COFF 31 Dec 05, DEST Jan 07

25-30kk Internal Distribution Schemes
 DEST when superseded by new scheme or when publications account is closed

All documents except lesson plans:

25-30nn Training Media Files (05)
 COFF 31 Dec 05, DEST Jan 07

Lesson plans:

25-30nn Training Media Files
 (Lesson Plans)
 DEST when superseded or obsolete

25-30zz Office Copier Files
 DEST when NLN for conducting business

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25-55a FOIA Requests, Access, & Denials
PA Sys A0025-55SAIS
ACTIVE. PIF after date of reply

25-55a FOIA Requests, Access, & Denials (05)
PA Sys A0025-55SAIS
INACTIVE. COFF 31 Dec 05, DEST Jan 08

25-55b FOIA Administrative Files (05)
COFF 31 Dec 05, DEST Jan 08

27 General Legal Services Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

27 General Legal Services Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

27-10a2 Summary Courts-martial
PA Sys A0027-10bDAJA
DEST when NLN for conducting business after
notice of final action by supervisory authority

27-10c Special Courts-martial
PA Sys A0027-10bDAJA
Retain in CFA until disposition instructions
are published

27-10d Special Courts-martial (BCD)
PA Sys A0027-10bDAJA
Retain in CFA until disposition instructions
are published

27-10e General Courts-martial
PA Sys A0027-10bDAJA
Retain in CFA until disposition instructions
are published

27-10f Nonjudicial Punishments
PA Sys A0027-1DAJA
Dispose of according to AR 27-10

27-10h Court-martial Statistics (05)
COFF 31 Dec 05, DEST Jan 07

30 General Food Program Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

30 General Food Program Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

30-22a Cash Receipts (FY05)
COFF 30 Sep 05, DEST Oct 07

30-22b Menus Files
DEST when NLN for conducting business after
superseded

30-22c Dining Facility Reviews
DEST when NLN for conducting business

30-22d Dining Facility Operations
DEST when NLN for conducting business

30-22h Ration Request, Issue, Delivery
and Account Status Files
DEST when NLN for conducting business

30-22m Unsatisfactory Subsistence Files
DEST when NLN for conducting business

37 General Financial Admin Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

37 General Financial Admin Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

37a Individual Travel Charge Card Program
Administration
PA Sys GSA/GOVT-3
DEST when NLN for conducting business after
card is no longer authorized or individual transfers
or separates

40 General Medical Svcs Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

40 General Medical Svcs Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

40-66a Health Records
PA Sys A0040-66bDASG
Trf and dispose of IAW AR 40-66

***FN 40-66b applies only to companies with
trainees:***

40-66b Dental Health Records
PA Sys A0040-66bDASG
Trf and dispose of IAW AR 40-66

58 General Motor Trans Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

58 General Motor Trans Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

58-1a Dispatcher Organizational Control (05)
Records (Jan)
COFF 31 Jan 05, DEST Mar 05

58-1a Dispatcher Organizational Control (05)
Records (Feb)
COFF 28 Feb 05, DEST Apr 05

58-1a Dispatcher Organizational Control (05)
Records (Mar)
COFF 31 Mar 05, DEST May 05

58-1a Dispatcher Organizational Control (05)
Records (Apr)
COFF 30 Apr 05, DEST Jun 05

58-1a Dispatcher Organizational Control (05)
Records (May)
COFF 31 May 05, DEST Jul 05

58-1a Dispatcher Organizational Control (05)
Records (Jun)
COFF 30 Jun 05, DEST Aug 05

58-1a Dispatcher Organizational Control (05)
Records (Jul)
COFF 31 Jul 05, DEST Sep 05

58-1a Dispatcher Organizational Control (05)
Records (Aug)
COFF 31 Aug 05, DEST Oct 05

58-1a Dispatcher Organizational Control (05)
Records (Sep)
COFF 30 Sep 05, DEST Nov 05

58-1a Dispatcher Organizational Control (05)
Records (Oct)
COFF 31 Oct 05, DEST Dec 05

58-1a Dispatcher Organizational Control (05)
Records (Nov)
COFF 30 Nov 05, DEST Jan 06

58-1a Dispatcher Organizational Control (05)
Records (Dec)
COFF 31 Dec 05, DEST Feb 06

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58-1b Equipment Daily Utilization Files
DEST when NLN for conducting business after trf
of information to other records except when
required for accident investigation or state gasoline
tax purposes

71 General Force Development Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

71 General Force Development Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

71-32b TDA, CTA, and TAADS Files
DEST when NLN for conducting business after
supersession or obsolescence of the basic
allowance document

71-32g Equipment Tables
DEST when NLN for conducting business upon
supersession or obsolescence

190 General Military Police Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

190 General Military Police Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

190-14b Registrations and Permits
PA Sys A0190-14DAMO
DEST when NLN for conducting business after
expiration or revocation

