

ARMY REGULATION

AR 340-18-4

OFFICE MANAGEMENT
MAINTENANCE AND
DISPOSITION OF LEGAL
AND INFORMATION
FUNCTIONAL FILES

Effective 1 January 1970



HEADQUARTERS, DEPARTMENT OF THE ARMY

AUGUST 1969

TAGO 5525A

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AR 340-18-4
C 5

CHANGE }
No. 5 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 August 1977

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LEGAL AND
INFORMATION FUNCTIONAL FILES

Effective 1 January 1978

This change rescinds file number 405-03; modifies and/or changes the disposition of file numbers 405-04, 410-01, 411-03 and 411-05; and provides for general updating.

AR 340-18-4, 14 August 1969, is changed as follows:

1. 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>
13 and 14.....	13 and 14
25 through 28.....	25 through 28

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:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:
PAUL T. SMITH
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 Legal and Information Functional Files—C.

CHANGE

No. 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 10 September 1974

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF LEGAL AND
INFORMATION FUNCTIONAL FILES

Effective 1 January 1975

This change amends the note to File Number 404-05; revises the disposition of File Numbers 404-04, 404-05, and 405-02; rescinds File Number 405-03; and provides general updating.

AR 340-18-4, 14 August 1969, is changed as follows:

1. 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
11 through 14---		11 through 14
A-1 through A-4		-----
Authentication		Authentication

3. File this change 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

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CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 31 July 1973

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF LEGAL AND INFORMATION FUNCTIONAL FILES

Effective 1 January 1974

This change reduces the retention period of some file numbers in the 403 subfunctional files category.

AR 340-18-4, 14 August 1969, is changed as follows:

1. 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>
7 through 10.....	7 through 10
27 and 28.....	27 and 28
Authentication.....	Authentication

3. File this change 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:

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10 September 1974

C 2, AR 340-18-4

*AR 340-18-4

ARMY REGULATION

No. 340-18-4

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF LEGAL AND
INFORMATION 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 legal and information 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 are governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of that 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 Legal and Information services have been assigned the basic file number 400. This regulation contains file numbers, descriptions, and retention periods for files relating to legal, congressional and legislative liaison, and public and command information activities performed by the Army. Common mission files are described in this regulation under file numbers 401-01 through 401-08. Other mission files are grouped into 12 subfunctional categories, as follows:

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, 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.

<i>Subfunctional category file No.</i>	<i>Subfunctional category file title</i>	<i>Page No.</i>
402	General legal files.....	6
403	Claim investigating and processing files.....	8
404	Court-martial files.....	12
405	Foreign jurisdiction files.....	14
406	Patent, copyright, trademark, and proprietary files.....	15
407	Patent, copyright, and trademark soliciting files.....	18
408	Patent, copyright and data license proffers, infringement claims and litigation files.....	20
409	Patent, data, and related aspects of procurement files.....	23
410	Litigation files.....	25
411	Legislative and congressional liaison files.....	27
412	Information services files.....	29
413	Command information files.....	32

401 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document the performance of its assigned legal or information 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: 401-01 Legal Instruction Files; 401-02 Legislative Administrative Files; 401-07 Information Reference Paper Files.

File No.

Description

Disposition

401-01

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, interpretations, and published record copies of instructions, such as regulations, 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.

offices of major subcommands
A. Offices of HQ Department of the Army, offices of major ~~and intermediate~~ commands, ~~and~~ ~~quarters~~, 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.
B. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

offer in 5 yr. blocks after 20-25 years

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401-02

Administrative Files. Documents relating to the overall or general routine administration of legal and information activities, but exclusive of specific files described in this regulation. These files include, but are not limited to—

Destroy after 2 years or on discontinuance, whichever is first. However, Documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

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 inspections, 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 legal and information activities.

f. Comments on, or contributions to, news releases or other media furnished to information officers to publicize and promote the mission or functions.

File No.	Description	Disposition
401-03	<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.</p> <p>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>
401-04	<p>Orientation and briefing files. Documents 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>
401-05	<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>A 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. <i>after 20 years after cutoff</i></p> <p>B Offices of other committee members: Destroy when no longer needed for current operations.</p>
401-06	<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 visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.</p>
401-07	<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</p>	

1, 10-81-
5, item 1 &
NCI-AV-78-
64, item 1;
posted by
RAW, 4/28/81

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.

File No.	Description	Disposition
	<p>bear a title relating them to the functions, sub-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>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>b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.</p>	<p>Destroy when no longer needed to facilitate or control 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>Destroy when superseded, obsolete, or no longer needed for reference.</p>
	<p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p>	<p>Destroy after 1 year. Earlier destruction is authorized.</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>Destroy after 1 year. Earlier destruction is authorized.</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>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>
401-08	<p>Unidentified files. Records relating to the performance of legal and information activities that are not described in this regulation.</p>	<p>Permanent. Cut off annually, or on completion of the project, event, or other applicable action.</p>

402 GENERAL LEGAL FILES

These files relate to legal opinions, surety bonds, legal assistance matters, employment and financial interest statements, and delivery to civil authorities.

File No.	Description	Disposition
402-01	Legal opinion precedent files. Documents reflecting legal opinions concerned with interpretations of statutes, laws, regulations, investigations, and similar legal matters, but exclusive of documents relating to a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they pertain.	Offices of the Army staff and headquarters of major commands: Permanent cut off on obsolescence or discontinuance. Other offices: Destroy on obsolescence or discontinuance. NCI-AU-77-119
402-02	Surety bond review files. Cards relating to the review of surety bonds to insure legal sufficiency.	Destroy 7 years after last entry on card.
402-03	Surety power of attorney files. Documents reflecting the appointment of individuals as attorneys-in-fact by surety companies, authorizing them to execute surety obligations.	Destroy 5 years after termination of power of attorney.
402-04	Delivery to civil authorities files. Documents relating to the delivery of members of the Armed Forces (accused of crimes) to civil authorities for trial. Included are copies of requests, indictments, presentments, information, or warrants; agreements to return members to military control; denials with reasons therefor; and related papers.	Destroy after 2 years or on final disposition of the matter, whichever is first.
402-05	Employment and financial interest statement files. Documents reflecting Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under the provisions of AR 600-50. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related papers.	Destroy 6 years after separation, retirement, reassignment, or death of the individual.
402-06	Legal assistance case files. Documents pertaining to personal legal matters of military personnel or their dependents. Included are correspondence, memorandums, and opinions of legal assistance officers.	Offices of the Army staff and headquarters of major commands: Destroy 6 months after completion of the case. Other offices: Destroy 1 year after completion of the case, except that selected opinions and memorandums withdrawn for use as precedents may be held until no longer required for reference.
402-07	Legal assistance interview record files. Documents containing personal data concerning each person given legal assistance, the attorney consulted, a summary of the problems considered, advice rendered, and referrals made.	Destroy after 1 year.
402-08	Legal assistance operation files. Documents relating to the general conduct and operation of the system for furnishing legal advice and assistance to military personnel and their dependents, but exclusive	Permanent. Destroy After 20 years. NCI-AU-78-115

31 July 1973

C 1, AR 340-18-1

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
402-09	of directives or regulatory instructions which will be maintained and disposed of as instruction files. Legal assistance reporting files. Documents containing statistical data concerning special categories of legal assistance and methods rendering such assistance. Included are copies of reports, consolidations and summaries, and related papers.	TJAGO: Destroy after 2 years, except that consolidations and summaries are permanent. Other offices: Destroy after 2 years.

403 CLAIM INVESTIGATING AND PROCESSING FILES

★1. These files relate to the investigation of accidents or incidents which may result in claims in favor of or against the Government, and the subsequent processing and settlement of claims. They are accumulated pursuant to AR 27-20, AR 27-37, AR 27-38, and AR 65-1.

★2. Procedural directives governing claims do not provide for the preparation and retention of file copies by elements of the Army Field Command (except locally settled medical and property damage claims in favor of the Government, and claims under Article 139, Uniform Code of Military Justice). Copies of claim files forwarded to the US Army Claims Service, Fort George G. Meade, Maryland 20755, normally will not be maintained. Claim files will be forwarded to the US Army Claims Service in accordance with paragraph 2-43c, AR 27-20. Copy number 5, DA Form 3, will be placed on top of the file and file contents placed in a manila folder. If necessary, inquiries regarding forwarded claims may be transmitted to the US Army Claims Service for reply. When additional information on a forwarded claim is required by an element of the Army Field Command, the US Army Claims Service will return the claim file, or pertinent part thereof.