190-45d Loss, Theft, & Recovery of (05)
Firearms Files
COFF 31 Dec 05, DEST Jan 11

210 General Installations Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

210 General Installations Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

***DA Forms 3799 and other related control
documents:***

210-130a Unit and Organizational Laundry
Files (DA Forms 3799)
PA Sys A0210-130DALO
ACTIVE. PIF on termination of service

210-130a Unit and Organizational Laundry (05)
Files (DA Forms 3799)
(Jan – Mar)
PA Sys A0210-130DALO
INACTIVE. COFF 31 Mar 05, DEST Jul 05

210-130a Unit and Organizational Laundry (05)
Files (DA Forms 3799)
(Apr - Jun)
PA Sys A0210-130DALO
INACTIVE. COFF 30 Jun 05, DEST Oct 05

210-130a Unit and Organizational Laundry (05)
Files (DA Forms 3799)
(Jul - Sep)
PA Sys A0210-130DALO
INACTIVE. COFF 30 Sep 05, DEST Jan 06

210-130a Unit and Organizational Laundry (05)
Files (DA Forms 3799)
(Oct - Dec)
PA Sys A0210-130DALO
INACTIVE. COFF 31 Dec 05, DEST Apr 06

Other information:

210-130a Unit and Organizational Laundry (05)
Files
PA Sys A0210-130DALO
COFF 31 Dec 05, DEST Jan 07

215 General Morale, Welfare, & Recreation (05)
Correspondence Files
COFF 31 Dec 05, DEST Jan 08

215 General Morale, Welfare, & Recreation
Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

215-1d NAF Accounts
PA Sys T7290DFAS
ACTIVE. PIF after completion of next comparable
audit or after date of last entry in bound books,
ledgers, & journals

215-1d NAF Accounts (05)
PA Sys T7290DFAS
INACTIVE. COFF 31 Dec 05, DEST Jan 09

215-1aa Recreation & Entertainment Details
PA Sys A0215CFSC
DEST when NLN for conducting business

215-1bb Recreation & Entertainment Cases (05)
PA Sys A0215-2bCFSC
COFF 31 Dec 05, DEST Jan 08

220 General Field Organizations Corres (05)
Files
COFF 31 Dec 05, DEST Jan 08

220 General Field Organizations Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

220-1a Readiness Reports (05)
COFF 31 Dec 05, DEST Jan 08

Material condition status reports:

220-1a Readiness Reports (05)
(Material Condition Status Reports)
COFF 31 Dec 05, DEST Jan 07

220-1b Personnel Readiness Files
PA Sys A0001bAHRC
Fwd w/MPRJ IAW AR 600-8-104 when individual
is separated

220-15a Daily Journal, Staff Journal, & (05)
Tactical Operations Center (TOC) Logs
COFF 31 Dec 05, DEST Jan 11

350 General Training Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

350 General Training Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

350-1a Training Inspections
DEST when NLN for conducting business

350-1d Training Operations (05)
COFF 31 Dec 05, DEST Jan 08

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Establish "dummy folder" as shown, followed by individual "by-name" folders for each soldier:

350-1j SMITH, Ralph A.

350-1j JONES, Steven R.

350-1j DOE, John J.

350-1j Individual Training Files
PA Sys A0600-8-104AHRC
DEST CTT when NLN for conducting business;
Upon trf or sep, fwd other documents specified by
AR 600-8-104 w/MPRJ, DEST the remainder

Final reports prepared by unit:

350-28a Emergency Tests and Exercises (05)
COFF 31 Dec 05, DEST Jan 08

Other related documents:

350-28a Emergency Tests and Exercises
DEST upon preparation of final report

351a Individual Academic Records (FY05)
PA Sys A0351aTRADOC & A0351-1aTRADOC
COFF 30 Sep 05, Trf RHA Oct 07,
Ret NPRC Oct 15, DEST Oct 45

351d Consolidated Class Files
Retain in CFA until disposition instructions are
published

380 General Security Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

380 General Security Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

380-5a Security Briefings & Debriefings
PA Sys A0380-67DAMI
DEST when NLN for conducting business after trf
or separation of person

380-5b Security Inspections and Surveys
DEST after next comparable inspection or survey

380-5k Security Classification Files (05)
COFF 31 Dec 05, DEST Jan 09

380-5n Office Nonregistered Classified (05)
Document Destruction Certificates
COFF 31 Dec 05, DEST Jan 08
(DEST earlier if approved by HQDA (DAMI-CIS)
WASH DC 20310)

380-5dd Activity Entry and Exit Inspection (05)
Program
COFF 31 Dec 05, DEST Jan 08

Approvals:

380-19f Accreditation of Automated Systems
Security Files
(Approvals)
DEST when NLN for conducting business upon
termination or discontinuance of
related system or network

Disapprovals:

380-19f Accreditation of Automated
Systems Security Files
(Disapprovals)
DEST when NLN for conducting business

380-19g Personnel Security and Surety (PSSP) Files
PA Sys A0380-19SAIS
DEST when NLN for conducting business on trf or separation of individual, or on supersession

380-19m Password User Identification and Equipment Identification
PA Sys A0380-19SAIS
DEST when NLN for conducting business on supersession

Files requiring action per AR 380-67:

380-67a Security Clearance Information
PA Sys A0380-67DAMI
Dispose of IAW AR 380-67

Files requiring no action per AR 380-67:

380-67a Security Clearance Information
PA Sys A0380-67DAMI
DEST upon trf or separation of individual

381 General Military Intelligence (05)
Correspondence Files
COFF 31 Dec 05, DEST Jan 08

381 General Military Intelligence Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

381a Intelligence Reports
DEST when NLN for conducting business

385 General Safety Correspondence Files (05)
COFF 31 Dec 05, DEST Jan 08

385 General Safety Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

385-10c Safety Awareness Files
DEST when NLN for conducting business

385-10g Target Practice Safety Files
DEST when NLN for conducting business after completion of firing exercise

420 General Facilities Engineering (05)
Correspondence Files
COFF 31 Dec 05, DEST Jan 08

420 General Facilities Engineering
Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

420-90a Fire Prevention Files
DEST when superseded, obsolete, or no longer required for reference

500 General Emergency Employment of (05)
Army and Other Resources Corres Files
COFF 31 Dec 05, DEST Jan 08

500 General Emergency Employment of
Army and Other Resources Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

500-3a Emergency Plans
DEST when superseded, obsolete, or NLN for conducting business

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600 General Personnel Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

600 General Personnel Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

600-8b Personnel Information System Reports
PA Sys A0600-8-23AHRC
Dispose of in CFA IAW DA Pam 600-8-series

Battalion/Squadron S1 or equivalent:

600-8c Personnel Strength Zero Balance (05)
Reports
PA Sys A0600-8-23AHRC
COFF 31 Dec 05, DEST Jan 07

Unit:

600-8c Personnel Strength Zero Balance Reports
PA Sys A0600-8-23AHRC
DEST upon receipt of next copy

600-8e Transmittal Letters (05)
(Jan - Feb)
COFF 28 Feb 05, DEST May 05

600-8e Transmittal Letters (05)
(Mar - Apr)
COFF 30 Apr 05, DEST Jul 05

600-8e Transmittal Letters (05)
(May - Jun)
COFF 30 Jun 05, DEST Sep 05

600-8e Transmittal Letters (05)
(Jul - Aug)
COFF 31 Aug 05, DEST Nov 05

600-8e Transmittal Letters (05)
(Sep - Oct)
COFF 31 Oct 05, DEST Jan 06

600-8e Transmittal Letters (05)
(Nov - Dec)
COFF 31 Dec 05, DEST Mar 06

600-8-1k Personal Effects Cases
PA Sys A0600-8-1cAHRC
DEST when NLN for conducting business after
disposition of effects

600-8-2b Flagging System Management
PA Sys A0600-8-23AHRC
DEST when NLN for conducting business after
completion of reviews and actions

600-8-3a Postal Personnel Designations
PA Sys A0065AHRC
ACTIVE. PIF after termination of designation

600-8-3a Postal Personnel Designations (05)
PA Sys A0065AHRC
INACTIVE. COFF 31 Dec 05, DEST Jan 08

600-8-3c Postal Activity Inspections (05)
and Audits
COFF 31 Dec 05, DEST Jan 07

600-8-3d Postal Directory Sources
PA Sys A0065AHRC & A0001DAPE
DEST after posting to locator cards

***Maintain in alphabetical order by last name in
one file regardless of status or rank; do not create
an INACTIVE file.***

600-8-3e Postal Directories
PA Sys A0065AHRC & A0001DAPE
Permanent party personnel: DEST 1 year after
departure.
Trainees, students, & other personnel asgn'd 6
months or less: DEST 6 months after departure.

600-8-3f Standing Delivery Orders
PA Sys A0065AHRC
ACTIVE. PIF on termination of designation or
issuance of revised standing delivery order

600-8-10a Leave of Absence Files (FY05)
PA Sys A0001bAHRC
COFF 30 Sep 05, DEST Oct 08

600-8-3f Standing Delivery Orders (05)
PA Sys A0065AHRC
INACTIVE. COFF 31 Dec 05, DEST Jan 07

600-8-10b Leave Control Logs (FY05)
PA Sys A0001bAHRC
COFF 30 Sep 05, DEST Oct 11

600-8-3g Post Office Accountable Mail (05)
Receipts
COFF 31 Dec 05, DEST Jan 07

600-8-19a Promotion Eligibility Rosters (05)
PA Sys A0600-8-104bAHRC
COFF 31 Dec 05, DEST Jan 08