★3. A "master claim file" should be prepared when a number of claims may result from a single incident or disaster. The "master claim file" will be identified as such by entering "Master Claim File" to the center of the manila folder containing the master file. The master file will contain the complete report of investigation, all exhibits and a listing of all co-claimants and possible claimants. Co-claimant files need only refer to the "master claim file" and include only those documents pertaining to the particular co-claimant not contained in the "master claim file."

File No.	Description	Disposition
403-01	Claim operating policy files. Record copies of policy books and standing operating procedures on the handling of claims.	Permanent. Retire on supersession, obsolescence, or discontinuance.
403-02	Claim journal and index files. Documents used for recording pertinent information on each event relating to an actual or possible claim, and cross-indexes of incidents entered in the claims journal.	TJAGO: Permanent. Cut off in 5 years blocks. Offices of claims officers and judge advocates responsible for administering the claims: Destroy after 10 years in CFA. Other offices: Destroy after 5 years.
403-03	Claim reporting files. Documents containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are copies of reports retained by reporting offices, report consolidations and summaries prepared or retained by TJAGO, and papers directly related to the reports.	TJAGO: Destroy after 2 years, except that consolidations and summaries are permanent. Other offices: Destroy after 2 years.
X 403-04	Claim investigation reporting files. Documents reflecting the results of investigation of accidents and incidents which could but do not result in the filing of a claim. Included are investigation reports, marine casualty investigation reports, statements of witnesses, and related papers.	Reports relating to possible claims against the Government: Destroy after 10 years. Cut off on expiration of the pertinent statutory period for filing a claim. Reports relating to possible claims in favor of the Government on which no claim exists: Destroy after 10 years.

31 July 1973

C 1, AR 340-18-4

File No.	Description	Disposition
403-05	Personal property claim files. Case files relating to claims against the Government by members of the Army and the Army National Guard and by civilian employees of the Army and the Department of Defense for damage, loss, or destruction of personal property incident to their service.	★ Destroy 10 years after final action on the case.
403-06	Tort claim files. Case files relating to tort claims against the Army for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omission of acts by military personnel and civilian employees.	★ Destroy 10 years after final action on the case.
403-07	Noncombat activity claim files. Case files relating to claims against the Government for death and personal injury, or for damage, loss, or destruction of personal and real property caused by Army and Army National Guard military personnel and civilian employees involved in noncombat activities.	★ Destroy 10 years after final action on the case.
403-08	Nonscope of employment claim files. Case files relating to claims against the Government not cognizable under any other provision of law, and settled under the act of 9 October 1962 (76 Stat. 767), for damage to, or loss of property, or personal injury or death caused by a member of the Army or a civilian employee of the Army, which arose on and after 9 October 1962 incident to the use of a vehicle of the United States at any place, or any other property of the United States on a Government installation.	★ Destroy 10 years after final action on the case.
403-09	Industrial personnel security review claim files. Documents relating to claims against the US Government by industrial personnel for loss of earnings which resulted from unjustified suspension, revocation, or denial of security information access authorization. These files are maintained by the Department of the Army for the Department of Defense.	★ Destroy 10 years after final action on the case.
403-10	Nonappropriated fund claim files. Case files relating to claims against nonappropriated fund activities for damage, loss, or destruction of property and personal injury or death.	★ Destroy 10 years after final action on the case.
403-11	Foreign claim files. Case files relating to claims against the United States by inhabitants of a foreign country or by a foreign government or a political subdivision thereof for damage, loss, or destruction of private property, or for personal injury or death caused by Army military personnel or civilian employees stationed in the country concerned.	★ Destroy 10 years after final action on the case.
403-12	Local foreign claim files. Case files relating to claims arising in foreign countries for death or personnel injury; damage, loss, or destruction of public or personal property; or in connection with provisions of contracts, leases, or other instruments. They are limited to those claims which cannot be settled under provisions of Army regulations and which must, therefore, be settled under local laws, regulations, or agreements.	★ Destroy 10 years after final action on the case.

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File No.	Description	Disposition
403-13	NATO claim files. Case files relating to claims for damage, loss, or destruction of real and personal property or for death or personal injury caused by NATO foreign nationals in the United States or its territories. (Claims against US Forces stationed in NATO countries are settled by and under the laws of the country concerned.)	★ Destroy 10 years after final action on the case.
403-14	Maritime claim files. Case files relating to claims in favor of or against the Army for salvage or towage of maritime property; damage, loss, or destruction of property; and personal injury or death.	★ Destroy 10 years after final action on the case.
403-15	Navigable waterway violation files. Case files pertaining to US claims against private individuals or companies arising from violations of sections 9 through 15, River and Harbor Act of 3 March 1889 and the Oil Pollution Act of 1924. Included are reports of accidental damage by private vessels to navigation structures, investigation reports, notices to violators, actions taken to impose penalties, reimbursement papers, collection vouchers, and related papers. <i>Note.</i> Unsettled claims resulting in litigation will be filed and disposed of with the pertinent litigation file.	Destroy 6 years after settlement of the case or removal of obstruction, as applicable.
403-16	Army property damage claim files. Case files relating to claims in favor of the Army for damage, loss, or destruction of Army property.	★ TJAGO: Collected claims: Destroy 10 years after final action on the case. Uncollected claims: Destroy 10 years after completion of litigation or determination that the case will not be prosecuted. ★ Other offices: Destroy cases settled locally 5 years after final action on the case.
403-17	Medical expense claim files. Case files relating to claims in favor of the Army for the cost of medical care furnished authorized individuals for injuries or diseases caused by wrongful or negligent acts or omissions of third parties.	★ TJAGO: Collected claims: Destroy 10 years after final settlement. Uncollected claims: Destroy 10 years after completion of litigation or determination that the case will not be prosecuted. ★ Other offices: Destroy cases settled locally 5 years after final action on the case.

*Contingent
 17/8/81
 unless 135 days has
 final action has
 taken place 8/5/82*

File No.	Description	Disposition
403-18	Article 139 claim files. Case files relating to claims against military personnel under Article 139 of the Uniform Code of Military Justice. These claims arise from riotous, violent, or disorderly conduct which results in damage to or loss of private property.	Destroy after 10 years.
403-19	<p>Contract adjustment and claim determination files. Documents reflecting recommendations or determinations on adjustment of contracts under Public Law 85-804 and on contract claims asserted by a contractor against the Government or by the Government against a contractor. They also accumulate in reporting contractor bankruptcies so that, if appropriate, claims in favor of or against the bankruptcy can be asserted. Included are copies of contractor claims and adjustment requests, contractual documents, documents containing justification or support for the claim or adjustment request; determinations; recommendations; memorandums of law; coordinating actions; bankruptcy reports; and related documents.</p> <p><i>Note 1.</i> To the extent practical, documents described above should be filed with and disposed of with the related contract file.</p> <p><i>Note 2.</i> When bankruptcies and contract claims and adjustments result in litigation, the files described above will be filed and disposed of with the pertinent litigation file.</p>	Destroy 10 years after final determination or settlement.
403-20	Agency claim files. Copies of case files or components thereof which are retained by Department of the Army staff agencies, certain major commands, and engineer divisions which relate to claims arising at subordinate installations.	Destroy after 10 years.

404 COURT-MARTIAL FILES

These files relate to development of procedures for and the administration of military justice, and the trial by court-martial of military personnel subject to the court-martial jurisdiction of the Army.

File No.	Description	Disposition
404-01 <i>GA 1/23/79</i>	Court-martial operating policy files. Record copies of policy books and standing operating procedures relating to the conduct of general, special, and summary courts-martial.	Permanent. Retire on supersession, obsolescence or discontinuance. <i>Offer NARS when 20 Y/S. old. N1-A4-78-25, Item 1.</i>
404-02	General court-martial files. Trial records of general court-martial, military commissions, and courts of inquiry. They originate at the various court-martial jurisdictions in the continental United States and oversea commands. Included are original records of the trial which are forwarded to The Judge Advocate General as prescribed in the Manual for Courts-Martial, United States, 1969; copies of charge sheets and related papers; reviews by staff judge advocates; court-martial orders; decisions of appellate agencies; and similar papers retained by the court-martial jurisdiction.	<i>Disposition not approved.</i> TJAGO: Permanent. Retire 2 years after completion of appellate processing. Office of Staff Judge Advocate of general court-martial jurisdiction: Destroy retained copy of record of trial and related papers upon notification of completion of final action in OTJAG, except when case has been forwarded to Court of Military Appeals for action <i>and</i> accused has been retained in the general court-martial jurisdiction, destruction will be accomplished upon notification of final action by Court of Military Appeals. Prior to destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and retained in CFA for 3 years and then destroyed.
404-03	Special court-martial files (BCD). Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial which are forwarded to The Judge Advocate General as prescribed in the Manual for Courts-Martial, United States, 1969; copies of charge sheets and related papers; reviews by staff judge advocates; court-martial orders; decisions of appellate agencies; and similar papers retained by court-martial jurisdictions and convening authorities.	<i>Disposition not approved.</i> TJAGO: Permanent. Retire 2 years after completion of appellate processing. Office of Staff Judge Advocate of general court-martial jurisdiction and special court-martial convening authorities: Destroy retained copy of record of trial and related papers upon notification of completion of final action in OTJAG, except when case has been forwarded to Court of Military Appeals for action <i>and</i> accused has been retained in the general court-martial jurisdiction, destruction will be accomplished upon notification of final action by Military Court of Appeals. Prior to destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and retained in CFA for 3 years and then destroyed.
404-04	Special court-martial files. Trial records of special courts-martial, but exclusive of special courts-martial involving bad conduct discharges referred to in file No. 404-03. Included are individual case files of the formal record of trial, including special court-martial records, attachments thereto, reports of action taken, and similar papers retained by the officer exercising immediate general court-martial jurisdiction over the command, as provided in paragraphs 91b(2) and 94(b), MICM 1969. Also included are copies of charge sheets and related papers, correspondence from the	★ Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The appropriate records center for retirement of these files is the National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118. Office of special court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.