600-8-3h Mail Call and Hours of Collection Files
DEST when obsolete or when purpose is served

600-8-19b2 Enlisted Selection Board (05)
Reporting Files
PA Sys A0600-8-104bAHRC
COFF 31 Dec 05, DEST Jan 11

600-8-3j Postal Lockbox Assignments
PA Sys A0065AHRC
DEST when NLN for conducting business upon
reassignment of lockbox

Approval and disapproval authority:

600-8-3p Delivery Service Controls (05)
COFF 31 Dec 05, DEST Jan 07

600-8-22b2 Military Award Cases (05)
PA Sys A0600-8-22AHRC
COFF 31 Dec 05, Trf RHA Jan 08,
Ret WNRC Jan 09, DEST Jan 31

600-8-3q Postal Activity Reports (05)
COFF 31 Dec 05, DEST Jan 12

Recommending official:

600-8-22b3 Military Award Cases (05)
PA Sys A0600-8-22AHRC
COFF 31 Dec 05, DEST Jan 08

600-8-6a Military Personnel Registers (05)
(Jan - Jun)
COFF 30 Jun 05, DEST Jan 06

600-8-22c Award Ceremonies
DEST when NLN for conducting business

600-8-6a Military Personnel Registers (05)
(Jul - Dec)
COFF 31 Dec 05, DEST Jul 06

600-8-22e2 Unit Award Cases (05)
COFF 31 Dec 05, DEST Jan 07

600-8-6b Army Strength Reports
PA Sys A0680-31bAHRC & A0600-8aDAPE
DEST when NLN for conducting business

600-8-101a Departure Clearances
PA Sys A0600-8-101AHRC
DEST when NLN for conducting business

600-8-104a JOHNSON, Roxanne L.

600-8-104a HARRIS, Samuel K.
INACTIVE - 2004

600-8-104a JONES, John R.

600-8-104a DOE, Samantha K.
INACTIVE - 2005

600-8-104a SMITH, Joe A.

600-8-104a ADAMS, Alexis J.

600-8-104a Informational Personnel Files
PA Sys A0600-8-104AHRC & A0001bAHRC
DEST when NLN for conducting business after trf
or separation of individual

600-9a Weight Controls
PA Sys A0600-8-104AHRC
ACTIVE. File in MPRJ on transfer, separation,
or satisfactory completion of program

600-20a EO Reports (05)
COFF 31 Dec 05, DEST Jan 08

600-20c EO Complaint Cases
PA Sys A0690-600SAMR
ACTIVE. PIF after final resolution of case

600-20c EO Complaint Cases (05)
PA Sys A0690-600SAMR
INACTIVE. COFF 31 Dec 05, DEST Jan 08

600-8-104e Qualification Record Extracts
PA Sys A0600-8-104AHRC
DEST when NLN for conducting business on trf or
separation of individual

600-20e Pregnancy and Family Care Counseling
PA Sys A0001bAHRC
ACTIVE. PIF on trf or separation of individual
(if individual is trf on post, fwd file to gaining
organization)

Approving or issuing authority:

600-8-105a1 Personnel-type Orders (05)
COFF 31 Dec 05, Trf RHA Jan 08,
Ret WNRC Jan 09, DEST Jan 62

600-20e Pregnancy and Family Care (05)
Counseling (Jan - Mar)
PA Sys A0001bAHRC
INACTIVE. COFF 31 Mar 05, DEST Jul 05

Other offices:

600-8-105a3 Personnel-type Order
DEST when NLN for conducting business

600-20e Pregnancy and Family Care (05)
Counseling (Apr - Jun)
PA Sys A0001bAHRC
INACTIVE. COFF 30 Jun 05, DEST Oct 05

600-8-105c Permanent Order Record Sets (05)
COFF 31 Dec 05, Trf RHA Jan 06,
Ret WNRC with next regular shipment, PERM

600-20e Pregnancy and Family Care (05)
Counseling (Jul - Sep)
PA Sys A0001bAHRC
INACTIVE. COFF 30 Sep 05, DEST Jan 06

600-20e Pregnancy and Family Care (05)
Counseling (Oct - Dec)
PA Sys A0001bAHRC
INACTIVE. COFF 31 Dec 05, DEST Apr 06

600-25c Ceremonies (05)
COFF 31 Dec 05, DEST Jan 08

(or)

600-25c Ceremonies
DEST when NLN for conducting business

Meal Card Control Registers and Control Logs:

600-38a Meal Card Management Files
(Meal Card Registers/Control Logs)
DEST when NLN for conducting business after
filled or otherwise rendered inactive

Other records:

600-38a Meal Card Management Files
(Other Records)
DEST when NLN for conducting business

600-85a Alcohol & Drug Abuse Mgt Files (05)
COFF 31 Dec 05, DEST Jan 08

600-85b Alcohol and Drug Abuse Statistics
DEST when NLN for conducting business

630 General Personnel Absences (05)
Correspondence Files
COFF 31 Dec 05, DEST Jan 08

630 General Personnel Absences Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

630-10a AWOL Statistical Reports (05)
COFF 31 Dec 05, DEST Jan 07

635 General Personnel Separations (05)
Correspondence Files
COFF 31 Dec 05, DEST Jan 08

635 General Personnel Separations
Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

635-200a Discharge Board Proceedings (05)
PA Sys A0635-200AHRC
COFF 31 Dec 05, DEST Jan 08

635-200c General Counseling Statements
PA Sys A0001bAHRC
DEST upon reassignment (except rehabilitative
trf), separation at ETS or retirement; Rehab trf:
Fwd to gaining activity; Rehab sep/discharge:
Place w/indiv discharge case (635-200a)

700 General Logistics Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

700 General Logistics Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

700-19b Ammunition Status Reporting files
DEST when NLN for conducting business

700-84a Personal Property Accounts -- Clothing
Bag Items
PA Sys A0710-2cDALO
DEST when NLN for conducting business after
final disposition of property

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710 General Inventory Mgt Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

710 General Inventory Mgt Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

710-2a Property Book and Supporting Documents
ACTIVE. PIF when property is turned in or
destroyed

710-2a Property Book and Supporting (05)
Documents
INACTIVE. COFF 31 Dec 05, DEST Jan 08

DA Form 3643:

710-2a Property Book and Supporting (05)
Documents (DA Form 3643)
COFF 31 Dec 05, DEST Jan 07

DA Form 3644:

710-2a Property Book and Supporting (05)
Documents (DA Form 3644)
COFF 31 Dec 05, DEST Jan 08

Discontinuance of Unit:

710-2a Property Book and Supporting
Documents
ACTIVE. PIF on zero balance and accounting for
property.

710-2a Property Book and Supporting (05)
Documents
INACTIVE. COFF 31 Dec 05, DEST Jan 08

710-2b Document Registers (05)
COFF 31 Dec 05, DEST Jan 09

710-2c Hand Receipts
PA Sys A0710-2bDALO
DEST when NLN for conducting business after
turn-in or other complete accounting for property,
or when superseded by a new receipt or listing

710-2d Property Record Inspection and Inventory
Reports
DEST when NLN for conducting business after
completion of next comparable inspection or
inventory

**Establish "dummy folder" as shown, followed by
individual "by-name" folders for each soldier:**

710-2g SMITH, Ralph A.

710-2g JONES, Harry L.

710-2g DOE, John J.

710-2g Soldier Issue Files
PA Sys A0710-2dDALO
Hand Receipt: DEST on return or other complete
accounting for items
DA 3078: DEST 6 months after
inventory has been made without
discrepancy
DA 3645: Send with soldier to issue point
upon trf or separation

Weapons inventories - No discrepancies:

710-2h Property Loss, Theft, and (05)
Recovery Reports
(Weapons Inventories-No Discrepancies)
COFF 31 Dec 05, DEST Jan 08

Weapons inventories - Discrepancies noted:

710-2h Property Loss, Theft, and Recovery Reports (05)
(Weapons Inventories w/Discrepancies)
COFF 31 Dec 05, DEST Jan 10

Loss, theft, and recovery reports:

710-2h Property Loss, Theft, and Recovery Reports (05)
COFF 31 Dec 05, DEST Jan 11

710-2m Receipting Authorities
DEST when NLN for conducting business upon preparation of new authorization

715 General Procurement Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

715 General Procurement Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

715h Contracting Officer Designations
ACTIVE. PIF after recission or termination

715h Contracting Officer Designations (05)
INACTIVE. COFF 31 Dec 05, DEST Jan 08

715j Small Purchases and Modifications
ACTIVE. PIF after final payment or acceptance of goods or service

715j Small Purchases and Modifications (FY05)
INACTIVE. COFF 30 Sep 05, DEST Oct 08

725 General Requisition & Issue of Supplies & Equipment Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

725 General Requisition & Issue of Supplies & Equipment Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

Supply Room:

725-50b Requisition Suspense & Status Files
ACTIVE. PIF on completion of supply action or on cancellation of requisition

725-50b Requisition Suspense & Status Files (05)
INACTIVE. COFF 31 Dec 05, DEST Jan 08

Other Offices:

725-50b Requisition Suspense & Status Files (05)
(Jan - Jun)
COFF 30 Jun 05, DEST Jan 06

725-50b Requisition Suspense & Status Files (05)
(Jul - Dec)
COFF 31 Dec 05, DEST Jul 06

735 General Property Accountability Correspondence Files (05)
COFF 31 Dec 05, DEST Jan 08

735 General Property Accountability Corres Files (NONACTION DOCUMENTS)
DEST when NLN for conducting business

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Pecuniary liability:

735-5r Report of Survey Files
(Pecuniary Liability)
PA Sys A0027-1DAJA
ACTIVE. PIF after final action

735-5r Report of Survey Files (05)
(Pecuniary Liability)
PA Sys A0027-1DAJA
INACTIVE. COFF 31 Dec 05, DEST Jan 11

Other than pecuniary liability:

735-5r Report of Survey Files
(Other than Pecuniary Liability)
PA Sys A0027-1DAJA
DEST when NLN for conducting business

735-5s Report of Survey Control Register Files
DEST when NLN for conducting business

DD Form 1131:

735-5t Relief From Responsibility
(Liability Admitted) - (DD 1131)
PA Sys A0027-1DAJA
DEST when NLN for conducting business after
completion of collection action

DD Form 362:

735-5t Relief From Responsibility
(Liability Admitted) (DD 362)
PA Sys A0027-1DAJA
DEST when NLN for conducting business after
verification that all amounts have been collected
from the soldier's pay

738 General Maintenance Management (05)
Correspondence Files
COFF 31 Dec 05, DEST Jan 08

738 General Maintenance Management
Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

738-750a Maintenance Requests
Dispose of IAW DA Pam 738-750

738-750b Maintenance Request Registers
DEST when NLN for conducting business after last
entry

738-750c Exchange Tags
DEST when NLN for conducting business upon
return or issue of related equipment

738-750d Preventive Maintenance Schedules
DEST when NLN for conducting business upon trf
of information to other records or on disposition of
related equipment

738-750e Equipment Inspection and Maintenance
Worksheets
DEST when NLN for conducting business after
posting to logbook, entering deficiencies on new
form, completion of next serviceability test or
check, or historical inspection data purposes have
been served

738-750f Historical Records or Logbooks
Dispose of IAW DA Pam 738-750

738-750j Calibration Data Cards
Dispose of IAW DA Pam 738-750

750 General Maintenance of Supplies & (05)
Equipment Correspondence Files
COFF 31 Dec 05, DEST Jan 08

750 General Maintenance of Supplies &
Equipment Correspondence Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

***Material Condition Status Reports - DA Form
2406:***

750-1a Maintenance Summary & (05)
Management Files
(DA Form 2406)
COFF 31 Dec 05, DEST Jan 07

750-1m Maintenance Technical Assistance Files
DEST when NLN for conducting business

870 General Historical Activities Corres (05)
Files
COFF 31 Dec 05, DEST Jan 08

870 General Historical Activities Corres Files
(NONACTION DOCUMENTS)
DEST when NLN for conducting business

870-5a MTOE Organizational History Files
PERM. Trf to HQDA (DAMH-FPO), Bldg 35, 103
Third Ave., Ft McNair, DC 20319-5058 when unit
is discontinued, disbanded, inactivated, or reduced
to zero strength

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Appendix D
Cross Reference Sheet

1. Type on plain bond paper.
2. Include the following:

Addressee, Date prepared, File number, Title, Description, Location and Originator

Example:

<u>RECORDS CROSS REFERENCE</u>	
TO WHOM IT MAY CONCERN:	5 Jan 2005
File number 25-400-2e, Office File Numbers (Approvals), FK Forms 124-E, are located in the top drawer of the filing cabinet.	
<i>(Originator)</i>	

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Appendix E
Sample Records Management Coordinator Duty Appointment

(Office Symbol) (1e)

(date)

MEMORANDUM FOR *(Individual' Name)*

SUBJECT: Additional Duty Appointment

1. Effective *(date)*, *(name)*, is assigned the additional duty of Records Management Coordinator for *(unit)*. Duty phone number is *(4-****)*.
2. Authority: AR 25-400-2 and Fort Knox Cir 25-04-1, para 3c, d, and e.
3. Purpose: To serve as the unit Records Coordinator.
4. Period: Until officially released or relieved from appointment.
5. Special Instructions:
 - a. Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records.
 - b. Ensure records eligible for transfer to the installation Records Holding Area (RHA) are properly arranged and transferred on a timely basis in accordance with the disposition schedule.
 - c. Ensure each recordkeeping office maintains a current approved list of file numbers in use on FK Form 124-E (List of File Numbers).
 - d. Ensure all personnel engaged in filing are properly trained and have attended the MARKS course.
6. This memorandum supersedes appointment memorandum for *(name)*, *(date)*.