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File No.	Description	Disposition
404-05	officer exercising immediate general court-martial jurisdiction over the command, court-martial orders (the originals of which have been transferred to the officer exercising general court-martial jurisdiction), and similar papers retained by special court-martial convening authorities. Summary court-martial files. Trial records of summary courts-martial. Included are individual case files of the formal record of the trial, including the summary court-martial records, attachments thereto, and reports of action taken.	Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The appropriate records center for retirement of these files is the National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118. Office of summary court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.
404-06	<i>Note.</i> For disposition of copies of records of trial by summary courts-martial with notations of action taken by supervisory authority, see chapter 2, AR 27-10, and for disposition of copies retained in unit files pursuant to paragraph 91e, MCM 1969, see AR 640-10 (field 201 files, temporary documents). Court-martial locator files. Documents used as locator aids or controls to court-martial cases which are to be tried or which have been tried by summary, special, or general court-martial. Included are index cards, registers, or similar papers.	TJAGO: Permanent. Retire when no longer needed for current operations. <i>after when 20 yrs old.</i> Other offices: Destroy after 3 years or 3 years after completion of the court-martial case to which they pertain, as applicable. Retain in CFA.
404-07	Court-martial statistical files. Documents relating to the preparation and compilation of statistical data on cases processed by military courts. Included are reports of summary and special court-martial cases prepared by staff judge advocates at general court-martial jurisdictions (based on records of trial by summary and special courts-martial received from convening authorities), related statistical data prepared by TJAGO, and similar papers.	TJAGO: Permanent. <i>after when 20 yrs old.</i> Offices of staff judge advocates at general court-martial jurisdictions: Destroy after 5 years. Retain in CFA. Other offices: Destroy after 1 year.
404-08	Not used.	
404-09	Petitions Under Article 73, UCMJ. Documents relating to petitions for new trial in general, special, or summary court-martial cases. Included are petitions, memorandum opinion, records of TJAG action, court-martial orders, and similar or related documents.	Destroy 10 years after final action.
404-10	Applications Under Article 69, UCMJ. Documents relating to applications for relief from conviction by general court-martial (not reviewable under Article 66), special court-martial (not reviewable under Article 66), or summary court-martial. Included are applications, memorandum opinion, records of TJAG action, court-martial orders, and similar or related documents.	Destroy 10 years after final action.

405 FOREIGN JURISDICTION FILES

These files accumulate as a result of procedures developed to protect, to the maximum extent possible, the rights of Army military and civilian personnel who are subject to criminal trial by foreign courts and imprisonment in foreign prisons.

File No.	Description	Disposition
405-01	Country law study files. Documents relating to the preparation of studies reflecting an examination of the substantive and procedural criminal laws of each foreign country in which regularly stationed United States military forces are subject to the criminal jurisdiction of foreign authorities and comparisons thereof with procedural safeguards of a fair trial in the United States.	Offices of officers designated as "Commanding Officer" for each country concerned: Permanent. Retire on supersession or obsolescence. Other offices: Destroy on supersession or when no longer needed for reference.
405-02	Foreign jurisdiction case files. Documents relating to civil or criminal trial and confinement of individuals subject to the court-martial jurisdiction of the Army by foreign courts or foreign administrative agencies. Included are individual case reports on the exercise of criminal jurisdiction by foreign tribunals, trial observer reports, requests or provision of counsel, records of trials, requests for local authorities to refrain from exercising their criminal jurisdiction, and communications with staff judge advocates, DA, diplomatic missions and other organizations.	TJAGO : Destroy after 30 years. Cut off annually following acquittal, fine, reprimand, dropping of charges, or on completion of sentence, as applicable. Other offices: Destroy after 10 years. Retain for 3 years in CFA.
405-03	Not Used.	
405-04	Foreign jurisdiction reporting files. Documents reporting information relating to the exercise of criminal jurisdiction by foreign courts over United States Army personnel. Included are summary reports on the exercise of foreign jurisdiction; commanders evaluating reports on the effect of local jurisdiction on the accomplishment of their missions; reports on the number of cases in which funds were expended and total expenditures for payment of counsel fees, provision of bail, court costs, and other expenses; reports concerning personnel who are confined in foreign penal institutions; report of results of visits to confined personnel and action taken thereon; papers relating to the reports; and similar reports prepared by field activities. Also included are consolidations and summaries of the above reports, reports reflecting lists and summaries of the most important cases pending, and similar reports or consolidations prepared by TJAGO.	★TJAGO: (a) <i>Consolidations and Summaries</i> : Permanent. (b) <i>Feeder Reports</i> : Destroy on extraction and/or consolidation of the data contained therein. Other offices: Destroy 3 years after completion of the next report.

406 PATENT, COPYRIGHT, TRADEMARK, AND PROPRIETARY DATA FILES

These files relate to certain general patent, copyright, trademark, proprietary data and related intellectual property activities; and the licensing, and assignment of such right by or for the Government. They are accumulated by Patents Division, OTJAG, DA, and patent activities of DA staff agencies, major and intermediate commands, installations and activities.

File No.	Description	Disposition
406-01	Intellectual property opinion files. Documents relating to interpreting or rendering opinions on all matters relating to invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in this section.	Destroy on supersession or obsolescence.
406-02	Patent application security review files. Documents relating to the security review of patent applications, the placing of applications under secrecy, the modification of secrecy orders, and the withdrawing of applications from secrecy pursuant to the Invention Secrecy Act, 35 U.S.C. 181-188. <i>Note.</i> Files accumulated by the office responsible for prosecuting the patent application will be filed in the patent application or patented file, as appropriate.	Secretary, Armed Services Patent Advisory Board: Permanent. Cut off annually, following rescission of secrecy order. Other offices: Destroy on supersession or obsolescence.
406-03	Rights in employee invention files. Documents relating to the administration of the policy for disposition of rights in inventions of Government employees pursuant to E.O. 10096, 23 Jan 50, as changed by E.O. 10930, 24 March 1961, or any other provision of law or regulation. Included are documents relating to appeal or reconsideration of agency determinations or decisions of the Commissioner of Patents. <i>Note.</i> Documents relating to specific inventions which are accumulated by the office originating the patented file will be filed in the invention disclosure, patent application, or patented file, as appropriate.	OTJAGO and originating office: Destroy after 25 years. Cut off on expiration of appeal period or after receipt of confirmatory license or assignments. Other offices: Destroy after 2 years.
406-04	Foreign patent filing files. Documents relating to the filing of foreign patent applications by the United States or by another party on behalf of the United States wherein the United States has or obtains rights in the foreign patent. Included are documents generated in the cooperative cross-filing of foreign patent applications by governments and issued foreign patent, if any. <i>Note.</i> Documents of this category accumulated by the office having responsibility for patent prosecution of U.S. patent applications will be filed in the patent application or patented file, as appropriate.	OTJAGO: Destroy after 25 years. Cut off annually after patenting or abandonment of foreign patent application. Other offices: Destroy 2 years after completion of action.
406-05	Patent and data munition control files. Documents relating to legal problems usually involving patents, technical data, or other proprietary rights under Munitions Control. Included are copies of	Cases involving licenses and technical assistance agreements: Destroy after 20 years. Other cases: Destroy after 2 years.

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Destroy 20 yrs. after rescission of secrecy order.

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No.	Description	Disposition
	foreign licenses or technical assistance agreements, coordinating actions or review comments, and directly related papers.	
406-06	<p>Patent license and assignment files. Documents evidencing interests of the Government in or under patents or applications for patents procured on behalf of the DA, including those required to be recorded in the Register of Government Interest in Patents and Applications for Patents in the United States Patent Office. Included are copies of licenses, assignments, other instruments, and letters of transmittal. Not included are documents relating to the administration of or operation under license agreements and followup programs, investigations of license proffers, or negotiations of license agreements.</p>	<p>TJAGO: Destroy after 25 years. Retire after 5 years. Other offices: Destroy after 2 years.</p>
406-07	<p>Government-owned patent licensing files. Documents relating to the granting of licenses on Government-owned patents. Included are requests for licenses, coordinating actions, retained copies of the licenses, and communications relating to the licensing arrangements.</p>	<p>TJAGO: Destroy after 20 years. Other offices: Destroy after 2 years.</p>
	<p><i>Note.</i> Documents of this category accumulated by the office originating the patented file will be filed in the appropriate patented file.</p>	
08	<p>Copyright license and assignment files. Documents reflecting interests of the Government in or under copyrights procured or obtained on behalf of the DA whether or not recorded in the office of the Register of Copyrights. Included are copies of copyright licenses and assignments, and other instruments.</p>	<p>Destroy after 56 years or on expiration if not renewed.</p>
406-09	<p>Government copyright and trademark license grant files. Documents relating to all phases of the granting of licenses on Government-owned copyrights, trademarks, service marks, and related items. Included are requests for information, coordinating actions, copies of license grants, communications, and followup actions taken by the Government relating to the licensing arrangements; and documents in which clearances are granted, opinions are expressed that licenses are not required, or that the use of certain material or procedures does not infringe on Government-regulated rights.</p>	<p>Destroy after 56 years or on expiration if not renewed.</p>
406-10	<p>Data release files. Documents relating to clearance of data (other than motion pictures) with respect to copyrights and the Government's rights in the data, for limited purposes or as a general release but, in either event, not for procurement purposes. Included are requests for release or clearance of data, coordinating actions, documents containing clearances or releases, and related papers.</p>	<p>Destroy after 20 years.</p>

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
406-11	Popular names clearance files. Documents relating to clearance of popular names being considered for adoption as designations for Army equipment.	Destroy after 20 years.
406-12	Motion picture and television clearance files. Documents concerning legal clearance of motion pictures, video tapes, and kinescope recordings as to copyrights, invasion of privacy and related matters.	Destroy after 20 years.

407 PATENT, COPYRIGHT, AND TRADEMARK SOLICITING FILES.

These files relate to invention disclosures submitted by Government employees or contractors; review and evaluation of such disclosures; and sequential actions taken to publish the disclosures, obtain a patent, or to otherwise dispose of the disclosures in the best interest of the Government. They also relate to the registration of copyrights, trademarks, service marks, and similar rights by the Government.

File No.	Description	Disposition
407-11	Patent docket files. Documents used to control the flow of or work on invention disclosures, patent applications, patents, and related matters.	Permanent Retire on discontinuance. Destroy After 40 years in CFA
407-02	Invention disclosure files. Documents relating to invention disclosures submitted by Government employees and contractors or sources outside the Government on which a patent application may be filed. Included are invention disclosures, drawings, patentability search reports, evaluation reports, recommendations for disposal, copies of publication of disclosures, documents reflecting disposal by transfer to another agency, and related correspondence. They do not include disclosures on which a contractor will or continues to maintain a patent application or has obtained a patent (patent right followup files). <i>Note.</i> When an invention is processed for patenting, the disclosure will be withdrawn and filed in the patent application files. The invention disclosure file will ultimately include only those disclosures on which patent applications were not filed.	Destroy after 25 years. Cut off annually after publication or other disposition, or after decision not to file a patent application.
407-03	APPLI Patent application files. Documents reflecting application to the U.S. Patent Office for a patent. Included are the patent application with the related invention disclosure and all amendments, petitions, appeals, interferences, and related correspondence. <i>Note.</i> When a patent is issued, the related application file will be withdrawn and filed in the patented files. This file will, therefore, ultimately include only abandoned patent applications with related disclosures.	Destroy after 25 years. Cut off annually after abandonment.
407-04	Patented files. Documents relating to those cases in which a patent was issued but not to inventions patented by contractors. Included are the related invention disclosure and patent application, and other papers relating to the patented invention.	Destroy after 25 years. Cut off annually after issuance of the patent.
407-05	Copyright assistance files. Documents relating to copyright assistance rendered to Government employees. Included are applications, prosecution documents, and related correspondence.	Destroy after 20 years.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
407-06	Trademark soliciting and opposition files. Documents relating to actions which may or are intended to bar the solicitation, registration, or grant of a trademark, service mark, trade name collective mark, or certification mark, and thus prevent future opposition to Army use of the mark. Included are communications with the Trademark Examiner, U.S. Patent Office, communications with private concerns and individuals regarding the use of such marks, and related papers.	Permanent. See NCI-AU-78-105

408 PATENT, COPYRIGHT AND DATA LICENSE PROFFERS, INFRINGEMENT CLAIMS AND LITIGATION FILES

These files relate to proffers of license and potential, alleged, or actual infringement or misuse of patent, copyright, or data rights. Specifically, they relate to the investigation, processing, and settlement of license proffers and administrative claims pursuant to Section IX, APP and support furnished the Department of Justice in defense of suits by or against the U.S.

File No.	Description	Disposition
408-01	Proffer and infringement claim docket files. Documents used to locate, control, or coordinate individual patent license, copyright, or data proffers, and infringement or misuse claims.	Permanent file on discontinuance Destroy after 40 years in CFA.
408-02	Government asserted claim files. Documents relating to the administrative assertion of claims by the Government for the improper or unauthorized use of Government-owned rights in intellectual property. Included are claims against indemnitors for recoupment of patent infringement liabilities and documents reflecting actions taken to prevent or stop improper use of Department of the Army or Government copyrights, trademarks, service marks, or similar items.	Destroy after 25 years.
408-03	Infringement allegation files. Documents relating to allegations of infringement or misuse of patents, copyrights, trademarks, and data which are not recognizable as formal claims under ASPR, section IX. Included are inquiries, investigations, and other reports and communications concerning the allegations.	Destroy after 30 years. Cut off annually after completion of action.
408-04	Patent license proffer files. Documents relating to the investigation and disposition of patent license proffers handled pursuant to chapter 9, AR 27-60. Included are communications relating to proffered licenses or assignments, requests for clearances and clearance to consider and process licenses or assignments on behalf of the DA, coordinating actions, and preliminary and final reports of consideration or settlement. <i>Note.</i> When data licensing is also involved, the case will be filed under the dominant interest.	Destroy after 30 years. Cut off annually on obtaining the license or on rejection of or refusal to license.
408-05	Patent administrative claim files. Documents relating to the investigation and settlement or other disposition of administrative claims requiring clearance under chapter 8, AR 27-60 which are based on infringement or misuse of patents or violations of contracts concerning the use of patents, and on the Invention Secrecy Act or Foreign Assistance Act. Included are communications regarding the claim, requests for and clearances to investigate and settle the claim, coordinating actions, and preliminary and final reports of investigation and settlement of the claim.	Destroy after 30 years. Cut off annually following settlement or denial of the claim. <i>See attached letter</i>

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- 408-06 Patent infringement litigation files. Documents relating to litigation by or against the U.S. in the Court of Claims, District Courts, or other courts on claims for patent infringement, misuse of patents, or enforcement of agreements and other claims arising from patent problems regardless of cause. Included are communications with and reports to the Department of Justice and other documents concerned with providing information to that department for defense or prosecution of the suit. Destroy after 30 years. Cut off annually following termination of litigation.
See attached letter
- 408-07 Data licensing files. Documents used to obtain license rights (by the Government) in privately owned data with or without an accompanying agreement for procurement of the data itself (except where data is procured as an item under a supply or R&D contract). Destroy after 30 years. Cut off annually after completion of action.
Note. When license rights under patents are also involved, the case will be filed under the dominant interest.
- 408-08 Data litigation files. Documents relating to litigation alleging misuse of data whether the right to recover is alleged to be based on contract or otherwise. Included are communications with data owners, other patent activities, and the Department of Justice; investigation reports; and related papers. Destroy after 30 years. Cut off annually on completion of litigation.
- 408-09 Copyright licensing assistance files. Documents relating to advice and assistance provided in obtaining licenses for Army use of copyright material. Included are reports on cases in which the copyright owner cannot be located or withholds his consent, comments or opinions concerning proposals to obtain free licenses or to purchase licenses, and related papers. Not included are copyrights obtained as a part of a contract for procurement of data. Destroy after 30 years. Cut off annually on completion of action on the case.
- 408-10 Copyright infringement claim files. Documents relating to investigation and disposition of administrative claims for copyright infringement handled pursuant to AR 310-1 or other pertinent instructions. Included are communications with claimants, copies of written consent, if given, statements concerning the origination and proposed use of the materials, and related papers. Destroy after 30 years. Cut off annually on completion of action.
- 408-11 Copyright infringement litigation files. Documents relating to litigation by or against the United States based on copyright infringement, misuse of copyrights, enforcement of agreements, or comparable claims arising from copyright problems regardless of causes. Included are communications with and reports to the Department of Justice and other documents concerned with providing information to that department for defense or prosecution of suits. Destroy after 30 years. Cut off annually on completion of litigation.