(Name)
(Rank, branch)
Commanding

CF:
1 – Duty Appointment File
1 – DOIM (ATZK-IMS)

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INSPECTION CHECKLIST			
For use of this form, see USAARMC SOP 1-92, ATZK-IG, 5 Jun 92			
FUNCTIONAL AREA: Records Management		SUBJECT AREA: Modern Army Recordkeeping System (MARKS)	
		PAGE 1 of 2 PAGES	
PROONENT/PHONE NO: ATZK-IMS/4-7325 or ATZK-IMS-R/4-6341			DATE OF REVISION: 1 October 2004
UNIT INSPECTED:		DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA	<ol style="list-style-type: none"> 1. Is a copy of AR 25-400-2, The Modern Army Recordkeeping System (MARKS), 1 Oct 01, Appendix B to AR 25-400-2 (updated 1 Oct 04), and Fort Knox Cir 25-04-1 on hand or available electronically at http://www.knox.army.mil/garrison/doim/marks.htm? 2. Has a Records Management Coordinator been appointed and a copy of the appointment memo furnished to the Installation Records Manager (ATZK-IMS)? (Fort Knox Cir 25-04-1, para 3e) 3. Has a List of File Numbers (FK Form 124-E) used in each office been prepared? (AR 25-400-2, para 5-13 and Fort Knox Cir 25-04-1, para 3e(3)) 4. Does the list of file numbers have the MARKS number for each record maintained in the office, the title, and a brief description of the actual documents included under the file number? (AR 25-400-2, para 5-13a) 5. Is the system notice number for records subject to the Privacy Act (5 USC 552a) listed? (AR 25-400-2, para 5-13a) 6. Is the record media (i.e., paper, tape, electronic, microform, etc.) identified? (AR 25-400-2, para 5-13a) 7. Is the list current and has it been approved by the Installation Records Manager for the current calendar/fiscal year? (AR 25-400-2, para 5-13b and Fort Knox Cir 25-04-1, para 3e(3)) 8. Are all record containers and file folders labeled? (AR 25-400-2, para 6-2a and figures 6-2 thru 6-4) 9. Do all labels include the file number, file title, Privacy Act System Notice number (if applicable), disposition instructions, and where appropriate, the year of accumulation? (AR 25-400-2, para 6-2b) 10. If the "dummy folder" concept is used, is it in accordance with figure 6-3 of AR 25-400-2 and para 6-2d? 11. Have all labels been annotated with the proper disposition standards and generic retention periods been converted to the exact cutoff, transfer, retirement, and disposition dates using the disposition standards in Table 7-1 (revised)? (AR 25-400-2, para 7-1 and http://www.knox.army.mil/garrison/doim/marks.htm) 12. Are only authorized abbreviations listed in the Glossary, Section I, of AR 25-400-2 used in the disposition instructions? Any abbreviation that will be understood by the custodian of the file may be used in the title of the file. (AR 25-400-2, para 6-2c) 13. Are guides used to divide files and to identify subdivisions? (AR 25-400-2, para 5-7a) 14. Are folders used to keep related records together, to assist in retrieval of records by label identification, and to protect the records? (AR 25-400-2, para 5-7b)

INSPECTION CHECKLIST (continued)			
FUNCTIONAL AREA:		SUBJECT AREA:	
Records Management		Modern Army Recordkeeping System (MARKS)	
		PAGE 2 of 2 PAGES	
YES	NO	NA	
			15. Are files in proper sequence within appropriate filing arrangement (i.e., alphabetical, date, numerical, etc.) that permits quick retrieval? (AR 25-400-2, para 5-9)
			16. Are correspondence/documents under the "general correspondence" categories filed per applicable disposition instructions based on whether the correspondence is an ACTION document or NONACTION document (received for information only)? (AR 25-400-2, para 6-1)
			17. Are files with a specified retention period, such as "Destroy after 2 years," cutoff and blocked at the end of the year in which action on the record has been completed? (AR 25-400-2, para 7-2)
			18. Are files with a continuing type of disposition, such as "Destroy when no longer needed for conducting business," reviewed and individual records removed and destroyed at the appropriate time? After review, are the current records brought forward to the new annual block? (AR 25-400-2, para 7-2)
			19. Are records received for file complete and has unnecessary material been eliminated? Has correspondence for file been assembled as shown in AR 25-50? (AR 25-400-2, para 5-2 and 5-3; AR 25-50, figure 4-2)
			20. For military correspondence (memorandums), is the file number entered on the document at the time it is created? (AR 25-400-2, para 5-4; Fort Knox Cir 25-04-1, appendix A, para A-2)
			21. Unless the record is self-identifying for filing purposes, is the file number marked in the right-hand margin of paper records to be filed? (AR 25-400-2, para 5-4)
			22. If a record cannot be identified for filing, has it been brought to the attention of the Installation Records Manager? (AR 25-400-2, para 2-2)
			23. Are files destroyed or transferred per disposition standards? (AR 25-400-2, para 7-1, Table 7-1 (revised), and Appendix B at http://www.knox.army.mil/garrison/doim/marks.htm)
			24. Are FOR OFFICIAL USE ONLY records and those subject to the Privacy Act properly destroyed? (AR 25-55, para 4-501)
			25. Have all eligible records been transferred to the installation Records Holding Area? (AR 25-400-2, chapter 9 and Table 7-1 (revised) at http://www.knox.army.mil/garrison/doim/marks.htm)
			26. If records have been transferred to the Records Holding Area, is one copy of each SF 135 maintained under FN 1g, Office Record Transmittals, until the record has reached its disposition date? (AR 25-400-2, para 9-7a(1))
			27. Are records maintained by "electronic means only" maintained, used, and destroyed per chapter 3, AR 25-400-2?
			28. Has the records custodian attended a MARKS Training Class? (Fort Knox Cir 25-04-1, para 3e(4))