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- 408-12 **Infringement legislative claim files.** Documents relating to investigations in connection with processing proposed legislation or bills for private relief of individuals because of rights of individuals in inventions, patents, copyrights, or data. Included are reports of investigations, comments or recommendations on the proposed bills, copies of jurisdictional bills or bills for the award of money, and related correspondence.
- 408-13 **License executory files.** Documents relating to the administration of executory portions of patent licenses, assignments, or other agreements with the Government, such as administration and monitoring of provisions for running royalties, royalty ceilings, royalty adjustments, and modifications of contract terms. Included are royalty quotations and reports, papers containing recommendations for appropriate action, and related papers.
- Destroy after 35 years. Cut off annually after completion or expiration of pendency of the bill.
- Destroy after 20 years. Cut off annually on expiration of the agreement.

409 PATENT, DATA, AND RELATED ASPECTS OF PROCUREMENT FILES.

These files are created by patent activities in furnishing advice on, rendering opinions on, or interpreting laws, contractual provisions, and policies regarding the procurement of supplies, services, and research and development where inventions, patents, copyrights, data, and intellectual property are involved. They are concerned with all aspects of inventions, patents, data, copyrights, and other intellectual property matters affecting or involved in procurement, except those described elsewhere in this regulation.

File No.	Description	Disposition
409-01	Patent right followup files. Documents relating to the followup on contracts having patent rights clauses to identify inventions in which the Government may have an interest and to obtain rights thereon for the Government. Included are interim and final reports listing inventions made under the contract or certifications that no inventions were made, investigation reports, communications containing recommendations and opinions, and related papers. They do not include documents relating to patent soliciting resulting from the Government's acquisition of an invention disclosure with right to file a patent application.	Destroy after 25 years. Cut off on completion of action.
409-02	Patent and data contract review files. Documents reflecting the review and approval of contracts, invitations to bid, and requests for quotations for appropriateness and conformity with laws, regulations, or policy governing inventions, patents, copyrights, data, or similar intellectual property. Included are documents containing opinions, comments, and recommendations, and documents reflecting interpretations of provisions in proposed or existing contracts, but not files described elsewhere in this section.	Destroy after 8 years, except opinions and interpretations will be destroyed on supersession or obsolescence.
409-03	Intellectual property clause deviation files. Documents relating to requests for, and approval or disapproval of, deviation from those standard procurement contract clauses which pertain to inventions, patents, copyrights, trademarks, data, or similar intellectual property required by regulation to be included in the contract. Included are documents used to support and justify such requests, such as memoranda of the facts respecting the proposed contract and prospective contractor, and of precedent and policy pertinent to the particular case. Documents accumulated by contracting officers administering contracts will be filed with the related contract.	<p style="text-align: right;"><i>Destroy 10 yrs. after</i></p> <p>Offices performing Army wide staff responsibility: Permanent. Cut off on approval or disapproval of deviation.</p> <p>Offices of headquarters of major commands: Destroy on supersession or obsolescence.</p> <p>Other offices: Destroy after 6 years, except that documents filed with related contracts will be destroyed therewith.</p>
409-04	Royalty files. Documents relating to considerations, investigations, negotiations, or other actions taken to reduce or recoup royalties paid or to be paid (by the contractor to the owner) for use of patents, copyrights, or data under procurement con-	Destroy after 20 years. Cut off annually on completion of action.

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No.	Description	Disposition
	tracts. Included are investigative reports, opinions, and related papers.	
409-05	Request for greater rights files. Documents relating to decisions on contractors' requests for greater rights in inventions under contracts containing patent rights clauses of the title or deferred type.	Destroy after 20 years.
409-06	Procurement data clearance files. Documents relating to legal clearance of data for use in procurement, but not documents relating to search resulting from proffers and infringement claims. Included are comments and written opinions, reports of search, and similar papers.	Destroy after 20 years.
409-07	Intellectual property foreign procurement files. Documents relating to invention, patent, copyright, and data aspects of the placement and administration of contracts for or on behalf of a foreign government with U.S. or foreign contractors. Included are documents containing opinions and recommendations, communications with foreign owners of intellectual property, and related papers.	Destroy after 20 years.
409-08	Intellectual property international agreement files. Documents relating to all phases of the acquisition of inventions, patents, data, or copyrights from foreign private or governmental sources, but not documents relating to specific claims or proffers. Included are comments on terms of technical agreements and rights clauses, copies of technical agreements, and related papers.	Destroy after 25 years.
409-09	Intellectual property private litigation files. Documents relating to all phases of Government monitoring, supplying information for, or other participation in private litigation on patent, copyright, or data rights. Included are requests for approval and communications.	Destroy after 20 years. Cut off annually after termination of litigation.
409-10	Installation intellectual property procurement files. These files consist of those documents described in files No. 409-02 through 409-10. This file number may be used by patent activities when (because of limited volume) it is impractical or uneconomical to establish separate files.	Destroy after 25 years.

410 LITIGATION FILES

These files relate to actual or potential litigation in which the United States has an interest before civil courts, administrative tribunals, and regulatory bodies; to the release of information from Army records for use in private litigation, and litigation in which the United States has an interest; and to the appearance of military personnel and civilian employees of the Army as witnesses in private litigation and litigation in which the United States has an interest. They are accumulated primarily by OTJAG and offices of judge advocates, general counsels, or legal officers at DA staff agencies, headquarters of major intermediate commands, installations, and activities.

File No.	Description	Disposition
410-01	<p>Litigation case files. Documents relating to actual or potential legal proceedings, in which the Army, including its instrumentalities, has an interest. Included are advisory reports; investigative reports; litigation reports; copies of processes and pleadings; communications with Army agencies, commands, and activities; communications with the Department of Justice and United States Attorneys, and with other organizations, agencies, activities, and individuals both within and without the Federal Government; and related papers.</p> <p><i>Note.</i> Documents relating to litigation matters involving patents, copyrights, trademarks, and proprietary data, and real property acquisitions, are properly considered a part of and will be filed in those files.</p>	<p>★ The Judge Advocate General's Office (TJAGO) and Office, Chief of Engineers (OCE) for Civil Works cases: Destroy after 30 years. <i>Those cases mentioned in the annual report of the US Attorney General; heard by the Supreme Court; or designated by TJAG or General Counsel OCE as dealing with precedence, key issues, policy, or significant developments in DA. Permanent.</i> Cut off on the completion of litigation.</p> <p>TJAGO and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.</p> <p>Other Offices: Destroy after 6 years. ✓</p>
410-02	<p>Legal representation files. Documents relating to assistance given the Department of Justice in the defense of military personnel and Department of the Army civilian employees against civil or criminal proceedings arising out of omissions or acts committed by them in the course of their official duties, but not proceedings against the United States or its instrumentalities. Included are advisory reports; investigative reports; litigation reports; pleadings; communications with Army agencies, commands, and activities; communications with the Department of Justice, United States Attorneys, and other organizations, agencies, activities, and individuals, both within and without the Federal Government; and related papers.</p>	<p>TJAGO: Cases involving litigation: Destroy after 15 years. Other cases: Destroy 10 years after date of accident or incident.</p> <p>Other offices: Cases forwarded to TJAGO: Destroy 1 year after forwarding. Other cases: Destroy after 6 years.</p>
410-03	<p>Tax negotiation files. Documents relating to negotiations with State or local tax authorities on such matters as tax refunds, tax exemptions, or the validity or applicability of taxes. Included are requests for authority to negotiate with tax authorities; approvals or disapprovals; reports of improper, invalid, or excessive taxes; reports of negotiations; documents reflecting legal advice; communications with tax authorities; and related papers.</p>	<p>TJAGO and negotiating offices: Destroy after 20 years. Cut off on completion of negotiation.</p> <p>Other offices: Destroy after 2 years.</p>

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File No.	Description	Disposition
410-04	<p>Judicial information release files. Documents relating to the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, coordinating actions, and related papers.</p> <p><i>Note.</i> To the extent possible, these papers will be filed in the particular file to which the information release pertains; e.g. the appropriate personnel, patent, or claim file.</p>	<p>A Safeguarded information: Destroy after 10 years. B Nonsafeguarded information: Destroy after 2 years.</p>
410-05	<p>Appearance as counsel in civil court files. Documents relating to the appearance of military personnel and Department of the Army civilian employees as counsel before civil courts, administrative tribunals, regulatory bodies, or Government agencies. Included are the requests with supporting or related papers, letters, and other documents indicating coordination involved and action taken on the requests.</p> <p><i>Note.</i> The above documents will be filed in the litigation file when the appearance concerns litigation involving or of interest to the Army.</p>	Destroy after 2 years.
410-06	<p>Witness appearance files. Documents relating to requests for military personnel and Department of the Army civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting documents, letters, electrically transmitted messages, personnel action forms, and other papers indicating action taken on the requests.</p>	Destroy after 2 years.