INSPECTION CHECKLIST		
For use of this form, see USAARMC SOP 1-92, ATZK-IG, 5 Jun 92		
FUNCTIONAL AREA: Records Management	SUBJECT AREA: Freedom of Information Act (FOIA)	PAGE 1 of 1 PAGES
PROONENT/PHONE NO: ATZK-IMS/4-7325 or ATZK-IMS-R/4-6341		DATE OF REVISION: 1 October 2004
UNIT INSPECTED:	DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA
	<ol style="list-style-type: none"> 1. Are AR 25-55 and USAARMC Pam 25-4 on hand for reference? 2. Has an FOIA Coordinator been appointed? (USAARMC Pam 25-4, para 2-5b) 3. Has a copy of the appointment memo been furnished to the USAARMC FOIA Advisor (ATZK-IM)? (USAARMC Pam 25-4, para 2-5c) 4. Have procedures been established within the organization for actions to be taken under the FOIA? (USAARMC Pam 25-4, para 2-5d) 5. Is the FOIA request date- and time-stamped upon receipt? Is the request responded to within 20 working days? (AR 25-55, para 5-204a) 6. Is the FOIA Coordinator aware that the USAARMC FOIA POC (phone 4-7425) must be notified within 8 working hours upon receipt of an FOIA request to provide the following: <ol style="list-style-type: none"> a. Date the FOIA request was received for action; b. Identification of the reporting activity/organization; c. Name, grade, and telephone number of person submitting the report; d. Identification of requestor; e. Amount of charge, if any, and f. Actions taken thus far regarding the request. (USAARMC Pam 25-4, para 2-5d(4)) 7. Is the USAARMC FOIA POC provided a copy of each completed FOIA request and related correspondence immediately upon completion of all actions required? (USAARMC Pam 25-4, para 2-5d(5)) 8. Is DA Label 87 (For Official Use Only cover sheet) or similar cover sheet being used to safeguard "For Official Use Only (FOUO)" and Privacy Act protected information when not in file or storage? (AR 25-55, para 4-400; AR 340-21, para 4-4(c); and USAARMC Pam 25-4, para 3-5a) 9. Is DA Form 4948-R (Freedom of Information Act (FOIA)/Operations Security (OPSEC) Desk Top Guide) posted on desk top of personnel who routinely deal with the public (by phone, letter, or in person)? DA Form 4948-R is available through DOIM Publications Stockroom, Bldg. No. 43, Warehouse St. (AR 25-55, para 1-501b; USAARMC Pam 25-4, para 2-6) 	

INSPECTION CHECKLIST			
For use of this form, see USAARMC SOP 1-92, ATZK-IG, 5 Jun 92			
FUNCTIONAL AREA: Records Management		SUBJECT AREA: Privacy Act (PVA)	PAGE 1 of 1 PAGES
PROPONENT/PHONE NO: ATZK-IMS/4-7325 or ATZK-IMS-R/4-6341			DATE OF REVISION: 1 October 2004
UNIT INSPECTED:		DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA	
			1. Are AR 340-21 and USAARMC Pam 25-4 on hand for reference?
			2. Has a Privacy Act (PVA) Coordinator been appointed? (AR 340-21, para 1-9a)
			3. Has a copy of the appointment memo been furnished to the USAARMC Privacy Act Advisor (ATZK-IM)? (USAARMC Pam 25-4, para 2-5c)
			4. Is there a statement shown on all rosters containing personal information cautioning that the information is protected from unauthorized disclosure under the PVA? (AR 340-21, para 4-4)
			5. Are Social Security Number (SSN) and other data elements of PVA-protected personal information being included on rosters only when absolutely necessary? (AR 340-21, para 1-5b, 1-5h, and 4-1c)
			6. Are key personnel or similar personnel rosters being provided or accessed only by DoD personnel who have a "need to know" in the official performance of their duties? (AR 340-21, para 3-1a)
			7. Are personnel with access to records aware of what type of personal information may and may not be released about an individual? (AR 340-21, para 3-3)
			8. Is a PVA statement being provided when personal information is solicited directly from a Soldier or Army employee? (AR 340-21, para 4-2)
			9. Is FK Form 150-E (Personal Data Card) used to collect personal information directly from the individual? (USAARMC Pam 25-4, para 3-11)