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411 LEGISLATIVE AND CONGRESSIONAL LIAISON FILES

The files described in this section relate to the initiation, processing, and coordination of legislation, Executive orders, and proclamations either sponsored and supported by, or otherwise of interest to the Department of the Army; the preparation and coordination of replies to congressional inquiries; liaison with and assistance provided congressional committees investigating Army activities; and similar matters of a legislative or congressional nature.

File No.	Description	Disposition
411-01 <i>7</i> <i>4/13/82</i> <i>AM-82-13</i>	Legislation files. Documents relating to the preparation and processing of legislation, Executive orders, proclamations, and reports on legislation proposed by or of interest to the Department of the Army, but exclusive of appropriation bills. Included are communications containing drafts of legislation proposed by the Army, reports to congressional committees on introduced legislation; comments on legislative proposals and reports on legislation proposed by or the responsibility of the Secretary of Defense, the Navy, or the Air Force; reports to the Office of Management and Budget on legislation proposed by agencies outside the Department of Defense; intra-Army coordinating actions on the aforementioned legislative proposals; and related papers. (Files accumulated by operating offices of the Army staff and headquarters of major commands will be filed in the appropriate functional files.)	Offices performing staff responsibility for the overall Department of the Army legislative program staff and headquarters of major commands responsible for initiating legislation or assigned primary responsibility for action on reports and comments on legislation proposed by non-Army agencies: Permanent. Retire 2 years after enactment of a law or completion of the proposal from the program. <i>a. Private Claims Legislation: Destroy 50 years after final action</i> <i>b. All other legislation: Permanent offer after 25 years</i>
02	Legislation comment files. Documents reflecting comments on proposed legislation, Executive orders, proclamations, and reports which are initiated by or for which primary responsibility for action has been assigned to another Army staff agency or command. Included are retained copies of the organization's comments, copies of proposed legislation, and related papers.	Offices of legislative officers or individuals designated to coordinate and control the legislative activities of the Army staff agency or command: Destroy after 5 years.
411-03	Congressional correspondence files. Documents relating to congressional inquiries on all matters within the scope and activity of the Department of the Army, except in areas affecting budgets, appropriations, and related financial matters, or concerning the release of safeguarded information. Included is correspondence between congressmen and their constituents or other people, and between congressmen and the Army on such matters as alleged unfair treatment, improper assignment, poorly prepared food, poor housing conditions, and inadequate medical attention. (Files accumulated in operating elements of all echelons will be filed in the appropriate functional files.)	★ Office responsible for overall coordination of Department of the Army congressional liaison activities: Destroy after 5 years. Office of legislative officers or individuals designated to coordinate and control congressional correspondence at the Army staff and at headquarters of major and sub-commands: Destroy after 3 years; if used as a record of disclosure accounting under the Privacy Act of 1974 (5 U.S.C. 552a) destroy after 5 years or life of the disclosed file whichever is later. Office of individuals designated to coordinate and control congressional correspondence at lower echelons: destroy after 2 years; if used as a record of disclosure accounting under the Privacy Act of 1974 (5 U.S.C. 522a) destroy after 5 years or life of file whichever is later.

11176
15 August 1977

Disposition NCI-AU-77-133

File No. Description
411-04 Congressional investigation files. Documents reflecting liaison between the Department of the Army and congressional committees. Included are papers relating to the selection of witnesses to appear before and the presentation of evidence to such committees, information on the activities of congressional committees investigating the activities of the department, analyses of committee reports, and coordination of congressional committee visits to Army establishments, including release of documents thereat.

Offices responsible for the maintenance of liaison between the Department of the Army and congressional committees: Permanent.

Offices of legislative officers or individuals designated to coordinate and control congressional correspondence at the Army staff and at headquarters of major and intermediate commands: Permanent:

~~Office responsible for overall coordination of Department of the Army Congressional liaison activities. Destroy after 2 years.~~

Other Offices: Destroy after 6 months.

411-05 **★** Congressional visit reporting files. Documents reporting visits by members of staff members of Congressional committees (except appropriation committees) to any element of the Department of the Army. Documents include the name of the visiting Congressional committee or survey group, subject of the visit, reference copies of correspondence, requests for travel orders, messages, financial statements and similar data.

CI-44-51-12
gm 12/4/80

411-06 Congressional real estate acquisition reporting files. Documents accumulated in reporting to the Armed Services Committees on proposed acquisition of certain temporary and permanent interests in Army real property by fee, transfer and lease. Included are retained copies of reports, related correspondence and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the Committee.

CI-44-79-28
m 3/5/79

Office responsible for liaison between DA and Armed Services Committee on real estate matters: ~~Permanent.~~
~~Get off upon close of case.~~

Destroy 5 yrs. after close of case

411-07 Congressional real estate disposal reporting files. Documents accumulated in reporting to the Armed Services Committees on proposed disposal of certain temporary and permanent interests in Army real property by: Report to GSA, transfer to Federal or other public agencies, conveyance by the Secretary of the Army, or leasing. Included are retained copies of reports, related correspondence and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the Committee.

CI-44-79-29
gm 3/5/79

Office responsible for liaison between DA and Armed Services Committee on real estate matters: ~~Permanent.~~
~~Get off upon close of case.~~

412 INFORMATIONAL SERVICES FILES

These files accumulate from the program designed to keep the public informed of Army activities, thereby acquiring public understanding, support, confidence, and respect for the Army. Specifically they relate to the release of information to the public, action taken in conjunction with civic groups to improve Army-community relations, participation in local, national, and international events, industrial cooperations, and similar actions which are taken to maintain and improve public relations.

File No.

Description

Disposition

412-01

Ceremony files. Documents relating to the conduct of ceremonies by the Army or to Army participation in ceremonies conducted by other organizations. Included are such ceremonies as retirements, funerals, reviews, honor guards, parades, displays, exhibits, fairs, observances of local and national holidays, and comparable activities. The files consist of copies of ceremonial and parade orders, drawings indicating formations or order of march, group instructions, requests for Army participation or assistance in ceremonies, authorizations for troop participation, parachute jumps, equipment drops, participation in events of national or international nature, or events requiring coordination with other services and Government agencies, coordinating actions and related papers.

(A) Offices performing Army wide staff responsibility: Permanent.
(B) Other offices: Destroy after 2 years, or when no longer needed, whichever is later.

NCI-A4-79-16

gm
3/29/79

1) Historically important ceremonies - Permanent. Offer NARS when 20 yrs. old.
2) Other ceremonies: Destroy after 5 years.

412-02

Amateur rocketry files. Documents reflecting the Army's participation and cooperation with amateur scientific groups and individuals to aid in the safe development, fabrication, promotion, and testing of rockets and similar explosive devices. These files relate to the dissemination of instructional and informational materials, development and presentation of films, arrangements for speakers programs, arrangement of testing dates, and similar matters.

Offices of information officers or technical liaison officers of the Army staff and headquarters of major and intermediate commands: Destroy after 5 years.
Other offices: Destroy after 2 years.

412-03

Public appearance schedule reporting files. Documents reflecting scheduled speeches and participation by Army staff general officers and senior civilians in activities such as panel type programs sponsored by civilian organizations or for civilian audiences, press conferences or briefings, and radio and TV programs.

Offices performing Army-wide staff responsibility and requiring the report: Permanent.
Reporting offices of the Army Staff: Destroy after 2 years.

Destroy after 10 yrs.
NCI-A4-78-102, Item 1

gm
3/5/79

412-04

Public information reporting files. Documents reporting data on public information activities. Included are narrative reports on public information and community relations activities, statistical reports on information releases and radio programs, summary reports, and papers relating to the reports.

Offices performing Army-wide staff responsibility: Permanent.
Reporting offices of the Army staff and headquarters of major and intermediate commands: Destroy after 5 years.
Other offices: Destroy after 2 years.

412-05

News media and release files. Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures,

Resettlement:
A Office performing Army-wide staff responsibility: Permanent.
B Offices of information or technical liaison officers of the Army staff and headquarters of

Destroy after 10 yrs
NCI-14-78-102, Item 3

File No.

Description

Disposition

public appearances, and other media of dissemination. Included are printed or processed press releases; speeches; radio, television, and motion picture scripts; and coordinating documents accumulated in obtaining clearances for the releases.

major and intermediate commands: Destroy after 1 year.

Other offices: Destroy after 2 years.
Mobilization: Offices in a combat environment or designated as combat support elements, and offices performing Army-wide responsibility: Permanent. Offer 20 years after cessation of hostilities.
Other offices: Destroy after 5 years.

412-06 Feature story review files. Documents relating to assistance provided to magazine and book representatives in the development of feature stories concerning Army activities. Included are story outlines prepared by the Army and provided the media representative, advice on proposed stories which are being prepared by other writers, papers relating to reviews of the stories for accuracy when desired by the writer, and similar papers.

Office performing Army-wide staff responsibility: Destroy after 6 years.
Other offices of the Army staff: Destroy after 2 years.

412-07 Research clearance files. Documents relating to approval for access to classified files for purposes of unofficial research and study. They also accumulate from a review for propriety and accuracy and in providing for the required security review of the resulting manuscripts and research notes. Included are requests for access to classified files, approvals, copies of manuscripts and research notes, and coordinating actions on both access and manuscript clearances.

Office performing Army-wide staff responsibility and responsible for the final review: Permanent. Destroy 6 yrs. after revocation of clearance.
Offices of information or technical liaison officers of the Army staff and headquarters of major commands: Destroy after 6 years.
Other offices: Destroy after 2 years.

412-08 Contractor information release files. Documents relating to procedures governing the release of information by manufacturers, colleges, universities, advertising agencies and similar commercial entities relative to Army contracts or activities accomplished by contract. They further relate to the clearing of informational materials depicting Army themes which are voluntarily submitted for clearance by commercial organizations. Included are proposed articles, technical papers and presentations, brochures, motion picture and television films, photographs and transparencies, and similar materials proposed for publication or release; coordinating actions thereon, and similar and related papers.

Office performing Army-wide staff responsibility: Permanent.
Reviewing and coordinating offices of the Army staff: Destroy after 6 years.

Destroy after 6 yrs
NCI-A4-78-102,
Item 4

412-09 Army-authored information clearance files. Documents relating to the review and clearance for publication of magazine and book manuscripts on military subjects (fact or fiction) which are authored by Army military and civilian personnel. Included are copies of the manuscripts, coordinating actions on the manuscripts, and related papers.

Office performing Army-wide staff responsibility: Permanent. Destroy after 10 yrs.
Coordinating offices of the Army Staff: Destroy after 6 years.

5 NCI-A4-78-102
Item 5

412-10 Public inquiry files. Documents relating to release of nonsafeguarded or nonprivileged information in response to requests or inquiries from the public. Included are routine requests for information on Army activities, requests for photographs of individuals and equipment, correspondence, and related papers.

Destroy after 2 years.

File No.	Description	Disposition
412-11	Army-community relations files. Documents relating to the maintenance and improvement of relations between the Army and the civilian community. Included are papers relating to the work of community relations and civilians advisory committees, meetings with representatives of other military activities located in the community, open house programs, joint social activities, and other cooperative endeavors of the Army and the community.	Offices of all Public Information Officers: Destroy after 5 years.
412-12	Commercial film certification. Documents relating to certifying commercial motion pictures and television films for the Department of the Army cooperation by furnishing access to locations, technical advisors, equipment, troops, and weapons. Included are requests for cooperation, outlines of the proposed story, and proposed scripts; papers reflecting coordination and review of the outlines, scripts, and the completed films; notifications of approval for Army cooperation, recommendations concerning command assistance to local premiers, and progress reports from technical advisors and related papers.	Offices performing Army-wide staff responsibility: Permanent Unscheduled. Coordinating offices of the Army staff: Destroy after 5 years.
412-13	News photographic files. Photographs of combat operations, equipment, base activities, human-interest material, and comparable photographs of nationwide or local interest.	Dispose of in accordance with AR 108-5.
412-14	Biography files, Biographies, photographs, newspaper clippings, and related documents pertaining to leading military and civilian personalities. Arrange alphabetically.	Destroy 2 years after retirement, transfer, separation, or death of the individual concerned, or on discontinuance, whichever is first.
412-15	Correspondent accreditation files. Documents relating to processing applications from both United States and foreign information media representative for accreditation letters or identification credentials. Included are applications for accreditation, letters from information officers indicating reasons for the request, and related papers.	Offices performing Army-wide staff responsibility and offices of headquarters of major overseas commands: Permanent . Retire after 3 years. Destroy after 15 yrs. Other offices: Destroy 2 years after expiration or disapproval of the application.
412-16	Commercial authorship approval files. Documents reflecting the authorization for Army personnel to speak or write on a regularly scheduled basis for commercial publications or interests. Included are requests for approval, approvals, and directly related papers.	Office performing Army-wide staff responsibility: Permanent . Retire 2 years after termination or revocation of the approval. Other offices: Destroy on expiration or revocation of the approval.
412-17	Charity contribution files. Documents relating to contributions by an agency, command, installation, or activity to recognized health, welfare, and voluntary fund raising organizations, such as the American Red Cross and the United Givers Fund.	Destroy after 2 years. Destroy after 20 years.

413 COMMAND INFORMATION FILES

These files relate to the program designed to keep the soldier informed of the military and civilian events, conditions, policies, and actions which may affect him as an individual. They are accumulated by command information staffs throughout the Army, and those offices at Headquarters, Department of the Army which are responsible for staff supervision of the Army wide program.

File No. **NCI-AU-78-102, Item 6**
Description

DM
3/5/79

413-01 Command information general files. Documents relating to the general administration of the command information program, such as documents relating to reviews of command newspapers, observation and analysis of troop opinion, preparation of informational materials, and documents concerned with informing troops of news events, policies, and official actions, but exclusive of specific files described in this section.

Peacetime: Disposition ~~is~~
Offices performing Army-wide staff responsibility: Permanent.
Offices of headquarters of major and intermediate commands: Destroy after 5 years.
Other offices: Destroy after 2 years.

a) Policy Guidance Documents: Permanent. Offer when 20 yrs. old.

413-02 Command information planning files. Documents reflecting subject areas to be covered, points of emphasis, prescribed subject areas to be covered, information mediums available for utilization and similar planning data. Included are command information plans and papers relating to the plans.

NCI-AU-79-7

413-03 Command information reporting files. Documents reflecting data on number of personnel engaged in the command information program, funds expended, narrative accounts of actions taken in support of command information subjects, and similar information. Included are command information reports and papers directly related to the reports.

b) Other Documents: Destroy after 10 yrs. Offer NARS when 20 yrs. old.
Officer performing Army-wide staff responsibility: Permanent.
Offices of headquarters of major and intermediate commands preparing command-wide plans: Destroy after 5 years.
Other offices: Destroy after 2 years.

DM
3/13/80

Offices performing Army-wide staff responsibility and requiring the report: Permanent.
Other offices: Destroy after 2 years.

offer NARS when 20 yrs. old.

413-04 Information publication distribution files. Documents used in the receipt, storage, and issue of information publications and materials. Included are requisitions, shipping documents, property issue and turn-in slips, documents used to initiate or suspend distribution of news services, radio transcripts, television recordings, and other informational materials, and related papers.

Destroy after 2 years.

413-05 Newspaper files. Record sets of Army news periodicals, daily news summaries, news bulletins, and similar news materials.

Perm See NCI-AU-78-15
Offices of headquarters of divisions and higher headquarters: Permanent: P+20
Offices of lower echelons: Destroy after 2 years.

413-06 News background files. Documents related to preparing, editing, and publishing information in Army news media. Included are edited drafts of articles, photographs, and similar papers.

Destroy after 1 year. Earlier disposal is authorized.

413-07 Program log files. Daily operational logs used by Army operated stations of the Armed Forces Radio and Television Service to show identification of programs and spot announcements and the precise time that they were broadcast.

Destroy after 2 years.

Mobilization Offices in a combat environment or designated as combat support elements, and offices performing Army-wide responsibility: Permanent. Offer 20 years after cessation of hostilities.
Other offices: As in peacetime.
[NCI-AU-81-26, signed 9/23/81; RB]

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
413-08	Musical program log files. Logs used by Army operated stations of the Armed Forces Radio and Television Service to list all musical numbers, artists, and sources used in aired musical programs.	Destroy after 1 year.
413-09	Station program schedule files. Documents reflecting the time at which programs are scheduled to be broadcast by Armed Forces Radio and Television Service stations operated by the Army.	Radio and Television stations: Destroy after 2 years. Offices performing Army-wide staff responsibility: Destroy after 1 year.
413-10	Radio transcription files. Radio transcriptions on hand which are no longer needed or which have been declared obsolete will be reported to the Armed Forces Radio and Television Services.	Radio and Television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.
413-11	Television recording files. Television recordings which are no longer needed or which have been declared obsolete.	Radio and Television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.

APPENDIX CONVERSION TABLE

LEGAL AND INFORMATION SERVICES FILES

FILE NUMBER

<i>Old file No.</i>		<i>New file No.</i>
401-01	Legal instruction files	401-01
401-02	Legal opinion precedent files	402-01
401-02.1	Previously rescinded.
401-03	Surety bond review files	402-02
401-04	Surety power of attorney files	402-03
401-04.1	Delivery to civil authorities files	402-04
401-05	Legal assistance administrative files	401-02
401-05.1	Employment and financial interest statement files.	402-05
401-06	Legal assistance case files	402-06
401-07	Legal assistance interview record files ..	402-07
401-07.1	General legal reference paper files	401-07
401-08	Claim administrative files	401-02
401-09	Claim instruction files	401-01
401-10	Claim operating policy files	403-01
401-11	Claim investigation report files	403-04 <i>10 YRS</i>
401-12	Tort claim files	403-06.
401-12.1	Noncombat activity claim files	403-07
401-12.2	Nonappropriated fund claim files	403-10
401-12.3	Nonscope of employment claim files	403-08
401-12.4	Foreign claim files	403-11
401-12.5	NATO claim files	403-13
401-12.6	Maritime claim files	403-14 <i>AR 340-18-4/10</i>
401-12.7	Industrial personnel security review claim files.	403-09
401-12.8	Personal property claim files	403-05 <i>50 20 10 YR</i>
401-12.9	Agency claim files	403-20
401-12.10	Local foreign claim files	403-12
401-13	Army property damage claim files	403-16 <i>10 YR</i>
401-13.1	* Medical expense claim files	403-17 <i>10 YR</i>
401-13.2	* Article 139 claim files	403-18
401-14	Contract adjustment and claim deter- mination files.	403-19 <i>10 Y CON</i>
401-14.1	Navigable waterway violation files	403-15

<i>Old file No.</i>		<i>New file No.</i>
401-15	Claim control files	403-0
401-16	Claim report files	403-03
401-16.1	Claim reference paper files	401-07
401-17 through 401-30	Previously rescinded.
401-31	Courts-martial administrative files	401-02
401-32	Courts-martial instruction files	401-01
401-33	Courts-martial operating policy files	404-01
401-34	General courts-martial files	404-02
401-35	Special courts-martial files (BCD)	404-03
401-36	Special courts-martial files	404-04
401-37	Summary courts-martial files	404-05
401-38	Courts-martial locator files	404-06
401-39	Courts-martial statistical files	404-07
401-40	Prisoner report files	Rescinded
401-40.1	Courts-martial reference paper files	401-07
401-41	Country law studies files	405-01
401-42	Foreign jurisdiction instruction files	401-01
401-43	Foreign jurisdiction case files	405-02
401-44	TJAGO observer report files	405-03
401-45	Foreign jurisdiction reports files	405-04
401-46	Foreign jurisdiction reference paper files.	401-07
401-47	Intellectual property instruction files	401-01
401-48	Intellectual property administrative files.	401-02
401-49	X Patent application security review files	406-02
401-50	X Rights in employee invention files	406-03
401-51	Foreign patent filing files	406-04
401-52	Patent and data munition control files	406-05
401-53	Patent license and assignment files	406-06
401-54	Government-owned patent licensing files	406-07
401-55	Copyright license and assignment files	406-08
401-56	Government copyright and trademark license grant files.	406-09
401-57	Data release files	406-10
401-58	Patent docket files	407-01
401-59	Invention disclosure files	407-02
401-60	Patent application files	407-03
401-61	Patented files	407-04
401-62	Copyright soliciting files	407-05
401-63	Trademark soliciting and opposition files.	407-06
401-64	Proffer and infringement claim docket files.	408-01
401-65	Government asserted claim files	408-02

PERM OR 10YR

56 YRS

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<i>Old file No.</i>		<i>New file No.</i>
401-66	Infringement allegation files	408-03 30 YR
401-67	Patent license proffer files	408-04 30 YR
401-68	Patent administrative claim files	408-05 30 YR
401-69	Patent infringement litigation files	408-06 30 YR
401-70	Data licensing files	408-07
401-71	Data litigation files	408-08
401-72	Copyright licensing assistance files	408-09
401-73	Copyright infringement claim files	408-10
401-74	Copyright infringement litigation files	408-11
401-75	Infringement legislative claim files	408-12
401-76	License administrative files	408-13
401-77	Intellectual property opinion files	406-01
401-78	Patent right followup files	409-01 25 YR
401-79	Patent and data contract review files	409-02
401-79.1	Intellectual property clause deviation files.	409-03
401-80	Royalty files	409-04
401-81	Patent title clause files	409-05
401-82	Invention exclusion clause files	Rescinded
401-83	Patent indemnity files	Rescinded
401-84	Data procurement problem files	Rescinded
401-85	Material screening files	409-06
401-86	Intellectual property foreign procurement files.	409-07
401-87	Intellectual property international agreement files.	409-08
401-88	Intellectual property private litigation files.	409-09
401-89	Installation intellectual property procurement files.	409-10
401-90	Intellectual property reference paper files.	401-07
401-91	Litigation case files	410-01
401-92	Legal representation files	410-02
401-93	Tax negotiation files	410-03
401-94	Judicial information release files	410-04
401-95	Appearance as counsel in civil court files.	410-05
401-96	Witness files	410-06
401-97	Litigation reference paper files	401-07
402-01	Legislative instruction files	401-01
402-02	Legislative administrative files	401-02
402-03	Legislative files	411-01
402-04	Legislative comment files	411-02
402-05	Congressional correspondence files	411-03 ✓ 5 YR, 3 YR or 1 YR
402-06	Congressional investigation files	411-04
402-07	Congressional visit report files	411-05
402-08	Congressional liaison reference paper files.	401-07

<i>Old file No.</i>		<i>New file No.</i>
403-01	Information administrative files	401-02
403-02	Ceremony files	412-01 P OR ZYR
403-03	Public information instruction files	401-01 C OR U
403-04	Amateur rocketry files	412-02
403-05	Public appearance schedule report files	412-03 U OR ZYR
403-06	Public information report files	412-04 SY OR U
403-07	News media and release files	412-05 ZY ZY U
403-08	Feature story review files	412-06
403-09	Research clearance files	412-07
403-10	Contractor information release files	412-08 U OR ZYR
403-11	Army-authored information clearance files.	412-09 U OR ZYR
403-12	Public inquiry files	412-10 ZYR
403-13	Army-community relations files	412-11
403-14	Commercial film certification files	412-12
403-15	News photographic files	412-13
403-16	Biography files	412-14
403-17	Correspondent accreditation files	412-15
403-18	Commercial authorship approval files	412-16
403-18.1	Charity contribution files	412-17 ZYR
403-19	Informational service reference paper files.	401-07
404-01	Command information administrative files.	413-01 U SY ZY
404-02	Command information instruction files	401-01
404-03	Command information planning files	413-02
404-04	Command information report files	413-03 U ZY
404-05	Information publication distribution files.	413-04 ZY
404-06	Newspaper files	413-05 U OR ZYR
404-07	News background files	413-06
404-08	Program log files	413-07
404-08.1	Musical program log files	413-08
404-09	Station program schedule files	413-09
404-10	Radio transcription files	413-10
404-11	Television recording files	413-11
404-12	Command information reference paper files.	401-07

NEW FILE DESCRIPTIONS ADDED

.....	Legal assistance operation files	402-08
.....	Legal assistance reporting files	402-09
.....	Popular names clearance files	406-11
.....	Motion picture and television clearance files.	406-12
.....	Congressional real estate acquisition reporting files.	411-06
.....	Congressional real estate disposal reporting files.	411-07